

# **PARENT / CARER & PUPIL HANDBOOK**



# Welcome to All Saints CE Academy!



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**Our Vision** 

**Act wisely**

**Build community**

**Help others**

*Matthew 7: 12*  
So in everything, do to others what you would have them do to you

**Our Values** 

**Wisdom**      **Kindness**

**Community**      **Responsibility**

**Sustainability**

**High Expectations**

lead to

**High Achievers**





**Remember!** 

**Ready**      **Respect**



**Safe**      **THE GOLDEN RULE:**  
*Treat others the same way you want them to treat you*

## ALL SAINTS CE ACADEMY MAIN CONTACT INFORMATION


### PRINCIPAL : MR JOHN CORNISH

	Address	<b>Sunnyside Road, Wyke Regis, Weymouth, Dorset, DT4 9BJ</b>
	Main Telephone	<b>01305 783391</b>
	Email Address	<a href="mailto:office@allsaints-academy.co.uk"><b>office@allsaints-academy.co.uk</b></a>
	Website	<a href="https://www.allsaints-academy.co.uk/"><b>https://www.allsaints-academy.co.uk/</b></a>

### ABSENCE REPORTING

	Telephone No	<b>01305 830650</b>
	Email Address	<a href="mailto:absence@allsaints-academy.co.uk"><b>absence@allsaints-academy.co.uk</b></a>

### SAFEGUARDING TEAM

	Email Address	<a href="mailto:Safeguarding_Team@allsaints-academy.co.uk"><b>Safeguarding_Team@allsaints-academy.co.uk</b></a> <small>(underscore between safeguarding and Team)</small>
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### SOCIAL MEDIA

	<a href="https://www.facebook.com/AllSaintsChurchofEnglandSchool/"><b>https://www.facebook.com/AllSaintsChurchofEnglandSchool/</b></a>
	<a href="https://www.instagram.com/AllSaints_Wyke/"><b>https://www.instagram.com/AllSaints_Wyke/</b></a>
	<a href="https://www.youtube.com/user/Allsaintscofeschool/feed"><b>https://www.youtube.com/user/Allsaintscofeschool/feed</b></a>
	<a href="https://twitter.com/AllSaints_Wyke"><b>https://twitter.com/AllSaints_Wyke</b></a>



## INTRODUCTION – WELCOME

Welcome to All Saints CE Academy, where our vision is to Act Wisely, Build Community and Help Others. Our vision is rooted in the Church of England principle of “Deeply Christian, For the Common Good” and is central to every aspect of our work. By living our vision out day to day, we believe every pupil and member of staff will flourish as they discover and share their unique talents and abilities.



We hope that your child will make the most of all the opportunities they have during their time with us, whether their main interests are academic, sporting, artistic, musical, or practical.

Parents / carers have a crucial contribution to make if their children are to get the most out of the years they spend with us. We hope that you will support us in our efforts by taking a close interest in your child's progress and school life. We also hope that you will embrace the essential partnership between school and home to help maintain high standards of learning, behaviour, and personal presentation.

This booklet cannot tell you every single detail about our academy, but the following pages contain important information and advice which will act as an introduction to the All Saints' way of doing things and hopefully answer your initial questions.

Please also use our website to keep up to date with information:

<https://www.allsaints-academy.co.uk/>

After the initial introductory details, this booklet is organized as an A to Z guide.

This Handbook is reviewed and revised regularly and can be referred at any time via our website:

<https://www.allsaints-academy.co.uk/download/parent-carer-pupil-handbook/>

## INTRODUCTION – SCHOOL TIMES

<b>DAILY SCHEDULE</b>	
The School Office is open at the following times: 08:30am - 16:00pm Monday to Thursday 08:30am-15:30pm on Friday	
08.25am	Morning Bell
08:30am	Tutor Time
09:00am	Lesson 1 (inc. AM Registration)
09:50am	Lesson 2
10:40am	Break
11.00am	Lesson 3
11:50pm	Lesson 4
12:40pm	Lunch
13:20pm	Lesson 5 (inc. PM Registration)
14:10pm	Lesson 6
<b>15.00pm</b>	<b>End of School</b>

Pedestrian gates open from 8am. Pupils are not supervised until 8:25 and must not enter the building before 8:30am. Pedestrian gates close at 5pm (later if there are visits/late clubs etc).

## INTRODUCTION – STARTING AT ALL SAINTS

On admission, children are placed in a Tutor Group with a Tutor, who they see daily and who is responsible for their general welfare. The tutor is the first point of contact for concerns and questions that you or your child may have. The work of the tutors will be coordinated by the Head of Year.





As with all secondary schools, pupils will be taught by several different teachers and will move around the school and often be taught in specialist rooms. We will do our best to see that each child's needs are fully considered as they join the community at All Saints.





A strong link between home and school is vital to ensure that your child is successful and well cared for during their time at All Saints. We always endeavour to keep you informed of your child's progress, not only when they are doing well but also if things don't go quite to plan.

**Please note: We only use your child's legal name which you must complete on the New Starter Information Form (green form or online).**






**SENIOR LEADERSHIP TEAM**

<p>Mr Cornish</p> 	<p>Principal</p>
<p>Mrs Jeanes</p> 	<p>Vice Principal Inclusion <i>SENDCO</i></p>
<p>Mr Purkis</p> 	<p>Vice Principal Attendance, Behaviour &amp; Safeguarding <i>Designated Safeguarding Lead</i></p>
<p>Mr Oxborrow</p> 	<p>Vice Principal Standards</p>

<p>Mrs Roberts</p> 	<p>Assistant Vice Principal Teaching &amp; Learning &amp; Initial Teacher Training</p>
<p>Miss Bligh</p> 	<p>Assistant Vice Principal Personal Development</p>
<p>Mr Twigg</p> 	<p>Assistant Vice Principal Behaviour <i>Anti-Bullying Staff Champion</i></p>
<p>Mr McConnell</p> 	<p>Assistant Vice Principal Attendance</p>

## **HEADS OF YEAR**

Heads of Year are responsible for the pastoral care of the pupils in their year group. This means that behaviour, safeguarding and attendance issues all come under their remit. The Head of Year will work closely with the Tutor Team and will get to know parents/carers and pupils during their time at the Academy.



Miss Ward 	Head of Year 7
Mr McConnell	Head of Year 8 - Interim
Mrs Prior 	Head of Year 9
Mr Gunning 	Head of Year 10
Mr Twigg (AVP) & Assistant Head	Head of Year 11 Team

## **WELLBEING TEAM**

Our Well-Being Team supports all children but especially those who experience social and emotional difficulties or challenging life circumstances at any given point in time

This service can be accessed via referral through the Pastoral Team which is led by Mr Purkis and includes Mr Twigg, Mr McConnell and all of the Heads of Year

In addition, there is the 'Listening Ear' (a drop-in service) which is available to all pupils at break time and lunchtime if they feel the need to talk to someone about a worry or a concern.

<p>Mrs Dring</p> 	<p>Well-Being Team Leader Deputy Designated Safeguarding Lead</p>
<p>Mrs Llewellyn</p> 	<p>Emotional Literacy Support Deputy Designated Safeguarding Lead</p>

## ALL SAINTS A-Z

### ALL SAINTS CE ACADEMY – CORE VALUES

In addition to our vision “Act Wisely, Build Community, Help Others,” the core values of All Saints are central to our day to day work.

Our values provide a framework for the flourishing of all members of our community. When we live them out, we are able to fulfil our unique, God given potential. Our values underpin our vision and ethos. They are:

- **Wisdom**
- **Kindness**
- **Community**
- **Sustainability**
- **Responsibility**

Our values are reflected in our school scripture which is found in Matthew 7: 12 and encourages us “So in everything, do to others what you would have them do to you.”

For more information about our [vision, values & ethos](#), please visit our website.

### AMBITIONS ACADEMIES TRUST

All Saints CE Academy is part of [Ambitions Academies Trust](#), a multi academy trust based in Weymouth and Bournemouth, Christchurch and Poole.

Ambitions Academies Trust provides strong and effective leadership and support for all our settings. The Trust structure ensures that the Quality of Education is the best it can be. This is achieved through a robust monitoring programme. The framework and structure which ensure finance, estates and HR support each of the settings on their journey to Outstanding are also well embedded.

The CEO, Fay MacRitchie, is always available if parents/carers want to seek any more information about any of our settings, or to know more about the Trust. Either call or email to arrange this.

All AAT settings also have a strong and effective governance structure. The Trust scheme of delegation details how each function of the Trust is delegated to either the Executive team, Members, Trust Board or the Academy Advisory Committees.

## ATTENDANCE & ABSENCE

Regular and punctual attendance is the legally responsibility of all parents/carers. There are well documented studies that show that good attendance is the main indicator of success in school. Put simply: if pupils attend, they achieve! **Our aim is for every pupil to have an attendance rate of 97% or above.**

Please ring the [absence line \(01305 830650\)](tel:01305830650) or email [absence@allsaints-academy.co.uk](mailto:absence@allsaints-academy.co.uk) on the morning of every day of absence.

**Attendance Lead:** Mr McConnell  
**Attendance Administrator :** Mrs Spray  
**Family Liaison Officer (FLO):** Mrs Dennis

Our Attendance Administrator and Family Liaison Officer support pupils and their parents/carers with attendance. We must have the support of parents/carers to improve attendance at school. Thank you in advance for ensuring your child arrives on time each day and for encouraging them when they find things difficult or are feeling a little below par.

If your child has 100% attendance, this is fantastic! We will reward pupils who achieve this. If your child has an attendance of 97% or above, this is also a very strong attendance rate and we will reward pupils who can sustain this. We reward good attendance with certificates, badges, vouchers and rewards visits!

If you need to talk to us about your child's attendance, please contact Mrs Spray in the first instance via the absence contact details above. Where necessary, other staff, for example your child's tutor or Head of Year may support you. If your child has medical needs, relevant staff will contact you to discuss these and any regular medication requirements.

Clearly, if pupils are unwell, we will authorise absence for genuine, medical reasons. Children required to attend medical, dental or other appointments should bring a written note of explanation from their parent/carer, and their appointment card/letter. Whenever possible, appointments should be made out of school time otherwise a lot of valuable learning time can be lost. When this is not possible, children should return to school as soon as possible. If your child has not been reported as absent we will contact you. Absences not confirmed by a letter, phone call or email will be unauthorised after 2 weeks.

NHS Advice on children attending school:  
[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Our approach will always be to engage with parents/carers about problems leading to low attendance and offer support to help get pupils into school. Our attendance policy can be found in the policies section on our website: <https://www.allsaints-academy.co.uk/document-zone/policies-statutory-information/>

There are key times when any absence from school should be avoided, e.g. Medical appointments, etc. during examination weeks and the entire GCSE course. Check the school website or with the Head of Year well in advance.

**Children arriving late, leaving or returning to school at any point during the school day are required to sign In/Out at the Main Office.**

Based on attendance figures your child will be placed in one of the following groups. Support interventions and actions will be put in place, as necessary:

Group	Attendance %	Days Lost	Lessons Missed	Risk	Academy Actions
1	100%	0 Days	0	No Concern	Praise and Rewards
	97%+	1 Week	25	Some Concern	
2	95%+	1.5 Weeks	37.5	Concern	Communication with home and FLO support
3	93%	2 Weeks	50	Risk of Underachievement	6 Week monitoring. FLO and HoY support
4	90%	4 Weeks	100	Severe Risk of Underachievement	Support meetings arranged. LA invited if continuing
5	85%	6 Weeks	150	Extreme Risk of Underachievement	Support continues.
5	80%	8 Weeks	200		Warning or Fixed Penalty Notice could be issued.

### **HOLIDAYS IN TERM TIME**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

We do not encourage any interruption to academic progress. Parents/carers who wish to apply for their child to be absent during term time must complete an official request available from the website or from Mrs Spray, stating clearly why the absence is **unavoidable**. Permission is unlikely to be granted except in extreme circumstances. Pupils have 13 weeks holiday per year, so any family holidays/avoidable absences should be planned at these times.

## BOOKS AND EQUIPMENT

Exercise books, work folders and textbooks are provided by the school. Exercise books and folders must be kept neat and tidy and pupils must not write or highlight in textbooks provided by the school.

Pupils will be given a planner which they must bring to school every day. Parents/carers must check the pupil planner regularly and should sign to say they have looked at it each week.

### **Equipment pupils must have everyday:**

The clear pencil case will need a minimum of:

- 2 or more black and blue pens for written work
- 2 purple pens for Reflect & Improve work
- 2 or more pencils
- A Scientific Calculator
- A ruler, at least 15cm and in good condition
- A rubber
- A highlighter pen
- A protractor and compass
- A pencil sharpener
- A reading book
- 

Pupils may also have coloured pencils or pens for more detailed diagrams.

Clear pencil cases should be marked with the pupil's name. Pupils are responsible for their own basic equipment and should be encouraged to take care of their property. In instances of consistently missing equipment (pens, pencils, planners) we will charge parents/carers on sQuid for any provided. Should there be outstanding amounts due, pupils may not be allowed on rewards visits.

Stationery is available from the school shop open at the beginning of the day and during break. A pack can be purchased for £3, or items may be available priced individually.



### **CLUBS**

There is a host of clubs and activities whether they are language based, sporting, musical or otherwise available to pupils during lunchtimes and outside school time. Please see our website / social media feeds for more information!

Announcements and notices to pupils are given with more details during tutor time and or during assemblies. Please encourage your child to participate in something in which they have shown an interest.

### **SCHOOL COUNCIL**

Our School Council is a way for pupils to share their voice and pass on information to the Senior Leadership Team to look at ways we can improve and support pupil experience at the school.

Two pupils from each year group are elected to attend meetings during the year. They ask questions and offer ideas of their own or those of the year group. Please encourage your child to participate either as a representative directly or by engaging with the representatives. We are very interested to hear what is going well and what is not from a pupil perspective so that our continuous school improvement work is supported.

### **ANTI-BULLYING**

Mr Twigg is the staff champion who leads our Anti-bullying work. Pupils have been trained by the Diana Anti Bullying Award and offer support to one another. They work with their peers to promote healthy relationships, respect and community around school. We want all of our pupils to be happy and safe in school and do not tolerate bullying of any form.

### **PUPIL LEADERSHIP**

In Year 10 we hold pupil elections to vote for two Head Pupils for Year 11. Pupils will learn how an election works and they get to vote for the pupils they think will best lead the pupil body for the year.

Pupils can apply to be prefects and, if selected, will be involved in various tasks, activities and duties around school to support their peers. They may be mentors and guides and a friendly face for pupils.

### **ADDITIONALLY...**

There will be many other groups and clubs that pupils will be invited to attend. Please encourage them to engage in some or all of these; it is part of encouraging them to "build community" and live life to the full.

## COLLECTIVE WORSHIP, ASSEMBLIES AND COMMUNION



Throughout the year, Collective Worship, Year Assemblies and Communions will be held on a regular basis for pupils.

These are led by local clergy, our Youth Worker and pupils themselves.

## CONTACT : ACADEMY TO PARENTS/CARERS

The majority of our contact is via email. Do however ensure you check with your children as occasionally letters, photographs, messages may be sent home with your child. Newsletters are e-mailed termly to parents/carers.

Any pupil-parent-carer contact must be made via the office, not via pupils' mobile phones.

Please ensure your details are up to date. To make changes please contact Mrs Lewendon : 01305 830601 or [mrslewendon@allsaints-academy.co.uk](mailto:mrslewendon@allsaints-academy.co.uk).

## CONTACT : PARENTS / CARERS WITH STAFF

We are always pleased to liaise with Parents/carers on **any** matter relating to the welfare or progress of pupils.

If the matter is relating to pastoral care, please contact the tutor and if the matter is subject specific, contacting the subject teacher is advised. Should the matter encompass both please ask for contact with the Head of Year. You may also make contact via the main office. If the matter is related to safeguarding or is otherwise urgent please alert the member of staff when you make contact.

Meetings with staff are **strictly by appointment**. Please do not arrive without an appointment as Staff and Senior Leaders are usually unavailable during the day as they are teaching, supporting pupils or have pre-arranged appointments.

If you attend a meeting please sign in at the office and wait to be collected by the relevant member of staff. Please remember to sign out when you leave.

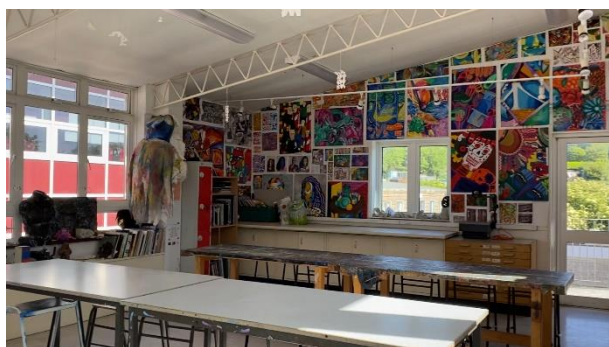
# CURRICULUM

<https://www.allsaints-academy.co.uk/academy-information/curriculum/>

Our Key Stage 3 curriculum lasts for three years and includes English, Mathematics, Religious Education, Science, History, Geography, Modern Foreign Languages, Music, Drama, Art, PE, Technology, and ICT Technology. In Year 9 pupils follow four chosen creative options.

All pupils follow a programme of PSHE called Learning for Life. Pupils develop the knowledge, skills and attributes to help manage their lives, now and in the future and helps them to stay healthy, safe and prepared for life and work in modern times. We will keep you advised of the topics covered.

Our KS4 curriculum begins in Year 10. Parents/carers and pupils will be provided with full information in regard to option choices during in Year 9. These options will be studied alongside core subjects of English, Maths and Science and RE.



Art



Learning Resource Centre



ICT



Food and Nutrition



Technology & Engineering



Drama & Performing Arts

## EMERGENCY CLOSURE OF SCHOOLS

For a variety of reasons, occasions may arise, especially in winter time, when it is necessary to close the School. You will be asked to complete a section on the New Starter Form about the action we and your child should take in the event of such an emergency. Please return the form and **ensure that your child knows what he or she should do** in such event.

We will only give out information about school closure via official channels. The school website and social media feeds, Dorset for you website [www.dorsetforyou.com](http://www.dorsetforyou.com), The Trust website <https://www.ambitions-academies.co.uk/> or local radio - Wessex FM (97.2) (96 for the Bridport area) and 2CR (FM 102.3) will give information about school closures and re-openings. Parents/carers are urged **NOT** to contact the stations directly but to look at the website and listen to the radio.

## FREE SCHOOL MEALS

Applications for free school meals may be made to Dorset Council on-line: <https://www.dorsetcouncil.gov.uk/-/free-school-meals>. If you do not have access to apply online please call 01305 221090.

If your child is eligible for free school meals, please re-register, as above, when your child starts at All Saints. Dorset Council will also email us if you are entitled to Free Meals. Please do this even if you do not intend for your child to take the meal as Pupil Premium funding the academy receives will support your child in their learning. If your child is entitled to Free School Meals and you need help with uniform costs (granted twice over the course of 5 years) please write to the school or email [office@allsaints-academy.co.uk](mailto:office@allsaints-academy.co.uk) to confirm you require this support. We will provide a voucher for you to use in this regard.

## GOVERNANCE

Governor meetings are held regularly at the School. Governors work closely with senior leaders from Ambitions Academies Trust to support and challenge the Principal and the Senior Leadership Team.

Once approved by the Governors, the minutes of these meetings are available for parents/carers on request from the Clerk to Governors. You can find out more about our Governors on our website:

<https://www.allsaints-academy.co.uk/academy-information/governance-academy-advisory-committee/>

## HOME SCHOOL AGREEMENT

All parents/carers and pupils are required to sign the All Saints Home / Academy Agreement at the start of a pupil's time in the school.

This is included in the New Starter Information which we collect from you.

## HOME LEARNING

It is our policy that all pupils supplement their classwork with home learning; the type and amount depends on the pupils' age, ability and the individual course followed.

This is an essential part of the teaching & learning process and we ask for parent/carer co-operation checking and signing pupil planners each week.

A homework club runs after school in the Learning Resources Centre Monday to Thursday, 3:15pm until 4:30pm. The club is supervised by a member of staff who is able to help pupils with their work.

Home Learning will be set using a range of online learning platforms including Satchel One, EduLink, Microsoft Teams, Sparx Maths and others.



## ILLNESS & INJURY

**This section relates to injury and illness whilst in school and the information we require from parents/carers to support your child(ren). Please see the Attendance and Absence for notifying the school of a child's absence.**

**In emergencies it is vital that we can contact you quickly. You must keep us informed of any change to your details including mobile phone numbers.**

In the event of an emergency requiring an ambulance we will advise the first available contact only (and a Social Worker if involved), who should then liaise with other contacts as necessary.

If a pupil is taken ill or suffers an accidental injury at school, he / she will receive prompt attention as appropriate and one nominated contact will be advised as soon as possible, if necessary.

Our First Aid Lead is **Mr Harrop**.

Other members of staff are also trained in First Aid to support Mr Harrop on site and on trips. Mr Harrop or a member of the team will contact parents/carers if a child is injured/unwell and/or needs collecting from school. Pupils must not use their mobile phones to contact home if they feel unwell during the school day, but should go to Mr Harrop or the team for support.

Please ensure you complete the New Starter Information Form fully with at least 3 contacts, even if they are not local to the area.

Please also read the Wellbeing, Health and Medical Attention section.

## INTERNET POLICY

The school is well equipped with computers, which are an integral part of all pupils' learning. This includes access to the Internet. Before access can be permitted to the Internet pupils and parents/carers are required to sign the school's Internet Policy included in the New Starter Information Form.

Pupils will be given a school email address and access to Office 365 which will give them online access to all Microsoft applications inc. Word PowerPoint and MS Teams. We will run regular E-Safety events for parents/carers and pupils.

## LEARNING RESOURCES CENTRE (LRC)

As well as operating the Reading Scheme, we have a well-equipped Learning Resources Centre, which children may use. When children join the school, they are shown how to make the best use of this area and may borrow books from the library to take home.

We ask that you encourage your children to access the library as well as following the reading scheme, but please also remind them to return books by the due date or when they leave.

**Mrs Symes** runs our Learning Resources Centre

Pupils can attend Homework club after school until 4:30pm Monday to Thursday and Mrs Symes is on hand to help pupils.



## LUNCH-TIME ARRANGEMENTS



A cafeteria system is in operation, which offers a selection of hot meals, snacks, salads, sandwiches, desserts, fruit, drinks, etc. and is popular with our pupils.

The menu and prices vary from time to time but from September a meal deal is expected to cost approximately £3.00. Snacks and drinks are

also available at an additional cost at break and lunch times.

A cashless payment system operates in the canteen. A sQuid account needs to be activated for every child, parents/carers will be able to monitor what is purchased on the account. Those in receipt of Free School Meals should take the opportunity to purchase the meal deal which provides a balanced diet.



Please use your sQuid account to load your child's food account with money, there is a £4.50 standard limit on daily spend which can be adjusted up or down on an individual basis on request.

There are a number of seated areas inside and outside for pupils to spend social times and there are also designated areas for ball games.

If your child brings in a packed lunch, please label all food and drink containers with their name and tutor group.

If your child forgets their lunch or has no money on the sQuid Account, they should ask to phone home, via the finance office, to ask someone to resolve this. As a last resort the school will loan up to £3 to be paid back the next day. However, if there is any outstanding money due, we cannot loan additional money. If you do not wish us to loan your child money please advise the finance office.



Our Finance Officer is **Ms Makin** - [finance@allsaints-academy.co.uk](mailto:finance@allsaints-academy.co.uk).

There is water available for all children in the hall and canteen at break and lunch. Drinks brought to school should be in a reusable bottle.

Pupils are not allowed to leave the school site for lunch unless prior arrangements have been made for exceptional reasons. A request must be submitted in writing and be agreed with the Principal.

With so many children remaining on the school premises during the lunch break, a high standard of behaviour is expected. It may be necessary to ask parents/carers whose children have not adhered to our current Behaviour for Learning Policy to make alternative arrangements for their children during the lunch time.

**Glass bottles MUST NOT be brought to school for safety reasons.  
Fizzy drinks and energy drinks are not permitted.  
Sweets are not permitted.**

## **MOBILE PHONES, SMART WATCHES & PERSONAL EQUIPMENT**

**Our policy is that pupils can carry a mobile phone with them, but this must be switched off and away whilst they are on the premises: Phones must not be seen or heard during school time.** Any necessary contact to/from home must be made via the main office or medical office if unwell.

Mobile devices present a possible safeguarding risk due to unfiltered internet access, camera access and because they can be used for cyber bullying. This can have a detrimental effect on their performance in school. Please be aware of the age limits for accessing Apps and Social Media Platforms.

If pupils have their phones out or they go off, the phone will be confiscated to be collected at the end of the day and continual breaches of the rules will be dealt with as per the Behaviour for Learning Policy.

We have found some pupils genuinely struggling with how to safely manage their use of mobile phones and other similar technology. They are grateful when phones are removed as a source of distraction and they appreciate the need for education, information and advice about safe usage. If you need support in this area, please do contact the school and we will work with you and your child to put a plan in place with you.

Many games and apps can prove to be addictive and damage pupils' sleep patterns if used late at night and we encourage you to help your child manage their usage.

We regularly run information events for parents/carers about e-safety and will write to you with details when we do.

Please note smart/Apple watches must not be worn in school. Pupils should not bring any personal entertainment equipment into school.

Please be aware that we can never be held responsible for damage to or loss of mobile phones either at school or to/from school.

## MUSIC & PERFORMANCES

Instrumental tuition is available from visiting teachers, covering a broad spectrum of instruments. The cost of tuition varies. There are opportunities dependent on the instrument for pupils to take graded examinations. Families for whom there are financial difficulties should approach the school in confidence for support.

To make an enquiry about Music Tuition please visit our website – this is open to any pupil in any year group:

<https://www.allsaints-academy.co.uk/pupils/music-tuition/>

Or contact our Curriculum Leader for Music, Mr Lee at [mrlee@allsaints-academy.co.uk](mailto:mrlee@allsaints-academy.co.uk).

As these lessons take place during the school day, it is expected that the pupils concerned will make a contribution to the School by joining at least one musical club or activity, which take place during lunchtime or after school.

Please note the parent/carer is the employer of the music teacher, not the school. However, the school will ensure all relevant safeguarding checks are complete prior to provision being offered.

All Saints CE Academy Music, Drama and Performing Arts Departments encourage all pupils, not just those taking lessons or studying GCSE specific curriculum, to partake in a variety of opportunities to showcase their talent. Please encourage your child to join in these events, even if they are a little bit shy. We are sure they will enjoy the opportunity to perform individually or with peers and to entertain the school community and wider and this can be a skill that prepares and helps them later in life.

## PARENT SUPPORT GROUPS

### FRIENDS OF ALL SAINTS ACADEMY (FASA)



Parents/carers are invited to become "Friends of All Saints Academy", an association of parents/carers and others who have the interests of the school at heart.

FASA holds its Annual General Meeting early in the school year and elects a committee who plan a programme of events and activities. The pupils benefit enormously from the support of FASA.

Even if you do not join FASA please support them by joining in their events. We are sure that you will find a function or an event of interest during the year. FASA look forward to meeting you and will appreciate your support.

**If you are interested in joining or helping out at FASA please contact the Chair via [fasaweymouth@gmail.com](mailto:fasaweymouth@gmail.com).**

## PERSONAL PROPERTY

**All items** brought into school **must be named**. Pupils who have lost property should enquire at the School Office. We will send a note to collect via tutors if a named item is handed in; if it is not named and it is not identified and collected within a reasonable time unfortunately, as we don't have the space to keep everything, we reserve the right to dispose of the item as we feel fit.

Pupils should not bring more money to school than they need, nor should they bring valuable items into school, if they do so it is at their own risk. Money, if brought in, should be kept on the owner's person. Money for trips or equipment must be handed in to the finance office at the earliest opportunity. Items should never be left in unattended bags, cloakrooms, classrooms or changing rooms. For PE lessons pupils may ask to put items in their valuables box.

## PUPIL PLANNER

All pupils are issued with a planner to write down homework and to be used as a means of home/academy communication.

The planner contains lots of information to support pupils and a diary. Parents/carers are asked to check for messages and that pupils have completed homework. It should be signed weekly by parents/carers and the tutor.

Pupils must bring the Planner in every day and keep it in good condition. In exceptional circumstances replacement planners can be purchased from the school shop for between £3 and £5.

## PUPIL PREMIUM AND SERVICE PREMIUM

Pupil premium funding is additional funding that the school receives for pupils who are:

- Eligible for and in receipt of Free School Meals (extended during the Universal Credit rollout), or have been in the last 6 years, identified by the DfE
- Looked After Children

If your child is **eligible** for free school meals please re-register when your child starts at All Saints, even if your child brings a packed lunch in. Funding is given to schools by the Government for all pupils entitled to free school meals, and those who have been entitled at any time in the last 6 years. It is crucial that we have this information as it affects the way the school is funded.

**Funds are used to support pupils learning in school but may also support things such as curriculum visits (e.g. English theatre visit / Geography Field Trip)**

During GCSE studies, additional resources may be offered to your child to help them to achieve their potential.

If you are experiencing financial hardship over and above what we would normally offer to help you with, please either send a letter into school or contact your child's tutor or year head. We want your child to be successful at All Saints and if financial restrictions are stopping them from participating fully in school life, we will be happy to discuss the matter with you in confidence.

### **The Service Premium**

Please indicate on the New Starter Information Form if you meet this criteria now or at any time in the last six years.

- *Children of members of HM Armed Services*  
This is a lower amount and has to be used primarily to provide support for pupils' emotional wellbeing if and when parents/carers are posted. This grant cannot be used for the items above.

## **PUPIL PROGRESS, REPORTS & PARENT CONSULTATION EVENINGS**

During the year you will receive reports covering your child's progress. Furthermore, each year, parents/carers' consultation evening(s) (PCE) will be arranged to enable you to meet subject teachers to discuss your child's progress and welfare.

Consultation evenings for 2023-24 will be held in person. You will be provided with an invitation form to book your time before each event. Pupils are encouraged to attend the PCEs as well.

## **READING SCHEME**

There is an expectation that all pupils will read regularly outside of school. This is essential if they are to be successful in their GCSEs. As well as in school schemes, we use Reading Plus assignments which can be done outside of school on a computer or tablet with internet access. How Pupils Log In:

- Step 1: Go to <https://login.readingplus.com/>
- Step 2: Press the Pupil (Student) Login button
- Step 3: Enter Site Code: rpallsa4
- Step 4: Type in/Enter the Username: This is your child's first and second name, no space, with capital letters for first and second name e.g. JoeBloggs)
- Step 5: Type in/Enter the Password: qwerty

For security, please ask your child to reset their password after they have logged in. This can be done once the InSight assessment has been completed (see below), by clicking on the settings icon next to their name. Please ensure that they and you keep a note of this password.

Weekly assignments reset every Monday at 12:00 a.m. Assignments in each component can be completed in any order, but please be aware and remind your child that reading lessons (SeeReader) are the most important assignments.

We ask that you encourage your pupil to do additional work in Reading Plus if he or she completes the weekly assignments.

# REWARDS & BEHAVIOUR

## Rewards

The rewarding of pupil achievement lies at the heart of All Saints CE Academy's Behaviour for Learning Policy. Pupils receive Achievement Points in Years 7 – 11 which are used to celebrate success and to award specific prizes to pupils.

Other rewards include badges and postcards home for achievement in curriculum areas, supporting our Vision, Values and Ethos, for good attendance and for representing the school in some clubs/activities.



### Rewards at All Saints

Daily Achievement Points Structure: Helping the community = 5. Positive Contribution Towards Learning = 5. Outstanding work in class or Outstanding homework = 10.

Weekly	Pupil Of The Week – 30 Achievement Points, Certificate, Values Badge & £2 canteen voucher. POTW Nomination gets you 10 Achievement Points!	Pupil of the Week: 30 Points!		
	Tutee of the Week Award –10 Achievement Points, Certificate and £2 canteen voucher Tutor group of the week- wins All Saints stationery!			
	10 Achievement Points each time you represent the school in sport or attend an after school revision session!			
Termly	Principal's Breakfast – for achievement, good behaviour and attendance, get a cooked breakfast, hot choc and 50 achievement points!	100% Attendance each term = 150 Points!		
	Certificates! Gold for 300, Silver for 250 and Bronze for 200 Achievement Points			
	End of Term Rewards: Every Achievement Point is a ticket into a raffle to win a prize incl. Amazon, JD Vouchers and more!			
Yearly	1000 Achievement Points = Reduced price Y11 Prom Entry or Invite to an end of year Rewards Trip!	Achieve all 5 values badges and get a special All Saints Values Tie!		
	Blazer Badges! Gold for 1500, Silver for 1000, Bronze for 500 Achievement Points			
	End of Year Prizes: Every Achievement Point is a raffle ticket to win an amazing end of year prize – the top pupil in ach year group wins a pair of Apple AirPods! Top pupil in the school wins a Tablet!			
Kindness	Responsibility	Community	Sustainability	Wisdom

Pupils are rewarded consistently and in a range of ways including Termly Rewards Events such as Pizza Lunch and Film Night, offsite experience days, Principal's Breakfast, Pupil of the Week or our annual Rewards Visits.



## **Behaviour**

Our Behaviour for Learning Policy is based on the following principles:

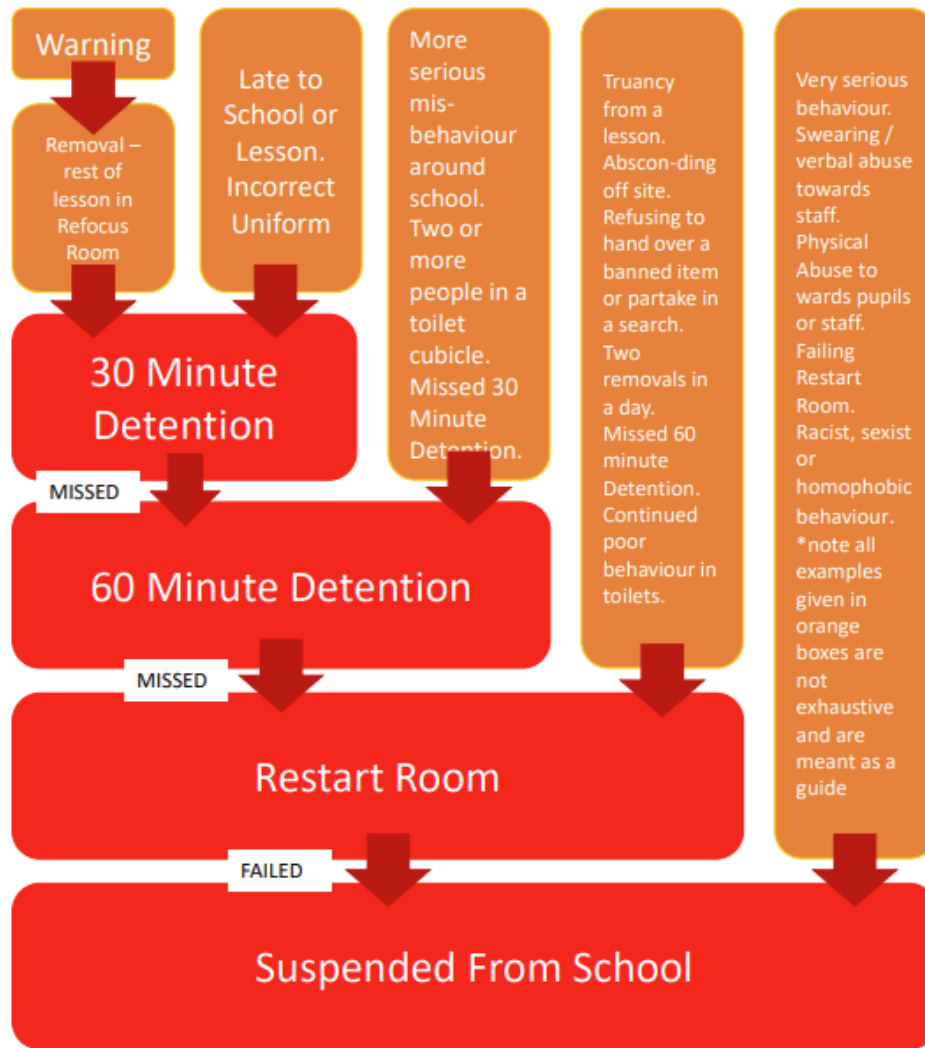
- All members of the school community should be treated and treat others fairly, honestly and with respect.
- The conduct of all members of the school community is consistent with the values and ethos of the school
- It is consistent with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance

The aims of our Behaviour for Learning Policy are:

- Disruption free learning
- Pupils feeling safe and happy
- The prevention of bullying
- Reasonable adjustment will be made for Pupils with Special Educational Needs and / or Disabilities
- Ensuring that pupils complete their assigned work to the highest standard
- Ensuring that the welfare of staff or pupils is not put at risk
- Ensuring pupils have every opportunity to reach their potential

The school promotes the aims of the Behaviour for Learning Policy through a clear system of consequences and sanctions for unacceptable behaviour as well as a clear process of support. Where classroom behaviour is disruptive or unacceptable pupils may be directed for positive support on site.

## Disruption Free Learning



## Pastoral Support at All Saints




## **Our Golden Rule: “Treat others the same way you want to be treated”**

Your support in ensuring that pupils attend same day break-time and after-school detentions when they are set is much appreciated. We will always endeavour to notify you as soon as possible if a detention is set but we do have the power to detain pupils without prior notification.

Our current Behaviour for Learning Policy (including Rewards) is here:  
<https://www.allsaints-academy.co.uk/download/behaviour-for-learning-and-rewards>





## THE ALL SAINTS WAY

1. We are ready to learn by being in the right place at the right time and having the correct equipment.
2. We wear our uniform with pride, including having our blazer on and shirt tucked in.
3. We will respect the school site at all times, ensuring that we never cause damage. We do not drop litter.
4. We are kind, respectful and appropriate in our language towards others. We say please and thank you.
5. We hold doors open for others, use the one way system and always walk when indoors.
6. We greet each other respectfully and use names, Ma'am and Sir at all times.
7. We take responsibility for learning by completing all classwork and homework.

*It's Not Banter,  
It's Bullying*

"So in everything, do to others what you would have them do to you" Matthew 7:12

All Saints  
Church of England Academy

## SAFEGUARDING

It is our priority to keep pupils safe in school and to equip them with the skills and education to live safe, happy lives. Safeguarding is headed up by **James Purkis, our Dedicated Safeguarding Lead (DSL)** who works closely with Mr Cornish, Principal, the rest of the safeguarding team (above) and external agencies including Social Services and the Police.

If you or your child ever has a concern, you and they can speak to any member of the safeguarding team above, or indeed any staff member in school that they feel comfortable speaking to as everyone receives regular safeguarding training.

Adults can also email [safeguarding\\_team@allsaints-academy.co.uk](mailto:safeguarding_team@allsaints-academy.co.uk) if they have a concern to report. Please remember though that if anyone is in immediate danger, please dial 999.

In school **pupils can report any concerns** via our dedicated email address: [reportaconcern@allsaints-academy.co.uk](mailto:reportaconcern@allsaints-academy.co.uk)

Trust have put together a Pupil friendly guide on **Child on Child abuse** which is available here: <https://www.allsaints-academy.co.uk/download/child-on-child-abuse-policy-pupil-version/?wpdmdl=11312&refresh=640a7423abc2e1678406691>

The **Child Protection and Safeguarding Policy** is available here: <https://www.allsaints-academy.co.uk/download/aat-child-protection-safeguarding-policy-2022-23/?wpdmdl=10440&refresh=640a7423ef3d81678406691>

Our **Antibullying Policy** is available here: <https://www.allsaints-academy.co.uk/download/anti-bullying-policy/?wpdmdl=10357&refresh=640a742454a731678406692>

## SIMS & KEEPING IN TOUCH

SIMS is our database which holds your child's details and all the information you provide on the New Starter Form. We use these details to contact you, usually by email, but also sometimes by text and they must be kept up to date.

## SITE ACCESS

Pupils should be '**dropped off**' on the roads near to the school as appropriate. We encourage pupils to have the maximum opportunity to have exercise. Thus, if possible and safe to do so, pupils should be encouraged to walk part or all of their way to school. During the school day from 8:30am, only the Sunnyside Road gate can be used for access.

Parents/carers visiting the site must only enter the building via Reception.

Parents/Carers should only be on site if they have an appointment or an invitation to an event.

Cars must not be brought onto the site. If your child has a disability or medical need and you need to drop them on/collect them from site please contact [office@allsaints-academy.co.uk](mailto:office@allsaints-academy.co.uk). If you are contacted to collect your child during the day please use the access buzzer and you may be allowed in or required to wait in the turning point outside.

## TIMETABLES

Pupils are given a timetable at the beginning of the year and should copy this into their Planner. It is useful if you keep a copy at home where they and you

can easily access it to ensure they are organized each day. If amendments are made we will provide a new timetable.

## TRAVEL & ROAD SAFETY

We ask that parents/carers who drive their child to school drop them off-site to walk in. Pupils using the bus services are expected to model polite and respectful behaviour at all times, both on the bus and whilst waiting for or exiting the bus. Pupils may walk, cycle or scoot to school. Due to storage pupils should not bring a skateboard into school. During the school day from 8:30am, only the Sunnyside Road gate can be used for access.

All pupils riding a bike or scooter into school must wear a helmet and dismount before they are on the school site and we will apply sanctions to pupils who do not follow these rules. Pupils must get a form to complete from Mr Stradling.

A covered bike store is available for pupils to lock their bikes and scooters. E-scooters must not be ridden or brought into school.

### ROAD SAFETY

All parents/carers will appreciate the need for pupils to take great care when travelling between home and school.

Pupils **crossing the Portland Road, near Sunnyside Road**, must use the Pelican Crossing, as this is a particularly busy and dangerous stretch of road. Pupils **crossing Buxton Road** near its junction with Rylands Lane should use the crossing patrol. On site pupils should **cross the school car park** at the Zebra crossing point.

## TRIPS & VISITS

Each year a wide variety of trips are organised for pupils to enjoy. The trips may be to support the curriculum or extra-curricular. Notices are given out during tutor time about these trips. We will also communicate information, usually via In Touch, to parents/carers and will give as much notice as possible to allow parents/carers time to pay or purchase equipment, where relevant.

Year Group trips include activities such as bowling or visiting Splashdown. Examples of residential whole school trips include going to London to watch a West End show, Ski Trips, Language Trips, PGL Activity weeks. For the more adventurous pupils there is an opportunity to take part in a World Challenge expedition.

# UNIFORM

When worn smartly, the uniform is a powerful symbol of All Saints' identity throughout our community and sets the ethos and tone for learning.

Parent/carer support is vital in ensuring pupils have and wear the correct uniform throughout their time at All Saints. Our uniform is supplied by Price and Buckland. **Please use the following link to order uniform:**  
[All Saints Church of England Academy \(pbuniform-online.co.uk\)](http://pbuniform-online.co.uk)

From September 2023, all Year 7 pupils should wear the new uniform below. Pupils in Year 8 to 11 will have a phased approach and must be wearing the new uniform by September 2024.

Please support us by ensuring that your child arrives at school dressed **smartly**. **All clothing**, including shoes / trainers, PE Kit and coats **must be clearly labelled with your child's name**.

## Main Uniform



Unisex Blazer



Fine Knit Sweater



Main School Stripe Tie



Long Sleeve Shirt - Twin Pack



Boys Flat Front Trousers



Girls Trousers



Tartan Full Knife Pleat Skirt



Mid Layer Top



New for 23-24  
Tailored Shorts (unisex)

## PE Kit



Unisex Sports Polo



Girl Fit Sports Polo



Unisex Slim Leg Track Pant



Technical Leggings



Mesh Shorts



Mesh Skort



Socks



Shinguard

## Shoes

This row of shoes is indicative of footwear that should be worn in school: all black, smart and leather with no visible logos / sports brands



This row of shoes typifies footwear that is not allowed in school: canvas / trainers / boots / heels / white soles or visible sports logos



For parents / carers who are facing financial hardship, we offer a uniform grant. Please contact the school office to find out more details.

### MEDICAL WELFARE

Various members of staff are able to support pupils with medical conditions during school hours. Pupils will be signposted to relevant staff depending on their need. The Wellbeing Team are on page 6 and our First Aid Lead is Mr Harrop.

It is most important that parents/carers inform us if their child develops or has a medical history including problems with sight, hearing, allergies or anything else which may affect their attendance or performance at school. Medical information is treated in a confidential manner; please ensure that we have the correct details so that in an emergency the appropriate decisions can be made.

Regular medication can be stored in the medical room.

**A form must be completed and signed by parents/carers for any administration of medication in school. No medication will be provided without a signed form.** All medication including inhalers must be clearly marked with the pupil's name.

Children requiring tablets or other medication should take these and the form to the medical office for safekeeping. The container should be labelled with the name of the child, the dose to be taken and the name of the doctor.

If your child has a serious injury or illness, including not being weight bearing, being in school on crutches, in splint or cast or with dressed wounds a risk assessment must be carried out with the child and parents/carers. Please telephone the school to arrange an appointment prior to sending your child in. Please do not send a child in on crutches unless this is following advice sought from your GP or Hospital.

If your child is unable to do PE because of illness / injury please write a note to the PE department including the reason and timescale.

### **THE HUB**

Mrs Jeanes, our Vice Principal for Inclusion, is responsible for supporting those pupils who have additional needs, are in care or adopted from care. Mrs Jeanes runs a team of Teaching Assistants and support workers in The Hub.

## ADDITIONAL INFORMATION

If you need the booklet printed, in large print or any other format please contact [office@allsaints-academy.co.uk](mailto:office@allsaints-academy.co.uk)

Please note that all of our communications home and our Policies are available on the [school website](#).

Please contact us if you require any further information.

We trust that you find this booklet helpful and look forward to welcoming you and your child at All Saints!

A handwritten signature in black ink, appearing to read 'John C.', with a long horizontal flourish extending to the right.

Mr J Cornish  
Principal

