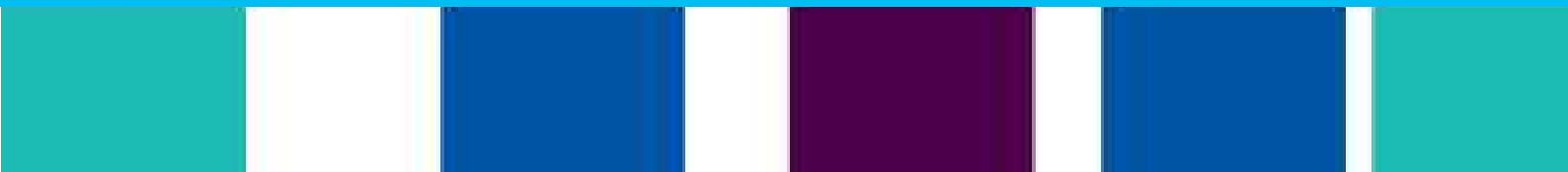


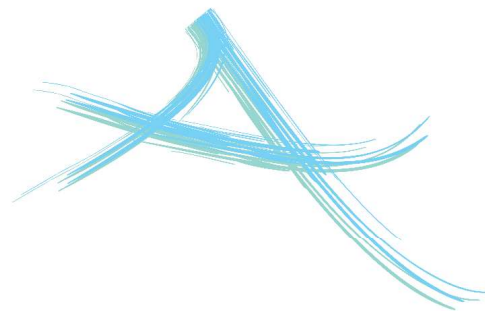


Altrincham College Information Booklet 2022



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Our School Vision:

Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live, and are empowered to make informed and positive life choices.

This vision statement was written by our Student Council, Staff and Governing Body.



part of the 

South Manchester
Learning Trust

A 'VERY INCLUSIVE SCHOOL WHERE EVERY PUPIL IS VALUED' (OFSTED)

Dear Parents/Carers

Altrincham College is a wonderful place to learn and grow! I count myself very fortunate to be leading a happy school where all members of our community are valued for the contributions they make, enabling them to flourish in complex and demanding times.

Together we provide an environment where learning is actively sought and highly prized by students and staff, energising them to improve further and releasing the positive energy that naturally exists within all people.



I believe we provide outstanding teaching which leads to outstanding learning, and offer a wealth of opportunities to ensure your child maximises their time with us. Our recent Ofsted inspection (May 2022) said: "Trustees, Governors and other leaders set clear and high ambitions for all pupils and students in the Sixth Form". Our student progress in 2022 is the best our school has ever achieved and we are incredibly proud of our Year 11 and Year 13 students.

We know that when children and young people feel safe, cared for and have a positive outlook on life, they are able to learn. Not only do they learn but they learn well and work diligently. Our pastoral care from Year 7 through to Year 13 is excellent because we believe this underpins everything.

This support allows us to immerse students in an exciting, well-rounded education; they are able to access a curriculum where they have fun and which sets them up for achieving excellent outcomes for themselves; they are free to question, nurturing their curious minds and they take educational risks in order to make sense of the world. Ofsted stated: "Pupils and students are well prepared to enjoy and make the most of their education and lives".

Altrincham College provides children and young people with a disciplined, supportive environment within which they can be themselves and achieve anything they put their minds to.

Ms Kim Earle
Headteacher

To see our Prospectus, please visit the 'About Us' page of the school's website at www.altrinchamcollege.com.

SCHOOL UNIFORM & P.E. KIT

To ensure conformity, certain items of uniform (blazers, jumpers, ties and P.E. kit) can currently only be purchased from our named stockists as listed below*; however, following the Government's recent guidance, we have made our uniform more accessible and affordable. Our Parents' Association co-ordinate donations of 'nearly new' uniform which can be bought/distributed as required.

Petites Modes – 9 Tatton Road, Sale,
Cheshire M33 7EB
Tel: (0161) 973 4231
www.petitesmodessale.com

Monkhouse Schoolwear - 47 George Street
Altrincham, Cheshire WA14 1RJ
Tel: (0161) 941 7503
www.monkhouse.com

ALL items of uniform MUST be marked with the student's name.

- black blazer with school logo*
- school tie with logo and year group colour (please check with school or uniform supplier for correct colour)*
- black plain weave school trousers (tight fitting trousers, jeans, cords, canvas or patterned material not acceptable)
- plain black, KNEE LENGTH, loose fitting school skirt (either A-line or A-line with central pleat at the front) these can either be bought branded from school suppliers* or alternatives are available at M&S or Asda - details can be provided
- button to the neck, shirt - blue for KS3 (Years 7-9), white for KS4 (Years 10 & 11)
- V-neck knitted sweater (with school logo) - optional* - dark grey for KS3 (Years 7-9) or black for KS4 (Years 10 & 11)
- black ankle socks or black opaque tights; NO knee high / over the knee socks or socks with bows
- flat heeled black shoes – no trainers or trainer-type shoes, no logos, no coloured trims/piping etc; no fashion (dolly/ballet) or canvas shoes and no boots - further guidance/information on appropriate footwear can be provided
- suitable school bag large enough to fit in an A4 folder and a pencil case filled with pens and pencils etc; no handbags
- no jewellery (except a wrist watch), no nail varnish (including acrylics/gels) and no discernible make-up (including false eyelashes/lash extensions/fake tan) to be worn
- smart and tidy hairstyle - no unnatural colours or "extreme" styles, including shaved heads, No. 1 and No. 2 cuts. Long hair must be tied back for practical lessons (such as Food Technology, P.E., Science practicals and Design Technology)
- no hoodies under or over blazers; in cold weather a dark coloured coat should be worn
- technology apron (plain cotton or PVC) with bib for art and Food technology - compulsory item
- no pens or pencils are to be carried in school uniform pockets at any time - for safety reasons

PHYSICAL EDUCATION AND SPORTS KIT

Students are required to wear the school kit for all PE lessons.

Altrincham College P.E. kit featuring the school logo* MUST be purchased from our usual school uniform stockists, Monkhouse and Petites Modes (see page 4 for details).

We ask that all items of clothing are marked with the student's name to prevent confusion during PE and to allow ease of return should the student lose any item of kit.

PE UNIFORM LIST

COMPULSORY ITEMS

- Navy polo shirt (with school logo)*
- Either navy/sky rugby shirt or navy with sky trim zipped fleece top*
NB: For rugby, boys will require a navy/sky rugby shirt
- Navy knee length sports socks
- Navy shorts or 'skort'
- Trainers
- Boys will require a pair of football boots

OPTIONAL KIT

- Plain navy blue track suit bottoms or plain navy blue sports leggings (polyester/nylon) - no fashion leggings, no visible branding or stripes [see below]
- Plain navy blue sports skins/base layers (top/bottoms) - no visible branding or stripes
- Girls will be advised if football boots are required



CANTEEN

SCHOOL starts at 8.35am. Students should come into school via the student entrance at the front of school (not through Reception). Form period is at 8.45am and lessons finish at 3.05pm.

BREAKFAST - There is a breakfast club before school starts (08.15-08.30am) serving hot drinks, water and toast free of charge.

BREAK - Drinks and breakfast items can be purchased. Cups of water are also available free of charge.

LUNCH - Hot lunches are served every day, along with sandwiches and healthy snacks. See sample menu to the right.

Students are welcome to bring a packed lunch.

PAYING FOR FOOD - We operate a cashless system. Students use their fingerprint to debit their account. Payment can be made to their account through the cash-loaders in school or via ParentPay.

At Open Evening 2022 the canteen will be offering a 'Taster Menu', so that prospective students and their parents/carers can sample the food on offer!

FREE SCHOOL MEALS - Your child could be entitled to claim a free school meal if you are receiving certain benefits.

For more information please visit our website and look for **Free School Meals on the Information page: <https://www.altrinchamcollege.com/information/free-school-meals>**. From there, you can follow a link to complete an online form to check your child(ren)'s eligibility.

If your child currently receives a free school meal, their entitlement will automatically transfer from their primary school and you will therefore NOT need to re-apply.

SAMPLE LUNCH MENU (for one day):

- Shepherd's Pie / Veggie shepherd's pie
- Chicken Pasta Bake
- Chicken caesar salad on pitta bread
- Pitta bread with veggie (Quorn) filling
- Jacket potato (variety of fillings)
- Sandwiches (variety of fillings)
- Salad bowls

PLUS

a choice of drinks, fresh fruit, muffins, biscuits, and yoghurts.

PARENTPAY

Altrincham College is a cashless school and we use Parentpay for all payments between school and home.

All visits and trips must be paid for using ParentPay. Cash and cheques are not accepted as payment in school.

Dinner money can also be paid onto your child's school meal account online using ParentPay.



CURRICULUM

AT KEY STAGE 3 (YEARS 7, 8 AND 9) students study 5 lessons a day, 5 days a week, over a 2 week timetable.

All students take core subjects such as Science, English, Maths, RSHCE and PE, alongside History, Geography, Languages (French and Spanish), Art and Textiles, Music, Drama, Food Technology, and R.E..

During Year 9, students choose the subjects they would like to take forward into Year 10 and 11 for their GCSEs. We allow students to make a decision about their pathway at GCSE and no set routes are prescribed.

In addition to the subjects studied during KS3, students can choose from an additional suite of subjects including:

- Art & Design
- Art Textiles
- Business Studies
- Computer Science
- Creative Digital Media
- Creative i-Media
- Duke of Edinburgh's Award Scheme
- Food and Nutrition
- Music Technology

AT KEY STAGE 4 (Year 10 and 11) students only study the (maximum of) 9 subjects they have chosen for GCSE. Their timetable is still 5 lessons a day, 5 days a week (double lessons happen occasionally but are unusual), over the 2 week cycle.

During Year 11, students start to think about where to continue their education post-16 (Key Stage 5). Our students are fortunate in being able to stay at AC for their KS5 studies.

AT KEY STAGE 5 (Year 12 and 13): Sixth Form Students choose 3 subjects and can study either A-Levels, vocational courses, or a combination of both (see page 14).

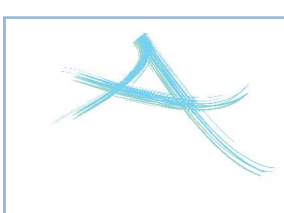
Subjects on offer at Sixth Form include:

- Art & Design (BTEC)
- Biology
- Business Studies / OCR Business
- Chemistry
- Computer Science
- Creative Media (BTEC)
- Theatre Studies
- English Language
- English Literature
- Fashion & Clothing (BTEC)
- French and/or Spanish
- Law
- Mathematics
- Physics
- Politics
- Psychology
- R.E.
- Sociology
- Sport (Cambridge Technical Diploma)

Students are also supported in deciding what to do after Sixth Form (post-18), whether that is securing a University place, finding work, or securing an apprenticeship.

School staff are supported by Connexions (Careers Advice) Officers, who are on hand in school to offer students advice at each stage of their educational journey.

As well as their academic studies, all students are encouraged to take part in enrichment activities; for example, music, drama, dance, sport, the Duke of Edinburgh Award scheme, and/or charity work/volunteering (see page 8 of this guide for more details).



BEHAVIOUR - REWARDS - SANCTIONS

The school endeavours to establish good relationships through tension free but firm discipline. The highest standards of behaviour are expected and realised through the implementation of the School's Code of Conduct and our Behaviour Policy, focusing on the **3 Rs**:

RESPONSIBLE for your actions

READY to learn

RESPECTFUL of others and the learning environment

CHANCE, CHOICE, CONSEQUENCE

We encourage students to always make the right choice with regards to their behaviour and allow them the chance to correct any negative behaviours.

We support a restorative approach to behaviour management, which allows students the opportunity to reflect on their behaviour and see it from a different perspective.

If students make the right choices, they will never be issued with a Period 6 session (a detention after school). If issued, students are expected to attend a Period 6 session and failure to do so will result in further consequences.

We advise students **not** to bring mobile phones to school. Any mobile phone brought to school must be switched off, safely stored in a school bag and not accessed again until the student is outside school grounds.



If a mobile phone is seen or heard, then the phone will be confiscated.

Items which are confiscated will be handed in to Reception. Confiscated items will be returned to students from Reception at the end of the school day for a first 'offence'. Repeated behaviour of this kind will incur an after-school Period 6 session on a Friday which students are expected to attend and parents/carers will be asked to collect the confiscated item(s) from reception.

These rules apply from 8.45am (the start of the school day) to 3.05pm.

REWARDS

Students who have excelled in the areas of 'Responsible, Ready, Respectful' are rewarded. Rewards include letters and postcards home, achievement points and prizes.

We encourage students to always attend punctually, behave responsibly, bring the correct equipment to their lessons and work to the very best of their ability.

There are rewards trips and events at the end of the school year for those students who have made the right choices. We also have rewards through-out the year, including 'Hot Chocolate Friday' with the Head!!



ENRICHMENT OPPORTUNITIES

Altrincham College offers a wide range of enrichment opportunities for students. These vary each year according to staff availability and enthusiasms!

For example, the following clubs are on offer this year:

- ACTV: Altrincham College TV
- Crochet
- Debate
- Costume making and accessories (helping with the school production of 'We Will Rock You'!)
- Devising and Rehearsing (Drama)
- Musical Theatre
- Book Club
- History Club
- Homework Club
- Language Leaders
- LGBTQ+ Space
- Personal Finance
- Pre-teaching Programme
- Science & Conservation Club (including building a wildlife garden!)
- Smartphone Photography

To facilitate after-school enrichment, AC provides two free 'late buses', one to Sale and one to Broadheath/Oldfield Brow.

These leave school at 16.30 on Tuesdays and Wednesdays.

Our Music and Drama Departments hold daily practice and rehearsal sessions for a variety of groups, and of course the PE Department offers fitness and sport opportunities outside of lessons.

This year, the following sports / activities are running:

- Netball
- Football (upper school and lower school)
- Girls' only football
- Badminton
- Basketball
- Dance
- Strengthening and Conditioning
- Rugby



ATTENDANCE AND PUNCTUALITY

At Altrincham College we expect excellent attendance and time-keeping from all students. An attendance figure under 96% is deemed unsatisfactory. Absence has a major impact on learning and progress, so repeated or prolonged absence from school is taken very seriously. Absence of 90% or less will have a long-term impact on your child's education and our safeguarding team will contact home.

ABSENCE

Wherever possible, all appointments should be made outside of the school day. If this cannot be avoided and your child has an appointment during the school day, you must inform us in advance and a note or appointment card should be provided beforehand. Please also let us know what time your child will be collected and by whom.

Students leaving school during the day must sign out at Reception and must be collected by a parent/carer. For safeguarding reasons, students will not be allowed to leave site unless collected. If returning to school the same day, students must sign back via Reception when they return.

If your child is absent from school for any reason, it is vital they find out what work has been missed, arrange to catch up and get help if they are struggling to understand any work.

PLANNED ABSENCE

If an essential absence has to be taken during term time, a request for permission to be absent is legally required. This can be written as a letter, addressed to Ms Earle and handed into school as soon as possible before the essential absence, or an e-mail can be sent to Ms Earle at headteacher@altrinchamcollege.com.

OTHER USEFUL INFORMATION:

LOCKERS - Lockers are allocated on a 'first come first served' basis at a cost of £15. This is payable via ParentPay and covers the five years your child is in school (Year 7-11). If a key is lost, a charge is made for a replacement.

VALUABLES - Valuable or designer items should not be brought to school. If they are lost or stolen, school cannot accept responsibility. Students should also avoid bringing too much cash into school.



PARENT/CARER COMMUNICATIONS

CLASSCHARTS

Altrincham College uses ClassCharts to help you and your child(ren) keep up with home learning, behaviour points and notifications from school.

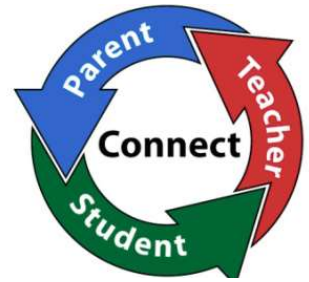
The ClassCharts app can be downloaded for free from your app store. If you don't have a Smartphone or tablet, ClassCharts can be also be accessed on-line via a laptop or PC by visiting www.classcharts.com.



CAPITA SIMS INTouch

SIMS InTouch is the system we use to send and receive emails and text messages directly with parents/carers.

We will use this to communicate with you regarding attendance and punctuality, to send letters and reports relating to your child and to let you know about important school announcements.



REPORTS AND PARENT/CARER EVENINGS

Reports on students' academic progress are produced three times a year (one per term) and sent home to students and their parents/carers via SIMS in Touch. However, staff will communicate home throughout the year, keeping parents/carers informed of their child(ren)'s progress.

Parent/Carer Consultation Evenings (parents' evenings) are held once a year (twice a year for Year 11 students) via a system called 'School Cloud'. This was introduced during Covid and had such positive feedback from parents, we have decided to keep using this system for this academic year (at least).

At Altrincham College we believe that, when school and home work together in partnership, children have the best chance of succeeding and reaching their full potential.

School Contact Information

Tel: 0161 980 7173

Email: headteacher@altrinchamcollege.com

School Address:

Altrincham College
Green Lane
Timperley
Altrincham
WA15 8QW



TRANSPORT

BUSES

Students can use one of the many Altrincham College school buses to travel to and from school, or public transport.



In order to qualify for concessionary fares, all students aged 16 and under need to be in possession of the iGO card. The card costs £10.00 and is valid until the 31st August after a student's 16th birthday. Without the card TFGM stipulates that students will have to pay the full fare. Students will also need the iGO card in order to purchase any weekly or monthly saver tickets.

For specific information from bus operators on school routes, fares and the iGO card, please visit the TFGM website: <http://www.ffgm.com>. Comprehensive bus information is also available on the school website: www.altrinchamcollege.com/buses



BIKES

Students who ride a bike to school should make sure they wear a helmet. Bikes must be roadworthy, including working brakes and lights.

Bikes are locked in the cycle racks during school hours. Bikes should not be ridden on school grounds. Cyclists should dismount and wheel their bike to/from the cycle racks.

CARS

Students should not be dropped off or picked up on the road outside school as the road needs to be kept clear for school buses. Cars can wait in the lay-by at the corner of Kenmore Drive (**not** on Kenmore Drive itself) or in Altrincham Garden Centre (Dobbies) car park (please park in the marked bays, not around the entrance gates and please follow the one-way system).



Please respect our neighbours and students' safety and park with care.

If at all possible, allow extra time for the journey to school, park further away and allow your child to walk the remainder of the journey. Green Lane is often congested at the start and end of the school day.



ADMISSIONS PROCEDURE / SIXTH FORM

There are 175 places available in Year 7 (September 2023). Please read the following guidelines regarding admissions procedure: Altrincham College is an 11–18 Academy. All September admissions applications are dealt with through:

School Admissions, Children and Young People's Service
Trafford Borough Council
4th Floor, Waterside House
Waterside
Sale M33 7ZF
Tel: 0161 912 5007 / 912 5012

In addition, you can seek advice on admission to Altrincham College by contacting our Admissions Team (admissions@altrinchamcollege.com).

The priority catchment area for Altrincham College is for families living within the WA14, WA15 and M33 postcode areas, plus *Trafford residents* within M23.

Admissions are then calculated on proximity to school 'as the crow flies' (home address to school address, in a straight line).

Detailed over-subscription criteria is printed on the Trafford Secondary Preference pack and available on the school website in our Admissions Policy 2023 (www.altrinchamcollege.com).

IF YOU ARE A TRAFFORD RESIDENT, you will automatically receive a pack containing the Trafford Secondary School Preference form,

which you need to complete and return as directed in the pack. Most applications are now made online.

IF YOU ARE A NON-TRAFFORD RESIDENT, you need to apply for a place at Altrincham College by clearly stating this school as a preference on your home local authority's Secondary Preference form.

If you have any queries regarding Admission to Altrincham College, our Admissions Team will be available to speak to at Open Evening (in the Sixth Form Atrium area).

POST 16 AT ALTRINCHAM COLLEGE

Our Sixth Form Centre offers places for up to 100 students each year.

There are three possible pathways:

Pathway 1 - Academic A-Levels

Pathway 2 - Advanced Level 3 Vocational Courses (equivalent to 1\2\3 A-Levels)

Pathway 3 – Combining A-Levels with a Vocational Course

The Sixth Form at Altrincham College offers a highly structured and professional setting for post-16 learning, with outstanding teaching and learning within a world-class learning environment.

In 2022 our students achieved excellent A-Level and vocational results, with virtually all students securing their 1st choice of University.



LRC (LIBRARY) & I.T. SERVICES

LEARNING RESOURCE CENTRE (LRC)

Our new LRC (library) opened in May 2022 following the refurbishment of the old 'English Centre'. It is open before school, at break and lunch times, and after school.

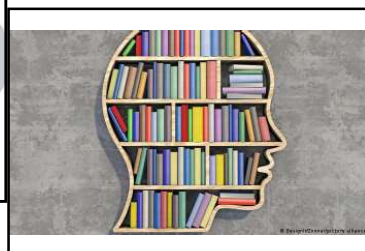
The LRC is run by Mrs Deesi, who is also in charge of our new 'ACTV' (Altrincham College TV) initiative!

Mrs Deesi is passionate about creating a positive 'Reading Culture' here at AC; she has lots of ideas to encourage all our students to be passionate about books and reading, both in the classroom and in their own time.

The LRC is not only full of information, but is also a lovely place to be - there are computers to help with work (and to play games), a range of board games and puzzles, 'mindfulness' colouring and there is usually music, news or relevant programmes playing on TV.

There are lots of resources to support students with their lessons as well as a huge variety of books to read for pleasure, including graphic novels, dyslexia-friendly books, and books specially written for those students for whom reading is more of a challenge. We also have books aimed at students for whom English is a second language, including visual dictionaries.

During lesson times, small groups use the LRC for things like literacy booster sessions and study/revision skills workshops.



IT SERVICES

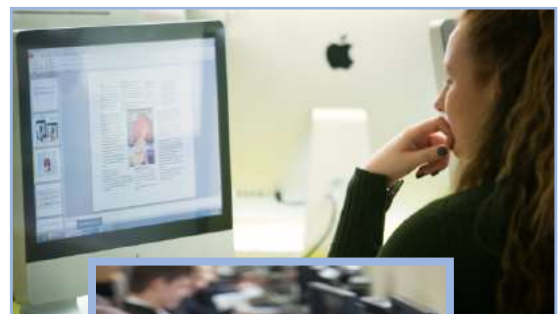
Altrincham College is constantly investing in new technologies to ensure all students receive the best possible educational experiences and support.

We have a number of classrooms in school equipped with IT equipment, including PCs and Macs. IT and Computer Science lessons are a core part of the school's curriculum, and students are encouraged to use IT to support their classwork and homework.

Students must, of course, take into account certain common sense ICT user rules when using such resources, including making sure emails do not contain any inappropriate content and only using the internet to access approved, school-related, resources.

In addition to timetabled lessons, students interested in IT and computers can join extra-curricular clubs to help them expand their knowledge.

Our IT staff also support the day to day operation of the school including 'follow-me' printing, fingerprint scanning (in the canteen), and sound:vision support for assemblies and school plays.



NOTES