



# Alsager School

An Achieving School  
A Caring Community



## Parent Handbook:

taking families step-by-step  
through starting school



# Welcome to Alsager School



## Andrea O'Neill, Head of School, says:

We are delighted that you are considering entrusting your child to Alsager School for the next five and possibly seven years.

### Mission Statement

Our mission statement is: 'An Achieving School - A Caring Community'. This underpins our approach to education and young people. At Alsager, we believe that happy children work to their full potential, and we make it a priority to create the right conditions to ensure that all our pupils are able to flourish.

### High expectations

We believe you will be impressed by our high expectations, quality of teaching, vibrant learning environment and our motivated pupils.

## Welcome to our school

In this handbook, you will also find lots of useful information and the answers to some frequently asked questions. Happy reading!

### Got more questions?

If you have any questions that are not answered, please contact Alsager School on 01270 871100, or email us on [admin@alsagerschool.org](mailto:admin@alsagerschool.org) and we will be happy to help.

### Partnership

I look forward to working in partnership with you and getting to know you and your child. Welcome to our wonderful school.

# Key information



## What are our school times?

Start	End	Duration	Note
08:30:00	08:40:00	10:00	On School Site
08:40:00	09:05:00	25:00	Form
09:05:00	10:05:00	1 hour	Lesson 1
10:05:00	10:25:00	20 mins	Break
10:25:00	11:25:00	1 hour	Lesson 2
11:25:00	12:25:00	1 hour	Lesson 3
12:25:00	13:10:00	45:00	Lunch
13:10:00	14:10:00	1 hour	Lesson 4
14:10:00	15:10:00	1 hour	Lesson 5

## Transport

There are multiple transport options for students attending the school. Depending on the area you live in, your child may be entitled to a free bus pass. You will need to contact the Local Authority to arrange this. Tel: 0300 123 5012 or apply online [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) – click Schools and Learning then School Transport

For students living in the Kidsgrove areas, there is a First Bus, Number 3/3a that goes through Kidsgrove to Alsager. The information is available at [www.firstbus.co.uk](http://www.firstbus.co.uk).

For those wishing to use the Wychwood Park/Weston bus, this is a private arrangement between parents and Mikro Coaches. Contact them as early as possible to book on 01270 588867.

Bus routes operated by the local authority are available to view in the transport letter on our website.

## Uniform

Pupils in Year 7-11 are required to wear school uniform at all times. We expect all parents to support our high standards of appearance.

The school uniform consists of:

- Maroon school blazer with embroidered badge.
- Mid-grey tailored trousers or mid-grey pleated skirt no shorter than just above the knee or mid grey tailored knee length shorts.
- Black or grey socks/black or grey plain knit tights (socks must not be above the knee).
- White school shirt/blouse – this must not be a fitted blouse.
- School tie with clip on fastener.
- Black leather or leather type school shoes.
- Plain fine knit v-necked grey jumper embroidered with the school logo (optional).

### P.E. and games

- School badged polo top.
- School badged shorts or skirt.
- Long black socks with school name (football/rugby type) or Long black plain black sports socks (football/rugby type).
- Trainers.
- School badged long-sleeved rugby top (for rugby only).
- Shin guards/gum shields (for hockey and football only).
- Football boots/astro trainers (for field games).
- School badged tracksuit bottoms (optional).

- School badged black leggings (optional).
- School badged full zip pro jacket or school badged long-sleeved rugby top (optional).

### Swimming

- Swimming shorts/trunks/one-piece swimming costume.
- Goggles.
- Towel.

### Labelling of clothing

Please ensure that all clothing and possessions are clearly marked with your child's name. The school will not accept responsibility for lost or damaged belongings.

### Uniform stockists

All items of uniform are available from five local suppliers as listed. Standard items such as trousers, skirts and shirts are available from high street stores and supermarkets.

- Badged by Davenport's - Betchton
- Hightown Menswear - Sandbach
- Alsager & Sandbach Saddlery - Sandbach
- National Schoolwear Centres – Hanley, Stoke-on-Trent
- Smart Choice Uniform – Alsager

Further details are available on our website, please familiarise yourself with our full policy:

<https://www.alsagerschool.org/uniform/>

## Food in school

Out external caterers, Aramark, provide school lunches which are very good and always have a range of filling and healthy options and meal deals. The canteen offers a range of international, traditional and vegetarian dishes alongside sandwiches, wraps etc. Aramark use a cashless system that will involve a finger imprint to access each child's account. You will be able to top up and add money to your child's account via ParentPay.

### Canteen service times

- Breakfast 8:00-8:30am
- Break 10:45-11:00am
- Lunch 12:25-1:10pm

Our Catering Manager is happy to discuss any special dietary needs (01270 877294). There are places to eat for pupils who want to bring their own lunch.

### Free school meals

If you think your child might be entitled to free school meals, please visit our website <https://www.alsagerschool.org/school-meals/> for more information.

### Leaving the school premises at lunchtime

Years 7-9 must stay on campus during lunchtimes. Years 10-11 are only allowed to leave the campus if their parents/carers have given signed permission. The school has the right to withdraw this privilege.

### Drinks

Drinks are on sale in the canteen but there are water dispensers in school for pupils to use. It would be helpful for your child to bring a plastic bottle to refill. This can cut down the cost of lunch.

# Frequently asked questions



Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## Absence

Any student absence must be reported to the school by 9am every day. Please call the office on 01270 871107 or email [absence@alsagerschool.org](mailto:absence@alsagerschool.org) as early as possible on each day of absence.

### Illness

If your child is taken ill at school and is too unwell to stay, you will be asked to come and collect them. Your child should not contact you using their own mobile phone but should allow the school to communicate with you.

### Medical conditions

If your child has a serious medical condition or an allergy, contact Mrs Walker our SENDCO, who will advise you on how the school and the county school nurses can help.

### Medication in school

If your child needs to take medication in school, you must drop this, complete with the box and prescription label to the school reception and complete the relevant form.

### Injury

If your child suffers an injury such as breaking a limb, then student services will be able to support your child so they do not miss out on valuable lesson time. Contact your child's Head of College to arrange this.

### Security

We must know your child is in school to ensure safety and security. If we haven't heard from you that your child isn't going to be in school, and your child does not arrive for registration, the school will contact you. We must have your up to date contact details.

### Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and they must be collected. Children will never be allowed to leave the premises by themselves during school hours.

### Holidays in term time

In 2013 amendments to the Education Regulations 2006, make clear that a headteacher may not grant any leave of absence for holiday during term time unless there are exceptional circumstances. Therefore, a leave of absence during term time for a family holiday will only be authorised if the parent or carer can prove that the circumstances for the request are exceptional. Further details can be found in our Attendance Policy on our school website.

### Other absences

Other absences or lateness will be classified as Unauthorised Absences and they will have to be published as part of the school's annual statistical record and in your child's annual report.

## Emergency arrangements

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In the event of an emergency closure, parents will be contacted, and the information will be published on our website and social media platforms. Lessons will be delivered remotely.

### Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances, parents should inform the school of the circumstances of this exceptional situation.

### Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are switched on and audible in case we are trying to contact you.



## Personal items and appearance

- No canvas shoes/pumps/logoed shoes/trainers/boots/high heels/slipper-type pumps.
- No hoodies.
- No short or fitted skirts.
- No hipster/jeans-style/frayed/lycra/decorated or casual trousers.
- No jumpers or cardigans without the school logo.
- No wide belts or large buckles.
- No makeup/nail varnish/nail extensions.
- No unnatural hair colours (hair should be one natural colour).
- No extreme hairstyles - nothing less than a grade 2, no shaved in designs.
- No HD/artificial eyebrows or eyelash extensions.
- No piercings except for single piercings in earlobes.
- No jewellery other than discreet stud earrings and/or a wristwatch and one charity band.

This list is not exhaustive.

## Mobile phones and electronics

Mobile phones are permitted to be brought into school but must be turned off during the school day - between 8.40am and 3.10pm. If you need to contact your child in an emergency, please phone the school directly and we will contact your child as soon as possible. If a pupil is found using a mobile phone during the school day they will:

- Have the item confiscated and it will be placed in a named envelope in the safe in the Head of College's office to be collected at the end of the school day.
- Pupils who repeatedly use mobile phones during the school day will have the item confiscated as above and will need a parent/carers to collect it.

Pupils are responsible for their own belongings. Alsager School accepts no responsibility for any loss or damage to any electronic device.

## E-safety

We offer a wide range of ICT opportunities to our pupils and believe in teaching the skills needed to access the technology on offer in the modern world.

### Use it wisely

E-safety is very important. All pupils are taught about online safety as part of the curriculum. We ensure children understand a range of ways to use technology safely, respectfully, responsibly and securely including protecting their online identity and privacy. Pupils are taught to recognise inappropriate content, contact and conduct and know how to report concerns. Everyone is made aware of their responsibilities in terms of how ICT equipment is used and in terms of remaining kind and respectful towards other people online. Cyberbullying is an issue we take very seriously. More information is available in our E-safety policy and Acceptable Use Policy on our website.



## Equipment

Students at Alsager will need certain fundamental items of equipment at school daily. These include:

- |                 |                   |
|-----------------|-------------------|
| • School bag    | • Student Planner |
| • Black pen     | • Green pen       |
| • Pencil        | • Ruler           |
| • Eraser/rubber | • Calculator      |

## Homework

Home Learning is set regularly, and this will vary by subject and key stage. All home learning is designed to reinforce the learning that is happening inside the classroom, but it also allows students to work independently, at their own pace, to develop their organisational skills and use their knowledge, skills and understanding. Home Learning will include:

- Key homework tasks which are used by the core subjects – Humanities, English, Maths, Science, Art and MFL.
- Bedrock Learning - Vocabulary programme for all students that helps them learn and embed new vocabulary.
- Reading – regular reading in line with their timetabled LRC Reading Lessons.

Students may also be asked to do the following tasks:

- Practise and apply the techniques they have learned
- Learn information for a test
- Learn spellings
- Respond to their teacher's marking/feedback
- Research for a topic
- Organise for the next lesson
- Revisit classwork.

As well as working from home, Home Learning can be done in school in the LRC until 4.30pm Monday to Thursday or by attending Homework Club in Student Services. Sanctions are in place for noncompliance.

## Enrichment, clubs, activities, trips and visits

We offer ALL pupils a broad and wide experience of school life. The purpose of SPIRIT Enrichment is to enable students to engage with skills, ideas and activities which they can see have an immediate link with the world outside of school as well as in. The SPIRIT ethos is the heart of our school and is focused around a main set of values.

- **S** - Self Regulation
- **P** - Participation
- **I** - Integrity
- **R** - Resilient
- **I** - Inspired
- **T** - Tolerant

It is this set of values that Alsager School promotes, recognises and follows in all areas of school life.

The SPIRIT Enrichment programme is used throughout the year, through the extensive range of extra-curricular activities, development days, enrichment trips, focus afternoons, and of course our main SPIRIT week.

The week enables all pupils to engage with a wider range of skills and activities that enable them to facilitate new interests, friendships and skills, whilst having a great amount of fun.

#### Clubs

We offer a range of lunchtime and after-school clubs. All pupils are welcome to come and join in.

Lunchtime Clubs run between 12.30pm and 1pm. After School Clubs run between 3:10pm to 4:15-4:30pm. Clubs change regularly but the current timetable includes:

#### Sports

- Football
- Dodgeball
- Multisports
- Rugby
- Trampolining
- Table tennis
- Dance
- Badminton
- Basketball
- Hockey
- HIIT training
- Inter-college sports

#### Music

- Steelpan group
- Upper/lower school vocal groups
- Orchestra
- Jazz band
- Chamber vocal group
- Ukulele club

#### Residential

As part of our SPIRIT enrichment programme, we plan residential experiences for the students to provide real-world experience and grow independence. When a SPIRIT residential visit opportunity comes up, we will inform you regarding application procedures, costs and payment options.

## Special Educational Needs and Disabilities (SEND)

#### Inclusive

At Alsager School we believe that success is a right for all students, allowing them to become confident young people, live fulfilling lives and make a successful transition to adult life. We work to ensure that all students are included in the life of the school.

#### Flexible approach

We believe that every teacher is a teacher of SEND and has the responsibility to meet learning needs through appropriate assessment and differentiation. All teachers strive to remove potential barriers to learning and achievement.

#### Support

Alsager's team of experienced and dedicated staff provide support for SEND students. We ensure they are supported across the curriculum making certain that they have every opportunity to access, enjoy and progress effectively in their lessons, alongside their peers. Students are supported through a combination of in-class support, small group work as well as 1:1 bespoke interventions. In addition, we work with a range of outside agencies to provide the expert help needed by some students.

#### Learning Support Department

Our Learning Support staff actively engage with parents of our students with additional needs and/or disabilities, holding informal engagement events such as coffee mornings throughout the school terms, allowing us to focus on different areas of need.



## Higher Ability Learners (HAL)

We aim to support our higher ability learners by creating opportunities to add breadth, depth and pace to their learning. We expect our HALs to set themselves a personalised target to focus on each term. The target should deepen their understanding, extend their knowledge, share their ability or spark their curiosity about their chosen subject.

## Charging policy

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Charges are non-refundable in the event of a pupil not participating in an activity.
- Extra-curricular visits and activities are charged at full cost and will usually not proceed unless costs are covered by those involved. Participation is entirely voluntary.
- Examination fees for any private entry, resit, remark and/or copy of examination scripts must be paid in advance. An additional charge may be made for supervision during examination sessions that extend beyond the school's scheduled provision. Parents will be asked to reimburse the school in the event of a student withdrawing from examination, not attending or submitting coursework past the deadline.
- Music tuition is optional and payable in advance.
- Sundry items and deposits for optional extras may be made available to purchase, i.e. revision guides. Items like locker keys and equipment loans may be made available in exchange for a refundable deposit.
- Damage and replacement fees may be charged for materials like textbooks and planners that are misplaced or misused. Parents will be charged for damage to school property where it is deemed to have been caused wilfully.

# Working with parents

## Communication with parents

We like to feel that, in partnership with parents/carers, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents/carers to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

#### Our parent portal – INSIGHT

This involves using ICT to enable you as a parent/carer to receive and access information about your child's work, progress, attendance and behaviour when and where you want. Once we receive your most up to date contact details, we will contact you with a username and password to enable a secure login.

#### Parent evenings and reports

You will get reports throughout the year about your child's progress; these are available on INSIGHT. Should you have any concerns about your child's progress you are also welcome to contact the relevant Head of College or teacher.

During the year there will be opportunities for you to meet with teaching staff to discuss your child's progress. In addition, you are welcome to make appointments to meet with staff at any time.

#### Parent Call

The school uses Parent Call to send letters and points of information electronically. Please make sure we have your correct email address and mobile phone number.

#### School website

There is lots of information on the website for parents and it is constantly updated. The website address is [www.alsagerschool.org](http://www.alsagerschool.org).

#### Facebook, Twitter and Instagram

The school has a Facebook account, Twitter feed and Instagram. This provides up-to-date information from the school only and is not a means for parents to communicate with the school. Please make sure you sign up for the official Alsager School accounts.

#### The Home School Agreement

Good communication between school and home is essential. Our home/school agreement will provide the opportunity to stimulate the level and quality of communication; it outlines what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential.

#### Phone calls

Teachers or form tutors may contact you by phone to let you know about your child's progress, good and bad! It is important to keep your phone contacts up to date so that we can reach you in an emergency.

## ParentPay

We are a cashless school and [www.parentpay.com](http://www.parentpay.com) is the school's choice for topping-up canteen credit, paying and giving consent for school trips, music tuition etc. Once registered, a single log-in will give parents/carers access to all items for each of their children.

## Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling, welfare, or the welfare of another student the first step is to speak to your child's College Manager.

#### College

Dod  
Royce  
Lovell  
Moreton

#### Head of College

Mr T Woods  
Miss V Monaghan  
Mrs C Richardson  
Mrs J Broad

#### Telephone

01270 871103  
01270 871111  
01270 871108  
01270 871109

#### Email

[t.woods@alsagerschool.org](mailto:t.woods@alsagerschool.org)  
[v.monaghan@alsagerschool.org](mailto:v.monaghan@alsagerschool.org)  
[c.richardson@alsagerschool.org](mailto:c.richardson@alsagerschool.org)  
[j.broad@alsagerschool.org](mailto:j.broad@alsagerschool.org)

Your child's unique activation code for Alsager School will be issued to you later during the summer term; kindly register straight away to avoid disappointment as information for all trips open to your child will be emailed via this system.

Please don't hesitate to contact the Finance Team should you experience any difficulty with ParentPay; email stating your child's name and form group ([finance@alsagerschool.org](mailto:finance@alsagerschool.org)) or telephone 01270 871100 ext 240.

## Parents in Partnership

Parents in Partnership (PIP) aims to provide additional benefits for the students of Alsager School. This is both a cost and time-effective way of fundraising and making a huge difference in improving the learning experience of your child here at Alsager. Previously, donations through PIP have paid for guest speakers, the purchase of musical instruments that our students can hire, CDT machinery and science equipment to name a few of the projects they have funded.

#### What are we asking you to do?

We are asking you to make regular gift payments, which will go directly to enriching your child's education. Tax relief on these payments may be claimed by Parents in Partnership provided that you pay tax already and, if you pay taxes at the higher rates then you may receive additional tax relief. Most people choose to pay by banker's order (please see below form) or you can make occasional donations but it's up to you.

#### What are the benefits?

Whatever sum you choose to give, the Government gives us an additional 25% in tax relief (subject to current tax rates), for example, for every £10 that you give the school benefits by an additional £2.50. By joining Parents in Partnership (PIP) and making a donation of any size, you will make a huge difference to your child's learning experience here at Alsager.

#### How much should I give?

This is entirely up to you, it does not matter how small your donation might seem, all will be gratefully received.

#### Who administers the Fund and how will the money be spent?

The funds are managed in the school but remain under the control of the Trustees who meet once a year to distribute funds.

If you are willing to donate, please visit our website:

<https://www.alsagerschool.org/parents-in-partnership-gift-aid/>



## Governors

Our board of governors are made up of a varied selection of people from the local community, school staff and parents. The breadth of experience of the governors ensures a wide range of perspectives are considered when making strategic decisions for the school and overseeing issues such as spending and staffing. When we have vacancies for parent governors, we will write to you to give you the chance to nominate suitable candidates.

# Policies and term dates



## Policies

### Why do we need policies?

For a school to offer high-quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### High standards

At Alsager School, we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website.

### Key policies

Some of our key policies are:

- Attendance
- Emotional, Resilience, Wellbeing & Mental Health
- Behaviour
- Child Protection & Safeguarding
- E-safety
- Accessibility

## Term dates

### Autumn term 2024

Monday 2nd and Tuesday 3rd September – INSET DAYS

Wednesday 4th September - Friday 25th October

Monday 28th October - Friday 1st November - HALF TERM

Monday 4th November – INSET DAY

Tuesday 5th November – Friday 20th December

### Spring term 2025

Monday 6th January – Friday 14th February

Monday 17th February – 21st February – HALF TERM

Monday 24th February – Friday 4th April

### Summer term 2025

Tuesday 22nd April - Friday 23rd May

(Monday 5th May BANK HOLIDAY)

Monday 2nd June - Friday 18th July

Monday 21st and Tuesday 22nd July  
– INSET DAYS



# Our Mission Statement

An achieving school, a caring community.

### Our Values:

- Self-regulation
- Participation
- Integrity
- Resilient
- Inspired
- Tolerant



**Alsager School**

Hassall Road, Alsager, ST7 2HR

**Tel:** 01270 871100

**Email:** [admin@alsagerschool.org](mailto:admin@alsagerschool.org)

**Website:** [www.alsagerschool.org](http://www.alsagerschool.org)

Make sure you complete all online data collection forms for your child/children.

CLICK  
HERE

