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**AYLESBURY  
HIGH  
SCHOOL**



**Information for  
Year 7 Parents**

**2020-21**

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March 2020

Dear Parent/Carer

## Welcome to Aylesbury High School

On behalf of the Governors, I offer you a very warm welcome to Aylesbury High School. The move to Secondary School will be an exciting step for you and your daughter. Our aim is to make secondary education as fulfilling and enjoyable as possible for your daughter while giving you the reassurance that your daughter's education is in very good hands.

The whole school staff prepare thoroughly each year to ensure that your daughter makes a smooth transition from her previous school. Aylesbury High School is a friendly place to be and staff and students alike are particularly attentive to the needs of the new Year 7 students in their first term. They are always ready to help them if they look lost, and to provide advice and guidance as necessary.

As your daughter settles in, she will quickly become aware of the many opportunities available in school through its activities and facilities, which we continue to develop and improve. The Governors work closely with the Head Teacher and Leadership Team to prioritise these improvements within the scope of the school budget, which is greatly enhanced with the support of parents, patrons, our local community and business partners. We are currently in the process of transforming the Tower Block classrooms and we anticipate the project will be completed by the Autumn Term.

Aylesbury High School is known for its commitment to all-round excellence. School is not only about academic achievements, important though they are, but also about developing the whole person through a wide range of activities, a quality that impressed Ofsted inspectors during our last inspection. I hope your daughter will take advantage of the lunchtime clubs, House events and competitions, and the extra-curricular activities available.

We are justly proud and fully supportive of our dedicated team of teaching and support staff. I hope you will join us in giving them your utmost support and encouragement throughout your daughter's time at Aylesbury High School.

Governors are well aware of the importance of strong links between school and home. You will have opportunities each year to come into school and engage with your daughter's teachers. The Head teacher and members of the school's Leadership Team are available at these occasions if you wish to speak with them. On a less formal note, there are also concerts, performances and School Association events throughout the year, and we warmly encourage you to come along and enjoy participating in all aspects of the school. We are keen to enable you to express support and to contribute as you feel able. I hope that your family's association with the school will give you pleasure and that your daughter's involvement will be fruitful and happy.

I look forward to meeting you and your daughter on **Wednesday 6 May at the Information Evening, at 7 pm in the Main Hall**, and at various school activities in the future.

Yours sincerely

James Chandler  
Chair of Governors

# Key Dates

## By Friday 27 March

Please submit the electronic admissions form. We will email you in early March with a link to this form.

If you would like your daughter to have additional instrumental lessons, please also return this [Google Form](#)

## Wednesday 6 May 2019 Information Evening 7 pm, Main Hall

This evening is both for students and parents. We will be giving advice on how to make a successful transition from Primary to Secondary, explaining our 1:1 Chromebook scheme and introducing you to Mr Giles Scoble, our Head teacher, Ms Quesne, our Head of Year 7 as well as a number of other key AHS staff.

## Saturday 6 June Uniform Fitting Day, 9 am - 4.30 pm

During May, we will e-mail you details of how to book an appointment. If you have not received the details by the end of May, please e-mail [uniform@ahs.bucks.sch.uk](mailto:uniform@ahs.bucks.sch.uk).

If you know that you are unable to make the above date, and wish to make an alternative appointment for fitting and purchasing, please contact Mrs Wanstall on 01296 388222, Monday to Thursday between 9 am and 4 pm. Please make sure you have arranged to come into school by **Thursday 25 June** at the latest.

## Tuesday 7 and Wednesday 8 July Transition Days, 9 am - 3 pm

Please bring your daughter to the main entrance by 9 am and collect her at 3 pm.

These days are a great opportunity for your daughter to meet members of her new form and to take part in some sample lessons. Further details can be found in the front of the Students' Information Handbook. Lunch will be provided on both days, kindly paid for by our caterers, Harrison Catering Services.

If you are happy for your daughter's email address or phone number to be shared with members of her new form, please remind her to bring this information on Induction Day. If she would also like to purchase an AHS T shirt in her house colours, please also provide her with a £5 note in a named envelope.

## School Term Dates 2020 – 2021

Please note that these will differ from other schools both within and outside Bucks.

<b>Autumn Term 2020</b>	<b>First Day for Year 7 and 12 only: Thursday 3 September</b> Last day of term: Thursday 19 December <i>Half Term: Monday 26 October - Friday 30 October</i>
<b>Spring Term 2021</b>	Tuesday 5 January – Thursday 1 April <i>Half Term: Monday 15 February - Friday 19 February</i>
<b>Summer Term 2021</b>	Monday 19 April - Friday 16 July <i>Half Term: Monday 31 May – Friday 4 June</i>

Staff INSET days are on:

- Tuesday 1 September 2020
- Wednesday 2 September 2020
- Friday 23 October 2019
- Monday 4 January 2020

# Home-School Expectations

**Parents, Staff and Students at Aylesbury High School believe that successful education is achieved through a good working relationship between each of us.**

There are many important aspects to the relationship between the home and school that lead to a student's successful career in education. Some of these are laid down in detailed rules and policies elsewhere in the school.

The Home-School Expectations recognise that a list of 'dos' and 'don'ts' doesn't automatically create successful learning; success comes from the school and the home working together to value hard work, promote achievement and enjoyment, and encourage participation and commitment.

The greatest success comes from a partnership where everybody contributes and all learn. It is hoped that these Expectations can be used to enhance that partnership and thereby enable all students to be successful, in the spirit of our School Statement.

## **Aylesbury High School Statement**

***Preparing, Challenging and Inspiring our Students***



Aylesbury High School offers every girl a balanced and broad curriculum which is forward-looking, innovative and of the highest academic quality. Our staff set standards of excellence for themselves and for their students, helping each girl to reach her full potential and recognising her individual needs.

Through the formal curriculum and through a planned programme of activities outside the classroom, we cultivate self-confidence, independent thinking, tolerance and a sense of responsibility in our students.

We believe that learning is enhanced by a happy, friendly and secure environment characterised by co-operation and mutual respect.

The school provides opportunities for girls to develop their skills and their ideas through the arts, sport and recreation, House activities and community involvement.

In all that we do, we aim to prepare girls for life in the fast-changing world of which they will become adult members, ready to play an active and positive part in the local, national and international community.

## **School Commitment**

We aim to:

- Provide a broad, balanced and high quality education to enable all girls to fulfil their potential and participate fully in the life of the school
- Be aware of individual learning needs and set realistic and relevant homework
- Recognise success and reward hard work and good behaviour
- Provide a safe and caring learning environment
- Provide opportunities for all students to extend their learning outside the classroom and work with the local community
- Give students feedback on their work promptly, discuss progress with them and set targets for improvement
- Treat members of the school community fairly, regardless of differences
- Communicate regularly with parents and provide opportunities to discuss progress, welfare and targets
- Maintain high standards in behaviour and dress and promote mutual respect in the school
- Work closely with parents and students when improvement is needed in behaviour
- Provide ways for students to discuss issues of learning and life in school
- Provide appropriate careers advice and guidance.

## **Student Commitment**

I aim to:

- Work to the best of my ability, aiming to fulfil my potential in all that I do
- Attend school and lessons on time and appropriately equipped; take responsibility for my work - be organised, meet deadlines and work towards my targets
- Ensure that the school site remains a pleasant and safe place, helping to keep it clean and tidy
- Have consideration for the learning needs of other students
- Dress according to the school uniform policy
- Behave with respect and consideration for others in school, treating everyone fairly
- Be aware of the need for safety in school
- Make the school aware of any problems or concerns that affect me or my work at school
- Make the best of opportunities to represent the school and conquer or face new challenges
- Make the most of opportunities to take responsibilities within my form and the school.

## **Parent Commitment**

I aim to:

- Work with my daughter and her teachers to enable her to fulfil her potential
- Encourage my daughter to manage books and equipment effectively
- Provide an area in the home where my daughter can work in peace and quiet
- Take an interest in my daughter's work and encourage her to maintain progress and achieve her targets in all subjects
- Attend parents' evenings and discussions and communicate with teachers when appropriate
- Reinforce school policies, such as the school Behaviour Policy and Uniform Policy
- Support the school in solving problems of disruption and behaviour
- Encourage my daughter to be aware of and respect others' needs, opinions and beliefs in school, treating everyone fairly
- Alert the school early to changes in circumstances which may affect my daughter's progress
- Avoid taking my daughter out of school unnecessarily.

From time to time, photographs of significant school events are released to the press or included in our newsletter or website. If you do not want your child's photo to be used, please contact Mrs H Queralt, Assistant Head ([hqueralt@ahs.bucks.sch.uk](mailto:hqueralt@ahs.bucks.sch.uk)).

# Information & Communications Technology

## Chromebooks @ AHS

From September 2018 all students in Years 7 – 10 have been using a Chromebook in lessons and at home. Please see the separate leaflet for more information on this and how to purchase a Chromebook. We will also give a presentation on this at the Information Evening in May.

## AHS Acceptable Use Policy – all students need to agree to this

School responsibilities:

- To provide internet and email access to its students.
- To provide internet filtering of inappropriate materials whilst connected to the AHS wireless network.
- To provide data storage through Google Drive and the students' school Gmail account.
- To provide guidance to aid students in using devices in their learning and help assure student compliance with the acceptable use policy.
- AHS reserves the right to review, monitor, and restrict information stored on or transmitted via AHS owned equipment and to investigate inappropriate use of resources which includes monitoring of email traffic and internet searches

Students are responsible for:

- Using computers / devices in a responsible and ethical manner.
- Obeying general school rules concerning behaviour and communication when working on Chromebooks or computers.
- Avoiding damage to school equipment or the school's network systems.
- Keeping passwords secret
- Helping the school protect our computer system / device by contacting the Technical Services Team about any security problems they may encounter.
- Monitoring all activity on their accounts and informing the school about any concerns.

Student activities strictly prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates exam board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of sites selling exam papers, book reports and other forms of student work.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work.
- Spamming - sending mass or inappropriate emails.
- Gaining access to other users' accounts, files, and / or data or making changes to others' work.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components)

## USING YOUR CHROMEBOOK AT SCHOOL

- All Chromebook users will follow this Acceptable Use Policy and Guidelines for our 1:1 scheme.
- Chromebooks can be damaged if subjected to rough treatment and the screens are sensitive to damage from excessive pressure so do not put pressure on the screen.
- Chromebooks purchased through the AHS scheme are covered by a 3 year warranty. Malfunctions covered by the warranty will be repaired onsite or sent to the manufacturer. Parents will be responsible for covering the cost of any repairs not covered by the warranty, such as water damage.
- Students will be required to bring their Chromebook (charged) into school every day.

- Chromebooks must be clearly named.
- If students forget their Chromebook they should visit the library before registration to borrow a school Chromebook for the day. They will be issued with an equipment mark.
- No student should record, film or photograph a lesson / teacher / student without asking permission first. This includes out of lesson time.
- If a student is found to be misusing the Chromebook, it will be confiscated with a possibility that the Chromebook will not be re-issued until a meeting has been held with parents.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Students will be made aware that their storage spaces and emails are accessible by the school's ICT technicians and members of the Senior Leadership Team.
- If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including exclusion for students. When applicable, the police may be involved.

#### USING YOUR CHROMEBOOK AT HOME

- Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home.
- Parents are responsible for web filtering while Chromebooks are in use at home.

## E Safety

### Use of Mobile Phone and Online Technology at Home

Over the past few years, we have become increasingly worried about the effect 24/7 access to the online world is having on our students, and parents have asked us for advice on best practice for handling phones and computers at home. For example, friendship disputes which spill into school may have started as a late-night exchange by text or online when we are sure parents thought their daughters were long since asleep.

We have also seen examples of girls giving in to pestering by other students to send inappropriate images of themselves, and these, too, have been taken late at night in girls' own bedrooms. We have no desire to be unduly alarmist but we, and all schools, are beginning to see examples of such incidents even with younger girls.

Experts suggest limiting children's access to mobile phones, television and laptops after a certain time at night, but we know how difficult it is for parents to fight against the tide of what their daughter's friends are apparently allowed to do.

**To help in this, we respectfully suggest that parents could restrict their daughter's use of devices to the early evening only, and not allow them in bedrooms once they have gone upstairs for the night.** We would also ask and recommend that you check periodically how your daughter is using e-mail, text and any social media she might sign up to as she gets older, and encourage her to share any concerns she has about this area of her life with you.

You will be aware that social media sites have a minimum age requirement, typically 13 or 16, and it is not helpful to your daughter to allow her to breach these restrictions.

Please discuss privacy settings on social media and phones with your daughter so that she retains control over her personal information.

Thank you for your support in this matter. You might also find the following sites useful:

<https://www.thinkuknow.co.uk/parents/>  
<http://www.vodafone.com/content/parents.html>  
<http://www.google.co.uk/safetycenter/families/start/#home>



## Security of Property

Lockers are available for all girls for a one-off payment of £25 which covers the use of a locker for as long as the student is in school. If a key is lost, the student will be charged £5 to cut a new one. The lockers are large enough to keep your daughter's books and files securely, plus small items of personal property. You will see the fee for the locker key listed on Parent Mail (see page 10). Please ensure this is paid **before** the start of term, as locker keys cannot be given out if the fee has not been paid. Your daughter will then receive her locker key during registration on the first day of term.

### Money and Valuables

Girls must keep any money brought to school on their person, and should not bring large amounts of cash to school. Payment for school meals, all school activities and uniform items is made through our online facility, Parent Mail. In special circumstances, money may be left in the School Office.

NO MONEY OR OTHER VALUABLE POSSESSIONS SHOULD BE CARRIED IN SCHOOL BAGS

PARENTS ARE REMINDED THAT THE SCHOOL CAN ACCEPT NO RESPONSIBILITY FOR MONEY, MOBILE PHONES OR OTHER POSSESSIONS MISLAID ON SCHOOL PREMISES

### Mobile Phones

- Students are allowed to bring mobile phones to school, as they may need to use them on their way to and from school, but they must be turned off and out of sight in school.
- The only exception to this is if a teacher has given permission for a student to use their phone as a learning aid in a lesson.
- If students need to contact a parent urgently during the school day, they should speak to their tutor, head of year or the front office to ask for permission to contact home.
- If a student uses her phone without permission, it will be confiscated for the rest of the day.

## Home to School Transport

Queries about school transport should be directed to Buckinghamshire County Council (01296 387439) unless you are using a private operator. BCC has asked us to advise parents who are not entitled to free transport and who would like to apply for paid transport to visit the Buckinghamshire County Council website where they can submit an application form.

The application form can be found at

<https://www.buckscc.gov.uk/services/education/school-transport/paid-for-school-transport/>

They strongly encourage parents to submit their application online as this process is quicker and more efficient than by post.

## Free School Meals

A reminder to families that you may be entitled to claim for Free School Meals. This is an entitlement for children to be given free school lunches where their parents/guardians are in receipt of any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Child Tax Credit if also receiving Working Tax Credit during the four week period immediately after employment ceases, or after a drop in working hours to less than 16 hours per week (known as Working Tax Run On)
- Universal Credit with an annual net earned income of no more than £7,400

Students eligible for Free School Meals have a daily allowance which they can use in the Dining Room before school, at break and at lunch; because of our cashless system, FSM and non-FSM students go through the tills in exactly the same way and are indistinguishable from each other.

We encourage everyone who might be eligible to get in touch with Mr Marshall, [kmarshall@ahs.bucks.sch.uk](mailto:kmarshall@ahs.bucks.sch.uk), in confidence, for further information and the necessary forms.

## Pupil Premium, Service Children & Looked After Children

The Government allocates additional money to schools to support children who:

- have been registered as eligible for Free School Meals at any point in the last six years
- have a parent who is in the regular armed services or has been in the last four years
- are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)
- are 'Looked-After Children' who:
  - have been looked after in public care for 1 day or more, or
  - are adopted, or
  - leave care under a Special Guardianship Order or a Residence Order.

Please indicate on the admission form if you believe that your daughter qualifies in any of these categories and we will contact you, in confidence, for details.

Support is available for these children with uniform and stationery costs and trip costs.

Additionally, the government provides additional funding to help the school provide additional welfare and support for children of service families who:

- have a parent who is in the regular armed services or has been in the last four years
- are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)

In addition, we have a hardship fund for those not eligible under the Pupil Premium to enable students to take part in educational visits; we would not want anyone to be unable to participate through lack of funds and help a number of families, in confidence, every year. Details are included with every trip letter that goes home and there is a '[Request for Financial Assistance](#)' form under the Parent section of our website.

## Making Payments to School

In order to make to ensure it is as easy as possible for parents to pay for items and to make our finance administration simpler and more efficient, we use on-line systems to pay for items at school such as school trips, food from our catering service, extracurricular activities and tickets for our events. We do not accept payment by cash or cheque for any of these items.

We use a system called Parent Mail for these payments, which also manages our routine email communications home to Parents. The system is complemented by an App for smart phones and tablets and makes it very convenient for parents to receive emails and notifications and to pay for items by card from home. Please note PayPal attracts higher charges for the school so please avoid this payment method if you can. Further information is available on the Parent Mail website at [www.parentmail.co.uk](http://www.parentmail.co.uk).

If for any reason you would prefer not to use on-line payments, then you can use an alternative system called PayPoint. This uses a bar-coded letter for each item which you take to local shops displaying the PayPoint sign and then pay by cash or card. Your payment is credited against the item on your ParentMail account but can take up to 48 hours to be processed. If you want to use this system, then please contact the school as soon as possible to find out more details.

The Uniform Shop has an on-line portal where you can order and pay for items from home and your daughter can then collect the order from the shop during school when it is open. The Uniform shop has a card reader to take card payments too and will accept cash if you are visiting it in person, but does not accept cheques. Please do not send your daughter in with cash to pay for items from the shop.

When you pay by any of our online systems, an e-mail confirmation is sent to you, giving you the reassurance that the transaction has gone through.

**You will be sent an e-mail from [info@parentmail](mailto:info@parentmail) during the summer term which will contain a link to set up and activate your account.** You should also receive an introductory email giving you further information about this system. Please note, if your daughter is at a school that also uses ParentMail please do not "unsubscribe" from that account as that will prevent you from receiving any emails from us as well. If you do not receive the e-mail from ParentMail, please telephone the school (01296 388222) and ask for Mr Marshall, the Support Staff Director or email him on [kmarshall@ahs.bucks.sch.uk](mailto:kmarshall@ahs.bucks.sch.uk).

### Cashless Catering System

The school has invested in a Cashless Catering System for the Dining Room to reduce queuing times and provide us with data to help improve the meal service. Students are not able to purchase any food on the school site using cash. There are, of course, water points in the dining room which provide free water.

Cashless catering not only speeds up the service and helps with the continued improvement and development of the catering operation, but eliminates the need for students to bring cash into school that has, on occasions in the past, caused other problems. There is no need for students to carry a card or remember a pin number, as payments are made at the tills using the same biometric system we use in our Library.

As mentioned above, the system for crediting your daughter's meal account is ParentMail. You simply top up your daughter's account in advance online and as they use the canteen service, the correct amount is deducted from their account. The minimum top up is £10 and the maximum is £100; as a guide, the dish of the day currently costs approximately £2.50. The

system automatically sends you an e-mail you when the balance drops below a specified amount (but you can switch off this notification). There is a daily 'spend limit' of £6.50 automatically programmed into the system to prevent excessive use.

The dinner money item should be made live on your daughter's ParentMail account after the induction day in July, and we would recommend that you add a credit to the dinner money item at this time to ensure your daughter will be able to use the Dining Room on the first day of term.

We use a biometric system in both our Library and Dining Room to speed up their processes and reduce queuing times. The system works by taking measurements of the finger, but it **does not** capture a complete image. This means that a fingerprint cannot be constructed from the data. Schools cannot use biometric information for any reason other than for the express purpose for which it was collected. In order to use the cashless system and the library, your daughter will need to be registered on the biometric system. For the majority of new girls joining us in September, this is achieved during the induction days in the summer term. Further information is available on our website.

## School Website

Please do have a good look at our [school website](#), where you will find lots of useful information. [The Year 6 page](#) includes all the information you need at this stage.

You might find these other pages useful:

School policies: <http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/>  
ParentMail: <http://www.ahs.bucks.sch.uk/parentmail/>  
Uniform Shop: <http://www.ahs.bucks.sch.uk/uniform-shop/>  
School Calendar: <http://www.ahs.bucks.sch.uk/news-and-events/calendar/>

You might also like to follow us on Twitter at: @AylesburyHigh

## School - Home Communication

Most correspondence with parents from AHS is by e-mail or telephone. For this reason, it is very important that you fill in your contact e-mail address carefully on the Admission Form, and **ensure that this field is completed under Contact 1**, even if the first contact does not 'own' the e-mail address. For families where neither parent has an e-mail address, paper copies of letters can be provided. Please make this clear on your Admission Form. We recommend you add @ahs.bucks.sch.uk, info@parentmail.co.uk and @schoolcomms.com to your safe senders list in your email app to avoid important emails ending up in your junk folder. SchoolComms is used to follow up on absence and send reports and timetables home as it works best with our management database in school, whereas ParentMail is used for most routine communications about trips, events etc.

## Learning for Life

Students have a Learning for Life (L4L) lesson each week. Year 7 L4L starts with a focus on settling into secondary school and making friends and then moves on to topics such as citizenship, internet safety and puberty. Year 7 complete the Penn Resilience Programme during their L4L lessons, which helps them build resilience, feel good about themselves and handle difficult situations. If you would like further information about the content of these units of work, please contact the Head of Year 7 or look at the information on the school website.

# Student Health and Well-Being

We have a very comprehensive system for supporting all students throughout their time at AHS.

Key staff are:

- Your daughter's Form Tutor
- The Head of Year: for Year 7 this is Ms Quesne
- The Key Stage 3 Pastoral Support Assistant, Mrs Prickett
- The School Matron, Mrs Nix
- The Mental Health Lead, Mrs Westcott
- The Assistant Head teacher with oversight of Key Stage 3, Mrs Queralt

The school supplements its pastoral support network by providing the services of a qualified counsellor. If the school feels that specific emotional support is needed, the student may be referred, via the Head of Year or Student Welfare Coordinator, for a series of counselling sessions.

Please see the end of this document for The Who's Who for Year 7 students

## Administration of Medicine to Students

### Prescribed Medicines

Students in Years 7-11 carrying inhalers and Epi Pens (or similar products) will need to have a *Parental Agreement for Medicines to be carried for life-threatening conditions*<sup>1</sup> completed and handed into the School Matron.

Other prescribed medicines must be handed in, together with a *Parental Agreement for School to Administer Medicine Form*<sup>1</sup>, and stored centrally with the School Matron.

### Paracetamol

We are unable to distribute medication to students without parental permission. When students have headaches or period pains they may come and ask for pain relief such as Paracetamol. Paracetamol can only be given to students who have permission from their parents, we would therefore be grateful if you would tick the appropriate box on the green reply slip if you give your permission for your daughter to be given Paracetamol. Only one dose will be given in the course of a school day and only after 12.30 pm to ensure that 4 hours has elapsed since any medication was taken before school. Girls are always asked about recent or current medication. Please note that, if we do not receive your permission, we will be unable to give your daughter medication if she requests it.

### Existing Medical Conditions

If your daughter has an existing condition which may affect her at school or which has required emergency medical treatment at school e.g. severe asthma, anaphylaxis, diabetes, etc, please contact Mrs Nix ([snix@ahs.bucks.sch.uk](mailto:snix@ahs.bucks.sch.uk)), our School Matron, to discuss any specific support that she may need and fill in an *Individual Healthcare Plan form*<sup>1</sup> to help us ensure that your daughter receives the best healthcare whilst at school.

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<sup>1</sup> Forms can be downloaded from the website [www.ahs.bucks.sch.uk/school-life/student-support/medical/](http://www.ahs.bucks.sch.uk/school-life/student-support/medical/) or obtained from the School Office.

## Illness and Absence

We regard good attendance as extremely important and monitor our students' attendance patterns closely. We regard attendance under 95% as a cause for concern, and the school will contact parents if it drops below 90%. In Years 7 to 11, if a student's attendance over a period of five weeks is under 85% and causing concern, we will write to parents/carers about our duty to alert the County Attendance Team. If attendance does not subsequently improve, action will be taken with external agencies as appropriate.

Our [Attendance Policy](#) can be found on our website under "About Us | Key Information." Please familiarise yourselves with its contents.

In particular, please note that all absences must be explained by a parent telephoning our dedicated Absence Line on **01296 388230** on **each** day of the absence, followed by a letter if the absence lasts for five or more days. Alternatively, you can email the Pastoral Support Assistant for your daughter's Key Stage each day. Please include details of your daughter's name, form and the reason for absence in your message.

We strongly discourage planned absences during term time and will only authorise this in exceptional cases. Medical and dental appointments should be booked outside school hours whenever possible. If it is necessary to make the appointment during school hours, the school must be informed in advance via the [Key Stage 3 Leave of Absence Form](#) on our website and we ask that students do not miss a whole day.

### Punctuality

Students should be at their tutor rooms by 8.45 am every morning. For the purposes of official registration, if a student arrives after 8.45 am, she is considered to be late to school. Late arrival at school, when not caused by bus delays, must also be explained by a letter or telephone call from a parent. Students must sign in on the sheets by reception if they arrive late.

## School Visits

School trips and visits are an integral part of our curriculum and we believe that they will enable your daughter to learn in ways which complement her classroom activities. We are also pleased to be able to offer a wide range of optional trips and visits for sport, drama, music, personal development and other purposes, both in this country and overseas.

We are fortunate in having so many staff who give a lot of their time, expertise and energy to make these opportunities available to girls. We are, of course, also grateful for your support, especially where parents accompany us on trips and visits which would be hard or impossible to arrange otherwise.

Financial support is available for those eligible for Pupil Premium and whenever there is a need; details of how to apply, in confidence, are included in every trip and visit letter that goes home.

### Consent, Contact Details and Medical Information for Trips and Visits

In order to make life easier for everyone, the school will use the contact details and medical information provided by you in the Admission Form for all trips and visits during your daughter's time at the school. You will be reminded in the details for each trip and visit of how to inform the school if any changes need to be made to these medical or contact details.

In the detailed information about each trip and visit you receive, we will also ask you to confirm that you have received the details and that you give your consent. This may be done by making an on-line payment through ParentMail or completing a reply slip. International trips and visits may require a separate, more detailed, consent form to be completed at the time.

### **School Code of Conduct for Students On Residential Visits**

It is usual for students to behave in a very responsible and co-operative manner during residential visits. However, to avoid any misunderstanding, we think it is helpful for both parents and students to be aware of the response we expect. We hope parents will discuss this Code of Conduct with their daughters so that they fully understand the implications before signing the agreement form.

1. Punctuality and politeness from students will be expected at all times during the visit.
2. There will always be at least one member of staff on duty during a visit. Students must always be sure that they know where staff can be contacted. This will apply to journeys (e.g. where to find the duty staff on a train or ferry), to visits to Centres, to Exchange Visits and on Expeditions. During Exchange Visits, it is particularly important that students should realise that they must contact a member of staff as soon as any difficulties occur.
3. Adequate arrangements will be made by staff for the safe-keeping of students' valuables and when appropriate, their passports. Students must not carry all their money on their person, unless on back-packing expeditions.
4. Students will not be allowed to smoke during any part of the visit.
5. Students will not be allowed to drink alcohol during any part of the visit, except in the home of a host family when this is local custom and parents have given daughters their approval.

### **Centre-Based Trips**

When staying in a Centre, students should always be aware of other guests and should not do anything to inconvenience them. Whatever the age of students, a clearly stated time to be back in the Centre will be given, and a time to be in bed. Lights out and silence will be insisted on after 30 minutes. Any student ignoring these instructions will not be allowed out subsequently. No student will be allowed out of a Centre on her own.

If free time is allowed, students must be in groups of at least four if they are in Years 7 - 11. There may be occasions when it will be appropriate for staff to allow Sixth Form students to leave the Centre in pairs.

All students will be told what to do in an emergency when outside the Centre, and must follow the given instructions.

Please note that further rules of conduct will apply on specific trips. Where this is the case, these rules will generally be described in the trip letter to parents or at a briefing.

Any damage incurred by students will be the financial responsibility of parents. In any extreme case of misbehaviour, parents will be contacted. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.

The Head teacher is particularly anxious to ensure that parents realise that the organisation

and supervision of all residential visits is undertaken by staff on a voluntary basis; he hopes parents will discuss with their daughters ways in which they can show appreciation.

If you would like to discuss any aspect of trips and visits your daughter may make, please do not hesitate to telephone Miss Amanda Brigden, Assistant Head, who is the school's Education Visits Coordinator ([abrigden@ahs.bucks.sch.uk](mailto:abrigden@ahs.bucks.sch.uk)).

## **Music at AHS**

Music is an integral part of life at Aylesbury High School and a wide variety of music making activities is available to all. We are fortunate in receiving an enthusiastic, highly talented intake of girls who contribute keenly to musical events and who also take responsibility for organising many ensembles.

Extra-curricular music includes several ensembles which rehearse weekly, some of which are joint with the boys from Aylesbury Grammar School: Choir, Jazz Band, Symphony Orchestra, Chamber Orchestra, Junior String Ensemble (Good Vibrations), Chamber Choir, Percussion Ensemble, Junior Wind Ensemble, Steel Pans and more! On some years, tours abroad are also arranged.

A joint music club takes place each week with the students from the Park School, a local Special Needs school, who subsequently take part in our summer and winter concerts.

Senior students are responsible for organising the House Music Festival in which each House presents a short concert, reflecting the enthusiasms and musical strengths of their members. There is an adjudication and celebratory concert.

The concert schedule includes recitals, a Christmas concert, a Winter Concert & Carol Service at St Mary's, the House Music Festival, a Joint Choral/Orchestral Concert with AGS, a Summer Showcase and various performances at local homes, hospitals and churches throughout the year.

## **Music Tuition**

Aylesbury High School actively encourages as many girls as possible to receive instrumental tuition as part of enriching their education; a considerable number of the girls take up this opportunity. Lessons are given in our dedicated music practice rooms during the school day. These tutors are not employed by the school, but work on the school premises during school time under a formal agreement having undergone the requisite safeguarding checks. If you would like your daughter to receive instrumental music lessons from September, please complete this [Google Form](#) which you can also find on the Year 6 page of the website.

The relevant music tutor should contact parents direct during the summer to confirm arrangements for September, and thereafter all administration of lessons, fees etc. will be a matter for the parent to discuss with the tutor. Parents will need to contact the tutor directly to discuss matters of tuition but if there are problems, then Ms Raven is the point of contact at AHS.

## **The AHS System**

As is common practice in secondary schools, girls will miss part of a normal lesson but we minimise the disruption by rotating the lessons around different times during the day or week wherever possible, and we limit the number of music lessons for pupils in Years 7 to 11 to two sessions per week to prevent excessive disruption to other studies. Students will not be allowed to take lessons within school with other tutors not listed or organisations except by prior arrangement with the Head teacher.



It is your daughter's responsibility to check the instrumental lessons timetable on the website (found in the Music section of the Student Homepage) the week before each lesson to confirm the time, and then to notify Mrs Prickett, the KS3 Pastoral Support Assistant ([nprickett@ahs.bucks.sch.uk](mailto:nprickett@ahs.bucks.sch.uk)) which classes she will have to partly miss so that she can mark the register. The student must also arrange with the relevant teacher or her friends to pick up any set work she may have missed. She should also check website timetable before school on the morning of her lesson in case there has been a last minute change.

Once girls reach the appropriate standard we expect that they will join at least one of the school's ensembles which practise together at lunchtimes. These are very popular and are where the joy of music creation really comes into its own.

## Costs

Individual instrumental lessons are not funded by the government so this option is provided at a charge to parents. We have agreed the following pricing structure with all the tutors:

30 minute individual lesson, 10 lessons per term, £170 per term

Some tutors may be happy to teach either a group session or a shorter 20 minute lessons, and these would be charged at:

20 minute individual lesson, 10 lessons per term, £115 per term

30 minute shared lesson for 2, 10 lessons per term, £90 per term

Pupils will not be able to start lessons until their parent has submitted the form. Please note that the contract for lessons is entirely between you, the parent, and the tutor and the School will not enter into any dispute over fees.

## Notice to Cease, Continuation Next Year and Exam Years

You should give your tutor at least a half term's notice to cease lessons or you may be liable to pay the following term's fee. The tutors will assume that unless otherwise told a student will continue with their lessons the following year, and so if this is not the case, notice should be given before the summer half term holiday.

In Years 11 and 13, students sometimes opt to stop lessons during their summer term to concentrate on their exams. The tutors will assume that students will be continuing lessons unless the correct notice to stop is given.

Instrument	Current Tutors	Lessons offered
Clarinet	Mrs Hazel Hellewell	Individual lessons, 30 minute sessions
Flute & Saxophone	Mr Christopher Gater	Individual lessons, 30 or 20 minute sessions
Flute	Miss Rachel O'Mahony	Individual or group lessons, 30 or 20 minute sessions
Percussion (Drum Kit & Orchestral Percussion)	Mr Iain Lemon	Individual lessons, 30 minute sessions
Violin & Piano	Mrs Elizabeth Stahlmann	Individual lessons, 30 minute sessions
Violin & Viola	Mr Tom Horn	Individual or group lessons, 30 or 20 minute sessions
Classical Guitar	Mrs Paula Child	Individual lessons, 30 minute sessions

Acoustic & Electric Guitar	Mr Simon Rawling	Individual or group lessons, 30 or 20 minute sessions
Piano	Rev Susan Fellows	Individual lessons, 30 minute sessions
Oboe, Bassoon & Piano	Ms Marian Baker	Individual lessons, 30 minute sessions
Voice & Piano	Ms Felicity Davies	Individual lessons, 30 minute sessions
Cello, Double Bass & Piano	Mrs Rachael Bucknall	Individual or group lessons, 30 or 20 minute sessions
Brass	Mr Steve Kitchen	Individual or group lessons, 30 or 20 minute sessions

## **Instrumental Purchase**

The school is able to purchase instruments on behalf of parents taking tuition in school time, thus saving VAT. Please contact Reception for further information on 01296 383222.

## **Examinations**

Students may be entered for Associated Board Examinations and Guildhall Examinations. Exams generally attract an additional fee.

## **Contact Information**

For further information or advice regarding music tuition, timetables etc, please contact Ms Olivia Raven, Director of Music ([oraven@ahs.bucks.sch.uk](mailto:oraven@ahs.bucks.sch.uk) or 01296 388222). Tutors should provide parents with their direct contact information and to facilitate this, we will provide the tutors with your email address or telephone number from our records when requested.

## **School Library**

The Library provides resources for student use include books, journals, DVDs, access to the school network, scanning and printing. The full catalogue is available on a system called Oliver on the school network.

Girls borrow resources using our biometric system. This involves scanning one finger and storing a unique code. We find that this system is very accurate and easy for people to use. We do not store any fingerprints and we cannot recreate a fingerprint from our codes. If you have any questions about this system, please feel free to contact the Librarian: [library@ahs.bucks.sch.uk](mailto:library@ahs.bucks.sch.uk) or 01296 388204.

Year 7 students may borrow up to seven library items. Fines for overdue resources are charged at 2p per day. When teaching staff set projects and demand is very heavy, we loan 'overnight'. Fines for these items are £1 per day as it is important that the resources are returned on time.

Text books are also issued via the Library. It is important that girls put their names into these books as soon as they are issued. These books are to be returned at the end of the year otherwise invoices for replacements are issued.

We are constantly trying to improve the quality and quantity of resources available. All girls are welcome to discuss resources or services with Miss Adams in the Library.

Homework After School Club runs in the Library, Monday-Thursday, 3.30-4.30 pm.

# Swimming at Aylesbury High School

## PE Curriculum

We are fortunate at Aylesbury High School to be able to offer Swimming for Years 7 – 9 at the Grammar School Pool. As the only subject that can save a child's life, your daughter will have the opportunity to not only improve stroke technique and stamina, but also develop water skills, Self-Rescue and Rescue skills (we work through RLSS Awards). She will be able to play Water Polo and perform Synchronised Swimming skills along with a range of water-based individual and team challenges. Club swimmers are given the opportunity to undertake drills and try new aquatic skills. In Year 9 and above, they are also given the opportunity to train to become Aquatic Leaders. As well as this, we run an after-school swim club. Details of this will be communicated in early September.

We have worked incredibly hard with our students to provide a swimming programme that is not only enjoyable but also tailored to a range of abilities. We hope your daughter agrees!

## Kit (Swimsuits, Goggles)

For all swimming activities, both lessons and extra-curricular events, your daughter will need a one piece swimsuit; (leggings and long sleeved costumes may be worn for cultural or religious reasons); a swimming hat and towel. Whilst they are not considered to be essential, we recognise that children who swim frequently, or whose eyes are susceptible to irritation, may prefer to use goggles for swimming. When goggles are used, they should be made of unbreakable plastic or rubber materials. The British Standard for the manufacture of goggles includes the requirement that the packaging should contain instructions regarding the safe putting on or removal of goggles. Your daughter should be taught to put them on and remove them by slipping them on/off the head and not by stretching the retaining band. If you wish your daughter to wear goggles, please give your consent on the green form (signed consent is a school requirement). Prescription goggles may also be worn (these can be purchased from most opticians). Your daughter may be asked to remove goggles for some activities such as Water Polo or Self Rescue.

As for PE lessons, if your daughter is unable to swim for any reason, she will require a note from home. In order to ensure that the control measures in place at the Grammar School Pool are sufficient, we request that parents inform the school if their child has a stomach bug that requires medical advice and ensure that their child does not use the swimming pool for 14 days after the bug has cleared up.

## Extra-Curricular Swimming

Please make sure that you inform us about your daughter's swimming ability on the admissions form. This will enable us to set an appropriate programme during lesson time and also provide your daughter with the opportunity to represent the school in the Bucks School Swimming Gala (English Schools Swimming Association events) and league or inter school galas during her time at the school.

For non-club swimmers, House Swimming offers both traditional swimming races plus fun aquatic challenges, races and Water Polo.



## The Aylesbury High School Association (AHSA)

**Calling all AHS Parents!**

At AHS we have a very active and highly sociable parent-teacher association that comes together to organize fund-raising events to support the school's on-going development.

Thanks to our packed calendar of events for both parents and students, we have raised thousands of pounds, which we've used to buy a range of specialist equipment to enrich and enhance the girls' school experience. From staged seating, digital visualisers and sound equipment to blast chillers, vinyl cutters, art storage and drying equipment, and even a trampoline, our fundraising has benefited the girls in a wide variety of ways!

Most importantly, we've also had a lot of fun at the same time!

With everything from Quiz Nights and Social Dinners to School Discos and Summer Balls, there is always plenty going on. We even have a monthly cash draw called the 50/50 Club.

For parents of Year 7 girls we also have our very popular New Parents Social Evening in October, an ideal opportunity to meet your daughter's Form Tutor and mix with the parents of your daughter's new class mates.

All parents are welcome to get involved with the AHSA. Even if you only have a small amount of time available, we welcome your support, your ideas and your suggestions. So come and join us! This is your chance to get involved in AHS school life.

*"It's great to meet up with other AHS parents!  
It's so useful for keeping myself up-to-date with what's happening at the school."*

**To find out more, please visit our school website and click on the Parents' link. Alternatively if you have any questions or if you are interested in joining us, please email us at [ahsa@ahs.bucks.sch.uk](mailto:ahsa@ahs.bucks.sch.uk).**

Follow us on Twitter: @AHSAssociation

## The Dining Room...what's cooking?

The catering in the Dining Room is run by Harrison Catering Services Ltd, who provide a service at Breakfast, Break and Lunchtime.

The sample menu on the next page will give you an idea of what is available daily at lunchtimes.

In addition to this, every day you will find:

- Freshly made sandwiches, rolls, baguettes, wraps with a selection of fillings including cheese, ham, chicken and beef that are prepared and cooked on site
- Jacket potatoes with a variety of fillings
- A Salad Bar where the choice changes daily
- A selection of drinks, dessert and fruit pots and homemade cakes and biscuits

For full details of what is available at Breakfast, Break and Lunchtime and information on current prices, please look at the school website.

If students have a food allergy they are encouraged to speak to the Catering Manager who will be very happy to help decide what they can eat from the menu.

### GRAB BAGS

You can "grab" these at Lunchtimes – there is no need to queue, ideal if you have an activity. Items available for pre-ordering include sandwiches, pizza wraps, paninis and drinks.

To place your order, please use the pre-order kiosk at the back corner of the Dining Room.

To collect it at Lunchtime, take your receipt from the pre-order kiosk to the pick-up point, which is also in the Dining Room.



### OPENING TIMES

Breakfast: 8:15 to 8:45 am

Break: 11:10 to 11:30 am

Lunch: 1:30 to 2:15 pm

### Please remember:

No hot or opened food can be taken out of the Dining Room

### PACKED LUNCHES

If you do not want to eat lunch from the dining room, then you can bring a packed lunch from home. These can be eaten in form rooms or on the picnic tables outside.

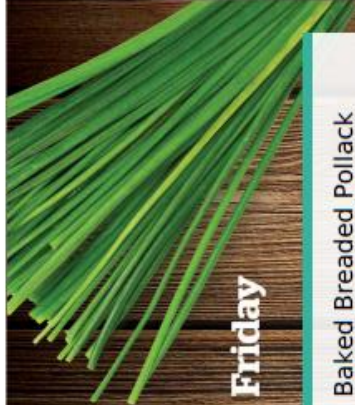




WEEKLY

# MENU

AHS WK4 - 28/01 - 25/02 - 25/03



## Monday

Nando's Style Chicken Wrap

Veggie Nando's Wrap (V)

Sweet Potato & Butternut Squash Wrap (V, VG)

Spicy Rice - Baked Tortilla Chips

Corn Cobs - Coleslaw - Salad

Chunky Tomato Pasta Sauce (V, VG)

## Tuesday

Beef Stew with Herby Dumplings

Root Vegetable & Quorn Stew with Herby Dumplings (V)

Quorn Vegan Burgers (V, VG)

Mashed Potatoes

Roasted Vegetables

Creamy Three Cheese Pasta Sauce

## Wednesday

Turkey & Sweetcorn Pie

Potato Rosti with Roasted Vegetable Topping (V)

Vegan Filo Parcels with Tomato Sauce (V, VG)

Crushed Potatoes

Peas - Sweetcorn

Vegan Bolognese Pasta Sauce (V, VG)

## Thursday

Roast Pork with Stuffing, Crackling & Apple Sauce

Chick Pea & Vegetable Cottage Pie (V, VG)

Baked Sweet Potato with Vegetables (V, VG)

Roast Potatoes

Carrots - Broccoli

Apple Pudding with Custard Sauce

## Friday

Baked Breaded Pollack with Lemon & Tartare Sauce

Tempura Battered Vegetables with Sweet Chilli Dip (V, VG)

Spinach & Cherry Tomato Filo (V, VG)

Chunky Chips - Chip Shop Curry Sauce

Baked Beans - Garden Peas

Sweetcorn & Spring Onion Pasta Sauce

Tomato & Basil Pasta (V, VG)

Please see our Chef Manager to discuss all allergens and dietary requirements.

## Who's Who for Year 7 at AHS



**Ms J Quesne**  
**Head of Year 7**  
[jquesne@ahs.bucks.sch.uk](mailto:jquesne@ahs.bucks.sch.uk)



**Mrs N Prickett**  
**Pastoral Support**  
**Assistant for KS3**  
[nprickett@ahs.bucks.sch.uk](mailto:nprickett@ahs.bucks.sch.uk)



**Mrs S Nix**  
**Matron**  
[snix@ahs.bucks.sch.uk](mailto:snix@ahs.bucks.sch.uk)



**Mrs L Westcott**  
**Mental Health Lead**  
[lwestcott@ahsbucks.sch.uk](mailto:lwestcott@ahsbucks.sch.uk)



**Mrs H Queralt**  
**Assistant Headteacher**  
**with oversight for KS3**  
[hqueralt@ahs.bucks.sch.uk](mailto:hqueralt@ahs.bucks.sch.uk)



**Mrs J Wanstall**  
**Uniform**  
[jwanstall@ahs.bucks.sch.uk](mailto:jwanstall@ahs.bucks.sch.uk)