



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE



PARENT / CARER

HANDBOOK

2023-2024



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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, we have parents, carers and families who fully support our Academy. We all recognise that educating children effectively is a process that involves a strong partnership between parents and carers, staff and the wider Academy community.

This home school agreement reminds all parents and carers about the expectations around this relationship. This is so we can ensure all young people are successful.

We expect students to:

- Uphold our Academy values of **Respect**, **Aspiration** and **Resilience** whenever on Academy premises or representing the Academy.
- Attend school every day on time.
- Wear the full Academy uniform and carry the correct equipment.
- Tolerate others' backgrounds, opinions and beliefs.
- Keep mobile phones out of sight, on silent or switched off during the Academy day.
- Complete and submit all homework by the deadline.
- Follow all staff instructions first time, every time.
- Attend same day behaviour sanctions when applied.

We expect parents to:

- Support your child in upholding our Academy values of Respect, Aspiration and Resilience
- Ensure your child attends on time every day.
- Ensure your child has the correct uniform and equipment. Notify school of any issues regarding this.
- Ensure your child has a packed lunch or arrange for them to have a school lunch.



- Attend all Academy events that will develop and benefit your child including parent consultation events.
- Check that your child has completed all homework set by the deadline.
- Read and respond (where required) to communication including informing us of any change of circumstances.
- Contact or approach staff to help resolve any concerns, addressing them initially with the child's class teacher, tutor or Achievement Director.
- Monitor your child's social media activity to ensure safe usage.
- Not contact your child on their mobile phone during the Academy day and inform us by phone or email if there is an emergency.
- Work with us to address and improve your child's behaviour where required and support the Academy in applying behaviour sanctions where these are necessary.
- Display polite, safe and respectful behaviour to Academy staff. The Academy will not tolerate any form of abuse towards its staff.

Aylesbury Vale Academy will:

- Model **Respect**, **Aspiration** and **Resilience** for your child.
- Provide regularly updated information of what your child is studying including how you can support them, including using the Academy Website.
- Provide weekly updates and notices for parents and students.
- Provide opportunities for you to speak with your child's teacher(s) regarding their progress.
- Report three times a year on your child's progress, attainment, attendance and behaviour.
- Celebrate your child's rewards, awards and achievements when they occur.
- Notify parents regarding behaviour sanctions the day of the sanction or behaviour incident (whichever is soonest).
- Respond to your enquiries within 24 hours during the school day and school term.



Inappropriate use of Social Media:

- Social Media is increasingly being used to inappropriately deal with complaints about schools or to publicly campaign or bring an issue to the attention of the public. Any defamatory, offensive, derogatory comments or cyber bullying regarding Aylesbury Vale Academy or any of the pupils/parents/staff at our Academy on Facebook or other social sites/platforms will be taken very seriously. It will be expected that any comments deemed inappropriate are removed immediately, the Academy reserves the right to seek legal advice and take the appropriate action.
- We trust that all parents and carers will assist our Academy with the implementation of this Home School Agreement and we thank you for your continuing support of our Academy.

We ask that all parents sign electronically our Home School Agreement on being admitted to the Academy.

STUDENT INTERNET CODE OF PRACTICE

Access to the school internet system will only be permitted once the following has been read and signed by both yourself and your child. The Academy reserves the right to administer these rules in a fair and unbiased way, which may result in a child's access either to the internet or the school network being removed or other appropriate sanction being taken. The code of practice is as follows:

- I will only use the internet when supervised by a teacher or an appropriate adult.
- I will never tell anyone I meet on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher/parent/carer.
- I will never give my password to anyone; even my best friend and I will log off when I have finished using the computer.



- I will never arrange to meet anyone in person without first agreeing it with my parents/carer/teacher and get them to come along to the first meeting.
- I will never access an online chat-room without permission from my teacher/carer/parents.
- I will never respond to unpleasant, suggestive or bullying e-mails or bulletin boards and I will always report it to a teacher or parent/carer.
- I will not look for bad language or distasteful images while I'm online and I will report bad language or distasteful images to a teacher or parent/carer if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I will not take information from the internet and pass it off as my own work.
- I am aware that my teacher, ICT staff and the Academy's Internet Service Provider will check the sites I have visited.
- I understand that I can only access material relevant to my school work and must not deliberately look at unsuitable material.
- I will not deliberately attempt to set-up or use any proxy by-pass software in order to by-pass the school internet filter.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- I know that the contents of my e-mail messages will be monitored by relevant staff and software.
- 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.
- I know that information on the Internet may not always be reliable and sources may need checking. Websites may be sponsored by advertisers.
- I will not use e-mail to send or encourage material which is pornographic, illegal, offensive or annoying or invades another person's privacy.

BEHAVIOUR

Student Responsibilities Towards Behaviour

All students at The Aylesbury Vale Academy are expected to:



- Be caring and considerate to all individuals, regardless of gender, sexual identity, age, ability, race, religion or culture.
- Speak and behave in a courteous manner.
- Be reliable, trustworthy and honest.
- Listen carefully to all adults and co-operate with instructions given.
- Work hard.
- Work co-operatively with each other, and respect other students' opinions, work and property.
- Be careful with books and equipment, and not damage or deface them.
- Be punctual, work to deadlines and be properly equipped for lessons, including full correct PE kit when lessons are scheduled.
- Attend the Academy every day and arrive on time suitably clothed and presented in Academy uniform, with the right equipment and take off coats upon entry to the building.
- Keep commitments.
- Move around the Academy in a sensible manner between lessons and at break time and lunch time, taking care of the Academy environment.
- Wear full Academy uniform and comply with presentation regulations.
- Complete all sanctions and understand why they were given.
- Not leave the Academy unless given permission.
- Comply with all Academy rules.

Please note: Failure to comply with these expectations may result in a lunch time, break time or after school same day detention.

These responsibilities also apply when journeying to and from the Academy, on all Academy visits, on occasions when they are recognised as Academy students and whenever representing the Academy.

Staff Responsibilities Towards Behaviour

Consistent adherence to the following will ensure firm but fair guidelines for all students and will encourage consistently good behaviour from them and whenever representing the Academy.



Staff should:

- Ensure lessons are well prepared and delivered and that work/tasks are differentiated to meet the needs and ability of individual students.
- Expect and insist that students maintain high standards of behaviour, both in and out of the classroom.
- Be proactive when dealing with students to stop incidents of poor behaviour happening or escalating.
- Treat all students with respect and equal value.
- Speak and write about students in a professional constructive manner.
- Set an example to students by being courteous, punctual, well prepared, well organised and well dressed and presented.
- Be scrupulously fair and objective when handling problems and disputes.
- Give students opportunities to express their views and discuss and review their work and behaviour.
- Consistently praise and reward good behaviour and hard work whenever possible, using the Academy's system and personal methods of encouragement.
- Ensure that, if the planner is used, time is allowed to enter details and that work is marked regularly and constructively.
- Ensure they are fully aware of their students' current level of attainment, and individual and special needs.
- Use sanctions consistently and appropriately.
- Follow guidelines in strategies and procedures.

Parent/Carers Responsibilities Towards Behaviour

Parents/Carers play a vital role in encouraging good behaviour and hard work in the Academy. It is paramount that parents/carers and the staff work closely together and share the same goals. If the Academy and the parents/carers cannot work together for whatever reason, this will be detrimental to the students' progress. Every effort must be made on both sides to resolve any differences and to come to some mutually acceptable plan of action to solve a difficulty if this should arise.



We ask parents/carers to:

- Encourage and support their children by showing an interest in their work and life at the Academy.
- Praise their efforts.
- Try to provide a quiet time and space for them to do homework and to study.
- Support the uniform and presentation code of the Academy.
- Ensure that their child attends the Academy every day and arrives on time suitably clothed and presented in Academy uniform and with the right equipment.
- Ensure that their child takes Academy work seriously, regularly checks and signs the planner and contacts the Academy if they are concerned about any aspect of Academy life.
- Ensure that the child has breakfast and has enough food or money to buy food for the day. Parent Pay is the easiest way to top up an account for a child.
- Attend meetings organised by the Academy at which their child's progress, attitude or behaviour will be discussed including Parents' evenings.
- Support their child by attending concerts, matches, etc., in which their child is participating.
- Listen to both the Academy and their child, if a problem occurs, before making any assumptions and assist the Academy in its efforts to find solutions.
- Alert the Academy of any change of circumstances, e.g. change of address, family bereavement, illness, etc. Up-to-date contact numbers are vital for Safeguarding requirements.
- Redress any damage to property by their child.
- Support Academy sanctions. We operate same day detentions for certain types of inappropriate behaviour. Whilst we are flexible over detentions, the school does not need parental permission to detain a child.



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 via the online admissions portal.

EMERGENCY CLOSURE

In the unlikely event of the Academy having to close due to heavy snowfall 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, 0825-1400), 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.

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, headphones and earphones are not to be used in the school building. Students should keep mobile phones out of sight, on silent or switched off during the Academy day.

Students who use or have these devices out during the Academy day will have these items confiscated and parents/carers may be asked to collect these items from main reception during school hours.

STUDENT EQUIPMENT

In order 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 will also be issued a student planner which they must bring with them every day to record homework.

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

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

Text books and specialised 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 sharpners and scissors. These will be issued by class teachers when needed.

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.	Pencil(s)	
5.	Ruler	
6.	Eraser	
8.	Calculator	
9.	Protractor	
10.	Glue Stick	
No.	Desirable Equipment Check List	Tick List (✓)
11.	Green highlighter	
12.	Pink highlighter	
13.	Purple pen	
14.	Maths set (which will include a protractor)	



STUDENT LOCKERS

Lockers are available to rent for £15 for the duration your child attends AVA. Payment is to be made through ParentPay only.

THE ACADEMY UNIFORM

Please be aware there will be no compromise on the uniform. Ties 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/Carers are asked for their unwavering support in transforming standards at every level.

PL
SCHOOL
WEAR
The Modern Choice

Compulsory Items	Cost
Navy blazer with the academy logo	£32.00 - £38.40
Clip on tie	£7.50
PE Uniform - Name is embroidered for free on all PE Kit (excludes socks)	
Navy/Sky/White sports polo with the academy logo	£14.00 - £16.80
Navy/Sky/White 1/4 zip sweatshirt	£22.00 - £26.40
Navy/Sky/White Skort	£15.00 - £18.00
Navy/Sky/White Shorts (Boys)	£10.00 - £12.00
Cyclone Blue PE Socks	£6.50 - £7.80

Optional Items	
Navy/Sky/White 1/4 zip Waterproof Jacket	£35.00
Grey v-neck sweater with the academy logo and neck trim	£18.00 - £21.60



Uniform can be purchased at:

PL Schoolwear

Unit 1, Goodchild Parkway

Sir Henry Lee Crescent

Aylesbury, Bucks

HP18 0PE

Tel: 01296 488000

Email: hello@plschoolwear.co.uk

www.plschoolwear.co.uk

The following items must be purchased separately:

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

The following are not 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.

Acrylic or false nails. Only clear nail polish is permitted. Students will be asked to remove nail polish and false nails in school.

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. Only colours deemed natural are allowed.

Any form of leggings or jeans.



Sweatshirts, hoodies and coats must be removed inside the building. These will be confiscated if worn inside the building.

Necklaces must be inside the clothing and other jewellery such as rings and bracelets should be minimal for health a safety reasons.

A single chain, bracelet, watch and ring *are* permitted.

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.

Breakfast Provison

Breakfast is available to buy when students enter school first thing in the morning. This is 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. We also have contactless cards available. 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 via the online admissions portal.

You will be sent your personal ParentPay account details by mail.

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

1500-1600 PERIOD 6 (Year 10 and 11 only)



LATENESS

Students are expected to be on time to school and lessons. Students who are not inside the appropriate classroom or space at the times listed above will be marked as late along with the number of minutes late. Any incidences of lateness without a valid reason may result in a same day break time, lunchtime or after school detention.

TERM DATES

ACADEMIC YEAR 2023-2024

AUTUMN TERM 2023

- Tuesday 5 September 2023 - Friday 20 October 2023
- Monday 30 October 2023 - Tuesday 19 December 2023

SPRING TERM 2024

- Friday 5 January 2024 - Friday 9 February 2024
- Tuesday 20 February 2024 - Thursday 28 March 2024

SUMMER TERM 2024

- Monday 15 April 2024 - Friday 24 May 2024
- Monday 3 June 2024 - Friday 19 July 2024

STAFF TRAINING DAYS 2023-2024

- Friday 1st September 2023
- Monday 4th September 2023
- Thursday 4th January 2024
- Monday 19th February 2024
- Monday 22nd July 2024
- Tuesday 23d July 2024



ILLNESS

Reporting a Sick Child

In the event that your child is unwell, please contact the school on the day of absence by telephone or in person:

- Primary School – 01296 674263
- Secondary School – 01296 428551

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

Please indicate the full name of your 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. 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 school reception 01296 428551 or via enquiries email: enquiries.

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 either the Secondary or Primary 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 Library, 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 helps promote a healthy school life balance.

Our extra-curricular timetable varies each term; however the following lists some of the various activities on offer throughout the school year.

- Football: Boys and Girls
- Rugby: Boys and Girls
- Badminton
- Basketball
- Girls Fitness
- Netball Dodgeball
- Athletics
- GlowFit
- Tennis
- Cricket
- Rounders
- Softball
- Boxercise (circuit training)
- Zumba
- Dance
- Sport 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 and Mrs Baughan, Primary Head Teacher. 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 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

Aylesbury Vale Academy provide lunch and breakfast to any student entitled. You are likely to be entitled if the following applies:

- **Income Support (IS)**
- **Income-based** (not contribution based) **Job Seekers Allowance (IBJSA)**
- *Children who receive JS or IBJSA in their own right are also entitled to receive free school meals*
- The guaranteed element of the **State Pension Credit**
- **Income related employment and support allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **Universal Credit** with an annual net earned income of no more than £7,400
- **Child Tax Credit** except if you meet ANY of the following criteria
- Entitled to working tax credit (regardless of income)
- Have an annual income in excess of £16,190 (as at April 2019)

Where a parent is entitled to Working Tax credit during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

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