



St. Aldhelm's
Academy



St Aldhelm's Academy
Transition Welcome Booklet 2024



Welcome to St Aldhelm's Academy. We hope that your child will make the most of all the opportunities they have during their time with us, whether their main interests are academic, sporting, artistic, musical or practical. Parents and carers have a crucial contribution to make if their children are to get the most out of the time they spend with us.

We trust that you will work with us and support us in our efforts, by taking a close interest in your child's progress and school life.

We also hope that you will embrace the essential partnership between school and home in order to help maintain high standards of learning, behaviour and personal presentation.

This booklet cannot tell you every last detail about our school, but the following pages contain important information and advice which will act as an introduction to the St Aldhelm's way of doing things and hopefully answer your initial questions.

Please visit our website regularly ([St Aldhelm's Academy \(staldhelms-academy.co.uk\)](http://StAldhelm'sAcademy(staldhelms-academy.co.uk))) to keep up to date with information, especially on the Transition page.

After the initial introductory details below, this booklet is (mostly) organized as an A to Z guide.

Key Contacts

School Address:

St Aldhelm's Academy Herbert Avenue

Poole

BH12 4HS

Main Office Number: 01202 732500

Main Office e-mail: office@staldhelms-academy.co.uk

Absence Line: 01202 305184

Absence e-mail: studentabsence@staldhelms-academy.co.uk

Transition Team: transition@staldhelms-academy.co.uk (only valid until the new academic year starts).

School Times

The main office is open from 0830 – 1600hrs (Mon – Thu) and from 0830 – 1530hrs (Fri only). Students must only enter the building from 0825hrs when staff are on duty and can supervise them.

Daily Routine:

0815	Students can enter the building for breakfast club (free to all)
0835 - 0900	Morning registration
0900 – 1000	Lesson 1
1000 – 1100	Lesson 2
1100 – 1130	Break
1130 – 1230	Lesson 3
1230 - 1330	Lesson 4
1330 – 1400	Lunch
1400 – 1500	Lesson 5
1500	Day ends and students either leave the school site or attend extra-curricular clubs

As with all secondary schools, students will be taught by several different teachers and will move around the school and often be taught in specialist rooms. We will do our best to see that each child's needs are fully considered as they join our community at St Aldhelm's.

On admission, children are placed in a tutor group with a tutor, who they see daily and who is responsible for their general welfare. The tutor is the first point of contact for concerns and questions that you or your child may have. The work of the tutors will be co-ordinated by the Head of Year. A strong link between home and school is vital to ensure that your child is successful and well cared for during their time at St Aldhelm's.

We always endeavour to keep you informed of your child's progress, not only when they are doing well but also if things don't quite go to plan.

Please note that we can only use your child's legal name which you must complete on the **admissions form**.

INTRODUCTION TO STAFF – WHO'S WHO (FROM SEPTEMBER 2024)

SENIOR LEADERSHIP TEAM

Mr Murphy: Principal

Mr Joyner: Vice Principal for Curriculum & Standards

Mrs Yarrow: Vice Principal for Quality of Education / Senior Designated Safeguarding Lead

Mr Adams: Vice Principal for Inclusion

Mrs Goddard: Assistant Vice Principal for Inclusive Practice

Mr Shenton: Assistant Vice Principal for Teaching and Learning

Mr Taylor: Assistant Vice Principal for Standards & Attendance

Miss Curtis-Turner: Assistant Vice Principal for Operations, Social Media & Marketing

Mr Barber: Assistant Vice Principal for Personal Development

Mr Evans: Assistant Vice Principal for Culture and Ethos

HEADS OF YEAR (for 2024/25)

Mr Constant: Head of Year 7 Pastoral Lead Miss Biles

Mrs Kerwood: Head of Year 8 Pastoral Lead Mrs Leggett

Mrs Hanwell: Head of Year 9 Pastoral Lead Mrs Young

Miss Powis: Head of Year 10 Pastoral Lead Mrs Fernandez

Mrs Slaughter: Head of Year 11 Pastoral Lead Ms Sandever

PASTORAL SUPPORT TEAM

Mrs Hutchinson: Pastoral Manager/ Designated Safeguarding Lead

Mrs Harris: ELSA

Mrs Vass: SEND Manager

Mrs Hennessey: SEND Manager

Mrs Hardy: Family Liaison Officer

Miss Cooper: Family Liaison Officer

Mrs Mitchell: Attendance Officer

The Pastoral Support Team supports children who experience social and emotional difficulties. This service can be accessed via referral through the Pastoral Team.

TERM DATES 2024-2025

Autumn Term

Thursday 5 th September 2024	First Day of Term Year 7 and 11
Friday 6 th September 2024	Year 8 and 10
Thursday 24 th October 2024	Break up for Half Term
Monday 4 th November 2024	Students return to school
Friday 20 th December 2024	Break up for Christmas Holidays

Spring Term

Tuesday 7 th January 2025	First Day of Term
Friday 14 th February 2025	Break up for Half Term
Monday 24 th February 2025	Students return to school
Friday 4 th April 2025	Break up for Easter Holidays

Summer Term

Wednesday 23 rd April 2025	First Day of Term
Monday 5 th May 2024	Bank Holiday
Friday 23 rd May 2025	Break up for Half Term
Monday 2 nd June 2025	Students return to school
Friday 18 th July 2025	Break up for Summer Holidays

Inset Days

Monday 2nd September 2024
Tuesday 3rd September 2024
Wednesday 4th September 2024
Friday 25th October 2024
Friday 6th December 2024
Monday 6th January 2025
Tuesday 22nd April 2025
Friday 4th July 2025

A to Z of St Aldhelm's

OUR CORE VALUES

The core values of St Aldhelm's are central to our day-to-day work. Our values provide a framework for the flourishing of all members of our community. We have high expectations for every student and believe that by insisting students live up to these standards, our students are able fulfil their unique potential.

Our values underpin our vision and ethos. Our values can be summarised by three 'golden' words:

RESPECT RESILIENCE RELATIONSHIPS

Through our values we aim that all students can become confident, resilient and independent members of society who are able to successfully partake, function and thrive as members of our community, so that they are able to recognise and build upon positive opportunities.

We have high expectations for every student and believe that by insisting students live up to these standards, they can fulfil their unique potential.

AMBITIONS ACADEMIES TRUST

St Aldhelm's Academy is part of Ambitions Academies Trust, a multi-academy trust based in Bournemouth, Christchurch and Poole.

Ambitions Academies Trust provides strong and effective leadership and support for all our settings. The Trust structure ensures that the Quality of Education is the best it can be. This is achieved through a robust monitoring programme. The framework and structure which ensures finance, estates and HR support each of the settings on their journey to Outstanding are also well embedded.

The CEO, Fay MacRitchie, is always available if parents want to seek any more information about any of our settings, or to know more about the Trust. Either call or email to arrange this. All AAT settings also have a strong and effective governance structure. The Trust scheme of delegation details how each function of the Trust is delegated to either the Executive Team, Members, Trust Board or the Academy Advisory Committees.

For further details, please visit <http://www.ambitions-academies.co.uk/>

ATTENDANCE

Academy Attendance Team: studentabsence@staldhelms-academy.co.uk

Regular and punctual attendance is vital for a successful education as well as the **legal responsibility of all parents & carers.**

Our Family Liaison Officers are Mrs Hardy and Miss Cooper. They support students and their parents/carers with attendance issues.

Please ring the student absence line (01202 305184) or email studentabsence@staldhelms-academy.co.uk on the morning of **ANY** absence, before 0830hrs. If your child has not been reported as being absent, we will contact you for confirmation.

There are well documented studies that show that good attendance is the main indicator of success in school. Put simply: **if students attend, they achieve!** At St Aldhelm's Academy, we aim for every student to have an attendance rate of 97% or above.

Therefore, we are asking for your support to improve attendance at school. Thank you in advance for ensuring your child arrives on time at school **every day** and for encouraging them when they find things difficult or are feeling a little below par.

If your child takes any medication which may impact on their attendance or may need to take it during school hours, please contact the school office to discuss this: office@staldhelms-academy.co.uk or Tel. 01202 732500

If your child has 100% attendance, this is fantastic! Please be assured that we will reward students who achieve this. If your child has an attendance of 97% or above, this is also a very strong attendance rate and we will reward students who can sustain this.

Clearly, if students are unwell, we will authorise absence for genuine, medical reasons. Children required to attend medical, dental or other appointments should bring a written note of explanation from their parent/carer, or their appointment card/letter. **Whenever possible**, appointments should be made out of school time otherwise a lot of valuable learning time can be lost. When this is not possible, children should return to school as soon as possible.

Our approach will always be to engage in dialogue with you about any problems leading to low attendance and offer support in order to help get your child into school.

If you would like to discuss your child's attendance or require support in this area, please contact their tutor in the first instance.

For further information on our attendance procedures, visit our website: [Attendance Information - St Aldhelms Academy \(staldhelms-academy.co.uk\)](#)

Absences that are not confirmed by a letter, phone call or email will be unauthorised after 2 weeks.

There are key times when any absence from school should be avoided; during examination/assessment weeks and the entire GCSE course. It is always best to check on the school website or with the tutor well in advance.

Children arriving late, or either leaving or returning to school at any point during the school day MUST sign the register in Reception. This is critical for safeguarding reasons as we need to know the whereabouts of your child during school hours.

The target figure for all students is a minimum of 97% attendance. Based on their attendance figures your child will be placed in one of the following groups:

Group 1: No Concern

Green Group. The child attends for 97% - 100% of the time

Group 2: Concern

Yellow Group. The child attends for 95% - 96.9% of the time

Group 3: Risk of Underachievement

Amber Group. The child attends for 93% - 94.9% of the time

Group 4: Severe Risk of Underachievement

Pink Group. The child attends for 90% - 92.9% of the time

Group 5: Extreme Risk of Underachievement

Red Group. The child attends for 0% - 89.9% of the time



Your child will receive different interventions dependent on the attendance group they fall into. You will be informed of their attendance group by their tutor. St Aldhelm’s monitors students closely whose attendance is a concern and we will contact you if your child’s attendance does not improve.

What does the attendance percentage really mean?		
Attendance %	Days Lost	Lessons Missed
100%	0 Days	0 lessons
97%	1 Week	25 lessons
94%	2 Weeks	50 lessons
90%	4 weeks	100 lessons
85%	6 Weeks	150 lessons
80%	8 Weeks	200 lessons

HOLIDAYS IN TERM TIME

The Education (Student Registration) (England) (Amendment) Regulations 2013 makes it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

We do not encourage any interruption to academic progress.

Parents/carers who wish to apply for their child to be absent during term time must complete and return an official request form available from the school office, stating clearly why the dates in term time **are unavoidable**. The form should be returned to the school office. Permission is unlikely to be granted except in extreme circumstances. Students have 13 weeks holiday per year, so any family holidays should be planned at these times.

BOOKS & EQUIPMENT

Exercise books and textbooks are provided by the school. Exercise books must be kept neat and tidy. However, it is essential that students carry their own basic equipment (pens, pencils, a ruler and a calculator etc). Pencil cases should be marked with the student's name and children should be encouraged to take care of their property.

Our minimum expectation for the equipment every student should bring to school daily is pictured below:



Students should bring their equipment, and other items needed for a day at school, in a suitable bag or backpack. This should be plain black.

We also recommend that you purchase a Casio FX-85 GTCW Scientific calculator. This will be suitable for everything they study from year 7 through to their GCSEs in year 11.

CLUBS & ACTIVITIES

There are a host of clubs and activities on offer, whether they are sporting, language based, musical or otherwise, and are available to students during lunchtimes and outside school time. Please see our website for information.

Announcements and notices to students are given with more details during Tutor time and/or during assemblies. Please encourage your child to participate in something in which they have shown an interest as we strongly believe that students who participate in our extra-curricular programme enjoy their time at school more.

CONTACT OR MEETINGS WITH SCHOOL STAFF

A positive relationship with parents/carers is central to every student's progress and well-being and we are always pleased to liaise with parents/carers on any matter relating to their child.

If the matter is relating to pastoral care, please contact the office to arrange to speak to the **Tutor** in the first instance.

If the matter is subject specific, contacting the **subject teacher** is advised.

Should the matter encompass both, please ask for contact with the **Head of Year**. Meetings with teaching staff **are strictly by appointment only**.

Teachers and Senior Leaders are usually unavailable during the school day as they are either teaching or have prior commitments. If the matter is **urgent**, please inform the office who will convey this to the relevant staff so that a phone call or meeting appointment can be arranged.

If you attend a meeting in school, you must sign in at the office and wait to be collected by the relevant member of staff. Please remember to sign out when you leave. To arrange an appointment, telephone the school office on 01202 732500. The office team will liaise with the appropriate member of staff who will then make contact with you as soon as they are able to. When you telephone, please indicate the topic you wish to discuss and whether it is urgent.

CONTACT WITH PARENTS

Students will often bring home information such as reports and letters or even school photographs. Please ensure you check for this information from your child. Website and social media are updated regularly.

Arbor Management Information System

We are currently moving from SIMS, which is the database that holds your child's details, to a new system called Arbor, which will be in place by September. You will be invited to sign up to Arbor before your child starts Yr7, which you can then access to see important information about your child. We will send a lot of communication by email or text via the Arbor communication system. More details about this system will be shared with all parents soon.

In emergencies, students may request to use the school telephone.

Any urgent student/parent or parent/student contact must be made through the office and **not via students' mobile phones**. We have a strict policy where students are not allowed to use their phones during the school day, so avoid phoning/messaging them whilst they're in school; your help in reinforcing this rule is appreciated.

Please ensure that your contact details are kept up to date for our records.

CURRICULUM

Our **Key Stage 3** curriculum is followed for three years (years 7 – 9) by all students and includes English, mathematics, science, history, geography, Spanish, music, drama, art, physical education, technology, information technology and religious education. All students will follow a programme of Personal, Social, Health and Economic education including careers and the Government guidance on RSE, (Relationship and Sex Education). Delivery of the PSHE programme is via a timetabled lesson and top up tutor sessions. Further information on the course content can be found on the Academy website: [PSHE-RSE-Policy.pdf \(staldhelms-academy.co.uk\)](https://staldhelms-academy.co.uk/PSHE-RSE-Policy.pdf)

Our **Key Stage 4** curriculum is studied by all students for two years (years 10 – 11). Parents/carers and students will be provided with full information in regard to the option choices whilst in Year 9. The GCSE curriculum will begin in Year 10.

EMERGENCIES

It may be necessary for us to contact parents/carers in an emergency. If a student is taken ill, or suffers an accidental injury at school, he/she will receive prompt attention as appropriate and one nominated contact will be advised as soon as possible, if necessary.

In such emergencies it is vital that we can contact you quickly. You must keep us informed of any change to your details, especially mobile phone numbers.

Please complete the Admissions Form as soon as possible, including all parties with legal parental responsibility. On the form, you must provide details of at least **three people we can contact in an emergency**, so should you be unavailable we can make contact with a suitable adult, even if they are not local to the area. In the event of an emergency requiring an ambulance, we will advise the first available contact only, who should then liaise with other contacts as necessary (with the exception of a Child in Care, where the Local Authority with PR will also be contacted).

EMERGENCY CLOSURE OF THE SCHOOL

For a variety of reasons, occasions may arise (especially in wintertime) when it is necessary to close the Academy. You will be asked to complete a section on the Admissions Form about the action your child should take in the event of such an emergency. Please complete the form and ensure that your child knows what he or she should do.

Information about school closure will be given via official channels, including:

- the school website and social media feeds,
- BCP Council website: [Welcome to BCP Council | BCP](#)
- The Trust website: www.ambitions-academies.co.uk/
- or local radio (Greatest Hits Radio Dorset, 97.2kHz FM).
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FREE SCHOOL MEAL ALLOWANCE / PUPIL PREMIUM FUNDING

Free School Meals (FSM)

Applications for free school meals may be made on-line at [Free school meals | BCP \(bcpcouncil.gov.uk\)](#)

If you do not have access to apply online, please call 01202 123 222.

Please register ready for when your child starts at St Aldhelm's so that we have up-to-date information. If your child is eligible for free school meals, make sure you let the school know, even if you do not intend for your child to take the meal.

Pupil Premium Funding is given to schools by the Government for all students entitled to free school meals, and those who have been entitled at any time in the last 6 years.

It is crucial that we have this information as it affects the way the school is funded and will enhance learning for our students.

PUPIL PREMIUM (PP) – PARENT/GUARDIAN INFORMATION

Pupil Premium funding is additional funding that the school receives for students who are:

- Eligible for, and in receipt of, Free School Meals, or have been in the last 6 years as identified by the DfE.
- Children in Care

Funds are used to support students learning in school but may also support things such as curriculum visits (e.g. English theatre visit / Geography field trip).

During GCSE studies, additional resources may be offered to your child to help them to achieve their potential.

If you are experiencing financial hardship over and above what we would normally offer to help you with, please either send a letter into school, or contact your child's tutor or Head of Year. We want your child to be successful at St Aldhelm's and if financial restrictions are stopping them from participating fully in school life, we will be happy to discuss the matter with you in confidence.

The Service Premium

Please indicate on the Transition Form if you meet this criteria:

- Children of serving members of HM Armed Services or have been in the last 6 years as identified by the DfE.

This is a lower amount and has to be used primarily to provide support for students' emotional wellbeing if and when parents/carers are posted. This grant cannot be used for the items above.

HOME/SCHOOL AGREEMENT

All families are asked to sign the St Aldhelm's Home/School Agreement. Parents/carers and their child must sign this prior to starting in Year 7 and it can be found on the Admissions Form.

HOMEWORK

It is our policy that all students supplement their learning with homework. The type and amount depending on the students' age, ability and the individual course followed. We will publish a new homework timetable for each year group in September 2024.

Homework is an essential part of the learning process and we ask for parental co-operation in seeing that the work set is done regularly and conscientiously. All homework assignments will be set online.

There is an expectation that all students will read regularly outside of school. This is essential if they are to be successful in their GCSEs. Hearing your child read and talking to your child about it is a helpful way of giving the support they need in order to develop good reading habits.

There is a homework club after school in the Learning Resources Centre every night, except Friday, until 4.00pm. The club will be supervised by a member of staff who will be able to help students with their work.

HOUSE SYSTEM

St Aldhelm's Academy has a house system which all students are a part of. In September they will be assigned to one of our houses. This is an opportunity for them to work with other students from across their year group and across the school to gain success. The house system is an opportunity for all students to build on characteristics and skills which come from our core values – RESPECT, RESILIENCE and RELATIONSHIPS.

The house competitions are designed to appeal to all students. Throughout the year students have the opportunity to take part in house competitions which are linked to a variety of different subjects.

INTERNET POLICY

The school is well equipped with computers, which are an integral part of all students' learning. This includes access to the internet. Before access can be permitted, either in school or at home via the school's Teams portal, students and parents/carers are required to sign the school's Acceptable Use Internet Policy. Students will be given a school email address and access to Office 365 which will give them online access to all Microsoft applications, including Word, PowerPoint and Teams. The policy is part of the Admissions Form.

LEARNING RESOURCES CENTRE

We have a well-equipped Learning Resources Centre, which children may use at lunchtime and for homework club after school. When children join the school, they are shown how to make the best use of this area and may borrow books from the library to take home.

LUNCHTIME

A cafeteria system is in operation, which offers a selection of hot meals, snacks, salads, sandwiches, desserts, fruit, drinks, etc. and is very popular with our students.

The menu and prices vary from time to time but from September 2024 a meal deal is expected to cost approximately **£2.50 - £3.00** (*note: this may change in the next few months as food costs continue to increase*).

Snacks and drinks are also available at an additional cost at break and lunch times.

If your child is bringing in a packed lunch, please label all food and drink containers with their name and tutor group.

There are a number of seated areas inside and outside for students to spend social times and there are designated areas for ball games.

We only operate a cashless payment system in the canteen. A **ParentPay** account needs to be activated for every child to allow them to purchase food and drinks, and parents / carers will be able to monitor what is purchased on the account. Our Finance Team will contact you to set this up before the end of term.

Those students in receipt of Free School Meals should take the opportunity to purchase the meal deal which provides a balanced range of food.

Please use your **ParentPay** account to pre-load your child's account with money; there is a £4.50 standard limit on daily spend which can be adjusted up or down on an individual basis on request.

If your child's account has insufficient funds to allow them to eat/drink, they should ask to phone home, via the office, to ask someone to upload funds into their account. In an emergency, we will loan a child a maximum equal to a meal deal, which must be repaid the following day. If you do not wish us to loan your child money, please advise the office.

There is water available for all children in the canteen at break and lunch. Drinks brought to school must be in a reusable bottle.

Glass bottles MUST NOT be brought to school for safety reasons. Fizzy drinks and energy drinks are NOT permitted and will be confiscated.

Students are not allowed to leave the school site at lunchtime unless prior arrangements have been made for exceptional reasons. This must be agreed with the Tutor or Head of Year. Students MUST sign out/in via the office on leaving and then returning.

MEDICAL WELFARE

Various members of staff are able to administer First Aid and also to support students with medical conditions during school hours. Students will be signposted to relevant staff depending on their need.

It is **most important** that parents/carers inform us if their child has a medical history, including problems with sight, hearing, allergies or anything else which may affect their attendance or performance at school.

Medical information is treated in a confidential manner; please ensure that we have the correct details so that in an emergency the appropriate decisions can be made.

Regular medication can be stored in the medical room. **A form must be completed and signed by parents/carers for the administration of any medication in school. No medication will be provided without a signed form.** All medication, including inhalers, must be clearly marked with the student's name.

Children requiring tablets, or other medication, should take these (and the form) to the medical office for safekeeping. Parents/carers are to provide a suitable plastic container to keep the medication in, securely. The container should be labelled with the name of the child, the dose to be taken and the name of the doctor.

If your child has a serious injury or illness, including not being weight bearing, being in school on crutches, in splint or cast or with dressed wounds, a risk assessment must be carried out. Please telephone the school to arrange an appointment prior to sending your child in. Do not send a child in on crutches unless this is following advice sought from your GP or Hospital.

If your child is unable to do PE because of illness/injury, please write a note to the PE department including the reason and timescale.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Mobile devices (including smart-watches) present a possible **safeguarding risk**, due to unfiltered internet access and because they can be used for cyber bullying.

Many games and apps offered can prove to be addictive and damage students' sleep patterns if used late at night, which can have a detrimental effect on their performance in school.

Their use for filming also poses a potential bullying risk in schools.

However, we recognise that parents/carers like to be able to contact their children before and after school.

Therefore, our policy is simple: mobile phones must not be seen or heard during school hours. They must be switched off and put in their bag, at all times.

If students have their phones out, or they go off, the phone will be confiscated and the student will be given a 30 minute after-school detention. Continual breaches of the rules will be dealt with as per our policy.

We have found some students genuinely struggle with how to regulate their use of mobile phones (and other similar technology) and it can negatively impact their mental health and well-being. They are grateful when phones are removed as a source of distraction, and they appreciate the need for education, information and advice about safe usage. If you need support in this area, please do contact the school and we will work with you and your child to put a plan in place.

Students should not bring any personal entertainment equipment into school, such as Bluetooth speakers.

MUSIC TUITION

Instrumental tuition is available from visiting teachers, covering a broad spectrum of instruments. The cost of tuition varies.

There are opportunities dependent on the instrument for students to take graded examinations. Families for whom there are financial difficulties should approach the school in confidence for support.

As these lessons take place during the school day, it is expected that the students concerned will make a contribution to the school by joining at least one musical club or activity. These take place during lunchtime or after school.

Please note, the parent/carer is the employer of the music teacher, not the school. However, the school will ensure all relevant safeguarding checks are complete prior to provision being offered.

PERSONAL PROPERTY

All items brought into school should be named. Students who have lost property should enquire at the School Office.

Students should not bring more money to school than they need, nor should they bring valuable items into school.

Money and other valuables, if brought in, should be kept on the owner's person. If necessary, it can be

handed in to the finance office for safe keeping. It should never be left in bags, cloakrooms, classrooms or changing rooms. For PE lessons students may ask to put items in their valuables box.

All personal items bought into school are the sole responsibility of the owner and the school will not accept liability for their loss or damage. This includes items such as mobile phones that have been confiscated as per our policy.

REWARDS & BEHAVIOUR

Rewards:

The rewarding of student achievement lies at the heart of St Aldhelm's Academy's Rewards and Behaviour Policy.

Students receive StARS in Years 7 – 11, which are used to celebrate success and to award specific prizes to students.

Other rewards include badges for achievement in all areas of the curriculum and for attendance. Termly Achievement Assemblies are held, where certificates (depending on which term we are in) are distributed; this may include Amazon vouchers and other prizes.

Behaviour:

Our Rewards and Behaviour Policy is based on the following principles:

- All members of the school community should be treated fairly, honestly and with respect. We are a Rights Respecting School and UNICEF Article 28, which states that every child has a right to an education, underpins everything we do.
- The conduct of all members of the school community is consistent with the values and ethos of the school, which are consistent with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance.

The aims of our Rewards and Behaviour Policy are:

- Disruption free learning in every lesson
- Students feeling safe and happy
- The prevention of bullying
- Reasonable adjustment will be made for students with Special Educational Needs/ Disabilities
- Ensuring that pupils complete their assigned work to the highest standard
- Ensuring that the welfare of staff or students is not put at risk.

The school promotes the aims of the Rewards and Behaviour Policy through a clear system of consequences and sanctions for unacceptable behaviour as well as a clear process of support.

Set out within the Policy are the measures for delivering the responsibilities held by the Principal, Staff and Governors of the school.

The school has three 'golden' words: **RESPECT – RESILIENCE - RELATIONSHIPS**, which encompass our core beliefs.

We operate a system of detentions: during break or lunch, but mostly after-school. After-school detentions range from 30 minutes to 1 hour.

Although we legally don't require parental permission to authorise a detention, we believe in working in partnership with parents/carers as it is much more effective. Therefore, we will always notify you

beforehand, via the Arbor communication system, of a detention (same day or a subsequent one). If you have a valid reason why your child can't attend a detention (family commitment, medical appointment) please notify the Detention Team via email and it will be re-scheduled.

Our current Rewards & Behaviour policy is available on our website:

STUDENT PROGRESS - REPORTS & PARENTS' EVENINGS

During the year you will receive reports covering your child's progress. Furthermore, each year at least one parents/carers' meeting will be arranged to enable you to meet subject teachers. In Yr7, an additional meeting will be arranged in the first term so you can meet their Tutor to discuss your child's start to St Aldhelm's.

These meetings are likely to be a blend of face to face and virtual.

TIMETABLE

Students are given a timetable at the beginning of the year. If they lose it, and require a replacement, they should ask their Tutor.

TRAVEL POLICY

ROAD SAFETY

All parents/carers will appreciate the need for students to take great care when travelling between home and school. Students crossing Herbert Avenue, outside the main entrance, must use the Pelican Crossing as this is a particularly busy stretch of road.

All students riding a bike or scooter into school **must** wear a helmet and dismount once they are on the school site. A covered bike store is available for students to lock their bikes and scooters. Students cycling to or from school are expected to ride safely, adhere to the Highway Code and treat other road users and pedestrians with respect.

All bikes/scooters bought onto the school site are done so at the student's own risk and St Aldhelm's Academy will not accept liability for any losses or damage.

Self-powered electric scooters are banned from the school site.

For the safety of pedestrians, students who bring a bike/scooter to school must dismount and push their bike/scooter on the school site.

We encourage students to have the maximum opportunity to have exercise. Thus, if possible and safe to do so, students should be encouraged to walk part, or all, of their way to school.

PARENTS/CARERS' CARS

Parents/carers are discouraged from entering the school grounds when bringing children to school by car or collecting them and are **not allowed to use the staff car park**. The exception is for disability requirements; if your child has a disability, please contact us via the main office.

RESPECTING OUR COMMUNITY

We share the site with Rossmore Leisure Centre and have high expectations of all students as they enter/leave the school site, whether that's via Herbert Avenue through the main entrances. Any behaviour that brings St Aldhelm's into disrepute will be dealt with severely.

TRIPS & VISITS

Each year, a wide variety of trips are organised for students to enjoy. Notices are given out during tutor time about these trips.

Year Group trips include activities such as bowling or visiting Splashdown. Examples of residential whole school trips include going to London to watch a West End show, Ski Trips, Language Trips, PGL Activity weeks.

UNIFORM

When worn smartly, the uniform is a powerful symbol of St Aldhelm's identity throughout our community and sets the ethos and tone for learning.

We are currently in the process of changing our supplier and we are moving to an online firm called Price & Buckland. They are planning on running a uniform clinic in school during the first week of the summer holiday. This will give you an opportunity for your child to try on the uniform before placing an order. Your order will then be delivered to either the school or your house in time for September. If you do not wish to make use of the fitting service, you can order uniform from a link on our Academy website. We will be sending out a separate letter shortly with more detail.

UNIFORM LIST:

A list of uniform for boys and girls (including PE kit) is on our website [Academy Uniform - St Aldhelms Academy \(staldhelms-academy.co.uk\)](https://staldhelms-academy.co.uk)

Please support us by ensuring that your child arrives at school dressed smartly, in accordance with our policy. If you are unsure whether an item you are planning to buy conforms to our policy, get in touch with us prior to buying; we are happy to advise you.

All clothing, including shoes/trainers, coats, PE kit and bags should be clearly labelled with your child's name.

Please be aware that nose piercings (even clear ones) are not permitted.

Should you have any issues with the uniform, please get in touch with your child's tutor to alert us to the problem and a timeframe you require to rectify it.

If you require financial assistance, please get in touch with us via the school office. This will be dealt with confidentially.

Note: 'uniform' refers to clothing, equipment, hair, make-up and jewellery.

ADDITIONAL INFORMATION

Parents/carers visiting the site must only enter the building via the main doors by Reception. Any parent who is on the site should have an appointment or an invitation to a school event.

FINALLY

We hope you find this booklet helpful and that it answers a lot of your questions. We look forward to working in partnership with you, with a common goal of making your child feel happy and secure at St Aldhelm's, which will enable them to reach their academic potential. Please feel free to get in touch if you have any further questions, by emailing the Transition Team: