



Alsager School

An Achieving School - A Caring Community



"An environment where students feel happy, valued and confident, and in which outstanding learning takes place" (Ofsted 2016)



A GUIDE FOR PARENTS

School Leadership

Executive Headteacher

Mr Richard Middlebrook

Head of School

Mrs Andrea O'Neill

Senior Deputy Headteacher

Mrs Liane Young

Deputy Headteacher

Mrs Adele Snape

Assistant Headteachers

Miss Lianne Jardine

Mr Rob Pearce

Chair of Governors

Mr Lindsay Purcell

Vice Chair of Governors

Mr Carl Cooke



Welcome to Alsager School

Moving from primary to secondary school is an exciting and significant event in your child's life and we want to make it as smooth and worry free as possible for all concerned.

We work continually with our primary schools to ensure that year 6 pupils have had a number of opportunities, ranging from taking part in our annual school production to 'Primary Olympic', to attending activities or events at Alsager School and hopefully ensure the transition is as easy as possible.

Your child may still be a little worried about remembering the correct books and equipment, or not making new friends. You may be questioning what they should wear? Where do they eat their lunch? What you should do if they are ill and most importantly, who to contact if there is a concern as there are so many teachers? How can you best support and reassure your child whilst also encouraging them to be independent?

This booklet aims to provide the key information you need to ensure your child will make a smooth and problem free move to Alsager School.



School Mission Statement

An Achieving School - A Caring Community

An Achieving School

Our school is a place where pupils and staff excel in all aspects of school life. We have a proven track record of excellent performance by pupils in public examinations. Similarly our standards of behaviour, quality of teaching and pastoral support are of a very high standard.

GCSE exam results 2019

- 79% passing GCSE English & Maths (grade 4+).
- Both Progress 8 and Attainment 8 scores are well above national and Cheshire East figures.
- The schools Progress 8 score of 0.22 in 2019 puts Alsager in the top 30% of school's nationally.

"Outcomes for pupils are excellent. Pupils make extremely good progress in a wide range of subjects, whatever their circumstances" (Ofsted 2016).

However, achievement includes so much more than just examination results. We pride ourselves on our achievements in sport, drama and music and on the extensive range of extra-curricular activities which are on offer and our SPIRIT opportunities. We also celebrate achievement in behaviour, attendance and in our college/pastoral work.

A Caring Community

The school prides itself on having a caring outlook. It matters to us that people, whether they be pupils, staff, governors or visitors, are treated properly and with respect. As a caring school we value people for themselves and provide equality of opportunity. We also look to develop both pupils and staff to their full potential. We believe that happy people (pupils and staff) perform to their full potential.

Our school is a community which exists in a number of wider communities. We are committed to working in partnership with Alsager Community Trust. In this regard we offer opportunities for the public to use our facilities and also provide opportunities for pupils aged 4-18 to learn and work within the community and contribute to community life.

Quotes from our Ofsted Inspection Report:

Alsager was judged to be outstanding in all areas by Ofsted in February 2016. The school was praised throughout the report with phrases such as:

"A culture of respect is tangible in this school"

"The behaviour of pupils is outstanding"

"The very high quality of teaching leads to pupils making outstanding progress"

"An environment where students feel happy, valued and confident, and in which outstanding learning takes place"

The full report is available on both the school and Ofsted websites.

School Uniform

Pupils in Years 7-11 are required **to wear a school uniform at all times**. We hope that parents will understand the reasons for our school uniform and support us in our high standards of appearance.

School Uniform

- ✓ Maroon school blazer with embroidered badge
- ✓ Mid-grey tailored trousers or mid-grey pleated skirt no shorter than just above the knee
- ✓ 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

Compulsory/Optional

Compulsory

Compulsory

Compulsory

Compulsory

Compulsory

Compulsory

Optional



PE KIT

Years 7-9

Compulsory Kit

- ✓ School badged polo top (unisex or fitted)
 - ✓ School badged shorts (unisex or fitted) or skort
 - ✓ Socks with school name

 - ✓ Trainers
 - ✓ School badged long sleeved rugby top (compulsory for rugby only)
 - ✓ Shinguards/gum shields (for hockey & football)
 - ✓ Football boots/astro trainers (compulsory for field games)
-

Outside Optional Kit

- School badged tracksuit bottoms
- School badged black leggings
- School badged full zip pro jacket or school badged long sleeved rugby top

Years 10-11

Compulsory Kit

- ✓ School badged polo top (unisex or fitted)
- ✓ School badged lower garment of either one of the following:
 - Shorts (unisex or fitted)
 - Black leggings
 - Skort
 - Tracksuit bottoms
- ✓ Socks with school name
- ✓ Trainers
- ✓ Shinguards/gum shields (for hockey & football)
- ✓ Football boots/astro trainers (compulsory for field games)

Outside Optional Kit

- School badged full zip pro jacket or school badged long sleeved rugby top

Swimming: Swimming shorts/trunks/one-piece swimming costumes, goggles and towel.

The following items are NOT permitted under any circumstance -

- Canvas shoes/pumps or logoed shoes/trainers. The school has the final decision over the suitability of footwear
- Boots, high heels, slipper-type pumps
- Hoodies
- Hipster, jeans-style, frayed, lycra, decorated or casual trousers
- Short skirts/fitted skirts
- Jumpers or cardigans which do not have the school logo
- Wide belts/large buckles
- Make up/nail varnish/nail extensions
- Unnatural hair colour (hair should be one natural colour)
- Extreme hairstyles – shaved hair or shaved designs in hair are not permitted. Nothing less than a No.2 is permitted
- HD/artificial eyebrows
- Nose piercings
- Ear lobe stretchers, highly decorative earrings, bars or multiple ear piercings
- Mobile phones should not be used or on display during the school day

We offer the following guidelines/expectations:

- Any outdoor coat should be waterproof – outdoor coats are not permitted inside the school buildings
- Piercings – one small stud earring in the ear lobe is permitted
- No jewellery/bracelets/rings – with the exception being one wrist watch and/or one charity band
- It is against the law for anyone under the age of 18 to have a tattoo and therefore we do not expect any of our Year 7-11 pupils to have one



Uniform Stockists

All items of uniform are available from five local suppliers as listed below; however the standard items such as shirts, trousers and pleated skirts are also widely available from high street stores.

Badged by Davenports

Cockayne House, Love Lane,
Betchton CW11 2TS
Telephone: 01270 747525
Email: sandbach@badged.co.uk
www.badged.co.uk

Hightown Menswear

Sandbach Market Hall, Sandbach,
Cheshire CW11 1AX
(Open weekly on Thursday/Friday and Saturday)
Telephone: 01270 767755
Email: irisbradford@hotmail.co.uk

Alsager & Sandbach Saddlery

Day Green Farm, Hassall Road,
Sandbach CW11 4XU
Telephone: 01270 87 20 95
Email: aandssaddlery@aol.com
www.alsagersaddlery.com

National Schoolwear Centres

99-101 Stafford Street, Hanley,
Stoke on Trent ST1 1LS
Telephone: 01782 272991
Email: theschoolwearshop@btconnect.com
www.nsc-hanley.co.uk

Smart Choice Uniform

63 Crewe Road, Alsager ST7 2EZ
Telephone: 01270 747170
Email: admin@smartchoiceuniform.com
www.smartchoiceuniform.co.uk

We hope that all parents will support our efforts to maintain high standards of dress at school.

Communication

Good communication between school and home helps your child to do well at school.

Absence

We need to know that your child is in school. It is important that you let us know as quickly as possible if your child is not going to be in school and the reason. Please telephone 01270 871107 or email absence@alsagerschool.org as early as possible on each day of absence.

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.

Truancy Call

This is used to ensure that all students who are absent from school are safe and accounted for. If you have not contacted the school to notify us of the absence, we will text you.

School Website

There is lots of information on the website for parents and it is constantly updated. The website address is www.alsagerschool.org.

Facebook, Twitter and Instagram

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

Reports

You will get three reports per year about your child's progress. These are available on the Parent Portal called INSIGHT. All three reports will be grade reports and there will also be a Parents' Evening. Should you have any concerns about your child's progress you are also welcome to contact the relevant Head of College or teacher.

Parents' Evenings

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 anytime.

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 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 you access to all items for each of your children at participating schools. Your child's unique activation code for Alsager School will be issued to you later during the summer term or during their first week with us for mid-year new starters. 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) or telephone 01270 871100 Ext. 240.

Helpful hints

- ParentPay can email you when new trips are launched, and canteen credit falls below a cash value (set by you). This is free of charge. Simply log-in to your ParentPay account, select communication along the top and use the panel on the left hand side of the screen to select Alert Settings. We suggest you insert a £ value on Balance Alerts (e.g. when canteen credit falls below £5.00) and tick to receive New Item Alerts. There is a small charge if you opt to receive alerts via text message, emails are free.
- Would another family member like to contribute to the cost of the trip, music tuition etc? Additional adults can be added to your child's ParentPay account – each adult will have their own log-in (ensuring payment card details can't be accessed by another user). As each transaction is processed, the remaining balance for each item relating to the child will update and display for each associated payer to view. Additional payers can be set-up on request; please contact the Finance Team.
- If your email address changes, please make sure you update your ParentPay account as it is not linked to the Parent Portal (Insight) detailed below.
- Further information is available on the school website under the Parents section.

Email

You can email your child's Head of College by using their email address as listed on page 10 of this booklet. Other emails can be sent to admin@alsagerschool.org. Please make sure you keep your contact details up to date.

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. All pupil reports (one per term) are now paperless and only available via 'INSIGHT'.



How can you communicate with us?

If you have a concern or query about your child's education or welfare then contact your child's Head of College

Name of College	Name of Head of College	Telephone	Email
Dod College	Miss C Appleyard	01270 871103	c.appleyard@alsagerschool.org
Royce College	Mr S Clegg	01270 871111	s.clegg@alsagerschool.org
Lovell College	Mrs G Potts	01270 871108	g.potts@alsagerschool.org
Moreton College	Mrs J Broad	01270 871109	j.broad@alsagerschool.org

SENDCO - Special Educational Needs & Disability Co-ordinator

SENDCO	Mrs R Walker	01270 871100	r.walker@alsagerschool.org
---------------	--------------	--------------	----------------------------

Not sure who to speak to?

If you are unsure about who you need to speak to, please contact the school reception team who will be happy to direct your call to the right person.

Telephone: 01270 871100 • Email: admin@alsagerschool.org

The main reception is open from 8.00am until 4.00pm daily. If you wish to contact your child during the school day please go through the school and not to your child directly (ie. their mobile phone). Please remember pupils cannot use their mobile phone on site during the school day.

Organisers - (Two Way Communication)

Your child's organiser is a great way to communicate with school. You can put in absence notes, or notes for individual teachers. Please make sure you check your child's organiser daily. Encourage your child to look after their organiser as a replacement will cost £5.00.

Behaviour for learning - BfL

At Alsager School we want to celebrate the excellent behaviour in lessons. We use a 'Behaviour for Learning' system where each pupil has a BfL grade in each lesson. There will be a series of rewards and celebrations for pupils who achieve good grades in their behaviour. We want to celebrate these students and recognise their excellent behaviour which impacts on their learning. The criteria for the BfL grades are available in the pupils' organisers. One of the biggest changes for your child when moving to secondary school is going from one teacher to lots of teachers, with different classrooms and books to remember.

Holiday 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, 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.

Here are a few tips:

- Make a copy of your child's timetable (it will be in their organiser) and keep it on display so you and your child can refer to it.
- Encourage your child to pack their bag the night before as PE kit and cooking ingredients are hard to assemble during the morning rush.
- Talk to your child about how they organise the contents of their bag.
- Make sure your child brings their Famous Five every day; this is a pen, pencil, ruler, eraser and calculator. A Famous Five Checklist is in their Organiser.
- A good start to the day is important to set your child up for the day ahead. Breakfast is an important part of a good routine.
- If you want any more advice on how to support your child in school then please log onto the school website and go to the Parents' section where you will find additional information on supporting your child's learning.



Home Learning

What is it?

Home Learning is the collective name for all the different types of homework we do at Alsager School. It 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:

- ILAs - Independent Learning Assignments which are extended projects used by Design, Drama, Music, Business and IT.
- 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.

Students may also be asked to do the following tasks:

- Practise and apply techniques you 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.

Meals

Out external caterers, **Aramark**, provide school lunches which are very good and always have a range of filling and healthy options, and meal deals.

Aramark use a cashless system which 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.

Laura Bennett, the 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.

Years 7 - 9 must stay on campus during lunchtimes.

Years 10 - 11 are allowed to leave the campus at lunch unless parents/carers inform school that they must remain on site. Also, school has the right to withdraw this privilege for any reason.

There are water dispensers in school for pupils to use. It would be helpful for your child to bring a plastic bottle. This can cut down the cost of lunch!

Free School Meals

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

Canteen Service Times

Breakfast	8:00am - 8:30am
Break	10:45am - 11:00am
Lunch	12:05pm - 1:05pm

International, traditional and vegetarian dishes alongside sandwiches, wraps etc.



How do I get a bus pass for my child?

Cheshire East based children may be eligible for a bus pass.

Please contact County Transport at the address below for more information

Cheshire East Transport

Floor 6

Delamere House

Delamere Street

Crewe CW1 2LL

Telephone: 0300 123 5012

or visit www.cheshireeast.gov.uk

– click Bus Timetables and Transport information –
School Transport.

Encourage your child to take care of their bus pass as they are expensive to replace (about £10). If your child does lose their bus pass then you need to contact County Transport.

How do I find my child's lost property?

Alsager School cannot accept responsibility for loss or damage to personal possessions on its premises. Please check your domestic insurance policy if you want to be sure you're covered.

You can help look after your child's property by making sure that everything is marked with your child's name and encourage your child to take care of their things. Lost property is collected from reception. We recommend that valuables are **not** brought into school.



Frequently asked questions?

What should I do if my child is ill?

Children are sometimes taken ill when they are at school and we have staff trained in basic first aid to deal with this. If your child is unable to stay at school, we will contact you to come and collect them. However, please do not send your child to school in the hope that there will be treatment available. We do not have any medical professionals employed by the school. We would always encourage you to send your child into school. Your child should not contact you using their own mobile phone. If they need to call you during the school day, they contact you through the Head of College office.

What should I do if my child has an existing medical condition?

If your child has a serious medical condition such as a nut allergy or asthma which may require additional help or support in school then please contact Mrs Walker our SENDCO, who will advise you on how we and the main office and the County School Nurses can help. Contact details for Mrs Walker are on page 10.

What should I do if my child needs to take medication in school?

If your child needs to take medication on a long or short term basis e.g. antibiotics, then please refer to your child's organiser which has detailed advice on what to do in these circumstances or contact the main reception. Parent/carer must drop off medication to the school reception, in the prescribed box along with a completed 'request to store medication' form.

What should I do if my child has an accident outside school?

If your child suffers a serious injury such as breaking an arm or leg then please contact the school. Student Services will be able to support your child so that they do not miss out on valuable lesson time. Please contact your child's Head of College if you need to use this facility, before your child returns to school.

Can my child bring a mobile phone or music player to school?

Mobile phones **must not be used on site during the school day** - (between 8:40am and 15:10pm). 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, headphones or personal music player 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 office to be collected at the end of the school day.
- Pupils who repeatedly use mobile phones or music players during the school day will have the item confiscated as above and will need a parent/carer to collect it.

Pupils are responsible for their own belongings. Alsager School accepts no responsibility for any loss of damage to any electronic device (mobile phones, personal music players etc).

How can I support school?

Many parents, ex-parents and staff want to support the school. There are two convenient ways of doing this:

'Parents in Partnership'

We have a Gift Aid Scheme by which you make a small contribution each month and the school can increase this by claiming back the taxation. This additional income means that it is the very best way of helping us help our pupils. Details are available at school and on the school website.



Alsager Community Trust - (ACT)

Alsager Community Trust is a collaboration of the schools in Alsager working together with the community, and other business partners to improve the lives of our young people. As you have a child at Alsager school you are a member of the Alsager Community Trust. If you want to know more please ask us.



Alsager Multi Academy Trust – (AMAT)

Alsager School is part of AMAT, which also includes Weston Primary School and Alsager Highfields Primary School. Further details are on the school's website under Governance.



Complaints Procedure

We sincerely hope that you won't feel the need to complain. Equally we know that we won't get everything right for everyone. Please contact the school to discuss any issues or concerns you may have. There are a number of people in school who should be able to resolve your complaint. However, should this fail you can put your complaint in writing and address it to the Chair of the Governing Body, c/o Alsager School, Hassall Road, Alsager, ST7 2HR. A copy of our complaints procedure can be found on our website as listed below. Please navigate to the 'About Us'/Key Policies & Statements section where you be able to locate the complaints procedure.

Further information is available on the website www.alsagerschool.org



Alsager School

An Achieving School - A Caring Community

Alsager School

Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Fax: 01270 871 139

Email: admin@alsagerschool.org • Web: www.alsagerschool.org

<https://www.facebook.com/alsagerschool>

<https://twitter.com/AlsagerSchool>

https://www.instagram.com/alsager_school/

Executive Headteacher: Richard Middlebrook

Head of School: Andrea O'Neill

Alsager Multi Academy Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR

