



A short guide for parents/ carers of students attending induction and starting Ashby School in August 2018.

For more information about the school, please visit the school website: www.ashbyschool.org.uk

Tel: 01530 413748



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Important Dates for your Diary

Induction: Wednesday 4, 5 and 6 July 2018

First Term Dates: Autumn Term: School opens Wednesday morning 29 August 2018

Mid term break: Friday 19 October - Friday 26 October 2018

(NB. students break up on Thursday 18 October; they return on Monday 29 October)

School Closes Friday evening 21 December 2018

School Opens for Spring Term Monday 7 January 2019

Further holiday dates and training dates are available from our website: www.ashbyschool.org.uk

Parent - Tutor Evening: Wednesday 4 July 2018 at 17.45pm

Attendance:

Maximum attendance is extremely important. Students who are unable to come to school must produce a signed note or letter to explain absence.

Department for Education regulations don't allow the School to authorise any holidays taken during term time.

Travel Information

The LEA has no obligation to provide home to school transport for students attending induction days. However, as in previous years, they have no objection to schools making use of seats on school transport vacated by older students, who have finished the school year early after GCSE/A Level exams or who are attending an induction event at another school.

The use of a school bus on an induction day does not necessarily mean that your child will be entitled to free transport when he/she starts at Ashby School. Entitlement to free transport can be confirmed by contacting School Transport on (0116) 305 0002 or at passengertransport@leics.gov.uk

The bus that a student uses on the induction day(s) may not be the bus they are permanently allocated to in September and routes and/or pick up points may alter. A bus pass and timetable for the bus they should travel on from September will be sent to every child before the start of the new school year.

Induction students wishing to use "school special" local bus services (i.e. where some students pay bus fares directly to the driver) may of course do so, providing that there is room on the bus, but will have to pay the appropriate fare. This is arranged by the parents with the bus company concerned. Parents dropping students off at school, or collecting them at the end of the school day should be considerate to other road users and other parents in the way they park.

The School Day

The school day starts with registration at 8.45 am and finishes at 3.05 pm. All students must be in the form room by 8.45 am. We operate a split lunchtime with the second lunch break commencing at 1.25 pm, so it is really important that students eat breakfast and/or have a snack during their morning break.

Canteens

The canteens are also open before school and at break. Students entitled to free lunches should advise the checkout operator.

Our canteens operate a cashless catering system and students will need to have credit on their ID cards to pay for their food and drinks.

Ashby School is committed to raising nutritional standards and promoting healthy eating. All aspects of food and nutrition in school support the health and well-being of pupils, staff and visitors.

Tutor Group Information

The school operates a house system comprising of eight houses. Each house has around 210 students in mixed year and ability groups. Each tutor group has around 30 students from Years 10, 11, 12 & 13.

Each of the 56 Tutor groups has approximately ten Year 9 students in the group.

If your son/daughter is in:

House	Year Tutor	Year Room Telephone Extension
Ashe & Erdington	Martin Willoughby	283
Bullen & Crewe	Lyndsey Lane	358
Gylby & Loudoun	Rikki Womersley	267
Ferrers & Hastings	Mel Somerville	359

Lead Year Tutor Alan Demitriou, Year Room telephone extension number: 287

Year Room reception telephone extension number: 301

Returning Enclosed Forms, etc

Please complete and return the enclosed forms to the form tutor of your child (see list below) with your son/daughter on the first day of induction. Students should also bring their induction planner which has been distributed by their High School.

- Data collection sheet
- Home school agreement
- Indemnity Form

Induction Programme

Programme for the three day induction is as follows:

Wednesday 4 July am

1. Students arrive by bus, on foot, or with parents to begin school at 8.45am. (There will be Year 12 students to meet and help the Year 9 students find their way to their form room.)
2. There will be an assembly led by the Headteacher in which he will welcome the students and explain our expectations of your son/daughter during induction and next year.
3. Year 9 will join and work with their new form in preparation for next year.
4. You will attend lessons on your induction timetable after morning break.

During the rest of the induction programme: -

1. Students will be given a timetable on day 1 of induction and all will have a chance to experience the subjects they will be following next year. On day two or day three of induction, your child will have PE so please ensure they bring suitable kit to wear.
2. There will be a team building exercise.
3. There will be a House Assembly.
4. Students will take a reading age, spelling, numeracy and writing test. (No revision or preparation is necessary). The information from these tests will inform any applications which need to be made for special access arrangements for external examinations and also alert us to any other learning issues for students. (All existing SEN information should already have been communicated from the High School.)

Ashby School Uniform 2018/2019

All students are required to wear school uniform. Parents are expected to support students to help them look smart and uphold the dress code. The following school uniform has been agreed by Governors for Years 10 and 11.

Skirts

Black skirts for girls – traditional tailored straight, A-line or pleated school skirts, typically polyester and viscose fabric. Skirt lengths should be practical for a school working environment. Skirts should not be cotton or denim fabric because this fades quickly. If tights are worn with a skirt they should be plain black.

Trousers

Black trousers for girls and boys – these need to be traditional tailored school trousers with a crease, typically polyester and viscose fabric. Trousers such as jeans, chinos, leggings or tight fitted “jogging” style trousers are not acceptable. Short, cropped, or ankle grazer style trousers are not allowed. Trousers should not be cotton or denim fabric because this fades quickly.

Socks

Plain socks with trousers or skirts, if worn with skirts sock length should be below the knee.

Shoes

Sensible plain black school shoes without logos – leather or ‘leather look’. trainers are acceptable, but they must not have coloured logo designs or sole trims.

Sweatshirts, cardigans or V-neck jumpers

Plain black embroidered with school crest, black round neck cardigan embroidered with school crest or black V-neck jumper embroidered with school crest. Plain black jumpers/cardigans or patterned /inappropriate logos are not permitted. No hoodies are allowed as part of the school uniform.

Polo shirt

White polo shirt embroidered with school crest. Students are not permitted to wear vest tops or any other tops over the polo shirt, other than official embroidered school tops.

Hats

Hats, scarves and gloves must be smart and professional and fit for purpose. They must be removed when in school buildings. Baseball caps are not permitted.

Outdoor jackets

Jackets must be smart and professional and free of pictures, messages and logos. No Denim Jackets. Outdoor jackets with hoods can be worn, but the hoods must be down while students are anywhere on school premises unless raining. Jackets must be removed when in the classroom.

Body piercings

No facial piercings are permitted (tongue, nose, lip etc.). Any students wearing these will be required to remove studs/rings and hand them in to the Year Room for collection at the end of the school day. Alternatively you will be asked to either tape up the piercing, or wear a retainer or clear plastic stud. Refusal will result in time in isolation.

Tattoos

No visible tattoos are permitted. Any student with a visible tattoo will be required to cover them during the school day.

Hair colour

Hair should be a natural colour even if dyed i.e. pink, purple, green, blue are not acceptable. Hair should be styled in keeping with professional office dress. No extreme styles such as mohicans, punk styles, hair art and tattooing. Any of the above will result in a student being placed in isolation.

Belts

Plain only, in keeping with professional office dress. Fashion belts are not permitted.

Jewellery

Sleeper or stud earrings only. No excessive jewellery. Students wearing excessive jewellery or belts will be asked to remove the items and then hand them in to the Year Room for collection at the end of the school day.

PLEASE NOTE:- STUDENTS WHO DO NOT COMPLY WITH THE UNIFORM CODE OR ADDRESS ANY ISSUE IN AN AGREED TIMESCALE WILL BE PLACED IN ISOLATION.

Mobile phones

Mobile phones, smartphones etc. are permitted in school for use at break and lunchtime. They must not be taken in to examinations. Phones must be switched off in lessons and not be visible unless students are asked by a member of staff to use their phone as part of the lesson. Students are not permitted to use their phones to record or film around school. Any students found to be doing so will be asked to delete such material in front of a member of staff.

Music players/iPods

Music players and iPods are permitted in school for use at break and lunchtime. All earpieces should be kept out of sight. If they are visible they will be confiscated and made available for collection at the end of the school day.

PE Kit

All students will change clothing and footwear for PE whether they are participating or not. We do not have a specific PE uniform but students should adhere to the following guidance:

1. All jewellery and piercings must be removed or taped over. Boys and girls with long hair must tie it back

2. Sports clothing should be worn appropriate to the activity. Low cut/revealing tops are not acceptable
3. PE kit is a complete change of clothing for the lesson.
4. Students must wear studded footwear for rugby and football. Shinpads must be worn for football and it is our strong recommendation that shinpads are also worn for hockey. These activities are not compulsory but part of an option system.

Throughout PE lessons students with injuries or sick notes will be involved with umpiring, scoring, coaching etc.

Equipment

Students need basic equipment for school. Please ensure your child brings a pen, pencil, ruler and maths equipment every day.

Suppliers

All items of school uniform are available from:

Ashby Schoolwear (Babes 2 Tots)

The Courtyard, 52 Market Street, Ashby de la Zouch, LE65 1AN

Telephone: 01530 564446

Pupils School Wear

35 West Street, Swadlincote DE11 9DN

Telephone: 01283 224512

If you have any doubts about the suitability of any items please email Mr Binns at a-binns@ashbyschool.org.uk for clarification. We do not want a situation in September where your child does not meet our uniform criteria and has to be isolated until the situation is resolved.

E-Behaviour and Rewards

Ashby School uses an electronic system to record and monitor students' achievements and behaviour issues. This has enabled the School to keep very detailed information about how every student does at Ashby School and has led to a dramatic improvement in both behaviour and students achieving recognition for good work or effort.

All points accrued feed into pathways that trigger consequences as the student progresses along them. This may be a tutor interview, detention, isolation or exclusion.

Your child's form tutor receives a daily list of all positive and negative points achieved by their students so your child is always monitored and supported to ensure they make the best use of their time at Ashby.

The aim of this system is to encourage positive behaviour. The vast majority of students at Ashby pick up predominantly positive points which they can cash in for food vouchers, Amazon vouchers, school trips or anything from the school shop.

As a parent you can also closely monitor how your child is progressing using MCAS. If you have any concerns at all please use the system to contact your child's tutor.

WisePay and Cashless Catering

Ashby School operates a highly successful cashless catering system across the school. All staff and students use their personalised identity cards to access the facility as cash is no longer accepted in the school canteens. If your child loses their card a replacement can be purchased at the School Library at a cost of £2. Students may be refused food/drinks within the School if they do not have a working card.

For convenience you can credit funds onto your child's account using our online payment facility, WisePay. Using WisePay you can also pay for school trips, exam retakes and resources.

WisePay is very easy to use and gives you the freedom to make payments at a time convenient to you 24 hours a day, 7 days a week - no longer do you have to find the cash to send into school each morning. WisePay accepts all major credit cards and debit cards. All card payments are secure and adhere to the highest level of compliance under the Payment Card Industry Data Security Standard.

Letters have been sent out to all parents/carers containing usernames and passwords to enable you to use WisePay. To access the facility, go to our website:

www.ashbyschool.org.uk and click on the WisePay icon.

Our website contains more information about WisePay including instructions on how to change your password, and how to merge multiple accounts if you have two or more children in the school.

If you have not received your WisePay username and password, or are having difficulty using WisePay, please email the school at: wisepay@ashbyschool.org.uk

If you do not have the facility to top-up your child's catering account online, there are two 'cash loaders' in the school for students to pay cash on to their cards. These are situated next to the main A Block and B Block receptions, and step-by-step instructions are provided at each machine.

My Child At School (MCAS)

This is a website that through a secure individual login allows parents live access to all the information they could want to see about their own child.

Attendance is shown lesson by lesson over the whole year so any issues can be quickly picked up. Rewards and behaviour points are also displayed across the whole year which enables parents to offer praise or work with the school to prevent inappropriate behaviour in lessons.

All school reports are now published to MCAS. We no longer send paper reports home unless we are aware that you do not have internet access at home. Any homework or coursework that your child receives is also displayed so you can monitor what has been given and work with your child to ensure they stay on top of their work load. All the subjects and staff that teach your child are displayed with email links to enable you to have rapid direct contact.

The system also displays your child's personal timetable so they never need to forget what lessons they have the next day. During examination periods your child's examination timetable will also be published which will help you to support them on their revision programme.

The login details for MCAS will be sent out in early September for all new Year 10 students.

By this point the system should be app based and accessible from your smart phone.

Office 365 and the Student Portal

Ashby School has a licence for Office 365. As part of this your child can have 5 copies of the full Microsoft Office software suite free of charge whilst they are at the school.

These can be installed on any device either at home or at relations. We have developed a student portal that will provide your child with access to everything they need either inside or outside of school.

E-mail Alerts

We communicate as much as possible by e-mails or text messages.

You need to ensure we have your mobile telephone numbers and e-mail details; so please advise us if you alter these during the school year. You can contact us directly with changes through My Child At School (MCAS).

What to do if.....

(The following information is given to all students at the start of term. I am sure you will also find it useful)

- ◆ You are late for school
You must report to the Year Room reception before you go to your lessons. If you arrive late you must bring a note from home explaining why. Persistent lateness with no explanation will result in after-school detentions.
- ◆ You are attending an after school club or revision sessions
Late buses run on Mondays, Wednesdays and Thursdays for students within the catchment area, leaving school at 4.30pm. If you want to stay behind for a school activity or revision session please ask your form tutor for the late bus at registration. It is your responsibility to ask for the late bus, not your form tutor's.
- ◆ You feel ill, or have an accident
Tell your teacher who will advise you, or report to the Year Room. No-one should go to the Medical Room without first checking at the Year Room/Year Room reception. Similarly, you should not contact home by mobile phone if you are ill before you have told the school. The school will make any necessary contact with your parents. When a parent/guardian collects you from the Medical Room the receptionist will sign you out. Do not leave without speaking to reception/Year Room/ Year Room reception.
- ◆ You are on medication
Please bring a letter from your parents stating what you need to take and when. Your medicine must be left with reception or the Year Room reception, with your name clearly labelled. The only exceptions, for example, are inhalers for asthma, epipens or insulin. Spares of these medications can be given to reception or the Year Room reception. Please do not ask for Aspirin or other tablets – we are not allowed to give such medicines out.
- ◆ You have to leave school during the day for any reason
It is best to make appointments outside of school hours otherwise you will miss important work. If you must leave school during the day for any

reason then you will need to bring a letter from your parents. You will need to show the letter to your Form Tutor or Head of Year. You must sign out at reception or the Year Room reception and when you return to school later you will need to sign back in.

No-one should leave the site without permission – this includes break and lunchtime.

- ◆ You are ill, have a medical appointment or have been away from school.
If you are going to be away from school due to illness, or for any other reason, please inform the school by telephone as soon as possible, preferably by 10 am. Parents/Guardians should call the Absence line on 202 on each day of the absence. This is an automated message line which is checked frequently throughout the day by the Attendance Officer. If you are aware of an absence (for example, medical appointment) you must bring a letter from home for the school to authorise, or call the Absence Line on 202. If you have been away from school you must bring a note from home and hand it in to your Form Tutor.
- ◆ You lose something
Ask at the reception, inform your Form Tutor and ask the Premises Officer. You may wish to inform reception and ask them to put your loss in the Student Bulletin.
- ◆ You are being bullied
If you are being bullied in any way, e.g. name-calling, feeling threatened, actually being hit or if someone is intimidating you, it is most important that you tell an adult in the school - your Year Tutor, House Manager or a teacher you trust, as soon as possible. If you feel unable to do this yourself then ask one of your parents to contact your Year Tutor. You can also use the 'I need to talk' button on the student portal. This is totally confidential and links to your Year Tutor. If you use this, you will be contacted within a school day.
- ◆ You have a letter excusing you from PE
Make sure you hand the letter to your PE teacher at the start of the lesson. You will still need to bring your PE kit and your PE teacher will arrange for alternative activities for you to take part in during the lesson, e.g. umpiring, videoing other students' performances, recording scores etc.

General Data Protection Regulation (GDPR)

The new General Data Protection Regulation (GDPR) came into effect from 25 May 2018. This regulation also applies to schools.

At Ashby School, we aim to provide opportunities for our students in improving their life chances. In order to achieve this, we need to work in partnership with parents, students, governors, the Local Authority and carefully selected outside agencies.

We are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) and the personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care, to keep your child safe and to assess how well your child is doing and for emergency contact and communication.

Due to the new GDPR regulations, parents must now give consent for any use of data that is not required as a "legal duty" or is not essential to the everyday running and organisation of the school, known as "public task".

We do not give information about parents or students to anyone outside the school without direct consent unless such requirements meet the definition of legal duty or public task.

You will find a copy of our privacy statement, retention policy and associated GDPR documentation on our website