



Welcome Guide for New Parents/Carers

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

Dear Parents/Carers

I would like to take this opportunity to welcome you and your child to Altrincham College. As Headteacher, 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.



Our most recent Ofsted inspection (March 2017) stated that we are an Ofsted-rated 'Good' school, where "every student is valued" and "encouraged to reach their potential". We are extremely proud of this and feel it acknowledges the tremendous commitment of our entire staff team and the hard work and enthusiasm of our students.

Throughout your child's time at our school you will be kept informed of the progress they are making in each subject and also the extra-curricular opportunities on offer to them. Regular reports will be sent to you and you will be invited to Parents' Evenings to discuss their achievement and attainment both academically and pastorally.

I am always available should you wish to discuss any matter directly with me, but usually the Form Tutor or Head of Year would be the first point of contact for all parents/carers. If it is possible to make an appointment in advance we would appreciate this but we are always available immediately in an emergency. I hope very much that you will feel involved with the school and the education of your child.

Our Parents' Association is another aspect of school life with which you may wish to become involved. We welcome as many parents/carers as possible who have a little time to give to help us make our school an even better place to learn. Please contact the school if you would like further information (headteacher@altrinchamcollege.com).

I would like to take this opportunity to draw your attention to the enclosed list of uniform requirements. In addition, the following points must be noted and complied with:

- uniform is worn throughout the school by ALL students
- the only item of jewellery allowed for both boys and girls is a wristwatch - no earrings (including studs), rings or body piercings are allowed
- all articles of clothing must be clearly marked with the student's name
- extremes of hair style or dress are not acceptable at any time - 'extreme' will be decided by the Headteacher but will include No.1 and No. 2 cuts, shaved heads, coloured strands, extensions or braids, dyed hair not of a natural colour
- hair must be tied back for practical activities, such as Food Technology, P.E., Science practicals and Design Technology
- no baseball caps or hoodies at any time
- mobile phones or headphones visible to staff at anytime will be confiscated and returned to students either at the end of the day or when collected by a parent/carer
- shoes must be plain and black; no boots, no canvas pumps, no black training shoes, no coloured trims, no logos
- no over-the-knee socks are permitted (girls)

I know you will fully support me in our desire to keep the focus on learning and therefore assume that your acceptance of a place for your child at Altrincham College is confirmation that you will support the standards and expectations of the school. I also assume that you will work in partnership with us and I ask you to acknowledge this by agreeing to the 'Home-School Partnership' agreement.

Students who attend our school are immersed 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, establishing them as lifelong learners and future leaders in whatever field they choose to go into; they are free to question, nurturing their curious minds and they take educational risks in order to make sense of the world.

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.



SCHOOL UNIFORM & P.E. KIT

To ensure conformity, certain items of uniform (blazers, skirts, jumpers, ties and P.E. kit) can only be purchased from our named stockists as listed below:

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.

KS3 - YEARS 7, 8 & 9

- black blazer with school logo
- black plain weave school trousers (tight fitting trousers, jeans, cords, canvas or patterned material not acceptable)
- plain black, KNEE LENGTH, loose fitting school skirt **with logo** (A-line or A-line with single pleat at the front). Available from our above-named uniform suppliers. Old skirt styles are no longer acceptable
- dark grey, V-neck knitted sweater (with school logo)
- blue, button to the neck, shirt
- school tie with logo and year group colour (please check with school or uniform supplier for correct colour)
- 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
- black socks or black opaque tights; no over the knee socks or socks with bows
- 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) 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

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

KS4 - YEARS 10 & 11

KS4 uniform is identical to the uniform listed previously for KS3 with the exception of:

- black, V-neck knitted sweater (with school logo)
- white, button to the neck, shirt

PHYSICAL EDUCATION AND SPORTS KIT

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

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

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

OPTIONAL KIT

- Navy track suit bottoms
- Girls will be advised if football boots are required

USEFUL INFORMATION

SCHOOL opens at 8.30am every day. Students come into school via the student entrance at the front of school (not through Reception). Form period is at 8.45am and school finishes at 3.15pm.

BREAKFAST - There is a breakfast club before school starts, serving hot drinks, water and toast free of charge. Other drinks and snacks can be purchased.

BREAK - Drinks and breakfast items can be purchased. Free toast and cups of water are also available.

LUNCH - Hot lunches are served every day, along with sandwiches and healthy snacks. 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.

CLUBS - There are lots of clubs for students after school. Homework club runs on Tuesday and Thursday after school and two late buses are available on these days. (Please note these buses have limited stops and do not run on the same routes as the usual school buses.) Please see our website for further details.

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.

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'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.

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.

A link to ParentPay is on the school website: www.altrinchamcollege.com/parentpay



BEHAVIOUR - REWARDS - SANCTIONS

BEHAVIOUR

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

REWARDS

Our Praise and Rewards system includes letters and postcards home, achievement points and attendance prizes to encourage students to always attend punctually, behave responsibly, bring the correct equipment and work to the very best of their ability.

SANCTIONS

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 detention on a Friday which students are expected to attend.

Mobile phones **CANNOT** be used at any time anywhere other than the designated 'phone zones' at break and lunch times. If phones are visible outside the phone zone, they will be confiscated immediately. There are no second chances. Students are not permitted to take photographs or videos at any time on school premises.

These rules apply from 8.45am (the start of the school day) to 3.15pm.

If students make the right choices, they will never be issued with a detention. Students will always have a chance to think about what they have done and address any negative behaviours. Students are expected to attend a detention and failure to attend will result in further consequences.

BEHAVIOUR FOR LEARNING

Altrincham College
To Know To Care To Live
1911-2011

Responsible for your actions
I will....
Prioritise my learning in each lessons above everything else
Complete my class and homework to the best of my ability
Follow the requests of adults to follow the simple, fair rules

Ready to learn
I will....
Arrive to form and lessons on time
Have the correct equipment for my lesson
Be dressed in the correct uniform

Respectful of others and the learning environment
I will....
Allow others to learn – speaking and listening at the right times
Allow the teacher and other adults to help my class learn
Use appropriate language and tone when speaking

ATTENDANCE, ABSENCE AND LATES

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

If your child is not able to come into school, e.g. due to illness, please contact the school to inform us of the reason for their absence.

Please use one of the following methods to report your child/ward's absence by **8.35am** on each day they are absent from school:

- Call **0161 980 7173** and choose option 1 to leave a voice message.
- Text **07860 097797** (this number is for text messaging only)
- Email **attendanceteam@altrinchamcollege.com**

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.

No absence will ever be authorised for holidays taken in term time. All absences will affect your child's attendance figure and their education.

Unauthorised absences have consequences, including penalty notices. Further details can be found on our school website under Attendance in the Information section: <https://www.altrinchamcollege.com/attendance>



ILLNESS OR INJURY

Should your child feel ill or be injured whilst at school, they should report to Reception and speak to our Health & Welfare Co-ordinator or a First Aider.

If your child is ill or injured and needs to go home, school will contact you using the contact numbers you provide during enrolment.

Under no circumstances should students contact parents/carers themselves to request medication or to be collected from school.

TRANSPORT

BUSES

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

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.tfgm.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.

MEDICINE / HEALTH CONDITIONS

Please notify the school of any medical conditions that may affect your child's time in school straight away.

Please ensure you write in full any medical conditions on enrolment and keep school updated with any changes.

Please note: Medicines must **NOT** be carried around school (except for inhalers and epi-pens). A form must be completed and returned to Reception with the medicine.

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

CARS

Students should not be dropped off or picked up on the road outside school. 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.

Please be aware that from Summer 2021, the school will be having major building work completed. We expect this to last 12 months. 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.

STUDENT ICT AGREEMENT

Computers and other ICT equipment play an important role in all aspects of school work.

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

As a result of this, students must take into account certain common sense ICT user rules when using such resources. These include (but are not limited to):

- **Using the internet to access approved, school related content only.**
- **Making sure e-mail messages do not contain any inappropriate content.**
- **Being responsible with the security of passwords.**
- **Taking extra special care when using sensitive ICT equipment such as digital cameras, interactive white boards, data loggers etc.**

To help avoid any expensive damage associated with computer viruses, students' internet and e-mail usage is carefully monitored. This is done for the safety and security of both students and the school computer network. Deliberate attempts to access, upload or download inappropriate or malicious content will result in a total lack of access to the school computer network.

IT equipment is extremely expensive for school to replace. Students must therefore use it with care and respect.

If a student is found damaging IT equipment then the cost of the repair will be sent home.

A more detailed ICT agreement will be provided to all students once they start at Altrincham College. This will explain clearly how we expect pupils to use the school's computer network. All students must agree to these terms and conditions before access to the network will be granted.

IF YOU HAVE ANY QUESTIONS OR QUERIES RELATING TO THIS AGREEMENT, PLEASE DO NOT HESITATE TO CONTACT SCHOOL



FITNESS SUITE

Our Sports Hall also contains a fitness suite. It is fully operational with state of the art equipment comparable to that found in any private fitness club.

At Altrincham College we are acutely aware of the current governmental concerns being expressed with regards to teenager inactivity and the increasingly high levels of childhood obesity.

During the Health Related Fitness module in PE, your child will get full use of the fitness suite and be given advice about different training methods and the best way to obtain results from training sessions.

We are determined to make sure that students realise the importance of exercise and hope you will encourage them to utilise this facility not just in lesson time but in their own time as well.

The fitness suite is fully supervised by a trained member of staff. All students must take part in an induction programme before being allowed to use the fitness suite. This will take place early in year 7. However, if your child is joining the school at a later date, they must ask a member of the PE Department to carry out their induction for them.

FITNESS SUITE AGREEMENT FOR STUDENTS

- I will complete a supervised induction programme before using the exercise equipment.
- If I have any problems with regards to activities or use of equipment I will ask for guidance.
- I will only follow the exercise programme established in conjunction with staff.
- I will not attempt to increase resistance loading without the agreement of supervising staff.
- I understand that if there is a change in my physical condition I must inform members of staff so that my training can be re-assessed.
- I have read and agree to these conditions.



COMMUNICATIONS BETWEEN SCHOOL AND HOME

We strongly believe that when home and school work together, students achieve their true potential. As part of your child's enrolment, please read and agree to the **Home-School Partnership Agreement**. By doing this you agree to support the school and your child with their education and achieving their goals.

IF YOU NEED TO CONTACT SCHOOL to let us know about something, you can:

- **Email school**
(headteacher@altrinchamcollege.com)
- **Telephone your child's Form Tutor, Pastoral Support Manager or Head of Year; staff will always return your call to either talk on the phone or arrange a mutually convenient time for you to come into school**
- **Email a member of staff: staff emails are available at <https://www.altrinchamcollege.com/information/covid19>**
- **In the case of an emergency, someone will always be available to see you but, if your child's Form Tutor / Head of Year is unavailable, it may be an alternative member of staff.**
- **See page 8 for information on how to report issues relating to your child/ward's attendance**

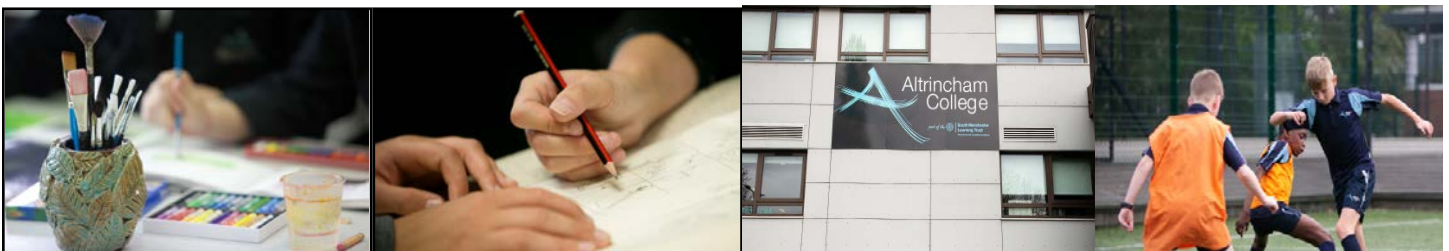
If a member of staff wishes to get in touch with you, they may:

- **make contact via SIMS InTouch or an e-mail to which you can then respond at a convenient time**
- **post a letter to you or send a letter on SIMS InTouch**
- **telephone you**

Heads of Year and / or members of the Senior Leadership Team may invite parents / carers in to meet in school to discuss certain issues. You may also receive a phone call or email from your child's Form Tutor, Pastoral Support Manager, Head of Year, a class teacher or a Head of Department.

School will formally provide Parents / Carers with regular updates on their child's academic progress through:

- **a school report each term and**
- **an online annual Parents' Evening**



PARENT/CARER COMMUNICATIONS

CLASSCHARTS

Once your child starts with us at Altrincham College you will receive a student and a parent login code for the ClassCharts app. 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 online via a laptop or PC by visiting www.classcharts.com.

The app allows you to see your child's daily timetable, keep track of their attendance, review relevant behaviour and achievement information and receive important school notifications and announcements from Altrincham College.

Teachers will set home learning using the ClassCharts app so parents/carers and students are able to see clearly what home learning has been set per subject area, the deadline for submission. and whether home learning has been submitted.



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.

The telephone number that will show on the text messages will be **07860 097797**. Please ensure that you save this number in your telephone as 'Altrincham College Mobile'. Please note, this does not replace our main school telephone number. If you wish to ring the school you should continue to use **0161 980 7173**. Calls cannot be made to the mobile number. Emails that you receive will have a sender address of **3584024@capita-intouch.co.uk**. Please ensure this is accepted as a 'safe sender' so that messages from us do not go to your spam/junk email.



MARKETING & COMMUNICATIONS AT ALTRINCHAM COLLEGE

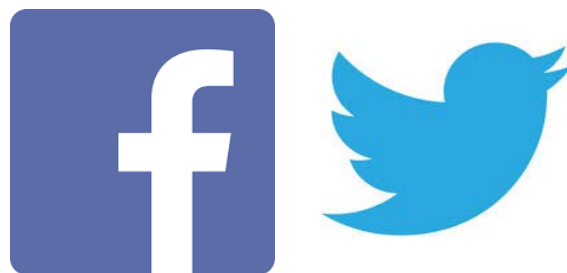
We invite parents, carers, students and friends of Altrincham College to follow our social media accounts: Facebook (@AltrinchamCollege) and Twitter (@AltrinchamCOA).

We share school news, photos, videos and more. We particularly enjoy posting stories about our students' successes, both in and out of school, so if your child has achieved something great, do let us know!

School website: www.altrinchamcollege.com

The school website is updated regularly and includes information about:

- School news
- Headteacher's bulletin
- Term dates
- Policy documents
- School meals and menus
- Links to revision sites
- Parents' Evening information
- Mental Health and Wellbeing Support



Please ensure that you familiarise yourself with our school website and bookmark it for ease of access.

When your child enrolls with us, you will be asked to complete a photograph permission form for the school website, social media and other marketing materials.

You can learn more about how we use personal and special data by visiting our website: www.altrinchamcollege.com/gdpr. We are committed to protecting personal data from security threats, whether internal or external, deliberate or accidental.



School Contact Information

Tel: 0161 980 7173

Email: headteacher@altrinchamcollege.com

School Address:

Altrincham College
Green Lane
Timperley
Altrincham
Cheshire
WA15 8QW