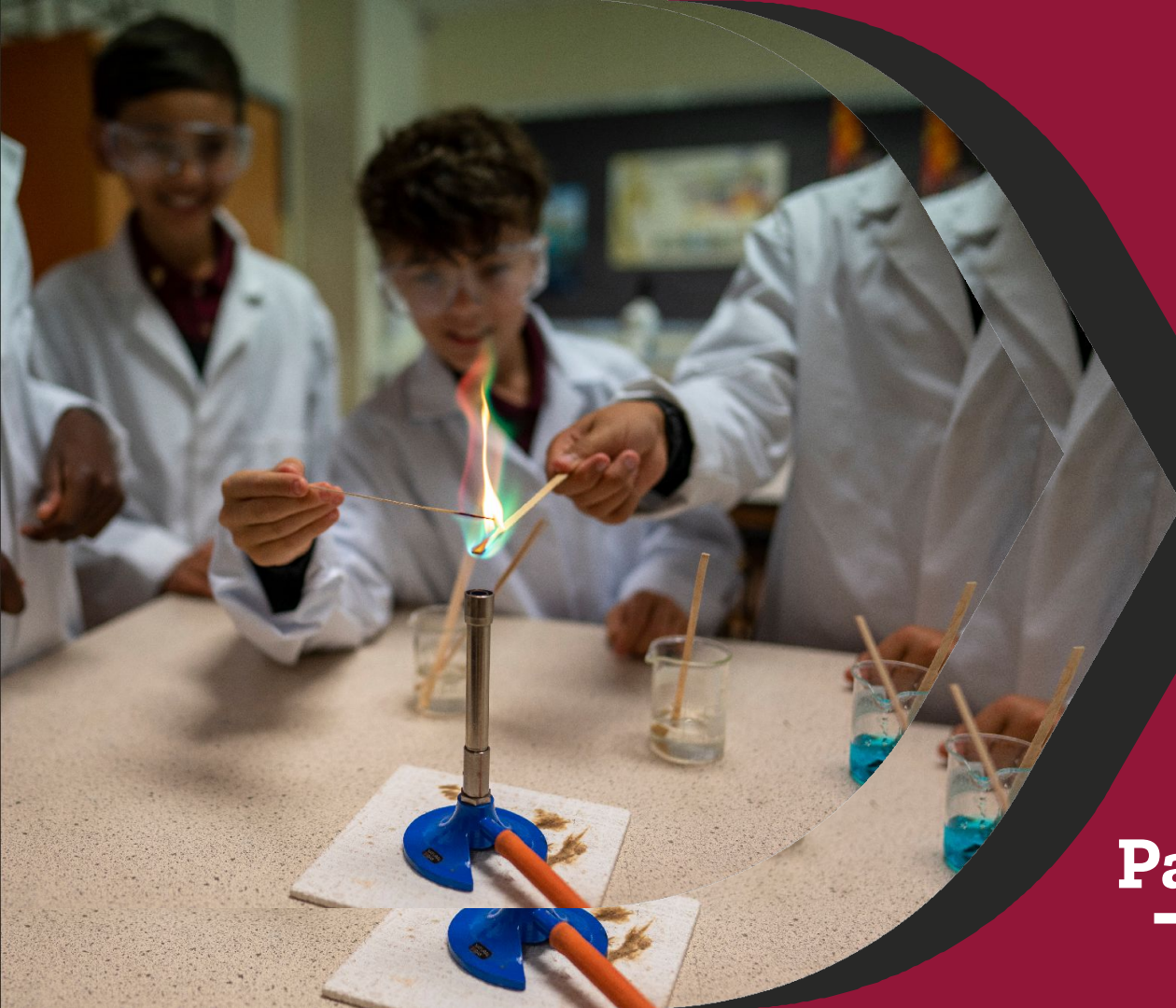




ASHLAWN  
SCHOOL

## **Form Tutor - Parent Information**

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# Meet the Tutor

## Aims of the session:

- Key contact
- Timings of the school day
- First day protocol
- Edulink
- Uniform
- Equipment
- First aid
- Lunch times
- Response to bullying
- Homework
- How to report an absence

# Key contact: How to get in touch with me

Form tutor: *NAME*

*EMAIL ADDRESS*

*Opportunity to introduce yourself and give parents a bit of information about your role in school.*

*You should explain that you are their primary contact, and any concerns that they have around any aspect of their child's education should come to you first. You will then direct this to the appropriate member of staff and check that any queries have been resolved.*

# Timings of the Day:

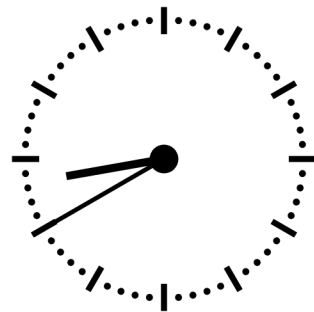
School is open for students from 08:30 and they should enter through their year group gate

All students should arrive at school by 08:40, so that they can be on time for their first lesson at 08:45. They should enter through the Key Stage 3 gate, which will close at 08:40, when students will have to go through the “late gate”.

There are 5 x 1 hour lessons.

Break time is for 25 minutes. Lunch is 30 mins.

School ends for students at 15:20.



# First Day Protocol:

Students will arrive on site on Wednesday 2nd September at the normal time of 08:30-08:40 am. Please note, that all other year groups will be returning on at staggered times.

Students should go through the Year 7 gate and will be directed to the East Hall, where they will be greeted by their tutor and year team.

They will have an assembly and will then be directed to have an induction morning with their tutor.

Normal lessons will resume for the afternoon, after form tutors have given them and explained their timetables.

For the first day only, we are asking if Year 7 students can bring a packed lunch, whilst we enable our Parent Pay biometric system. Please email me if this is an issue. Children with free school meals will be provided with a lunch.

# Edulink

Edulink is a particularly important application that can be accessed online using a web browser or by downloading it on a smartphone or other smart device.

All parents should download and then access Edulink regularly. We recommend using the school's guide to help you get oriented with Edulink, which we will send this to you once you have completed your registration form at the beginning of September.

## **How can parents / carers help by using Edulink?**

- Check your child's timetable and help them get organised
- Check homework that has been set and completed by your child (we also use Google Classroom for this)
- Review achievement points, behaviour points, attendance data and school reports
- Communicate with teaching staff

# Uniform

## Core Uniform:

- Ashlawn School logo polo shirt (Burgundy for Y7-9 and Black for Y10-11)
- Black, smart, tailored trousers (please note that trousers should be full length, in a fabric suitable for formal wear and with a button and a zip. Trousers that have rivets or stitching like jeans are not permitted. Leggings are not permitted)
- Ashlawn School logo knitted jumper/cardigan (if student wishes to wear a jumper)
- Plain black leather or leather look shoes or trainers
- Coats and outer garments should be black, dark grey or navy blue

## Optional Uniform Items:

- Ashlawn School logo pleated skirt.
- Ashlawn School logo shorts

Please note students can only wear a pleated Ashlawn skirt with logo or shorts with a logo. No other skirts or shorts will be permitted.



# Uniform

## Jewellery

- Students may wear one pair of stud earrings
- Students may wear a watch
- Rings, bracelets and necklaces are not permitted however negotiation will be considered for religious purposes
- Nose studs and facial piercings are not permitted

Students wearing excessive jewellery will be asked to remove the jewellery, place it in an envelope and collect it at the end of the school day.



# Uniform

## Hair

- Hair should be of a colour that is considered natural.
- Extremes of hair colour or style are not permitted. Longer hair will need to be tied back for PE and other practical activities and should not cover eyes during lessons

## Cosmetics

- Make up should be subtle
- Nails should be of a length suitable for all activities. Please note that students will need to file down long nails if they attend school with nails of an unsuitable length to safely participate
- All nails, if painted, are a neutral colour



# PE Kit

You have received a letter which confirms the current expectations around PE Kit. These include:

- *New style PE t-shirt and new style PE shorts / skort or plain black sports leggings*
- *Plain royal blue socks\*\* and white ankle socks*
- *Rugby/football boots and a change of trainers*
- *Gum shield*
- *Shin pads*

Please note that there are other optional items which may be purchased to complement the compulsory items listed above.

**We recommend that if your child is considering any type of piercing this is undertaken during the Summer holidays to allow time to heal. All piercings need to be removed for all practical lessons.**



# Equipment

We want your child to be equipped and ready to learn.

In order to do this, we have suggested the following items of equipment which would be helpful for your child to have from their first day:

- Two black pens, a green pen, a highlighter, a pencil, ruler, rubber, and sharpener
- Coloured pencils/pens (optional)
- Scientific calculator
- Geometry set including protractor and compasses

# Use of the toilet

We want your child to maximise their learning opportunities during lesson times. In order to facilitate this, we ask that children use toilets before school, during breaks and lunches, and after school.

If a student needs to access the toilet, the teacher will use their professional discretion to allow a student to attend during a lesson only when absolutely necessary. Students will be given a toilet pass to access the toilet.

If a student has a medical condition which requires them to have access to the toilet frequently, passes are issued by the Inclusion team.

If you wish to request this or wish to discuss this further, please speak to the Inclusion team in the Sports Hall Lobby area at the end of this session.

# First Aid

If your child is unwell at school or is involved in an accident, we have a group of qualified first aid staff who will support your child.

If children are feeling unwell in lessons, the teacher will encourage them to continue with their work quietly until an appropriate time to attend Student Services, where students will be directed to a member of the first aid team if required.

We will also try to ensure that children stay in school wherever possible, in order for them to maximise their learning time.

Please ensure that contact details are kept up to date, with at least 2 contacts recorded, so that we can contact you in an emergency.

# Lunch times

We operate a split lunch, with different year groups attending lunch at a different time.

For the first few weeks, your child will have an extended lunch whilst they settle into life at Ashlawn.

Students can access hot food, or snacks during break and lunch times. Students will be required to pay for these using their biometric fingerprints. Money can be added onto student accounts using Parent Pay.

Information about this will be shared with you in the first days in September.

Please ensure that your child attends the first day of school with a packed lunch, whilst we ensure that the system is set up for your child to access the canteen.

If your child is entitled to free school meals, money will be transferred onto their account automatically daily.

# Punctuality

## How can parents / carers help?

- Bedtime routines are crucial
- Ensure that students are getting 8-10 hours of sleep each night
- Do not allow your child to have their mobile phones in their bedrooms at night
- Wake your children or have them set alarms
- Have a child lay their uniform out each night before bed
- Ensure that there is time for breakfast before leaving for school
- Have students pack their school bags the night before and leave them by the door
- Have your child leave on foot or leave with them by car with sufficient time to reach school before the gates close at 8:40
- Check Edulink regularly to monitor punctuality to school in the morning and to lessons throughout the school week



# Dealing with bullying:

Bullying is never tolerated at Ashlawn. Robust processes are put into place to deal with any incidents of bullying.

The Anti-bullying policy (available on the website), list a set of sanctions and interventions to support both the victim and the perpetrator to ensure that swift and effective action is taken.

On rare occasions, these interventions have included support from our local policing team, have included sanctions including suspension, and consequently, we have seen the number of cases reported reduced.

We work closely with our students, and have a group of Anti-Bullying Ambassadors, a trained group of students who are available to support students who have been bullied.

There are a number of ways students can report this to staff, including “Need to Talk” boxes, a reporting iPad in the library, QR codes displayed around the building, and a dedicated email address.

# Homework

Homework is set on google classroom but links through to edulink

Tasks might include:

Set purposeful home learning activities related to preparation, application and response.

- Preparation activities will support students in getting ready for learning in lessons.
- Activities could include, research, reading, investigating issues, revision techniques to memorise subject specific knowledge.
- Application activities will enable students to use knowledge, understanding and subject specific skills. Activities could include practising skills to prepare for an assessment, consolidation of learning in the classroom, using knowledge and understanding in different contexts. These could be set online, in booklets or workbooks.
- Response activities will allow students to respond to personal feedback to develop knowledge, understanding and skills to make progress in specific subject areas.
- Activities could include working on a specific target, redrafting or editing work already completed or developing a new skill.
- They may include reading, literacy and vocabulary activities.
- Activities will be focused and meaningful to the students learning
- Activities for food technology may include shopping for and weighing ingredients, reading through and understanding methods for recipes



# Homework

## Parents and carers should:

- Support students with home learning activities.
- Use homework as an opportunity to discuss learning.
- Support students to explore wider issues raised by home learning.
- Contact subject teachers if there are queries regarding home learning activities.

We also send out a half termly overviewing of what students are learning, some questions to ask around the dinner table and extension activities to help students thrive

## Key Stage 3 (15 minutes per hour)

| Subjects                                                     | Teaching time per fortnight (hours) | Home learning expectations per fortnight (hours/minutes) |
|--------------------------------------------------------------|-------------------------------------|----------------------------------------------------------|
| English and maths                                            | 6                                   | 1 hour 30 minutes per subject                            |
| Science (computing)                                          | 6 (2)                               | 1 hour 30 minutes (30 minutes)                           |
| Geography, history (RE)                                      | 4 (2)                               | 1 hour per subject (30 minutes)                          |
| Languages                                                    | 3                                   | 45 minutes                                               |
| The Arts (drama, dance, food, art, music, design technology) | 2                                   | 30 minutes                                               |

# How to report an absence:

Recent research highlights a strong link between school absence rates and exam performance, with studies showing both short-term and long-term negative impacts.

## **Absence and First Day Call**

If your child is unable to attend school you should inform us on the first day of absence before 8.30am via Studybugs or Voicemail, you will need to state the pupils name, your relationship to the pupil i.e. parent/ carer etc. and the reason for absence. Parents/ carers are required to call each day a pupil is absent. Ashlawn's attendance telephone number is 01788 532831– select option 1 for the absence line.

## **Medical Appointment**

Where possible, appointments should be made out of school hours or in school holidays. However, we realise this is sometimes not possible. Pupils should come into school before and after appointments to ensure they miss as little lesson time as possible. If possible we ask that if these appointments are made during the school day please try and book the appointments between 09:30-11:30. Pupils should sign in at Reception and sign out at Students Services.