



# Aylesford School and Sixth Form College



# AYLESFORD SCHOOL PROSPECTUS

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Please also visit our school website on [www.aylesford-elearning.net](http://www.aylesford-elearning.net)

## **AYLESFORD SCHOOL: ADMISSIONS**

### **LOCAL AUTHORITY (LA) ADMISSIONS ARRANGEMENTS**

Parents of children in their last year at local Primary Schools will be asked during the Autumn Term to indicate which Secondary Schools they would like their children to attend in the following year. Warwickshire's School Transfer Co-ordinators specialise in giving impartial and independent advice to those parents who need support to enable them to complete the secondary school application process.

Sixth Form admissions can be made by contacting the school direct (01926 747100). Parents moving into the priority area of the School are invited to contact us for a tour of the School and a discussion. Appeal panels clearly take into account the needs of children who move directly into our School's priority area.

If you live in Warwickshire and your child is due to transfer to secondary school in September 2012 it is possible for you to apply online at: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). For further information please contact the Warwickshire School Admissions Department on 01926 742037 or 01926 742047.

### **ADMISSIONS POLICY**

If there are more requests for places than there are places available, children will be accepted in the following priority order:

- 1 Children in the care of, or provided with accommodation by, a local authority
- 2 Children in the priority area given in the area booklet who have a brother or sister at Aylesford School
- 3 Other children living in the priority area
- 4 Children living outside the priority area who have a brother or sister at Aylesford School at the time of admission
- 5 Other children living outside the priority area.

Within each category, decisions are based on the distance between home and School by the shortest walking route with priority going to those living nearest to the School. This applies equally to those living inside and outside the LA boundaries.

Parents seeking admission at other than the normal age of transfer should contact the Admissions Service (see above) in the first instance.

Every School has a standard admission number which reflects the physical capacity of the school and which is normally the result of a calculation approved by the Department for Education. Our standard number currently is 206 in each Year group.

Our Open Evening is organised for Thursday 29<sup>th</sup> September, well before preference forms have to be completed. All interested parents/children are invited. The Headteacher and other senior staff will be available to explain the work of the School and answer questions. We are happy to arrange to see any parents who would like further information about the School.

All staff work hard to ensure a smooth transition from Primary School into the challenges of Secondary School.

## **PRIMARY SCHOOL LIAISON**

Changing Schools at 11 years of age can be a pretty daunting experience. Children move from the cosiness of their comparatively small Primary School to the brave new world of their large Secondary School.

At Aylesford we are proud of the way we prepare youngsters for this move. Colleagues are involved in extensive preparation, planning and activities to make the transition from Primary to Secondary smooth, safe and enjoyable.

In June each year staff including, the Director of Induction and Progression visit every Primary School to speak with teachers to learn as much as they can about each child. They meet all new students and give a brief introduction to life in Secondary School. The youngsters are able to ask questions and this helps to satisfy their queries or allay any concerns.

In June, all the new students spend a day at Aylesford School. They meet the other members of their tutor group and very often, long term friendships begin. The new students meet their tutor for the first time and learn more about the Aylesford School routines, they study our Behaviour for Learning Code and again get a chance to ask questions.

This is an enjoyable but tiring day. Children feel welcomed. They begin to lose their anxieties and start to look forward even more to life in their new School.

In the evening the new students are invited back to School, this time with their parents, for a more formal meeting with the Headteacher, the Director of Induction and Progression and SLT Link. Parents are given important information about life at Aylesford School and there is a "fashion show" by older students to demonstrate our very smart uniform.

The foundations are laid for a happy and successful start in September for your child.

# THE SCHOOL DAY

## Shape of the Day

8.40 a.m. - 9.00 a.m.	Registration/Assembly
9.00 a.m.	Lesson 1
10.00 a.m.	Lesson 2
11.00 a.m. - 11.20 a.m.	Break
11.20 a.m.	Lesson 3
12.20 p.m.	Lesson 4
1.20 p.m. - 2.10 p.m.	Lunch
2.10 p.m.	Lesson 5
3.10 p.m. - 3.25 p.m.	Registration

Clubs and activities are run during lunchtimes, breaks and after school. Typically we offer around 40 different clubs each term which vary throughout the year.

## Attendance

We ask you to support your child by ensuring they attend fully and informing us before 9.30 a.m. by telephone if a child is absent. We follow up all absences not reported by a telephone call on the first day of absence. 100% attendance supports good achievement in school.

## Homework

Homework is a compulsory part of the Aylesford School curriculum for all students throughout their school lives.

Students are provided with homework planners in Years 7-11, in which they record their homework timetable and the work set. The planners are inspected and signed by form tutors and parents are also asked to sign them on a weekly basis. Homework is set regularly.

We ask you to support us in seeing that homework is done. You can help in the following ways:

- by encouraging the habit of doing homework at a set time each evening
- by checking that homework has been set, and reminding children that it needs to be done
- by insisting that homework is done before watching television, or going out etc
- by contacting the school if you have any query about your child's homework

Aylesford is committed to ensuring that all our students are fully equipped for life in a competitive world. As a result students may be given longer assignments for homework (ILUs) that develop and encourage independent learning skills.

We have a Homework Policy available at school for parents wishing to see it.

## **SCHOOL UNIFORM**

This is worn by all students and is smart as well as being sensible for wearing to school.

Parents may wish to shop around for the best buy with regard to the main uniform items such as blazers, trousers or skirts, pullovers or cardigans, shirts and coats, but the full range of school uniform, including badge, tie, scarf and games kit is stocked by:

CHEZ RAMA  
Clemens Street  
Leamington Spa

RASCALS  
Coten End  
Warwick

The Aylesford School sweatshirt is only available through the school.

## Girls' Uniform

Blazer	-	Black
Skirt	-	Plain mid-grey, knee length
Trousers	-	Black 'office style' – no jean type material
Cardigan/Pullover	-	Plain mid-grey 'V' neck (not longline)
Blouse	-	Gold 'Trutex'
Tie	-	In plain school colours (according to House)
Scarf	-	<u>Plain</u> woollen in school colours only (black/turquoise/gold/white)
Badge	-	The Aylesford Crest
Tights	-	Plain natural shades or black
Socks	-	Plain mid-grey, white or black
Coats and top wear	-	Plain colours (There must be no pictures or slogans or speckled or mottled designs)
Footwear		Shoes must be black, well fitting and without high or stiletto heels. No platform shoes, boots, pumps or trainers

## Boys' Uniform

Blazer	-	Black
Trousers	-	Charcoal grey or black ( <u>not</u> light grey) cotton/no jean type material
Pullover/cardigan	-	Plain mid-grey 'V' neck (not longline)
Shirt	-	Plain white
Tie	-	In school colours (according to House)
Scarf	-	<u>Plain</u> woollen in school colours only (black/turquoise/gold/white)
Badge	-	The Aylesford Crest
Socks	-	White, dark grey or plain dark colours
Coats and top wear	-	Plain colours (There must be no pictures or slogans or speckled or mottled designs)
Footwear	-	Standard school shoes in black. No boots, pumps or trainers

## **Girls' PE Kit**

### CLOTHING

Shirt	-	Sky blue polo shirt
Shorts	-	Plain Navy blue, in cotton or nylon (Football style)
Ankle socks	-	White
Hockey socks	-	Navy blue (Football style)
Aylesford School training top	-	Navy blue (Only available through the school. Orders taken on New Entrants Evening)

### FOOTWEAR

Sports trainers	-	These should be suitable trainers with appropriate support (not fashion trainers)
Shin pads	-	Compulsory for hockey and football
Bobble	-	All long hair must be tied back

### OPTIONAL ITEMS

Tracksuit bottoms (black or navy)  
Astro-turf trainers or football boots  
Gum shield

### IMPORTANT INFORMATION:

- Students are not allowed to wear jewellery (including earrings) for PE due to Health and Safety reasons. (It is advised that ears are pierced during the six week holiday).
- Roll-on or stick deodorants only as aerosols can be unsafe.

## Boys' PE Kit

### CLOTHING

T shirt	-	Plain white, short sleeved
Shorts	-	White
Ankle socks	-	White
Football/Rugby shirt	-	Reversible black with blue band on the inside
Football/Rugby	-	Plain black shorts
Football/Rugby	-	Plain black, long socks

### FOOTWEAR

Training shoes	-	These should be suitable sports trainers with appropriate support
Football/ Rugby Boots	-	Rugby boots that cover the ankle are unsuitable for football
Shin pads		

### OPTIONAL ITEMS

Tracksuit bottoms (black or navy)	-	for outdoor lessons
Gumshield	-	may be purchased via PE Department

### OTHER ITEMS

Sports bag	-	Or similar bag suitable for carrying games kit and school books safely
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### Important Information:

- Students are not allowed to wear jewellery for PE due to Health and Safety reasons. (It is advised that ears are pierced during the six weeks holiday)
- Roll-on or stick deodorants only as aerosols can be unsafe

## CURRICULUM PROFILE

### Key Stage 3 (Years 7 to 9)

#### ALL

English Maths Science MFL PE Technology Citizenship	Art Drama Geography History ICT Music RE
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### Key Stage 4

### (Years 10 and 11)

ALL	OPTIONAL		
English Maths Science PE ICT – Core Ethics	ICT – OCR National Economics History Geography Drama Business Studies	Food Technology Resistant Materials Art and Design RE (Full) Complementary Studies COPE Italian Product Design	Graphic Products Electronic Products Music Music Technology Media Child Development PE (BTEC)

All courses run subject to demand

### Key Stage 5

### (Years 12 and 13)

OPTIONS					
Chemistry Drama and Theatre PE Economics Photography Travel Intermediate	English Literature Music Technology Sociology Maths Technology Biology ICT Business Certificate	Media Studies RE Art Geography Maths Italian	Physics Dance English Language History Health and Social Care Business Studies Music ICT Award	Psychology Travel and Tourism Law Spanish French Physics ICT Music Technology Child Development	Young Enterprise Further Maths PE

# CURRICULUM PROFILE

## THE SIXTH FORM (YEARS 12 AND 13)

Aylesford Sixth Form students can follow one of a number of programmes as illustrated:

- 'A' levels over two years
- 'AS' levels
- Intermediate courses including Work Experience
- GCSE English and/or Mathematics re-sit if required (support self study plus tutorial)

A common enhancement programme includes:

Sport and Recreation	Buddy Scheme	Career Education Guidance
PSHE + Citizenship	Young Enterprise	Charity Work
Progress File	Pre-Driving	

## TWO YEAR 'A' LEVEL COURSES ('AS' in Year 12 and 'A' level in Year 13)

- |                                 |                                    |
|---------------------------------|------------------------------------|
| ▪ Art                           | ▪ History                          |
| ▪ Biology                       | ▪ ICT OCR Nationals                |
| ▪ <u>Business Studies</u>       | ▪ Law                              |
| ▪ Chemistry                     | ▪ Mathematics                      |
| ▪ Dance                         | ▪ Media Studies                    |
| ▪ Design + Technology           | ▪ Music                            |
| ▪ Drama and Theatre Studies     | ▪ Performing Arts                  |
| ▪ Economics                     | ▪ Photography                      |
| ▪ English Language              | ▪ Physical Education               |
| ▪ English Literature            | ▪ Physics                          |
| ▪ French                        | ▪ Psychology                       |
| ▪ Geography                     | ▪ RE                               |
| ▪ <u>Health and Social Care</u> | ▪ Sociology                        |
|                                 | ▪ Spanish                          |
|                                 | ▪ Travel and Tourism OCR Nationals |

(Courses underlined are Applied 'A' levels)

Students can apply for a work experience placement in the summer term including opportunities overseas.

'A' level 2 course comprising ICT, Business, Health and Social Care, Travel and Tourism, PE and resits: English, Maths and Food.

**INTERMEDIATE COURSES (Level 2)** These are offered in Business, Travel and Tourism, ICT and Statistics and Health and Social Care and typically include a work experience placement.

All students have the opportunity to take part in **Young Enterprise, Pre-Driving** and **Outward Bound**. The Sixth Form annual Charity Week typically raises over £2500 for a variety of deserving causes. For extended details, please consult the current **Sixth Form Prospectus**.

**SIXTH FORM DESTINATIONS** On leaving the Sixth Form students move on to a variety of destinations with Higher Education a dominant choice. Further Education or work with training, are other popular progressions. Students who join Aylesford from elsewhere receive a warm welcome and are encouraged to play a leading part in shaping the life of the Sixth Form.

## BEHAVIOUR FOR LEARNING

One of our main aims at Aylesford School is to provide a calm, secure, stimulating, orderly and caring learning environment. We operate a '**Behaviour for Learning**' policy across the school which is based on Rewards and Consequences. Students who work hard and achieve excellence are rewarded for their efforts. Similarly, the very small minority of students who do not work to the standard expected, or who prevent others from learning, will face reasonable and appropriate sanctions, which includes detentions.

Mutual respect and tolerance are fundamental to our School Community and School Learning Council members have agreed on a Behaviour for Learning Code set out below:

Students at Aylesford School have agreed that they expect the following of everyone:-

- To settle down to work quickly and quietly
- To show respect to all staff, visitors and students
- To respect other peoples' belongings
- To contribute positively to lessons
- To remain on task throughout the lesson
- To not shout out answers or shout across the classroom

**Bullying in any form will not be tolerated at Aylesford School**

Any unco-operative behaviour is dealt with by means of sanctions or consequences. In the first instance, individual teachers will deal with misdemeanours by two verbal warnings. If this fails, teachers may detain a student after school, having given twenty-four hours' notice to parents.

Serious or repeated misconduct is referred by teachers to a more senior colleague who may place the student in a Senior Leadership Detention. Very serious cases are dealt with by the isolation or exclusion of students.

A School Behaviour Policy is available on request.

### **ANTI-BULLYING POLICY**

We take a very firm stand against bullying where appropriate. If students are bullied at any time, however mildly, they should always let their form tutor or another teacher know immediately. We are usually able to sort problems out sensitively and to everyone's advantage. A school anti-bullying policy is in use and available for parents if requested.

### **UNIFORM**

High standards of personal appearance are expected from all students at Aylesford School. School uniform is worn by all (other than Year12/13 students); it is smart and practical.

Students must not wear jewellery in school. Jewellery includes bracelets, rings, necklaces, brooches, nose studs etc. Those students with pierced ears should wear plain studs. No more than one stud in each ear should be worn and taping of them is not allowed. Due to Health and Safety reasons studs and watches must be removed during PE activities.

### **PERSONAL PROPERTY**

All items should be marked clearly with the owner's name. Any items lost or found must be reported to the student's form tutor immediately so that the matter can be dealt with. Students must not bring to school any items that are very valuable (for example MP3 players/mobile phones) or dangerous. In addition, smoking materials are not permitted, since students are not allowed to smoke on their way to or from school, or on the school premises.

Students may cycle to and from school, and space is available in the covered cycle stands. It is essential for your child's safety that they wear cycle helmets, that the bicycle is maintained in a fully roadworthy condition and properly secured when unattended. LA insurance policies do not cover students' cycles. It is essential that parents ensure that these are included on their House Contents Insurance policies. Senior students may travel to school on motor cycles or scooters. This is subject to safe behaviour, appropriate insurance and the necessary safety helmets.

# SCHOOL POLICIES AND INFORMATION

## **HOME SCHOOL AGREEMENTS**

The Governing Body ensure that a written Home School Agreement is in place which parents are invited to sign. Aylesford School has produced such an agreement in consultation with parents. Parents of incoming Year 7 students will receive a copy of this agreement to read and sign. Staff and students are also required to sign this document.

## **COMPLAINTS PROCEDURE**

Parents are always welcome at Aylesford School, and we try hard to keep them informed about the School's policies and their child's progress. However, there may be times when parents will have comments, suggestions or complaints to make. The LA has supplied a leaflet for parents explaining the procedure. This leaflet, and any necessary guidance, is available at the School on request.

## **HEALTH AND SAFETY**

In addition to staff responsibilities, students are expected to:

- (a) exercise personal responsibility for the safety of themselves and other students
- (b) observe standards of dress consistent with safety and hygiene
- (c) observe safety rules of the School and the procedures required in event of emergency
- (d) use and not misuse or interfere with equipment provided for safety purposes

**NB:** Smoking in the workplace is now against the law, therefore, Aylesford School is a non-smoking site.

## **CHILD PROTECTION**

It is clear that there is greater public awareness and concern about child protection issues. The child's welfare is paramount and to protect students in our care, also to comply with regulations and recommendations from the Department for Education. The School must refer any concerns about the well-being of its students to the Social Services Department. Such action may be required before contact is made with parents. We have a School policy setting out our procedures in relation to Child Protection issues. Please contact the School if you would like to see this.

## **MEDICATION**

Medication should only be taken in school when absolutely essential. Parents should ask the prescribing doctor to prescribe in dose frequencies which will enable it to be taken during either break or lunchtimes. The school does not have storage facilities for medicines. If necessary the prescribed dose only should be brought to school each day. Non-prescription medication (painkillers/analgesics) will not be given by staff. Students should not have such medication in school because of possible misuse by themselves or dangers to other students. A student suffering from acute pain such as migraine, should have written authorisation from a parent with instructions about when the child should take the medication, the student will be supervised by a member of staff. Students with asthma/diabetes/severe allergies are responsible for carrying their own medication e.g. inhalers/Epipens.

## **INFORMATION AVAILABILITY**

Various policy documents and syllabuses are available in School for parents should they wish to consult these, by appointment. Current Policies are as follows:

Admissions  
Anti-Bullying  
Assessment  
Behaviour for Learning  
Careers Education and Guidance  
Charges and Remissions  
Child Protection  
Continuing Professional Development  
Equal Opportunities  
Financial and Administration Standards  
Food  
Gifted and Talented  
Health and Safety  
Library  
Literacy  
Medication in Schools and First Aid  
Performance Management  
Peripatetic Music  
Personal Development and Well-Being (SMSC)  
Personal Social Education Health Education + Citizenship (PSHE+C)  
Physical Activity  
Relationships and Sex Education  
Risk Assessment  
Safeguarding  
School Security  
School Visits and Journeys  
Sixth Form Admission  
Special Educational Needs Provision  
Staff Absence  
Staff Pay and Code of Practice on Appointments Procedures  
Substance Abuse  
Teaching and Learning  
Whistleblowing  
Work Related Learning and Enterprise

## LEARNING SUPPORT

### LEARNING SUPPORT

Aylesford School provides support for students with a wide range of special educational needs.

We aim to ensure that all students have equal access to the full range of the National Curriculum. We offer in-class support, well targeted small group work in literacy, numeracy and social communication skills and liaise with a range of specialist support services. Every lunchtime Fun Club provides a range of activities for vulnerable students. The school has disabled access and an Accessibility Plan is available on request. The Special Educational Needs Co-ordinator is happy to discuss individual needs with parents as required.

### SEN Policy

Aylesford School's vision statement is to take each young person from 'potential to reality.' The policy for SEN is based on several fundamental beliefs:

- ❑ As a school we recognise and value diversity amongst our students
- ❑ That all students have access to a broad and balanced mainstream curriculum
- ❑ That all teachers should be aware of the necessity to meet the full range of educational needs that exists in their classrooms
- ❑ To work with the mainstream curriculum, offering support for subject teachers where possible whilst recognising the value of small group withdrawal sessions for meeting certain needs
- ❑ That students' needs can be met most effectively when the approaches of subject teachers, learning support staff, pastoral staff, parents and support agencies are carefully co-ordinated and result in joint working
- ❑ The school follows Warwickshire's Best Practice Guidelines and gives due regard to the SEN Code of Practice (DfES 2001).

### EAL Provision

An experienced and qualified TA is available to provide tuition and support for students with English as an additional language. Some of these students are entered for alternative exams such as Cambridge ESOL.

## ADDITIONAL CURRICULUM INFORMATION

### PE POLICY STATEMENT (AIMS AND PROVISION)

Aylesford School provides students with a broad and well-balanced Physical Education programme that reflects the requirements of Key Stages 3 and 4 of the National Curriculum. Physical Education is also available to all Sixth Form students.

- We have excellent facilities which provide the ideal environment for students to learn and develop in Physical Education.
- We offer students the opportunity to gain qualifications including BTEC Sport (Level 2), BTEC Sport and Exercise Sciences (Level 3), 'A' level Dance and Sports Leaders Award.
- We have a high regard for the contribution that Physical Education makes to the Personal and Social Development of each child. Aylesford students are taught how to compete and co-operate. They are also taught how to handle success and failure so that they will always be respected by their team-mates, opponents and spectators.
- By good quality teaching we aim to promote safe physical activity and healthy lifestyles and develop positive attitudes to activity in all our students.
- We encourage our students to participate in sport and activity outside School and we publicise sporting opportunities in the local community. Aylesford is the base for numerous sporting clubs, many of which attract our youngsters back into School in the evening and at week-ends.
- In PE we are also fully committed to providing opportunities for students to further their sporting interests outside lesson time.

During the past academic year Aylesford has run School teams in the following sports at the stated age groups:-

Athletics      U12, U13, U14, U15 boys and girls

Rugby          U12, U13, U14, U15/16, U18

Football       U12, U13, U14, U15, U16, U18 boys, U12, U14, U15/16 girls

Netball        U12, U13, U14, U15, U16, U18 girls

Cricket        U12, U13, U14, U15, U18

Rounders      U12, U13, U14, U15, U16, U16

Basketball    U12, U13, U13, U14, U15, U16 boys    U13, U15, U16 girls

- Matches take place after school and Saturday mornings. We also enter teams and individual students in various competitions as well as sending students to trials in all the major sports. We are proud of students who represent either the District or the County in one or more sports.
- Internal inter-house competitions take place each year in a variety of sports.
- School team practices and clubs are open to all students irrespective of ability.

## **INDIVIDUAL MUSIC TUITION**

Considerable additional support for students is provided by peripatetic staff from the County Music Service (CMS) who visit the school weekly.

Tuition is available on strings, brass, guitar, woodwind, voice, drum-kit and keyboard.

The contact between home, school and CMS and information about payment is available from the General Office and payment needs to be made at the start of each term before lessons commence. One term's notice is required if you wish to stop lessons.

New students are able to start tuition at designated times throughout the year and in this instance, initial contact should be made with the Director of Music.

## **GIFTED AND TALENTED STUDENTS**

Aylesford School is fully committed to meeting the needs of our more able students whether they are gifted in a variety of subjects or have a special talent, which must be nurtured. We recognise that all students need to experience a variety of teaching and learning styles offering a daily diet of interesting and exciting challenges. All staff are aware of gifted and talented students.

Our Summer Schools for Gifted and Talented students are hugely successful. Additionally we offer a wide range of enrichment activities. Early entry for examinations and additional qualifications are considered and encouraged for our more able students.

There are a range of extra-curricular opportunities which target Gifted and Talented students. These may take place at Aylesford School or be provided by external providers such as for example Warwick, Birmingham and Aston Universities.

## **LIBRARY**

The school has a superb Library, which has recently been extended and refurbished. The stock has been substantially increased to provide a wide range of material including fiction and non fiction texts, magazines and videos. There are also 30 computers, and classes regularly book in to use all our facilities.

The Library is open Monday - Friday all day, opening at 8am five mornings a week, with after school study support available Monday – Thursday until 4.30pm, ideal for homework.

Activities are constantly taking place at lunchtimes, including book reading events, movies on our big screen, book fairs and competitions with prizes. Library monitors are a valuable addition, and Year 7 students are very welcome to join our friendly team.

The Library is at the heart of the school's literacy initiative and continues to promote the importance of reading, recognising literacy as a key factor in raising standards of achievement.

## **RELIGIOUS EDUCATION**

The Religious Education Department at Aylesford School offers a multi-faith programme throughout Key Stage 3, concentrating on six world faiths, Christianity, Judaism, Islam, Sikhism, Hinduism and Buddhism. The curriculum is structured around the Warwickshire Agreed Syllabus. At Key Stage 4 all students follow Edexcel's GCSE Short Course in Religious Studies which is a Philosophy and Ethics based course. Students can also do a GCSE Full Course as one of their options.

Set within a caring school ethos, the Religious Education Department contributes to the spiritual, moral, social and cultural development of all students. You may request that your child is withdrawn from Religious Education and religious worship. Please contact the Headteacher at school for further information.

# **ASSESSMENT, TRACKING, INTERVENTION AND REPORTING**

## **Assessment**

Aylesford School takes the assessment of student performance very seriously and each year group will receive an end of year examination from all appropriate subjects. In addition, the end of Key Stage 4 is marked by externally validated examinations.

We also understand and support the use of regular 'informal' assessment during lessons to inform and monitor the progress of our students. In recent years teaching staff have received training in the use of 'assessment for learning' as a natural technique seen in highly effective teaching.

## **Tracking**

The progress of all our students is monitored at regular intervals during the year, recorded and matched against targets set for them at the start of the Autumn Term. This enables the school to identify with some clarity how far a student has progressed and to identify areas in which further support might be needed.

## **Intervention**

We believe that when a child starts to fall behind their expected progress it is essential that we are able to intervene with support at the earliest possible stage. In the vast majority of cases this quick focussed intervention soon restores student confidence and performance.

## **Reporting**

We fully appreciate the importance of a student's School Report as part of the partnership we have with parents, guardians and carers. Each student can expect to receive one report during the year. To support further dialogue between home and school, the school has a full programme of information evenings, appointments with staff and even a whole day devoted to reviewing individual student progress.

In addition, we are currently exploring ways of enabling all our parents to access their childrens' achievements online.

<b>EXAMINATION RESULTS</b>
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**KS3 – Year 9****(as %)**

<b>L5+</b>	<b>2007</b>	<b>2008</b>	<b>2009 Teacher Assessed</b>	<b>2010</b>
English	71	75	67	82
Maths	76	79	82	83
Science	73	76	75	82

**KS4 – Year 11****(as %)**

	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
5+A* - C	54	62	63	84
5+A* - G	90	92	91	99
1+A* - G	98	99	99	100

**KS5 – Years 12 and 13****(as %)**

	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
'A' Level A/B	29	40	41	43

## **STUDENT ABSENCES**

### **EVERY LESSON MATTERS**

In 2010/11 (Autumn/Spring terms) the percentage of half days (sessions) missed through authorised absence was 6%.

The percentage of half days (sessions) missed through unauthorised absence was 1%.

'Actual' attendance was 93%.

We take a serious approach to issues of attendance and work closely with the Education Social Work Service to maintain these high standards. It is expected that parents will not take holidays during term time. Not only does it affect our attendance figures but more importantly it can significantly affect a student's academic achievement. Please contact your child's Head of Student Progress if a holiday is unavoidable.

We will continue to support full attendance by our policy of first day telephone call if you have not notified us of absence. However, our expectation is that parents will contact us if their child is unable to attend school.

Please ensure that medical appointments where possible are arranged out of school hours or during school holidays.

Thank you.

### **ADDITIONAL INFORMATION**

Staff at the school will deal with all cases of concerns that students or parents may have, promptly and sympathetically. In the first instance please contact the most appropriate member of staff. In many cases this will either be the form tutor, subject teacher or Head of Student Progress. If the matter is more serious or the person concerned is unavailable the Headteacher or a member of the Senior Leadership Team will be happy to help.

If you still feel concerned having referred the matter to the Headteacher, please contact the Chair of Governors. A leaflet is available from the school which explains the complaints procedure for Warwickshire Schools and what you should do if you decide to use it.

