



THE DEAN TRUST

Ashton on Mersey School

Information for Parents

Year 7 September 2021

PHILOSOPHY

We acknowledge that pupils moving from primary to secondary school will find many changes and that the first few weeks of term prove a difficult time for some children. We aim to make the change-over as smooth as possible in the hope that their years at Ashton on Mersey will be both happy and successful.

- **We aim** to provide opportunities for pupils to achieve success.
- **We will** provide a broad and well-balanced curriculum.
- **We expect** pupils to accept homework as an integral part of the learning process.
- **We provide** extra-curricular activities and expect children to be fully involved in this aspect of school life.
- **We will** provide a well-ordered and safe environment.
- **We expect** children to be well mannered, courteous and self-disciplined.
- **We believe** that it is important that pupils accustom themselves to being tidy, well groomed and suitably dressed for different kinds of activity.
- **We expect** all pupils to wear full school uniform.
- **We expect** all hairstyles to be moderate and not follow the extremes of fashion.
- **We expect** attendance to be regular and pupils to be punctual for school.
- **We believe** that the success of our efforts is largely dependent upon good relationships between home and school.

It is essential that there should be a bond forged by mutual respect and friendly co-operation. This, we feel, is especially important in the initial stages of secondary education.

OUR VISION

Staff, governors, parents and pupils have collaborated to create a new vision for the school. This new vision is underpinned by our mission and values. These values will be used on a daily basis in all areas of school life and will support us all to achieve our mission;

'Together, we will be the best we can be'.



VISION

To create an inclusive culture which celebrates diversity and where all pupils will gain the knowledge, skills and qualities required to embrace opportunities and challenges with confidence and independence. Pupils will feel empowered as they strive to make a positive difference to their communities and the world.

MISSION

Together, we will be the best we can be.

VALUES

Equality 	Compassion 	Respect 
Ambition 	Integrity 	Resilience 

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Ashton on Mersey School

YEAR 7 ORGANISATION 2021 - 2022

Clearly, the organisation of a school with nearly 1,500 pupils is quite different from that of a smaller school. Although the Headteacher and the senior staff will make themselves available should you wish to contact them, it is the Form Tutor then the Head of Year who will have the most involvement with your child.

Head of Year 7: Miss J. Mercer

TUTOR TEAM

At this point, we have not yet assigned pupils to form groups.

Form tutors teach a variety of subjects and have a wide range of teaching experience, at Ashton on Mersey and other schools. As a result, the team provides a balanced support structure for the pastoral care and welfare of your child.

There will be a 'Welcome Evening' for all parents/carers to meet with your child's Form Tutor towards the end of the first half term on **Thursday, 14th October from 3:30 p.m. to 5:30 p.m.**

TIPS FOR PARENTS

- *Introduce yourself to your child's tutor as soon as possible so that you and they can put a 'name to the face.' One of the biggest differences to primary school is the anonymity of the teachers for parents. Your child will, in all probability, have the same tutor for their 5 years at Ashton: get to know them. Attend the welcome evening held during the first half term.*
- *Address any queries or problems to the Form Tutor. You can be confident that they will pass on any issues to more senior members of staff if this is necessary.*
- *Encourage your child to ask questions or share worries with their Form Tutor. In doing so it will nearly always make an immediate difference.*

FIRST DAY ARRANGEMENTS

Currently the plan is for Year 7 pupils to start on Tuesday 7th September 2021, all Year 7 pupils should arrive in school at **8.30 a.m.** and assemble in the playground nearest to the Moss Lane end of Cecil Avenue, where the tennis courts are located. They will be met by staff and the Senior Prefect Team who will escort pupils through to Hall 1. **Due to the current situation these dates and times may be subject to change, so please keep checking the school website and the Year 7 Twitter page (@Year7Aom).**

We must also advise following recent Government announcements, upon arrival on the first day, pupils in Year 7 will have to undergo a Lateral Flow Test (LFT). A further communication regarding this will follow in due course.

On this day, Years 8 - 11 do not start until 10.40 a.m. to allow our new pupils to 'find their feet'.

Following a short welcome assembly, all Year 7 pupils will stay with their Form Tutors until 12 p.m. when they will be given timetables, planners and other relevant information.

TIPS FOR PARENTS

- *If you normally leave early for work, try to be around for the first few days for support/supervision.*
- *Allow your child extra time in the morning for dressing, breakfast etc. due to the excitement (or nerves).*
- *Make sure your child knows his/her route and allow enough time to arrive for 8.30 a.m.*
- *Check bus times if appropriate.*
- *If calling for friends do not allow them to make your child late.*
- *Start as you mean to go on: arrange responsibilities and get into a routine.*

THE SCHOOL DAY

8.35 – 9.00 A.M.	REGISTRATION	25 MINUTES
9.00 – 9.50 A.M.	PERIOD 1	50 MINUTES
9.50 – 10.40 A.M.	PERIOD 2	50 MINUTES
10.40 – 10.55 A.M.	BREAK	15 MINUTES
10.55 – 11.45 A.M.	PERIOD 3	50 MINUTES
11.45 – 12.35 P.M.	PERIOD 4	50 MINUTES
12.35 – 1.20 P.M.	LUNCH	45 MINUTES
1.20 – 2.10 P.M.	PERIOD 5	50 MINUTES
2.10 – 3.00 P.M.	PERIOD 6	50 MINUTES

TIPS FOR PARENTS

- *You will receive a spare copy of your child's timetable on the first day in September. Stick this somewhere prominent such as the fridge or the inside of a kitchen unit.*
- *Test your child regularly until they know their timetable by heart.*
- *Be aware of the days that will require specialist equipment, e.g. PE, Food Technology, etc.*
- *Refer to the school map in the Pupil Planner. Talk to your child about how they get from one class to another.*

- *Ask which teachers they have. It helps to know who teaches what.*
- *Reassure your child that it is normal to get lost in the first few weeks. Many of the new staff do! Teachers are very understanding of this problem.*

LUNCHTIMES

All pupils stay on site during lunchtime. There is plenty of choice for pupils, but those who wish to may bring a packed lunch.

Any pupil who leaves the school site without permission will be dealt with following the schools sanction criteria and parents will be informed. The main dining hall offers a selection of hot meals and sandwiches. The Diner and Pod provide a variety of hot snacks.

Pupils may eat their packed lunches in the dining hall, the Jackson building, picnic areas around the school site or a number of classrooms that are supervised by teachers. We also strongly encourage all pupils to sit when eating.

The school operates a 'Cashless Catering' system, all the details for which you have received already.

As you can imagine, lunchtimes represent one of the biggest changes for Year 7 pupils and as a result, they are escorted to lunch earlier than the rest of the school for the first few weeks.

TIPS FOR PARENTS

- *Talk to your child about what they are eating on a regular basis. With the novelty and variety of such a new system, you need to be happy that they are eating a diet to your satisfaction.*
- *When the Year 7 lunchtime re-joins the rest of the school after the first few weeks, it is reasonable at first that your child may have to wait for a longer period. Discuss this with your child.*
- *If your child wants to buy snacks before school or at break time, they will only be able to do so with the fingerprint account. Try to agree on how much they can spend at these times and the sort of food you are happy for them to eat.*
- *If you suspect that your child is not eating to your satisfaction you can request a printout of their daily transactions. It may be in your interest to remind your child of this regularly!*

SCHOOL UNIFORM

We hope that parents will understand the reasons which underlie school clothing regulations, and we welcome your co-operation in seeing that they are observed. It is important that children should accustom themselves to being tidy, well groomed and suitably dressed for school.

We believe that we must continue to present a good image both inside and outside the school and although our rules may seem strict, they help us to create the appropriate learning environment and maintain our excellent reputation.

The compulsory school uniform consists of:

BOYS:

Blazer *	Burgundy with school badge
Jumper*	Grey long sleeve or slip over (optional)
Trousers	Black tailored/loose fit (not canvas or slim fit)
Shirt	White
Tie *	School colours
Socks	Dark colours
Shoes	Plain black only (No boots or trainers/trainer style)

GIRLS:

Blazer *	Burgundy with school badge
Jumper*	Grey long sleeve or slip over (optional)
Skirt *	Black pleated skirt
Trousers *	Tailored Black (burgundy trim)
Blouse	White
Tie *	School colours
Socks	Black or plain black opaque tights in winter
Shoes	Plain black only (no bows or accessories), flat heeled (No boots or trainers)

Items marked with an asterix (*) can only be purchased from the official school suppliers – John McHugh, Stretford Mall or Petite Modes, Tatton Road, Sale.

TIPS FOR PARENTS

- *Please be aware that uniform really matters to us. We have been accused of being too fussy. We are actually quite proud of this.*
- *Familiarise yourself with the above requirements and refer to them as necessary with your child. Pupils will often try to convince parents that a variant of the uniform is actually “allowed”.*
- *Girls’ skirts and trousers always cause us the most problems. It is for this reason that we have added these items to those, which can **only** be purchased from the official school suppliers. They are exclusive to Ashton on Mersey School. **Skirts must be no shorter than 5cm above the knee cap.***
- *Boots, trainers and platform shoes are not allowed. If, for some medical reason, a child cannot wear shoes for a temporary period then he/she may be allowed to wear a pair of completely black trainers **on the production of a doctor’s note.***
- *Name everything. Having paid a lot of money to send your child off to secondary school it is extremely frustrating to see things disappear. Give us the best chance of recovering these items. A marker pen on a label will suffice.*
- *Have spares of essentials, particularly a tie. For the price, it will save your child the worry of being questioned by every member of staff they pass.*

PERSONAL APPEARANCE

Personal appearance is a matter of pride. Whilst we are aware of current fashions and the impact of peer pressure, we expect all of our pupils to present themselves in a smart and respectful manner.

Make up is not allowed. Extreme hairstyles are not in keeping with our good standard of appearance. Judging whether a haircut is acceptable or not is a subjective and difficult task, however, we are firm in our opinion that haircuts should not be 'extreme'. The most obvious example is the shaving of the whole head. As a general rule, we do not allow less than a 'number 3'. Haircuts with a 'step', shaving the sides of the head, long, unkempt or spiky hairstyles are not acceptable in this school. Hair longer than the shoulders must be tied back at all times.

- Jewellery is not allowed. Pupils may wear a watch.
- Ties must be worn to the top button.
- Shirts must be tucked in at all times.
- 'Hoodies' are not permissible in school. Any coat/jacket must be removed before entering the buildings.

TIPS FOR PARENTS

- *Explain the importance of their appearance for school. For example, discuss the fact that **you** may have an obligation to meet certain requirements for your work.*
- *At this time, many children have their ears pierced. Be aware that **any** form of earrings are not permissible so ensure that piercings are done early in the holidays so that earrings can be removed.*
- *Similarly, any 'summer' haircuts have had time to grow back to an acceptable length.*
- *Give them the once over each morning on departure. They will get it again on arrival!*

ESSENTIAL EQUIPMENT

We would be most obliged if the following essential equipment could be provided. Although some items may be rather costly, they are for your child's benefit. A disproportionate amount of time may be wasted in lessons if a pupil has to borrow from a teacher or another pupil.

1. A good quality writing pen: either a fountain pen or a 'Berol' handwriting pen or roller-ball. Black ink is preferred, although blue is acceptable. Other colours e.g. red may be used for underlining or highlighting key words. A green pen is also needed for when pupils undertake self and peer assessment of their work.
2. At least one pencil, an eraser or rubber, a sharpener and a short ruler, which will fit inside a pencil case and/or long ruler.
3. Coloured pencil crayons for use in exercise books. Felt tipped pens are not allowed except for display/poster work.
4. As pupils will have to carry equipment around with them:
 1. An appropriately sized pencil case to store pens etc. must be provided.
 2. A practically sized bag will be needed for books, PE kit etc.
 3. A plastic bag (e.g. a carrier bag) is helpful for protecting books from wet kit and the risk of spilt drinks etc.
5. Specialist subjects may need additional equipment. e.g. Maths - protractor, compasses, set square etc. See also following page.

In addition to the essential equipment mentioned, we also advise pupils to be provided with a few additional items, which will help them in many lessons.

- A Pocket English Dictionary - useful in all subjects and not just English.
- A Pocket Spanish Dictionary for their modern foreign language lessons.
- A calculator may be needed for Science and Mathematics as your child progresses through the school.

TIPS FOR PARENTS

- *Build up a back-up supply of everything at home. You will be amazed how often children misplace equipment.*
- *Encourage the routine of 'emptying the bag' each night and preparing for the following day immediately.*
- *Refer to the timetable initially as a checklist for equipment until it has been learnt by heart.*
- *Initially, do this with your child but even when they become independent of you, do 'spot checks' every so often.*

SPECIALIST SUBJECTS

TECHNOLOGY EQUIPMENT

An apron to protect clothing during practical activities, Pyrex dishes plates etc. A tin or bag (not plastic) in which to carry home cooked items. You will be advised of exact requirements from week to week.

PHYSICAL EDUCATION KIT

You can purchase your child's Physical Education kit with the uniform from the same suppliers. **All sports tops must be embroidered with your child's name (the suppliers will do this for you at an additional cost).**

Boys:	Inside	Black and maroon polo shirt with school motif, black shorts, black football socks and trainers.
	Outside	Rugby top with school motif, black shorts, black football socks, trainers or boots.
Girls:	Inside	Black and maroon polo shirt with school motif, black shorts or black cycling shorts, black football socks, trainers.
	Outside	Black fleece with school motif, black shorts or black cycling shorts, black football socks, trainers or boots.

TIPS FOR PARENTS

- *This is probably one of your biggest areas of concern. Countless number of pupils forget and/or misplace their PE kit.*
- *Be wary of your child telling you it has been 'stolen'. Experience tells us that **invariably** they have left it behind or got it mixed up, and know that you will be annoyed due to the expense involved.*
- *Sports tops must be **embroidered** all other kit **must be labelled**, including socks.*
- *If your child suffers from asthma they **must** bring their inhaler to every PE lesson and hand it to their teacher who will return it after the lesson.*
- *Encourage your child to place every item of PE kit in their bags as they change, and not to 'spread out' in an already crowded changing room.*
- *Tell your child to return to the PE area at the earliest possible opportunity to retrieve lost items and not leave it until the next PE lesson.*
- *Your child should ask PE staff if they could look through the 'PE Lost Property Store'. **This is only effective if items are labelled and misplaced during PE lessons or extra-curricular activities.***
- *Discourage your child from bringing valuables into school. They **will** be collected at the start of each lesson but it is best if they carry nothing of value, particularly on PE days.*

ATTENDANCE AND PUNCTUALITY

Children should be in the playground five minutes before the commencement of morning registration at the latest. The school cannot accept responsibility for children who arrive before this time unless they are involved in extra-curricular activities.

In an effort to account for absences, it is our policy to either text or telephone, parents on the first day of a pupil's absence. This system is a genuine attempt to stop truancy and prevent children being at risk by wandering the streets without their parents' knowledge. A telephone message on the first day of a pupil's absence is appreciated and will prevent us from contacting you at home or at work. Your child should also bring a note of explanation for his or her form teacher on returning to school.

No responsibility can be accepted for any pupil who leaves the school premises in defiance of this rule.

MEDICAL APPOINTMENTS

If possible, all appointments should be arranged out of school hours to ensure minimum disruption to your child's education. When appointments have to be made in school hours a note asking for release must be sent to the form tutor in advance.

TIPS FOR PARENTS

- *Be aware that we regard attendance as the single most important factor in your child's academic progress.*
- *Strongly encourage your child to attend even if they are feeling slightly off-colour in the morning. Most recover significantly during the day.*
- *You know your child best. If you suspect that, a recurring "illness" or affliction may be an attempt to avoid a problem at school, **tell us and enlist our support.***
- *Look out for patterns of absence.*

Mrs Evans, our Attendance Officer, may contact you from time to time should she feel that your child's attendance is a cause for concern. Please do not feel defensive about this. There are often genuine reasons that you may or may not be able to control. Discuss these with us and allow us to share our expertise and available resources.

HOMEWORK

The amount of homework given is graded according to the position of the pupil in the school. For the first three years, homework should not exceed one hour per night.

Reading Book

The importance of personal and independent reading is essential in developing the literacy skills of our pupils. Where reading is timetabled pupils should do 30 minutes reading from a book of their choice from home or the school library.

Homework

Maths will be set twice a week, English will be set once a week and there will be three reading sessions of 30 minutes. Science, Technology, Humanities, Spanish or French will be set once a week. RE, ICT, Art, Drama, Music will be set once every two weeks. Drama, Music and Art are taught in form groups, therefore will be set on the day they have the lesson.

Pupils homework is set using the Satchel One App, your child will be given a 'Pupil PIN' and a separate 'Parent PIN' during the first week to allow you to log on and receive notifications of your child's homework.

A pupil planner is issued to help improve communications between home and school.

TIPS FOR PARENTS

- *Early in September, your child will receive a copy of their homework timetable. Display this where you can both access it.*
- *Agree (rather than enforce) a routine for homework from the outset. Without one, life could become a constant 'nag'. Extreme as it may seem, **record this agreement** on the homework timetable and both sign it. A very useful reference for potential future fall-outs!*
- *Most teachers and parents feel that after a short break and snack when your child returns home from school is the best time.*
- *As a general guide, pupils should spend up to 1 hour per night on homework.*
- *Be prepared to be available for support until the routine is established.*
- *Check the planner regularly to ensure that homework is being recorded. Check also for any teachers' comments about homework. **Signing this each week is expected of you.***
- *Encourage your child to do the homework on the day set, rather than the day before it is due. If this proves impractical, set up some form of 'office in-tray' in a safe but accessible place. Teach your child to stack work with the nearest due date from the top.*
- *Provide a folder/wallet for completed homework to be returned to school.*
- *Share any concerns with us as soon as they arise. Let teachers know if your child had genuine difficulties. Don't let them struggle on beyond the agreed time*

EXTRA-CURRICULAR ACTIVITIES

At Ashton on Mersey School, we are extremely proud of the opportunities that we offer, whether this is part of our curriculum or through the wide range of activities, clubs, practices, courses, fixtures, trips and residential experiences available to all pupils. It is testimony to the effort, commitment and goodwill of so many staff that we can provide such a wide range of extra-curricular activities on a regular basis.

Each one of our pupils has abilities and talents that we are not always able to expose or extend in day-to-day lessons. We believe that children should be actively involving themselves in at least one voluntary activity during the school week. It is no surprise to us that, year upon year; our most successful pupils are amongst those who fully immerse themselves in school life.

TIPS FOR PARENTS

- *Point your child in the direction of their strengths to see what extra-curricular activities are available. Bear in mind that there is likely to be a wider selection than in primary school.*
- *Encourage your child to take the advice of staff who will be directing them towards particular areas of strength.*
- *Obtain a copy of the different departments' Extra-Curricular Programmes', which will be available early in September.*
- *Discuss your child's options. Encourage them to involve themselves as fully as possible.*
- *Once involved, check that they attend regularly. From experience, some pupils become apathetic or allow friends to influence their participation.*
- *Make sure that your child takes responsibility to inform you when they will be home late because of extra-curricular involvement.*

REWARDS

Good work, behaviour and regular attendance are recognised through our 'Reward System'. 'Dimes' and 'Dollars' are awarded in all lessons and collected in pupils' planners. Ten 'Dimes' can be exchanged for the 'Ashton Dollar' which in turn can be used to 'purchase' a selection of prizes and rewards.

'Praise Postcards' are sent directly to parents by class teachers or form tutors for outstanding contributions made by pupils.

Monthly rewards are given throughout the year for attendance. There is a yearly prize draw with all bronze, silver and gold pupils being entered. The winners receive Trafford Centre Gift Vouchers to a significant value.

All pupils will be eligible for end of term rewards activities or trips should their attitude to work and learning be positive.

TIPS FOR PARENTS

- *Encourage your child to share their successes and achievements with you. As pupils get older, they appear to become embarrassed with such praise (they seem 'too cool'). We need to break down these barriers.*
- *Consider developing your own reward systems to complement ours. Do not feel that monetary rewards are necessarily cynical. You will know what your child values. If it works...*
- *Help us to develop a 'success culture', which boosts self-esteem and develops confidence.*

OUR VALUES

Our school values help us to shape how we would expect all of our pupils to behave on a daily basis both at Ashton on Mersey school and also within the local community.

The behaviours that we want and behaviours that we won't accept have been shaped by our pupils.

ASHTON ON MERSEY SCHOOL VALUES



Behaviours we want



Behaviours we won't accept

Ambition



We strive to be the best we can be

We adopt a positive attitude to learning

We recognise that setbacks are part of the journey to success

Compassion



We are selfless

We have empathy

We show care and support for the wider community

Equality



We welcome and accept everyone

We celebrate diversity

We give a voice to individuality

Integrity



We are truthful

We believe in justice and have moral purpose

We take ownership of our mistakes

Respect



We respect everyone in our community

We respect everyone's right to learn

We respect the power of language

Resilience



We have a growth mindset

We are committed to overcoming challenges and obstacles

We keep trying

A careless attitude to work and life

A lack of personal pride

Selfishness

Ignorance

Prejudice

Discrimination

Not taking responsibility

Dishonesty

Rudeness

Bad manners

Lack of effort

"Can't" or "Won't"



THE DEAN TRUST
Ashton on Mersey School

DISCIPLINE AND SANCTIONS

The policy is to operate the normal school sanctions including detentions after school. A full list of sanctions is available from the school.

Children who blatantly disregard the school values or behave in an anti-social manner could be temporarily or permanently excluded from the school in accordance with the procedure formulated by the Governing Body and agreed by the Secretary of State. In such cases, parents would be kept fully informed and involved.

A serious view is taken of any anti-social behaviour committed by our pupils on the way to or from school. We will always respond to information from pupils, parents and our neighbours about incidents that involve our pupils.

We believe that the standards of behaviour expected in school are exactly those that are expected by parents in their homes. We firmly believe that a strong partnership forged between parents and teachers can overcome most behavioural problems. We expect decisions made in school to receive full parental support.

Sanctions

In accordance with our Ashton Mersey school values parents will always be kept informed of serious and other regular patterns of misbehaviour.

- A. Sanctions taken against those pupils who commit minor acts of misbehaviour
- 30 minutes after school detention on the day of the incident.
 - Placing the pupil on report (often used as an incentive rather than 'punishment')
 - Temporary exclusion/withdrawal from certain classes.
- B. Sanctions taken against those pupils who commit serious acts of anti-social behaviour
Examples of conduct which may lead to a fixed term exclusion, internal isolation or transfer to partner school:
- Fighting
 - Bullying – physical or verbal abuse, cyber bullying, including teasing at the expense of another pupil
 - Wilful Vandalism – to school property or property of a pupil or member of staff including deliberately setting off the fire alarm
 - Theft – of any property of pupils, staff or school
 - Repeated Disruptive Behaviour – which leads to the teacher having to spend a disproportional amount of time with one pupil at the expense of others
 - Racist or homophobic comments directed at pupils or staff
- C. Examples of misbehaviour that may lead to immediate permanent exclusion:
- One or more of the previous incidents which is deemed premeditated or deliberate or ignoring direct instructions to desist
 - One or more of the previous incidents after a fixed term exclusion
 - When a pupil is in breach of a 'contract' which has been approved by the pupil's parents
 - On an occasion when any one act of misbehaviour is deemed to be too serious to be dealt with by any other sanction
 - Deliberate and unprovoked physical attacks or assault on a member of staff or another pupil
 - Use or distribution of illegal drugs, substances or alcohol on school premises

RESPONSE TO COMPLAINTS

Although we receive very few, if you have a complaint or a concern - do not keep it to yourself. Please let us know.

The appropriate Head of Year, Assistant Headteacher or other senior member of staff, will deal with all complaints within 24 hours.

We aim to answer all letters and emails within 24 hours.

Appointments will be made to suit your convenience.

The telephone is staffed between 8.00 a.m. and 5.00 p.m.

The Headteacher is pleased to discuss with parents any criticisms of the school. If problems remain unresolved, there is a documented procedure, available to parents, to deal with such complaints.

TIPS FOR PARENTS

- *Our mission is 'Together, we can be the best we can be'.*
- *We feel that we are, at all times, on the same side, and would like to believe that you share this opinion.*
- *We recognise that we will make mistakes from time to time, although perhaps not as many as pupils will have you believe.*

If you require any further information, please do not hesitate to contact the school via telephone or email.

Email: admissions@aom.trafford.sch.uk

Telephone No. 0161 973 1179

Don't forget the Year 7 Transition page on the school website and the Year 7 Twitter feed; @Year7Aom