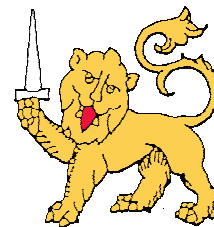


Aylestone Business and Enterprise College

Broadlands House, Broadlands Lane, Hereford, HR1 1HY

Email: admin@aylestone.hereford.sch.uk Tel. 01432 357371 Fax. 01432 263925

Headteacher: Mrs Sue Woodrow



Parent/Carers Partnership Booklet 2009-2010



Following consultation with parents we are pleased to provide information that we hope will provide a clear point of reference for school procedures throughout the year. This booklet provides a range of information for the academic year, and will be updated annually.

We should perhaps stress that we will still be writing to notify you of major events, such as parents' evenings, as they occur also a full school calendar is on the website. However, the dates in this booklet should give you advance warning of parent consultation evenings. This year we are developing our use of ICT through the website and virtual learning environment to improve communication with home.

We would very much welcome your comments and have provided a space on the reply slip for these. In particular, it would be good to know if you feel there is anything we have missed which you would find useful.

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SCHOOL ORGANISATION:

Governing Body:

There are termly meetings of the full governing body with dates published in the school calendar. Committees meet more frequently.

Chairman : Dean Cardey

Clerk to the Governors: Emma Newman

Senior Leadership Team:

Headteacher:

Mrs S Woodrow

Enrichment and Empowerment:

Assistant Head: Mrs C Hendry

Entitlement and Progression:

Deputy Head: Mr W Owens

Assistant Head: Mrs S Alderton

Achievement and Standards:

Deputy Head : Mr N O'Neil

Assistant Head: Mr S Robertson

Achievement Coordinators:

Year 7	Mr B Willson
Year 8	Mrs J Griffith
Year 9	Mr P Lewis
Year 10	Mrs J Hammond (Team leader)
Year 11	Mr AS Moss

Heads of Academic Departments:

Student Services (including AEN)	Mrs A Tempany
Art and Design	Mr D Haylock
Business Studies	Mr R Bates
Drama	Mrs J Knapp
English	Ms C Farman
Geography	Mrs J Griffith
History	Miss A Leach
Humanities	Mr M Seaton
ICT	Mrs K Austin- Bailey
Maths	Mrs J Bowen
Modern Languages	Miss L Holland
PE	Mr K Morris (Boys) Mrs R Powell (Girls)
RE	Dr N Williams
Science	Mr R Leece
Technology	Miss G Speake

The main switchboard number is 01432 357371 and the school fax number is 01432 263925. Should you wish to contact the school office using email then the address is: admin@aylestone.hereford.sch.uk

Whilst every effort is made to answer telephone calls the volume of calls at certain times of the day may mean that you are directed to leave a message. Please be assured that if you leave a message it will be dealt with. Teaching staff may not be able to respond immediately depending on their timetable commitments.

Achievement coordinators:

Together with your son's/daughter's Form Tutor, Achievement Coordinators are responsible for student's general academic progress and welfare. Form Tutors will often be your first point of contact over day-to-day matters and a note or phone call to your Achievement Coordinator will involve them in more complex issues. Achievement Coordinators will always endeavour to return calls within a reasonable time, but they do have a heavy teaching timetable. Please try not to disturb them during lesson time.

See above for list of Achievement Coordinators and their year groups.

Friends of Aylestone:

The aim of the "Friends", of which all parents and staff are members, is to promote good working relationships between all those involved with and in the school community. It provides an opportunity for the Senior Leadership of the school to keep parents informed and consult them on current and future issues relating to the school. The "Friends" also help to raise money for additional facilities, resources and equipment for students.

There are a variety of events during the year for parents, staff and students – some social, some educational and others with a fund raising objective. We do hope that you will support these events. Letters of invitation will be circulated prior to each one and there will also be "Friends" news in each newsletter.

Meetings are held approximately twice termly and are open to all parents and staff. Please send in items you would like to be considered to the school office marked "Friends" and come along to let us hear your views.

The School Day:

8.50 -9.15	registration and form time
9.15-10.15	lesson 1
10.15-11.15	lesson 2
11.15-11.35	break
11.35-12.35	lesson 3
12.35-1.25	lunch
1.25- 2.30	registration and lesson 4
2.30-3.30	lesson 5
3.30	school ends

School uniform

Please help us to ensure high standards of dress and appearance by providing full uniform for your son/daughter in accordance with our uniform code.

KS 3 uniform (Years 7-9)	
SWEATSHIRT	Black with school logo on (no other outer garments allowed)
POLO SHIRT	White polo shirt with house colour logo. Green logo for Clare, Yellow for Mortimer, Blue for

	Coningsby, Red for De Lacy
CRAFT APRON	This is for practical subjects.
OUTDOOR COAT	Plain raincoat/parka/anorak in MUTED colours. Denim/suede/leather jackets are precluded.

For Girls (KS3 years 7-9)	
SKIRT/ TROUSERS	Black (Skirts must be of knee length to satisfy school uniform requirements)or black trousers
SOCKS/TIGHTS	White socks, black or flesh coloured tights.
SHOES	Flat traditional, polished and polishable, black shoes only. On health and safety grounds this precludes fashion shoes and shoes with high heels. If lightweight shoes are worn in the summer term they must have an enclosed toe and heel. i.e. no "slingbacks" or "peep toes". Training shoes are not allowed.
P.E. KIT	'Rugby' shirt (black/gold reversible), 'Rugby' socks (black/gold); training shoes; swimming costume; towel (All pupils are expected to shower after strenuous physical exercise for reasons of health and hygiene; a towel should be brought to all P.E. lessons in addition to the specified P.E. kit - pupils may wear swimming costumes in the showers); gold T-shirt with school motif, black skirt, black gym pants; hockey or football boots;
Optional items (P.E.)	Black shorts; School sweatshirt with motif; black tracksuit bottoms (plain); drill top.

For Boys (KS3 years 7- 9)	
TROUSERS	Black.
SOCKS	Grey or black - NOT white.
SHOES	Flat traditional, polished and polishable, black only. On health and safety grounds the sole must not be thicker than half an inch or heels higher than one inch and trousers must not conceal the shoes or sweep the floor. Training shoes are not allowed.
P.E. KIT	'Rugby' shirt (black/gold reversible), 'Rugby' socks (black/gold); training shoes; swimming costume; towel (All pupils are expected to shower after strenuous physical exercise for reasons of health and hygiene; a towel should be brought to all P.E. lessons in addition to the specified P.E. kit - pupils may wear swimming costumes in the showers); gold T-shirt with school motif, black skirt, black gym pants; hockey or football boots;
Optional items (P.E.)	School sweatshirt with motif; black tracksters (plain); drill top.

A pair of single stud earrings may be worn, only plain gold or silver.

KS4 uniform (years 10 and 11)	
BLAZER	Black, single breasted with School Badge, only the crested sweatshirt to be worn in addition in cold weather.
SCHOOL TIE	Black with the House colour of lion (red – De Lacy, yellow – Mortimer, blue – Coningsby, green – Clare)
CRAFT APRON	This is for practical subjects.
OUTDOOR COAT	Plain raincoat/parka/anorak in MUTED colours. Denim/suede/leather jackets are precluded.
ADDITIONAL	Plain black V-necked crested sweatshirts.

plus (B) for GIRLS in KS4 (years 10 and 11)

SKIRT	Black. Skirts must be of knee length to satisfy school uniform requirements.
TROUSERS	Black- not hipsters
BLOUSE	White blouse to be worn tucked in and buttoned to the neck
SOCKS/TIGHTS	White socks, black or flesh coloured tights.
SHOES	Traditional, polished and polishable, flat black shoes only. On health and safety grounds this precludes fashion shoes and shoes with high heels. If lightweight shoes are worn in the summer term they must have an enclosed toe and heel. i.e. no "slingbacks" or "peep toes". Training shoes are not allowed.
P.E. KIT	'Rugby' shirt (black/gold reversible), 'rugby' socks (black/gold); training shoes; swimming costume; towel (All pupils are expected to shower after strenuous physical exercise for reasons of health and hygiene; a towel should be brought to all P.E. lessons in addition to the specified P.E. kit - pupils may wear swimming costumes in the showers); gold t-shirt with school motif, black skirt, black gym pants; hockey or football boots;
Optional items (P.E.)	Black shorts; school sweatshirt with motif; black tracksuit bottoms (plain); Drill top.

or plus (C) for BOYS in KS4 (years 10 and 11)

TROUSERS	black.
SHIRT	White shirts to be worn tucked in and buttoned to the neck
SOCKS	Grey or black - NOT white.
SHOES	Traditional, polished and polishable, black only on health and safety grounds the sole must not be thicker than half an inch or heels higher than one inch and trousers must not conceal the shoes or sweep the floor. Training shoes are not allowed.
P.E. KIT	'Rugby' shirt (black/gold reversible), 'rugby' socks (black/gold); training shoes; swimming costume; towel (All pupils are expected to shower after strenuous physical exercise for reasons of health and hygiene; a towel should, therefore, be brought to all P.E. lessons in addition to the specified P.E. kit - pupils may wear swimming costumes in the showers); White T-shirt with school motif, black shorts; rugby Boots or football boots;
Optional items (P.E.)	School sweatshirt with motif; black tracksters (plain); drill top.

Pupils **may** wear a polo shirt in the summer term instead of the shirt and tie but it must have the school logo on it and be in the appropriate House colour – see information on ties/ KS 3 uniform below

A pair of single stud earrings may be worn, only plain gold or silver.

Lost Property

Property is much easier to return to the rightful owner if it is clearly named. If students are unfortunate enough to lose items in school they should report this loss to the general office, who will try to help students locate lost items. The school has a lost property store where unclaimed items are kept for a week and then disposed of.

IT IS HELPFUL IF AS MANY ITEMS AS POSSIBLE (UNIFORM, P.E. KIT, EQUIPMENT) CAN BE NAMED.

Mobile phones, jewellery and IPODs

Although many students in all schools bring mobile 'phones to school in their bag or blazer, it is unacceptable for these to be used in the school day, for the following reasons; the items are expensive and attractive to other students if seen and/or left about, any use of mobile 'phones distracts students from learning, and use of mobile phones is also against examination board regulations in test situations, for obvious reasons. In particular and most worrying, use of mobiles to 'phone or text to someone outside school can have safety implications for schools, if members of the public come unannounced to a school site. THIS IS MOST SERIOUS IN TERMS OF SAFEGUARDING

CHILDREN AND WILL BE TREATED WITH ALL SERIOUSNESS IF IT OCCURS, INCLUDING LIAISON WITH THE POLICE. It is also important to remember that if a student is unwell or has a problem to solve, a member of staff must be consulted for help. It is confusing and unhelpful if students do not use the support mechanisms inside school in the event of these situations.

MP3 players and other expensive items such as I Pods etc. are not allowed in school, as we cannot guarantee to keep them safe.

ITEMS OF JEWELLERY, MP3 PLAYERS AND SIMILAR DEVICES AND MOBILE 'PHONES IN VIEW WILL BE CONFISCATED AND RELEASED TO STUDENTS AT THE END OF THE SCHOOL DAY. If students persist in breaching the rules, parents will be contacted and asked to come in to school to discuss the matter.

School Meals

For many years now the school has contracted its catering services to "Alliance in Partnership." The company is very aware of the expectations of parents, staff and students for healthy, nutritious and economically priced meals. Each school day Alliance in Partnership supply the school's students and staff with morning break, and lunch refreshments. The main meal is provided at lunchtime, and students are encouraged to make a balanced choice. The company aim to provide many choices each day. Our target price for a lunch is £1.80 and any 'free school meal' entitlements have exactly the same choices. All menus planned follow the guidance in the new School Meal Standards for Schools introduced by the Government from September 2006. Students who may be entitled to a free school meal should collect a leaflet from the general office.

Home/School Communication

All students have a student planner to record homework, and all sorts of important details and notes of things they need to remember. At the front of the planner there are spaces for students to record and update their targets for the year in each subject.

If your son/daughter is ill and will be absent from school please phone the attendance officer on the details below to report this in the morning. On return from absence please write and sign a note to your son/daughter's Form Tutor. E-mail: ssmithao@aylestone.hereford.sch.uk or telephone: 01432 346931 /01432 357371 ext 155

Points of contact for enquiries / concerns / complaints

Your son or daughter's Form Tutor is the first point of contact for most day-to-day matters. They meet students each morning for registration and will usually be able to respond to a note with a straightforward enquiry quickly, either verbally or with a short written reply. For more complex issues you may want to write to or ring your child's Achievement Coordinator, they are **usually** available before school starts or at the end of the day and will always endeavour to return calls within 24 hours. Please try not to disturb them during lesson times unless the matter is very urgent.

Should you wish to raise a serious concern or make a complaint, either by phone or in writing, please contact either Mrs S Woodrow, Headteacher, or another member of the Senior Leadership team. In either case they will make every effort to respond within 24 hours and investigate the matter raised within 5 working days. In urgent cases the response may well be quicker.

If your complaint is still not resolved to your satisfaction you can then write to the Chairman of the Governors, c/o the school.

Please look at the table below which suggests who to contact for some common concerns:

Possible area of concern	Initial contact	Method of contact	Follow up contact (if the initial response has not solved the problem)
Attendance Welfare Bullying Unhappiness	Form Tutor	Telephone call to discuss or request an appointment	Achievement Coordinator
Homework	Subject Teacher	Message in planner or letter	Head of Department
Progress in a specific subject	Form Tutor who will inform subject teacher	Message in planner or letter	Head of Department
Progress generally	Form Tutor	Message in planner or letter	Achievement Coordinator
Special Educational Needs	Student Services Coordinator	Telephone call or letter	Assistant Head E and E

Student Services

Ms Tempany, the school Student Services Coordinator, maintains a comprehensive and up to date register of all additional educational needs, which is shared with all staff. The support staff team work closely with all departments to ensure that provision matches need for all students. Learning support assistant's are attached to each year group and may offer help in class to groups of students or individuals, as a case by case basis. Academic Learning Coaches support students in meeting their target grades at KS4, when they are identified as underachieving.

Student Services provides a range of support for students to meet their additional needs. This support may be of a short-term or long-term nature. The Student Services Coordinator, Ms Tempany, maintains a register of students identified as medium and long-term needs. These needs include learning, behaviour, medical, welfare and attendance. Students are placed on the register at School Action, School Action Plus or Statemented, according to their level of need.

Support for learning needs is met within mainstream lessons by teachers and learning support assistants. Students working well below their peers receive extra support in withdrawal groups.

Support for behavioural needs is met by the school's behavioural system ('C' and 'A' system). The Seclusion Unit offers 'internal exclusion' to those students who fail to comply with the schools behaviour code.

Students' medical needs are supported by a medical officer, school nurse and alternative accommodation for learning.

Students' attendance needs are supported by an Attendance Manager, who works closely with the Local Authority Education Welfare Service. Student's welfare needs are supported by a Welfare Office, who works closely with a number of external agencies.

Students in Year 11 may present short-term need for support in preparing for their GCSEs. Students falling below their predicted grades are identified and supported by a team of Academic Learning Coaches.

Student Services liaises closely with external services and provides accommodation to the following:

Connexions

2XL Youth Service

Targeted Mental Health in Schools locality Workers

Learning Team and Behaviour Team (Local Authority)

Peer support

There is a large group of prefects in year 11, and these older students are always available to offer support to younger students. They can be identified by the prefect badges they wear.

School Nurse

The school nurse service offers a confidential drop in service to all students on a weekly basis, in Broadlands Cottage.

First Aid

A qualified first aider is available each day. Parents should inform the school if their son/daughter has any allergies, including allergies to plasters, or other medical condition possibly affecting time in school (e.g. asthma)

Family Liaison Officer

Our family welfare and safeguarding officer Mrs C Close, is available to offer more intensive support to those students who are having emotional or family difficulties. Mrs Close liaises closely with a range of out of school support services.

Counselling

Some students find that they need to access help from a professional counselling service, and Mrs Close will arrange this on an individual basis as the need arises.

Attendance

Students need to aim for 100% attendance. If students are so unwell on any day that they cannot attend school then parents/ carers should contact the school in the morning to report this absence. A note should then be provided on the students return. Holidays in school time will not be authorised. Text messages may be sent home if students do not attend.

Parking and visiting the school

Visitors to the school should be aware that parking near the school is very difficult, and should leave plenty of time to find a parking space. Broadlands Lane has very limited parking. **All visitors to the school must first sign in at reception in Broadlands House.**

Academic Information:

Curriculum :

We aim to provide an education appropriate to each individual student's needs and aptitude, recognising that all students are entitled to equal regard, just as they are entitled to equality of opportunity in learning.

The curriculum in Years 7 -11 is based on the National Curriculum subjects with additional important components. When students join Aylestone in Year 7 they will be placed in a Form group that encompasses the whole ability range.

In lessons, students will be grouped according to the needs of the subject and the ability of the children in that subject. Children may be taught in sets or mixed ability groups, ensuring that work is challenging but appropriate to the need of each individual within that subject. We feel this is the right way to support and encourage progress. Students will be carefully assessed throughout the year to make sure they are achieving their best.

A variety of teaching methods are used throughout the curriculum. All subjects set targets for KS3 and KS4 attainment and review achievement regularly throughout the year.

All students follow courses in the following subject areas throughout Key Stage 3 and 4.

- English
- Mathematics
- Science
- Physical Education
- Empowerment – including personal social and health education, personal wellbeing and financial capability, citizenship, personal learning and thinking skills, and careers
- Information and Communication Technology
- Religious Education

The following subjects are compulsory at Key Stage 3 and are available as an exam subject option for Key Stage 4 students

- Humanities: History, Geography and RE
- Creative Arts: Art, Music and Drama
- Languages: Either French or French & German
- Technology: Food, Resistant Materials, Product Design

We also offer a number of courses at Key Stage 4 which students are able to choose from: GCSE's in Business Studies, Child Development, Media Studies, Psychology, Electronics, Dance, ICT DiDA, BTECs (worth up to 4 GCSEs) Performing Arts (production), Retail, Business Studies and PE along with some collaborative courses – Young Apprenticeships in Hairdressing, Hospitality and Catering and Sport. Great emphasis is placed throughout Key Stage 3 and 4 on the importance of literacy, numeracy and ICT skills, as key elements of education to support students' progress towards and into career pathways. Student's progress is carefully monitored throughout their time at Aylestone. In Key Stage 3 progress is recorded in National Curriculum levels. In Key Stage 4 GCSE criteria and target grades are used to assess work and progress.

Homework:

Homework will be set on a regular basis. As a guide students in year 7 should be working for 1 – 1 ½ hours each evening, in Years 8 and 9 this should increase to an average of 1 ½ hours and in Years 10 and 11 we would expect students to work for about 2 hours per night.

It is recommended that wherever possible students complete homework on the night it is given. If students find it will take longer than the given time to complete their homework then they may carry subjects over to another night when less homework is given. Pupils should be clear when homework is due and ensure it is completed before the hand in date. If a pupil has any problems with the homework then they should seek out their subject teacher for help before the hand in date.

All students in key stage 3 are issued with a student planner and we would ask you to sign it each week in the space provided. There is a section for you to comment, if you wish. Form tutors will also check planners on a regular basis. Students in Key Stage 4 use weekly planner cards, which again should be signed by you, and will be checked by form staff (to be reviewed)

Reports and Parent Evenings :

The pattern of parent evenings is shown below. The dates of parents' evenings are also found on the school calendar. Reports are issued three times a year- two of these reports are "interim" reports, which indicate whether your son/daughter is making the expected progress towards their target grades in each subject. With a "+" indicating that they are making more than the expected progress, "=" meaning they are making the expected progress, and a "-" indicating they are making less than expected progress. The third report is a full written report.

	Parents evenings
YEAR 7	11 March 2010
YEAR 8	11 March 2010
YEAR 9	13 January 2010
YEAR 10	19 October 2009
YEAR 11	11 February 2010

If you have any concerns outside of these times please contact your son/daughters form tutor or the relevant subject teacher in the first instance.

Target setting

All pupils will have their own individual targets for each subject, based on their previous performance in national tests. These targets are found in the front of each of the students exercise books, and will relate to the expectations

at the end of each key stage, with more short term targets to ensure that they are heading towards these expectations. In each reporting round teaching staff will comment on a students' progress toward these targets, and will indicate whether the student is working at, above or below their target grade. Students who are working at or above their target grade should be congratulated, and will be encouraged to work towards a new, higher aspirational grade or level, and those working below their target grades will be supported and challenged to ensure that their progress improves.

Extra Curricular Provision

In addition to lessons students have the opportunity at Aylestone Business and Enterprise College to participate in a wide variety of enrichment activities that add to the Aylestone experience, and we would encourage all students to make the most of these. We endeavour to offer something for everyone, but if your son/daughter's own particular interests are not catered for please contact Mrs Hendry at the school. Please look at the outline of the programme of activities available and encourage your son/daughter to attend. Further details on any activity are available from the staff contact for each activity. Information may also be seen on the school notice boards and plasma screens. Enrichment activities may be open to all students or they may be designed to add value to the academic timetable and be directly linked to the courses they are studying. In many cases the enrichment activities on offer are free of charge, although some do involve a certain financial contribution. Details of any costs are available from the staff contact for each activity.

The school has a proud tradition of trips and visits planned to support in school learning. Participation in off-site activities and trips is dependant on appropriate behaviour of our students. Organisers of such events will complete a risk assessment that may indicate some students are not suited to the activity and we will arrange alternative learning experiences in school.

School Library

The school library is open daily at break and lunchtimes, as well as being used in lesson times to support the curriculum. Each student is issued with a library card and may borrow books for 2 weeks. The library also contains a suite of computers that can be booked for use after school daily until 4.30 pm.

Computer Facilities

Rooms are available for school/ homework each day at lunchtimes or after school until 4.30 pm. Year 11 students have priority for computer bookings.

Rewards and Sanctions

The school has a clear, consistent rewards and sanctions system, based on choice. The "STARS" reward system offers recognition for good work and deeds in all areas of school life, and the "Choice and Consequence" system offers clear guidelines to all students about their behavioural choices.

We aim to keep parents as fully informed as possible of both successes and problems. We do ask, however, that when you want to query the reason for our use of a sanction you do this by contacting the relevant Achievement Coordinator. We are always keen to investigate possible injustices but would appreciate your support in the first instance. We aim to work with parents and students to maintain a calm and happy school.

Community Use

As a Business and Enterprise specialist school we are very keen to foster close links with our local community. Some of our facilities are available for hire; please contact the school bursar Mrs S Griffiths for details. Phone: 01432 357371 or email: sgriffiths@aylestone.hereford.sch.uk

Policies

Policies are available from the general office on request and located on the website

Reply slip

We welcome any comments you have regarding this booklet. Please let us know if there are things you are pleased with or things you think we should have included, on the reply slip below. Please return reply slips to Mrs Alderton at the school.

1.....
2.....
3.....