



Thomas  
Aveling  
An Academy for Success



# Parent Handbook

Taking you step-by-step through starting school

An Academy for Success





## Paul Jackson, Headteacher, says...

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 15 is Key Information and pages 16-18 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01634 844809 and we will be happy to help!

### Policies and term dates

On page 19 are details of some important policies you need to know about and term dates.

### Welcome

Welcome to The Thomas Aveling School and I look forward to getting to know you and your child.

## Step 1

### STEP 1: DATA INFORMATION

The Thomas Aveling School

Please complete and return the enclosed to  
**THE THOMAS AVELING SCHOOL**

During any of the following 'administration times'

**Thursday 29<sup>th</sup> March 2018 - 2.30pm until 4.00pm**

**Saturday 21<sup>st</sup> April 2018 - 9.00am until 12.00pm**

**Thursday 26<sup>th</sup> April 2018 - 9.00am until 10.45am**

**Saturday 5<sup>th</sup> May 2018 - 9.00am until 12.00pm**

**Before returning – please:**

Read carefully

COMPLETE ALL DATA FORMS AS FULLY AS POSSIBLE

Sign forms where requested

Bring your child's **Birth Certificate** to the administration afternoon, and any relevant documentation if your child's name is different from that on the Birth Certificate

### Data protection act and GDPR May 2018 – Fair Processing Notice

Schools, Local Education Authorities and the Department for Education, all hold information on students in order to run the education system, and in doing so, have to follow the Data Protection Act 1998 and GDPR which will come into force on 25th May 2018. This means that the data held about students and any associated information held about parents and 3rd party contacts must only be used for specific purposes allowed by law.

### Communications from the School

We try very hard to keep parents regularly informed about everything going on at the school; however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

As a consequence .....

### WE WILL COMMUNICATE ELECTRONICALLY WITH PARENTS

### VIA E-MAIL OR TEXT MESSAGE

**IT IS THEREFORE VITAL THAT YOU PROVIDE THE SCHOOL WITH A CURRENT E-MAIL ADDRESS AND MOBILE PHONE NUMBER FOR MAIN CONTACTS**

**ANY PARENT WHO INSTEAD WISHES TO CONTINUE TO RECEIVE PAPER COPIES OF DOCUMENTATION IS ASKED TO MAKE THIS REQUEST IN WRITING TO THE HEADTEACHER.**

This electronic communication service will be beneficial to you because:-

- Messages will get to you reliably
- You will know about important or urgent messages very quickly
- We can tell you more about what's going on at the school

We will use the School's Management Information System to facilitate this service.

Please tear here



STEP 1: YEAR 7 STUDENT DATA COLLECTION

The Thomas Aveling School

The following information which you provide will be held on your child’s school record

STUDENT SURNAME:

FORENAME:

MIDDLE NAME(S):

Gender: (please tick)

Male

Female

DATE OF BIRTH:

BIRTH CERTIFICATE SEEN  
(to be completed by school)

Yes

No

STUDENT’S HOME ADDRESS:

Postcode:

PLEASE PROVIDE THE NAMES OF THOSE PEOPLE WHO HAVE PARENTAL RESPONSIBILITY FOR THE CHILD.

Note: Parental responsibility is held by:

1.

Both parents where they are, or have ever been, married (ie parental responsibility is not lost on divorce or separation, only by adoption).

2.

Only the mother where the actual parents are unmarried, unless the father has obtained parental responsibility by court order or formal agreement with the mother.

3.

Other people where court orders have been obtained (eg residence order or adoption) or where formal guardianship has been taken up after death of actual parents (ie step-parents will not normally have parental responsibility).

NAME OF 1<sup>ST</sup> PARENT:

MR

MRS

MS

OTHER

Address same as student:

Yes

No

(please tick)

HOME TEL NO:

WORK TEL NO:

MOBILE:

EMAIL:

TITLE (please tick)

NAME OF 2<sup>ND</sup> PARENT:

MR

MRS

MS

OTHER

Address same as student:

Yes

No

(please tick)

HOME TEL NO:

WORK TEL NO:

MOBILE:

EMAIL:

ADDRESS (IF DIFFERENT TO CHILD)\*:

\*If parental responsibility is held by 2<sup>nd</sup> parent, do you wish duplicate correspondence/school reports to be sent to this second address? (please tick)

Yes

No

Step 1

Step 1

STEP 1: YEAR 7 STUDENT DATA COLLECTION

The Thomas Aveling School

Brothers/sisters at this school:

NAME:

Tutor Group:

NAME:

Tutor Group:

NAME:

Tutor Group:

NAME:

Tutor Group:

Please give the name of your Child’s JUNIOR SCHOOL:

YEAR 7 STUDENT DATA COLLECTION – «Childs\_Forename» «Childs\_Surname»

The following information which you provide will be held on your child’s school record

EMERGENCY CONTACT NUMBERS:

NB: Parents will always be our first point of contact, but we would appreciate the details of at least two other nominated persons who the school can contact in case of an emergency.

NAME OF EMERGENCY CONTACT: (other than parent)

MR

MRS

MS

Other

(tick as appropriate)

Relationship to Student:

(eg Grandparent/Other family member/Neighbour)

HOME TEL NO:

MOBILE:

WORK:

NAME OF 2<sup>ND</sup> EMERGENCY CONTACT: (other than parent)

MR

MRS

MS

Other

(tick as appropriate)

Relationship to Student:

(eg Grandparent/Other family member/Neighbour)

HOME TEL NO:

MOBILE:

WORK:

Please tear here

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An Academy for Success

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STEP 2: MEDICAL INFORMATION

The Thomas Aveling School

Name of Child’s Doctor: \_\_\_\_\_

Tel No: \_\_\_\_\_

Address of Surgery: \_\_\_\_\_

Does your child suffer from:

Epilepsy

YesNo

Asthma

YesNo

Diabetes

YesNo

Any allergies\*

YesNo

Heart problems

YesNo

(please tick)

\*Please give details (ie. allergies to foods/anaesthetic): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child experience difficulties with hearing/sight/mobility: \*\*

YesNo

Does your child experience difficulties with hearing/sight/mobility: \*\*

YesNo

Does your Child have any dietary restrictions \*\*

YesNo

\*Please give details (ie. allergies to foods/anaesthetic):

Please give details below of any other medical condition which the school should be aware of, or any medical condition which prevents your child from taking part in school life, to include particular lessons, clubs, sports or visits. Also details of any prescribed medication which your child may need to take whilst at school:

NB: Any medication should be in a secure container, clearly labelled with the child’s name, and must be handed in to the School Medical Office. It is necessary to have prior written consent and instructions from the parent before medication can be administered. The school is not permitted to administer Nurofen, Ibuprofen or any Ibuprofen or Aspirin based products, unless they have been prescribed by a doctor/dentist and the chemist’s label is on the box, clearly showing the child’s name.

If required, a copy of the Medication Parental Agreement Form is available from Student Services. If you have answered Yes to any of the above questions, a representative from our School Medical Office will send you a healthcare plan for you to complete and return.

Step 2

Step 3

STEP 3: YEAR 7 STUDENT DATA COLLECTION

The Thomas Aveling School

The following information which you provide will be held on your child’s school record

TRAVEL TO SCHOOL:

How will your child travel to and from school? (please tick)

Public TransportCarWalkTaxiOther

Bicycle (must hold proficiency certificate)

FREE SCHOOL MEALS:

Is your child currently eligible for Free School Meals? (please tick)

YesNo

OUTSIDE AGENCIES:

Is there any Outside Agency Involvement that the school should be aware of?

Educational PsychologistAttendance OfficerSocial Services\*Other

\*Name of Social Worker/Area: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

PROVIDING INFORMATION TO MEDWAY YOUTH TRUST

For students approaching or above the age of 13, the school is required to pass on information to the Medway Youth Trust Service. This includes name and address of student and parent, and any further information relevant to the Medway Youth Trust Service’s role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment. However, parents, or students if aged 16 or over, can ask that no information, other than name and address be passed to Medway Youth Trust.

To show you have read this please sign below.

Signed: \_\_\_\_\_(Parent)

If you **do not** wish any further information, other than name and address, to be passed to Medway Youth trust by us, please advise us in writing.

Please tear here



STEP 3: MEDWAY ETHNIC BACKGROUND RECORD FORM

The Thomas Aveling School

The following information which you provide will be held on your child’s school record

COLLECTION AND RECORDING OF PUPILS ETHNIC BACKGROUND

All schools are required by the Department for Education (DfE) to collect and record the Ethnic background of pupils. The Information Commissioner (formerly the Data Protection Registrar) has advised that pupils aged 11-15 are considered capable of deciding their own ethnic identity. The DfE recommends that this decision be made with the support and knowledge of the parent or carer. Pupils aged 16 and over are recommended to make their own decision. The information you provide will be used to compile statistics on the career paths and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purposes. From time to time, this information will be passed to the Local Education Authority and the DfE to contribute to local and national statistics. Information about your child’s ethnic background will be passed on to any other school to which your child transfers, to save you having to be asked again for it. You can ask to check your child’s information at any time, and, if you wish, have the ethnic background changed or removed.

HAVING READ THE ABOVE, PLEASE COMPLETE THE MEDWAY ETHNIC BACKGROUND RECORD FORM

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick one only to indicate the ethnic background of the pupil named above. Please also tick whether the form was filled in by a parent or the pupil.

White	
British	
Irish	
Traveller of Irish Heritage	
Gypsy/Roma	
Other Gypsy/Roma	
Any other White background	
Mixed/Dual Background	
White and Black Caribbean	
White and Black African	
White and Asian	
White and Pakistani	
White and Indian	
White and any other Asian background	
Asian and any other ethnic background	
Black and any other ethnic background	
Chinese and any other ethnic background	
White and any other ethnic background	
Any other mixed background	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian background	

Black or Black British	
Black Caribbean background	
African background	
Any other Black background	
Chinese	
Any other Ethnic Group	
Afghan	
Arab (other)	
Egyptian	
Iranian	
Iraqi	
Kurdish	
Latin/South Central American	
Lebanese	
Libyan	
Yemeni	
Polish	
Any Other Ethnic Group	

Home Language:

Other languages spoken:

Country of Birth:

Nationality:

This information was provided by:

Parent

☐

Pupil

☐

Step 3

Step 4

STEP 4: YEAR 7 STUDENT DATA COLLECTION

The Thomas Aveling School

The following information which you provide will be held on your child’s school record

STUDENTS OUT OF SCHOOL FOR LESSON WORK, A VISIT, OR

SPORTING ACTIVITY

From time to time, it may be necessary for students to go into the community to carry out investigative work, make a visit, or undertake a sporting activity.

I understand it will be occasionally necessary for my son/daughter to be out of school.

In the event of my child requiring emergency treatment and the Headteacher (or his representative) being unable to contact me, I GIVE MY CONSENT for the member of staff accompanying my child TO APPROVE THE APPLICATION OF ANY EMERGENCY TREATMENT, INCLUDING ANAESTHETIC advised by the medical authorities for the well-being of my child.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer

EDUCATIONAL TESTING AND SPECIALIST ASSESSMENTS

As part of our local offer, The Thomas Aveling School is committed to providing appropriate provisions for our pupils. We routinely undertake assessments as a method of monitoring progress. We also undertake further specialist assessments in response to particular concerns.

Assessments are undertaken by suitably qualified staff and data gathered from these tests are all held securely within the school in line with the Data Protection Act and Local Authority guidance.

I have read and understood the conditions of use relating to this form and I give my consent for my child to undertake any assessments as necessary

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer

SPORTS FIXTURES AND LOCAL ACTIVITIES

Should your child be selected to play for a school team or leave the school for a local visit or performance they will be expected, on occasions to travel to a venue outside the school.

Your child will be advised when and where the fixture or local visit will take place and the time at which they are expected to return to school. Travel to and from the fixture will be via the school minibus and all drivers have the recognised minibus driver’s licence.

If you agree to your son/daughter representing The Thomas Aveling School in sport, please sign the form below.

CHILD’S NAME: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I have read and understand the information relating to sports fixtures and agree to my son/ daughter participating in Sports fixtures if selected.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer

Please tear here



NAME:
HOBBIES/ACTIVITIES:
CLUBS/TEAMS ETC:
MUSICAL INSTRUMENTS/SINGING:
SPORTING INTERESTS:
SUBJECTS FOUND EASY:
SUBJECTS FOUND HARD:
ANY OTHER RELEVANT INFORMATION:

HAS YOUR CHILD RECEIVED ANY EXTRA EDUCATIONAL PROVISION/

DOES YOUR CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS?

If at present your child has a SEN Level, this will automatically remain in place without change upon entry to Thomas Aveling School and will be transferred from the Junior/Primary School.

Step 5

Step 6

A Partnership Agreement between Home and School Student

As a member of The Thomas Aveling School I will attempt to accomplish the following things to help me be successful:

- Remember to bring in the correct books, equipment and my planner every day
- Use my planner to record important information and homework
- Wear my school uniform correctly and be tidy in my appearance
- Do my classwork and homework to a high standard and meeting all deadlines
- Treat others how I want to be treated
- Respect the whole of the school’s environment
- Take responsibility to ask my parent/guardian to sign my planner and initial messages at the end of every week
- Follow the school rules at all times
- Inform an adult in school if I have any problems or if I am unhappy

Parent

As a parent/carer of a member of The Thomas Aveling School, I will attempt to accomplish the following things to help my child be successful:

- See that my child goes to school every day, on time and with the right equipment
- Contact the Director of Learning for the House if I have any concerns
- Inform the school of my child’s absence before 9.00am – with reasons
- Read the Student Planner every week and sign any messages
- Provide my child with breakfast as a healthy start to the day
- Provide my child with money for their smart card or a packed lunch
- Attend any school parent/tutor days or evenings and discussions about my child’s progress or welfare
- Support my child to keep the school’s rules about good behaviour and uniform
- Inform the school about anything that may affect my child’s progress, behaviour or health
- Support my child in th e completion of homework
- Keep the school informed about any change of circumstances, ie moving address, changing telephone numbers
- Ensure my child is aware of the rules regarding safe use of the internet

School

The Thomas Aveling School will attempt to accomplish the following things to help your child be successful:

- Provide a safe, healthy and caring environment for all
- Have high expectations of the learning and behaviour of your child
- Provide a wide range of subjects that promote enjoyment and economic wellbeing
- Create a sense of community where your child is able to make a positive contribution
- Reward deserving students
- Contact you if we have any worries about how your child is progressing
- Contact you if your child’s attendance falls below 96%
- Keep you regularly updated with your child’s progress and relevant information

Please tear here



## STEP 7: RULES AND STANDARDS

The Thomas Aveling School

If our students are to be happy citizens at the centre of a caring, safe and considerate community, then we need to agree to abide by the same rules and standards. Therefore:

### To build a caring and cohesive community

- Students must be polite, considerate and understanding of others at all times.
- Students must behave in an orderly manner at all times, including to and from school.
- Students need to observe a 'hands-off' policy - Bullying and fighting are forbidden.

### To prevent Loss

- Media players, electronic games and other valuable items should not be brought into school.
- No jewellery may be worn in school except a wristwatch and, if ears are pierced, one pair of small studs worn in the lobe only.
- 'Hoodies'/Denim/expensive coats may not be worn to school.

### For Health and Safety

- Sandals with open toes and open heels may not be worn to school. Shoes with high heels, boots or platform shoes may not be worn, for safety reasons. Trainers or shoes that look like trainers are not to be worn in school. (Trainers may be worn as part of PE kit).
- Prescribed medicines/tablets must be handed in to Student Services on arrival clearly marked with instructions from parent/carer with a Medication Parental Agreement form.
- It is forbidden to use alcohol or illegal drugs on the school premises and it is also forbidden to bring either item to school.
- Smoking is forbidden on the school site or in the immediate vicinity of the school. E-cigarettes are also forbidden.
- It is forbidden to bring into school: knives, any type of gun or items that could be considered to be an offensive weapon. It is equally forbidden to use any such item in the vicinity of the school.
- Aerosols, glass bottles, fizzy drinks or high energy drinks are not to be brought into school.
- No make-up should be worn in Years 7 and 8, because of the possible harm to a young skin. In Years 9 to 13, it should be so discreet as to be almost unnoticeable. Coloured nail varnish should not be worn. Long nail extensions should not be worn.
- No body/facial piercing is allowed in school except for one pair of small studs which may be worn in ear lobes.

### For the Smooth Running of the School

- Students must always conform to the school uniform and PE kit requirements.
- Extreme haircuts, styles, colours and patterns are not allowed – the Headteacher's decision is final.
- Mobile 'phones must be out of sight and turned off in lessons – unless a teacher asked you to use it. The school takes no responsibility for their care or loss.
- Students are strictly forbidden to use mobile 'phones to take video or still images without the teacher's permission.
- Chewing gum is not to be brought into school.
- Students should only be in the designated areas of the buildings at break and lunch time.
- Students are to eat in designated areas only.
- No students are allowed to leave the school at lunch or break times unless they have a pass. They must go straight home at the start of the lunch break and then return to school in time for the pm session. The office must be notified by parents/carers if students are to go home to lunch and a lunch pass will be issued.

### To ensure the learning of every student

- All students will be expected to fulfil the home learning requirements. Catch up sessions will be a sanction used from time to time where deadlines have not been met or out of lesson learning is not completed. Twenty-four hours' notice will usually be given to parents/carers via the student's Academic Planner.

Step 7

Step 8

## STEP 8: RESPONSIBLE INTERNET USE

The Thomas Aveling School

**The Thomas Aveling School has a computer network with Internet, VLE and email facilities to help with learning. The following rules will help to keep everyone safe and considerate towards other users. As a student at Thomas Aveling I agree that:**

- I will ask permission from a member of staff before using the Internet or the e-mail system during lesson time
- I will only use MY OWN log-in and password, which I will keep secret
- I will not access other people's files
- I will use the computers only for school work and homework
- I will not bring CD Roms or memory sticks into school unless I have permission
- I will only contact people that I know, or that my teacher has approved both in and out of school
- I will not use the e-mail system as a chat programme
- The content of my work will be polite, sensible and not of an offensive or obscene nature including blogs, wikis and forums on the VLE or the website
- I will not play any computer games without permission from the teacher
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages or images I do not like
- I understand that if staff suspect that I have misused my phone it will be confiscated and given to my parents/carers or even the police

**I understand that the school may check my computer files and will also monitor the Internet sites I visit and the e-mails I send.**

**Any violation of the above rules may result in student access being restricted.**







# Key information

## What are our school times?

- 8.40 am Registration and assembly/form time
- 11.00am - 11.20am - Break
- 1.20pm - 1.55pm - Lunch
- 2.55pm - End of day

## Transport to and from school

There is no school bus service but a public service operates locally and there is a Bus Stop outside the school site. For students who wish to cycle to school we have facilities to leave and secure bikes. **Helmets are compulsory.**

Car parking space is limited and reserved for staff use only.

## Uniform

We are extremely proud of how smart our students look in their school uniform and will always insist that high standards are maintained. Parents will be contacted where the uniform code has been infringed without reasonable explanation and children may work with their tutor all day or be sent home to change. We appreciate the support from our parents in this matter.

### Girls' uniform

- Black blazer with school badge\* (edged with house colour).
- Black skirt, tailored and made of non-stretch fabric to allow movement and no more than 3-4" above the knee. No short or tight skirts are permitted.
- Black trousers, tailored and made of non-stretch fabric. No flares or tight-fitting trousers will be permitted.
- White blouse with blue pin stripe\*, short or long sleeve, worn in or out (no tie required).
- Blue V-necked sweater with embroidered school logo\* (optional).
- Black leather or leather-look school shoes. No platforms, high heels or open backs, and strictly no boots or trainers of any description.
- White socks or plain natural/black tights, with no pattern. Black socks should be worn with trousers.

### Boys' uniform

- Black blazer with school badge\* (edged with house colour).
- Black, tailored trousers.
- Plain white shirt, short or long sleeve, suitable for wearing with a tie.
- Blue and gold striped tie\*.
- Blue V-necked sweater with embroidered school logo\* (optional).
- Black leather or leather-look school shoes. Strictly no boots or trainers of any description.
- Black socks.
- Blue polo shirt with school logo\* may be worn during the summer term instead of a collar and tie. A blazer must still be worn.

### PE kit

- Dark blue and white rugby shirt\*.
- Black shorts.
- White polo shirt.
- Dark blue tracksuit (optional).
- Dark blue fleece (optional).
- Clean trainers for use on AstroTurf pitch.
- Football boots – compulsory for boys, optional for girls.
- Socks – dark blue for boys, dark blue or white for girls.

### Purchase of uniform items

Items marked with an asterisk are available from Schovertime Uniform Shop, 23 Railway Street, Chatham ME4 4HU. Telephone 01634 831684. Blazers with pre-sewn badges are also available. Parents may purchase blazers from any retail outlet but badges are only available from Schovertime.

### Labelling of uniform

All items of uniform, P.E. kit must be clearly labelled with the pupil's name.

## Food in school

The Thomas Aveling School operates a cashless catering operation and all students are issued with a smart card. Please ask at the school office for more details.

### Free school meals

If you are receiving Income Support, Job Seekers Allowance (Income-based), the guarantee element of State Pension Credit, support under part VI of the Immigration and Asylum Act 1999, or Child Tax Credit but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed the published threshold, your child may be entitled to free school meals.

**Any student who has been receiving free school meals in their primary school must reapply to Thomas Aveling. Please send the completed application form and supporting documentation on the first day of term.** Please note: any supporting documentation (e.g. letters from Benefits Office) should be dated no more than 6 weeks prior to the start of term.

### Drinks in school

We try to encourage students to drink more water, and for that reason they are not allowed to bring sugary, fizzy or high-energy drinks into school. Water coolers are situated throughout the building.



# 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

Our average school attendance stands at 95% and we are grateful to all parents/carers who insist that their children attend regularly and on time. Students attend school for only 190 days per year and Governors consider that to reduce this further could have a detrimental impact on students’ learning and achievement. A Fixed Penalty Notice issued by the Attendance Advisory Practitioner, is a £60 fine to each parent/carer who has day to day responsibility for the student, increasing to £120.00 each if not paid to the Local Authority within 21 days. Failure to pay the fine will result in a court prosecution for student’s non-school attendance.

If your child is absent through illness or other unavoidable circumstances, parents should inform the school by telephone or email.

## Punctuality

Punctuality is extremely important and if students are late to school or lessons appropriate action will be taken, which may include making up time lost.

## Holidays in term time

Holidays during term time will not be authorised except in exceptional circumstances, written details of which should be given to the Headteacher. An example of exceptional circumstances could be if a child was participating in a representative sporting/arts activity, i.e. representing their school/club at local/national/international level.

Please note that the school has no control over prices charged by holiday companies during school holiday periods and are unable to consider cost factors as exceptional circumstances.

## Medication in school

Any medication should be in a secure container, clearly labelled with the child’s name and must be handed in to the school’s student services. It is necessary to have prior written consent and instructions from the parent before medication can be administered. The school is not permitted to administer Nurofen, Ibuprofen or any Ibuprofen or Aspirin based products unless they have been prescribed by a doctor/dentist and the chemist’s label is on the box, clearly showing the child’s name.

If required, copies of the Medication Parental Agreement Form are available from Student Services.

## Mobile phones

Mobile phones must be out of sight and turned off in lessons unless a teacher agrees otherwise. The school takes no responsibility for their care or loss. Students are strictly forbidden to use mobile phones to take record sound or pictures or still images without the teacher’s permission.

## Accessories, hairstyles, make up and jewellery

Extreme haircuts, styles, colours and patterns are not allowed – the Headteacher’s decision is final. Expensive items of jewellery, designer coats, etc should not be brought onto the school site and the School can take no responsibility for loss or damage.

No body/facial piercing is allowed in school except for one pair of small studs which may be worn in ear lobes. No make- up should be worn in Years 7 and 8, because of the possible harm to a young skin. In Years 9 to 13, it should be so discreet as to be almost unnoticeable. Coloured nail varnish and long nail extensions should not be worn.

## Helping to support children’s learning at home

Homework is an important part of learning, helping to embed and extend knowledge and understanding and promote independent study skills. Homework is set on a regular basis across the school. Surveys show that those that complete regular homework achieve more highly and so we want to encourage our students to complete relevant, meaningful homework and get into good habits of independent learning and research and meeting key deadlines.

## Aims

- To encourage students to develop the skills, confidence, self-discipline, independence and motivation needed to study effectively on their own. This is vital given the importance for students in the future of life-long learning and adaptability.
- To consolidate and reinforce skills and understanding developed at School, including time management.
- To extend school learning, for example through additional reading and research.
- To sustain the involvement of parents and carers in the management of students’ learning and to keep them informed about the work students are doing.
- To challenge and raise student performance.
- To manage particular demands, such as course work for public examinations.

All students are expected to fulfil their home learning requirements. Catch-up sessions will be a sanction used from time to time where deadlines have not been met or out-of-lesson learning is not completed. Twenty-four hours’ notice will usually be given to parents via the student’s Academic Planner.

## Internet safety

The Thomas Aveling School has a computer network with Internet, VLE and email facilities to help with learning. Students are required to read and sign a copy of our rules for responsible internet use, and to adhere to them at all times.

## Issues concerning children’s welfare

If you have an issue concerning your child, please speak to his or her tutor or Director of Learning as the first point of contact.

# Frequently Asked Questions

## SRE lessons

The National Curriculum requires that all students are taught the biological aspects of sexual reproduction. The school programmes of study must also include the topics of sexually transmitted diseases, HIV and contraception which will be delivered in Personal Social and Health Education. In relation to these latter topics, parents/carers have the right to ask for their children to be withdrawn from these lessons.

If, as a parent/carer, you wish to exercise your right to withdraw your child from parts of the sex education programme, you should put this in writing to the Headteacher. Your child will not then participate in these lessons and will be given alternative work.

## Clubs and activities

We have a wide range of clubs before, during and after school to give our students as many opportunities as possible to explore extra-curricular activities, and to spend time with their friends in a safe environment. These include:

- Cookery.
- Design and enterprise
- Art apprentices
- Boys’ and girls’ football.
- Rugby.
- Hockey.
- Badminton.
- Chess/Strategy games/Lego.
- Table Tennis.

No need to register - just turn up

## Enrichment

At Thomas Aveling, we offer a wealth of enrichment opportunities for all our students:

- Trips (residential and day), ranging from GCSE Geography trips to Iceland, MFL trips to Venice, day trips to Harry Potter World, Computer Science trips to Bletchley Park.
- Business enterprise challenges. £10 challenge-students are given £10 and have a set amount of time to make as much money as possible.
- Charity events in house- Support Brainstrust, Wisdom Hospice, Meningitis Now. Other charity support - Helping Hands, Children in Need, Sports Relief.
- Themed enrichment days - PiXL Edge cup for Years 7-8, Health Awareness for Year 9 and Futures and Careers for Year 10.
- Duke of Edinburgh Awards.
- Brilliant Club - initiative that students in Years 9-13 attend university lectures and undertake projects.
- BBC news competition.
- Debating teams.
- WEX- Year 10 for a week and also year 12. Year 10 - 11 students also have the option to have one day out a week as part of their GCSEs to gain apprenticeship in various trades.

- Horizon for rising Year 7s – Year 8.
- Interhouse games.
- Trips to Friston House to work with Residents and to Warren Wood to work with Infants.
- Holocaust Memorial Event – with other schools, faith groups and members of Rochester society.

## Special Educational Needs

At The Thomas Aveling School, we value all students equally. We recognise that SEND support is a whole staff responsibility with ‘high quality teaching’ that considers the individual needs of students when planning our curriculum. Departments have

## Additional support

We recognise that some children need additional support to ensure access to the whole curriculum. We ensure that the needs of children are assessed, planned for and reviewed and that appropriate support strategies are provided. From September 2018 we will have a Hearing Impaired Unit however there are no other specialist provisions.

## Collaboration

Our full SEN policy can be found on our website under the Information/Policies and Documents drop-down menu.

## Charging policy

The Thomas Aveling School operates an extensive programme of trips, visits, instrumental tuition and activities both in- and out-of-school, hours accessible to as many students as possible. Our charging policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school’s budget. It also defines other circumstances when the school may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

No student should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in certain circumstances. When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. Parents may apply to the School for special consideration regarding financial support. For details of what may and may not be charged for, please see our full Charging and Remissions Policy on our website under Information/Policies and Documents drop-down menu.

## 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 the school and provide an adequate educational service.
- For children or staff to journey to and return from the school safely and without undue delay.
-



Contact numbers

In the event of the school being unable to open, or having to close during the day due to worsening weather or similar unforeseen circumstances, parents will be contacted by text message. An early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

We will also post the information on our website and on Heart FM.

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. We recognise that there will be isolated instances where families are cut off, even where the clear majority of children can get in. In such instances parents should inform the school of the circumstances of this exceptional situation.

Working with parents

Communication with parents

We like to feel that, in partnership with parents, 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 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.

Letters home

We try very hard to keep parents regularly informed about everything going on at the school; however, sending paper letters home can be rather ‘hit and miss’ with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this and as a consequence we will communicate electronically with parents via e-mail or text message. It is therefore vital that you provide the school with a current e-mail address and mobile phone number for main contacts.

Any parent who instead wishes to continue to receive paper copies of documentation is asked to make this request in writing to the headteacher.

Parents’ Evenings

Regular Parents’ Evenings are held throughout the school year. These are an opportunity for you to come into school and meet with your child’s teachers to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child’s teacher. You can also discuss your child’s written school report.

Parents’ Evenings for Years 10 and 11 and 6<sup>th</sup> Form are held twice a year, and once a year for Years 7, 8 and 9.



Appointments are bookable online through Insight on our website. All parents are given a log-in code to access this facility.

News

Our website is a great resource for keeping updated with events and news. You’ll find regular updates there.

At home

Naturally ‘parental involvement’ is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and with the school are asked to sign a Home School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible.

Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

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.

Parents need policies

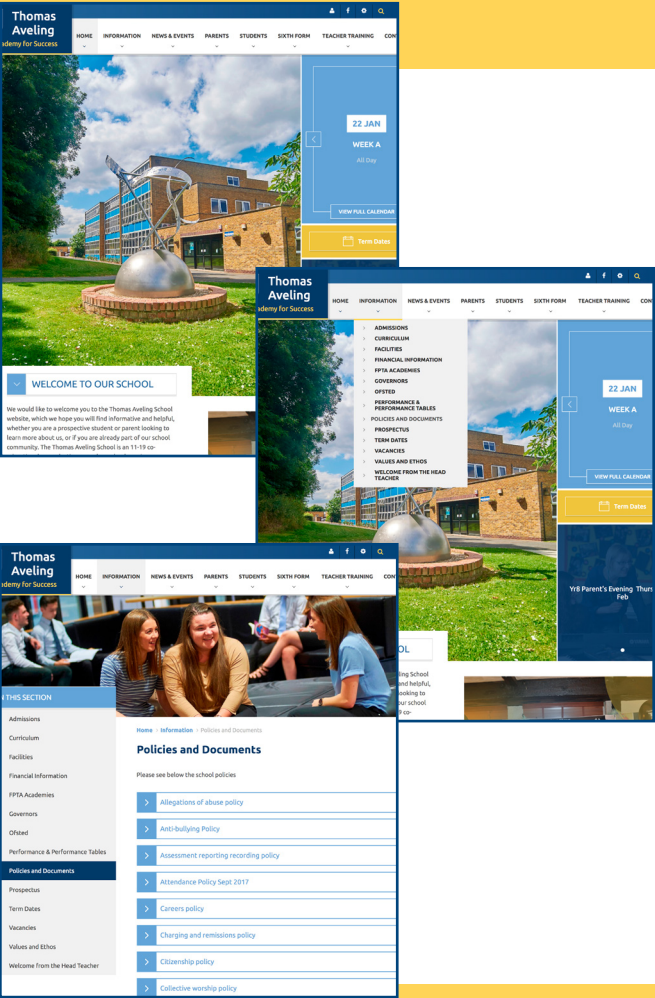
Policies are also useful to parents. For example, a prospective parent might wish to view a school’s behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Anti-bullying.
- Attendance.
- Collective Worship.
- Drugs and education.
- Health and safety.
- Special educational needs.

A full list of our policies can be found on our website by clicking on the ‘Information link’, and then by clicking on ‘Policies and Documents’.



Term dates 2018-2019

Start of Term 1:

Thursday 30th August 2018 (Y7 and Y12 only)  
Friday 31st August 2018 (Y7 and Y12 only)  
Monday 3rd September 2018 (whole school)  
**End of Term 1:**  
Friday 19th October 2018  
**Term Break:**  
Monday 22nd October to Tuesday 30th October 2018

CPD Day 1: Wednesday 31st October 2018  
CPD Day 2: Thursday 1st November 2018  
CPD Day 3: Friday 2nd November 2018

Start of Term 2:

Monday 5th November 2018  
**End of Term 2:**  
Friday 21st December 2018  
**Term Break:**  
Monday 24th December 2018 to Friday 4th January 2019  
CPD Day 4: Friday 23rd November 2018

Start of Term 3:

Monday 7th January 2019  
**End of Term 3:**  
Friday 15th February 2019  
**Term Break:**  
Monday 18th February to Friday 22nd February 2019

Start of Term 4:

Monday 25th February 2019  
**End of Term 4:**  
Thursday 11th April 2019  
**Term Break:**  
Friday 12th April to Monday 22nd April 2019  
Good Friday 19th April/Easter Monday 22nd April)

Start Term 5:

Tuesday 23rd April 2019  
Early May bank holiday: Monday 6th May 2019  
**End Term 5:**  
Friday 24th May 2019  
**Term Break:**  
Monday 27th May to Friday 31st May 2019  
(late May bank holiday Monday 27th May)

Start of Term 6:

Monday 3rd June 2019  
**End Term 6:**  
Wednesday 17th July 2019  
CPD Day 5: Monday 1st July 2019



## Our Vision

The vision for our school is to ensure all students gain a top-class education that equips them with the skills and personal attributes to succeed in a fast-changing world.

## Values and ethos

As joint lead school of FPTA Academies we have adopted the 4 Excellences of Academic, Community, Appearance and Environment. We believe that all involved in Thomas Aveling work and achieve best when happy; students are given considerable say in their education for example choosing their option subjects in Year 8, choosing extra-curricular activities early in Year 7 and having the chance to take part in the student council. We have high expectations of all of our students and considerable work goes into raising aspirations of all - aiming high in everything we do.

We have the very highest expectations of all within Thomas Aveling and work closely with parents to maximise achievement and to develop young people into caring, successful adults. We are very proud that when students leave us aged 18 (or 16 in the minority of cases) that they often go onto further study at University, specialist colleges or high-quality careers in a number of areas. Our students are successful due to the talent and tenacity of the staff at Thomas Aveling raising the students' aspirations and expectations being alright.



## WHERE TO FIND US.

For further information about the school please visit: [www.thomasaveling.co.uk](http://www.thomasaveling.co.uk)

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# Thomas Aveling

An Academy for Success