



## A Guide for Year 10 Students and Parents

For students joining Ashby School in August 2024

You can find out more about Ashby School at:  
[www.ashbyschool.org.uk](http://www.ashbyschool.org.uk)

# Welcome from the Headteacher

Dear Year 9,

We are delighted that you have chosen to come to Ashby School for your Key Stage 4 studies and to be part of our school. Moving from a high school to an upper school can often seem a little nerve-racking but it is also a really exciting time as you choose your options and start to create your path to future success. Our teachers continue to work hard to refine our curriculum to ensure that you have the best possible support to achieve your goals and be really happy at Ashby School.

To help you to settle in and to make sure that you are really confident about your school move before the summer holidays, we are inviting you to a transition day on Wednesday 26 June. This will give you chance to meet the staff who will be working with Year 10, meet some of your classmates and start to find out about things like how to get your lunch. We will also have a parent meeting around this time so your parents can also ask any questions and help you get yourself organised ready for the start of the term.

We work really hard to ensure that you have the best possible experience at our school, but we expect you to do the same—not only through your studies but also through your behaviour and meeting our expectations around uniform, attendance and punctuality. Induction is the opportunity to ensure you know all the things you need to so we can be on a great journey together from the start of the year. It is also your chance to get an idea of some of the opportunities that exist beyond our classrooms through our extra-curricular programme.

We can't wait to meet you all on your transition day and for you to become Ashby School students in August. Until then, have a lovely summer holiday.

Best wishes,

Dr Mellor



# Important Dates for Your Diary

Term Dates:

## **Autumn term 2025**

Teacher days: Tuesday 27 August and Wednesday 28 August 2024

School opens: Thursday 29 August 2024

Half term: Monday 21 October - Friday 25 October 2024

Disaggregated day (school closed to staff and students): Friday 29 November 2024

End of term: Friday 20 December 2024

## **Spring term 2025**

School opens: Monday 6 January 2025

Half term: Monday 17 February - Friday 21 February 2025

End of term: Friday 11 April 2025

## **Summer term 2025**

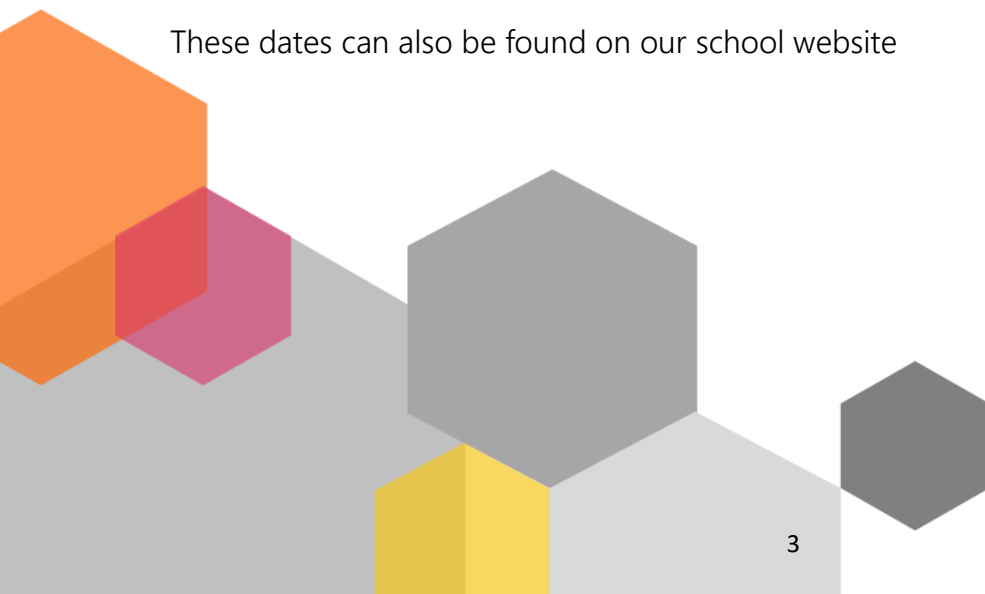
School opens: Monday 28 April 2025

May Day: Monday 5 May 2025

Half term: Monday 26 May - Friday 30 May 2025

End of term: Friday 11 July 2025

These dates can also be found on our school website



# School Transport

The use of a school bus on an induction day does not necessarily mean that your child will be entitled to free transport when s/he starts at Ashby School. If you are out of catchment, then you will need to pay for your child's bus pass. Entitlement to free transport can be confirmed by contacting School Transport on (0116) 305 0002 or at <https://www.passengertravelsolutions.co.uk/home>.

The bus number that a student uses on the induction day may not be the bus they are permanently allocated in August and routes and/or pick up points may alter. Please visit the Passenger Travel Solutions and Consultancy Services Website for further information about this process:

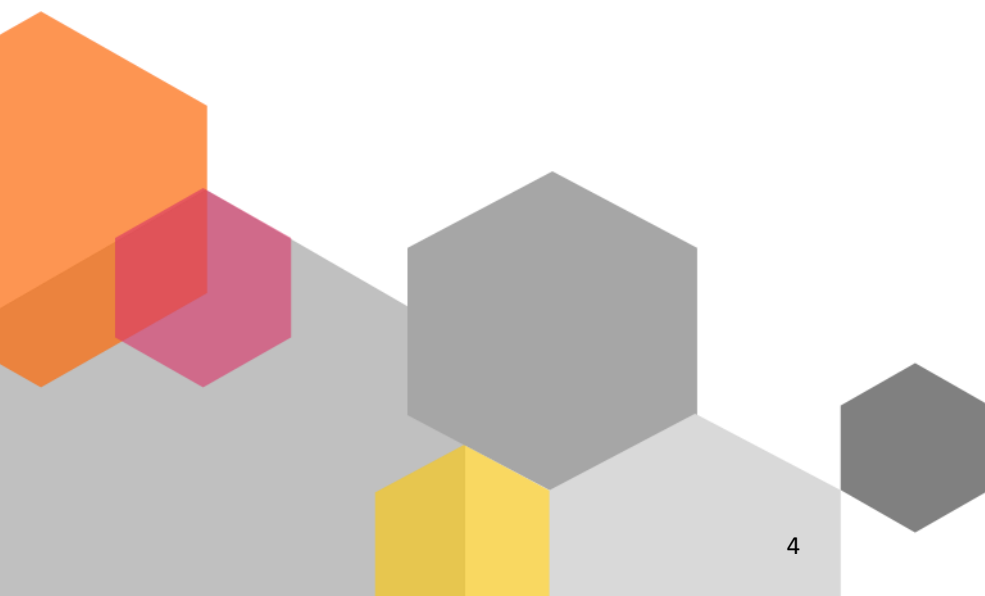
<https://www.passengertravelsolutions.co.uk/home>

It is important that you apply for a bus pass for August as soon as possible (the website is now live).

For bus travel on your child's induction day, please visit the Passenger Travel Solutions and Consultancy Services Website to view the timetable for your area (you do not need to apply for a pass for the induction day). Please ensure that your child arrives at their bus stop 10 minutes before the allocated time. The bus number will be visible in the front window and your child must return on the same bus after school. For any queries, please contact this number only on the morning of your child's induction day - 01530 816421.

If your child currently attends Ivanhoe College then they will need to use an Ashby School specific bus on the induction day. This may not be the bus that your child normally arrives on. They will also use the new times and new pick-up stops on the link above so please check them carefully.

Parents dropping students off at school, or collecting them at the end of the school day should be considerate to other road users, local residents and other parents in the way they park.



# The School Day

The school day starts with registration at 8.40am and finishes at 3.10pm. It is important that your child is in Form Time at 8.40am so that they pick up the daily notices. If a student starts to become late to Form on a regular basis, the school will get in touch with you regarding this and your child will receive a sanction.

School gates are staffed each morning and are closed at 8:35am. Late students will face a same day sanction.

There are warning bells near the end of breaks to remind students to start moving to lessons. If a student arrives to a lesson late, then they will receive a late mark.

The school day:

8:40-9:00	Registration – 20 minutes
9:00-9:05	Movement to lesson
9:05-10:05	Lesson 1
10:05-11:05	Lesson 2
11:05-11:25	Break – 20 minutes
11:25-12:25	Lesson 3
12:25-13:05	Lunch for all year groups
13:05-14:05	Lesson 4
14:05-14:10	Movement to lesson
14:10-15:10	Lesson 5



## Food and Drink

The canteen in A block (Café Express) is open everyday.

Year 10 students can use this canteen at break and lunchtime to get food and drinks.

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. If a student loses or breaks their ID card then they can purchase a new one for £3.50 via Wisepay.

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 10 Staff Information

**Year Team Leader:** Mr Willoughby

M-willoughby@ashbyschool.org.uk

**Assistant Year Team Leader:** Mrs Smith

Ka-smith@ashbyschool.org.uk

**Attendance extension number:** 202

**Absences email:** yearteamabsences@ashbyschool.org.uk

## Attendance

Maximum attendance is extremely important. We must be informed if a student is unable to come to school and the reason why. If a student has a medical appointment during the school day, it is important that they are only absent for the appointment and not the full school day so that their attendance is not negatively impacted.

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%, you may be fined by the local authority. We will monitor your child's attendance on a regular basis and you will receive regular communication from the school regarding this, including text messages during the school day if your child is absent and we have not been told the reason why.

# Uniform

We believe that uniform is an important part of our school ethos. We want our students to be smartly dressed for school in order to set a good tone for learning and create a sense of school identity. However, we also want students to be comfortable in what they wear and so we offer some elements of choice within this.

## Years 7 - 11 (KS3 and KS4)

Students must wear:

**Either** a branded grey V-necked jumper **or** a branded grey fitted blazer with

- an Ashby School maroon clip on tie
  - a plain white shirt or blouse (long or short-sleeved), tucked in at all times.
- and either
- plain black tailored trousers
  - tartan pleat skirts purchased from recognised suppliers.
  - plain, black and polishable footwear

Further clarity around our uniform expectations can be found on our website.

We also expect students to wear appropriate outer wear.

- Coats must be smart and free of pictures, messages and logos. Outdoor coats may have hoods but hoods must be down while students are anywhere on school premises unless raining. Coats must be removed in classrooms. No denim jackets.
- Outer wear accessories - Hats, scarves and gloves must be smart and professional and fit for purpose. They must be removed when in school buildings.

## Mobile phones

Mobile phones, smartphones etc. are not permitted in school. Phones must be switched off before the school day starts at 8:40am and placed in a school bag and not be visible. Phones should not be seen or heard on the school site. Students are not permitted to use their phones to record or film around school and this may lead to a fixed term suspension if found doing so. If a student is seen to be using their mobile phone on the school site, it will be confiscated. If a student has had their phone confiscated more than three times, their phone will need to be collected by a parent/carer at the end of the school day. *(Please see mobile phone policy on the school website).*

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



# PE Kit

All students must change clothing and footwear for PE whether they are participating or not. We do not have a specific PE uniform for Key Stage 4 students but students should adhere to the following guidance:

All jewellery and piercings must be removed or taped over. Any student with long hair must tie it back. Sports clothing should be worn appropriate to the activity. Low cut/revealing tops are not acceptable.

PE kit is a complete change of clothing for the lesson.

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.

## Uniform Suppliers

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

Ashby Schoolwear at Ashby (in store or online at [www.ashbyschoolwear.co.uk](http://www.ashbyschoolwear.co.uk))

Pupil Schoolwear at Swadlincote (in store or online at [www.pupilsschoolwear.co.uk](http://www.pupilsschoolwear.co.uk))

If you have any doubts about the suitability of any items please email Mr Willoughby ([m-Willoughby@ashbyschool.org.uk](mailto:m-Willoughby@ashbyschool.org.uk)) or Ms Smith ([ka-smith@ashbyschool.org.uk](mailto:ka-smith@ashbyschool.org.uk)). We do not want a situation in August/September where your child does not meet our uniform criteria.

## Equipment

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

For any queries regarding equipment, please contact: [m-willoughby@ashbyschool.org.uk](mailto:m-willoughby@ashbyschool.org.uk)





# What to do if...

## **You are late for school**

You must report to main reception to sign in. If you arrive late you must bring a note from home explaining why. Persistent lateness with no explanation will result in an after-school detentions.

## **You feel ill, or have an accident**

Tell your teacher who will advise you, or report to the Year Room. 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 main reception, the receptionist will sign you out.

## **You are on medication**

Students on medication must only carry the required amount they need for the day e.g 2 doses of antibiotics or pain relief. A 'permission to carry medication' form must be filled out and handed in to the Year Room for the Medical Officer. Should assistance be needed with medication then a 'medication management' trained member of staff will be involved to assist. All life-saving medication such as insulin, epipen's and inhalers must be carried on the student's person at all times. Spares can be handed in to the Medical Welfare Office. No other medication should be carried as routine.

Medical Officer: [L-Lane@ashbyschool.org.uk](mailto:L-Lane@ashbyschool.org.uk)

## **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 lessons. If you must leave school during the day for any reason then your parent/guardian will need to contact your Form Tutor and email [yearteamabsences@ashbyschool.org.uk](mailto:yearteamabsences@ashbyschool.org.uk). You must sign out and back in at the Year Room before leaving via main reception on Nottingham Road.

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 9am. Parents/carers 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 call the absence line on 202 or email [yearteamabsences@ashbyschool.org.uk](mailto:yearteamabsences@ashbyschool.org.uk).

## **You lose something**

Ask at main reception and/or the Year Room in case it has been handed in.

## **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 a trusted adult - your Form Tutor, Head of Year, Year Tutor or a teacher as soon as possible. If you feel unable to do this yourself then ask one of your parents to contact your Head of Year or use the 'I Need To Talk' button when you log onto the school ICT network. This is a confidential service and a member of the pastoral team will come and speak to you discretely.

## **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, helping with equipment etc.

## **You need to speak to someone about any health and/or wellbeing matters:**

Students can self-refer to the Teen Health team who are with us in school every Friday. The wellbeing team can be found in our nurture provision, The Bridge and offer sessions to support with Mental Health and Wellbeing.

# Behaviour and Rewards

Ashby School uses an electronic system to record and monitor students' achievements and behaviour issues. This enables 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 or rewards as the student progresses along them. This may be a tutor interview, detention, inclusion or parental meeting.

Your child's Form Tutor and Year Team Leaders receive 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, a 'skip the queue' pass, free lunch pass and much more:

KS3 students	KS4 students	What students will get
25	25	Skip the queue
50	50	2x skip the queue vouchers
75	75	Free biscuit from the school canteen
125	100	Bronze certificate + bronze lapel badge
200	125	Silver certificate + silver lapel badge
300	150	Letter sent home from Senior Leadership team+ skip the queue voucher
400	175	Gold certificate from Senior Leadership Team + gold lapel badge
500	200	Letter sent home from the Headteacher + skip the queue voucher
600	225	Platinum certificate from the Headteacher + platinum lapel badge

# Cashless Catering

Ashby School is 100% cashless and operates a successful cashless catering system across the school. For convenience, you can credit funds onto your child's account using our online payment facility—Wisepay. You can also pay for school trips, exam retakes and school resources such as course textbooks and revision guides.

All staff and students use their personalised ID cards to access the catering part of this facility. If your child loses their card, a replacement card and holder can be purchased via the parent portal on the school website at a cost of £3.50. Students may be refused food/drinks within the school if they do not have a working card. We do not offer an overdraft facility in school.

Our online payment system 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. It 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.

Information will be sent out to all parents/carers containing information on how to access the online payment system.

# The Arbor App

This is an app that uses a secure individual login to allow parents live access to all the information they could want to see about their own child. You can download the Arbor app free from the App Store. Your login details will be sent out to you in September 2024.

Attendance and punctuality 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 Arbor. 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 workload. 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.

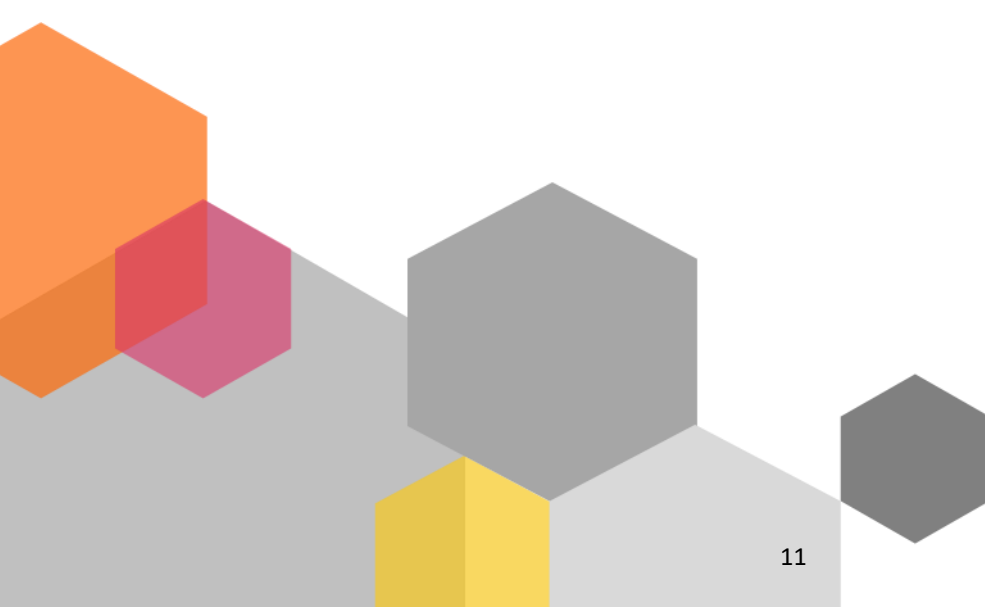
## Office 365 and the Student Portal

Ashby School has a license for Office 365. As part of this, your child can have access to Microsoft Office software free of charge whilst they are at the school. This can be installed on any device either at home or at the home of a family member. We have developed a student portal that will provide your child with access to everything they need both inside and outside of school.

## Email Alerts

We communicate as much as possible by emails or text messages through Arbor.

You need to ensure we have your mobile telephone numbers and email 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, family or carers.



# Free School Meals and Pupil Premium

Please check if you are eligible for support from either of these schemes.

You don't need to worry about other children knowing your child gets Free School Meals. Ashby operates a cashless system to purchase food – £2.55 will automatically be added to your child's account each day, which can be spent on anything in the school canteen.

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

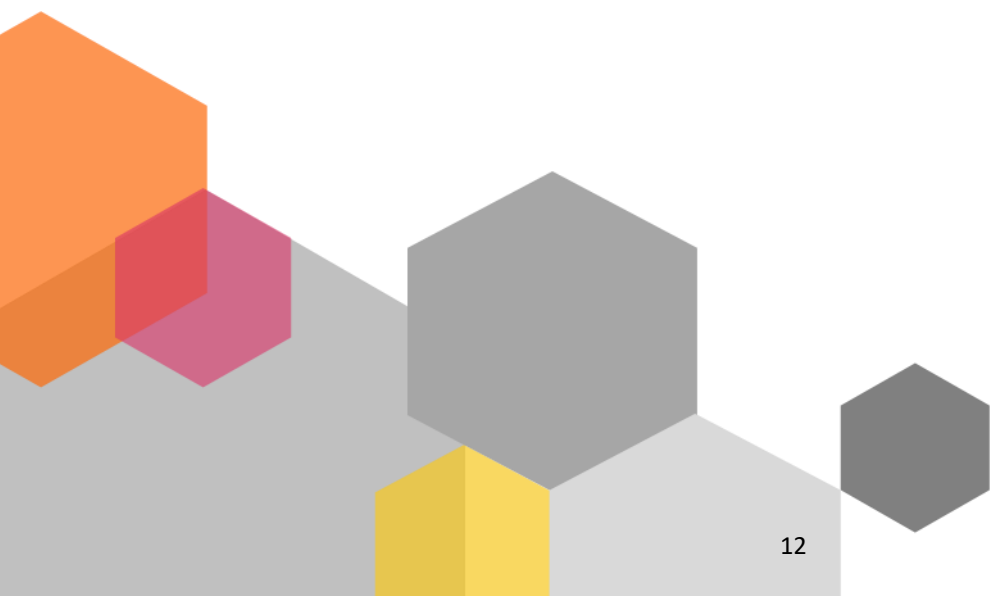
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual 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 2022 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 March 2025). 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.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals>

If you have any queries regarding Free School Meals or Pupil Premium, please contact:

[pupilpremium@ashbyschool.org.uk](mailto:pupilpremium@ashbyschool.org.uk)



# Special Educational Needs and Disability

**SENDCo**

**Mr Will Price**

SEND@ashbyschool.org.uk

**SEND Specialist Support**

**Ms Lara Jackson**

l-jackson@ashbyschool.org.uk

**At Ashby school, we are committed to ensuring that EVERY young person will:**

- Achieve their best
- Become confident individuals living fulfilling lives
- Make a successful transition into adulthood, whether into employment, further education or training.

**We will help them through their journey with us to achieve their goals by:**

- Providing suitable learning challenges
- Meeting the students' diverse learning needs
- Removing the barriers to assessment and learning

**What we will do to support you and your child as a member of our community:**

## **Skilled and expert Quality First Teaching**

- All teaching staff receive ongoing professional development and training to ensure they are able to support the specific needs of students.
- Teaching will be adapted where possible to appropriately support any additional learning needs if required.
- The school will ensure every student is able to access a full curriculum including trips and extra curricular activities.

## **Support**

- Outstanding age-appropriate pastoral teams to provide support for students with managing behaviour, attendance and dealing with social situations.
- A Learning Support Team will support students with SEND needs when appropriate to access a full mainstream education.
- The LINC – our designated Learning Inclusion Centre is designed to support students who require intervention and targeted academic support. This includes small group intervention sessions to develop students' skills and accelerate progress alongside their main lessons. The LINC is not an alternative option to classroom learning as students at Ashby School follow our mainstream curriculum and are expected to attend lessons alongside the rest of the cohort.
- The Bridge – our unique Nurture provision, providing support and guidance for students with Social, Emotional and Mental Health (SEMH) needs, and access to professional services when needed.

## **Communication**

- We will make all the information clear and easy to understand and encourage open dialogue
- We have a team of support staff, led by the SENDCO, who will ensure all staff are aware of your child's needs and will be your first point of contact for concerns
- If teaching staff think your child requires extra support, we will direct interventions and support for your child to make progress.
- Pastoral queries should go to the Form Tutor who will then further them to the Year Team Leaders if they can't if they can't resolve them themselves.
- Subject specific enquiries should go to the subject specific staff or the Head of Faculty (Every teacher is a teacher of SEND)
- SEND Specific enquires should go to the SEND Office

## **Working in partnership**

- We will work in partnership with you, your child and agencies to ensure your child's needs are being met and they are able to access a full curriculum successfully
- The school will provide details for organisations that can support you and your family