



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE



SECONDARY PHASE

PARENT/CARER HANDBOOK

TABLE OF CONTENTS

WELCOME	3
POLICIES AND CONSENTS	4
<i>HOME SCHOOL AGREEMENT</i>	4
<i>STUDENT INTERNET CODE OF PRACTICE</i>	5
<i>PERMISSION FOR PHOTOGRAPHS</i>	7
<i>EMERGENCY CLOSURE</i>	7
GENERAL INFORMATION	7
<i>MOBILE PHONES</i>	7
<i>STUDENT EQUIPMENT</i>	7
<i>STUDENT LOCKERS</i>	9
<i>THE ACADEMY UNIFORM</i>	9
<i>ACADEMY MEALS PROVISION</i>	12
<i>THE ACADEMY DAY</i>	12
<i>LATENESS</i>	13
<i>VISITING THE TOILET THROUGHOUT THE DAY</i>	13
<i>ILLNESS</i>	13
<i>LEAVE OF ABSENCE</i>	14
<i>LOST PROPERTY</i>	14
<i>EXTRA-CURRICULAR ACTIVITIES</i>	14
SAFEGUARDING	15
SPECIAL EDUCATIONAL NEEDS	16
ENTITLEMENT TO FREE SCHOOL MEALS	16
TERM DATES Academic Year 2026-2027	17
YEAR GROUP CONTACT DETAILS	18
ATTENDANCE.....	18
SECONDARY SCHOOL RECEPTION OPENING HOURS	18
STAY IN TOUCH.....	20



WELCOME

Welcome to The Aylesbury Vale Academy.

This is a school where we aim to go beyond the expected to ensure that students' life chances are enhanced.

We are proud of our non-selective, fully inclusive status and believe that children and young people, regardless of their background, ability or circumstances can thrive and succeed here. That is why we place **respect, aspiration** and **resilience** at the heart of everything we do.

As a large all-through school, we can offer learners an ambitious range of opportunities in and beyond the classroom. We place significant importance on academic excellence through high expectations but value, just as highly, the wide range of experiences learners can access. It is this balance which helps to ensure that learners are fully rounded individuals who can make a positive contribution to society.

To improve the life chances of all the learners we serve at AVA we will:

- Ensure our **teaching** and **all our work** with young people is grounded in **high expectations** so that learners achieve exceptionally well.
- Deliver a **broad, ambitious and rich curriculum**, going beyond the expected.
- **Close all gaps** between the performance of different groups of learners.
- Empower learners by developing their **character** so that they are **resilient, aspirational, respectful** and have excellent attitudes to their learning.
- Inspire **attendance** to be consistently above the national average.



Mr Gavin Gibson, Academy Principal



POLICIES AND CONSENTS

HOME SCHOOL AGREEMENT

At Aylesbury Vale Academy, students succeed through strong partnerships between families, staff, and the wider community. Together, we foster **Respect, Aspiration, and Resilience** to ensure students are safe, happy, and thriving.

All parents, carers, and students must read, support, and sign this agreement.

Students will:

- Show **Respect, Aspiration, Resilience** in all actions.
- Attend school daily, on time, prepared with uniform and equipment.
- Let others learn; follow staff instructions and Academy expectations.
- Create a safe, welcoming environment and celebrate diversity.
- Ensure mobile phones/devices are never seen, used or heard
- Complete homework on time and seek support when needed.
- Use social media safely and report concerns or bullying.
- Accept consequences and reflect to build resilience.

Parents and Carers will:

- Promote **Respect, Aspiration, Resilience** at home.
- Support school policies, attendance, punctuality, and uniform.
- Encourage learning and meet homework deadlines.
- Communicate promptly and raise issues respectfully.
- Monitor social media use and contact school directly in emergencies.
- Attend meetings and celebrate achievements.

Academy staff will:

- Model **Respect, Aspiration, Resilience** daily.
- Deliver inclusive, engaging lessons and provide regular updates.
- Recognise effort and support students facing challenges.
- Communicate behaviour issues promptly and aim to respond to enquiries within two working days.
- Offer enrichment and careers guidance.

Our Rewards and Behaviour Policy can be found on our website [HERE](#).



STUDENT INTERNET CODE OF PRACTICE

Use of the Internet:

The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred. If you are unsure, or if you come across anything which makes you feel uncomfortable, you should turn your computer monitor off and let a teacher know.

Logins and Passwords:

Every person has a different computer login and password. You should never allow anyone else to use your details. Change your password if you think someone else may have your details. Your logins are your responsibility.

Social Networking:

Never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself as they can easily be manipulated and used against you. You should never make negative remarks about the school or anyone within the school. Always keep your personal information private. Consider using a nickname and only inviting people you know. Universities and future employers search social networking sites in order to carry out background checks on students.

Extremism and radicalisation:

Individuals, groups and organisations with extremist and radicalised views use the internet to exert influence on young people. Do not access any websites or social network pages that promote such views. The school has systems in place to block extremist material and monitor students who try to access it. Any student found accessing such material will be reported to the relevant authorities.

Profiles:

Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

Chat Rooms:

Some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is recommended that you never meet a stranger after meeting them online.

**Security:**

You should never try to bypass any of the security in place, this includes using proxy bypass sites, VPN Virtual Private Network. This security is in place to protect you from illegal sites, and to prevent hacking into other people's accounts.

Copyright and Plagiarism:

You should never take information from the internet and use it as your own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

Etiquette:

Be respectful online; don't be abusive. Consider what you are saying, and how somebody else might read it as some things you write may be read incorrectly.

Mobile Phones:

Phones should be kept out of sight at all times.

Use of ICT in lessons:

ICT facilities must be used only as directed by the class teacher. Any other use of ICT during lesson time will be considered off task and sanctioned accordingly.

I will not download software from the internet, including screen savers, games, video clips, audio clips, *.exe files.

I will not play online games as this takes up network resources and may introduce harmful viruses to the network.

Cyber-bullying:

Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a responsible adult, an anti-bullying ambassador or anonymously through whisper on the school's website.

ICT equipment:

Treat all school equipment with care and respect. Report any problems to a member of staff. Failure to follow this guidance, or deliberate misuse of school ICT, may result in a sanction.

Agreement and Understanding

The school assumes you have read and understood all of the above and that you understand that any of your electronic communications could be looked at if they are related to your well-being, and that you understand that any electronic communications related to school are not entirely private.



PERMISSION FOR PHOTOGRAPHS

As part of our communications activity, The Aylesbury Vale Academy will occasionally use photography for publicity purposes. We would like your permission to photograph/film your child for possible inclusion in our publications, website and other publicity material. The image(s) will remain the property of The Academy and you/your child's contact details will remain strictly confidential. Please complete the applicable consent form as part of the admissions process.

EMERGENCY CLOSURE

In the unlikely event of the Academy having to close due to heavy snowfall, power outage, loss of running water or other unforeseen circumstances, it may be necessary to send your child(ren) home at short notice. During the Academy operating period (Monday to Friday, 0825-1500), we are responsible for the Health and Safety of your child(ren) and will only send them off the premises in line with your instructions, or with notice by text or email.

GENERAL INFORMATION

MOBILE PHONES

We are aware that some of you may wish for your child to carry a mobile phone for safety reasons when walking to and from the Academy. Mobile phones, earphones and airpods are not to be used in the school building. Students should keep mobile phones and airpods out of sight, on silent or switched off during the Academy Day. Students who use or display these devices during the Academy Day will have them confiscated, and parents/carers may be required to collect them from the main reception during school hours.

STUDENT EQUIPMENT

For students to carry the essential items required for a full day at school, a bag large enough to hold an A4 folder is required. In addition to this, students must carry a pencil case containing essential equipment (see list below).



On joining the Academy, your child may be issued a student planner which they must bring with them every day to record homework.

In Food Technology, students are expected to provide ingredients and materials from home if they intend to keep their finished products.

Textbooks and specialist equipment may be issued on loan and students will be required to pay for any loss or damage to Academy property.

Any student found with inappropriate possessions may have them removed and parents/carers will be required to arrange collection.

Students are not permitted to carry their own pencil sharpeners and scissors.

These will be issued by class teachers when needed.

Tippex/Liquid paper is not allowed in the Academy at any time.

No.	Essential Equipment Check List	Tick List (✓)
1.	Bag large enough to hold an A4 folder	
2.	Pencil case	
3.	Black or blue pen(s)	
4.	Purple pen(s) for correcting work and responding to feedback	
5.	Pencil(s)	
6.	Ruler	
7.	Eraser	
8.	Calculator	
9.	Protractor	
10.	Glue Stick	
No.	Desirable Equipment Check List	Tick List (✓)
11.	Green highlighter	
12.	Pink highlighter	
13.	Maths set (which will include a protractor)	



STUDENT LOCKERS

Lockers are available to rent for £10 per academic year and payment can only be made through ParentPay. You will be able to find the payment item under the “*Pay for other items*” tab. We allocate on a first come first served basis. Lost keys are charged at £5 per key. Any enquiry about lockers should be made to lockers@theacademy.me.

THE ACADEMY UNIFORM

A copy of our uniform policy can be found on the website or by clicking [HERE](#).

Please be aware there will be no compromise on the uniform. Ties and blazers are to be worn at all times and if any item of clothing is incorrect, parents will be contacted to support in resolving uniform issues. Parents and Carers are asked for their unwavering support in upholding standards at every level.

We try to minimise the number of branded items at AVA and have a uniform supplier providing a competitively priced uniform, lower than that of many schools.

Nearly new uniform can be purchased from the Aylesbury Vale Academy PTA, please follow this link for details: <https://www.theacademy.me/pta>

Students are expected to arrive at the Academy in their uniform and leave the premises in uniform (with the exception if they have PE period 5 or extracurricular after school)

Uniform for Years 7-11

- Navy blazer with the Academy logo
- Academy logo tie
- Plain white shirt or plain white cotton kameez
- Black trousers or black skirt (skirts must be no more than 5cm above the knee and not be tight fitting; trousers can be tailored but cannot be tight fitting).
- Black leather or leather look shoes of sensible design with low heels (black trainers, boots, plimsolls and canvas shoes are not permitted).
- Socks or black tights
- Hijab – plain white, black or navy-blue cotton
- **Optional:** Grey V-neck sweater with the Academy logo



Note: The Academy will not accept any clothing which covers the face, except face masks worn as part of control measures to minimise transmission during a pandemic.

Note: Students are greeted at the door when they arrive at school and asked to remove all non-uniform items. Students who wear non-uniform items inside the building during the school day, such as trainers, hoodies/sweatshirts and outside coats will have these confiscated.

PE Uniform

- Navy sports polo shirt with the Academy logo (name embroidered is optional).
- Navy shorts/skorts with the Academy logo (name embroidered is optional).
- Optional: Plain Navy/Black tracksuit bottoms
- Light blue sports socks or suitable sports socks
- Trainers
- Football/astro boots as required
- **Optional:** Navy ¼ zip top sweatshirt with the Academy logo (name embroidered is optional).
- **Optional:** Outdoor waterproof jacket with Academy logo.

Up to date costs can be found by searching for Aylesbury Vale Academy on PL Schoolwear's website (www.plschoolwear.co.uk).

All branded items are available to purchase directly from the uniform shop:

PL Schoolwear

Unit 1, Goodchild Parkway

Sir Henry Lee Crescent

Aylesbury, Bucks

HP18 0PE

Tel: 01296 488 000 (option 2)

Email: hello@plschoolwear.co.uk

www.plschoolwear.co.uk

PL
SCHOOL
WEAR
The Modern Choice



The following items must be purchased separately from a range of retailers including large supermarkets:

- Plain white shirt/Hijab/Kameez
- Black skirt – knee length and not tight fitting
- Black smart trousers – not tight fitting
- Black leather school shoes (NOT trainers, boots or canvas shoes)
- Socks or black tights

Jewellery and Make-up:

- Clear nail polish is permitted.
- Piercings – students are permitted one small discrete stud in each ear. One small discrete nose stud is permitted. Hoops are not permitted. Students will be asked to remove extra piercings in school.
- Make up may be worn but must be in natural colours only.
- Necklaces must be inside the clothing and other jewellery such as rings and bracelets should be minimal for health and safety reasons.
- A single chain, bracelet, watch and ring are permitted.

The following are not permitted:

- Acrylic or false nails. Students will be asked to remove nail polish and false nails in school.
- False eyelashes.
- Any form of leggings or jeans.
- Sweatshirts, hoodies, coats and casual wear must be removed upon entering the building. These will be confiscated if worn inside the building.
- Bandanas, hats or headbands around the forehead. Hair ties and hair bands should be in school colours of blue or green.
- No extremes of hair colour or style. Colours deemed natural are allowed.

Students must remove their outdoor coat, scarves and hats on entry into the building. They must not be worn inside the school building at any time.

PE Uniform – in a PE bag (named)



ACADEMY MEALS PROVISION

The catering provision includes a comprehensive selection of hot meals, sandwiches, hot snacks and other items which are available during morning, break and at lunchtime. Halal meals are clearly labelled.

Breakfast Provision

Breakfast is available to purchase from the school canteen between 8:15 – 8:30. This must be eaten in the Atrium.

Cashless Payment - Biometric Scanning

Payment for food before school, at break and lunch time is by means of ParentPay and a cashless till system which incorporates biometric fingerprint reading technology. Money can be added to your child's account via ParentPay. ***Please note it can take 24 hours for money to appear in your child's account.***

Permission for Biometric Scanning is required from parents, please complete the applicable non-medical consent form during the admissions process.

THE ACADEMY DAY

0830-0850 TUTOR TIME (the first bell will sound at 0825)

0850-0955 PERIOD 1

0955-1100 PERIOD 2

1100-1120 BREAK

1120-1225 PERIOD 3

1225-1325 PERIOD 4

1325-1355 LUNCH

1355-1500 PERIOD 5

After school clubs will run from 1500-1600



LATENESS

Students are expected to be on time to school and lessons. They have three minutes to move from classroom to classroom. Students who are not inside the appropriate classroom or space three minutes after the times listed above will be marked as late along with the number of minutes late. Any incidences of lateness without a valid reason will result in an after-school detention.

VISITING THE TOILET THROUGHOUT THE DAY

We expect students of all ages to use the toilet before school, break time, lunchtime or between lessons. Teachers will only allow students to go to the toilet during a lesson if there is an emergency. Students who need to use the toilet as part of a medical condition will be issued a Toilet Pass to allow them to go to the toilet.

ILLNESS

Reporting a Sick Child

In the event that your child is unwell, please contact the school on the day of absence by telephone on 01296 428551 (Option 1) or in person.

Student absence can also be reported via email: **attendance@theacademy.me**.

Please indicate the full name of the child and their year group along with your name and relationship to the student.

Illness or Accident at School

If your child is ill or has an accident at school, we will telephone your emergency contact number if your child needs to go home or if he/she needs urgent medical attention. Students are not permitted to contact their parents on their own mobile device during the day. Please ask your child to inform a member of staff if they are unwell.

To avoid the spread of infection, the Department of Health recommends that children should be kept away from school for 48 hours following sickness and/or diarrhoea.

We are always happy to discuss arrangements for a child's return to school with parents on a case-by-case basis.



Our school Medical Officer is Ms Ripley. Please contact her via the school reception 01296 428 551 or via enquiries@theacademy.me

LEAVE OF ABSENCE

There are **13 weeks** of school holiday each year and parents are expected to take family holidays in this time. This means that no holiday leave will be authorised. Applications for special leave will only be approved in truly exceptional circumstances and where prior attendance has been good. Such applications should be made using the leave of absence request form available via the Secondary reception. Approval is at the discretion of the Principal.

LOST PROPERTY

We appreciate your support regarding school uniform and understand that having to replace lost items can become costly. To avoid this extra outlay please ensure that ALL items of clothing have your child's name or initials if there isn't enough space on the clothing label. Lost property is found in the lost property cabinet in the PE corridor, and if names are not on items, it is very difficult to return.

EXTRA-CURRICULAR ACTIVITIES

At Aylesbury Vale Academy we run a wide range of extra-curricular activities and clubs during lunchtime and afterschool (1500-1600). Our clubs are a great opportunity for pupils to try out a new activity, socialise with other pupils and help promote a healthy school life balance.

Our extra-curricular timetable varies each term. Below are some of the various activities on offer throughout the school year:

- Football: Boys and Girls
- Rugby: Boys and Girls
- Badminton
- Basketball
- Girls Fitness
- Netball
- Tennis
- Cricket
- Rounders
- Softball
- Boxercise (circuit training)
- Zumba



- Athletics
- Dodgeball
- Dance
- Sports Leader (Year 10+)

MUSIC TUITION

All students at AVA are entitled to learn an instrument. We subsidise instrumental lessons and students can learn a range of instruments including keyboard, percussion, woodwind, brass and strings.

Presentations are made to all new Year 7 starters by the Performing Arts Department soon after arrival. Students who arrive during the year, should approach their form tutor regarding this opportunity.

SAFEGUARDING

Safeguarding Statement

At the Aylesbury Vale Academy, the safety and well-being of every child is our primary concern. To promote a safe environment for students, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service checks, as recommended by Buckinghamshire County Council in accordance with current legislation.

Our Safeguarding Team is responsible for Child Protection. The Designated Safeguarding Leads for Aylesbury Vale Academy are Mrs Fleetwood and Miss Kitter. The remaining members of the Safeguarding Team include Mr Gibson – the Principal, and Mrs Baughan - Primary Head Teacher. Information regarding other members of the safeguarding team can be found on our website or by clicking [HERE](#). All have received appropriate training for this role and can be contacted if you are worried that a student's safety is at risk. If you would prefer to contact another adult at the Academy then you are welcome to do so, but please be aware that the person you speak to will contact the Safeguarding team if they have a concern for a child's safety as a consequence of your communication. A copy of our Child Protection Policy is available on the school website.

For more information on safeguarding at Aylesbury Vale Academy please visit our website – www.theacademy.me



SPECIAL EDUCATIONAL NEEDS

Many students experience barriers or challenges at some point throughout their education. This could be short-term or due to a long term **Special Educational Need** or **Disability**. A child is included on the **SEND** register at Aylesbury Vale Academy if they have significantly greater difficulty in learning than the majority of others of the same age or a disability which prevents or hinders them from making use of facilities provided for others of the same age in our setting.

Students with Special Educational needs are identified through conversation with parents, teachers, support staff and external medical professionals. For those who have transitioned from another setting, we will also liaise with previous schools. Where it is clear that a child requires more support to access the facilities and curriculum than is otherwise ordinarily available, it is likely appropriate that they are included on our SEND register and we will discuss this with the appropriate adults.

Students on the SEND register (both at SEND Support and those with an EHCP) receive access to a named Key worker who will work with them and their families to maintain an updated Individual Provision Map (IPM) at least three times each academic year. These documents outline the student's area of difficulty and list classroom strategies as well as interventions in place.

Further details regarding the SEND Team can be found on our website and enquiries should be forwarded to sendco@theacademy.me

ENTITLEMENT TO FREE SCHOOL MEALS

Children whose parents/carers receive one of the following benefits are entitled to Free School Meals. Only parents/carers who receive one of the targeted benefits generate pupil premium for the school:

TARGETED ELIGIBILITY:

- **Universal Credit** – with an annual earned household of no more than £7,400
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of the State Pension Credit**
- **Income Based Employment and Support Allowance**
- Parents with **No Recourse to Public Funds** should contact the school about how to apply under this criteria



Children who receive Universal Credit in their own right are also entitled to receive free school meals.

EXPANDED ELIGIBILITY:

- **Universal Credit** – with an annual net earned income OVER £7,400

If you believe that you may be eligible, contact freeschoolmeals@theacademy.me

TERM DATES ACADEMIC YEAR 2026-2027

AUTUMN TERM 2026

- Thursday 3 September 2026 – Thursday 22 October 2026
- Monday 2 November 2026 - Friday 18 December 2026

SPRING TERM 2027

- Tuesday 5 January 2027 - Friday 12 February 2027
- Monday 22 February 2027 – Thursday 25 March 2027

SUMMER TERM 2027

- Tuesday 13 April 2027 - Friday 28 May 2027
- Monday 7 June 2027 – Friday 16 July 2027

STAFF TRAINING DAYS 2026-2027

- Tuesday 1 September 2026*
- Wednesday 2 September 2026
- Monday 4 January 2027
- Monday 19 July 2027
- Tuesday 20 July 2027
- Wednesday 21 July 2027

*set by the Local Authority



YEAR GROUP CONTACT DETAILS

YEAR 7

- TEL: 01296 255 391
- EMAIL: year7enquiries@theacademy.me

YEAR 8

- TEL: 01296 255 406
- EMAIL: year8enquiries@theacademy.me

YEAR 9

- TEL: 01296 255 397
- EMAIL: year9enquiries@theacademy.me

YEAR 10

- TEL: 01296 255 400
- EMAIL: year10enquiries@theacademy.me

YEAR 11

- TEL: 01296 255 395
- EMAIL: year11enquiries@theacademy.me

ATTENDANCE

- TEL: 01296 428 551 – Option 1
- EMAIL: attendance@theacademy.me

SECONDARY SCHOOL RECEPTION OPENING HOURS

- 8am - 4pm Monday - Thursday
- 8am - 3.30pm Friday



YOUR PTA NEEDS *You!*



What do we do?

- Support our school and students
- Organise fundraising events
- Raise money for our school
- Help at school events
- Meet every half term



Find us on
Facebook

Aylesbury Vale Academy PTA



AVA.PTA@hotmail.com



The Aylesbury Vale Academy PTA



**Your help, no matter how small,
would be hugely appreciated!**



STAY IN TOUCH



www.theacademy.me



enquiries@theacademy.me



01296 428551 (Secondary)