



ABBAY PARK SCHOOL

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Information for Parents and Carers 2026 – 2027

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Abbey Park School Terms and Holidays 2026 - 2027



August 2026						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2026						
Mo	Tu	We	Th	Fr	Sa	Su
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14	15	16	17	18	19	20
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28	29	30				

October 2026						
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November 2026						
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30						

December 2026						
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28	29	30	31			

January 2027						
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February 2027						
Mo	Tu	We	Th	Fr	Sa	Su
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March 2027						
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29	30	31				

April 2027						
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May 2027						
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31						

June 2027						
Mo	Tu	We	Th	Fr	Sa	Su
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28	29	30				

July 2027						
Mo	Tu	We	Th	Fr	Sa	Su
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26	27	28	29	30	31	

INSET Days 1st and 2nd September, 16th and 17th November, 12th February, 7th June, 21st July

Lunchtime Finish 18th December and 20th July

Bank Holidays 2026/27 UK

31 August '26	August Bank Holiday	1 January '27	New Year's Day	3 May '27	Early May Bank Holiday
25 December '26	Christmas Day	26 March '27	Good Friday	31 May '27	Spring Bank Holiday
26 December '26	Boxing Day	29 March '27	Easter Monday		

The School Day

Abbey Park School - Timings of the school Day - 8.40am until 3.10pm.

Pupils should be in school by 8:35 and in their tutor base ready for registration at 8:40.

Lessons are in blocks of 60 minutes with no bells between lessons. Classes are registered electronically in every lesson.

Pupils arrive between 8.15 and 8.35am

Pupils can enter the school through the main doors by reception or the double gates by the MUGA.

Registration 8.40am – 8.55am

5 mins travel time

Lesson 1 9.00am – 10.00am

15 mins break

Lesson 2 10.15am – 11.15am

15 mins break

Lesson 3 11.30am – 12.30pm

35 mins lunch

Lesson 4 1.05pm – 2.05pm

5 mins travel time

Lesson 5 2.10pm – 3.10pm

Yr. 11 Session 6 or whole school enrichment 3.10pm – 4.10pm (later for some fixtures)

C3 detention (with 24 hours' notice given to parents). 3.10pm – 4.10pm

C4 detention (with 24 hours' notice given to parents). 3.10pm – 4.30pm

Attendance **to detention** is compulsory for pupils who fail to hand in homework or are behind in their work or as a direct consequence of poor behaviour (parents notified the previous day).

Privacy Notice

The categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information
- special educational needs information
- relevant medical information
- behavioural information
- exclusions
- post 16 learning and vocational information
- safeguarding information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to safeguard pupils
- to provide academic, examination and career references for pupils and staff
- to assess the quality of our services
- fulfil the Academy's and the Trust's contractual and other legal obligations
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Article 6(1)(e) – Public Interest, data processing which is necessary to allow the school to function, and Article 9(2)(a) – Data processed with the explicit consent of an individual.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data until the pupil reaches 25 years old.

We routinely share pupil information with:

- Schools and colleges that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)

- Agencies such as the Qualifications and Curriculum Development Agency (QDCA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT) and the Police. These are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Nicola Pursey, Operations Manager at admin@abbeyparkschool.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Nicola Pursey
Operations Manager
admin@abbeyparkschool.org.uk

Home and School Partnership Promise

The Local Advisory Board has a very clear policy with regard to pupil behaviour and work standards. The 'Home and School Partnership Promise' forms a part of our legal requirement with regard to pupil conduct.

LAB members anticipate that the overwhelming majority of parents will agree to the policy and will be prepared to sign the statement. If you have any comments that you would like to make, please write to the Local Advisory Board via the school and they will consider all points raised.

The Local Advisory Board is committed to the school setting the highest possible standards for both its staff and pupils and we believe that close adherence to this policy by pupils will help to set these high standards.

The School Promise

- To have high expectations, high quality teaching and support pupils so that they achieve their full potential.
- To aim to meet the needs of each pupil.
- To aim to provide the necessary resources to enable the pupil to learn.
- To provide regular homework according to the homework timetable.

- To provide each pupil with a Pupil Planner.
- To provide each pupil with a personal tutor to look after welfare and educational progress.
- To provide information to parents on the educational and social progress of the pupil.
- To provide opportunities for staff and parents to meet and review pupil progress.
- To encourage good behaviour and establish firm and fair disciplinary systems.
- To deal promptly with any poor behaviour which affects the welfare of any other pupil?
- To enforce the school dress code.
- To provide a pleasant and healthy learning environment.

The Parent Promise

- To provide support and encouragement to the pupil in all aspects of learning.
- To provide the necessary materials and equipment for the pupil.
- To support the pupil to complete homework.
- To support the school in measures taken to ensure homework is completed correctly.
- To ensure that the pupil regularly attends on time.
- To inform the tutor of anything which may affect the welfare of the pupil
- To attend the routine parent/teacher consultation evenings/**days**.
- To encourage good behaviour and support all aspects of the school disciplinary systems
- To ensure that the pupil is dressed according to the school dress code.
- To support other parents in helping all pupils to make full use of the educational opportunities at the school, in a caring and concerned environment.
- **To support the school in maintaining high expectations for behaviour and attainment.**
- **To be polite and respectful towards staff.**

The Pupil Promise

- To aim to improve.
- To work and co-operate with all staff.
- To come correctly equipped for all lessons.
- To complete homework and hand it in on time.
- To record homework in the diary and show diary to parents.
- To attend all lessons on time.
- To talk to staff about problems and difficulties.
- To respect all people and not physically or verbally abuse them.
- To support fellow pupils by not accepting and reporting the abuse or bullying of others.
- To respect all school property and property of any other pupil.
- To attend school dressed in accordance with the school dress code.
- To embrace Abbey Park PROUD

Uniform Dress Code and Guide to Ordering

A high standard of personal appearance is expected of all pupils who attend Abbey Park. Anyone arriving at school in non-uniform clothing will be asked to change into the correct uniform, they may borrow uniform if required in exchange for their phone or headphones for the day. If we are unable to issue them with the correct uniform, we will contact home to see if parents can rectify the situation by bringing in the correct uniform. Non-school uniform items will be removed. Non—school uniform jewellery will be removed, including any facial piercings. If parents are unable to bring in the correct uniform or pupils refuse to borrow uniform, they will be placed into the IER. We ask for your support in encouraging students to wait to have facial piercings done over the long holidays or once they have left school and to support them to wear the correct uniform to school. As per the home school agreement.



The uniform is ordered through Sportswear International via www.swischoolwear.co.uk.

The company do not offer an exchange policy, but will refund in full if the item of clothing is returned within 30 days in the original packaging.


DRESS CODE



In all matters of uniform and dress, the judgement of the Principal is final.

<u>BLAZER</u>	<u>TIE</u>	<u>JUMPER</u>	
A blazer with the school badge must be worn at all times to, from and around the school. When entering a classroom, the blazer may be hung over the back of a chair or hung on a peg.	A School tie must be worn at all times to, from and around the school. Top buttons must be done up.	Jumpers are optional but if worn, they should be the School's Black, V-neck jumper with the school badge.	
<u>COATS & HATS</u>	<u>JEWELLERY</u>	<u>MAKE-UP</u>	<u>HAIR</u>
A plain outdoor coat without large logos or writing. Denim, sweatshirts, hoodies and cardigans are not permitted. All coats must be removed when entering a classroom. Hats are not permitted to be worn in the buildings.	One pair of small and discreet earrings are allowed. A single discreet nose stud is also permitted. No other forms of body/ facial piercings are allowed. If a pupil has any other piercings, the expectation is that they are removed immediately. Pupils are allowed a single watch and one ring on each hand. No other jewellery is permitted.	Discreet make-up only. Including discreet false eye lashes. Nail polish and acrylic nails are not permitted at the school due to health and safety protocol in practical subjects.	Hair styles should be practical, clean and safe. Extreme hairstyles that detract from the smart appearance of the uniform are not allowed. The definition of what is extreme will change with fashion, but includes part shaven hair, Mohicans, extreme coloured hair other than a natural colour, hair with patterns cut into it or artificial hair extensions.

Examples of Acceptable shoes	Shoes	Examples of unacceptable shoes
	<p>Plain black traditional flat schools shoes only. Therefore no trainers or converse. Plain black ankle boots are acceptable. Shoes should be worn to and from school and around the buildings. Shoes should be logo free.</p> <p>Trainers are only to be worn on the astro or MUGA at break and lunch time, session 6 or in PE lessons.</p>	

ACCEPTABLE	TROUSERS	NOT ACCEPTABLE
	<p>Trousers must be plain black fabric.</p> <ul style="list-style-type: none"> ◆ No Leggings ◆ No jeans ◆ No Jeggings ◆ No Crop trousers ◆ No Chinos ◆ No <i>excessively</i> tight fitting trousers ◆ No <i>excessively</i> baggy trousers 	

ACCEPTABLE	SKIRTS	NOT ACCEPTABLE
	<p>Skirts must be a plain black pleated skirt and worn with black/white socks or tights and shoes.</p> <ul style="list-style-type: none"> ◆ No knitted jerseys/stretch/satin/fabrics/denim/lace/cord/patterns permitted. ◆ Skirts should not be tight fitting. ◆ Skirts should be knee length without slits. ◆ Fashion skirts are not permitted. 	

ACCEPTABLE	SHORTS	NOT ACCEPTABLE
	<p>Shorts must be plain black tailored school shorts.</p> <ul style="list-style-type: none"> • They need to be just above the knee, not too short. • No sports shorts or shorts with any logo or patterns. • Shorts must be worn with black socks and school shoes. • Shorts should not be tight fitting. • No combat shorts or zip off trousers 	

School PE Kit

Compulsory (All available from Sportswear International)

Boys

Black polo shirt with school logo

Plain Black shorts with school logo

Black rugby shirt with white shoulder caps

Black sports socks with Gold turnover

Trainers must have good support and good sole – no basketball boots or daps

Football boots for outdoor games*

(*Please note that only trainers/moulded small studs are allowed on the Astro turf.)

Girls

Black polo shirt with school logo

Plain Black shorts with school logo

Plain Black Micro Fleece with school logo

Black sports socks with Gold turnover (optional)

Trainers must have good support and good sole – no basketball boots or daps

Optional (available from SWI)

Black tracksuit bottoms with school logo to be worn outside at the teacher's discretion

Black athletics/cross country vest with school logo

Sports leggings

Skort (girls)

Gum shield

Health & Safety Information

Long hair must be tied back

Asthma sufferers must bring inhalers to all lessons

Jewellery must not be worn during PE lessons.

Guide to Behaviour Policies and Practices

This is a summary guide to our expectations and practices on pupil behaviour. Extracts are taken from the following policies which can be viewed in full from the school website.

Behaviour Policy

Anti-Bullying Policy

Equal Opportunity Policy

Safeguarding and Child Protection Policy

Relationships and sex education Policy

Everything that takes place at this school is based on the following statements. Pupils and staff are required to follow these principles in all their work and activities in school. It is important that everyone remembers that they have responsibilities to protect the rights of others and also understands their rights.

Responsibilities

1. We have the responsibility not to interrupt the learning of others.
2. We have the responsibility to respect others within our community.
3. We have the responsibility to ensure that everyone's reasonable opinions are heard and respected.
4. We have the responsibility to ensure the safety of all pupils by behaving in a reasonable manner in and around school.
5. We have the responsibility not to bully or encourage others to bully and to report any bullying we see.
6. We have the responsibility to look after our possessions and those of others and to care for school facilities and equipment, reporting any theft or mistreatment that we may see.
7. We have the responsibility to complete any work set to the best of our ability and within the deadline.

Rights

1. We have the right to learn and to educational opportunities which enable our maximum progress and achievement.
2. We have the right to be treated with respect by all people, irrespective of age, gender, race, creed or ability.
3. We have the right to have our reasonable opinions heard and respected.
4. We have the right not to be bullied in any way, shape or form.
5. We have the right to feel safe in and around the school, both at work and in play.
6. We have the right to expect that our possessions will be safe in and around school.
7. We have the right to be provided with the necessary resources to meet our educational needs.

Equipment

You are expected to provide the following items of equipment for every lesson.

- Pupil planner
- Black or blue ball point pens
- Pencils (HB & 2B)
- Good quality eraser
- Good quality sharpener
- Coloured pencils
- 30cm ruler
- A CASIO fx-83GT-CW scientific calculator
- Set of metal Compasses
- A transparent protractor
- Notebook
- Safety Scissors
- Green pen (for noting feedback)
- Whiteboard pen
- Highlighter
- Glue stick
- Dictionary
- Pair of headphones (not Bluetooth)
- Reading book (from home)

We expect pupils to take care of their equipment as such equipment is essential for learning to take place. Tippex/Liquid paper is not allowed in school and must not be used in any school work.

Some books and specialised equipment may be issued on loan. You will be required to pay for any loss or damage to school property.

As computers are used extensively across the curriculum it is vital that pupils treat this expensive equipment with respect.

Behaviour for Learning Procedures

The system has been devised to further improve behaviour within school by ensuring that good and outstanding performance is rewarded and celebrated and that any behaviour that detracts from the learning process has a consequence. The rewards and consequence system is outlined here:

Rewards System:

R1: Good work or effort on class or homework; participating in a school event or helping a member of staff or fellow pupil. Pupils will be awarded 1 point.

R2: Very good work or sustained effort; assisting staff to run a school event. Pupils will be awarded 2 points

R3: Consistently high effort or outstanding work; being an excellent role model for other pupils or being nominated as Character Champion. Pupils will be awarded 3 points

R4: Exceptional work or progress; an excellent tracking form or annual report. Pupils will be awarded 4 points and receive a Principal's Tie pin.

The points are accumulated by pupils and exchanged for a variety of rewards. The points also count for the House Cup.

Consequence System:

C1: Verbal warning. This is intended to encourage a pupil to work without further disrupting the lesson.

C2: Second warning. Pupil moved within the classroom. The pupil will receive a negative point and this will be logged on their record.

C3: Persistent disruption after a C2. Timeout called and the pupil may be removed from the lesson. A C3 may also be issued for being late to school or a lesson without a valid reason; inadequate work; failing to hand in homework on time; using a mobile phone on school site without permission; lack of correct equipment without a valid reason; the abuse of the school ICT system; or poor corridor behaviour including eating and littering. When a C3 is given the pupil will receive 3 negative points and a one-hour detention after school. This will be doubled if they fail to attend this first one.

C4: Second failure to attend a detention, truancy from lessons, aggressive behaviour; serial disruption of lessons or lack of school uniform without a valid reason. For truancy pupils will be placed in the **IER**.

Internal Exclusion Room – IER: The school may also issue an internal exclusion (IER) where appropriate as part of the graduated response to repeated behaviour or more serious incidents. These may be issued prior to a suspension, or as an alternative if appropriate for an individual pupil. Pupils may be suspended if they fail their IER sanction.

Mobile phones and accessories:

Pupils are permitted to bring mobile phones and electrical devices to school but do so at their own risk. While Pupils are in the building during the school day, (including detention) we operate a no mobile phone policy. All Pupils are expected to turn off and put away all electrical devices and accessories. If a teacher sees or hears a device the Pupil will be asked to turn it off and put it away in their bag and will also be issued with a C3. If a Pupil refuses to put their phone away or is rude towards the member of staff their mobile phone will be confiscated and handed to reception where parents can collect it.

Pupils are not permitted to use their mobile phone without permission whilst they are on school site. This includes before school, breaks, lunchtime, lesson change over and after school.

If a Pupil decides to bring these items into school, then it is the Pupil's responsibility to look after them.

Fixed Term Suspension: For persistent disruptive behaviour, or other serious misbehaviours, as outlined in our Behaviour Policy, a Fixed Term Suspension may be issued. These will typically be between one- and five-days dependant on the seriousness of the incident and previous behaviour record.

Permanent Exclusion: At the discretion of the Principal, a pupil may be permanently excluded in response to repeated or one-off serious breaches of the School's Behaviour Policy. A pupil may be permanently excluded if allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or others within the school. A permanent exclusion is also the final step on the graduated response, when a pupil has failed to respond to support or interventions and has failed their Pastoral Support Plan.

All suspensions/exclusions are at the discretion of the Principal.

Expectations in class and around school

When entering a classroom, pupils should always:

- take off your coat;
- put your equipment on the desk;
- put your planner on the desk;
- switch off mobile phone and put it in your bag;
- be ready to listen and learn.

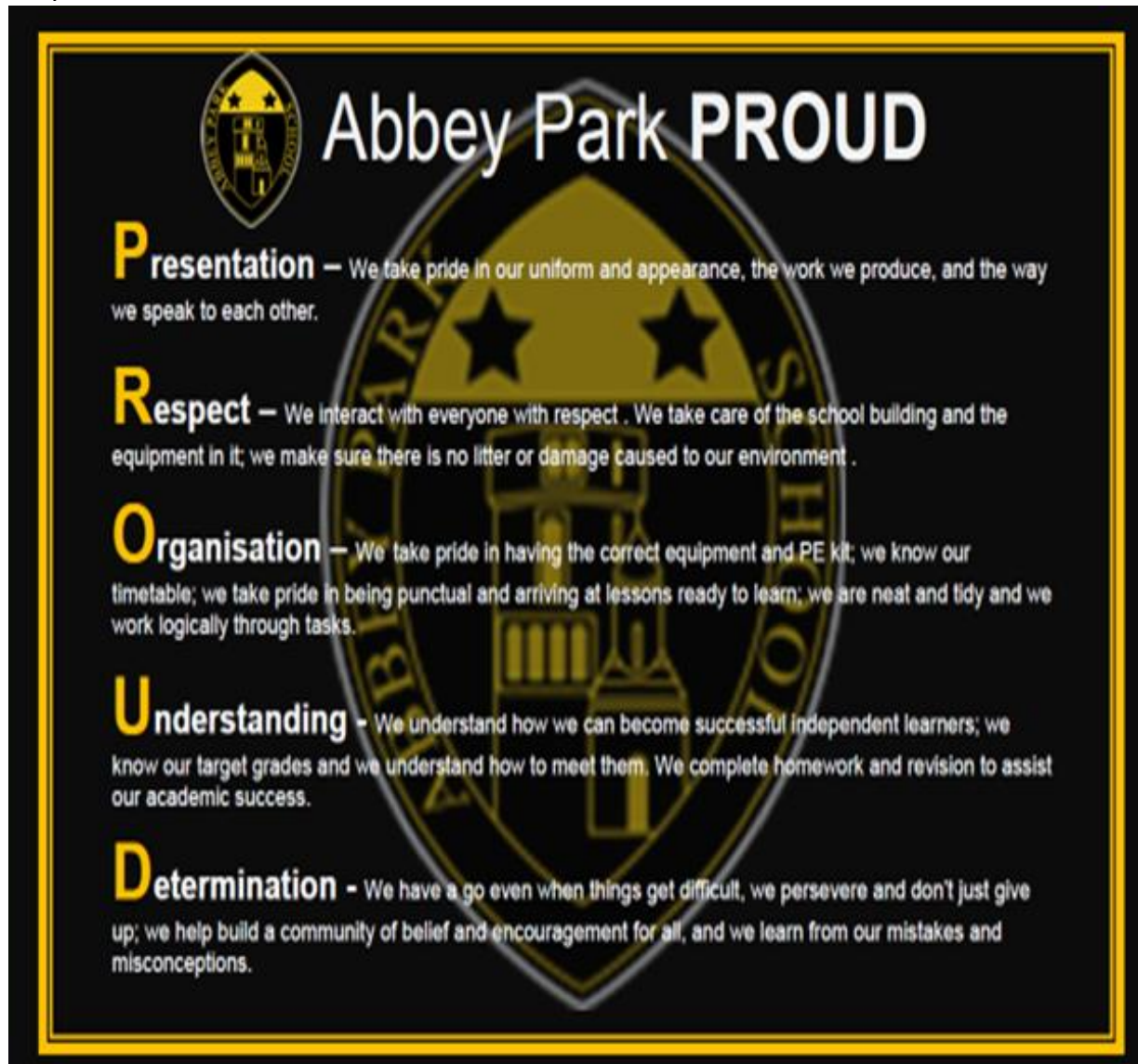
When moving around school, pupils should always:

- walk along corridors and on stairways;
- Use the one way system
- keep to the left in corridors and on stairways;
- eat and drink only in the designated areas;
- put rubbish in the bin;
- keep noise to a minimum;
- be respectful to other people and to school property.

Abbey Park PROUD

To support our pupils, have a clearer understanding of the type of culture and expectations we have at Abbey Park School we ask all of our pupils to think about being Abbey Park PROUD.

Each term we focus on a different area to ensure that Pupils know what each expectation means and how they can achieve it.

A poster titled "Abbey Park PROUD" with a large school crest in the background. The crest features a shield with a cross, two stars, and the text "CHURCH OF ENGLAND" and "1870". The poster lists five expectations: Presentation, Respect, Organisation, Understanding, and Determination, each with a brief description of what it means for pupils.

Abbey Park PROUD

Presentation – We take pride in our uniform and appearance, the work we produce, and the way we speak to each other.

Respect – We interact with everyone with respect . We take care of the school building and the equipment in it; we make sure there is no litter or damage caused to our environment .

Organisation – We take pride in having the correct equipment and PE kit; we know our timetable; we take pride in being punctual and arriving at lessons ready to learn; we are neat and tidy and we work logically through tasks.

Understanding - We understand how we can become successful independent learners; we know our target grades and we understand how to meet them. We complete homework and revision to assist our academic success.

Determination - We have a go even when things get difficult, we persevere and don't just give up; we help build a community of belief and encouragement for all, and we learn from our mistakes and misconceptions.

Pupil ICT Acceptable Usage Policy

Pupils are required to agree to abide by the school's Pupil Acceptable Usage Policy as follows;

I agree that when using the ICT facilities and accessing the internet, whether on a Trust device or personal device, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break School/Trust rules
- Access any inappropriate websites
- Attempt to circumvent filtering and safeguards in place around Internet use
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share any semi-nude or nude images, videos or livestreams
- Share my password with others or log in to the Trust's network using someone else's details
- Bully other people

Curriculum

Pupils have discrete lessons in English, Maths, Science, MFL, Humanities (Geography, History and Philosophical Thinking), Design & Technology, PE, Art, Drama, Music and Computing.

Subjects allocations at Key Stage 3 (years 7 to 9):

English, Maths	4 hours per week
Science, MFL, Humanities	3 hours per week
DT, PE	2 hours per week
Art, Drama, Music, Computing	1 hour per week

PSHE is delivered by tutors through a 'rolling' programme across the timetable so the timing of each session will change each week, with all pupils experiencing PSHE at the same time, allowing for a more cohesive programme.

Further information on the curriculum topics each term can be found on individual subject pages on our website and are also provided in the termly newsletter.

Assessment and Reporting

The assessment system at Key Stage 3 is based upon the GCSE numerical grading structure that was introduced as part of a far-reaching national reform of GCSE qualifications back in 2018.

We use FFT20 estimates to generate the 'Minimum Expected Grade' (MEG) for each pupil in each subject. FFT look at how pupils nationally with the same KS2 scores achieved in each of their subjects at the end of Year 11 in the top 20% of schools nationally and generate an estimated grade for each pupil accordingly. Similar to the old National Curriculum levels, there are 3 sub-grades within each band: a, b and c (with 'a' representing the top of the band). Pupil progress can be tracked by comparing the expected progress at any point along the flightpath with the pupils' actual attainment.

Further information can be found on our website: <https://www.abbeyparcschool.org.uk/curriculum/key-stage-3>

There are three review points during the year, where pupils and parents will be provided with a report, outlining pupil progress compared to expected attainment, in each of their subjects; pupils will either be below, on or above track. The minimum expected grade should not be seen by pupils as a limit on what they can achieve and at each reporting point, teachers will provide written curricular targets to inform pupils how they can move towards the next grade.

There is also a subject consultation evening for each year group where parents can book appointments with their child's teachers to discuss their progress to date. There is also a separate tutor consultation day where parents can meet with their child's tutor. The dates for these can be found published on the school events calendar on our website at the start of each academic year.

Homework

Learning outside of the school curriculum is an essential part of a good education in order to equip students to function as independent lifelong learners. Regular homework is important as it encourages personal organisation and gives students the opportunity to practise and extend work undertaken in class.

ePraise is an online tool to help parents and pupils keep track of homework set by their teachers. You will be able to see details of the tasks your child has been set and when the homework is due. The website is <https://epraise.co.uk/index.php?school=abbeyparcschool>

There is also free-to-download app for iPhone, iPad and Android devices which pupils and parents can use. You can download the free app for iPhone and iPad from the App Store and the app for Android devices from Google Play.

Use of Pupil Images

We sometimes take photographs of pupils to use on display boards around school, in the school's prospectus, on the school's website and on our Facebook and Twitter pages. We must ask for your consent to take photos of your child. We will keep a record of your preferences and if you change your mind at any time, you can let us know by emailing admin@abbeyparkschool.org.uk.

Health and Medication

Individual Health Care Plans (IHCP's) and Medication

In line with the Department for Education's statutory guidance released in December 2015 – "Supporting Pupils at school with medical conditions" Pupils are not encouraged to take medication at school (unless they already have a specific Individual Health Care Plan).

The school will supervise the administration of medication for pupils who have long term medical needs. These pupils will have an Individual Health Care Plan (IHCP) that has been agreed by the school nurse.

If a pupil needs to take medication 3 times a day, this should not be brought into school, as the pupil will be able to complete their daily course outside of school hours (i.e. 1 dose before school, 1 dose after school and the final dose before going to bed). For pupils with short term medical conditions or who need to take medication four times a day, the school can supervise the administration of this medication. The parent/carer of the Pupil must complete a 'Medication Consent Form' (Available from reception or the school website). The consent form, plus medication must be handed into reception. This will be kept in the first aid room for safe storage. It is the parent's/carer's responsibility to ensure that the medication arrives at school with the correct form fully completed. No medication will be issued unless the correct form is with the medication.

A written record is kept of all medication administered in school.

Prescribed Medication

All prescribed medication brought into the school must come its original packaging and be clearly labelled with the Pupil's name, dosage/frequency of administration, date of dispensing, cautionary advice and expiry date. (This is standard practice from pharmacies).

Asthma

As part of the school policy, it is proposed that all parents are made aware of how the school will manage a child who has symptoms due to their asthma whilst they are in school. All parents of children who have been diagnosed with asthma entering the school will receive a routine Emergency Salbutamol Inhaler relief consent form, parents will be asked to sign this, and this will be kept in the first aid room along with the Emergency Inhalers and Asthma Register.

Every asthmatic child should carry their own named workable inhaler, wherever possible, both in school in Physical Education lessons and on school trips.

Paracetamol

If a pupil suffers from a minor medical ailment in school, we are able to administer pain relief to them if we have written permission from you to do so. A 'Paracetamol Consent Form' can be obtained from Reception or via the schools website. Paracetamol will not be issued automatically to a pupil at the pupil's request. Before paracetamol is offered, pupils are asked a series of self-help questions by the First Aider. One 500mg Paracetamol tablet will be offered by a First Aider as per parental consent. If a second paracetamol is requested at school that day, the parent/carer will be notified. If pupils make repeated requests for paracetamol, parents/carers will be informed and the school may withdraw the availability of paracetamol if appropriate. We will not issue paracetamol to pupils during P5 to reduce the risk of a pupil taking more when they leave site before the 4 hour limit has passed.

It is parent/carers responsibility to inform the school if circumstances change and a pupil should no longer be offered paracetamol.

Our staff are first aiders and will respond to incidents during the school day with basic first aid, we would ask that any ongoing medical conditions are managed by the GP or other medical professionals.

School/Parent Communication System

Contact via telephone and email are important tools in the communication between school and parents.

Communication will be sent via email with information such as: -

- absence from school
- detention notifications (these will normally be sent on the same day as the C3 is issued with the detention on the following day)
- annual reports
- behaviour and achievement records
- timetables
- examination timetables
- examination results
- school closures

It is essential that we have your up to date email address and mobile telephone number on our records to enable this system to work most effectively. Please ensure that we have at least two people as contacts. Both parents should be recorded as contacts unless there is a court order stopping access or if there are other circumstances preventing this.

The **Arbor Parent Portal** enables parents and carers to log on and access attendance, timetable, rewards and behaviour information. The site can also be used to update addresses, contact information, etc. You will be able to log in to the Arbor Parent Portal when your child starts school. If you already have an existing child in the school, then you can use your existing Arbor login details. Further information can be found on our website: <https://www.abbeyparcschool.org.uk/quick-links/arbor-parent-portal>

Arbor Online Payments

We use Arbor to facilitate payment for school trips, books, school ties and other items online, which has enabled us to make the school a **cash-free environment**.

Making secure payments online using your credit or debit card

Arbor offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password which you will receive shortly after your child starts school; you will be prompted to change these, and to keep them safe and secure.

Arbor online payments allows you to pay for items within the school shop, trips, clubs and meal top ups

Cashless Catering System

The school uses a Cashless Catering system which enables pupils to pay for food and drink at school using fingertip technology. With your consent, we will be setting the system up for your child during induction and will be scanning your child's finger during these three days.

There are significant benefits to this approach:

For you as a parent

- Your child cannot lose the cash
- The money you give your child for their lunch has to be used in school and you can limit how much they spend each day so you don't have to find exact money
- You can:
 - see what they have used the money for
 - top up their lunch money automatically via your debit card at any time, you don't have to get cash

For your child

- Transactions are much quicker so queues are shorter
- Free school meals are available from all till points as accounts are automatically credited every day to allow your child to buy a meal
- Meal deals and prizes

The system we have introduced is a biometric system, which takes measurements from your child's finger which are unique to them. Please note, this is not a system which records and stores whole fingerprints, the finger is digitally scanned and the image registered, then translated into a unique code. The original image is then discarded.

This system has considerable advantages over the alternative card or fob systems:

- Cannot be lost or stolen
- Cannot be lent to/used by others
- Your child cannot leave their finger at home/in another bag

Lockers

All pupils are offered the use of a personal locker while at Abbey Park School. A one-off, non-refundable fee of £15.00 is payable, covering the duration of their time here.

If you would like your child to hire a locker, please ensure you have read the Abbey Park School Locker Rules. Payment can be made via Arbor.

Hire Conditions:

- The locker remains the property of the school.
- You must only use the locker allocated to you.
- Lockers are allocated to an individual only. Sharing is not permitted.
- Lockers must be locked when unattended.
- Lockers are not to be accessed during lesson times.
- If you forget your code, you can request for the locker to be reset by reporting to Pupil Services.
- Any food/drink stored in lockers must be removed by the end of each day.
- Damp/wet clothing should be stored in plastic bags and should be removed by the end of each day.
- Lockers should be kept clean at all times. You should not write on the lockers or decorate them, either internally or externally.
- Abbey Park School reserves the right to open lockers at any time. Where possible, this will be completed in the presence of the pupil concerned.
- Abbey Park School accepts no responsibility for the loss of, or damage to, anything stored in the lockers.
- Any damage must be reported to Pupil Services immediately.
- There may be a charge for the cost of any repairs to your locker, unless it is clear that damage has been caused by a third party.
- Lockers are to be emptied at the end of each academic year for cleaning. If this is not done, we reserve the right to remove any contents which may then be destroyed.

School Closure

In the rare event of an emergency or severe inclement weather, it may be necessary to close the school partway through the day. In this instance, pupils will be permitted to leave the grounds immediately provided we have received prior permission for them to do so. Pupils without permission will remain on site and parents will be contacted and asked to collect their child(ren) as a priority.

All parents will be informed via email in the event of a school closure during the day. Those pupils who have permission to leave will also be encouraged to text parents directly before exiting the premises. Notification of any subsequent closure will be available via our website and on local radio. We will also contact you via email.

Parking

There is plenty of car parking available on site situated to the left of the main school building. To access reception please walk out the main car park entrance and follow the front fence to reception which is situated on the far right of the main building.

Catering

Sodexo deliver the catering service at Abbey Park School. The School works closely with Sodexo to ensure that all pupils have access to a healthy, balanced and varied diet at an acceptable price.

The School site has one main canteen and a snack bar offering:

- a two course 'meal of the day';
- 'Grab and Go' items such as paninis, pizzas and jacket potatoes;
- fresh pasta, wraps, sandwiches, baguettes and snacks.

Pupils have access to the snack bar before School for breakfast, canteen and snack bar at break time and lunchtime and the snack bar after School.

Vegetarian Options

On a daily basis Sodexo provide a mixture of vegetarian options in all serving areas. These include:

- a vegetarian main meal option;
- vegetarian pasta and pizza;
- vegetarian fillings for sandwiches; and
- a vegetarian option on the salad bar.

Lost Property

We ask for all uniform, PE kits and coats to be labelled with pupil's full names, we can then return items from lost property back to their rightful owners, any items that are not labelled are kept in Pupil services until the next Tutor Consultation Day or end of school term when they are displayed in Red Wing. After this point any remaining lost property is disposed of. PE also hold lost property which pupils may request access to.

Attendance and Absence

Absence Reporting

If your child is unable to attend school please contact the **Absence Line on 01793 705400** then select Option 1, before 08:15am if possible, and leave a brief message stating:

Your name

Your child's name

Tutor Group

Nature of the absence/illness - Medical Evidence is required if the absence becomes persistent.

It is essential that our Pastoral Support Assistant for Attendance, Miss Anstee, is notified every day that a pupil is off sick. This is not only to keep attendance records accurate but to ensure your child's safety. If you were to send your child back to school and we assume they are still absent due to illness an incident could occur that neither parties are aware of.

If you are unable to provide medical evidence in the form mentioned above, the absence marks will revert to O=Unauthorised and a Penalty Notice may be issued for Avoidable Absence.

Request for Leave of Absence

A 'Request for Leave of Absence' form should be completed and returned to Miss Anstee, anstee@abbeyparcschool.org.uk This can be found on our website or collected from Reception. The reply process can take up to two weeks.

Please note below, changes to term time holiday as directed by Swindon Borough Education Welfare, Legal Dept. The following will take immediate effect:

Family Holiday will not be granted during term time unless the Principal considers it to be extenuating circumstances.

It is only the Principal who can approve or decline requests. A Leave of Absence form should be submitted to Miss Anstee in the first instance. Attendance below 96% is considered failure to attend regularly. The reference period is 12 weeks prior to date of referral for Penalty Notice. Therefore, the holiday absence will be included in the reference period.

If you have any enquiries regarding Leave of Absence, please contact Miss Anstee.

Session 6

Session 6 includes all the activities that we run after school from 3.10-4.10. These include, clubs, revision sessions, supported study time, production rehearsals, G and T activities and fixtures (these may run later than 4.10pm) etc.

Each term we offer a variety of activities that pupils can take part in to enrich their curriculum. Most of these activities are free, though a few of them incur a mandatory charge to cover the costs of materials. This will need to be paid for via Arbor before the club date, to secure the place. If your child is in receipt of FSMs and would like to attend a paid club, please get in touch with Finance@abbeyparcschool.org.uk as we may be able to help out with this.

Attendance at session 6 is compulsory for pupils who fail to hand in homework or are behind in their work or as a direct consequence of poor behaviour (parents are notified the previous day).

Please check each term for the new timetable.

Safeguarding and Child Protection

Our Safeguarding Team at Abbey Park School consists of:

- Designated Safeguarding Lead- Mrs Kara Stevens
- Designated Deputy Safeguarding Leads- Mrs Lorraine Hatcliffe, Ms Vanessa Redondo and Miss Stacey Prince

The Pastoral Team at Abbey Park School consists of:

The Pastoral Team

Mrs Stevens
Vice Principal
Pastoral & Inclusion, DSL
stevensk@abbeyparkschool.org.uk

Miss Prince
Head of Year 7 & Transition
DDSL
princes@abbeyparkschool.org.uk

Ms Redondo
Head of Key Stage
Y9/Y10 & DDSL
redondov@abbeyparkschool.org.uk

Mrs Hatcliffe
Head of Key Stage
Y8/Y11 & DDSL
hatcliffel@abbeyparkschool.org.uk

Miss Anstee
Y7 PSA & Attendance
anstee@abbeyparkschool.org.uk

Mrs Harewood
Y8 PSA
harewoodj@abbeyparkschool.org.uk

Mrs Charij
Y9 PSA
charijc@abbeyparkschool.org.uk

Mr Morris
Y10 PSA
morrisw@abbeyparkschool.org.uk

Miss Asbury-Semmens
Year 11 PSA
asburyi@abbeyparkschool.org.uk

Mrs Yeoman
School Counsellor

Mrs Tumber
School Counsellor

Heads of Key Stage are continually monitoring pupil data and identifying any relevant pastoral support required throughout the year. As each of our Heads of Key Stage & Pastoral Support Assistants are non-teaching it allows them to respond to incidents as quickly as possible.

The work/support carried out on a daily basis by the team is tailored to suit individual pupils to allow them to achieve to the best of their ability and overcome any barriers to learning that may be present.

We strongly believe in a multi-agency approach when working with identified pupils. We are fortunate to have access to the following agencies:

- Locality School Nurse
- Iprovefit
- Headstart Skillz

- Youth Engagements Workers
- Police - (Neighbourhood Policing & Specialist Departments)
- UTurn - Drugs and Alcohol Support
- SMASH - Mentoring Programme
- BEST mentoring
- Mental Health Support Team
- BE U Swindon
- Contact Swindon

We also work in partnership with Economy and Attainment within Swindon Borough Council. Our Safeguarding Policy is held on our website.

If you would like to discuss any concerns regarding your child, please contact the main reception or relevant Head of year/PSA to arrange a meeting. We ask that meetings are arranged in advanced and that parents do not arrive at reception requesting to be seen as this will not always be possible.

Please also allow up to 48 hours for a response to e-mails. If your matter is urgent, please call the main reception line.

Consent for Educational Visits

Pupils at Abbey Park School are given various opportunities to take part in educational visits. Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

We will however notify you of every activity in advance to give you the opportunity to withdraw consent (if given). The consent provided is covered for the child for the duration of their time at Abbey Park School.

Please note for extended, higher risk or residential trips, such as those abroad, we will require further written permission and we will contact you with the relevant documentation should this be required from you.