



THE DEAN TRUST Ashton on Mersey School



VISION

To create an inclusive culture which celebrates diversity and where all pupils will gain the knowledge, skills and qualities required to embrace opportunities and challenges with confidence and independence. Pupils will feel empowered as they strive to make a positive difference to their communities and the world.

MISSION

Together, we will be the best we can be.

VALUES

Equality



Compassion



Respect



Ambition



Integrity



Resilience



THE DEAN TRUST
Ashton on Mersey School

Parent's and Carer's Handbook

An Ambitious Vision

Our **Vision** has been created by all stakeholders with direct input from pupils, parents, staff and governors.

Our **Mission** is our daily intent and why we exist. It indicates our desire to be a strong community with high aspirations for all.

Our **Values** encapsulate the personal qualities which we believe every member of the Ashton on Mersey school community should exhibit. Our values are further supported by our values charter as designed entirely by pupils and students.

Our Expectations of our Pupils

We understand that pupils moving to a new school will naturally experience a number of changes in their environment. We are committed to making the transition as smooth as possible so that their years at Ashton on Mersey will be both happy and successful.

We expect pupils to:

- subscribe and believe in our Vision, Mission and Values
- have respect for themselves, others and their environment.
- always try to be the best they can be.
- listen and to act on the advice and support that is given to them by staff.
- demonstrate good behaviour at all times.
- see homework as an integral part of the learning process.
- participate in all aspects of school life.
- be well mannered, courteous and self-disciplined.
- be well presented and to wear their uniform with pride.
- not have extreme hairstyles and abide by our uniform policy.
- not wear jewellery, make-up, trainers or trainer like appearance footwear and to not have piercings.
- strive for 100% attendance and to be punctual to school and lessons.
- develop positive working relationships with staff and other pupils.



WELCOME
TO ASHTON ON MERSEY SCHOOL

School Uniform

Ashton on Mersey's school uniform is inclusive by design and enables all pupils to feel a sense of belonging and identity. Pupils should accustom themselves to being tidy, well-groomed and suitably dressed for different kinds of activity.

The compulsory school uniform is non-gender specific and consists of:

Blazer	Burgundy with The Dean Trust Ashton on Mersey logo from official supplier*. One style of blazer (no vents) for all pupils from September 2023. Existing blazers do not need to be replaced but any new blazer purchased for September 2023 onwards should not have vents (splits at the back)
Trousers	Tailored plain black trousers with a crease down the middle, not fitted slimline style, skinny fit, chinos or jeans. Trousers to be worn with black socks. Can be purchased from any retailer.
Skirt	Black elasticated box pleated skirt from official supplier*. Skirts must be no shorter than 5cm above the knee cap. Skirt to be worn with plain black tights (min 20 denier).
Shirt	White, button collar. Can be purchased from any retailer.
Tie	Clip on, school colours from official supplier*.
Shoes	Plain black with smooth black soles. (Boots, trainers, trainer style and canvas shoes are not allowed).

Optional

Pupils may wear a grey jumper or slipover with The Dean Trust Ashton on Mersey logo but **ONLY** underneath not as a replacement for the school blazer. They **MUST** be purchased through the official school suppliers*.

NB: If for some medical reason a child cannot wear shoes then he/she may be allowed to wear a pair of **completely black trainers**. In this event, a doctor's note should be provided.

Please note that school holds a stock of pre-loved uniform and this is available to purchase for a small donation once every half term. Please contact your child's Head of Year if you need any help obtaining uniform.

***Official uniform suppliers for uniform and PE kit:**

Monkhouse, Stretford Arndale Centre, Stretford, Manchester M32 8AE.

Petite Modes, 9 Tatton Rd, Sale, Cheshire M33 7EB.

Physical Education Kit

Inside

Black polo shirt, black fleece, black shorts, black socks all with The Dean Trust Ashton on Mersey logo. Trainers.

Outside

Burgundy and white rugby jersey, black shorts, black socks all with The Dean Trust Ashton on Mersey logo. Trainers and football boots.

Both the fleece and rugby jersey are compulsory items for pupils in Year 7 and Year 8.

Embroidering of names on PE kit is optional.

For rugby, hockey and football, it is highly recommended that pupils wear the appropriate protective equipment for that sport, such as a mouth guard, scrum cap, shin pads and sport goggles.

Optional

Official long sleeved base layer and slim trackpants or leggings may be worn by boys and girls during cold weather at the discretion of the PE staff. Hooded tops are NOT allowed.

Plain black hats and gloves may be worn at the discretion of the teacher when cold.

A towel for use after showering and a separate sports bag in which to place muddy kit will be required on all occasions.



PE Non-Participant Expectations

Any pupil not able to take part in PE lesson/s due to medical issues will be expected to provide a note in their planner from their parent/carer explaining the reason why they cannot take part. A pupil who is unable to participate in PE for a prolonged period of time on medical grounds will be expected to provide a doctor's note to support the parental note.

All pupils not participating on medical grounds are still required to bring their PE kit and change, as they will still be taking part in their normal lesson but in an alternative role that is not as an active participant.

Should your child have a medical condition that does not stop them from taking part but might in certain circumstances become an issue a pupil is required to inform their PE teacher, for example Asthma, where a pupil will be expected to bring their inhaler to all PE lessons and hand it to their PE teacher at the start of each lesson.

Personal Property

Parents are strongly advised to ensure that personal property, including all items of uniform, is clearly marked with the pupil's name. Whilst every effort will be made to safeguard property the school cannot be held responsible for any loss or damage.

Personal Equipment

All pupils **MUST** have a suitable school bag in which they can carry all their belongings without damage.

Pupils must also have a pencil case with blue, black and green ink pens, pencils, eraser, ruler and range of coloured pencils. In addition, they will require a compass, protractor, scientific calculator (all available to purchase from Student Services) and highlighter pens. All pupils must have a small dictionary.

Pupils must have their pencil case and planner on the desk at the start of every lesson.

Felt tip pens are banned from school, as is 'tippex' or any similar correction fluid.

Personal Appearance

Extreme hairstyles are not in keeping with our good standard of appearance. As a general rule, haircuts should be no shorter than a number 2, lines should not be shaved into hair or eyebrows and undercuts or steps are not allowed. Hair should not be dyed an unnatural colour and dip dying is not permitted. Long hair, defined as hair that reaches the shirt collar or beyond, must be neatly tied back with a simple hair bobble.

Make up or nail varnish are not permitted.

Jewellery, mobile phones, ipods, ipads, earphones, smartwatches or tablets are not allowed. Pupils may wear a watch at their own risk. Only approved school badges are to be worn.

Should an item of jewellery or a mobile device be confiscated, it will be held in the school safe. Parents or carers can collect any confiscated items in person on Fridays between 3.10pm and 5.00pm, otherwise pupils may collect the items themselves at the end of each school half term.

Please note that we do not accept written or telephone requests from parents/carers. Confiscated items must be collected personally at the stated times.



We believe that we must continue to present a good image both inside and outside the school and prepare your child for the world of further education and work by instilling good routines and high standards. We also ask for the support of our parents in ensuring that our pupils wear full school uniform, in a tidy manner, to and from school.

Cycles

Cycles may be brought into school and stored in the designated cycle racks. We encourage pupils to wear a safety helmet whilst cycling to and from school. Parents should ensure that cycles carry adequate insurance cover in the event of loss, as the school cannot be held responsible. Cycles are brought into school and stored in the designated areas at owner's risk, they must be locked within this area.

Attendance and Punctuality

Pupils should report to form rooms at 8.35am for registration. Breakfast is served in the dining room from 7.45am onwards.

Punctuality

Any pupil who arrives at school after 8.40am is classed as being late. If a pupil arrives after 9.10am (when the registers close), they receive an unauthorised absence mark for the morning session. If there is a valid reason why your child is late, please message an explanation via the MCAS app starting the message with 'Attendance'.

Absence

If your child is absent, please notify school before 9.30am by messaging via the MCAS app starting the message with 'Attendance' or by telephoning the Attendance Officer. If your child is absent for more than one day, we request that you message or telephone each day they are not in school.

Pupils who achieve excellent levels of attendance will be rewarded by the school.

Holidays During Term Time

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. From 1st September 2013, Headteachers are prevented from authorising holidays/absence during term time. Leave of absence from school will only be authorised in exceptional circumstances.

A form should be completed and returned to school for the attention of the Attendance Officer. This is available to download on the school website.

For further information and to check school term dates, please see the school website.

Medical Appointments

Where possible, all appointments should be arranged out of school hours to ensure minimum disruption to learning.

When appointments have to be made in school hours, parents must inform our Attendance Officer, Mrs Evans in advance by telephoning 0161 973 1179 ext *2238 or via the MCAS app.

Please note that on the day of the appointment, it is the child's responsibility to ensure that they arrive at main reception on time.

If an emergency appointment is required and advance notice is not possible, please telephone school on 0161 973 1179 to advise that you are on your way to collect your child. Please let the receptionist know the name and year group of the pupil and the time of the emergency appointment.

The school day is scheduled as follows:

8.35 a.m - 9.05 a.m	Form Time/ Assembly
9.05 a.m - 9.55 a.m	Period 1
9.55 a.m - 10.45 a.m	Period 2
10.45 a.m - 11.05 a.m	BREAK
11.05 a.m - 11.55 a.m	Period 3
11.55 a.m - 12.45 p.m	Period 4
12.45 p.m - 1.30 p.m	LUNCH
1.30 p.m - 2.20 p.m	Period 5
2.20 p.m - 3.10 p.m	Period 6

Rewards

Good work and attitude are rewarded through our rewards system. A conscious effort is made by all our staff to recognise individual achievement and to suitably reward good behaviour, effort and attendance.

Rewards are issued for lots of different reasons. Parents may receive a message home when their child does one of the following:

- showing excellent effort in their studies
- answering a question really well
- demonstrating an improvement in manners, uniform or punctuality
- producing an outstanding project/coursework/essay/piece of work
- demonstrating positive citizenship in the community
- a fantastic sporting achievement
- excellent attendance and punctuality

In addition, each week the Headteacher awards Star of the Week to pupils who have been nominated by staff; Praise Postcards and letters of commendation are also issued. Every term pupils who receive a Star of the Week award are automatically entered into a draw for a variety of prizes.



Discipline and Sanctions

High standards of behaviour are essential for effective teaching and learning to take place. The basis of our behaviour management is through providing interesting and constructive activities in school supported by praise. In most cases this prevents poor behaviour. However, sanctions that may be implemented are listed below.

The behaviour policy is to operate the normal school sanctions including detentions after school and at lunchtime.

Sanctions include, but are not limited to, the following:

- verbal reprimands
- extra work, or being instructed to repeat unsatisfactory work written tasks
- loss of privileges
- missing break time or lunchtime detentions (pupils will still be provided with lunch and will have access to toilet facilities)
- confiscation of items
- school-based community services behaviour monitoring
- early morning reporting
- temporary internal exclusions (isolation)
- suspensions
- managed move to a partner secondary school
- referral to the Pupil Referral Unit
- permanent exclusion

Pupils who blatantly disregard the code of behaviour expected of them, or behave in an anti-social manner, may be temporarily or permanently excluded from the school in accordance with the procedure ratified by the Local Governing Body. In such cases, parents would be kept fully informed and involved. Alternatively, pupils may be transferred to a partner school for a short period of time. If behaviour continues to be a concern a placement at Trafford High (Pupil Referral Unit) School will be considered.

A serious view is taken of any anti-social behaviour committed by our pupils on the way to or from school. Pupils are expected to remain on the premises during lunchtime. We believe that the standards of behaviour expected in school are exactly those that are expected by parents in their homes. We firmly believe that a strong partnership forged between parents and teachers can overcome most behavioural problems.

We expect decisions made in school to receive full parental support.

Organisation and Teaching Arrangements

The curriculum and pupils' academic achievement is the responsibility of the Headteacher and Senior Leadership Team. There is a designated Deputy Headteacher for curriculum who oversees the quality of education; the Deputy Headteacher works with a team of Curriculum Managers to ensure an ambitious, well planned and sequenced curriculum for all. The weekly school timetable is based on 30 x 50 minute lessons carefully planned and developed ensure each pupil has access to a broad and balanced range of learning opportunities.

Curriculum plans and content for each year group and faculty are detailed in the Curriculum section of the school website. Here you will be able to see how each subject organises their curriculum activity and qualifications at each of the Key Stages. Information on how we organise and group our pupils in each year is also highlighted here.

The Key Stage 3 curriculum provides the knowledge, skills and understanding in a wide range of subjects. These have been put together with reference to the national curriculum, pillars of progression and the latest research in each subject area; each curriculum area also consults with Primary colleagues so as not to repeat or duplicate curriculum from Key Stage 2.

In Year 9, pupils are given options advice to support their choices at Key Stage 4. This is supported by careers information, advice and guidance. This helps pupils make suitable choices to meet their academic needs and future aspirations.

The Key Stage 4 options programme, which defines the qualifications pupils will follow, is complemented by a work related learning programme that takes place at the end of Year 10.

Similarly, Year 11 pupils are guided in their choices for Key Stage 5, whether that be to stay on and study a wide range of A Level and vocational subjects at our Sixth Form or to take up a Post 16 qualification with another provider.

Relationships, Health, Careers and Citizenship are key areas of learning that are covered in the Personal Development programme in school. These are led by specialist teachers in a timetabled lesson for all pupils every week. In addition to this, form tutors deliver a cultural calendar of events which recognises festivals, religious events, national focus and celebrations throughout the year. As well as these, all pupils receive education on metacognition as well as benefitting from a current affairs focus in form time every week. Ashton on Mersey school aims to produce tolerant and compassionate young people who have the knowledge and skills to succeed in the modern world.

Homework

Developing independent learning is critical for every Key Stage and for the world of work. Teaching staff provide a range of engaging and challenging homework activities which complement learning in the classroom. This maximises the opportunity for pupils to make further progress in their skills, knowledge and understanding.

Teaching staff work closely with pupils to help them understand how to revise. Pupils are then expected to prepare independently for the different assessment challenges they will face by undertaking revision at home. These assessments can range from in-class tests, end of year exams or GCSE qualification exams. There is a clear expectation that pupils, as part of their homework, will prepare at home for these assessments.

All pupils and their parents will be issued with a 'My Child at School' account which can be accessed via a smartphone app and on a range of devices. This helps pupils organise themselves more effectively and provide links to resources. This facility also provides full access for parents so they can support their child in homework activities and develop a rigour for independent learning at home. In addition, each pupil will receive a planner which further supports the independent learning process and allows greater communication between school and home.

Pastoral Arrangements

Pastoral care is managed by pastoral teams under the direction of a Deputy Headteacher for pastoral care and designated Assistant Headteachers for each Key Stage. These are supported by a team of Heads of Year who take specific responsibility for a year group; this is underpinned by Form Tutors who take a holistic approach for pupils in their tutor group. The Heads of Year and Form Tutors are supported in their work by Pupil Support Managers and Student Services staff.

Special Educational Needs

Ashton on Mersey School is a wholly inclusive school with a diverse population and we pride ourselves in ensuring each pupil is able to thrive in our environment; where they can feel happy, safe and secure and can benefit from the excellent teaching, support and pastoral care that enables them to reach their potential.

We have a highly experienced SEND department and the school has excellent disability provision ensuring all pupils are able to access the full curriculum. Further details of this support is available on the school website.

Child Protection

We believe the welfare of all pupils is paramount; we endeavour to provide a safe and welcoming environment where pupils are respected and valued, and where their health and well-being is secure.

The school follows the Trafford Strategic Safeguarding Partnership guidelines and procedures. The Child Protection and Safeguarding Policy is available on the website and on request from the school office.

Designated Safeguarding Lead: Mrs A Mottram

Deputy Designated Safeguarding Lead: Dr M Fox

Deputy Designated Safeguarding Lead: Mrs D Owen

Communication between school and home

We strongly believe that when home and school work together, pupils achieve their true potential.

The main way for parents to contact school is via the 'My Child at School' app (MCAS). If you experience any problems downloading the app, please email school on office@aom.trafford.sch.uk. The MCAS app is used to book and pay for trips and also for adding money for purchasing meals at school.

For subject concerns, please contact the subject teacher in the first instance by telephoning the school and leaving a message to request a call.

For pastoral concerns, please contact Student Services in the first instance who will then ask your child's Head of Year to contact you if required.

Marketing and Communications

A weekly Head's newsletter is emailed on a Friday and these are available on the school website.

We invite parents, carers, pupils and friends of Ashton on Mersey to follow us on Twitter @DT_AoMSchool where we share school news, photos and more. We particularly enjoy sharing news about pupils' successes, both in and out of school, so please share these by emailing school FAO Kate Griffin on office@aom.trafford.sch.uk



Ashton on Mersey School

Part of The Dean Trust group of schools

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National Teaching School
designated by
 National College for
Teaching & Leadership

