

Alderbrook School & Sixth Form

AMBITION | BRAVERY | KINDNESS



**Welcome to
Alderbrook!
2023**

WELCOME

Message from the Headteacher



I am delighted that you have accepted the place offered to your child at Alderbrook School for September 2023. I look forward to working together with you and your child in a supportive partnership that will ensure your child has a successful and rewarding experience over the coming years.

We are really happy that we are able to offer your child a two-day transition at our school where we will run a range of activities to help your child settle in to life at Alderbrook.

Mr Beveridge

Message from the Assistant Headteacher Year 7



I am really looking forward to meeting your child at our transition days in July, where they will get to know the school and be involved in some lessons with our teachers. We are welcoming Year 6 students from a range of different schools so your son/daughter does not need to worry about making new friends if they are the only child coming from their primary school. Hopefully this booklet will provide answer to questions you may have in the meantime.

Miss Jones

Message from the Head of Year 7



I am looking forward to meeting you in September. Some of you may be feeling; excited, nervous, and apprehensive about your transition to Alderbrook School. I would like to reassure you that you will be supported here. As your Head of Year, I will work closely with your form tutors, who you will see daily, and your Pastoral Manager. Together we will strive towards your smooth transition and help you to increase in confidence so you can flourish and enjoy your time at Alderbrook School

Mrs Parker

Year 7 Pastoral team

Your child will have a Pastoral Manager, Head of Year and form tutor who support the students within a year group. Your child's Pastoral Manager, Mr Walker, and Head of Year, Mrs Parker, are key contacts for both your child and parents/carers in school. Your child's Pastoral Manager will follow your child through their school career, is based in Pastoral and will be out at break and lunch time to support your child.

We aim to provide a high-quality education where all students learn the essential knowledge and skills to enable academic success, future learning and employment. It is our intention to prepare all students to become responsible and engaged citizens, with the core aptitudes of ambition, bravery and kindness.

TERM DATES

Early in the Autumn Term, a calendar of the main events of the school year will be available and published on the school website. This will include examinations, parents' meetings, music and drama productions, issuing of school reports and other occasions.

School Year

September 2023- July 2024

Autumn Term 2023

- **Term Starts:** Monday 4 September 2023
- **Half Term:** Monday 30 October 2023 to Friday 3 November 2023
- **Term Ends:** Friday 22 December 2023

Spring Term 2024

- **Term Starts:** Monday 08 January 2024
- **Half Term:** Monday 12 February 2024 to Friday 16 February 2024
- **Last day of term for students:** Friday 22 March 2024

Summer Term 2024

- **Terms Starts:** Monday 8 April 2024
- **May Day:** Monday 06 May 2024 – school closed
- **Half Term:** Monday 27 May 2024 to Friday 31 May 2024
- **Terms Ends:** Monday 22 July 2024

INSET Days

Monday 4 September 2023
Tuesday 5 September 2023
Friday 27 October 2023
Monday 8 January 2024
Monday 22 July 2024

The learning groups will be allocated in order to achieve a balance of ability, gender and interests. The learning groups are mixed ability. A small number of children who require additional support in developing their literacy and numeracy skills may be withdrawn from some lessons for special targeted help and small group work or, whenever possible, are given extra support by a Student Support Assistant within the classroom.

HOW IS PERSONAL, SOCIAL, HEALTH, CITIZENSHIP AND ECONOMIC EDUCATION TAUGHT? (PSHCE)

At Alderbrook School, we believe that a balanced PSHCE curriculum makes a major contribution to a range of statutory responsibilities. PSHCE is taught in designated lessons, through our assemblies and through the Life Ready Programme.

We focus on:

- Clear consideration of the personal, social, health, citizenship and economic well-being of the young people within our community.
- An age appropriate and thorough provision for 'Relationships and Sex' education.
- Development of the spiritual, moral, social, cultural development of students.
- Preparation for opportunities, responsibilities and experiences in later life.

PSHCE is a priority for Alderbrook and at the heart of the school's work. Time is provided for teachers to have training and prepare for the delivery of this broad and important area of learning.

The design of this programme is based on the needs of each year group and is designed, crafted and constantly reviewed, aiming to provide inputs at the most relevant time in their school lives.

WHAT IS THE LIFE READY PROGRAMME?

An important part of the curriculum is the opportunity to develop wider skills for life. Alderbrook is a lead school in a programme and co-designer of a programme called 'Life Ready', which provides opportunities for students to develop:

- Health and wellbeing
- An understanding of human values
- Employability skills
- Social, moral, spiritual and cultural learning
- Online safety

Whilst these aspects will be embedded in the curriculum, there are some key places within the school day where these aspects are a particular focus:

We have a programme of three Life Ready Days spread throughout the year, where students will not go to usual lessons, but will allow us to work in more depth with the students. In Year 7, this programme will focus on managing changing relationships, keeping healthy and safe, and the development of creativity and an entrepreneurial spirit.

There is also a strong programme of assemblies, where students will cover some important social and moral issues.

WHAT IF MY CHILD NEEDS ADDITIONAL SUPPORT?

The Student Development Faculty supports teaching and learning throughout the school. The department provides support for all students and in particular those who experience barriers to their learning or who may have a specific learning difficulty, special educational need or disability. We are committed to ensuring that all our students have full access to a broad curriculum and are able to enjoy all the resources and opportunities available at this school.

Alderbrook takes students with Education Health Care Plans (EHCPs) for a variety of learning difficulties. There are 6 additional places in the ARP for students who have ASD as the primary need on their EHC plan. These places are allocated by the Local Authority.

As a school, we liaise with primary schools in the summer term of Year 6 to share valuable information about students with SEND to inform a smooth transition to Year 7 before they begin their school life at Alderbrook. The Student Development Team also screen the whole year group in September to gain a clear picture of each individual's reading and spelling ages. This information enables all teaching staff to ensure that appropriate reasonable adjustments are made to support every student. Student's reading ages are shared with all class teachers to support during lessons.

The Student Development Faculty comprises a SENDCo and a dedicated ARP (Additional Resource Provision) Manager together with a team of specialist teachers and support assistants. In addition to the expertise provided by the team in school, where necessary students are supported by external agencies including the Educational Psychologist, the Specialist Inclusion Support Service (e.g. Autistic Spectrum team and Sensory Impairment team) and other external agencies such as SOLAR/CAMHS.

For many students, monitoring their progress is sufficient; however, where additional support is deemed appropriate, parents/ carers will be contacted.

Parents who feel their child is struggling academically should contact the relevant subject teacher, who can initiate the process of feedback to the SENDCo.

WHAT OTHER SUPPORT WILL MY CHILD HAVE?

PASTORAL

If your child is lost or needs some help or important information, they can go to Pastoral where they will be given the information and support they require. This is also where First Aid is based.

FIRST AID

The school has an In-house School Nurse, and several trained First Aiders who are able to treat minor injuries in school. If your child is taken ill at school and we feel they should not stay in school, we will contact you using the emergency contact numbers you have provided. It is important that we have at least two contacts for your child.

Any students who have been advised but their Doctor that they require an EpiPen or Inhaler, **must** carry one with them at all times whilst both in school and on school trips. If your child is due to go on a trip out of school and they do not have the correct medication they will not be permitted to attend and will remain in school.



Medical Conditions

We ask all parents to let us know if their child has any medical condition which requires medication, special care or special consideration. We will keep safe any prescribed drugs or treatments which a child must have during the day and we will assist in administering any if necessary. Parents are responsible for ensuring medication is in date and suitably stocked. First Aid also keep supplies of sanitary wear for students to access.

School Nurse Service

We work closely with the School Nurse Service and the Immunisation Team. The school organise and collaborate with the Immunisation Team for the arrangement of vaccinations which take place in school. Parents will be notified of these arrangements where applicable. The School Nurse Service arrange regular drop-in sessions in school and students are notified of these in advance.

HOW DO I CONTACT THE SCHOOL?

If you need to contact us, in the first instance, please email the school at office@alderbrook.solihull.sch.uk and your enquiry will be directed to the appropriate colleague in school. Alternatively, you can use the Contact page on the school website.

CONTACT INFO

The preferred method of contacting the school is to use our online contact form or email into the office office@alderbrook.solihull.sch.uk and your query will be forwarded to the appropriate colleague.

Please complete the appropriate online form so the best person can help to resolve your query.

Please note: e-mails are not monitored when the school is closed for holidays, but will be picked up and actioned as detailed, on our return. Thank you.

Who would you like to contact today?

Please click on one of the three gold buttons below to select the appropriate contact:

[General Enquiries Contact Form](#)

+

[SEN Enquiries Contact Form](#)

+

[Absence Contact Form](#)

+

Please provide details of your enquiry in your message to school. All enquires will be forwarded to the appropriate member of staff.

WHEN WILL I HEAR FROM MY CHILD'S FORM TUTOR?

Form tutors are the first port of call if your child does have an issue at school as they see your child every day. Form tutors will contact parents of students in year 7 to see how they have settled in to life at Alderbrook School and support with any initial worries transition can cause. If you need to speak to the form tutor, you can either write in the planner or email the office office@alderbrook.solihull.sch.uk asking them to contact you. We will also be organising a Year 7 tutor evening in the first term for you to meet your child's form tutor.

WHAT IS THE UNIFORM FOR ALDERBROOK?

All students attending Alderbrook are required to wear the uniform seen in the image below. From the school's point of view, it helps us set an example of high standards in dress, establish the identity of the school and pride in that identity. We do daily checks to monitor and maintain our high expectations of uniform.

Midland School Wear, Monkhouse and Concept School Wear supply a full range of uniform in the approved style and colours.



Our school uniform expectations are available on the school's website -

<https://www.alderbrookschoo.co.uk/school-uniform/>

Braids

At the beginning of the school year, students are given braids according to their year group. These must be **sewed** on their blazer at the top of the blazer pocket just above the Alderbrook badge. Replacement braids will be available at a cost of £1.00. Year 7 students will be given braids at the start of the year free of charge.

<u>Year 2023-2024</u>		
Year 7	Green	
Year 8	Yellow	
Year 9	Red	
Year 10	Blue	
Year 11	Orange	

WHAT EQUIPMENT SHOULD MY CHILD HAVE?

Timetables

At the beginning of the school year, students will be given their timetables which they are requested to handwrite into their planners. Any replacement timetables students can obtain from their Form Tutor at Form time.

Carrying Books and Equipment

It is most important for each child to have a suitable bag for their personal property, to carry books and to ensure that exercise books and other items are protected from the weather. All items of clothing and personal belongings must be marked with the owner's name.

Planners

Students will be given a planner each term to help them record and monitor homework they are given.

Equipment List

Students are required to have at least 6 basic pieces of equipment, every day:

- Pens – black and green
- Ruler
- Pencil
- Planner
- Scientific Calculator
- Reading book



LOCKERS

If your child would like to use a locker for the next 5 years. You will be required to pay £7 deposit via ParentPay, which will be refunded when the key is returned. You will be sent further details about lockers in due course.

Any student wishing to have a locker must abide by the school's rules. Lockers are to be used to store school supplies and personal items necessary for use at school. Any student who fails to abide by this will forfeit the right to have a locker. Students are advised not to bring valuable items to school. The school will not be held responsible for any items that are lost or stolen.

LOST PROPERTY

Lost property is a problem which can be reduced if every article is named including casual clothes brought into school.

Our lost property is located in Pastoral. If your child has lost an item, please ask them to check lost property either before school, during break or lunch, or at the end of the day (not during lesson times).

HOW CAN MY CHILD GET TO ALDERBROOK SCHOOL?

School bus timetables will be published on SMBC website together with information 'Applying for a bus pass. Link shown below. Application forms will be sent to parents later in the summer term.

<https://www.solihull.gov.uk/Schools-and-learning/School-buses>

- [Read this important information for school bus users and operators](#)



CAN MY CHILD CYCLE TO SCHOOL?

Please ensure that your child's bicycle is in a safe and roadworthy condition if they are travelling to and from school. We ask all students to mark their bikes and to padlock them securely in the designated area. Any bikes left on school premises must be locked away in the bike shed and are left at the owners' own risk.

There is cycling to school agreement letter that is issued and this must be signed and returned to school before your child brings their bike into school. This letter can be obtained from Pastoral.

For safety reasons, cyclists must wear helmets to and from school, and walk along the drives when entering or leaving school. The 'cycling to school' agreement may be withdrawn for students who cycle unsafely. If the school are made aware of a student cycling dangerously, parents will be informed that their child will not be allowed to cycle to and from school or have their bike on school site.

Please also ensure they follow the 'safer routes to school' cycle lanes.

HOW WILL MY CHILD GET FOOD AT BREAK AND LUNCH TIME?

There are various food outlets for students to get food from. The canteen is open at break and lunch times to sell drinks and snacks both hot and cold. Imapct Food are our food services provider and are extremely passionate about the food and service that they provide to their customers with their menus being well balanced, exciting, focused on value and health while ensuring they offer food that reflects current trends on the High Street. Year 7 students have a separate dining area in which to eat.



https://youtu.be/PbNx_ORv-YI

A ParentPay activation letter will be sent to all new students upon enrolment. You will need to use the login details provided to access your ParentPay account. We are a cashless school, all transactions have to be done via ParentPay. If you have any queries regarding this, please email us using the Contact facility on our website.

Free school meals are available to children of parents in receipt of certain benefits. Please apply via the portal – www.solihull.gov.uk/fsm where your request will be treated in confidence. Please note, if your child has received free school meals at their primary school you are still required to apply direct to SMBC and this also applies to those children who do not attend a primary school in Solihull. Please note, unless you apply, your child WILL NOT automatically receive free school meals. The closing date for applications will be **22 July 2023**.

School dinner menus are displayed at the various food service hatches around school, this includes the prices for each item and can be seen on our website. We encourage students to speak with our kitchen staff regarding the prices of items available and also the amount they have available on their account before handling and purchasing food.

HOW CAN I SEE HOW MY CHILD IS DOING IN SCHOOL?

Reports

Parents and Carers are provided with regular feedback in the form of a school report which is sent home. This will include data about your child's progress and attainment throughout the year. Year 7 students are assessed using our 'growth mind-set' system, which uses a child's starting point, and comments on progress. This is described fully on our website. We also report on behaviour and overall approach to learning.

Sims ParentApp

Alderbrook School records have gone live! This means you will be able to view information about your child who is currently studying at this school. This information will include attendance records, behaviour and achievement information, the current timetable and some relevant assessment data as well as the latest school report.

You will also be able to view your own personal details and check that it is correct. It is vital that we have up-to-date records for both you and your child and that you provide us with a minimum of two contact names and numbers for your child, should we need to contact you in an emergency.

Classcharts

Classcharts is an online system used by staff and students to track achievement and behaviour. Some homework is also added onto Classcharts.

The main purpose of using this system is to allow students to view and monitor their own behaviour and achievement record.

This programme has been created in response to requests from both students and parents/carers. Students wanted staff to put a stronger emphasis on rewarding positive behaviour and learning.

The is the system that you will receive detention notifications, please add **donotreply@classcharts.com** to your email contacts, as this will be the email

address that we will be using to inform you of any detentions. If your email address has changed, please logon using the parent app or section of the Classcharts website.

Please note: for you to receive email notifications from Classcharts, you need to sign up using a passcode specific to your child's account. Please call 0121 704 2146 or email office@alderbrook.solihull.sch.uk if you require more assistance with this.



WHAT EXTRA-CURRICULAR ACTIVITIES AND OPPORTUNITIES CAN MY CHILD DO?

There are a number of extra-curricular activities taking place after school, before school and at lunch times. Details of after-school activities can be found on the school website.



A list of planned activities is available at the start of the Autumn Term. However, staff do respond to opportunities of further enrichment and therefore other trips are added throughout the year.

Educational excursions are part of the curriculum of the school; these include day visits and visits to theatres and concert halls in the evenings.

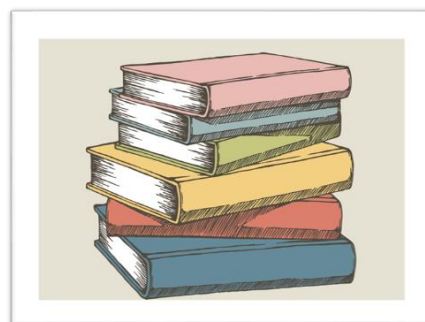
We may also offer visits to France, Spain, Poland, Iceland, New York and Germany. There are also frequent and varied journeys, including field study and outdoor pursuits.



CAN STUDENTS BORROW BOOKS FROM THE SCHOOL LIBRARY?

Our school has a library which has a large selection of books covering a range of topics and abilities to encourage our students' love of reading.

Using accelerated reader, students are tested and will receive their reading age within the coming weeks. Reading ages will directly correlate to books in our library to ensure your child is appropriately challenged by their reading.



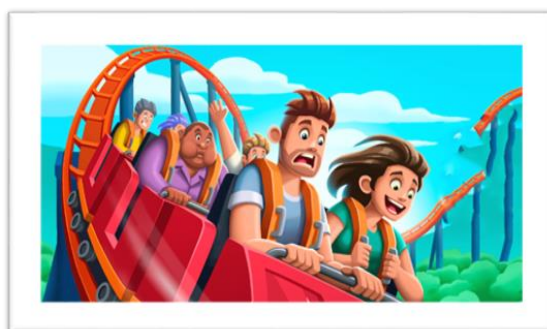
IS THERE A REWARD SYSTEM IN SCHOOL?

Credits are rewarded to students for a number of reasons such as, working hard in lesson, completing homework and demonstrating to schools values: ambition, bravery and kindness. Students can cash in their credits for rewards on ClassCharts such as early lunch pass or tea and biscuits with the head teacher etc. Students who also reach a certain amount of credits, are rewarded certificates and incentives such as hot chocolate with the head of year and pastoral manager.

Debits are given to students for not following the school rules. When a student reaches a certain amount of behaviour points, meetings are had with the relevant staff to ensure that students are supported to make the right choice. Form tutors regularly check debits and credits to ensure that students are mentored effectively to support a positive and productive time at Alderbrook School where they understand the expectations to succeed.

REWARD TRIPS

As part of the School's reward system, we firmly believe that a larger emphasis on rewards as opposed to sanctions is important. With this in mind, there will be a Rewards Day held at the end of each year with as many students as possible being given the opportunity to take part, as a reward for their positive behaviour.



Previous reward trips include:

- Alton Towers
- Drayton Manor
- West Midlands Safari
- Cinema and shopping
- Table tennis

HOUSE COMPETITION

Each student in Year 7-9 is part of one of four Houses and through a range of activities and competitions, students are able to gain points for their House.

House names are based on our core values. House points will be awarded for attending Extra Curricular clubs, appearances for Sports Teams etc. These will also be awarded for Presentation Evenings and supporting the community.

There will be at LEAST 6 House events that will take place across the school year where students will have the opportunity to gain points for their House such as:

- Half term 1: Bake Off
- Half term 2: Science Challenge
- Half term 3: Spelling Bee
- Half term 4: Maths Challenge
- Half term 5: Braids Assembly
- Half term 6: Athletics Championship

THE MARJORIE WILLIS EDUCATIONAL FOUNDATION



MARJORIE WILLIS

Supporting Young People Through Education

— EDUCATIONAL FOUNDATION —

The Marjorie Willis Charity supports the education of Alderbrook Students.

The Marjorie Willis Educational Foundation is a registered charity that was established in 1974 and has been used over the years to provide facilities and support that is additional to school funding. This has included lockers, water fountains, minibuses and travel costs.

We are now actively encouraging all parents and carers to support the Charity if they are able.

It would make a significant difference if we all were to donate the cost of a cup coffee or slice of cake each month (for example £5).

We do appreciate that not everyone is able to contribute, so this is completely voluntary.

You can make your donation online at any time using card, PayPal or Direct Debit. This can be a one off or regular monthly/quarterly donation.

Cheques can also be sent to the school office, please include your contact details preferably using the Gift Aid form which can be found on our website, where you can find more information or make a donation online: **mwef.org.uk**