



A short guide for Parent/Carers of students attending Induction and starting school in August 2019.

Please use the school website to learn more about the school.

www.ashbyschool.org.uk

Tel: **(01530) 413748**

Important Dates for your Diary

Induction: 3rd, 4th and 5th July
Parent/carer evening 3rd July.
Students surname A-L starts at 5.45pm in tutor room
Students surname M-Z starts at 6.30pm in tutor room

First Term Dates: Autumn Term: School opens Wednesday 28th August 2019

Mid term break: Monday 14th October – Friday 18th October

Staff training day: (students not in school) Friday 22nd November 2019

School Closes Friday evening December 20th 2019

School Opens for Spring Term Tuesday 7th January 2020

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

Parents Evening: 5th Nov 2019 Houses Bullen and Ferrers
12th Nov 2019 Houses Hastings and Loudoun

Parents Evening 17th March 2020 Houses Bullen and Ferrers
24th March 2020 Houses Hastings and Loudoun

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.

Depending on circumstances if a student's attendance is below 90% then you might be fined by the local authority.

Travel Information

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.

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. It is important that your child is in form time at 8.45am so that they pick up the daily notices or aren't late to assembly. 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 in A and B block 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.

Year/Tutor Group Information

The school operates a house system comprising of four houses. Each house has around 450 students in mixed years. Each tutor group in Year 10 has around 28 students in it.

Year 10

Head of Year: Miss Smith
Student well-being: Mrs Womersley
Student behaviour: Mr Willoughby
Assistant Head of Year: Mr Wickwar
Assistant Head of Year: Miss Wright

m-smith@ashbyschool.org.uk
r-womersley@ashbyschool.org.uk
m-willoughby@ashbyschool.org.uk
r-wickwar@ashbyschool.org.uk
l-wright@ashbyschool.org.uk

Year 10 Room reception telephone extension number: 301

Attendance extension number: 202

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.

- Student admin form
- Home school agreement
- Indemnity Form
- Trips and Visits form

Programme for the three day Induction

Programme for the 3-Day Induction: -

Wednesday 5th July am.

1. Students arrive by bus, on foot, or with parents to begin school at 8.45 am. (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 and Head of Year 10 in which they will welcome the students and explain our expectations of your son/daughter during induction and next year.
3. 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. Your child will have PE during induction so please ensure that they bring suitable kit to wear on day 1 in case they have it.
2. There will be a House themed assembly.
3. 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 2019/2020

Changes to school uniform from August 2019 have been approved by staff and governors, following a consultation with students, parents and staff. All students are required to wear school uniform. Parents are expected to support students to help them look smart and uphold the dress code. All uniform information can be found on our school website.

The following school uniform has been agreed by Governors for Year 10 students starting in August 2019.

Skirts

These must be the Trutex Castle Tartan pleat skirt (grey) or Trutex twin kick pleat skirt (black). All skirts must be purchased from the recognised suppliers. No other skirt will be permitted.

Trousers

Black trousers for girls and boys. Trousers must be black in a tailored style and be polyester. They must not be skin tight or jeans or jean or chino style. We strongly recommend David Luke eco trousers (slim or sturdy fit) that are available from our suppliers. Students in school have tried these on and were happy with both the style and comfort.

Blazers

We have opted for fitted blazers that are tailored specifically to girls and boys.

Ties

Ties will all be clip-on.

Jumpers

School jumpers are optional however if you do decide to purchase one then they must be bought from the recognised suppliers

Shirts

Plain white shirt or blouse (long or short sleeved)

Socks

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

Tights

Girls will be able to wear natural, grey or black tights.

Shoes

These should be leather or leather look and must be a traditional shoe that can be polished with black laces. Please look at the images on the website to see what is acceptable and, if in doubt, contact the school before making a purchase. Canvas shoes, trainers or trainer style and boots are not acceptable. Dr Marten shoes may be worn, but not ankle or high boot types.

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 on the school site.

Hoodies

Hoodies are not permitted in school.

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 10 Office 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 10 Office for collection at the end of the school day.

PLEASE NOTE:- STUDENTS WHO DO NOT COMPLY WITH THE UNIFORM CODE WILL SPEND TIME IN ISOLATION UNTIL THE ISSUE IS RESOLVED AND PARENTS WILL BE CONTACTED.

Mobile phones

Mobile phones, smartphones etc. are permitted in school for use at break and lunchtime. Phones must be switched off in lessons, be in a school bag and not be visible. If a mobile phone is seen in lesson, it will be confiscated and parents will need to pick it up at the end of the school day before 5pm from the Year Room Office. They will not be returned to the student. We do recognise that students at Ashby are older which is why we will continue to allow them to use phones at break and lunch, but no longer in classrooms.

Students are not permitted to use their phones to record or film around school and this may lead to a fixed term exclusion if found doing so.

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. 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.

Equipment

Students need basic equipment for school. Please ensure your child brings a pen, pencil, ruler and maths equipment every day. To support students with recording information and homework, we will be providing all students with a high quality bound planner on their first day. They will use this to record any homework or coursework they receive. We would like you to monitor this on a weekly basis. If you are concerned at all regarding the amount of homework your child is getting, please contact their tutor.

Suppliers

School blazers, skirts, jumpers and ties must be bought from either of our two uniform stockists:

Ashby School Wear, The Courtyard, 52 Market St, Ashby-de-la-Zouch LE65 1AN

Phone: 01530 564446

Pupil Schoolwear, 35 West St, Swadlincote DE11 9DN

Phone: 01283 224512

If you have any doubts about the suitability of any items please email Miss Smith at m-smith@ashbyschool.org.uk for clarification. We do not want a situation in August/September where your child does not meet our uniform criteria and has to be isolated or picked up to get changed and returned to school.

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 and Head of Year 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.

Wise Pay 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 £3. 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 will be 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.

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. You can download the MCAS app free from the App Store. Your login details will be sent to you in September.

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, coursework and exam timetables 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.

Finally, there is a section to check all your details held by the school, which you can amend online, and an area to contact the school if you have any questions.

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. It is also important for us to hold at least two phone numbers for making contact with parents or carers. You can contact us directly with changes through My Child At School (MCAS).

Free School Meals & Pupil Premium **(please check if you are eligible)**

You do not need to worry about other children knowing your child gets free school meals. Ashby operates a cashless system to purchase food – £2.40 will automatically be added to your child's account each day, which can be spent on anything in the school canteen. You can still add money to your child's account in addition to this, should you want to.

You could save £400 a year for each child and the school will benefit too, as we receive the pupil premium of £935 per year from the government for each child eligible for free school meals. This is used to support your child's learning, so if your child is entitled to Free School Meals, please do register.

Your child may be eligible for free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your child is eligible for free school meals, they will remain eligible until they finish school (up to 31st March 2022). You only need to apply once – your eligibility will then be checked on a 4 weekly basis via the central benefit records database.

To apply, please visit <https://www.gov.uk/apply-free-school-meals> or ask for a form at the school reception.