

AYLESBURY HIGH SCHOOL



A girls' grammar school creating a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

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March 2024

Dear Parent/Carer

Welcome to Aylesbury High School

On behalf of the Governing Board, we offer you a very warm welcome to Aylesbury High School, judged Outstanding by Ofsted in December 2023. The move to Secondary School is an exciting step for your daughters. At AHS we want to develop uniquely talented young adults who are independent, strong and confident. Our mission as a girls' grammar school is to create a welcoming environment which draws the very best from all in our community. We achieve this by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

All staff at AHS prepare thoroughly each year to ensure that every student joining us makes a smooth transition from their 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. They are always ready to help them if they look lost, and to provide advice and guidance as necessary.

As you get to know AHS you will quickly become aware of the many opportunities available to our students in school through its activities and facilities, which we continue to develop and improve. The Governing Board works closely with the Headmistress and Leadership Team to continuously improve the school, within the scope of the school budget. Our ability to do this is greatly enhanced by the support of parents, and we sincerely hope you too, will support us as you feel able.

Aylesbury High School is a girls' grammar school known for its commitment to all-round excellence. School is not only about academic achievements, important though they are, but also about developing well rounded individuals through a wide range of activities, a quality that both parents and girls currently at the school are quick to highlight and which remains a central theme in our mission. We encourage every student to take advantage of the wide variety of lunchtime clubs, House events and competitions, and other co-curricular activities available so that they develop as a whole person. Pupils also benefit from the many meaningful leadership roles that they take on.

The Governing Board is well aware of the importance of strong links between school and home. We want the school to be a welcoming environment for all in our community including parents/carers. You will have opportunities each year to engage with teachers at welcome evenings and consultation evenings. The Headmistress and members of the school's Leadership Team also offer a range of further opportunities for you to come into the school, whether to meet with Year Heads, the school's Special Educational Needs and Disability Coordinator or wellbeing staff, or just to look around and get to know the school better. There are also concerts, performances, sporting fixtures and AHS Association events throughout the year, and we encourage you to come along to support the students and enjoy participating in all these aspects of the school. Our doors are always open to you.

As a school which wishes to continuously improve, we welcome constructive feedback to help us do so. We also welcome praise, not least for our dedicated team of teaching and non-teaching staff; we firmly believe in working together as a community. We believe that education in its widest sense is a joint enterprise between home and school and we look forward to working with you in this respect and to meeting you at future school events.

Yours sincerely

Helen Bush and Kate Weir
Joint Chairs of Governors

Key Dates

By Friday 14 April 2024 - Please complete the admissions form

Start of May 2024

Parents will be sent their login emails from **EduLink** and **Parentmail**. These are two platforms that we use in school. EduLink is where we record parental contacts, attendance, behaviour, etc. Parentmail is the system we use to send communication home and to make payments (see page 13).

Wednesday 26 June 2024 Information Evening 6 pm

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 Miss Quesne, our Head of Year 7, as well as a number of other key AHS staff.

Tuesday 2 and Wednesday 3 July 2024 Transition Days, 9 am - 3 pm

Please bring students to the main entrance by 9 am and collect them at 3 pm on both days. On the first day, students should wear their primary school uniform. On the second day, they should wear comfortable clothes such as leggings / tracksuit bottoms and a top in their house colour (if they would like to). They will find out their house on the first transition day and the colours are as follows:

Ascott: blue; Claydon: yellow; Hughenden: purple; Missenden: green; Stowe: red; Waddesdon: orange.

These days are a great opportunity for our new students to meet members of their form and to take part in some sample lessons and team-building activities. Further details can be found in the front of the Students' Information Handbook. Lunch will be provided for free on Tuesday by our school caterers. Students will need to bring a packed lunch on Wednesday. We will be able to see from the admission details you have provided whether we need to cater for any allergies.

If you are happy for your child's email address or phone number to be shared with members of her new form, please remind her to bring this information with her. She should also bring a photo of herself to attach to her All About Me form.

We are running two days of Summer School on Thursday 29 and Friday 30 August

We will send you more details of this shortly, but please save the date! We have now run this for three years and it was extremely popular. There will be a range of creative, sporting and team-building activities and it's a great chance to develop friendships and confidence in advance of the start of term.

School Term Dates 2024- 2025 are on our website [here](#)

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 Vision, Mission and Values.

Our Vision:

Developing uniquely talented young adults, who are independent, strong and confident

Our Mission:

A girls' grammar school creating a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

AHS Values:

Boundless aspiration

We're looking for big ideas and bright futures, underpinned with ambition, rigour and respect for your environment. Walk tall and never lose sight of where you're headed.

Resilient bravery

In trying to get it right, sometimes you're going to get it wrong. It's never the end of the world. Have confidence that you will learn from it and come back stronger. Fully commit to what you're doing, aspire to achieve a little bit more than you thought you could.

Curious engagement

We live in a dynamic world of variety, diversity and change. Enjoy and engage with respect. Be curious, don't settle with what you know now. Look to embrace difference, seek out alternative points of view, open yourself up to new ways of thinking.

Selfless generosity

By fostering an inclusive and compassionate community, we prioritise teamwork, valuing others, and kindness. Through collaboration and unity, be empowered to grow personally and academically.

Aylesbury High School Statement



Developing uniquely talented young adults, who are independent, strong and confident

Aylesbury High School offers every student 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 student to reach their full potential and recognising their individual needs.

Through the formal curriculum and through a planned programme of co-curricular 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 students 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 students 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 students 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 / Carer Commitment (We ask you to agree to this in our admissions form)

I will:

- Work with my child and their teachers to enable her to fulfil her potential
- Encourage my child to manage books and equipment effectively
- Provide an area in the home where my child can work in peace and quiet
- Take an interest in my child's work and encourage them to maintain progress and achieve their targets in all subjects
- Not discuss school matters outside official routes
- Attend consultation 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 child 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 child's progress
- Avoid taking my child out of school unnecessarily.

From time to time, photographs of significant school events are released to the press or included in our newsletter, website or communications. We require your consent to allow your child's photo to be taken and shared and we ask you to give this as part of our Admissions Form.

Information & Communications Technology

Chromebooks @ AHS

Almost all of us are using ICT in our everyday lives, in ways that we would never have envisaged just a few years ago. Employers, universities and the economy are all wanting our students to flourish in an increasingly digital world. After a lot of consultation and research, and with the support of parents, we moved to a 1:1 system so all our students have been using their own devices since September 2018.

It has been great to see just how well everyone has embraced GSuite and other tools to enhance our lessons. 99% of our students now own their own device and are making very good use of them in their day to day learning, with the small proportion of students who did not purchase a device able to borrow one from our library each day. Chromebooks have given our students access to all sorts of exciting educational apps and we have been impressed with how much more collaborative their learning has become. Google Classroom has been particularly beneficial in enabling them to share work and receive feedback - and all of this is available at home as well as at school.

There will obviously be plenty of times when ICT plays no part in lessons and, unless and until exams go on-line, there will continue to be a real need to keep using pen and paper for the moment. However, using the power of technology whenever it is appropriate is allowing us to transform teaching and learning at Aylesbury High School.

In the past we have offered a purchase scheme through the school, but parents would now prefer to source their own deal. We are no longer selling Chromebooks through school and ask that parents purchase their own device, ensuring that it is a Chromebook (not a Windows based laptop or Macbook), that it is a UK device and has at least 4GB RAM. Parents will need to purchase an AHS license for £40 - this will be available on ParentMail.

What is a Chromebook?

A Chromebook runs an operating system called ChromeOS (rather than Windows or Apple).

Chromebooks are made by a range of manufacturers.

They are designed with the cloud in mind.

There are thousands of apps and extensions available, many of them free.

Why Chromebooks?

Very fast startup time (typically 8-10 seconds).

Excellent battery life (more than enough for a day's use).

Instant access to GSuite for Education (Gmail, Calendar, Google Drive, Google Classroom etc) and virtually unlimited cloud storage.

Excellent for collaboration.

The operating system and the GSuite apps are regularly updated without you noticing (and for free).

Very resistant to viruses and Trojans.

Purchase cost low compared with other devices.

How will students use them?

Research - individually and collaboratively

Using Google Classroom

Apps such as Kahoot, Quizlet, Geogebra and Kaizena

Google Docs, Sheets, Slides, etc for own use and collaboration

Google Drive gives access to files at home and school

Online marking

Email

AHS Acceptable Use Policy - students must agree to this

By using computers at Aylesbury High School, students agree to abide by the following rules:

General Use

- You must not install programs or applications onto school devices, or bring software into school on external devices.
- You must not use school computers for commercial purposes (e.g. buying or selling goods).
- School computers must only be used for school-related activities and purposes.
- You may be liable to pay for damage caused to school owned devices by negligence or misuse.
- You must ensure passwords are kept confidential at all times. Passwords or accounts must not be shared with friends. If you suspect your account password has been compromised, please inform IT.
- You must abide by any rules or restrictions put in place for printing. All printing is monitored and printing privileges may be removed from students who abuse this facility.
- You must not attempt to alter or interfere with the configuration of school devices.
- You must not attempt to access, copy or alter the work and files of other students or members of staff.
- You must show consideration for others when using school computers and ensure that you do not harm, harass, offend or insult anyone.

Internet Use

- The internet must only be used for study purposes or school related activities.
- You must not use the internet to harm, harass, offend or insult anyone.
- You must not use the Internet to get, download, send, print or display any materials that are unlawful, obscene or abusive.
- You must respect the work and ownership of people outside the school, as well as other students and staff. This includes abiding by copyright laws.
- Use of chat rooms, forums and instant messaging apps is strictly prohibited in school.
- You must never share personal or sensitive information online, including: your full name, home address, telephone numbers, school name, pictures, photos or any other information that could be used to identify yourself or other students.
- You must be aware that all internet and email usage is monitored.

These are not exhaustive lists. The school reserves the right to amend these lists at any time. The Finance & Operations Director will use professional judgement to determine whether any act or behaviour not on the lists above are considered unacceptable use of the school's ICT facilities.

Exceptions from unacceptable use

Where the use of school ICT facilities (on the school premises and/or remotely) is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the Headteacher's discretion. Applications for such exemption must be made in writing to the Headteacher.

Sanctions

By using computers at AHS, you realise and agree that access to the AHS computer network is a privilege, not a right and that this privilege may be revoked if these rules are broken. Additional action may be taken

by the school in line with existing practice regarding inappropriate behaviour and if appropriate, the police may be involved or other legal action taken.

Access to ICT facilities

The following ICT facilities are available to pupils, when instructed and supervised by the relevant member of staff:

- Computers and equipment in the school's ICT suites
- Specialist ICT equipment, such as that used for music, or design and technology

Pupils will be provided with an account linked to the school's Google Classroom, which they can access from any device, including their chromebooks, by using the following URL <https://www.ahs.bucks.sch.uk/> .

- Student and staff passwords should be a minimum of eight characters, including numbers and letters, and all users should consider changing their password at regular intervals, perhaps once a term.
- One should not use one's own name or username as a password, for example smith1
- One should not use one's password on anything you leave unattended
- All users must change their password immediately if they think someone has learned their password
- All users must remember that a school is a public place. They must always make sure they have completely logged off or locked the computer before leaving it unattended. Failure to do so will be considered a contravention of school policy. If an offence has been committed by some other person on their unattended computer, this may be considered as facilitating the Misuse of a Computer, which is a criminal offence

Sixth-form pupils can use the computers in the ICT suites, library or sixth form centre independently for educational purposes only.

Search and deletion

Under the Education Act 2011, and in line with the Department for Education's [guidance on searching, screening and confiscation](#), the school has the right to search pupils' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

Staff members may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse contains an online element.

Unacceptable use of ICT and the internet outside of school

- The school will sanction pupils, in line with the Behaviour & Exclusions Policy, if a pupil engages in any of the following at any time (even if they are not on school premises):
- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, other pupils, or other members of the school community
- Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language

Data security

The school is responsible for making sure it has the appropriate level of security protection and procedures in place. It therefore takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Pupils who use the school's ICT facilities should use safe computing practices at all times.

Passwords

All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure.

Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.

Students who disclose account or password information may face disciplinary action.

Internet access

The school wireless internet connection is secured.

All students are given access to wifi whilst at school and this is in all areas of the school.

In Y7-11 we do this through the use of Chrome Education Upgrades which are added to each student's Chromebook. In Y12-13 our students are given codes for the BYOD network and can access wifi this way.

The Chrome Education Upgrade gives our IT team more control of what users access. It also allows for updates and apps to be pushed out to all users.

All students using the school wifi are subject to the Smoothwall filtering that the school subscribes to.

Additionally, we make use of Smoothwall Classroom Manager which allows teachers to see the screens of the students in their class and Smoothwall Monitor which alerts the DSL team to concerning activity from students.

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 child was long since asleep.

We have also seen examples of students giving in to pestering by other students to send inappropriate images of themselves, and these, too, have been taken late at night in students' 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 students.

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 child's friends are apparently allowed to do.

To help in this, we respectfully suggest that parents could restrict their child's use of devices to the early evening only, and not allow them in bedrooms once they have gone to bed. We would also ask and recommend that you check periodically how your child 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 child to allow her to breach these restrictions.

Please discuss privacy settings on social media and phones with your child 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:

[Advice to parents](#) on mobile phones for children from The Safer Internet Centre

[Help](#) your child get the most from the internet from CEOP

[Advice](#) from Google

Security of Property

Lockers are available for students from year 7 - 11 for a payment of £50, which covers the use of a combination lock padlock. Years 12 - 13 will be an additional fee of £20 if the student requires a locker for the duration of the sixth form. The lockers are large enough to keep students' books and files securely, plus small items of personal property. You will see the fee for the locker listed on our parental payment system, which is called ParentMail and you will be given your login to this before the summer. Please ensure this is paid **before** September, as padlocks cannot be given out if the fee has not been paid. Students will then receive their padlocks during registration on the first day of term.

Money and Valuables

Students 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, ParentMail. 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 CANNOT ACCEPT 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 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.

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 (after tax and not including any benefits you get)

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. If the FSM allowance is not spent on a Monday, it rolls over to Tuesday and so on, but it will be reset at the end of the week.

Year 6 students who are currently eligible for Free School Meals are given £100 credit towards their uniform. In subsequent years, £50 can be claimed each year. For students who only qualify for Pupil Premium, any financial support is on a case by case basis.

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:
 - o have been looked after in public care for 1 day or more, or
 - o are adopted, or
 - o leave care under a Special Guardianship Order or a Residence Order.

Please indicate on our Admissions Form if you believe that your child qualifies in any of these categories and we will contact you, in confidence, for details. Support is available for these children with trip costs and educational materials.

The government also provides extra funding to help the school provide additional welfare and support for children of service families who have a parent who is in the armed services or has been in the last four years or who 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.

Mrs Ali (vali@ahs.bucks.sch.uk) oversees our Pupil Premium students in school. If you have any queries about Free School Meals or Pupil Premium, please contact her or use our '[Request for Financial Assistance](#)' form.

Making Payments to School

In order 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, co-curricular 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 ParentMail for these payments, which also manages our routine email communications home to Parents. The system is complemented by an App for smartphones 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 ParentMail website at www.parentmail.co.uk.

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

You will be sent an email from info@parentmail before the Summer 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 child 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 email from ParentMail, please telephone the school (01296 388222) and ask for Mrs Greenway, the Director of Operations or email her at Lgreenway@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 child's meal account is ParentMail. You simply top up their 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 £2.85. The system automatically sends you an email you when the balance drops below a specified amount (but you can switch off this notification). There is a daily 'spend limit' of £8.00 automatically programmed into the system to prevent excessive use.

The dinner money item should be made live on your child'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 they 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, students will need to be registered on the biometric system. For the majority of new students 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/ Please note our Behaviour Policy and Behaviour Matrix which sets out any sanctions given for behaviour incidents
ParentMail:	http://www.ahs.bucks.sch.uk/parentmail/
Uniform Shop:	https://www.ahs.bucks.sch.uk/uniform/ Please note the new pleated skirt which will need to be worn from September 2024 and will be available in our online uniform shop from June.
School Calendar:	http://www.ahs.bucks.sch.uk/news-and-events/calendar/

You might also like to follow us on our social media platforms for our latest news.

Twitter: [@AylesburyHigh](#)

Instagram: [@aylesburyhighschool](#)

Facebook: [@aylesburyhigh](#)

School - Home Communication

EduLink provides an integrated school information platform which allows us to communicate about students' reports and achievements. ParentMail is used for most routine communications about trips, events etc.

For this reason, it is very important that you fill in your details carefully on the Admission Form, and ensure that you have added a unique email address and a unique mobile number for each parent/carer that has parental responsibility and mark them both as priority 1. If these details aren't provided, neither platform will release login details to you.

For families where neither parent has an email address, paper copies of letters can be provided. Please contact the school in this instance and we can provide you with a paper copy of the Admission Form. We recommend you add @ahs.bucks.sch.uk and info@parentmail.co.uk to your safe senders list in your email app to avoid important emails ending up in your junk folder.

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 'Bounce Forward' 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, Miss Jo Quesne, Our L4L Lead, Ms Gamero, 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 child's Form Tutor
- The Head of Year: for Year 7 this is Miss Quesne jquesne@ahs.bucks.sch.uk
- The Key Stage 3 Pastoral Support Assistant, Mrs Sheed dsheed@ahs.bucks.sch.uk
- School Matron, Mrs Nix snix@ahs.bucks.sch.uk
- The Wellbeing Lead, Mrs Westcott westcott@ahs.bucks.sch.uk
- Our Wellbeing Assistant, Mrs Kiteley fkiteley@ahs.bucks.sch.uk
- The Deputy Headteacher with pastoral oversight, Mrs Queralt hqueralt@ahs.bucks.sch.uk

The school supplements support signposting students to online and external agencies. Please see the student support page on the website for further details.

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*¹ completed and handed into the School Matron.

All other medicines must be handed in, together with a *Parental Agreement for School to Administer Medicine Form*¹, and stored centrally with the School Matron.

¹ Forms can be downloaded from the website:

www.ahs.bucks.sch.uk/school-life/student-support/medical/ or obtained from the School Office.

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 Edulink if you give your permission for your child 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. Students 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 child medication if she requests it.

Existing Medical Conditions

If a student 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), our School Matron, to discuss any specific support that she may need and fill in an *Individual Healthcare Plan form*¹ to help us ensure that your child receives the best healthcare whilst at school.

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, **before 9am**, followed by a letter if the absence lasts for five or more days. Alternatively, you can email the Pastoral Support Assistant for your child's Key Stage each day. For Key Stage 3 this is Mrs Sheed: dsheed@ahs.bucks.sch.uk Please include details of your child's name, form and the reason for absence in your message.

We are not able to authorise any holidays during term time. 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 enable students to learn in ways which complement their 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. More information on our [Trips and Visits page](#).

Students may participate in activities within the 'Local Learning Area'. These activities are part of the normal curriculum, including co-curriculum, and take place during normal school hours. They do not require parental consent and follow the [Local Learning Area Operating Procedure](#).

We are fortunate in having so many staff who give a lot of their time, expertise and energy to make these opportunities available to students. 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 Admissions Form for all trips and visits during your child's time at the school, so please ensure that you tick the permission box for Trips. 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 our expectations and we hope parents will discuss this with students so that they fully understand the implications before signing the agreement form.

Please see our codes of conduct for school trips on the [Trips and Visits page](#) of our website.

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 Headmistress 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, with staff often giving up their weekends, evenings and time with their own families to facilitate the trip; she hopes parents will discuss with their children ways in which they can show appreciation.

If you would like to discuss any aspect of trips and visits your child may make, please do not hesitate to contact Mr Stephen Pitchers, Assistant Head, who is the school's Education Visits Coordinator at spitchers@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 are available to all. We are fortunate in receiving an enthusiastic, highly talented intake of students who contribute keenly to musical events and who also take responsibility for organising many ensembles.

Co-curricular music includes several ensembles which rehearse weekly, some of which are joint with students from Aylesbury Grammar School: Choir, Jazz Band, Symphony Orchestra, Junior String Ensemble (Good Vibrations), Percussion Ensemble, bands/pop groups and more! On some years, tours abroad are also arranged.

Senior students are responsible for organising the House Music Festival in which each House presents a short programme of musical items, 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 Carol Service at St Mary's, the House Music Festival, a Joint Choral/Orchestral Concert with AGS, a Summer Showcase and our large-scale school Musical, as well as various performances at local homes, hospitals and churches throughout the year.

Music Tuition

Aylesbury High School actively encourages as many students as possible to receive instrumental tuition as part of enriching their education; a considerable number of the students take up this opportunity. Lessons are given in our dedicated music practice rooms during the school day. The 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 child 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 will contact parents directly 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 Mr Warner is the point of contact at AHS.

The AHS System

As is common practice, music lessons are timetabled during the school day on a rotation to prevent students missing the same school lessons each week wherever possible, and the number of music lessons for pupils is limited to two sessions per week to prevent excessive disruption to other studies. Please note, it is not possible to arrange a set weekly lesson time (e.g. during a particular subject lesson or lunchtime) for Year 7 to 11 students. Year 12 and 13 students should arrange their lessons during a study period. Students will not be allowed to take occasional lessons within school with other tutors not listed or organisations except by prior arrangement with the Headmistress.

It is the student'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 their class teacher if they will be missing part of their lesson. The student must also arrange with the relevant teacher or her friends to pick up any set work she may have missed. They should also check the website timetable before school on the morning of her lesson in case there has been a last minute change.

Once students 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. The following pricing structure has been agreed with all the tutors, and this is reviewed annually:

30 minute individual lesson, 10 lessons per term, £180 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 will be liable to pay the following term's fee. The tutors will assume that, unless informed otherwise, a student will continue with their lessons the following year; if this is not the case, notice should be given before the Summer half term break.

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
Clarinet	Mrs Hazel Hellewell
Flute, Saxophone & Piano	Mr Christopher Gater
Percussion (Drum Kit & Orchestral Percussion)	Mr Cameron Sinclair
Violin, Viola & Piano	Mrs Elizabeth Stahlmann
Violin & Viola	Mr Tom Horn
Classical Guitar	Mrs Paula Child
Acoustic & Electric Guitar	Mr Rai Scalia
Piano	Rev Susan Fellows
Oboe, Bassoon & Piano	Ms Marian Baker
Voice & Piano	Ms Felicity Davies
Voice & Double Bass	Ms Jess Price

Cello & piano	Mrs Wheeler
Brass	Mr Steve Kitchen

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 Trinity Examinations, and other boards at the discretion of the instrumental teacher. Exams attract an additional fee.

Contact Information

For further information or advice regarding music tuition, timetables etc, please contact Mr Warner, Director of Music (mwarner@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 including books, journals, DVDs, access to online subscriptions, including eBooks and audiobooks, as well as scanning and printing. The full catalogue is available on a system called Oliver on the school network.

Students 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 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. Textbooks are also issued via the Library. It is important that students 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 students 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 extremely 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, students will have the opportunity to not only improve stroke technique and stamina, but also develop their aquatic skills, Self-Rescue and Rescue skills (we work through the RLSS Rookie Lifeguard Programme). They will be able to play Water Polo and perform Synchronised Swimming skills along with a range of water-based individual and fun team challenges such as Aqua Quidditch! Club swimmers are given the opportunity to undertake drills and try new aquatic skills. In Year 9 and above, students are also given the opportunity to train to become Aquatic Leaders and our older students support younger students as leaders in Year 12. As well as this, we run an after-school Aquatic Club for Year 7's; a great way for them to get to know others whilst having fun and improving their aquatic skills. 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 the students agree!

Kit (Swimsuits, Goggles)

For all swimming activities, both lessons and co-curricular events, students 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 child 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 child to wear goggles, please give your consent on the green form (signed consent is a County wide requirement). Prescription goggles may also be worn (these can be purchased from most opticians). Students may be asked to remove goggles for some activities such as Water Polo or Self Rescue.

As for PE lessons, Swimming is a part of the AHS curriculum, thus compulsory. If students are unable to swim for any reason, they will require an email 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 child's swimming ability on the Admissions form. This will enable us to set an appropriate programme during lesson time. For club swimmers, there are a range of opportunities to represent the school, such as the regional team relay Swimming Gala (English Schools Swimming Association) and Wycombe league or inter school galas during their time at the school.

For non-club swimmers, House Swimming offers a range of 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 students' 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 students 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.

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.

Follow us on Twitter: @AHSAssociation

The Dining Room...

Opening Times

Breakfast: 08:00 - 08:40 hrs

Break: 11:05 - 11:30 hrs

Lunch: 13:30 - 14:00 hrs

What's Cooking?

Our catering provision is run by Cucina IFG, who provide a service at Breakfast, Break and Lunch. There is also an offer available after school.

In addition to a choice of a hot meat, vegetarian or vegan main meal at lunchtimes, you also find everyday:

- A selection of sandwiches, rolls, baguettes, wraps
- Jacket potatoes with a choice of fillings
- A Salad Bar where the offer changes daily
- A selection of drinks, dessert and fruit pots and homemade cakes and biscuits

For full details of what is available please take a look at the school website under our What's Cooking section <https://www.ahs.bucks.sch.uk/whats-cooking/>

Allergies

We encourage students who have a food allergy to speak with our Catering Manager, who will be more than happy to discuss suitable items available on the menu.



Pre Order Service

Students are able to Pre Order items for lunch, which is ideal if they have an activity. The offer available includes items such as; sandwiches, rolls, baguettes, wraps, paninis, jacket potatoes, cakes, fruit and drinks.

Orders are placed via the 'Fusion Online' app. When they start in September, students will receive an email, to their school address, which will contain their unique Onboarding code, along with details on how to download the 'Fusion Online' app and how to set up their account login (the service is also available online at <https://fusion.crbcunninghams.co.uk/>).

Orders are then collected at Lunchtime, from the designated pick-up point in the Dining Room.



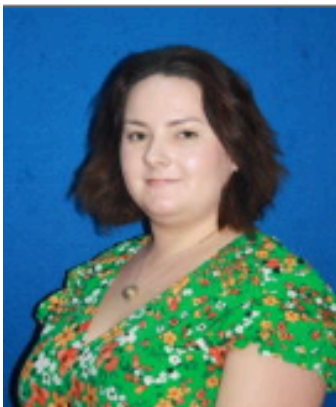
Packed Lunches

If students do not wish to have a meal from the Dining Room, then a packed lunch can be bought in from home.

Who's Who for Year 7 at AHS



Miss J Quesne
Head of Year 7
jquesne@ahs.bucks.sch.uk



Mrs D Sheed
Pastoral Support
Assistant for KS3
dsheed@ahs.bucks.uk



Mrs S Nix
Matron
snix@ahs.bucks.sch.uk



Mrs L Westcott
Wellbeing Lead
lwestcott@ahsbucks.sch.uk



Mrs H Queralt
Deputy Headteacher with
pastoral oversight
hqueralt@ahs.bucks.sch.uk



Mrs F Kiteley
Wellbeing Assistant
fkiteley@ahs.bucks.sch.uk