



WELCOME GUIDE FOR PARENTS AND CARERS

FOR 2023 ENTRY



HEADTEACHER'S WELCOME



Ms K Earle
Headteacher
CEO of South Manchester
Learning Trust

I would like to take this opportunity to welcome you and your child/ward to Altrincham College and the South Manchester Learning Trust. 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.

Following our most recent Ofsted inspection, Altrincham College is rated as a Good school where *“Leaders set clear and high ambitions for all pupils and for students in the sixth form. These expectations help pupils and students to achieve well overall. This includes those pupils with special educational needs and/or disabilities (SEND) and those who are disadvantaged.”*

Our report also stated: *“Pupils and students told inspectors that they enjoy coming to Altrincham College. They feel happy and safe, and make friends easily. Pupils and students recognise and accept each other’s differences.”* 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/ward’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/Carers’ 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. We would prefer you to make an appointment in advance, however we are available immediately in an emergency. I hope very much that you will feel part of the school family and involved in the education of your child/ward at our school.

Our Parents’ Association is another aspect of school life with which you may wish to join in! We welcome as many parents/carers as possible who have a little time to give and the enthusiasm to help us make our school an even better place to learn. Please contact us if you would like further information about joining: headteacher@altrinchamcollege.com.

WELCOME

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

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 as part of your child/ward's enrolment at Altrincham College.

Our Parent Behaviour Protocol can be found on our website at www.altrinchamcollege.com/policies.

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

At Altrincham College, we believe that our school uniform is vitally important as it provides a sense of belonging and identity for our students, promotes equality and sets the tone for the expectations of the school environment. We ensure that our uniform is accessible and affordable for all families. Alongside this, we also encourage families to donate used uniform to school so that we have a stock of second-hand items which will be readily available to support all of our families as and when required.

To help with managing lost property in school and to reduce the need for parents/carers to purchase replacement items, we would like to stress

how important it is that **ALL items of uniform are marked clearly with the student's name.**

To purchase items of uniform which are branded with the school name and logo, parents/carers should visit our two named stockists:

Monkhouse Schoolwear

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

Petites Modes

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

UNIFORM REQUIREMENTS

* Indicates that this item **MUST** be purchased from the school stockists

- 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 (available from school stockists branded or plain)

OR

- black, large box pleat style skirt available from Marks & Spencer, Product Code T760132
- button to the neck, shirt: KS3 (Years 7-9) colour blue KS4 (Years 10-11) colour white
- optional item - black V-neck knitted sweater (sweatshirts or hoodies not acceptable):
- black ankle socks or black opaque tights; no knee-high 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 (Please see further information on appropriate school footwear on page 5)

- 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 earrings or piercings
- no nail varnish, gel acrylic nails or false nails
- no discernible make-up (including false eyelashes/lash extensions)
- no fake tan
- 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 (eg 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 & SPORTS KIT

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

* Indicates that this item **MUST** be purchased from the school stockists

Compulsory Uniform

- 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 Items

- Plain navy-blue sports track suit bottoms (polyester/nylon) or plain navy-blue sports leggings (polyester/nylon – not fashion leggings)
- No visible branding or stripes permitted .

- Plain navy-blue sports skins/base layers top and bottoms. No visible branding or stripes permitted.

All branded P.E. and sports kit can be bought from our two stockists, details of which can be found on page 4.



UNIFORM REQUIREMENTS FOR FOOTWEAR

Students should wear appropriate footwear to school which should be smart and sensible. Below you will find examples of appropriate and inappropriate footwear. It would be impractical to provide a visual list of every type of footwear

that we do/do not accept but the information below should clarify the footwear standards we expect for students to ensure that there is a balance between safety, appearance and durability.

Acceptable Footwear Boys/Girls



Unacceptable Footwear Boys/Girls



USEFUL INFORMATION

SCHOOL opens at 8.15am 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 3.05pm.

BREAKFAST - There is a breakfast club in the school hall before school starts, serving hot drinks, water and toast free of charge.

BREAK - Drinks and breakfast items can be purchased.

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 via ParentPay.

CLUBS - There are lots of clubs for students after school. Please see further details on page 11. Late buses are available after the clubs finish on Tuesday and Wednesday evenings. (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/ward is in school (Year 7-11). If a key is lost, a £5 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/ward 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: www.altrinchamcollege.com/information/free-school-meals**. From there, follow the link to complete an online form to check your child's eligibility. If your child/ward 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. You will be given a code to set up your child/ward's ParentPay account as part of enrolment.

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

Further information on ParentPay can be found in the Information section of our school website.



ILLNESS OR INJURY

Should your child/ward feel ill or be injured whilst at school, they should speak to our Health and Wellbeing Officer or a First Aider. If your child needs to go home, school will contact you using the contact numbers you provide during enrolment.

Under no circumstances should students contact parents or carers themselves to request medication or to be collected from school. If a student has contacted home on their mobile phone, their phone may be confiscated.

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 epipens). A form must be completed and returned to Reception with the medicine and dosage required.

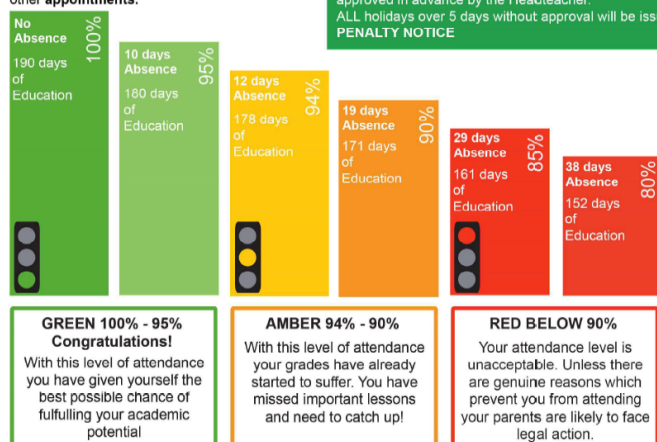
ATTENDANCE, ABSENCE & PUNCTUALITY

At Altrincham College we expect excellence attendance and time-keeping from all students. An attendance figure of 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.

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.

The Effect of Absence on Progress

A whole year has 365 days. A school year has 190 days, which leaves 175 days to spend on family time, visits, holidays, shopping and other appointments.



Planned Absence

If an essential absence has to be taken during term time, a request for permission to be absent is legally required. This should 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 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: at www.altrinchamcollege.com/attendance.

Reporting Absence

If your child/ward 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 methods below to report your child/ward's absence by **no later than 8.35am**.

- 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

For safeguarding purposes, it is vitally important that your report your child/ward's absence every day that they are not present at school.

Wherever possible, appointments should be made outside of the school day. If this is unavoidable and your child has an appointment during the school day, you must inform us in advance and provide a note or appointment card beforehand so that the absence can be authorised.

Punctuality

Morning registration starts at 8.45am and we expect all students to be their form room by that time. Arriving late at school can be very disruptive for your child/ward, the teacher, and other children in the class.



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

We want our students to be motivated by the intrinsic value of being the best version of themselves each day but in response to poor behaviour, we will apply a range of sanctions ranging from a verbal reprimand, removal from the classroom, detentions (during and after school) or exclusion from school.

If students make the right choices, they will never be issued with a sanction. 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.

Items which are not permitted at school will be confiscated and kept safely for the remainder of

the school day. Confiscated items will be returned to students 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 and the confiscated item will be kept at school until it is collected by a parent/carer.

Mobile phones **CANNOT** be used **AT ANY TIME** in school. If phones are visible 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.

CLASSCHARTS

Once your child starts with us, 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/ward's daily timetable, review relevant behaviour and achievement information and receive important school notifications and announcements from Altrincham College. If your child/ward is given an afterschool detention you will be notified of this through the app at least 24 hours in advance of the detention.

Teachers will also 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 and the deadline for submission.



TRANSPORT TO SCHOOL

BUSES

Students can use public transport or one of the many Altrincham College school buses to travel to and from school. The school buses are organized by Transport for Greater Manchester (TFGM) and are serviced by a number of bus operating companies on their behalf.

For up to date information on using school bus services, please visit Transport for Greater Manchester (TFGM): tfgm.com/tickets-and-passes/bus-school-bus-services. There is a dedicated page for the buses which run to and from Altrincham College at: tfgm.com/schools/trafford/altrincham-college.

In order to qualify for concessionary fares, all students aged 16 and under need to have 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. An igo card is an ID card AND a smart card. You can buy child tram tickets and travelcards online, using a get me there account and store them on an igo card and then your child/ward can touch in when boarding the bus. You can find further information on how purchase an igo card at tfgm.com/tickets-and-passes/igo-pass.

Late buses run on two nights a week from school at around 4.30pm to allow students to attend clubs. 2 buses run on reduced routes back to Oldfield Brow and Sale only.

BIKES

For their own personal safety, students who ride a bike to school should make sure they wear a helmet. Bikes must be roadworthy, including working brakes and lights.

Bikes should be securely locked up in the bike racks on site during school hours. Bikes should not be ridden on school grounds: students should dismount and wheel their bike to/from the bike racks.

Electric scooters are not permitted on the school site.

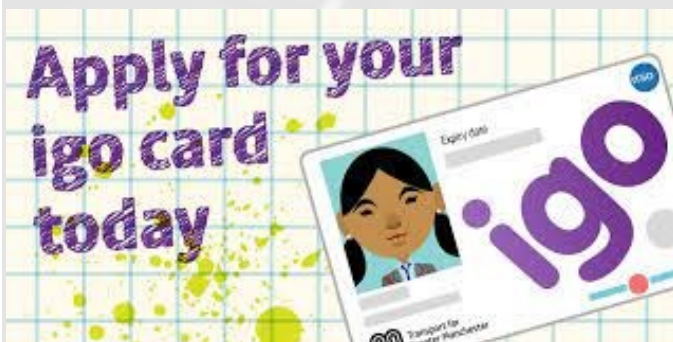


CARS

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. Please bear in mind that, due to the volume of traffic, Green Lane is often congested at the start and end of the school day.

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 make sure you park in the marked bays, not around the entrance gates and please follow the one-way system.

If you are parking in the local area, please ensure that you park safely and considerately, being mindful of our neighbours' driveways.



COMMUNICATIONS BETWEEN SCHOOL & 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 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 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/contact>
- **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 another member of staff.

See page 7 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 you in to meet in school to discuss certain issues. Your child's Form Tutor, Pastoral Support Manager, Head of Year, a class teacher or a Head of Department may also contact you.

School will formally provide you with regular updates on their child's academic progress including a school report each term and an online annual Parents/Carers' Evening. Parents/Carers' Evenings are booked and conducted online using the School Cloud system.

CAPITA SIMS IN TOUCH

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'. 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 from us will have a sender address of **3584024@capita-intouch.co.uk**. Please save this as a 'safe sender' so that messages from us do not go to your spam/junk email. If you change your email address, please inform school immediately so that our records can be updated.

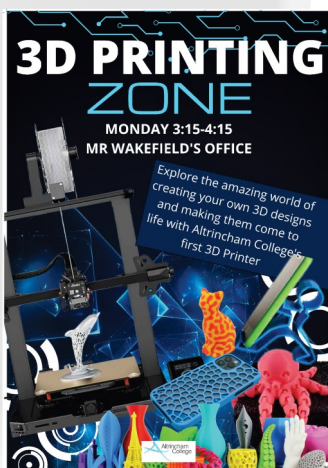
EXTRA CURRICULAR ACTIVITIES

There is a huge range of enrichment clubs, activities and study support lessons which take place during lunchtime and after school throughout the year.

This is all part of our commitment to provide a broad and balanced curriculum with an injection of FUN for all our students! We want our young people to thrive, to not only succeed in the classroom but have an enriched experience of life in education.

Clubs which have been running this year include: Junior Band, Design & Technology Club, Smartphone Photography, Languages Club, LGBTQ+ Space, Musical Theatre Club, Dungeons and Dragons and a wide variety of sports clubs.

We contribute towards a wide variety of charity and community projects, from the Children in Need campaign, the Coronation Big Help Out initiative, to litter picking and collecting items for local food banks. Students and staff take great pleasure in getting involved in such initiatives and are proud to support charities and serve their local community. We celebrate special events with fun activities and competitions such as World Book Day, Chinese New Year and Altrincham College's very own Bake-Off!



DUKE OF EDINBURGH AWARD

We offer students in Year 10 and above the chance to complete the Duke of Edinburgh Bronze and Silver awards as an extra curricular activity at school. Through the DofE programme young people have fun, make friends, improve their self-esteem and build confidence. They gain essential skills and attributes for work and life such as resilience, problem-solving, team-working, communication and drive, enhancing CVs and university and job applications.

We are immensely proud of the success of our DofE programme. Currently, the average pass rate (nationwide) is 50%, but for Altrincham College, this is approximately 90%, which is a credit to the support and guidance system in place.



LAMDA TUITION

We are proud to offer students the chance to receive LAMDA tuition giving them the opportunity to discover and develop their life skills, such as clear communication and self-confidence, through the creative platforms of drama, literature and musical theatre. Qualified LAMDA teachers provide tuition on site during the school day and our students have achieved absolutely fantastic results in their recent examinations.

TO KNOW TO CARE TO LIVE

MARKETING & COMMUNICATIONS

We invite parents, carers, students and friends of Altrincham College to follow us on our social media accounts:

Facebook: www.facebook.com/AltrinchamCollege (@AltrinchamCollege)

Twitter: @AltyCollege <https://twitter.com/AltyCollege>

We share school news, photos, videos and lots 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! Please ensure that you familiarise yourself with our school website and bookmark it for ease of access.

The school website is updated regularly and includes information about:

- School news
- Headteacher's bulletin
- Term dates
- Curriculum information
- Policy documents
- School meals and menus
- Links to revision sites
- Parents/Carers' Evening information including a link to School Cloud
- Mental Health and Wellbeing Support

When your child/ward 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

Social Media: Facebook (@AltrinchamCollege)

Twitter (@AltyCollege).