

ASHMOLE ACADEMY

INFORMATION BOOKLET FOR NEW STUDENTS AND PARENTS/CARERS

Head Teacher	Mr D Brown
Senior Deputy Head Teacher	Mr T Sullivan
Deputy Head Teacher: Educational Standards	Mr B Dhinsa
Deputy Head Teacher: Inclusion	Ms C Barnes
Assistant Heads: Guidance and Cross Curricular Education	Mr P Bray
School Self Evaluation	Mr R Hague
Professional Development	Miss J Hart
Key Stage 3 Curriculum, Responsible for Year 7	Miss N Kafouris
The Sixth Form & Publications	Mrs R McLaren
Behaviour & General Management	Miss C Murphy
Transition Co-ordinator	Ms D Burton
Finance Director & Clerk to the Governors	Mr D Powell
Head of School Administration	Mrs S Willmott
Admissions Secretary	Mrs L Jones
Head Teacher's PA	Mrs D Dutton
HR Manager	Ms K Foye
PA to Special Needs	Mrs L Logie
Library & Reading Centre Manager	Ms A Pascual de Riquelme
Music Manager	Ms A Kanjee
Ashmole Parents & Friends Association (Chairperson)	Mr A Reeves

School Contacts

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Welcoming New Students to Ashmole Academy

'Excellence is a habit not an event'

Changing schools may seem a little overwhelming to some of you. For example, if you are transferring from primary school there may be more students in the first year of Ashmole than there were in the whole of your previous school. Unlike your primary school you will be expected to move from room to room for different subjects and you will be taught by many different teachers over the course of a school day. This booklet has been produced to help you settle in quickly and to feel comfortable about joining all of us at Ashmole Academy. The information in this booklet will help to remove any worries and answer many of the questions you have so that you can quickly feel at home here and then concentrate on what you aim to achieve whilst you are here.



Becoming the Best you can Be

Moving to Ashmole Academy means that you are growing up. With this comes greater responsibility, both for yourself and others. You are joining a community of people whose main aim is to help you become the best you can be. You will be offered new opportunities - new subjects, lunchtime and after-school clubs and activities, more advanced work in subjects you have already studied, an opportunity to mix with other students some of whom are a lot older than yourself.

Take these opportunities, do not be afraid of them, work hard, enjoy yourself here, become the best that you can be.

Finally, you should find Ashmole to be a friendly and caring place. If you have any questions, ASK! If you are worried about anything discuss it with us. In turn be helpful, polite and caring for others, be they students, teachers, parentss or members of the public both on and off the school site. This is one of the most important contributions that you can make to your school so that it continues to be a good school and one that we can all enjoy being a part of.

INFORMATION FOR PARENTS

The School Structure

The Faculty Structure

The Faculty Structure manages the school's curriculum and teaching and consists of seven faculties with each faculty having smaller departments within it. The faculty is managed by an Assistant Head Teacher or Deputy Head Teacher.

The seven faculties are as follows: Communications, Humanities, Arts, Science, Maths and Learning Support.

The Pastoral Structure

The Pastoral Structure of the school is divided into three Key Stages each led by a member of the Leadership Team. A Key Stage Leader and Key Stage Manager will oversee the work of all year groups within that key stage. There is a Learning Mentor attached to each year group who will oversee the welfare of the students and will be the first point of contact. For Year 7 there is a Transition Co-ordinator who oversees the transfer from Year 6 into 7 and supports the year group through to the end of Year 7.

In addition, each year group is led by an Assistant Head Teacher or Deputy Head Teacher, supported by a Key Stage Manager/Leader, who oversees the work of the eight form tutors in a year group.

See Faculty and Pastoral Structure at end of booklet.

Contacting the School

If a need arises to contact the school, please contact the Student Services Co-ordinator for that key stage or for Year 7, the Learning Mentor for that year group who will liaise with the relevant staff. If the matter is more serious and you are considering contacting the Head Teacher, Mr Brown, please contact the relevant member of the Leadership Team responsible for that year group or faculty (please refer to the chart at the end of this booklet). You can also contact the school by email at staff@ashmoleacademy.org

If you have contacted the school but have not received a reply back within 2 days please contact Mrs Willmott, Head of School Administration on 020 8361 2703 ext. 2207 or email swi@ashmoleacademy.org

The school expects that if a Parent/Carer or any other family member has need to contact the school, they do so in a courteous and polite manner. Action will be taken where this does not occur.

The Home - School Partnership

"Your acceptance of a place at Ashmole Academy is the beginning of a Partnership between Home and School"

Home - School Agreement

As in all schools, Ashmole has a Home-School Agreement in line with Government guidelines. You and your child will be asked to sign a copy of this.

Keeping Parents/Carers Informed

- A Year 7 Parents' "Welcome" Evening is held in the Autumn Term with the objective of answering queries and dealing with any problems which may have arisen during the first few weeks of term. It is also an opportunity to meet your child's Form Tutor, the Head of Year 7 Transition and senior staff.
- Parents meet Subject Teachers at a Parents' Consultation Evening. There is a Parents' Consultation Evening once a year. Students are encouraged to attend this with their Parents.
- Parents receive a Progress Check and a written annual report on their child's progress each year.
- The school arranges other Parents' Evenings as required, for example, evenings to consult on GCSE and A level options.
- The school may also contact you by Schoolcomms e.mail and a text messaging service. For this, it is essential for you to give us your e.mail and mobile phone details and keep us updated on any future changes.

The School Website

The school website contains plenty of useful information for Parents to know, including details of the calendar, holidays and school closure dates, homework set, course outlines, letters to Parents, school policies, the prospectus, details of examinations being taken and examination results. Please make use of the website to keep you fully informed.

'@shmole' Newsletter

The '@shmole' Newsletter, published every term, keeps Parents up to date on school activities. Each issue is numbered. In addition, notices of special meetings and letters from the Parents' Association are sent home via students. Please ask your son or daughter about them regularly or you may miss important events or information. The school's website is updated regularly with all school events.

School Counsellor

Counselling occurs in *private* and in *confidence*, only the relevant Deputy Head Teacher will be informed that the student is seeing the counsellor, but they will not be told what is talked about unless the student requests that information be passed on. For students under 16 years a Parent's permission for counselling to take place is sought before counselling occurs.

Student Planners - Students should have their planners with them at all times.

Parents are requested to sign the Student Planner every weekend and are encouraged to keep in touch with the Form Tutors or Subject Teachers by writing a note in the Planner. Please note that it is your child's responsibility to draw any such notes to the attention of the teacher concerned.

Having read your message, the teacher will initial it or respond as appropriate. Alternatively you may contact us at any time by letter, telephone or e.mail via staff@ashmoleacademy.org.

In the Student Planner, you will find the School's Rules and Regulations and also our Code of Conduct. These state clearly what the students are and are not allowed to do and ensure the smooth day to day running of the School.

Rewards

- At Ashmole we believe in the principle of a praise culture and seek every opportunity to reward and praise students. The most frequent praise will be received verbally and in writing in response to achievement and effort in work in class and for homework.
- All students in Years 7 to 9 will be given merits and in Years 10, 11, 12 and 13 congratulatory postcards if they produce work which shows real effort, achievement or makes a significant contribution to the form or year group ethos. Merits will be given directly to students from Subject Teachers or Pastoral Staff and postcards will be given to students via the Form Tutor to take home. Where a student reaches gold or above a special postcard will be posted home in recognition of their achievement. Certificates will be issued once students have achieved a certain number of merits or postcards.

Award	Merits	Postcards	Awarded By
BRONZE	50	10	Form Tutor
SILVER	100	20	Leadership Team/Key Stage Manager/ Key Stage Leader
GOLD	150	25	Leadership Team
PLATINUM	200	30	Deputy Head Teacher
DOUBLE PLATINUM	250	35	Head Teacher

- Each merit/postcard will have a unique code which will need to be logged by each student when they receive one. They can then monitor their progress and compare themselves against other students in their class and year group.
- Certificates are also issued each term for excellent attendance and punctuality. Form groups may also win awards for excellent attendance and punctuality. An 'Attendance and Punctuality Cup' is awarded to Years 8, 9, 10 and 11 each half term to the form groups with the best overall attendance. Early lunch passes for one week are awarded to form groups in Years 7, 8, 9, 10 and 11 for excellent attendance and punctuality.
- From time to time at the discretion of the school form groups or individuals may be rewarded through a bowling or similar trip, or a gift voucher in recognition of their achievement.
- Students are awarded subject prizes at Prize Giving for excellent effort and achievement and year form prizes for all round effort.
- Students may receive congratulatory letters or postcards from subject staff for excellent effort and achievement for individual pieces of work or extended projects.
- Each month students may be nominated for a Jack Petchey Award. Students are nominated by members of staff and by other students. The School Council then vote a winning student from the list of potential prize winners. The winning student will then nominate how the award of £200 to be spent on items for the school. The winning student's name will be added to the Roll of Honour.
- Opportunities to develop a sense of responsibility are provided through societies, clubs and sports in which individual talents and interests, initiative and judgement are encouraged. Participation in assemblies, in projects in the classroom, and in extra-curricular activities develops confidence and encourage co-operation.

Behaviour

- A high standard of self-discipline and behaviour is required from all students who are expected to take responsibility for their own actions and to show courtesy and respect to all staff, to visitors and to one another. Older students are encouraged to participate in the care of younger children.
- Students should move about the school in a quiet and orderly manner. They should not enter classrooms or workshops until directed to do so by a teacher.
- We expect students to come to lessons well prepared and ready to work as soon as they enter the classroom. Students who are unavoidably late must enter quietly, apologise quietly and settle down to work quietly.
- Students are expected to obey all members of staff without argument. The school prohibits students inviting or meeting friends or acquaintances, particularly youths and students from other schools at the school gate.
- We expect all students to abide fully by the rules and codes of conduct whilst at school and on the way to and from school.

Attendance

- All student are expected to attend school at all times unless unable to do so due to illness. The attendance of all students is monitored by Form Tutors and the Key Stage Managers.
- If a student is absent from school his or her Parent/Carer must contact the school **each day** of absence, before 10 am with the reason why. If no such message is received, Parents will be sent a text message informing them that their child is not at school. All Parents are encouraged to register for 'Schoolcomms'.
- On the child's return to school, they should bring a note from their Parent/Carer explaining the reason for absence.
- **The school will not authorise absence for holidays in term time.**

Detentions

- In cases of misconduct teachers may keep students behind after school for up to 15 minutes without notice. Generally for longer detentions 24 hours' notice will normally be given. More persistent offenders are reported to and dealt with by Heads of Faculty or Assistant Head Teacher. Very serious cases of misconduct would be referred directly to the Deputy Head or the Head Teacher. The school reserves the right to give immediate detentions without warning.
- For a very small number of students a detention of up to one hour may be imposed on the day, without notice. Parents of those students to which this applies will have been notified that this may be a possibility. For students in Years 7 and 8 Parents will be contacted on the day. The school will try to avoid using this strategy with the young Year 7.

Lateness Detentions

We keep a list of students who are late for registration and they are given a detention as appropriate, normally on Friday.

Uniform Detentions

Detentions are also given for infringement of uniform regulations, normally on Tuesdays and Thursdays.

'The school considers co-operation and contact with Parents/Carers regarding behaviour problems very important'

Coming to School

Students are responsible for bringing to school each day the books and equipment they need. They should pack their bag the night before, having first checked the timetable to see exactly what they need. The following is a list of essential items required for lessons:

Black or blue ballpoint pen and a spare, coloured pencils, pencil, pencil sharpener, pencil eraser, 30cm ruler, compass, protractor, scientific calculator (fx85 Casio), dictionary, highlighter pen, games kit, school planner and a reading book.



All of these items are vital for successful work and progress.

Various items are available for purchase from the web-based 'School Shop'. These include:

- Ashmole Academy Art Pack
- Ashmole Academy Maths Pack
- Various subject revision guides and aids for GCSE, AS level and A2 level
- Language magazines
- Gum shields for sports

For more details and full list of merchandise, please visit the shop link on the school website at www.ashmoleacademy.org.

Exercise and textbooks are provided and students are expected to keep these in good condition. A charge will be made for lost or damaged books. Lost or badly kept planners must be replaced at a cost to the student of £5.00.

Students should have a reading book with them at all times.

Lockers

All students will be able to obtain a locker to keep books and equipment in during the day. Lockers will be assigned only when the £10 payment is received. Students will be responsible for their own locker key and should take great care of this key. A replacement key will be available but students will need to pay for this replacement, so **do not lose the key**.

'Parents are asked to help their child prepare for the next day's school each evening'



Do not bring into School



Mobile phones (see below), personal stereos, iPods, MP3 players, electronic games, radios, pagers, chewing or bubble gum, cans, aerosol sprays, tippex, jewellery, fireworks, too much cash or other valuable items.

If any of the above are brought into the School, the School will confiscate and hold the item for a reasonable time until Parents/Carers come to collect it and sign an agreement that the item will not be brought into school in the future.

Any student found smoking or in possession of smoking materials on school premises or within the locality of the school while wearing school uniform will serve long detentions or be excluded. It is illegal to smoke on the school premises.

Any student found using, or in possession of, alcohol or illegal substances or weapons will be excluded, including the possibility of permanent exclusion.

Other Banned Activities

- At Ashmole we ban mobile phones for all students Years 7 to 11. This is as a result of advice from the Metropolitan Police and the research which suggests that mobile phones in school can increase the risk of theft and the risk of cyber bullying. We will ensure that students who need to contact Parents at the end of the day or after a club or activity can do so. A public telephone is situated in the Refectory for students' use. If this is not available, in an emergency, students may use the telephone at Reception. Our Reception is staffed until 5.00pm and after that the staff running the activity will ensure any child who needs to contact home can do so. Any Parent who needs to get a message to their child can do so by contacting Reception until 5.00 pm. These arrangements mean that our students do not need to have mobile phones in school.
- Students are strictly prohibited from publishing in print or electronically any material connected to Ashmole Academy without the written permission from the Head Teacher. Should this rule be breached, exclusion is likely.
- Students are strictly banned from asking other students for money. Repeated breaches of this rule or where money is asked for with menace, threat or violence, exclusion will occur.
- Selling food, sweets and other items to other students is not permitted.

Curriculum

Subjects

- The first two years (Years 7 and 8) are called Key Stage 3 where students will follow a common course comprising English, Maths, Science, French, Art, Drama, Geography, History, Music, Religious Studies, Technology and Physical Education, with German or Spanish as a second language from Year 8 for students who are good linguists.
- In Year 9 students will start their Key Stage 4 and GCSE programme. They continue with English, Maths, Science, History, Geography, Languages, and Religious Studies and four other option subjects from Art & Design, Business Studies, Catering, Design & Technology, Drama, Media, Music, and Physical Education. Science at Key Stage 4 involves Triple Science comprising of Physics, Chemistry and Biology or Double Science. There is also an opportunity at KS4 to study two languages.
- Personal, Social and Health Education (PSHE) will be studied in Years 7 and 8 in timetabled lessons and in subsequent years through collapsed days.
- In Years 12 and 13 students choose to study from a variety of subjects at A Level or may have the opportunity to continue with a vocational (BTEC) course.

Literacy

'Children benefit enormously if their Parents can spend 15 minutes reading with their son or daughter each night'



Reading plays a major role in supporting children's learning and all children are encouraged to read for 15 minutes, 3 times a week with their Parents at home. This home input supports the Guided Reading Project in school, which is clearly improving reading standards at Ashmole.

Numeracy

Following on from work done in Primary Schools, students entering Ashmole will follow a Mathematics course which will provide:

- As smooth a transition as possible between subject content at Primary School and the secondary school curriculum.
- An emphasis on the mental procedures and strategies which are the basis of sound numeracy skills and on the written and calculation processes needed for sound Mathematical understanding.

Gifted and Talented

The school has a special programme designed for gifted and talented students which not only stretches the most able but provides additional opportunities necessary to prepare those students for successful entry to the most competitive and challenging universities and careers. As part of the programme, students are mentored in order to celebrate achievement and set goals.

As well as maximising attainment in the classroom, students are encouraged to enrich themselves in school life through the various music, sport and extra-curricular activities on offer.

The school has a Co-ordinator and Teacher Manager dedicated to these students.

Special Needs

The school has a small team of specialist staff who support those children with a statement for special needs or an educational disability. Special Needs is managed by the Special Needs Co-ordinator with the point of contact for Parents/Carers being the PA to the Special Needs.

Firefly

Firefly is the virtual learning environment that we use at Ashmole Academy. Students are able to access a whole range of information and resources through this. It is also extremely useful for Parents/Carers to access in order to help their child with their organisation and completion of homework or independent study tasks.

A whole wealth of information can be accessed on here including a student's individual timetable, all of the homework tasks that they have been set, resources, worksheets and topic by topic information for each subject, as well as extended tasks to further develop their knowledge in each subject area. Extra-curricular information can also be accessed through Firefly and if a student has one to one Music lessons, their timetable for these sessions will also be accessible.

Students should be using Firefly on a daily basis to ensure that they are organised and keeping up with all of the work set by their subject teachers. Firefly is designed to help them manage all of their tasks and to contact their teacher if they have any questions. By being able to access their timetable from home, students can ensure that they have the necessary homework completed and equipment prepared for the following day.

Firefly provides as an excellent environment for safe forum discussions regarding subjects and topics that students are learning about in school. These are always managed by the teacher to ensure that they are appropriate and assist in enhancing the students' learning.

Students log into Firefly using the same username and password as they do to log into the school's network. Parents/Carers will need to use their child's login details to access the system.

E-Readers

The school has chosen to provide students of Years 7 and 8 with E-Readers in order to allow them instant access to a range of suitable literature. Furthermore, there is increasing evidence that suggests reading electronically actually encourages students to read more and could even help students with certain learning needs to access texts more easily; fonts can be enlarged and background colour can be changed to suit the individual. Additionally, through the E-Readers students will also have instant access to a wide range of resources to help them with their learning across the curriculum. They will be able to access a dictionary, grammar guides and key word lists for all of their subjects in order to help improve their literacy, as well as numeracy help sheets and homework tasks. We believe that, through the E-Readers, Ashmole students will be able to gain the full benefit of modern society's technological advances.

Parent Supported Home Independent Study

'We expect that Parents will take the major responsibility for ensuring that their son or daughter is both recording and completing the work set'



Ashmole Academy set two types of homework:

1. Teacher Directed Homework
2. Independent Home Study Tasks

Each teacher will set teacher directed homework in line with the table below. The homework will relate to the programme of study and students are required to complete all the homework as set to the standard required. The teacher directed homework is marked and graded by the teacher. Most teacher directed homework will be available to the student on Firefly, the school's virtual learning environment.

Homework: Teacher Directed	
Subject	Frequency
Years 7-8 (approximately 20 and 30 minutes respectively): English, Maths, Science, Languages RS, Drama Other Subjects	2 per cycle 1 per term 1 per cycle
Year 9 (approximately 40 minutes each): All examination subjects, including RS	2 per cycle
Years 10-11 (approximately 60 minutes each): All examination subjects RS	2 per cycle 1 per half term
Homework: Independent Study	
Year 7-10 (each task lasting 1½ hours): Choose one task from the collection available in the booklet	1 per half term

Students are encouraged to complete teacher directed tasks at school using the Library, Curriculum Support and other facilities. The Library is open from 8:05am each day and closed at 4:30pm.

Independent Home Study Tasks:

In order to encourage independent learning, all students from Year 7 to Year 10 inclusive will have an Independent Study Tasks booklet. The booklet contains a collection of independent study tasks from all subjects in the curriculum. Students choose one topic from a subject they are studying to complete per half term. The independent study tasks will be marked by the form tutor.

To support independent study tasks each student will be given an Independent Study Task booklet and an exercise book to use for this purpose, as well as for general use during tutor time or PSHE activities.

We hope that the Academy's approach to homework meets your expectations as a parent/carer and encourages and develops in the students the necessary study habits that assist them excelling beyond their personal best.

Any concerns or question that you may have concerning your child's homework, please contact the relevant Key Stage Manager for your child's year group.

Music Scholarships

Ashmole Academy offers up to 20 places per Year 7 intake for pupils with a special aptitude for Music. Those students become Musical Scholarship students.

What does the Music Scholarship Scheme entail?

Music Scholarship students are those students with a special aptitude for Music who are either:

- i) admitted to Ashmole under the Music Aptitude admissions criteria, or
- ii) join the school through other admission criteria but demonstrate such an excellence in Music aptitude that the Head Teacher places them with the Music Scholarship scheme.

Music Scholarship pupils will receive a number of special benefits from the school to develop that Music aptitude. Those benefits are as follows:

Bronze, Silver and Gold Scholars	The scholarship programme will be divided into 3 tiers; bronze, silver and gold. Scholars in Year 8 and above will be placed in one of these tiers depending on the grade they have achieved on their instrument or their national curricular level. Year 7 scholars will all start in the bronze category and will complete their arts award together. Each tier will have activities suited to its ability level to ensure we are providing the best possible experience for each scholar. Students will progress through the tiers as their musicianship develops (see section on mentoring for more details about this). They will see themselves and their peers progressing which will be both motivational and aspirational.
Instrumental Tuition	All scholarship students are expected to study a musical instrument through their school career. The cost of this is borne by the Parents/Carers.
Graded Exams Tuition Fees	As part of the student's scholarship, the tuition fees for all graded musical exams will be paid for by the school.
Graded Music Theory Examinations	Music scholarship students will start to study for a graded ABRSM Music Theory exam. This opportunity can be used as a stand-alone study or as additional study if the student is also receiving theory tuition elsewhere. Lessons are held as breakfast sessions from 8:00am-8:30am, Monday to Friday, with a different grade studied on each day. As part of the student's scholarship, the cost of the tuition and the cost of examinations taken will be met by the school.
Bands, Orchestra and other ensemble groups	<p>Music scholarship students will be encouraged to play in a wide range of ensembles. These will provide the students with an excellent opportunity to develop their Musical talent in a group situation. The school has a large number of ensembles for which there are regular weekly organised practising sessions. Some of these include:</p> <p>Samba Band (open only to scholarship students) Concert Band String Ensemble Orchestra Voice (a large choir) Rock Bands Folk Band Brass Band Music Technology club Guitar club</p> <p>Scholars will be expected and encouraged to have lead roles in these ensembles, perhaps running sectionals. Scholars will be encouraged to form small, student run ensembles within their tiers.</p>

School Events, Performances & the School's Prom Week	Musical talent is about performing. Talented musicians need plenty of opportunities to perform in public in formal situations giving plenty of high quality practice. Music scholarship students will perform in the various school events and performances throughout the year. As part of the school's Arts Festival in June, the Music Department hold a week of 'Prom' concerts. We also hold monthly lunchtime concerts which give students the opportunity to play for their peers.																																																															
GCSE & A Level	Music scholarship students are encouraged to study Music to GCSE if appropriate. A Level Music is also available if that choice is relevant and appropriate for the student.																																																															
Year 7 & 8 Curriculum	Music scholarship students will spend some of their time in Year 7 together and other times with other students studying Music. The Year 7 curriculum focuses on Music Theory, keyboard skills and singing. Setting is introduced in Year 8 in which music scholarship students will study for their ABRSM Practical Musicianship graded exam, at a level appropriate to their ability.																																																															
Mentoring	<p>Year 7 scholarship students will all enter as bronze scholars and will be mentored by the Music Manager and one of the Music Teachers. They will work towards their Trinity Bronze Arts Award. This is a project based award, and will be worked on as part of a Lunchtime Music Scholarship Club. For further information please visit www.artsaward.org.uk.</p> <p>After Year 7, the scholars will be able to progress through to silver and gold scholars if they meet certain criteria.</p> <p>Scholar Boundaries</p> <table><tr><th></th><th colspan="2">Bronze</th><th colspan="2">Silver</th><th colspan="2">Gold</th></tr><tr><th>Year</th><th>IPC Grade/ Curriculum Level</th><th>Instrument Grade</th><th>IPC Grade/ Curriculum Level</th><th>Instrument Grade</th><th>IPC Grade/ Curriculum Level</th><th>Instrument Grade</th></tr><tr><td>7</td><td>6c</td><td>Grade 2</td><td>N/A</td><td></td><td>N/A</td><td></td></tr><tr><td>8</td><td>7c</td><td>Grade 3</td><td>7b</td><td>Grade 4</td><td>7a</td><td>Grade 5</td></tr><tr><td>9</td><td>B Grade</td><td>Grade 4</td><td>A Grade</td><td>Grade 5</td><td>A* Grade</td><td>Grade 6</td></tr><tr><td>10</td><td>B Grade</td><td>Grade 5</td><td>A Grade</td><td>Grade 6</td><td>A* Grade</td><td>Grade 7</td></tr><tr><td>11</td><td>B Grade</td><td>Grade 5</td><td>A Grade</td><td>Grade 6</td><td>A* Grade</td><td>Grade 7</td></tr><tr><td>12</td><td>B Grade</td><td>Grade 6</td><td>A Grade</td><td>Grade 7</td><td>A* Grade</td><td>Grade 8</td></tr><tr><td>13</td><td>B Grade</td><td>Grade 6</td><td>A Grade</td><td>Grade 7</td><td>A* Grade</td><td>Grade 8</td></tr></table> <p>Each tier of scholar will be mentored by a different teacher and they will meet as a group at least once a term to discuss events and their successes.</p>		Bronze		Silver		Gold		Year	IPC Grade/ Curriculum Level	Instrument Grade	IPC Grade/ Curriculum Level	Instrument Grade	IPC Grade/ Curriculum Level	Instrument Grade	7	6c	Grade 2	N/A		N/A		8	7c	Grade 3	7b	Grade 4	7a	Grade 5	9	B Grade	Grade 4	A Grade	Grade 5	A* Grade	Grade 6	10	B Grade	Grade 5	A Grade	Grade 6	A* Grade	Grade 7	11	B Grade	Grade 5	A Grade	Grade 6	A* Grade	Grade 7	12	B Grade	Grade 6	A Grade	Grade 7	A* Grade	Grade 8	13	B Grade	Grade 6	A Grade	Grade 7	A* Grade	Grade 8
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Music Ambassador	<p>Two Music Scholars from each tier will be awarded the position of 'Music Ambassador'. This will entail promoting the music department, helping with tasks around the department and being available at events.</p> <p>Gold students will help with Year 7 students Arts Award.</p>																																																															
Enrichment	<p>The school also wants to enrich the Music experience for scholarship students. This will be achieved through a number of activities and will be tailored towards each tier of scholar. Ideas include:</p> <ul style="list-style-type: none">• Visits to the Royal College of Music (Gold Students)• Opportunities to attend concerts and plays• Opportunities to take part in a Music Tour abroad• Running sectionals and rehearsals (Gold Students)• Termly workshops for targeted music genres and musicians (Bronze, Silver and Gold Students)• Working in chamber ensembles (each tier will have its own ensemble)																																																															

Music Instrumental Tuition

- Ashmole Academy operates a scheme offering quality tuition during the school day, to students wishing to begin or continue playing a musical instrument.
- We have no audition and will provide lessons for any student who has the motivation to play.
- The scheme has been very popular with students and Parents and it allows children to learn in a supportive environment with full time staff on hand to help with mid-week problems.
- Lessons are weekly and are either 15 minutes or 30 minutes long. From time to time larger ensemble lessons are organised to support listening skills.
- Our instrumental staff are chosen for their proven ability in the professional world of music as well as their teaching ability and have come from popular, folk, jazz and orchestral circles. As instrumental teachers are “hand picked”, we can provide the best and richest learning experience for our students.
- We currently offer lessons in guitar, electric guitar, piano, keyboard, trumpet, trombone, tuba, flute, clarinet, oboe, saxophone, violin, cello, drums, and voice and would be happy to extend the scheme to meet the demands of incoming students. We aim to meet the demand for all instruments and are proud to say we have not yet been beaten!
- Lessons are booked termly of either 15 or 30 minute duration (usually 10 lessons per term) using the letter and booking form available from the Music Department. Interested Parents/Carers should contact the Music Manager.



Day to Day Matters

Medication

The School Welfare Officer may be able to administer some routine medication upon the consent of a child's Parent/Carer (i.e. paracetamol or similar). If however, a student is taking a course of



prescribed medicine (i.e. antibiotics, migraine tablets, anti-histamines) a School Medication Authorisation Form will be issued. Parents should request this form from the School Welfare Officer. Until a completed form has been received no medication can be issued in school. Any prescribed medication **must** have a prescription label. Students should not carry medication with the exception of inhalers and EpiPens. If your son or daughter suffers regularly from acute pain, Parents/Carers should contact the

School Welfare Officer. Any changes in a child's medical condition should be reported to the School Welfare Officer in writing.

Emergencies

Occasionally emergencies occur at school, and with your help we can ensure that they are dealt with safely.

- In the very unlikely event that we need to send children home, for example in extreme weather, flood, power failure, etc, you need to have somewhere for your child to go where they will be safe. This might be home, your work or with a relative or friend. Please ensure that your child is totally clear what this arrangement is: you could write it in the Planner if this will aid memory.
- It is very important that we are always able to contact you, for example if your child is ill. Therefore please supply us with work and/or mobile telephone numbers for all the child's Parents or Carers. An additional contact person is also useful in case we cannot get hold of you.
- The school recommends that Parents and Carers register for Schoolcomms [*see separate form*]. Schoolcomms is a module of the school computer system which allows us to send email or text messages and can be used in emergencies to contact Parents.
- As students are unable to bring mobiles in to school, it is useful for them to carry a small amount of change so that they can use the payphone in events of an emergency.
- The school website will be updated in the event of an emergency, such as for example, severe snow. Parents/Carers are advised to view the web site for the latest information.

Valuable and Personal Effects

- **No responsibility for loss of valuables or personal effects is accepted.** However, every effort is made to help students safeguard their property.
- **All clothing, including games kit, must be clearly marked with the student's name.**
- The School Welfare Officer looks after lost property. Lost property should be reclaimed by students.
- Lockers will be available but students will not have unlimited access to their lockers throughout the day. It is, therefore, recommended that students bring only items needed for that particular day. Parents are asked to help their child pack the night before to ensure no unnecessary items are carried to school.
- Unauthorised borrowing and casualness about other people's property is not allowed.
- Any items wrongly brought into school will be confiscated and stored in a safe place for a reasonable time. Items may be claimed by Parents in person by prior arrangement.

E-Safety

Modern technology offers great opportunities to enhance the learning and development of our students, if accessed in the correct way. At Ashmole we have extremely clear guidelines in place with regard to E-Safety, in order to ensure the well-being of all our students. With further technological developments this year such as the launch of E-Readers and iPads, it is paramount that all students adhere to the E-Safety policy we have in place. All internet access within school is monitored closely and any breaches of this are investigated fully. We adhere to a strict 'No Mobile Phone Policy' at Ashmole, in line with our E-Safety procedures.

As part of our pastoral curriculum at Ashmole, we work with students during tutor time and also deliver assemblies that aim to educate them about the importance of E-Safety. We also aim to develop their knowledge in this area so that they can maximise the benefits.

We urge Parents/Carers to talk to their children about E-Safety, to be involved and to set clear boundaries at home as you are responsible for your child's behaviour online. Parents/Carers should keep themselves well informed and up to date with developments in technology and social networking so that they are able to support their child in making sensible and safe choices. Always be aware of the devices in your home that connect to the internet, including Smartphones and monitor what is being accessed through these.

We will continue to update you with any information we feel necessary regarding E-Safety through the @Ashmole newsletter. In addition to this you can also find out more information on E-Safety and the support available by using the following website: www.saferinternet.org.

School Lunches

Parents are recommended to monitor how much their children spend and what they actually buy'



A cafeteria system is in operation and students can purchase what they wish from a menu of priced items. Students entitled to free meals are allowed £2.40 in food purchases. Under this system students have a choice and Parents are recommended to monitor how much their children spend

and what they actually buy. Students should be aware of what constitutes to a 'balanced' meal/diet. Ashmole runs a cashless catering service. Parents/Carers are able to pay online using ParentPay. Alternatively students are able to 'top up' credit in school by cash.

Ashmole Parents and Friends Association – APFA

'All Parents are automatically members of the Ashmole Parents and Friends Association'

There is an active Parents' Association, which takes a keen interest in the academic and social life of the School, as well as giving considerable moral and financial support. Parents are encouraged to take an active part in supporting the school and help would be welcomed for future events. We will be looking to recruit new committee members for the APFA so please register an interest. All events will be advertised and letters sent home via your child as well as through Schoolcomms.

The School Day

You will be provided with a timetable showing 25 periods a week. The timetable is split into Week 1 and Week 2. Each period is allocated a subject, room number and the teacher who will be taking that lesson. You must ensure you have the correct books and equipment for the correct week. You are responsible for arriving at school and lessons on time and for moving around the school between lessons as quietly and efficiently as possible.

The school day is as follows:

8.35	Arrive
8.40	Go to Form Room for morning registration
8.50	Period 1
9.50	Period 2
10.50	Break
11.10	Period 3
12.10	Period 4
1.10	Lunch
2.00	Go to Form Room
2.05	Afternoon registration/tutor time/assembly
2.25	Period 5
3.25	End of school

Go straight home unless you are involved in an after-school club or activity, or unless you have been given a detention, or a teacher has asked to see you for any reason. **BE SURE TO TELL YOUR PARENTS/CARERS IF YOU KNOW YOU ARE GOING TO BE HOME LATE.**

**YOU MUST NOT WANDER AROUND THE SCHOOL
AT THE END OF THE DAY**