



Admissions Information Booklet 2023-24



Please retain this booklet for future reference

HOME-SCHOOL AGREEMENT

Core Purpose

To prepare young people to play an active role in society, by providing them with the skills, attributes and qualifications to flourish in the future.

The School will

- care for our students' safety and happiness and foster an approach of mutual respect
- ensure our students achieve their full potential as a valued member of the school community
- provide a broad, balanced curriculum and meet the needs of our students
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- contact you if there is a problem with attendance or punctuality
- share with you your child's successes and achievements
- contact you promptly with any concerns that affect your child's behaviour or progress arrange Tutor and Parents' Evenings either in person or remote via Teams (confirmed for each evening at the time of booking)
- provide access to computers, software, printers, documents and student email
- keep you informed about school activities through the school website and Twitter.

The Parents/Carers will

- ensure my child goes to school regularly, on time and properly equipped
- notify school of reasons for any absence
- share with the school any concerns or problems that might affect my child's work or behaviour
- support the school in allowing my child to access the school's ICT system
- support the school's policies, rules and expectations particularly with respect to behaviour and uniform
- support my child in all opportunities for learning at home
- arrange Tutor and Parents' Evenings either in person or remote via Teams (confirmed for each evening at the time of booking)
- take an active interest in my child's life at the school; and
- support my child in those additional activities designed by the school to broaden and deepen educational development.

The Student will be

- **Prepared** – To be equipped to undertake learning to the best of their ability. This includes pride in appearance and performance, meeting core expectations on attendance, punctuality, equipment, uniform, and to undertake learning with a positive attitude.
- **Respectful** – Show kindness and courtesy towards others, following the school's behaviour policy and acting as ambassadors for our community (including appropriate use of technology in and out of school)
- **Safe** - Act in a way that promotes the physical and mental wellbeing of others

UNIFORM YEARS 7 TO 11

Our students are expected to be excellent ambassadors for the school both in behaviour and in appearance. Students are always expected to wear full school uniform. Any student not appropriately dressed will be required to change into the stated school uniform. New and clean school uniform is kept in the Attendance Support Room for this purpose.

- Names must be clearly marked on all garments
- Students are allowed to wear **one** piece of discreet jewellery and a **one** small pair of stud earrings. **No facial or other body piercings are allowed.**
- Hairstyles and hair accessories must be discreet and appropriate for school
- Make up, if worn, must be minimal
- **No** false nails
- Appropriate school bags must be used (rucksack, satchel bag).

GENERAL UNIFORM INFORMATION

Our policy on uniform is based on the premise that school uniform:

- plays a valuable role in contributing to the ethos of a school and setting an appropriate tone
- provides a sense of pride in the school
- identifies students of the school and engenders a sense of community and belonging
- promotes equality amongst students
- is practical, smart and affordable

The individual's rights must be balanced against the community's best interests. Most religious requirements will be met within the school's uniform policy. It is possible that individual students may have a need to make some minor adaptations on the grounds of their religion. Adjustments made to conform to the requirement of mainstream religions e.g. head coverings are perfectly acceptable as long as this is in line with the student's stated religion.

We will aim to satisfy the dress obligations of mainstream religious traditions only; the religion must be in line with that stated on the data-checking sheet. It should be noted that the school considers trousers to be a gender-neutral option. Any other requests for adjustments to the uniform requirements, including on religious or gender grounds, should be made in writing to the Headteacher by the parent/carers.

TROUSER UNIFORM

College tie (colour dependent upon allocated College).

White long or short-sleeved shirt with school tie. No polo shirts.

Mid-grey V necked jumper or buttoned cardigan (light weight) – long sleeved or sleeveless if required, **NOT** sweatshirt.

Navy blue blazer with badge

(Badges can be purchased from school or ready-badged blazers from suppliers).

Mid - dark grey trousers straight or bootleg styles. Skinny styles are **NOT** permitted. No corduroy, denim or lycra fabrics. Trousers must be worn at waist height.

Plain belt if worn, must be black, brown, grey or navy and fit through trouser loops.

Plain socks in grey, black navy or white.

Footwear must be flat, all black and suitable for all school activities.

SKIRT UNIFORM

College tie (colour dependent upon allocated College).

White long or short-sleeved shirt with school tie. No polo shirts.

Mid-grey V necked jumper or buttoned cardigan (light weight) long sleeved or sleeveless if required, **NOT** sweatshirt.

Navy blue blazer with badge

Official Stratford upon Avon School skirt with logo only. These are available to order via Price & Buckland or purchased from the National Schoolwear Centre, Alcester.

Plain knee length socks in white, black, navy or grey **or tights** in black, navy, grey or natural. Ankle socks may be worn in the summer (not trainer socks).

Any student failing to wear the skirt uniform appropriately (i.e. too short) will be required to wear trousers.

Footwear must be flat, all black and suitable for all school activities.

P.E. KIT

Compulsory Kit

- Navy t-shirt (Logo)
- Navy blue shorts and/or skort and/or tracksuit bottoms and or leggings (Logo)
- Navy blue games socks
- Trainers
- Studded footwear when applicable
- Navy long-sleeved tracksuit top (Logo)

Recommended

Gum shield and Shin Pads

Optional Kit

- Base layer skins (navy/black/white)
- School woolly hat

It is optional to have surnames printed on the back of the tops; this is recommended to help with returning lost property. Student names should be clearly marked on all garments.

Hoodies/sweatshirts are not part of the PE kit and are not allowed to be worn as an alternative. No jewellery is allowed in lessons. The only jogging bottoms allowed are the navy tracksuit bottoms (with school logo).

SCHOOL UNIFORM SUPPLIERS

The Governors have chosen a uniform which can be purchased from a variety of local stores. Below is a list of some shops that stock the Stratford upon Avon School uniform.

- **Official Stratford upon Avon School Skirt with logo only.** These are available to order from Price & Buckland via www.pbuniform-online.co.uk/stratforduponavonschool
- Skirts can also be purchased direct from National Schoolwear Centre, Alcester 01789 400344.
- Schoolwear at M&S for shirts & trousers, National Schoolwear Centre Alcester B49 5BX www.alcestermsc.co.uk for shirts, trousers, skirts, ties, blazers & jumpers:
- **PE Kit from Summit GB**, Unit 9, Western Road Industrial Estate, Stratford upon Avon CV37 0AH: 01789 292911

NB: Blazer badges can only be purchased direct from school.

EXTRA-CURRICULAR SPORTING ACTIVITIES

We offer an extensive range of extra-curricular sporting opportunities at Stratford upon Avon School for all our students. These range from lunchtime recreational clubs through to a programme of inter-school fixtures after school and occasionally at weekends. Extra-curricular activities usually run from 15:30-16:30.

We consider the range of activities to be very beneficial in playing an important role in the 'Physical Education Experience' at the school. A large number of students are involved in these activities and in previous academic years we have offered the following:

- | | | | |
|--------------|--------------|-----------------|----------------|
| • Football | • Cricket | • Aerobics | • Handball |
| • Basketball | • Rounders | • Cross-country | • Lacrosse |
| • Netball | • Gymnastics | • Athletics | • Volleyball |
| • Hockey | • Badminton | • Swimming | • Table tennis |
| • Rugby | • Tennis | • Trampolining | • Softball |

If your child is selected to represent the school in a fixture, you will be emailed a selection letter for you to confirm availability to the PE Department.

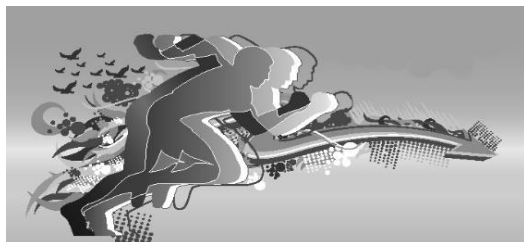
The school minibus will usually take students to activities that take place off site. We will notify parents, via email, informing when and where the fixture will take place. All information is posted on the Fixtures Noticeboard (located within the Sports Hall), on the PE Twitter account [@StratSchPE](#) and emailed letters in advance of the fixture. Fixture letters will indicate the approximate finish time, or if away, the approximate time of return. Staff will take a mobile phone and first aid kits to away fixtures in case of emergencies.

On the rare occasion when staff transport students in their personal cars, we **must obtain prior written permission**.

Following practices or fixtures students may wait inside the Sports Hall where staff will be present until all students have left. Should students need to phone a parental contact, they can use the phone in the PE Department.

If students are asked to participate in an extra-curricular activity or represent the school at less than 24 hours' notice, we will ensure that a telephone call is made to obtain your prior permission. Specific consent forms may be sent to you for activities involving students travelling outside the local area or being away for an extended period of time.

During after school extra-curricular activities students are welcome to leave their uniform and bags in the changing rooms, all changing rooms are locked during these activities until 16:30. However, it is advised that valuables are left in the students' lockers in the main school building.



PHOTOGRAPHY, IMAGES AND COPY PERMISSION

The data protection laws state that we must seek positive consent for the use of personal data. Photographs are personal data.

School may wish to take photographs or film activities which involve students. They are used in displays in school, in publications, shared on social media, put on the school website and sometimes published by local media. Occasionally, we will also publish the students' first name and sometimes we would wish to publish the students' full name. In this instance, parents will be contacted for permission prior to publication.

Photography/imagery will only be taken with the permission of the Headteacher, under appropriate supervision in line with the school's policy and in accordance with data protection legislation. There will not be any images associated with distressing or sensitive issues and the school will regularly review and delete unwanted material.

There will also be instances where copies of students' work may be taken for use in displays and other school publications including the school website.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

The school strongly believe in the educational value of electronic services and recognise their potential to support the curriculum. The school provides ICT network services and equipment that promote the teaching and learning of all students.

Students are required to sign up to the schools Acceptable Use Policy. This along with additional ICT information is available to view on the school website under [Information > School Policies](#). A paper copy is available upon request.

In order for your child to use any of the school's computer systems, they must have consent given on their admissions form.

BIOMETRIC SYSTEM

At Stratford upon Avon School, we operate an automated biometric finger scanning recognition system for cashless catering, library services and print management. A finger scan is registered and is translated to an alphanumeric code, which is logged in the system; the image is then discarded.

We are required by law to ask for consent from at least one parent/carer in order that this information can be processed to support the services offered to students. You have the right to object, or to subsequently withdraw your consent to the processing of this information at any time in writing. In addition, your child may object or refuse to allow their biometric information to be used even if you have given your consent.

We will not use the biometric information for any purpose other than providing services directly linked to biometric systems. We will store the biometric information collected securely in compliance with the Data Protection Act 2018 and the Protection of Freedoms Act 2012. The information will not be unlawfully disclosed to any other person.

Please note that on leaving school, or if for some other reason your child ceases to use the biometric system, their biometric data will be deleted.

MYCHILDATSCHOOL

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser or mobile app. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes.

Using MyChildAtSchool, parents can:

- Access real-time Attendance and Behavioural data
- Instant access to academic progress reports
- Update address / contact information
- See their child's timetable and teacher contact details
- Book and manage appointments for Parents' Evenings
- View mock and external examination timetables with live seating arrangements

Parents/carers are issued with MCAS login details within a week of when students enrol.

For any queries relating to MCAS, please email examsanddata@stratfordschool.co.uk clearly stating your child's name and date of birth.

BROMCOM STUDENT PORTAL (VLE)

Bromcom's Student Portal can be accessed on any web-enabled device and it brings together a wide range of information and resources for students. It provides a fully featured Virtual Learning Environment (VLE) that combines digital learning resources with online homework, assignments and assessments. The Student Portal enables real-time communication between students and teachers, increasing engagement within the school. It's also supplied with a free smartphone app for Android and iOS, providing a convenient option for students to access on the go.

Students can access:

- **My Homework**
Students will be able to view the resources that the teachers have attached to the homework and complete the homework set by the teacher.
- **My Reports**
Digital versions of reports and letters reduces the need for school to print which saves resources and administration time.
- **Messages**
Two-way electronic communication between student and teachers.
- **My Assessment**
Shows selection of the student's assessment marks and grades for various points in the academic year

MICROSOFT TEAMS

Microsoft Teams is our central way of communicating homework to students (and parents/carers) and applies to all students in Years 7 – 13. This platform allows staff to post resources, set and collect homeworks and communicate with students, in addition to seeing them in lessons. In events such as school closures, Teams can also allow us to live-stream lessons, where possible, in the case of students or staff self-isolating. Teams is also the method we use to run some of our Parents' Evenings.

Students will be able to access Teams using their normal school login on any internet enabled device. They will receive their login details once they have started. If you, or they encounter difficulties logging in, please email helpdesk@stratfordschool.co.uk

PARENTMAIL

ParentMail is quick and easy to use. It can be used on tablets, phones, laptops etc and can be accessed either via the website or the ParentMail app.

Payments for trips, events, revision guides etc will all be available to purchase through your ParentMail account via the Payments > Shop section.

With regard to dinner money, you may use your account to monitor what your child is eating. To do this, open the ParentMail App, click into Payments > History > Dinners > Select an account > Select a statement by month. This will show you a list of all actions related to that balance. You can then click on individual transactions to see further details of the purchase. If necessary, you can also request to set a daily spending limit by emailing parentmail@stratfordschool.co.uk.

If a student does not have sufficient credit, they will not be refused a meal. Initially we will ask the student to speak to whoever pays into the ParentMail account and ask you to log onto the system to credit the account. In the event that this is not possible, the school will allow a loan to a limit of £5.00. The payer will be notified regarding the overdrawn balance and will be expected to repay the loan and re-credit the system. If monies remain outstanding, the school's debt procedures may be implemented, and use of the catering services could be suspended. In specific cases of hardship, please contact the school.

Activation details will be sent to enable you to setup your ParentMail account via email. Should you experience any difficulties, support is available through ParentMail direct or from the ParentMail Administrator at school via parentmail@stratfordschool.co.uk.

FREE SCHOOL MEALS

The catering system works exactly the same for all students, including those who are entitled to a free school meal. The allocated amount is entered into the system automatically each day and will only be accessible for the child to obtain a lunchtime meal (it is not available at break). Please note, any under-spend will not be added to the next day's balance. You can, if you wish, add extra cash to your child's balance via the ParentMail system to enable a greater daily spend than the allocated free meal allowance.

To apply for free school meals please visit www.warwickshire.gov.uk/education-learning/apply-free-school-meals

SCHOOL TRANSPORT

To apply for school transport, please visit www.warwickshire.gov.uk/schooltransport

PARENTAL RESPONSIBILITY

PARENT

A parent means (Section 576 of the Education Act 1996):

- All natural (biological) parents, whether they are married or not,
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

WHO HAS PARENTAL RESPONSIBILITY

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. (The Children Act 2004)

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility. They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

People other than a child's natural (biological) parents can apply for parental responsibility. If you have any queries, you may find the answer in the Department for Education booklet *Understanding and Dealing with Issues Relating to Parental Responsibility*.

ATTENDANCE

ATTENDANCE – Useful Information

Students can achieve their full potential by attending school every day. As a parent(s) you have a legal duty to ensure your child receives an efficient full-time education (section 7 Education Act 1996). Failure to secure a child's regular attendance at school may be a criminal offence under Section 444(1) or 444(1A) of the act.

Unavoidable circumstances may occur requiring an absence from school. In this event, please leave a message on the 24-hour student absence line 01789 209296 or email attendance@stratfordschool.co.uk by **9.00am** on each day of absence, to support safeguarding routines. Unexplained absences will be notified to parents/carers by SMS text and email messages at the earliest opportunity.

To support your child's attendance please make medical/dental appointments outside of school hours wherever possible. If your child has a minor ailment such as a cold, cough, sore throat, headache or stomach ache please consider sending them into school with throat lozenges or pain relief, rather than allowing a whole day's absence and missing 5 periods of learning as '**Every Day Counts**' towards their success. Students often feel well enough to socialise and well able to manage their day in school, once here.

Absences not reported to school or agreed by school will be recorded as **unauthorised absence**. Holidays during term time will be approved in exceptional circumstances only, with unauthorised leave of absence being referred to Warwickshire Attendance Service (WAS) for consideration of a £120 fixed penalty notice per child per parent.

For further attendance queries, please email attendance@stratfordschool.co.uk.

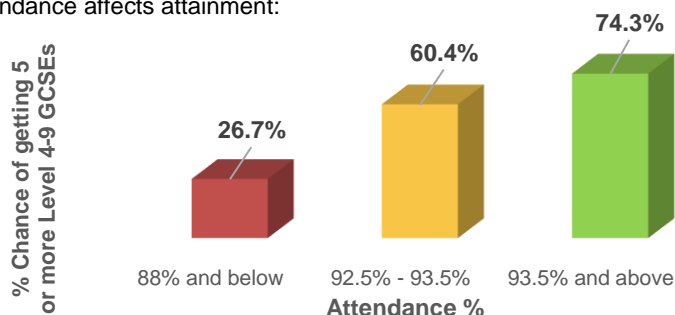
ATTENDANCE – THE BIGGER PICTURE

There is a clear and researched link between attendance and achievement in school. Whenever a young person misses school, they miss out on important learning opportunities.

It is often very difficult to catch up on work missed; social and academic development can be adversely affected.

- **95% attendance** – 10 school days missed per year
- **90% attendance** – Half a day absent per week / 20 school days missed per year
- **80% attendance** – 1 full day absent per week / 20 lessons missed per month

How attendance affects attainment:



EVERY DAY COUNTS

PRIVACY NOTICE

A copy of the Privacy Notice can be found on our website under [Information > School Policies](#) – *Data Protection: Parent Student Privacy Notice*

A paper copy is available on request.

Schools have a duty to be registered as data controllers with the Information Commissioner's Office (ICO), detailing the information held and its use. Schools also have a duty to provide a Privacy Notice to all staff, students, parents and carers, which summarises the information held, why it is held and the other parties to whom it may be passed on.

Stratford upon Avon School collects and uses personal information about staff, students, parents, and other individuals who come into contact with the school, in order to enable it to provide education and to perform other associated functions. In addition, there may be a legal requirement to collect, use and share information with third parties in order to ensure the school complies with its statutory obligations.

CCTV is in operation on the premises and is owned by the school. Its use complies with Data Protection rules and regulations according to GDPR 2018. Warning signs, as required by GDPR, have been placed around the school in areas where CCTV is in operation. More information regarding the management, operation and use of the closed-circuit television (CCTV) system at Stratford upon Avon School can be found in the CCTV Policy on our website on the link above.

For any updates to contact/personal information, changes to consents or queries about the above information, please email admin@stratfordschool.co.uk.