

Alderbrook School & Sixth Form

AMBITION | BRAVERY | KINDNESS



**Welcome to
Alderbrook!
2025**

WELCOME

Message from the Headteacher



I am delighted that you have accepted the place offered to your child at Alderbrook School for September 2024. 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 and a Summer School at our school where we will run a range of activities to help your child settle in to life at Alderbrook.

Mr Tom Beveridge

Message from the Assistant Headteacher Year 7



We are very excited to meet you and your child at our transition days and events. There are a number of different opportunities for your children to get to know the school and 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 help with any questions you may have.

Miss Emma Jones

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. The Pastoral Manager's role is to support students in Year 7 with their transition from primary school. The Pastoral Manager is based in Pastoral and will be out at break and lunch time to support your child. 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.

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
<https://www.alderbrookschool.co.uk/school-calendar/>

School Year

September 2025 - July 2026

Autumn Term 2025

- **Term Starts:** Monday 1 September 2025
- **Half Term:** Monday 27 October 2025 to Friday 31 October 2025
- **Term Ends:** Friday 19 December 2025

Spring Term 2026

- **Term Starts:** Monday 5 January 2026
- **Half Term:** Monday 16 February 2026 to Friday 20 February 2026
- **Last day of term for students:** Friday 27 March 2026

Summer Term 2026

- **Term Starts:** Monday 13 April 2026
- **May Day:** Monday 4 May 2026 – school closed
- **Half Term:** Monday 25 May 2026 to Friday 29 May 2026
- **Term Ends:** Friday 17 July 2026

INSET Days

Monday 1 September 2025
Tuesday 2 September 2025
Monday 5 January 2026
Friday 27 March 2026
Friday 26 June 2026
Monday 20 July 2026

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.

TIMINGS OF THE SCHOOL DAY

Year 7/8/11		Year 9/10/12/13	
Period 1	08.30-09.40	Period 1	08.30-09.40
Period 2	09.40-10.40	Period 2	09.40-10.40
Break	10.40-11.00	Form(R1)	10.40-11.00
Form (R2)	11.00-11.20	Break	11.00-11.20
Period 3	11.20-12.20	Period 3	11.20-12.20
Lunch	12.20-12.55	Period 4 (4a)	12.20-13.20
Period 4 (4b)	12.55-13.55	Lunch	13.20-13.55
Period 5	13.55-15.00	Period 5	13.55-15.00

WHAT WILL MY CHILD BE STUDYING IN THEIR FIRST YEAR?

THE CURRICULUM

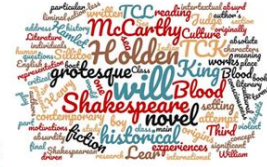
Students at Alderbrook will usually be with us for five crucial years, passing through a very important stage of comprehensive education before continuing their education in our Sixth Form, elsewhere, or going on to training and/or employment.

Our aim is to provide an education for all students (regardless of their background or ability) the skills, aptitudes and understanding which will provide solid foundations for further and higher education and more importantly for life. Teaching develops students' knowledge, skills and understanding and takes place within a broad and balanced curriculum. This is accompanied by an effective social, moral, spiritual and cultural ethos and PSHE curriculum.

KEY STAGE 3

All students study:

- Art
- Computing
- Dance
- Drama
- English
- Food Preparation and Nutrition
- French/Spanish (not optional)
- Geography
- History
- Mathematics
- Music
- Physical Education
- Religious Education
- Science
- Technology



HOW WILL THEY BE SET?

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. Maths is the only subject that is set in year 7 and this is done within the first month or so.

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

At Alderbrook School, we believe that a balanced PSHE curriculum makes a major contribution to a range of statutory responsibilities. PSHE 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.

PSHE 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.

Our contact for PSHE is Mr Steve Aylin.

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. Students' 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.

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.

Students must not use their mobile phone to call home to be collected, they must go to First Aid. Our School Nurse will contact parents if a child needs collecting.

First Aid is located near to Malley Hall.

Any students who have been advised by 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

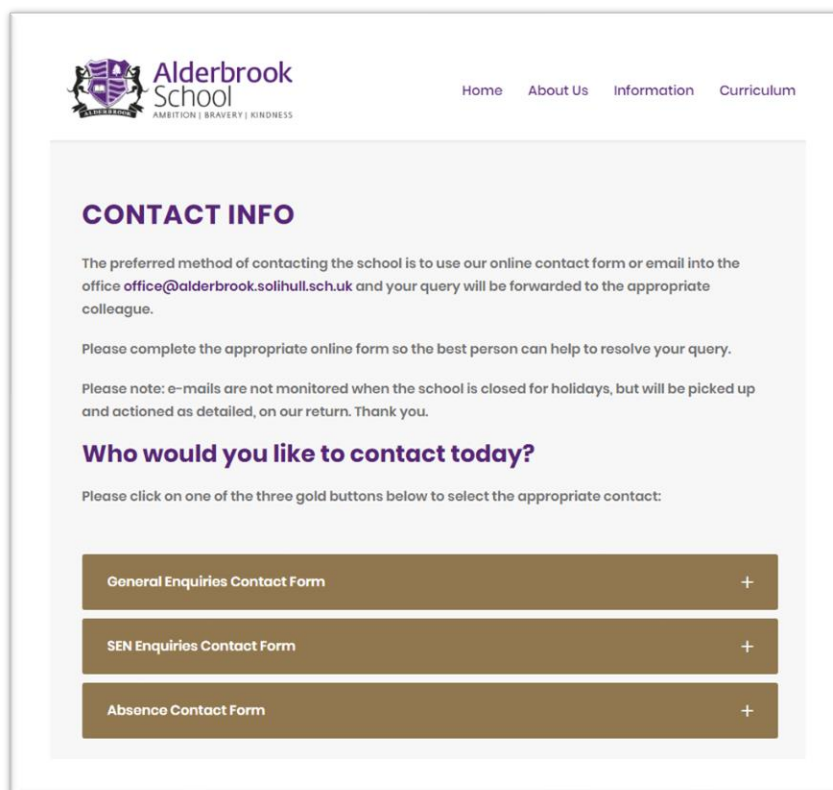
We ask all parents to let us know if their child has any medical condition which requires medication, special care or special consideration. We will keep safe any prescribed drugs or treatments which a child must have during the day and we will assist in administering any if necessary. Parents are responsible 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.



The screenshot shows the Alderbrook School website's contact page. At the top is the school's crest and name, 'Alderbrook School', with the motto 'AMBITION | BRAVERY | KINDNESS'. Navigation links for 'Home', 'About Us', 'Information', and 'Curriculum' are in the top right. The main heading is 'CONTACT INFO'. Below it, text states the preferred method is the online contact form or email to office@alderbrook.solihull.sch.uk. It asks users to complete an online form and includes a note about email monitoring during school holidays. A section titled 'Who would you like to contact today?' instructs users to click one of three gold buttons: 'General Enquiries Contact Form', 'SEN Enquiries Contact Form', or 'Absence Contact Form', each with a plus icon to its right.

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

REPORTING AN ABSENCE DUE TO ILLNESS

If your child is unwell and not able to come school, you should make contact with the school before the school day starts (08.30am).

You can do this by emailing the Student Absence absence@alderbrook.solihull.sch.uk Alternatively, by calling the Student Absence Line – 0121 704 2146 and select option 1.

When notifying the school of an absence, please state your child's full name, registration group and symptoms. You are required to email/call in **each day** your child is absent from school.

APPOINTMENTS DURING THE SCHOOL DAY

Wherever possible, please arrange appointments outside of school hours. However, if your child has an appointment during the school day, please notify us in advance by emailing absence@alderbrook.solihull.sch.uk and provide a copy of the appointment letter if applicable.

If the appointment is first thing in the morning i.e. your child will not be attending school before the appointment, students must sign in at Attendance (located next to Malley Hall) when they arrive in school.

If your child's appointment is during the school day, please provide your child with a note to show their teacher or put a note in their planner. Your child must sign out at Attendance before they leave. Your child must be collected by an adult from Main Reception. If your child is returning to school before the end of the day, they must sign back into school at Attendance and go straight to their lesson.

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.alderbrookschool.co.uk/school-uniform/>

Replacement school ties can be purchased on Parent Pay and your child can collect one from the Admin Office in Malley.

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. This must be paid for on ParentPay and your child will need to collect it from the Admin Office in Malley. Year 7 students will be given braids at the start of the year free of charge.

<u>Year 2025-2026</u>		
Year 7	Blue	
Year 8	Orange	
Year 9	Green	
Year 10	Yellow	
Year 11	Red	

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. As books can be taken home, we recommend your child having a plastic folder to keep them in.

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 £10 via ParentPay. Further details about lockers will be available 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:

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

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

SMBC Transport allocate buses based upon your child's home address. Any queries about the bus your child has been allocated must be directed to SMBC – edtrans@solihull.gov.uk

Bus passes are delivered at the start of term and distributed to students in the first couple of weeks in September. Your child will be allowed to travel on their allocated bus until their pass arrives to school. Termly passes are delivered at the start of each term and your child can collect their new pass from the Admin Office in Malley.

If your child loses their bus pass, please email office@alderbrook.solihull.sch.uk to order a replacement pass. Your child will be given a holding letter to allow them to travel until their new replacement pass arrives.



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.

For safety reasons, cyclists must wear helmets to and from school, and walk along the drives when entering or leaving school. 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. Impact Food are our food services provider and are extremely passionate about the food and service that they provide to their customers. Their menus are well balanced, 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



PARENTPAY & FREE SCHOOL MEALS

A ParentPay activation letter will be given to students on the second transition day. 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 or email our Finance department on finance@alderbrook.solihull.sch.uk

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. The closing date for applications will be **21 July 2025**.



<https://www.alderbrookschool.co.uk/catering/>

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.

Mychildatschool

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 <https://www.alderbrookschool.co.uk/extra-curricular/>



After school clubs will be put on the school website and updated each half term. The clubs will run from 3-4.15pm. If your child has a fixture against another school, parents will receive an email stating which team they have been selected to play in and the location, times and arrangements for that particular event.

If a club is cancelled, your child will be told via word of mouth or via Assembly Notices.

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.

PHYSICAL EDUCATION LESSONS

PE Kit and Lesson Information Update

In response to the current economic climate, we have decided to reduce the number of compulsory items listed on the school website to help parents save money. Students will **not** receive any consequences for not having hoodies, ¾ zip tops, rugby shirts, or rugby shorts. However, we strongly encourage parents to consider purchasing some optional items as the colder months approach, since only items listed on the website are permitted for PE lessons.

PE Lesson Rotations and Grouping

The PE lesson rotations for the entire school year will be published on the school website in September. These rotations will be organized according to your child's ability group.

For Year 7 students, the first half term will involve a variety of activities designed to help PE staff assess their practical skills. After the October half term, students will be placed into ability groups based on these assessments.

Each student has two PE lessons per week, and the activities—and associated kit requirements—may vary between lessons.

First Lesson Notice

The first PE lesson of the year is an introductory Health and Safety talk. Students **do not** need to bring their PE kit for this lesson.

Year 7 First Half term PE Plan

WEEK	BOYS LESSON 1	BOYS LESSON 2	GIRLS LESSON 1	GIRLS LESSON 2
1				
2	INTRODUCTION TALK	CROSS COUNTRY	INTRODUCTION TALK	CROSS COUNTRY
3	RUGBY	RUGBY	GYMNASTICS	GYMNASTICS
4	FOOTBALL	FOOTBALL	NETBALL	NETBALL
5	GYMNASTICS	GYMNASTICS	BASKETBALL	BASKETBALL
6	BASKETBALL	BASKETBALL	FOOTBALL	FOOTBALL
7	ATHLETICS	CAPTURE THE FLAG	CAPTURE THE FLAG	ATHLETICS
8	SET GROUPING	SET GROUPING	SET GROUPING	SET GROUPING

PE Kit Requirements

Indoor Lessons:

- Polo shirt
- Black ABK shorts, skort, leggings, or tracksuit bottoms
- White socks
- Trainers

Outdoor Lessons:

- Polo shirt
- Black ABK shorts, skort, leggings, or tracksuit bottoms
- White socks
- Trainers or studded boots

- Shin pads (for football and hockey)
- Gum shield (for rugby) – **Not compulsory but recommended**

Ability Grouping and Progress Monitoring

After the initial assessment period, Year 7 students will be assigned to ability sets that suit their skill levels across different activities. These groups will be regularly reviewed, and students may move between sets to ensure they are challenged appropriately.

PE Kit Expectations

Students are required to bring their PE kit to every lesson, even if they are unable to take part physically. If a student is injured but able to change, they must still attend in full kit and assume a leadership role, such as officiating or coaching.

To confirm an injury, a written note in the student planner is necessary. Please do not send same-day emails, as the PE teacher may not see them in time for the lesson. However, emails can be used to confirm long-term injuries.

Extra-Curricular Activities

A variety of extra-curricular PE clubs run before and after school. These are advertised weekly through the PE bulletin, which is shared with students during form time by their tutors.

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.

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 the school's 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.

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 —

<https://www.alderbrookschoo.co.uk/supporting-abk/>

ABK SOCIAL MEDIA

Please follow us on these social media platforms:

- X/Twitter – @AlderbrookSch
- Facebook – @AlderbrookSch
- Instagram – @alderbrookschoo