



ACTON HIGH SCHOOL

Achievement by All

Year 7 Information for Parents and Carers

2016-17

Dear Parents and Carers,

As we move into the fourth full week of term, I feel it is an appropriate time to say **thank you** for your continued support and to share and consolidate some important information with you, whilst clarifying key questions raised at the Year Ahead meeting last week.

1. Welcome

A special Acton High welcome to all our new families. Thank you for accepting a place for your child at our school. We will always do our absolute best for your children in terms of development and achievement. We look forward to working with you over the coming years.

2. ASPIRE

Achievement; Stand together; Perseverance; Imagine; Respect; Excel.

These are our shared values that every individual who studies or works at Acton High School commits to. A constant message that we believe sets us apart from other secondary schools and insists on an exceptional level of standards.

3. Dropping off and picking up students

A kind reminder that parents should now collect students from outside the school grounds. We are legally obliged to inform you of this for the safety and wellbeing of students and staff. If you still wish to drop off/collect your son or daughter by all means do so, but outside the main gates.

4. Uniform

Year 7 students have impressed staff by wearing their uniform with pride and attention to detail. Thank you for ensuring they have the correct uniform. Those students who still need a little more practice with tying their ties will I'm sure, have this perfected soon enough! I expect our students' efforts with uniform to continue throughout the year following these simple rules:

Shirts should be tucked in at all times with top button done up

Ties worn at a suitable length (5 black stripes showing)

Black polishable shoes are always worn – strictly no trainers or pumps

Skirts should be knee length; trousers should be school trousers not denim or chinos

AHS black jumper worn at all times except with warm weather and with teachers' permission (never tied around waist)

Hair should be a sensible style and natural colour

No makeup or nail varnish

Plain stud earrings and no bracelets

Your continued support is appreciated, ensuring your son or daughter adheres strictly to these uniform rules during the school day but *also when travelling to and from school.*

5. Baseline Testing and Setting

Knowing the starting point of your son or daughter in English, maths and science is crucial for us to ensure they make the best start in their core subjects. From Monday 26th September each subject will test students on their knowledge and understanding of the subject.

English will be taught in mixed ability with a policy of teaching at the top end and differentiating downwards.

Maths will set based on ability but mini tests throughout the year give students the opportunity to move into a more suitable set, up or down.

Science After the baseline test the students are set according to their Assessment Objective 3 colour (based on our Colour Progression Pathways as explained in the Year Ahead meeting—more information about this can be found on the website). This helps us differentiate between the classes as to which outcomes they start on enabling teachers to stretch and challenge every single student. No matter the starting point.

6. Mobile Phone and Electronic Devices – please take time to read the following rules

Whilst we realise a total ban on mobile phones would be appreciated by some parents, the majority feel more comfortable when they know their child has a direct way to contact home. As a school our policy is simple:


- Students are permitted to use their phones outside in the playgrounds
- Photos and videos of other students are strictly prohibited.
- Phones and other electronic devices will be confiscated for breach of either of the above two rules.
- Once a phone is confiscated our admin team will send a letter home notifying you of the confiscation. You will then be asked to come in and collect the phone on behalf of your son or daughter. Phones or devices will not be given back directly to any student once confiscated.


We suggest students bring in cheaper Nokia phones rather than Samsung or iPhones. It should also be noted the school can take no responsibility for the security of these or any other valuables brought into school.

7. Communication

We realise many of you are in fact sharing this first experience of secondary school with your son or daughter. We therefore intend to make it as stress free as possible. Please see the website for more detail on communicating with the school but if you need to contact individual staff you simply put their initial and surname before the school email address: staffname@actonhigh.ealing.sch.uk.

8 . My Child At School and ParentMail

 is a way to track your son or daughter's daily attendance and learning behaviours. Further information including log-ins and passwords will be sent out later. Please remember this is for parents and carers and account details shouldn't be shared with your son or daughter.

 ParentMail is an efficient and quick way to get school letters, texts and information. Please see our website for further details on these useful tools and ensure your email address and mobile number are on our records.

9. The Acton Community

We have a deep commitment to our community. The school has developed links with local businesses such as Dunnhumby as well as working with local colleges like Redwood College.

It is Acton High School's aim to be the first choice secondary school for all local families. Look out for updates to how we are contributing to life in our community on our website.

10. Paying for lunches

Our current system for any student who pays for their lunch is cash only. However we will be moving to a more modern cashless system this year and further details will be available on the website later in the term.

11. Free School Meals

Have you double checked to see whether your son or daughter qualifies for free school meals? Under the government's Pupil Premium plans some children are entitled to a free school meal each school day and the school also receives funding to further support the learning of these students. If you think you are entitled, application forms are available from Maggie Figueira mfigueira@actonhigh.ealing.sch.uk who can also help with completing the forms.

12. Student Planners

I would like to ask that you check your son or daughter's planner every day and sign it once a week. The planner is also your easiest way of communicating with the form tutor. Also the blue easy-tear pages near the back need to be completed and returned to the form tutor if your son or daughter is ever absent.

13. Requests for Absence

All requests should go through our Attendance Officer Margaret Murphy mmurphy0@actonhigh.ealing.sch.uk who can give you further information and guidance as to when an absence will be given authorisation. Please note that students should not be taken out of school for any holidays. If they are you would be at risk of a fine from the Local Authority.

14. Attendance and Punctuality

As I stated in our Year Ahead meeting achievement and attendance go hand in hand. Although we understand children get ill and very occasionally need to be kept at home it is vital that students only miss school when they really have to. It will always be more difficult for them to come back and catch up with work. If they are ill for a long period of time and signed off by a doctor the school will of course support you and send work home.

School starts at **8:45am** with lesson 1. If students are late to any lessons this is considered as 'lost learning time'. A fundamental requirement of all Acton High students is to attend every lesson on time, therefore if your son or daughter is late to any lesson they will receive a 30 minute detention after school with their period 4 teacher.

15. Cycling to school

We know some students prefer to cycle to school. We do encourage this healthy exercise however all students should wear a helmet and safety reflective clothing. Once in the school grounds students must dismount and lock their bicycles up at the front of the school building. We have regular cycle workshops across the school year and parents and carers are most welcome to join in. Please keep an eye on the website for dates.

16. Communication with staff

If you need to come into the school to speak with a member of staff we kindly request you ring the school office on 020 3110 2400, email the member of staff directly or write a note in your son or daughter's planner, beforehand to make an appointment. I know it can be frustrating not to be able to have immediate contact with staff but please remember they are very busy with the majority of their day spent in the classroom teaching and supporting your children. In emergencies a member of the Senior Leadership Team will be available but for everything else we appreciate your cooperation by making appointments. This helps us to ensure someone is available to talk with you as soon you come in.

Finally, I appreciate this letter has a considerable amount of information but it is written to ensure you have all the facts to support your son or daughter and begin or continue the journey into secondary education.

Thank you again for your continuing support. Staff and governors wish all our new students and their families the very best for the new academic year. I am very much looking forward to celebrating the many achievements of Year 7 over the year ahead.

Yours faithfully,

Mr Daniel Summers

Assistant Headteacher – Learning, Progress and Outcomes for Years 6-8

020 3110 2403 dsummers@actonhigh.ealing.sch.uk

Dates for Your Diary

Autumn Term

- Monday 5th September 2016 (10am) – Term begins
- Wednesday 14th September 2016 – Year 7 Year Ahead Evening
- Tuesday 4th October 2016 – Parent Forum Meeting
- Friday 14th October 2016 – School closed for Staff Training Day
- Thursday 20th October 2016 – Flexiday One
- Monday 24th to Friday 28th October 2016 – Half-term holiday (School closed)
- Wednesday 2nd November 2016 – Year 7 Core Subject Parents' Evening
- Friday 25th November 2016 – School closed for Occasional Day
- Tuesday 6th December 2016 – Parent Forum Meeting
- Wednesday 14th December 2016 – Flexiday Two
- Friday 16th December 2016 – Term ends

Spring Term

- Tuesday 3rd January 2017 – Term begins
- Tuesday 24th January 2017 – Parent Forum Meeting
- Monday 13th February to Friday 17th February 2017 – Half-term holiday (School closed)
- Tuesday 28th February 2017 – Year 7 Parents' Evening
- Thursday 9th March 2017 – Flexiday Three
- Tuesday 14th March 2017 – Parent Forum Meeting
- Tuesday 28th March 2017 – Flexiday Four
- Friday 31st March 2017 – Term ends

Summer Term

- Tuesday 18th April 2017 – Term begins
- Wednesday 19th April 2017 – Parent Forum Meeting
- Monday 1st May 2017 – Bank Holiday Monday (School closed)
- Monday 29th May to Friday 2nd June 2017 – Half-term holiday (School closed)
- Tuesday 27th June – Parent Forum Meeting
- Tuesday 11th July 2017 – International Day
- Wednesday 19th July 2017 – Sports Day
- Thursday 20th July 2017 – Flexiday Five (Activities Day)
- Friday 21st July 2017 – Term ends

Dates in purple are your chance to meet teachers on a one-to-one basis and discuss your son or daughter's progress across every subject. We hope you can attend all of these dates to support the learning and progress.

Dates in orange are our flexidays. Please note flexidays are curriculum enrichment days; all students are expected to attend.

Does your son or daughter love playing in a team or are they future App programmers?

Help them find a club to inspire them!

School Clubs and Extra-Curricular Activities

More information at www.actonhighschool.co.uk/Extra-Curricular-Clubs.

Key Staff Contact Information for Year 7 Parents and Carers

School website	www.actonhighschool.co.uk	
School twitter	@ActonHigh	
Educational Welfare Officer (EWO)	Ms J Thompson	JThompson@actonhigh.ealing.sch.uk
Attendance Officer	Ms M Murphy	MMurphy0@actonhigh.ealing.sch.uk
Head of Year 7	Mr A Clark	AClark@actonhigh.ealing.sch.uk
Tutor of 7A/SENCO	Ms K Gardner	KGardner@actonhigh.ealing.sch.uk
Tutor of 7C	Mr M Kapasi	MKapasi@actonhigh.ealing.sch.uk
Tutor of 7T	Mr J Porter	JPorter@actonhigh.ealing.sch.uk
Tutor of 7O	Ms L Walling	LWalling@actonhigh.ealing.sch.uk
Tutor of 7N	Ms T Farmer	TFarmer@actonhigh.ealing.sch.uk
Tutor of 7H	Ms J Hinds	JHinds@actonhigh.ealing.sch.uk
Tutor of 7I	Mr C Gonzalez	CGonzalez@actonhigh.ealing.sch.uk
Tutor of 7G	Ms H Taylor	HTaylor@actonhigh.ealing.sch.uk

****Limited Time Offer****

November "Drop In"

From now until the end of November, Mr Clark has kindly made himself available on Monday, Wednesday and Thursday mornings between 9 and 10 am to run a 'drop in' clinic.

Parents/carers who would like to discuss any pastoral issues are welcome to come in. It should be noted here that Mr Clark will not be able to update parents/carers on academic progress. Please contact the class teacher for this using the school email system.

You do not need to make an appointment but we suggest you arrive at 9am or just after, so you can be seen by 10am. We cannot guarantee you will be seen straight away as each drop in session will be first come, first served. Please do not arrive before 9am.

If you'd like to discuss this further please contact Mr Clark at AClark@actonhigh.ealing.sch.uk.

Useful websites for Parents and Carers of Year 7 students

Acton High School website

Everything you need to know about the school, staff, term dates, events, calendar and more.



Go to www.actonhighschool.co.uk and click on the top tab 'Parents'.



Help and advice about supporting your child at school.

www.education.gov.uk



Here you can find the most recent Ofsted inspection reports about Acton High School.

Go to www.ofsted.gov.uk and click on 'Find an inspection report'.

Information on Ealing in general if you are new to the area including events about local communities.



Go to www.ealing.gov.uk and follow the relevant links.

Useful pages from the BBC for parents and students including BBC Bitesize, the excellent revision pages for Key Stages 2 to 4.



Go to <http://www.bbc.co.uk/education> and click on Key Stage 3.

Advisory Centre for education: An independent national service for families about education in general.



Go to www.ace-ed.org.uk



A great website that explores Ealing and the events that take place here.

Go to www.ealingtoday.co.uk