



Welcome to De Aston

2019-2020

De Aston School Academy Trust

Founded 1863

Willingham Road, Market Rasen, Lincolnshire LN8 3RF

Telephone: 01673 843415

Fax: 01673 840823

E-Mail: enquiries@de-aston.lincs.sch.uk

Website: <http://de-aston.lincs.sch.uk>

Facebook: @deastonschool

Twitter: @deastonschool

Headteacher:

Mr S. Porter

Deputy Heads:

Mr M. Bray

Mr P. Williams

Assistant Heads:

Mrs V. Davies

Mr N. Huddleston

Mr S. Healy

Mr A. Quinlan

Chair of Governors:

Mr R. Wilson

Local Education Authority:

Lincolnshire County Council

County Offices

Newland, Lincoln

LN1 1YQ

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Please note that hard copies of any of the school's policies may be requested via Reception if required. Furthermore, up to date school policies can be found on the main school website.

INTRODUCTION

Dear Parent/Carer

This booklet gives the details that will be important for your child starting at De Aston School. It is addressed to you, but much of it you will need to share with your child. It describes our daily routines and gives you detailed information about the buildings, behaviour and dress, home-school links, and our pastoral care arrangements. Most important of all, it suggests ways in which you can help share with us in educating your child.

Please keep this booklet throughout your child's school career. It is meant to be referred to and, though some of the details will change as time goes by, it should prove useful whenever you need any urgent information about the school.

We pride ourselves on good communication and this comes in many different forms. One key way we will communicate with you is via an app. You will be invited to download our ClassCharts app, an online tool that will help you monitor behaviour and rewards for your child.

At De Aston we strive to ensure personal progress for all our learners. We are a school that has high expectations and we know that young people love to be challenged. This is part of our Growth Mindset philosophy and our aim to develop the potential and resilience of our learners. Our mantra is Believe. Strive. Achieve.

We are pleased you have chosen De Aston. We are passionate about learning and professional in our duty of care.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'SP', with a long horizontal flourish extending to the right.

Simon Porter

Headteacher

IMPORTANT CONTACTS

If you have any queries or concerns, your first point of contact should be your child's tutor. To discuss a more serious issue or concern please contact your child's Head of Year or the relevant member of the Senior Leadership Team. For subject specific concerns please contact your child's teacher or the Head of Department – contact information can be found on the school website.

Mr J. Atherton	Tutor – 7JPA	john.atherton@de-aston.lincs.sch.uk
Mr J. Clarkson	Tutor – 7JRC	john.clarkson@de-aston.lincs.sch.uk
Mr J. Haigh	Tutor – 7JBH	james.haigh@de-aston.lincs.sch.uk
Mr S. Pashley	Tutor – 7SP	scott.pashley@de-aston.lincs.sch.uk
Mrs K. Southern	Tutor – 7KAS	keira.southern@de-aston.lincs.sch.uk
Miss V. Tomlinson	Tutor – 7VLT	victoria.tomlinson@de-aston.lincs.sch.uk
Mr H. Williams	Tutor – 7HWW	huw.williams@de-aston.lincs.sch.uk
Mr S. Benzie	Head of Year 7	samuel.benzie@de-aston.lincs.sch.uk
Mr S. Porter	Headteacher	headteacher@de-aston.lincs.sch.uk
Mr M. Bray	Deputy Head (Students & Guidance) <i>Please contact for any issues regarding buses.</i>	michael.bray@de-aston.lincs.sch.uk
Mr P. Williams	Deputy Head	paul.williams@de-aston.lincs.sch.uk
Mrs V. Davies	Assistant Head	victoria.davies@de-aston.lincs.sch.uk
Mr N. Huddleston	Assistant Head	neil.huddleston@de-aston.lincs.sch.uk
Mr S. Healy	Assistant Head	scott.healy@de-aston.lincs.sch.uk
Mr A. Quinlan	Assistant Head Head of Boarding	andrew.quinlan@de-aston.lincs.sch.uk
Mr P. Cutts	SENCO	paul.cutts@de-aston.lincs.sch.uk
Mrs R. Race	Transition Co-Ordinator	ruth.race@de-aston.lincs.sch.uk
Mrs J. Chatterton	Education Welfare Officer <i>Contact to report your child absent or to discuss your child's attendance</i>	jackie.chatterton@de-aston.lincs.sch.uk
Mr D. Willars	Careers Advice <i>Contact for information on Careers Education</i>	daniel.willars@de-aston.lincs.sch.uk
M R. Wilson	Chair of Governors	governors@de-aston.lincs.sch.uk

PART ONE - THOSE FIRST FEW DAYS

TERM DATES 2019/20

Term	Start	Finish
Term 1	Wednesday 4 th September 2019	Friday 18 th October 2019
Term 2	Tuesday 29 th October 2019	Thursday 19 th December 2019
Term 3	Monday 6 th January 2020	Thursday 13 th February 2020
Term 4	Monday 24 th February 2020	Thursday 2 nd April 2020
Term 5	Monday 20 th April 2020 <i>Bank Holiday</i>	Friday 22 nd May 2020 <i>Friday 8th May 2020*</i>
Term 6	Monday 1 st June 2020	Tuesday 21 st July 2020

**Please note the change of Bank Holiday date*

MOVING TO A NEW SCHOOL

The change from primary school to secondary school is a big step, especially in this area where most children come to us from small village primary schools. There will be lots of differences between their primary school and secondary school experiences. In their primary school, mainly one teacher teaches them. Now they will have a dozen or more teachers for as many different subjects. They will move from room to room for each new lesson, so they must learn to organise their books and equipment (for many their locker becomes a very important place). Homework starts to become very important, and they have to keep a regular Homework Planner. All learners will be asked to write homework in their planner but we are also introducing a new on-line homework service from September which will also allow learners and parents to access the homework via the ClassCharts app. More details to come.

Most children take the move up to secondary school in their stride. However, we must look out very carefully each year for the one or two who have difficulty in settling down. Because they no longer have one teacher for all their lessons, the Tutor becomes very important as the teacher they get to know first and best. Please make sure you know the name of your child's Tutor and Head of Year.

There are a number of obvious things you can do as parents to help. These will be especially important in the first few weeks.

- Please try to see that your child has all the necessary items of school uniform, which are labelled clearly with their names.

- Check that he or she has all the equipment needed for each subject. Everyone should have at least two good quality ballpoint or cartridge fountain pens (with a spare refill or cartridge), a pencil, pencil-sharpener, 30cm ruler and rubber kept in a pencil case. Coloured pencils and simple geometrical instruments are also useful. Dictionaries and calculators are required in some lessons.
- Make sure your child has their Student Planner with them every day and that you, as parents, sign it every week. This is a useful means of contacting your child's Tutor.
- Every student needs a school bag. Please help your child to pack this bag each night before school and include all text-books, topic-books, work-sheets, exercise books, folders, note-books, etc. for the next day's lessons - making sure it is not overloaded. There is a timetable, which you can check, in the Student Planner.
- Make sure your child has remembered any PE Kit or any other special equipment needed for the next day.
- Encourage him or her to take part in extra-curricular activities in the very first term. This is one good way of settling in, making new friends, and enjoying free time. Timetables for extra-curricular activities are published on the School website.
- Begin checking your child's homework from the first week. Make sure all work is written clearly in the planner, that it is done in reasonable time and with the best possible effort. Only the best will do. Remember, we will also offer access to homework tasks via an app from September.
- If you can, please make sure there is a quiet place for doing homework. Access to the internet would help but is not essential as students have access to the internet in school. If you have any concerns about homework please contact the subject teacher directly or your child's tutor.
- If there is anything you wish to discuss with us about your child's progress, homework or any other aspect of school life, do please contact us.

CONTACT BETWEEN SCHOOL AND HOME (SEE ALSO 'IMPORTANT CONTACTS')

After the School Office, the tutor is always the first link between home and school. Please contact your child's tutor for all routine administrative matters. If you wish to speak to someone at school about work or welfare, please email, ring or write for an appointment to see the tutor. Tutors have a full teaching programme, so they are unlikely to be available if you have not arranged a time to meet. Requests in advance for leave of absence should be addressed in writing to the Head of Year.

If a matter needs urgent advice, guidance or discussion please ring and ask to speak to the Head of Year. The Deputy Heads will be pleased to see parents about critically urgent problems, which parents feel, should be referred to them. Making an appointment may well save you time. When you do visit the school please report to the reception area in the main foyer.

We do welcome you coming to see us individually or ringing to discuss a problem. Please be aware that all staff have a teaching commitment but will endeavour to contact you in good time.

Finally, if you do have any anxieties, we would rather be "bothered unnecessarily" than let you worry over them. It sometimes happens that parents spot the beginnings of a problem before we do - but do not mention it to us until the thing has reached crisis proportions because, as one parent said: "we didn't like to bother you." Please, our job is to be bothered about your sons and daughters.

THE SCHOOL DAY

There are five lessons during the day, each lasting 60 minutes.

Registration	8.45am - 9.00am
5 minute movement time	9.00am - 9.05am
Period 1	9.05am - 10.05am
5 minute movement time	10.05am - 10.10am
Period 2	10.10am - 11.10am
Break	11.10am - 11.30am
Period 3	11.30am - 12.30pm
5 minute movement time	12.30pm - 12.35pm
Period 4	12.35pm - 1.35pm
Lunch	1.35pm - 2.30pm
Period 5	2.30pm - 3.30pm
End of school	3.30pm

GETTING TO SCHOOL

Travel by car

If you wish to bring your child to school by car (or to collect them at 3.30pm) please do not bring your car onto school premises - and under no circumstances at all into the Legsby Road Car Park (Number 3), which is solely used as a bus loading area. There is a "drop-off" area and turning circle provided for parents' cars on the Willingham Road. The Police have asked also that parents do not park in the lay-bys outside the school gates on the Willingham Road. Parking there (and turning in Anglian Way) can cause obstruction and danger to oncoming traffic - especially at the "peak-hours" when buses are arriving and leaving. Parents are not permitted to drive in to the small car park at the front of school, this area is only to be accessed by licensed taxis and specialised transport.

Travel by bus

More than half our students come to school by bus. Parents of 11-year old entrants should receive bus details of school bus services via their Primary Schools. Others should make enquiries at the school via the Deputy Head, Mr M. Bray, (Students and Guidance). Students entering the Sixth Form should contact the Head of Sixth Form.

On buses, they should be polite and obey the instructions of the driver, or escort. They should also accept the reasonable requests of prefects and senior students. Buses are often crowded. Unruly behaviour can easily lead to a serious accident. If they misbehave on school transport, their allocated place may be withdrawn via a temporary or permanent bus ban.

Travel by bike

Always walk or ride sensibly and never cause danger. Bicycles brought to school should have the names and initials of the owner printed on the frame of the bicycle. If cycling to school, then the bicycle should be parked and locked in the cycle stands at the front of the school. Students are not allowed to ride bicycles on the school premises. Owners of bicycles kept at school must have a lock and chain, and keep their bikes locked when not in use.

BOARDING HOUSE

We have a boarding house which provides residential places for boys and girls. If you are interested in the possibility of boarding your child at any future date for any reason, please let Andrew Quinlan, the Head of Boarding, know of your interest. You commit yourself to nothing by doing this and the boarding team are always happy to discuss and advise you. Parents serving in the Armed Forces or whose work takes them abroad or away from home for lengthy periods find this facility particularly useful.

PART TWO - DAY TO DAY LIFE

FOOD

All students in Years 7 to 11 remain on the school site from 8.40am until 3.30pm. With the improved arrangements for catering in the dining room, all students who wish to buy food will be able to purchase meals and snacks at both break time and lunchtime from the school canteen. The food available not only complies with the improved nutritional standards as demanded by government regulation but also provides a varied menu that changes on a daily basis. If students do not wish to purchase the food provided by the school kitchens, space is made available for them to eat their own packed lunches in the dining room.

Every morning we run a Breakfast Club in the dining room from 8am. This is free and open to all students to attend. It is a great way to meet with friends and prepare for the school day ahead. All students who arrive at school before 08:30am are expected to be in the Breakfast Club.

The school operates a cashless catering system. Information about this was sent to you along with information about the Induction Day, but if you have any further questions then please enquire at reception.

For information regarding eligibility for free school meals, and how to apply, please visit <https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/> or telephone Lincolnshire County Council on 01522 782030. We make great efforts to ensure that it is not generally known who has free school meal concessions.

We are fortunate that we have a large and attractive site and there is always plenty of room for students to spend time with their friends or to take part in the numerous activities that take place at lunchtime, including sports teams, use of ICT rooms, clubs and societies and homework clubs. There is a social area for the exclusive use of Year 7 students.

DRESS

SCHOOL UNIFORM

Parental support is vital to us in maintaining the high standard of discipline which we are used to at De Aston. In one area especially, we depend on your help - school uniform. Through our uniform and dress code we aim to;

- Encourage pride in the school;
- Support teaching and learning;
- Enable students to be comfortable, safe and secure;
- Encourage a sense of equality and belonging to the school community;
- Protect students from social pressures to dress in a particular way;
- Support parents to provide an efficient and value for money dress code for their children;
- Ensure that students from different social, religious and ethnic groups feel welcome.

With these aims in mind, we have tried to keep the rules as simple as possible. Do please help us by checking each time your child comes to school that what he or she is wearing is within the rules. Items are available from Lorna World (at the Uniform Outlet in the Willingham Road car park) or at other suppliers including Uniform Direct.

Uniform for Years 7-11

Blazer	De Aston school blazer with crest on pocket. Students may not roll up sleeves.*1
Tie	Clip on De Aston school tie. *2
Shirt/Blouse	Plain white formal school shirt, which must be buttoned to the top with no visible tops underneath. Shirts must be tucked in.
Sweater (optional)	Plain black long sleeved V neck sweater or plain black sleeveless V neck sweater
Girls' Skirt	Formal straight or pleated, plain black knee length skirt. No lycra or similar material permitted.
Boys' Trousers	Formal plain black trousers.
Girls' Trousers	Formal plain black trousers.
Footwear	Plain Black formal school shoes, with white or black socks/ black or neutral coloured tights.
Outdoor Coat	Plain dark coloured coat: no hooded sweatshirt or any other form of sports top to be used as an outdoor coat.
Prohibited items and forms of dress	Cardigans. Fashion belts. Scarves. Hats of any type. Trainer shoes. Canvas shoes. Any form of jewellery other than a single pair of ear studs. Any bracelets other than for medical alert. Facial piercings are not permitted except for a clear plastic, discreet retainer in the nose. Any form of revealing clothing that exposes flesh or underwear. Inappropriate hair colouring and style. Excessive use of make-up. Hair accessories inconsistent with a formal school uniform. Trousers that are overly tight or low-slung; this includes 'jeggings' and any trousers without a flare at the ankle. Earphones may not be worn. Tight or short skirts that don't reach the knee in normal wear. Rolling up of skirts and blazer sleeves is not permitted. Wearing of long socks over the knee is not permitted.

*1 We will ensure that both integral badges with the school crest and separate badges are available to maximize choice.

*2 Clip-on ties chosen in response to health and safety concerns, for quickness in attaching and removing and to ensure ties are worn smartly.

In addition to these specific requirements, the school expects our uniform to be worn smartly. Shirts should be tucked in, collars down, etc.

PE KIT AND INFORMATION

It is PE policy that ALL jewellery is removed when taking part in physical activity at De Aston School. This includes earrings, nose studs, necklaces, bracelets, watches and any form of activity monitor (for example Fitbit). It is also compulsory for hair to be tied back so that it doesn't affect vision during physical activity.

We strongly suggest that students refrain from having their ears pierced during term time. It is recommended that this be completed, if necessary, during the summer holidays to allow healing time so that they can be removed for PE.

If a student is excused from PE, by way of a letter or email or phone call, they must still bring their kit to school and change for the lesson. This allows students to be suitably dressed to take on other roles within the lesson, for example a coach, umpire, referee or scorer.

If there is a long-term problem (two weeks or more) that prevents your child from taking part in these activities, we do need a medical note signed by your doctor to confirm this. Unless your child presents a letter signed by you or a medical note, we will expect him or her to take part with all other students in PE lessons.

If PE kit is not brought to lessons, students will receive a kit detention. The first offence will be a warning, the second will be a 10 minute detention and the third offence will be a 20 minute detention. It will then get referred to the Head of Department.

Students who have PE at the end of the day, are required to change back in to school uniform to travel home.

Girls' indoor kit – white ankle socks; plain white polo shirt; plain black shorts (a small white trim is allowed, no brand names or patterns - see pictures); trainers.

Girls' outdoor kit – black long socks; plain white polo shirt; De Aston rugby top; plain black shorts (a small white trim is allowed, no brand names or patterns - see pictures); gum shield; shin pads; football boots. (Optional - plain black full length sports leggings/skins – see pictures).

Boys' indoor kit – white ankle socks; plain white polo shirt; plain black shorts (a small white trim is allowed, no brand names or patterns - see pictures); trainers.

Boys' outdoor kit - black long socks; plain white polo shirt; De Aston rugby top; plain black shorts (a small white trim is allowed, no brand names or patterns - see pictures); gum shield; shin pads. Scrum hats are recommended for rugby sessions but not mandatory; football boots. (Optional - plain black full length sports leggings/skins – see pictures).

When in the changing rooms, students are expected to behave and conduct themselves in a manner that would be accepted anywhere else around the school. Staff are present in the changing rooms to ensure this is followed and to ensure students' health and safety.

PE clothing allowed



PE clothing NOT allowed



FINANCIAL ASSISTANCE FOR STUDENTS

We can sometimes provide help where there is difficulty in financing the purchase of required items of uniform and PE kit. Financial support is dealt with on a case by case basis. Details may be obtained from your child's Head of Year.

BEHAVIOUR AT DE ASTON

De Aston values every individual. We all support the right of everyone to learn, work and live in a safe community. Behaviour which offends or upsets is not welcome here. Staff, students, parents and governors work together to achieve high standards of conduct and achievement. It is important that everyone relates to the school, feels valued by it, has a place within it and is involved in its purpose and well-being. Progress towards effective behaviour management relies on good relationships, shared responsibility and mutual respect. Behaviour management refers to the learning process leading to self-discipline within a framework which can guide and encourage or, on occasions, deal with student misbehaviour in a firm and consistent manner. At the time of writing this Welcome Booklet we are reviewing our behaviour management policy and practice. The fundamental philosophy remains the same but any changes will be communicated to parents and learners in due course.

GUIDING PRINCIPLES

Everyone should be:

CONSIDERATE: Respecting everyone else as an individual, making sure our words and actions do not cause inconvenience or distress to anyone

COURTEOUS: Being polite and helpful at all times

CO-OPERATIVE: Being willing to work together

FRIENDLY: Being on good terms with each other

HARDWORKING: Doing our best

HONEST: Being truthful

TRUSTING: Accepting that others genuinely want to help

RESPONSIBLE: Being reliable and responsible for our actions and behaving as part of our community

RESPECTFUL: Listening to staff and each other

SELF-MOTIVATED: Taking responsibility for your own learning

PRINCIPLES IN ACTION

BE PUNCTUAL: Avoid late arrival

SPEAK CONSIDERATELY: Do not shout, swear or use offensive language

BE READY TO LEARN: Have the necessary equipment, pen, pencil, ruler, etc.

MOVE IN AN ORDERLY WAY:

- Walk purposefully
- Hold doors open for other people
- Walk on the left of corridors and stairs
- Use the footpath, keep within bounds

DRESS APPROPRIATELY:

- Wear school uniform (see rules)
- Do not wear your outdoor coat in school
- Leave valuables and jewellery at home
- Do not wear excessive make-up

IN LESSONS:

- Adopt a growth mindset
- Work to the best of your ability
- Be prepared to work with everyone else in the group
- Ask for help by placing your hand in the air
- Be prepared to wait your turn
- Accept advice and guidance from your teacher
- Carry out all requests from your teacher
- Complete classwork and homework as requested

IT ACCEPTABLE USE POLICY (AUP)

This AUP applies at all times in and outside of school hours, whilst using ICT equipment and services provided by the school and Local Education Authority. Internet and e-mail access will be provided for students to conduct research and enhance learning opportunities; but only on the understanding that they agree to follow this policy. At all times students should use the school network and the internet in an appropriate and responsible manner.

GUIDANCE TO STUDENTS

- Only access sites that are appropriate for use in a school environment.
- Be aware that others can see your actions on the network, when using the internet or e-mail.
- Be aware that the information on internet sites may be inaccurate or biased and such information should be verified by using other sources, if possible, before using it.
- Never communicate your own or any other pupil's personal details via email or on any internet sites.
- Never arrange to meet anybody who may approach you via email or on a website/chat room; they may not be who they say they are.
- Respect copyright and trademarks. You cannot use words and pictures you see on the internet without giving credit to the person that owns the copyright or trademark.
- Respect the ICT rooms and equipment that are provided by the school for your use.
- Report any problems to a member of staff.
- Always check with your teacher or supervisor before sending emails, downloading files, opening email attachments or completing questionnaires or subscription forms.

YOU SHOULD NOT

- Tell anyone else your username and/or password.
- Use someone else's user account.
- Log on to the network for anybody else.
- Send, access or display offensive messages, pictures or audio/video files.
- Use or send bad, threatening or annoying language nor any language that might cause hatred against any individual, ethnic, religious or other minority groups.
- Waste resources; this includes paper, ink, internet access and lesson time by misusing ICT resources.
- Use games sites, chat rooms, forward chain mails, download music and/or video clips and use mobile phone sites.
- Download and/or install any unauthorised games or application software onto any school computer.
- Consume food or drink near a computer.

THE LAW

The law of the land applies to De Aston just as it does everywhere else. Therefore, there are some things, which are forbidden, not just because we all disapprove of them, but because they are against the law.

These include:

- Truancy
- Physical violence
- Damage to property
- Threatening behaviour
- Leaving litter
- Racist, homophobic and sexist behaviour
- Drinking alcohol under age
- Using, supplying or being in possession of illegal drugs

FORBIDDEN ACTIVITIES

- The carrying of offensive weapons, fireworks, chemicals and aerosols
- Smoking and the carrying of smoking materials
- The possession and sale/supply of illegal drugs
- Gambling, i.e. playing games for money stakes
- Chewing gum and bubble gum

AREAS WHICH ARE OUT OF BOUNDS

- The car parks
- The cycle stands
- The Willingham Road entrance and the Legsby Road entrance
- All areas next to the beck (including the bridges); the bank around the Humanities Building and landscaped areas by the Science and English buildings; the bank behind the tennis courts
- The whole field during flood conditions or when advised following heavy rain
- The Boarding House, if you are a day student
- The two cemeteries near to the school
- Market Rasen Rugby Club
- The Astro turf

Certain areas have restricted access

- Staff/administration area - please do not loiter. Students should not knock at the Staff Room door unless there is an emergency. If they wish to see a member of staff, they should wait outside the double doors and ask a member of staff to convey the request into the Staff Room.
- Reception area – this entrance is for the use of visitors only. Students should use alternative entrances.

LEAVING THE PREMISES

We believe that there are very few instances where students need to be given permission by the school to leave the site. If your child needs to leave the site for appointments in Market Rasen during the school day, you should write a letter to the relevant Head of Year, at least one day before the appointment, requesting approval. Students should then sign out at reception.

OUTSIDE SCHOOL HOURS

We cannot normally supervise students or take responsibility for their welfare on the school premises outside school hours. (We normally allow a period of ten minutes before the start of the school day when students are arriving and ten minutes at the end of the day for their dispersal.) Students other than boarders should not be on the premises at other times unless they are taking part in a school activity organized by a member of staff (this includes breakfast club), attending the Sports Centre (or any other supervised community activity taking place on the campus) or visiting a boarder with the permission of the Head of Boarding.

We do insist that students obey school rules on their way to and from school and hope that they will take pride in how they behave while wearing school uniform. School rules concerning behaviour on buses are designed to emphasize this. We rely once more on your co-operation in enforcing these rules. Misbehaviour is unusual and we always deal with it when we hear of it - as we are sure you will also, should your child be involved. Like all other schools, we cannot provide supervision for students on their journeys to and from school.

ATTENDANCE EXPECTATIONS

De Aston is a successful school and your child plays their part in making it so. For our children to gain the greatest benefit from their education, it is vital that they attend school regularly and aim to have at least 96% attendance. If you do not contact school about your child's absence, we will make contact with you so we can ensure your child is safe. If you have any concerns about your child's attendance, please contact Jackie Chatterton (Education Welfare Officer) or your child's Head of Year as soon as possible.

STUDENT ABSENCE

In the event of student absence please call 01673 840803 (attendance line) as soon as possible on each day of absence. Please leave your name, your child's name, tutor set and the reason for absence. If your child is going to be absent for more than three days, we may ask for a doctor's note.

POOR PUNCTUALITY

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and vital information for the day or week ahead. All students must be in school by 8.40am ready for registers to be taken at 8.45am. Registers close at 9.05am, so if your child is absent during this period they may get an unauthorised mark or may not be registered at all which is a concern if we were to have a fire in school.

School detentions are given to children who are persistently late to school.

HOLIDAYS DURING TERM TIME

The law changed in 2013 and the school follows the direction of the Department for Education: schools must not authorise term time holidays unless there are exceptional circumstances.

Exceptional circumstances would include;

- Bereavement of close family member
- Forces personnel returning from leave
- Weddings of close family members

Holidays taken during term time are subject to a Fixed Penalty Notice. The penalty is per parent, per child and is an alternative to prosecution. The current penalty is:

£60, if paid within 21 days

£120, if paid between 21 and 28 days.

TRAFFIC LIGHT SYSTEM

We now use a 'Traffic light system' to monitor pupil attendance and this is as follows;

GOLD Your child's attendance is above 97%.

They are excellent attenders and they will almost certainly achieve the best grades and have real opportunity in further education or the world of work.

GREEN Your child's attendance is 95% -96.9%.

They are on "*Green for go*" for good attendance and are likely to achieve the grades that will give them real opportunities to continuing their studies or in the world of work.

AMBER Your child's attendance is 90% to 94.9% attendance.

They are on "*amber – take care*". They will be missing up to 20 days of school each year and this will make it difficult for them to achieve their best.

RED Your child's attendance is below 90%

They are a "*red light – stop and think about attendance*".

This means that your child's absence from school is significant and, as a result, your child is at risk of underachieving and they will struggle to get good exam results. We would ask for your support in ensuring that, where possible, attendance improves over the coming weeks, providing medical evidence for any absence.

Your child's attendance will now be monitored on a regular basis. If, following a red letter, your child's attendance does not improve, we will require you to attend a meeting in school with the Education Welfare Officer, Head of Year, a Senior member of staff and possibly a school governor. If attendance remains at a level causing concern following all of the above, then school may have no option but to start legal action.

Please support school by sending your child to school every day!

ATTENDANCE FACTS AND FIGURES

Every school day counts towards your child's future. Days off school add up to lost learning. In total, there are 175 non-school days a year to:

- Spend time together
- Go on family visits
- Go on holiday
- Go shopping
- Go on days out
- Attend routine appointments

Student attendance over one school year:

- 98% attendance = approximately 4 days absent from school
- 95% attendance = approximately 10 days absent from school
- 90% attendance = approximately 4 weeks absent from school
- 85% attendance = approximately 5 ½ weeks absent from school
- 80% attendance = approximately 7 ½ weeks absent from school

LIBRARY

The school library is a welcoming area with a wonderful fiction collection designed to appeal to all ages and foster a love of reading. Students can find enticing non-fiction materials to support their coursework and stimulate their curiosity. The library is at the heart of our drive to build a reading culture in the school.

The library is open at lunch for students to read or borrow books. During these periods volunteer students work as pupil librarians.

ACADEMIC PROGRESS ROOM (APR)

The Academic Progress Room is staffed by our Intervention Support Officers (ISOs) who work closely with targeted students in order to support their learning and progress. APR offers support to students across the whole school. Students are recommended for support by their Head of Year, usually if they are needing extra help in a specific subject. However, we also run additional workshops from APR and invite targeted students to take part. This time it might be class teachers who recommend students –to offer stretch and challenge activities or to consolidate knowledge of a particular topic. APR is also a place where students can catch up with work after a prolonged medical absence.

A Homework Club is held in APR after school on two days a week with structured support and access to the school's learning resources. APR is also open during lunchtime where students can work and socialise with their friends – it is a popular destination for Year 7 students at this time of the day and is supervised by our ISO team.

REWARDS, PRIZES AND PRESENTATIONS

Rewards are given by members of staff to students in Years 7 to 13 to recognise especially good work and conduct. We seek to praise students for being good citizens who adhere to the school rules and code of conduct. Staff can award positive points to students through Class Charts. As a school we are invested in a growth mindset approach to learning that positively rewards student effort.

Subjects all run their bespoke systems with a creative range of certificates and badges to reward students for effort and achievement.

The school operates a system of badges to recognise progress and scholastic achievement and effort of all students in the school Year 7 to 13. The badges are based on a Latinate system of excellence similar to that used by many universities around the world. The badges are Cum Laude (with honour), Magna Cum Laude (with great honour) and Summa Cum Laude (with highest honour). The system we use is based on progress towards aspirational targets, so that all students can access and wear their badges with pride.

There are a number of formal occasions in the year when we especially celebrate our students' successes.

In September, we hold the De Aston Speech Night Presentations. This is the time when we present awards to recognise the achievement of students who have completed formal qualifications in the summer, with the awarding of both whole school and subject prizes.

In the summer term, an Awards Ceremony is held during school time for students in Years 7 to 10. All students in these years attend and all parents are invited. Certificates are presented to students to mark a wide range of achievements and successes.

In addition, there is the Sports Presentation Evening held in July when the sporting achievements of De Aston students are formally recognised.

EXTRA - CURRICULAR ACTIVITIES

The list below shows some of the activities which are typically organised during lunchtimes and after school, however, activities may only run if there is sufficient demand. Information regarding extra-curricular activities is published each term and displayed in every tutor set. Pupils are also advised to look at notice boards for further information.

Some sports fixtures are arranged in school time, but it is often necessary for these to take place either after school or on Saturdays. These may present problems of transport. We arrange a lot of the transport ourselves, but cannot manage it all. Once again, we are dependent on the co-operation and goodwill of parents. There has been a wonderful tradition of such co-operation and we are sure that you will want it to continue.

Athletics	Art Club
Badminton	Choir
Computer Animation	Computer Club
Basketball	Cooking Club
Cricket	History Club
Junior Band	Debating
Book Club	Gardening Club
Cross Country	Creative Writing
French Film Club	Football
Dance	Drama Club
School Newspaper	Hockey
Maths Club	Netball
Glee Club	Rounders
School Productions	Rugby/Tag Rugby
Science Club	Tennis
Table Tennis	Volleyball

In addition, we run a prestigious newspaper day with Lincoln University's journalism team, creating our own award winning school newspaper. We have students take part in local and national competitions including success in reaching prominent finals for Performing Shakespeare in a theatre in London's West End, The English Speaking Union and MACE debate finals in York, with our students also speaking in the House of Lords. In addition, we perform annually in the Shakespeare for Schools Festival at the Drill Hall in Lincoln. Further we have had great success international and international mathematics' competitions.

In addition, at lunchtimes there are inter-house competitions, the school library is open and a supervised Homework Club has been successfully established.

MUSICAL TUITION

Please contact Mrs Southern or Mr Pashley in the Music Department for information about individual musical tuition at De Aston School.

INSURANCE

You will probably know that the Local Education Authority does not insure against accidents to students or against loss or damage to personal property.

PERSONAL ACCIDENT INSURANCE FOR STUDENTS

The insurance market offers personal accident cover for students 24 hours a day. Parents may not be aware of this, and if they wish to avail themselves of this cover for their children, they should make enquiries with their insurance brokers or companies accordingly.

PARENT PAY (SEE ALSO INDIVIDUAL LETTER)

The school uses Parent Pay as its preferred method of payment to school for trips etc. We will be moving towards **only** accepting payment for trips on Parent Pay (no cash or cheques will be accepted), so it is imperative that you register for this service. Parent Pay offers you the freedom to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. It also means your children no longer have to bring cash/cheques in to school.

Parents will have a secure online account, activated using a unique username and password (a letter containing this information was given out on Year 6 Induction Day). Making a payment with your credit or debit card is straightforward and Parent Pay holds an electronic record of your payments for you to view at a later date.

If you already have a Parent Pay account from your child's primary school, this account can be kept and linked. If you have any questions or concerns regarding this then please contact our Finance department by telephoning the school or by e-mailing finance@de-aston.lincs.sch.uk

For more information on Parent Pay go to www.parentpay.com

LOOKING AFTER YOUR PROPERTY

A school bag is essential for carrying books and other equipment. Each student should also bring to school a pen, a pencil, a pencil sharpener, a rubber, a ruler, a dictionary and a calculator.

All clothing and property (including outdoor coats) must be clearly and permanently marked with your child's name. We frequently find lost property which is not named, and much of this (remarkably) is never claimed - even when we display it. Students may use a school locker, which is usually shared, one between two students. Lockers have keys, which may be borrowed on payment of a small deposit.

If your child loses an item, it should be reported immediately to their tutor, the class teacher at that time, a duty member of staff or, if at lunchtime, a supervisory assistant. Fortunately, most reports of alleged thefts turn out to be 'misplacements'. A thorough search by the student and friends usually brings the missing article to light. There is a Lost Property Office or alternatively, students can see Mrs Stevenson or Mrs Williams. Valuables, however, are a problem. Please do not let your child bring electrical equipment, expensive watches, jewellery, or any other valuable item into school. If they are mislaid, neither the school nor the local authority can take responsibility for them.

- Watches, money, and other personal property should never be left in cloakrooms or changing rooms. The student should keep them throughout the day, except of course in PE lessons. During these lessons, all valuables should be handed in to the teacher for safekeeping;

- Students bringing large sums of money to school for visits, school journeys, etc. (although this should now be limited with the Parent Pay system described previously) should hand the money to the Finance Office at an agreed time early in the day. A receipt will then be issued;
- All personal property, including clothes, should be named;
- Please do not bring valuables or more money than needed for the day to school. Money or personal property should never be left unattended;
- Students are allowed to bring a mobile phone to school but they are not allowed to use it anywhere on school premises and it must remain out of sight at all times. The policy detail will be available in September.
- Always look after belongings, clothes, books, and bags. Students should have a locker in which they can leave them. Bags should not, at any time, be left on the floor in communal areas (e.g. corridors, locker areas, the School Hall, etc.);
- Money or personal property should not be left in changing rooms or cloakrooms;
- Bags should not be left lying in corridors or in the Hall. Lockers should be used.

MEDICAL ARRANGEMENTS

De Aston has nominated first-aiders who can administer basic first aid and, where necessary, will contact parents/carers. (We do need your daytime phone number and another emergency contact number if possible.) If a serious accident should happen, and an ambulance is needed, it will be called to the school promptly and if a parent or carer is not available, a member of staff will accompany the student to the hospital.

Please remember that while we can take action to deal with immediate problems, it is your responsibility to make sure your child gets proper medical attention. If your child needs any medication during school time, please bring it to school in a well-labelled prescribed bottle. It would also be useful for asthmatics needing Ventolin inhalers to bring a spare well-labelled inhaler to leave in school in case of emergency. Staff administering medicines do so in accordance with the instructions on the package or with the prescriber's instructions. We have introduced an administering medication form which has to be completed in advance by the parent/carers. All medicines must be in the original container dispensed by the pharmacy.

PART THREE - PASTORAL CARE

The pastoral care of all year groups is the responsibility of the Head of Year and Year Tutors. This system is based on a belief in the care of the whole child. We aim to provide encouragement and opportunity for all our students. We understand that what happens to young people outside school affects what they achieve in school. We realise that their feelings and hopes can inspire or frustrate them. In addition, we remember from our own school days that a good teacher enjoying the respect of students can exert an influence for good, which extends far beyond the subjects taught in the classroom.

At De Aston, we have some 1,000 students. Most of them come from our own 'catchment' area, which reaches out over about one hundred square miles. We are setting up a new House System in September 2019 and your child will find out more about all the activities they can take part in. Tutors are supported in looking after your sons and daughters by the Head of Year.

Year 7	Mr S Benzie
Year 8	Miss J Barnes
Year 9	Mr J Hillsmith
Year 10	Mr J Miller
Year 11	Ms S Futter
Sixth Form	Mrs K Rivett

If you are worried about the size of the school, we hope all of this will reassure you. We aim, by using this structure, to break the school into small groups so that we can really look after the interests of each individual. We do take a real pride in catering for each student's needs.

If there are problems of any sort arising in lessons, please encourage your child to ask the subject teacher about them. Young people are often nervous of asking even the most approachable teacher when they do not understand things. Teachers like to be asked. It shows that students are interested and helps the teacher to help them. If you have questions about your child's progress in a particular subject, please contact the subject teacher for your child.

PSHE

The aims are:

- To help the student feel happy and secure at school;
- To encourage purposeful study both at school and at home;
- To provide a framework of discipline, discouraging anti-social behaviour;
- To promote regular attendance and punctuality;
- To encourage the student's ambition to make best use of his or her talents;
- To guide the student on subject and choice of courses, careers and higher education;
- To urge the student to take part in out-of-school activities;
- To encourage service to the school and the local communities;
- To help students in trouble or distress. In the case of any serious problems, we will of course contact you. We will always advise you if we feel there is a need to make use of external services.

HOME AND SCHOOL CONTACTS

Regular contact between the school and parents can be difficult in an area where our students are drawn from over a hundred square miles. Here are some of the ways in which we try to keep in touch:

- School Gateway and Class Charts
- We post updates of what is happening in school on our social media and website. These give notice of events and school functions. There is also a letter from the headteacher at intervals throughout the year.
- You will receive a Progress Update on your child's academic progress three times a year.
- We hold seven "Parent Consultation Evenings" each year, one for each age group. Subject teachers and Tutors are available on these evenings. For more information about Parent Consultation Evenings, please see below. In the autumn term, parents of Year 7 students come into school to meet Tutors: by this time, we ought to have something useful to say about how your child is settling in.
- Your child is able to access their school logon and e-mail account from home, via the main school website.

PARENT CONSULTATION EVENINGS

Parent Consultation Evenings are managed using an online booking system. An e-mail is sent to notify you when bookings are live; you see the evenings relevant for your children and can pick who you would like to see and choose the times that you prefer. Parents can include a short message to each teacher when booking. If you do not have access to the web, you can send a letter in to school with these details and we will arrange the appointments for you.

INFORMATION FOR SCHOOL RECORDS

You will have been given a blue student admission form requesting information about your child for the school files. All confidential information about a student's health and special needs should be given to the school reception who will pass it on to the Head of Year. It is vital that your family contact details are kept up to date in case of any emergency. Please keep the school reception informed of any changes.

CHANGES IN FAMILY CIRCUMSTANCES

If you move house, please let reception have your new address and telephone number as soon as possible. Please let us know also if there are any other changes in family circumstances which we need to note - or which it may help us to be aware of when teaching your child. Requests for confidentiality will, of course, be respected.

If your child has to leave De Aston for any reason, please give us as much prior notice as possible. All leavers (at whatever stage) have to fill in a clearance form to check that all school property has been returned to us. If the move is to another school, it will help to let us have the name and address of the new school so that we can pass on all the necessary information and records.

RELIGIOUS EDUCATION AND ASSEMBLIES

Religious Education and assemblies at De Aston are non-denominational but we do of course respect your legal rights as parents to excuse your child from these. If you wish to do so, please let the appropriate Head of Year know by letter (if possible before your child comes to us) so that necessary arrangements can be made.

HEALTH EDUCATION

During your child's time at De Aston, he or she will be studying a Health Education unit of work covering adolescence, relationships and sexual behaviour.

We will provide opportunities for the students to explore information, values and attitudes. Throughout, the emphasis is on the benefits of a stable family life, the responsibilities of individuals to others and the pleasures and responsibilities of parenthood.

Sex education is a compulsory part of the National Curriculum. It is our policy to respect the wishes of parents who prefer their children not to attend classes when subjects of a sensitive nature are being discussed. If this is likely to be the case, then please contact the appropriate Head of Year by letter.

PART FOUR - THE CURRICULUM

De Aston School offers an ambitious and challenging curriculum specific to our local context, holistically meeting our core purpose: to challenge learners to achieve their personal best, in order that their success in school will prepare them for success in later life. In particular:

Social

- To provide a coherent programme of personal, health, social, cultural and economic education that ensures our learners become confident and independent citizens;
- To provide expert and up-to-date careers guidance that is presented impartially and gives our learners access to the best information to guide them to make a successful contribution to society;
- To ensure our learners are equipped to take their place in the world of work or further education;
- To promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs as well as those who have none, paying particular regard to the Equalities Act, 2010;

Personal

- To ensure our learners experience a curriculum that improves their life chances and is underpinned by our belief in the growth mindset potential of our learners;
- To develop a life- long love of learning, discovery and achievement in our learners;
- To provide both an academic curriculum that is aspiring, enriching and accessible to all, that includes offering equally challenging vocational opportunities for learners;
- To personalise our curriculum in appropriate ways to meet the individual needs of our learners.
- To provide a portfolio of experience recognising the importance of both the formal and informal taught curriculum within the school's timetabled programme and in addition the significant range of extra-curricular opportunities;

Academic

- To provide continuity and incremental progression over five or seven years into sixth form, using assessment intelligently and to inform learning and not solely as a tool for summative judgment;
- To develop a curriculum that facilitates learners acquiring powerful and transferable knowledge
- To ensure that learners are best prepared for the revised challenging qualifications and rigorous final assessments;
- To develop the highest standards of literacy and numeracy across the curriculum so that learners have essential skills for accessing the curriculum and for life.

In Year 7, all learners study the same subjects - English, mathematics, science, French, geography, history, religious education, design & technology, food technology, art, music, drama, computing, PE and citizenship.

In Years 8 and 9 these subjects are continued. A second language, German, is added for the more-able linguists. For others, intensive support in literacy is offered.

At Key Stage 4 learners follow a curriculum consisting of a core – which is compulsory for all – English, mathematics, PE, science and ethics (this is a RE/Citizenship course which includes political, enterprise and careers education). All learners from September 2019 will maintain a choice from a humanities or modern foreign language subject. These subjects are important for our learners to maintain learning of different cultures, communities and societies outside of their own community. In addition, all learners will choose two further subjects from all areas of the curriculum including high quality vocational subjects so learners will learn different ways to express their ideas and have the opportunity to develop creativity and problem solving skills. Full details of the Year 10 and Year 11 curriculum are printed in a booklet called 'Year 9 Options' which we give to all Year 9 learners and which is posted on the school website.

In the sixth form, learners may choose from a diverse range of subjects, including discrete courses or mixtures of: a levels, GCSE courses and a range of applied qualifications. (please see the school website for details). The structure is as follows:

- General pathway – a programme of three a level courses lasting two years. This can be extended to four if prior attainment and ability indicate it.
- Level 3 courses – a programme of 13 BTEC/OCR qualifications that can be studied for the majority of learners for two years, or in exceptional cases, for one year.
- Level 2 courses – a programme of 12 qualifications, including GCSE English and mathematics, lasting one year but with a clear progression to 13 courses in the second year.

The sixth form curriculum also includes enrichment lessons and physical and recreational activities. Learners are guided towards their individual programme of study as part of the sixth form induction programme.

HOMEWORK

This is one section of your child's work in which you can clearly show your support and we look on your co-operation in this area as vital. Every learner at De Aston should achieve the highest level of academic success of which he or she is capable. Homework plays a crucial part in reaching that level. It also gives learners the chance to learn how to study on their own and to organise their own work.

Homework is set on five nights a week throughout the first five years. Homework is set for Year 7; they should expect to spend about one hour each evening on homework. From then on, one hour per evening should be the minimum amount of time spent on homework. In Years 8 and 9 this could increase to 1½ hours, in Year 10 to 2 hours and in Year 11, for learners with very heavy examination commitments, to 2½ hours.

Supervised Homework Clubs are held at lunchtime and after school. For further details, please contact the school.

In Years 7 to 9, there is a homework timetable with named subjects set each night. Each learner is given a small Student Planner where they will write the homework they have and in which subject. Please check this in the planner each day: it will also be checked regularly by your child's tutor. In addition, a new homework app will be available via our ClassCharts system. We will give you more details on this during the next few months.

The planner is intended to help your child record homework efficiently and to develop closer and more frequent contacts between home and school. There are also spaces for you to write comments and this may be used as a way of sending messages or enquiries to the tutor. Learners vary greatly in the length of time a piece of work will take them. If your child is taking far too much or far too little time on homework, please let us know either by telephoning, emailing or by making a note in the planner. There are homework rooms at school where learners can work in their lunch break. We encourage learners not involved in activities to take advantage of this. Therefore, if work is not coming home, it may have been done at lunch time. Their homework planner should reveal the truth of the matter, alongside the homework app as a backup for you to check.

Homework is best done in the right setting. Ideally, the learner needs privacy, a desk or table, a chair, the necessary materials and suitable lighting, heating and ventilation.

Homework can take many different forms:

- It could be a completely new piece of work, or one which follows on from work done in class;
- One long piece of work may cover more than one of the 'slots' on the homework timetable;
- It could be research or reading. For some reason this is sometimes seen by learners as less important than a written homework. In fact, it is often more important. Please help by checking at the end what has been found out. (An encyclopaedia, a dictionary, a good atlas, access to the internet and any other reference books you can provide will be helpful here);
- Learning or revision; this is the most difficult work to do properly. Yet, homework is often the only time available for revision. You can help by giving a test.

Encourage your child to review their day's work. No-one relishes this, but it is a big step towards academic success. Is it complete? Are there any unnecessary mistakes? Is there anything not fully understood? What has been learned?

Most important of all, please help your child in any way you can. Nothing will encourage him or her more than the interest you take. Do give a test on the things that have to be learned; do help in searching for information; do discuss problems which arise; do read the things which have been written. Above all, do encourage; it is impossible to overestimate the good this can do.

MOST ABLE LEARNERS

At De Aston we are committed to providing a curriculum that motivates and challenges our most able learners. Most able learners are defined by the Department for Education as those who have achieved above the expected standards in English and Mathematics at KS2. This information, as well as SAT results, are collated by De Aston School as part of the transition process and our staff liaise with our colleagues at the primary schools.

We also recognise that being gifted and talented is more than just a focus on academic subjects. At De Aston we also value the opportunities for enrichment in all areas including sport, art, music and drama. We aim to personalise our gifted and talented approach to meet the needs of the students and help them develop their skills and talents.

In addition to the many ways our most able, gifted and talented learners are supported in the classroom we also offer a wide range of other opportunities to extend learning and development. We have a designated most able, gifted and talented club – currently known as 'Challenge Club' - and a range of activities take place across the school. We have had students involved in everything from creating their own newspaper with a local university to completing a murder mystery! We have close links to Young Enterprise and the Education Business Partnership, allowing us to access some fantastic projects and competitions for our students. We take part in the Lincolnshire Show School Challenge Competition and are also led by the interests of our young people – a climbing wall challenge was a favourite amongst our Year 8 students this year!

LEARNING SUPPORT DEPARTMENT

The main aim of the Learning Support Department is to support students to achieve their full potential at school. The Learning Support Department supports students on the SEN register, based on the 2014 SEN Code of Practice, as well as students with Education and Health Care Plans. These students have a wide range of learning and other needs and cover all year groups, including the Sixth Form. The department is led by the Special Educational Needs Co-ordinator (SENCo) and includes a team of teaching assistants.

Identification of students with special needs will include one or more of the following: primary school visits and records, screening tests, referrals by subject teachers and information supplied by outside agencies.

Once identified, students with SEN are supported largely within their mainstream classes so that they have equal access to the ideas, concepts, attitudes and experiences that other students have. When appropriate, students may be withdrawn to work in the Learning Support Department in order to receive some individual or small group teaching. The department runs a number of withdrawal groups, based on the individual needs of the students. These involve literacy, numeracy and social skills.

Members of the Learning Support Department work in liaison with subject teachers, in giving them advice and support in differentiating their lessons in order to improve access to the curriculum for all students. They inform teachers of students' difficulties, strengths and strategies to support via the student profile and liaise closely with parents in order to create an effective link between home and school.

The department runs a lunchtime homework club where students can go for help with homework. The unit is also used as a 'safe haven', at both break and lunchtimes, for students with social difficulties or who have problems interacting with peers.

AND FINALLY...

Your child's time here as a student of De Aston is important. The results they obtain in their examinations and the references the school will write for them will help determine their future life. If, while they are here, they can learn to use their abilities and to get along with others politely and cheerfully, then they and everyone else will benefit.

Above all, remember that school is here to help and support them so that when they leave, they will have the best possible chance of success in life.

This booklet was compiled in June 2019 and is based on information available at that time.