

# Student Induction Planner 2019

July 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>



You must bring this booklet to every day of induction

[www.ashbyschool.org.uk](http://www.ashbyschool.org.uk)

## ASHBY SCHOOL INDUCTION 2019

Name:

Ashby School Form Group:

Form room:

***When you arrive at Ashby School, staff and students will be on all of the gates and the bus park to help guide you to your form room. It is important to remember the name of your form so you know where to go today and on Wednesday evening.***

<b>Timetable</b>	<b>Wednesday 3<sup>rd</sup> July</b>	<b>Thursday 4<sup>th</sup> July</b>	<b>Friday 5<sup>th</sup> July</b>
Registration 8.45 – 9.05	Registration	Registration	Registration
Period 1 9.05 – 10.05	With Form Tutor	Lesson	Lesson
Period 2 10.05 – 11.05	With Form Tutor	Lesson	With Form Tutor
Break 11.05-11.25	Break 11.05-11.25	Break 11.05-11.25	Break 11.05-11.25
Period 3 11.25-12.25	Lesson	Lesson	With Form Tutor
<b>Lunch 12.25-1.05 or 1.25-2.05</b> (This will be on your timetable)			
Period 4 12.25-1.25	Lesson	Lesson	Lesson
Period 5 1.05-2.05	Lesson	Lesson	Lesson
Period 6 2.05-3.05	Lesson	Lesson	<b><i>Friday Only Registration 2.05-2.15</i></b>
			Lesson

### Timetable

- Your Form Tutor will give you your Induction timetable which will include all the subjects you will take in Year 10.
- You will have lunch either during P4 (early) or P5 (late) each day and this will be shown clearly on your timetable.

- Using your induction timetable, fill in the lesson boxes above and include the subject, teacher and the room to help you on the three days.
- When you have P.E., everybody changes even if you have a note excusing you from the lesson. You will not have to take part in any exercise but we do require you to get changed.

### Holiday Homework

Subject	Due in on	Task

First Day Checklist	Second Day Checklist	Third Day Checklist
This booklet	This booklet	This booklet
Full High School uniform	Full High School uniform	Full High School uniform
PE kit – remember <b>everybody</b> changes into kit even with a note to excuse you from physical activity	Do you have PE today? PE kit – remember <b>everybody</b> changes into kit even with a note to excuse you from physical activity	Do you have PE today? PE kit – remember <b>everybody</b> changes into kit even with a note to excuse you from physical activity
Pens, pencils etc	Pens, pencils etc	Pens, pencils etc
<b>Completed and signed Data collection sheet</b>		
<b>Completed and signed Indemnity form</b>		
<b>Signed Home school agreement</b>		

## **What to do if!!! – Some of these won't happen on Induction but might when you start back in August.**

- **You are late for school**  
You must report to the Year 10 Office in A block 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 leaving school at 4.30pm for students who live in the catchment area of Ashby School. If you want to stay behind for a school activity or revision session please ask your form tutor for the late bus at morning 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 10 Office. 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 main reception or the Year Room reception and when you return to school later you will need to sign in.
- N.B. 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 main reception and inform your Form Tutor. You may wish to inform main reception and ask them to put your loss in the school 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 Form Tutor, House Manager, Head of Year or Year Tutor 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 Head of Year. You can also use the 'I need to talk' button on your school login homepage.

- **You need to speak to a nurse about any health matters**  
Students have access to 'Teen Health Stop' during both lunches on Thursday during term time. You can speak to your form tutor or a member of staff in the Year 10 Office about this.
- **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.

## **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.

### **Jumpers**

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

### **Ties**

Ties will all be clip-on.

### **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 Mr Rees at [t-rees@ashbyschool.org.uk](mailto:t-rees@ashbyschool.org.uk) for clarification. We do not want a situation in August/September where you do not meet our uniform criteria and have to be isolated or picked up to get changed and returned to school.