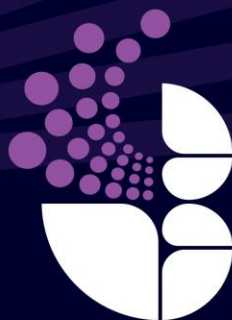


# Abbeyfield School Student and Parent Induction Booklet



ABBNEYFIELD  
SCHOOL  
*Creative  
Education  
Trust*

# Ambitious to Achieve

## Principal's Welcome

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It is my pleasure to welcome you to Abbeyfield School.

At Abbeyfield School we do not believe that success in life is pre-determined or that our life chances are set in stone. We are a school with a central focus on ensuring that every member of our community is supported to achieve success in becoming an expert in their chosen field.

We believe that we all develop and grow with repeated practice of our expectations and values. For this to happen, calm, settled classrooms are led by expert staff who have a passion for their subject. This is the ideal setting for practice to take place alongside consistent hard work, respect and pride.

We are on an exciting journey, repeatedly judged as 'Good' by Ofsted, and are absolutely determined to become the best school possible. We have unashamedly high aspirations for the students in our care both pastorally and academically, and believe that 'We do what we say we do' as members of **#TeamAbbeyfield**.

Students, staff and family are expected to show respect, and receive it in return. We have no doubt that every child who joins us will have the opportunity to reach their full potential and every chance to pursue a career that excites them.

We want to ensure that our students can demonstrate creativity, honesty, independence, resilience, respect and responsibility as they develop with us, but we also recognise that delivering first-class exam results is an equally fundamental responsibility. Our curriculum is designed to enable all students the opportunity to excel.

We also understand that not all of our students are the same. Our curriculum, support and staff development is designed to reflect this. From a balanced and broad curriculum, we seek to challenge all students to ensure they experience the highest quality of education in the time we have the privilege of guiding them. We want to ensure that all of our students achieve success with the opportunity to have choices at the end of compulsory education and beyond.

We look forward to welcoming you to our school soon.



**Jay Kerby**  
Principal

# Ambitious to Achieve

## Mission Statement

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Abbeyfield School is committed to providing a high quality, memorable learning experience for our students. Our aim is to provide a rich, engaging curriculum within the classroom alongside extension and enrichment activities. There is a shared commitment to supporting, inspiring and challenging every young person in order for them to achieve their personal best in terms of academic outcomes. Of equal value is the students' personal and social development, equipping them with the life and employability skills needed for successful adulthood. A recognition that a healthy mind and body is essential underpins our planning and provision. High expectations and positive relationships permeate all aspects of school life. A calm, purposeful environment built around our core values provides the opportunity for all to succeed.

We are ambitious for our students, placing a strong importance on links with the community, higher education and employers in order to widen horizons and support aspirational goals. Building and sustaining positive and constructive partnerships between our students, school and parents/carers is of paramount importance. We are passionate about students, staff and parents having the opportunity both to influence the day to day experiences of our students and to inform our improvement planning.

**We are ambitious to achieve excellence.**



## The School Day

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08.45 – 09.15	Tutor Time
09.15 – 10.15	Period 1
10.15 – 11.15	Period 2
11.15 – 11.45	Break A
11.45 – 12.45	Period 3
12.45 – 13.45	Period 4
13.45 – 14.15	Break B
14.15 – 15.15	Period 5

Students are welcome to arrive from 8:30am.

The library is open to students who wish to study or are early for registration.

The main school gates are closed on the first lesson bell, so students will need to enter the building via the refectory entrance and will be required to attend a detention if they arrive late.

# Term Dates 2023/24

## Abbeyfield School Term Dates 2023/2024 Academic Year

September 2023							October 2023							November 2023							December 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
													1	2	3	4	5								1	2	3
													8	9	10	11	12								8	9	10
													15	16	17	18	19								15	16	17
													22	23	24	25	26								22	23	24
													29	30											29	30	31

January 2024							February 2024							March 2024							April 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su

 School Day
  Weekend
  Half Term
  Bank Holiday
  Training Day
  Disaggregated Training Day

## Ambitious to Achieve

### Useful Contacts

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Student Absence Line	Tel: 01604 826146 Email: <a href="mailto:ABS.Attendance@abbeyfieldschool.org.uk">ABS.Attendance@abbeyfieldschool.org.uk</a>
School Reception	Tel: 01604 763616 Email: <a href="mailto:enquiries@abbeyfieldschool.org.uk">enquiries@abbeyfieldschool.org.uk</a>
Head of Year	Email: <a href="mailto:Kelly.Giles@abbeyfieldschool.org.uk">Kelly.Giles@abbeyfieldschool.org.uk</a>
SEND team	Email: <a href="mailto:ABSSENDSCO@abbeyfieldschool.org.uk">ABSSENDSCO@abbeyfieldschool.org.uk</a>
Pupil Premium	Email: <a href="mailto:ABS-PupilPremium@abbeyfieldschool.org.uk">ABS-PupilPremium@abbeyfieldschool.org.uk</a>
IT/Chromebook Support	Email: <a href="mailto:Support@abbeyfieldschool.org.uk">Support@abbeyfieldschool.org.uk</a>

### Socials

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@AbbeyfieldSch



<https://www.facebook.com/AbbeyfieldSch>



<https://www.abbeyfieldschool.org.uk>



@abbeyfield\_school\_npton

#### Drop-ins

Every week we hold drop-in sessions with the Principal, Head of Year and select members of the senior leadership team. Details of these sessions are regularly communicated to parents/guardians, we encourage you to attend if you wish to speak to a member of staff about any issues or concerns.

### Communication

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The majority of communication from Abbeyfield School to parents/carers will be sent electronically, please can you ensure that we have your up-to-date details including email address and mobile phone numbers. All general parent communications will be sent out via Arbor. If you change your email address, mobile number or if you move, you **MUST** notify the school immediately. You can also update your information through your Arbor website/App. Home school communication is of high value to us.

## Appearance and Standards

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At Abbeyfield School, we set clear expectations to our students in respect of their appearance. These are listed below:

- Hair colour must be of a natural colour and shaved patterns in hair are not permitted.
- False eyelashes are not allowed.
- A modest amount of makeup is permitted however, it should be natural.
- Hoodies are not permitted in school under any circumstances. Students should bring a coat on colder days.
- Jewellery is limited to 1 pair of earrings – studs, no hoops. And 1 watch.
- Facial piercings are not permitted. Piercings will be confiscated and passed to the Head of Year.
- No denim jackets.
- Chewing gum is not permitted.

## Where to buy uniform

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### The Stevensons Group Ltd

Tel: 01727 815700

Website: [www.stevensons.co.uk](http://www.stevensons.co.uk)

### Local Branch

Address: 40 – 42 Abington Square  
Northampton  
NN1 4AA  
Tel: 01604 635828

Email: [northamptonbranch@stevensons.co.uk](mailto:northamptonbranch@stevensons.co.uk)

## Uniform

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School uniform is compulsory and as such we expect all students to wear the correct uniform and take pride in their appearance at all times. An outline of the uniform requirements is listed below.

## School Footwear

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- ✓ Shoes should be sensible, low heeled, black, clean and polishable.
- ✓ Girls' winter boots are not allowed to be worn with skirts. Black boots can be worn under trousers only and they must be polishable and without a heel.
- X No logos, insignia or black trainers.

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<b>TIE</b> 	<b>BLAZER</b> 	<b>(OPTIONAL) PULLOVER</b> 	<b>SHIRT</b> 
<p>✓ School tie</p>	<p>✓ Embroidered grey blazer (this is a compulsory part of the uniform)</p>	<p>✓ Black sleeveless slip pullover with purple detailing in the V-neck (optional)</p>	<p>✓ Plain white shirt</p>
<b>TROUSERS</b> 	<b>SKIRT</b> 	<b>SOCKS/TIGHTS</b> 	<b>COAT</b> 
<p>✓ Full length, plain black trousers.</p> <p><b>X</b> No embellishment, skinny fit trousers, jeans or leggings</p>	<p>✓ Plain black pleated skirt, sensible length</p> <p><b>X</b> Pencil skirts</p>	<p>✓ Black socks, ankle or knee length with skirts.</p> <p>✓ Black tights</p>	<p>✓ Winter coats must be waterproof and a dark, plain colour</p>

✓ Please note hijabs should be plain black and unembellished.

If you qualify for Pupil Premium and require help buying uniform, please email [ABSPupilPremium@abbeyfieldschool.org.uk](mailto:ABSPupilPremium@abbeyfieldschool.org.uk)

## PE Kit

All students are required to wear uniform for PE lessons. An outline of the uniform requirements is listed below:

### SPORTS/RUGBY TOP



- ✓ Black and purple short sleeved sports top or rugby top

### SHORTS/SKORT



- ✓ Black and purple shorts or skort

*Students may also wear plain black track suit bottoms or sports leggings; any logo must not be bigger than a £2 coin*

### FLEECE/GAMES TOP



- ✓ Black and purple long sleeved games top/plain black micro-fibre fleece

### OTHER ITEMS

- ✓ Non-marking trainers (suitable for indoor use)
- ✓ Football boots/astro-turf trainers (suitable for use on grass and the all-weather pitch)
- ✓ Plain black fleece (not a hoody) no logos please
- ✓ Black football socks

All students are advised in their first PE lesson that they are to bring kit to PE even if they are excused from participating practically. The reason for this is that we would like 'excused' students to take on the role of an official or a coach. (The only exception is if they have a broken bone.)



## Equipment

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Students need to bring the necessary equipment to each lesson. The following is required:

- ✓ A rucksack or satchel, large enough to carry multiple books, stationery, and P.E kit
- ✓ A pencil case containing:
  - ✓ A purple pen
  - ✓ 2 black pens
  - ✓ 2 pencils
  - ✓ Rubber
- ✓ Pencil sharpener
- ✓ Compass
- ✓ Protractor
- ✓ 30cm ruler
- ✓ Scientific calculator

## Pupil Premium

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Students from specific backgrounds are proven to underachieve academically when compared to their non-disadvantaged peers nationally. The pupil premium is additional funding to support these pupils to succeed at school.

### **The objectives of Pupil Premium are:**

To diminish any gaps in attainment and progress outcomes between those students from disadvantaged backgrounds against national for non-disadvantaged by the end of Key Stage 4 (Year 11).

To increase attainment and progress outcomes by disadvantaged students in English and Mathematics.

Reduce absence, lateness to school, exclusions and improve attitude to learning.

Ensure that there is equality of opportunity for all leavers through access to high quality curriculum, academic pathways, Post 16 destinations and enrichment opportunities.

### **Disadvantaged criteria are:**

Pupils who have registered for Free School Meals (FSM) at any point in the last six years.

Pupils who are looked after by the local authority for more than six months.

Pupils whose parents are currently serving in the armed forces.

## Free School Meals

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Some students are eligible to Free School Meals. For those who are, a daily free school meal allowance is uploaded to the student fingerprint accounts to allow them to purchase their lunch.

**If you are in receipt of any of the following, you may be eligible for free school meals:**

- Income Support
- Income based jobseekers Allowance
- Income related employment and Support allowance
- Support under part IV of the immigrant and asylum act 1999
- Child tax credit, with no element of working tax credit, and household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal tax credit

For further information, please see the following link:

[www.northamptonshire.gov.uk/freeschoolmeals](http://www.northamptonshire.gov.uk/freeschoolmeals)

## ParentPay

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We are now a cashless school. This means that each parent is provided with an account for ParentPay to enable you to pay for school lunches, trips etc.

Parents can log in to their ParentPay accounts to top up lunch accounts for students as often as they would like to. You will also be able to view the amount that your child has spent in the school refectory each day. This system operations with students' fingerprints being used as the payment method, with the amount spent taking automatically from your parent pay account.

Each parent will be provided with an allocated username and password, we will send home a letter with your child on one of the Transition days.

If you already have a ParentPay account, you can continue to use it by logging in, select add child, enter the code on your letter (these are given in September), followed by submit.

If you would like to familiarise yourself with ParentPay please visit:

<https://www.parentpay.com>



## Getting to School

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The main route is a footpath which takes students along the side of a busy carriageway and under an underpass. We suggest that students walk together in groups for safety. Any poor behavior reported for students walking either to or from school, will be dealt with according to our policies.

### On Foot

Many of our students live locally and so the easiest way to get into school is on foot. Please make sure that your child is safety aware if you are intending for them to walk to school.

### Bicycle

Many of our students cycle to school. There is a public right of way across the field adjacent to the school but there is no CCTV along this point. If your child wishes to ride their bicycle to school, this is at their own risk. Students must ensure that they lock their bicycles to the designated racks as securely as possible. Bicycles are not to be ridden around the school grounds.

### Car

Your child can be dropped off within the school car park, however, please move along once they are deposited. The layby outside of the school is not to be used for parking as this obstructs other drivers, particularly Lorries and emergency vehicles. Please be aware of pedestrians in all areas of the school grounds crossing roads and paths.

### Bus

A small minority of students use the bus service. The bus does not stop directly at Abbeyfield and therefore you should plan your own route to arrive at the nearest bus stop to Abbeyfield that is covered by your service.

## Attendance

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### What to do if your child is absent

We would ask you please to contact the school on each day of absence at 8am on **01604 826146** leaving their name, tutor group and reason for absence, or you may opt to inform us via the Arbor app. If the absence is more than 4 days long, you will need to provide a note from the GP.

If your child is absent and we have not been informed of the reason for this, we will notify you via text. You can respond to this message and give us accurate details and the reason for the absence.

## Ambitious to Achieve

### Authorised absence

- Genuine illness
- A family crisis (i.e. bereavement)
- Religious observance if notified in advance

### Unauthorised absence

- Shopping
- Oversleeping
- Celebrating a birthday
- Term time holidays

**Please note:** Unauthorised absences may result in a referral to Education and Inclusion Partnership depending upon the situation.

### Absence 90% and under

If your child's attendance reaches 90% or below, interventions will be introduced to encourage your child to attend school on a regular basis.

These may be:

- Head of Year contact
- Mentoring
- Home Visits
- Attendance support meetings/ parenting contract/referral to EIP

# ATTEND TO ACHIEVE MISS SCHOOL - MISS OUT

## WHY ATTENDANCE IS SO IMPORTANT

- To achieve your personal best
- To have the best possible start in life
- To make friends and build relationships
- To develop new skills
- To build confidence and self-esteem

## WHAT IS BEING MISSED?

ATTENDANCE	DAYS ABSENT	WEEKS ABSENT	LESSONS MISSED
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons



**Attend every day to achieve your personal best!**

## The Role of Form Time

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The role as a Personal Development (PD) Form Tutor is an important one. PD Tutors are often the first member of staff your child/children meet when they arrive in the mornings. PD tutors will greet the students in the morning line ups and get their day off to a good start; they are also the first point of contact for parents.

What your child should expect:

- Daily form line ups with tutors.
- Quality form tutor sessions to promote a positive routine driven start to the day.
- Sharing of the Principals' weekly bulletin on Mondays to communicate important information.
- Form notices boards will include updates, to remind students of key notices and dates.
- Distribution of appointments/detention information, to allow students to access the support offered within school.
- Target setting on attendance and punctuality where needed to monitor and support attendance, academic or personal targets.
- Equipment checks to ensure students are organised in order to access learning.
- High quality assemblies delivered to promote year group and whole school ethos ensuring students.
- Celebration of success and achievement via awards assembly and Principals' commendations.
- Supporting charities to promote whole school ethos.

	7	8	9	10	11
Monday	Reading	Reading	Reading	Reading	Assembly
Tuesday	Target setting	Target setting	Target setting	Assembly	Reading
Wednesday	Big Question	Big Question	Assembly	Big Question	Big Question
Thursday	Quiz	Assembly	Big Question	Target setting	Target setting
Friday	Assembly	Quiz	Quiz	Quiz	Quiz

## **Tracking Progress**

In readiness for your child starting at Abbeyfield School, we have liaised with your child's primary school to help give us an idea of each student's level of achievement.

We continue to monitor and track progress of each student throughout their journey with us.

### **Regular assessment**

In Key Stage 3 Summative assessments take place twice a year in all year groups, across all subjects. They aim to match the rigour of external national assessments. These examinations indicate students' progress and attainment in each subject. These Trust wide assessments are cumulative, meaning they assess the powerful knowledge taught in previous units of work as well as content recently taught. The results from these assessments are reported home in Grade Cards along with whether students are on track to achieve their targets.

### **Regular reporting**

Students receive a grade card twice a year. This shows the progress and attitude they have adopted to learning. Each year a report is written which identifies the strengths and weaknesses in each subject.

### **Parent's consultation evenings**

Parents are given the opportunity to attend a consultation meeting to discuss their child's progress. These consultation evenings are held once a year. Parents are able to book their appointments for this evening online via Schoolcloud.

### **Incentives**

- Weekly rewards
- Half termly prize draw for students who have received 100% attendance.

## Praise and Rewards

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Rewards and incentives play a central role in our belief that students should be recognised for the elements of their effort that go above normal expectations. On the whole, schools can fall into the trap of rewards being a tokenistic gesture, but we believe that rewards carry greater impact when they are informed by student voice, as well as being more tangible across a regular period of time.

We aim to get a meaningful balance between positive and negative reinforcement, and we ask that all parents support our systems to ensure that those who get it right are rightly rewarded.

All parents and students will have access to ePraise where you will be able to monitor and review the number of Praise and Consequence points allocated on a day-to-day basis. Praise points can be used towards rewards of student choice as well as key incentives and opportunities as outlined on our Praise Pyramid.



### 800 Praise Points – Platinum Award

Platinum Achievement badge for blazers  
Afternoon Tea with the Principal & Letter homes

### 700 Praise Points – Gold Award

Gold Achievement badge for blazers  
Invited to Friday's

### 600 Praise Points – Silver Award

Silver Achievement badge for blazers & Popcorn & Movie  
Telephone call/email home from Head of Year

### 550 Praise Points – Silver Milestone

Silver badge achieved on ePraise  
Friday afternoon Popcorn & Movie in the Theatre

### 450 Praise Points – Bronze Award

'We Embrace Abbeyfield' pen & FREE cookie  
Telephone call home from Tutor






### 350 Praise Points – Bronze Milestone

Bronze badge achieved on ePraise  
FREE cookie or cake from the Refectory

## Ambitious to Achieve

As student achieve the relevant points, students can choose to treat themselves to the following rewards.

All points earned throughout the year, regarding of student expenditure, will count towards place on the Final End of Year Trip.

				
Jump to the front of the queue in the Refectory	Free hot chocolate	Free lunch in the Refectory	Choice of Sharpie pens or highlighters	Stationery pack
<b>50</b>	<b>100</b>	<b>150</b>	<b>300</b>	<b>350</b>

				
Cinema voucher	£5/£10 Amazon voucher	£5/£10 Games voucher	£5/£10 Love to Shop voucher	Prom ticket covered by us
<b>400</b>	<b>500/1000</b>	<b>500/1000</b>	<b>500/1000</b>	<b>1500</b>

In addition, Golden Tickets are distributed daily throughout for students who are consistently doing the right thing or going above and beyond. These tickets then take place in a prize draw at the end of each half term, where prizes include iPads, Air pods and Amazon vouchers. Students with excellent attendance also receive weekly Praise Points, a 'jump the queue' refectory pass and a draw for weekly Amazon vouchers.

We also have our brand-new Rewards Room, 'The Retreat', opening in September 2023 where students have access to games consoles, music and refreshments.





## Our Policies

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### Homework

We strongly believe that homework not only develops students' independent learning skills but also gives them the opportunity to prepare for, extend and consolidate learning away from the classroom. Therefore, we refer to homework as **Extended Learning**. When planning Extended Learning, teachers always consider the following questions (not all will apply for every piece set):

- Does the work recap, consolidate, reinforce and extend the skills and knowledge developed in the classroom?
- Does the work offer opportunities for flipped learning, perhaps ensuring that students come prepared and therefore teachers can start 'on the hard part' earlier in the lesson?
- Does the work encourage students to develop the skills needed for independent learning, including self-discipline and working to deadlines?

A variety of tasks will be set for Extended Learning which are designed to encourage students to explore a range of independent learning styles and resources. **Wherever possible, Extended Learning will be digital in nature.**

### Mobile Phones

We are a No Mobile Phone school. In order to promote effective learning during lessons and safeguard our students, we do not permit the use of the following items on site during school hours:

- Mobile phones
- Personal music devices inc headphones etc
- Smart watches
- Any other electronic device

Any such items should remain switched off and in pupils' bags only. Any devices seen or heard will be confiscated. Confiscated items are handed to the Principal, and are to be collected at the end of the day from Reception.

Confiscation of such items will in most cases result in a C2 break time detention being issued. However, if repeated use is noted, this then may result in a C3 after school detention, or the pupil being required to hand in their device every morning on standards gate for a week. If a pupil refuses to hand over their device to a member of staff, this will be dealt with in line with the behaviour policy.

If there is an emergency, parents need to contact Reception who will then deal with any parent-child required communication.

## Ambitious to Achieve

### Social Media

Social media usage is not allowed at any point in the school grounds. Safe and appropriate use of such sites is taught as part of the curriculum.

If you have any concerns regarding your child's usage of social media, please contact the Head of Year. Cyber bullying will not be tolerated and will be dealt with according to our school policies.

#### Advice to pupils:

- Use safe passwords
- Use sites that are appropriate for age
- Do not meet any online friends without parental consent/supervision
- Know how to block unwanted sites and communications

### E-Safety

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Legal ages to hold an account:

13+	16+	18+
Twitter	Whatsapp	Youtube
Facebook		Foursquare
Instagram		WeChat
Pinterest		Keek
Google +		Flickr
Tumblr		Kik
Reddit		
Snapchat		
TikTok		

All students are taught about E-Safety during their time at Abbeyfield School. They are taught:

- Safeguarding, including E-Safety, through teaching and learning opportunities with the curriculum. The details are included in the school's curriculum documentation.
- To be critically aware of the materials/content they access online and be guided to validate the accuracy of information.
- To acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- To understand the need for the pupil AUP and encouraged to adopt safe and responsible use both within and outside school.

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