

Welcome to Alder Community High School



Altruism - Leadership - Diversity - Excellence - Resilience

Welcome to Alder

Dear Parents/Carers,

Congratulations on making the decision to join us. On behalf of all the staff and students, I am delighted to welcome you to Alder Community High School. We are excited to begin the transition journey with you and we look forward to working in partnership to bring out the very best in your child. Our transition evening will allow you to meet with your child's form tutor alongside a presentation from myself and your child's Progress Leader (Head of Year). During our transition day, your child will meet with their form tutor and form group, have a tour of the relevant sections of the school (including the dining hall) and join in with a number of 'getting to know you' activities. They will learn about our Alder Values and our Alder House System.

The Transition Team have been working closely with your child's primary school and your child's year 6 teachers to gather all of the information we need for a smooth transition.

This parent handbook should provide you with the information you require to support your child on their transition to secondary school. Please look through this booklet carefully with your child and do not hesitate to contact us if you have any questions.

We look forward to working with you over the forthcoming years.

Mrs M Critchlow
Headteacher
Alder Community High School

Altruism – Leadership – Diversity – Excellence - Resilience

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Term dates

Autumn Term

Monday 2nd September 2024 - Training Day 1
Tuesday 3rd September 2024 - Training Day 2
Wednesday 4th September 2024 - Year 7 and Year 11 students return to school
Thursday 5th September 2024 - All year groups return to school
Friday 25th October 2024 - School closes for half term break

Monday 4th November 2024 - Training Day 3
Tuesday 5th November 2024 - School open to all students
Friday 6th December 2024 - Training Day 4
Friday 20th December 2024 - School closes for Christmas break

Spring Term

Monday 6th January 2025 - Training Day 5
Tuesday 7th January 2025 - School open to all students
Friday 14th February 2025 - School closes for half term break

Monday 24th February 2025 - School opens to all students
Friday 4th April 2025 - School closes for Easter break

Summer Term

Monday 21st April 2025 - School closed for Bank Holiday
Tuesday 22nd April 2025 - School open to all students
Monday 5th May 2025 - School closed for Bank Holiday
Friday 23rd May 2025 - School closes for half term break

Monday 2nd June 2025 - School opens to all students
Tuesday 22nd July 2025 - School closes for summer break



This booklet is intended to offer information based on frequently asked questions parents raise about Alder. If you require further information or clarification, please visit the school website or refer to school policies; do not hesitate to contact your child's Progress Leader with any concerns that may arise.

The most up to date term dates can be found on our website: <https://aldercommunityhighschool.org.uk/termdates>

Alder Values (#WeAreAlder)

At Alder, our vision is that our students pursue academic success but also that they also develop a set of skills which will prepare them for life beyond school. We want our students to be able to form positive relationships, enrich themselves and make a valuable contribution to society. Our motto: 'We Are ALDER' is grounded in the core values which are evident throughout all aspects of our school.

At Alder, students will be rewarded for demonstrating the Alder Values in the classroom, in social time, through extra-curricular involvement and within the wider community. For example, Altruism may be shown in a student's support of the Alder's Charity drives and Diversity may be shown by a student's involvement in our Alder PRIDE week. Students will be awarded Alder points on Class Charts for showing Altruism, Leadership, Diversity, Excellence and Resilience. All members of staff at Alder can award these points and students can 'spend' them in our Rewards shop via the Class Charts app/website.

At the end of each term, badges for Altruism, Leadership, Diversity, Excellence and Resilience are awarded during the Celebration Assemblies. Students may be awarded the badges from their accumulated Alder points or from a staff and peer nominations.

As our students take their next steps, we are confident that the exhibition of the Alder Values, alongside the pursuit of academic excellence will provide our students with the foundations for a successful future.



Our Alder Values

Altruism

Having a genuine and selfless concern for others.

Leadership

Inspiring and empowering a community to achieve a shared vision by leading by example.

Diversity

Celebrating, accepting and respecting that everyone is different both in school and in our community.

Excellence

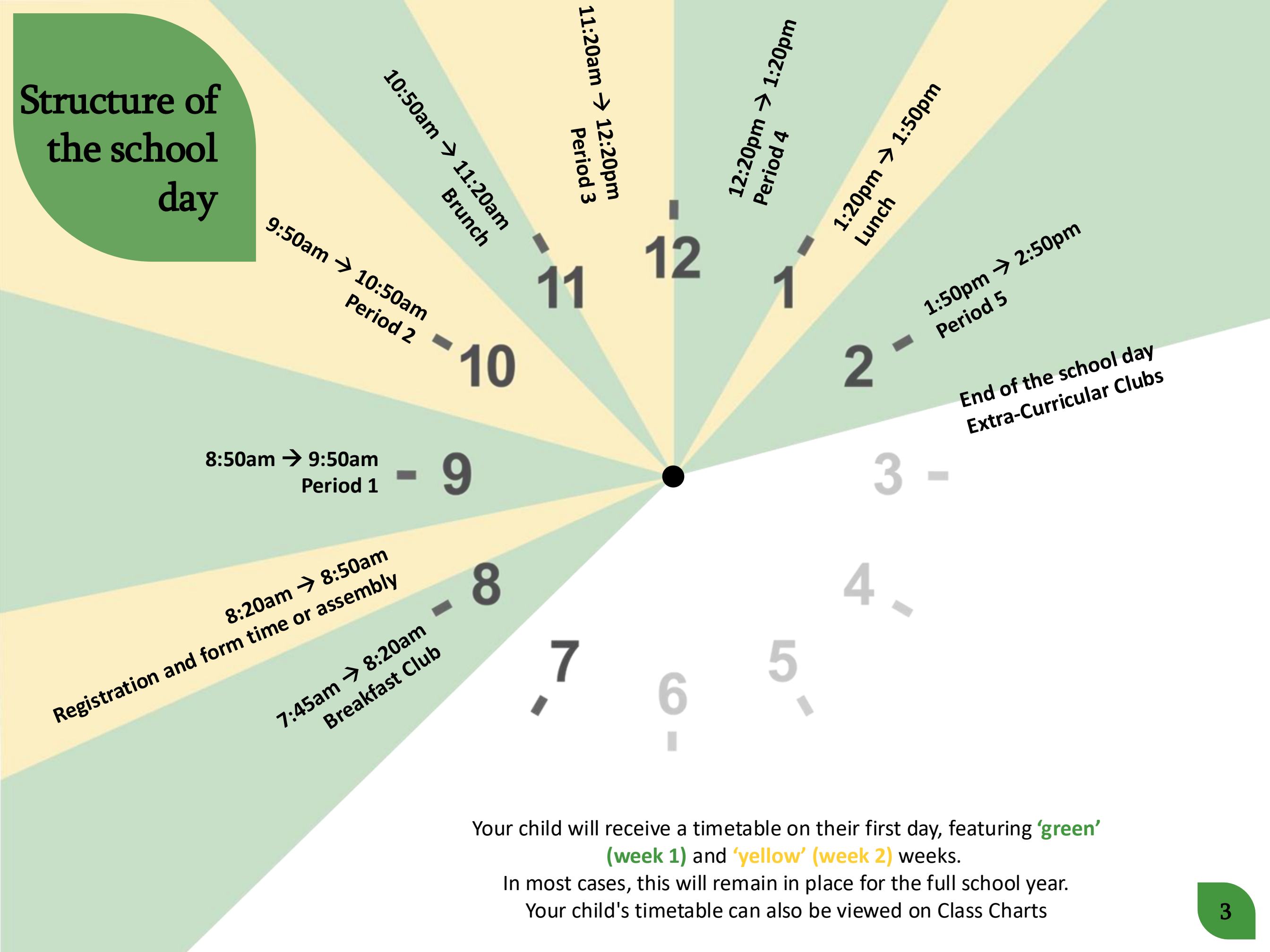
Striving to achieve your best in all that you do.

Resilience

Turning challenges into something positive and never giving up.



Structure of the school day



Your child will receive a timetable on their first day, featuring **'green'** (week 1) and **'yellow'** (week 2) weeks.
In most cases, this will remain in place for the full school year.
Your child's timetable can also be viewed on Class Charts

What equipment is required?

Students should come to school with all the necessary equipment to take part in lessons. Year 7 students will be expected to have the following for **each** lesson **every** day:

- A school bag
- A black pen
- A red pen
- A pencil
- A ruler
- An eraser
- A reading book
- A scientific calculator (model number Casio fx-83GTX)
- A water bottle

We recommend your child also be equipped with a spare pen, a pencil sharpener, glue stick and colouring crayons, a highlighter, safely stored in a pencil case.

Sanctions will be put in place appropriately for students who do not have the correct equipment and therefore are not arriving to school 'ready to learn'.

If your child has forgotten their equipment, we suggest the following:

- Carry spare equipment, usually one each of a pen, pencil and ruler isn't enough!
- Leave spare equipment in their locker (if they have one)

Lockers are available for a one-off charge of £6.50 payable via ParentPay.



Why are students asked to bring a water bottle to school each day?

The school has a number of water fountains located around the building. Students can 'spend' their Alder points on an Alder Water bottle from our Class Charts Rewards Shop. This allows students to spend their break/lunch money on food items rather than costly drinks products. Students must not bring energy drinks to school.



Certain subjects may require more specialist, additional or different types of equipment. For example, geometry equipment in Maths. This will be communicated via class teachers.



What uniform is required?

Our uniform is an essential part of our identity. It instils a sense of pride and belonging in our school and signals a readiness to be part of our learning community. It is school policy that uniform is worn at all times during the school day and for all out of hours school events. Uniform should be worn correctly to and from school as the impression our students give in the community is of extreme importance. Your child must arrive at school each day with:

- Their black blazer, featuring the school logo;
- A tie, featuring the appropriate house colour Alder logo (clip on ties available as preferred)
- Plain black tailored trousers or skirt (must be worn with opaque black tights);
- Plain white shirt;
- Sensible plain black school shoes
- Plain black school jumper (optional)

PLEASE REFER TO OUR SCHOOL UNIFORM AND EQUIPMENT POLICY FOR FULL DETAILS OF SCHOOL UNIFORM

Items of uniform should be hard wearing. Please stick to our guidelines (see our Uniform Policy) and beware of 'back to school' sections in some retailers trying to sell inappropriate clothing to parents.

Sanctions

The Headteacher will be the arbiter in all matters relating to uniform and appearance. Any student arriving at school not in uniform; in unsuitable uniform; wearing inappropriate jewellery or with an unsuitable hair style or hair colour, may spend time in internal isolation (Compass) and in all cases will have a **30-minute detention** at the end of the school day.

Progress Leaders hold a stock of spare, clean items of uniform and shoes. Any student wearing incorrect uniform or footwear will be expected to change into these for the day. Refusal to do so is a breach of the behaviour policy and will be sanctioned accordingly.

Contact your child's Form Tutor or Progress Leader if you have concerns regarding uniform.

Where uniform issues are persistent or extreme:

- You will be contacted by telephone and asked to rectify any issues for the next school day;
- Your child may be sent home to change, dependent on the issue;
- Your child may spend time in isolation (Compass) until any issue is rectified.

In extreme hot weather, parts of the uniform requirements may be relaxed. This may include the blazers and tights with a skirt. This will be at the discretion of the Headteacher.

Jewellery, Make up, Nails and Hair

Jewellery/Watches

Jewellery is NOT allowed to be worn in school, this includes EARRINGS. A wristwatch can be worn but this must not be a smart watch.

Make Up

Year 7, 8 & 9 – no make-up allowed. Year 10 and 11 – a discreet layer of foundation can be worn. Fake tan and false eye lashes are not allowed.

Nails

Natural nails should be of an appropriate length. Nail varnish/gel/art/diamantes and false nails are not allowed.

Hair Style

Longer hair should be tied back for practical lessons, with a plain hairband.

Thin headbands, small plain hairclips and bobbles should be plain black.

Girls may wear a plain black headscarf (no tassels, lace or fringe of any type and small enough to be tucked into the shirt so the tie can be clearly seen).

Not allowed: Ornate hair decorations, hair slides with diamantes/pearls. Extreme hair styles, shaved patterns/tramlines/lines, 'skinhead', 'mohican', 'top knot'etc. Shaved lines in eyebrows.

Hair Colour

Hair should be a natural, all-over colour. Any changes in hair colour should be subtle and natural. Not allowed: 'dipping, double tone, front strips'.

Coats/Hoodies/Zippies etc

Outdoor coats can of course be worn to and from school and outside at break times. They must be removed when students enter the school building. Hoodies/zippies/sports tops should not be worn at any time on school premises.

****Parents/carers are advised to consult with a Progress Leader if they are considering allowing their son or daughter to have a change in appearance or item of dress which may conflict with the school policy.***



Suppliers

Kidstop

49 Market Street, Hyde, Cheshire, SK14 2AB

0161 368 4500

<https://www.kids-stop.co.uk/collections/alder-community-high-school?page=1>

J.F.C. Sports Ltd

Unit 8A Redfern Industrial estate, Meadow Street, Hyde, SK14 1RD

0161 367 7700

<https://jfcsports.co.uk/product-category/school/school-alder-community-high-school/>

What sanction is imposed for uniform infringements?

A **30 minute detention** will be issued after school if your child fails to arrive in the correct uniform. This includes 'forgetting' items like ties or blazers. You will be informed via Class Charts if this is the case.

Personal possessions and valuables



Mobile phones:

Our policy states that mobile phones/headphones etc are not allowed in school at all. We appreciate that some parents may want their child carry a phone for peace of mind and communication to/from school. If your child is caught with their mobile phone out (if they are seen or heard):

- it will be confiscated and locked in the school safe;
- a text message will be sent to you to inform you;
- a parent must come into school to collect the confiscated item/s;
- failure, or refusal to hand over the phone/item, will result in a sanction including suspension from school.

Other technological items, such as Smart Watches, iPods, MP3 players and headphones will be confiscated in a similar way.



We do not take responsibility for the loss or damage to any personal item (including mobile phones). Students are responsible for their own possessions and should ensure their safe keeping.

Other valuables/money:

Valuables or high quantities of money should not be brought into school for any reason. In the event of this being a necessity, valuable items or money can be left at reception to be locked in the safe.

Selling items:

Although entrepreneurial flair is to be applauded, students should not sell any item in school. For example, some students have tried to sell sugary drinks, such as Lucozade, which are banned. In the event of a student being caught:

- you will be informed via phone call;
- any confiscated items must be collected by a parent. Any money raised through selling can be collected by a parent or donated to charity by school if preferred;
- students caught "selling" will lose their break/lunch times for one week (also known as five 'red card' detentions).



Lost property

Lost property is the cause of lots of issues every year. Please help us to reduce the amount of lost property by ensuring that all items are clearly labelled with your child's name. We have partnered with Stikins name labels. By quoting fundraising number 263, school will receive a commission that can be used to financially support school projects.

STIKINS® Name Labels

MILLIONS IN USE SUPPLIED SINCE 2003

One easy name label with multiple uses for all kinds of personal items, including clothes and shoes.

Stikins®
Actual Size

Only apply Stikins onto the wash-care label of clothes, never directly onto the fabric or any other label.

	Packs	2024	
We print labels every working day up to 3pm & send them out same day by first class post.	120 STIKINS® Name Labels - N120	£16.20	Prices include VAT & UK delivery
	90 STIKINS® Name Labels - N90	£13.80	
	60 STIKINS® Name Labels - N60	£10.80	
	30 STIKINS® Name Labels - N30	£7.80	

Order online at www.stikins.co.uk - Pay by Credit/Debit Card, PayPal, or Apple Pay
 Order by phone on **01270 668076** - Pay by Credit/Debit Card

Fundraising Number
263

If your school has a fundraising number, please use it when you order. (Schools earn 30% commission)

Attendance and punctuality

It has been proven that there is a direct correlation between students' attendance and academic success. Quite simply, the more time a student attends school, the more they can take advantage of teaching time and opportunities available to them.

We expect all students to attend each day and on time.



Punctuality:

- Students who arrive at their form room after 8:20am will be marked late and complete a 30-minute detention after school the same day. This will be recorded and communicated via Class Charts.
- Students who arrive to two or more lessons late in one day, will also complete a 30-minute detention after school the same day.

Attendance:

Where attendance drops significantly, one of your child's Progress Leader, Attendance Officer or Safeguarding Officer will contact you.



Please note that central government is responsible for setting key parts of attendance policies in school. As a school, we have a duty to uphold this. Poor attendance can lead to legal proceedings being taken against you.



Holidays during term time will not be authorised. Please consider this, and the school holiday pattern (in relation to local primary schools) when considering a family holiday.

Absence through illness:

If your child is too ill to attend school, it is necessary to contact school to report an absence. This should be done each day your child is absent. Please note that sometimes we need to be 'cruel to be kind'. Encourage your child to attend school even if feeling unwell. Missing school should only happen when absolutely necessary; this builds resilience and breeds success later in life. **Please note that all minor ailment absences will be unauthorised** (refer to the school attendance policy for details).

Illness in school:

We are fortunate to have a high number of First Aid qualified staff in school. In the event of illness or injury in school, you will be contacted by a member of staff and, in some cases, asked to collect your child. Staff will determine the extent of any illness or injury and whether it is relevant to contact you. Students must not contact you themselves on their own devices.

Medical appointments:

Where possible, appointments should be made outside school hours but we appreciate, in some cases, this is not possible. In the event of a pre-planned absence for medical appointments, a letter for the attention of the Attendance Officer should be sent into school beforehand. Also a copy of appointment letters or cards would be useful to keep on file.

Other known absences:

Any other planned absences should be communicated with your child's Progress Leader either through a letter or telephone call. In some (but not all) cases, absences will be authorised (for example: religious observance, approved sporting activity, family wedding/funeral, etc.).



Please note that not all absences will be authorised and accepted; try to avoid time off during school time where possible.



Truancy is not tolerated and will be sanctioned as necessary.

School meals at Alder

Arrangements for Breakfast, Brunch and Lunch Time

A healthy selection of hot and cold food is available for purchase from the school canteen at breakfast, brunch time and lunch time. The food provision is operated by Chartwells Catering.

Students may bring a packed lunch if they prefer. Students are not allowed off the school site at break or lunchtime. All food and drinks must be consumed in the designated areas and not on the corridors, outside or in the classrooms. Brunch and Lunch times are of equal length (30 minutes). The food available at brunch time mirrors that of lunch time with the exception of the vegetarian 'main meal of the day' which will be different at brunch and lunch.

Students entitled to 'free school meals' can spend their daily amount at either brunch or lunch time. Information about free school meals is available from the school office.



How do I pay for my child's meals?

You will need to register for a ParentPay account. You will then be able to top up your child's account online or using cash at your local PayPoint location.

SAMPLE MENU		FOOD UNION
CHOICE One	CHOICE Two	GRAB & GO options
MON RICE BOX Chicken Tikka Masala #<> Served with Wholegrain Rice and Vegetables	RICE BOX Roasted Rainbow Vegetables #<>	HOT DISHES: Paninis Pasta and Sauces Freshly Baked Pizza Jacket Potato and Toppings SALADS: Tuna and Sweetcorn Pasta Salad Pesto Pasta Salad #<> SANDWICHES/BAGUETTES: Ham and Cheese Sandwich Chicken Salad Sandwich Cheese Baguette < Tuna Mayo Baguette BLT Baguette WRAPS: BBQ Chicken Wrap #< Chicken Caesar Wrap #<
TUE BURGER BAR Double Beef Burger Served with Chipotle Wedges and Corn on the Cob	BURGER BAR Veggie Burger < Served with Chipotle Wedges and Corn on the Cob	
WED HOT DELI Spicy Chicken Pitta Served with Mixed Salad	HOT DELI Sticky BBQ Quorn Pitta < Served with Mixed Salad	
THUR MAC SHACK Macaroni Cheese with Crispy Bacon Served with Roasted Beetroot and Chickpea Salad and Crispy Onions	MAC SHACK Macaroni Cheese with Chipotle Sweetcorn <> Served with Roasted Beetroot and Chickpea Salad and Crispy Onions	
FRI FRIDAY FAVOURITES Battered Fish Served with Baked Beans and Peas	FRIDAY FAVOURITES Quorn Sausage Roll #< Served with Baked Beans and Peas	

CHARTWELLS 30.03.24_A3_85208 Our menu is subject to change.

Making sure our students eat together safely

Living with and managing food allergies and intolerances can cause a lot of anxiety for both families and schools. That's why we run a stringent medical diet process in our school.

Supported by our robust Medical Diet Policy, our primary objective is to keep our students - your children - safe every day when enjoying their school meals. We've taken every step to ensure that as many children as possible living with food allergies and intolerances can eat safely at school with their friends.



Allergies and Dietary Needs

If your child has any allergies or special dietary needs, please let us know so that we can ensure this information is shared with Chartwells Catering.

Achievement and rewards

- **Positive praise:** this can be written or verbal from any member of staff.
- **Staff contact:** your child's teacher may contact you via telephone or Class Charts to inform of good work, contributions or effort.
- **Achievement Points:** these points, for achievement or effort, accrue throughout your child's time at Alder. Points add up to further rewards.
- **Subject reward badges:** are awarded in assemblies for making progress in subjects.
- **Rewards Trips:** these will take place in the Summer term and students who have displayed excellent behaviour and attendance will qualify for them
- **Attendance:** students with 100% attendance will be rewarded with a 100% attendance badge.
- **Alder Awards Evening:** This takes place in the Summer Term and celebrates students' curriculum, pastoral, sporting and personal achievements



Why are our expectations so high?

It's important that our students are well prepared and ready to learn. Our standards are high so that teachers are able to teach without unnecessary distractions.

We want to prepare our students for the world of work and also to ensure that they become upstanding members of the community.

Achievement points

Students are awarded achievement points for good work, contribution to lessons and putting effort into the work they do. These points build up throughout the school year and are converted into the below badges:

- Bronze badge:
- Silver badge:
- Gold badge:
- Platinum badge:
- Limited Edition Black badge:



Subject badges:

Throughout the course of the year, students who make the most progress in each subject across the curriculum will receive subject badges. Students are nominated by teaching staff and rewarded at the end of term celebration assemblies.

Alder Values badges:

We also reward students who exhibit our Alder Values of Altruism, Leadership, Diversity, Excellence and Resilience through our end of term celebration assemblies.



The House System

At Alder we have four houses. Students will be allocated a house in Year 7 and will remain within that house for all of their time at Alder. Students must wear the correct colour variation of the school tie for their house (see table below).

Being part of a house gives our students a sense of belonging and increases their intrinsic motivation; it contributes to raising our culture of pride and success. Students will be in houses with students in all year groups and this allows students to support each other, no matter what year age they are.

Individual student achievement points are awarded for the Alder Values of Altruism, Leadership, Diversity, Excellence and Resilience. These points automatically transfer to house points. On a weekly basis, we track house attendance and house achievement.

Throughout the year, there are a number of subject-based and whole school house competitions, for example; World Book Day, Modern Foreign Language Spelling Bees and Sports Day!



House	Pankhurst	King	Tregaskiss	Turing
Colour	Yellow	Red	White	Blue


Behaviour in the classroom

We expect the highest standards of behaviour at Alder, in order for everyone to succeed.

The table below details how your child will be sanctioned in the event of poor classroom behaviour.

Students are made aware of poor behaviour within any given lesson verbally and this also shows on Class Charts. Poor behaviour is recorded against our 5 simple school rules.

Level	Received for...	Sanctions include...
1	A first instance of minor poor behaviour or disruption to learning, e.g. talking, work avoidance or minor disruption to learning.	<ul style="list-style-type: none"> • Move seats and/or • Time out to refocus and/or • Verbal warning
2	A further instance of poor behaviour or disruption. Failure to heed previous warning.	<ul style="list-style-type: none"> • Class teacher detention at break/lunch/ after school • As above
3	<p>Persistent instances of poor behaviour or disruption. Failure to follow teacher's advice from previous levels.</p> <p>Or</p> <p>A serious incident within the classroom warranting immediate removal.</p>	<ul style="list-style-type: none"> • Removal from the classroom and placed with another teacher/in isolation (Compass) • 1 hour detention after school the same day • Phone call/text home • 1 day in isolation (Compass) should this happen twice in the same day

 Where detentions are set as a sanction, your child is expected to be independent enough to arrive and complete such sanctions on their own initiative.


Where this does not happen, further sanctions will be put in place.




Our Alder Rules

- Attend every lesson on time.
- Let others learn.
- Dress in correct uniform and be equipped for learning.
- Excel in your own learning.
- Respect everybody and everything in our community.

Following these rules will enable us to all be outstanding in all that we do!

 Each behaviour incident is recorded on your child's profile, which is regularly monitored by their Progress Leader. Where high numbers of 'behaviour points' are accrued further sanctions will be put in place

 **What is SLT/CL/PL?**
 SLT, or Senior Leadership Team, includes the head teacher, deputy head and assistant head teachers.

CL, or Curriculum Leaders are heads of departments.

PLs are Progress Leaders

Students are expected to comply with all staff/ SLT/CL/PL requests at all times.

Your child's progress

Your child's progress is tracked often to ensure strong progress is made across the academic year; this is done in a number of ways:

- At department (subject) level, through regular assessments and tests;
- At Progress Leader level through monitoring and reporting;

Owing to regular tracking, we can determine whether your child is fulfilling their potential.

If your child is **not** 'on track', the following action may be taken:

- Additional intervention: This may be small-group work in the Learning Support Centre, additional sessions or being offered a place at homework club;
- Progress Check: Your child will be monitored closely and the issue discussed with them. An improvement in progress is anticipated during this period;
- Parent meeting: You may be called into school to discuss your child's progress, particularly if behaviour is an obstacle to making progress.



What are achievement meetings?

Achievement meetings are held to check students' progress following their termly reports and to determine if students are on track to fulfil their potential. The achievement team, consisting of senior leaders, subject and pastoral staff, will decide if interventions are necessary to ensure each student is fulfilling their potential.

How progress is communicated:

Your child's progress will be communicated to you throughout the school year in a number of ways:

- Progress Updates (reports) are provided throughout the year. You should receive three updates per year.
- Parents' evening is held once a year; this evening offers you the opportunity to speak to all of your child's teachers;
- Regular contact with your child's form tutor, class teacher or progress leader may occur through a Class Charts announcement and telephone calls.

If you have any concerns at all regarding your child's progress, it is advisable to contact your child's form tutor. If you feel there is a problem in a specific subject area, do not hesitate to discuss this with the class teacher.

Homework:

Evidence shows that completion of high-quality homework tasks has a positive impact on Students' learning. On average, a Student's progress is improved by 5 months at secondary level (Education Endowment Foundation).

Homework enables Students to undertake independent learning, to practise and consolidate skills learnt in class, conduct in-depth enquiry, prepare for future lessons or revise for assessments.

Students will take responsibility for their homework by:

- Accessing Class Charts to check what homework has been set.
- Completing homework to a very good standard and by the required deadline.
- Seeking support from their teacher if they have difficulty completing a task.
- Finding out whether homework has been set if they have been absent.
- Accessing in-school resources to complete homework if needed e.g. the school library.

SEND support at Alder

What we do and how we do it:

We believe that all learners including those with SEND should have the opportunity to experience a broad, balanced and appropriate curriculum. We have high aspirations and expectations for all students and believe that this is the best way to ensure that students leave Alder with the right skills and qualifications to make their next steps into adulthood.

At Alder, all teachers are responsible and accountable for the progress and development of all the students in their class and will communicate with families in line with school reporting and monitoring policies.

The focus of our support for students with SEND is on delivering quality first provision in the classroom. Teachers are made aware of students with additional needs via the SEND register and their individual Student Passports. These passports inform teachers of the potential barriers that students may face in the classroom and give them practical strategies to support them in lessons.

A concern about a student with regards to additional needs can be raised by any member of staff within the school, parents/carers or external agencies.

There are a range of extra-curricular activities that take place after school or at lunch time. These activities are inclusive of students with SEND.

How we will communicate with you:

We believe that clear and consistent communication creates the best environment for students to progress. We will communicate via email or phone call. This communication may come from a member of the SEND team, a progress leader, or a class teacher. We want to communicate openly so that:

- Everyone develops a good understanding of the student's areas of strength and current barriers
- We take into account the parents'/carers' concerns
- Everyone understands the agreed outcomes sought for the student
- Everyone is clear on what the next steps are.

Appointments can also be made to discuss progress with the SENDCo or a member of the Learning Support team where necessary. EHCPs are officially reviewed annually, and progress reviews may be scheduled when requested. The SEND department has a dedicated email address which is monitored by the SENDCo: sen@alderchs.uk

How we cater for students with Special Educational Needs:

The school has no specialism in meeting the needs of children with particular Special Educational Needs; although we are able to support students with a wide range of additional needs through Quality First Teaching and additional support from the SEND department.

High quality teaching is our first step in responding to students who have SEND. Students will be taught in aspirational, largely mixed, prior attainment groups where teaching staff make provision for all students using a wide variety of strategies and approaches.

The SEND department is comprised of knowledgeable and experienced staff, including Teaching Assistants, SEND Learning Support Managers and a SENDCo. The SENDCo has completed the National SEND Co-ordination award.

Staff working in the department are proficient in supporting students with a wide variety of additional needs. When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the student and their parents/carers. We will use this to determine the support that is needed and whether we can provide it by making small adjustments to provision offered to all students, or whether something different or additional is needed. There will be a process of monitoring before SEND status will be given. This will always be decided by those staff members who are involved in the support of students and their adults at home. After a period of monitoring, if all stakeholders agree that additional to, or different provision is needed to support a student to make progress, students will then be placed on the SEND register with the status of 'SEND Support' (K). In some cases, these needs may have been identified in Primary school or within our setting.

Students may also have an EHCP and as a school we follow the statutory processes as outlined in the SEND Code of Practice for reviewing these with relevant stakeholders.

If it is required, additional provision may be given in our Learning Support Centre (LSC), tailored to support specific requirements where necessary.

Students who are identified as potentially having a special educational need, or have an identified SEND, will be monitored within school or may be referred to an external agency.

Alder works with the following agencies:

- Tameside Specialist Outreach Service
- Educational Psychology
- Occupational Therapy
- Physiotherapy



As with all other students, students with SEND requirements have their progress reviewed termly via the school's own reporting system and this information should be communicated via post or at parents' evenings. Additional progress meetings may be requested at any time by parents or carers/ progress leaders or by the SEND team.

Behaviour in the school

Students are expected to move around the building in an orderly, sensible fashion between lessons and, whilst not curbing the need to enjoy their social time at break times, we do expect students to act sensibly during these times.

Where a student's behaviour does not match these high standards and expectations at a break time, a 'red card' detention will be issued by staff or prefects.

Red cards may be issued for the following:

- Poor corridor behaviour: this includes running, deliberate pushing or shoving.
- Failing to respond to staff requests.
- Being in an area marked 'out of bounds'



Any student caught selling items (of any kind) or smoking, (whether physically smoking a cigarette or vaping e-cigarette or standing with those who are doing so), will receive a week (x5 days) of 'red card' detentions.



What is a red card?

Red cards consist of a brunch and lunch time detention for behaviour outside of lesson time, including before and after school. Students are expected to attend these detentions independently. Failure to complete 'red card' detentions will result in a day in isolation (Compass)



Pastoral Support

We have an extensive range of pastoral support for our students.

We appreciate that some students may have a range of issues to contend with either in or outside of school, which may contribute to negative behaviour or mean additional support is required.

Social and emotional support

There may be times throughout your child's time at Alder where they need support. This may be through our Progress Leader team, School Counsellor, Wellbeing Officer or other staff who can support students with weekly sessions in the cases of:

- Friendship issues/generating positive relationships;
- Bullying concerns;
- Developing resilience;
- Changes at home;
- Loss and bereavement.

Behaviour modification

There may be cases where students require behavioural support. This support is very much dependent on the student and may be offered in an innovative and individual way. Parents are kept informed where this level of support is required.



Toilets

students can use the toilets before school upon arrival, at brunch and lunch time and at the end of the school day.

To ensure no learning is lost by students arriving late to lesson or visiting the toilet, these toilets will be locked during lessons.



We understand that there may be situations where a child has to use the toilet more frequently, and this will be allowed if they have a toilet pass or their teacher deems it to be necessary. In these circumstances, students will be able to access a specific toilet facility via Student Services.

Bullying: What to do

Students generally list bullying amongst their biggest fears at secondary school and it is a sentiment often shared by parents.

At Alder, we aim to ensure all students can learn in a safe, secure and happy environment. It is acknowledged that, in some cases, not all students will experience this and we take all cases of bullying seriously. Incidents of bullying are fully investigated and dealt with firmly and as swiftly as possible. Effective support is always offered for the victims of bullying.

Nature of bullying:

Bullying may be defined as any **deliberate** and **persistent** attempt to hurt, threaten or frighten someone, either physically or emotionally. It can occur in the following ways:

- **Physical:** including any form of physical action, hitting, punching, kicking or any form of physical intimidation;
- **Verbal:** this type of bullying may include persistent name-calling, sarcasm, rumour-mongering, teasing or derogatory comments about appearance, mannerisms or family members;
- **Emotional:** such as ridicule, humiliation or ostracism;
- **Racial:** including taunts, gestures, stereo-typing or derogatory comments relating to one's race or religion;
- **Sexual:** such as heterosexual or homophobic abuse, whether verbal or written, suggestive comments relating to appearance or gender characteristics or unwanted physical contact;
- **Abuse of property:** including theft, deliberate damage to property, interfering with another student's property or demanding items, such as money;
- **Cyber:** may include negative comments or images on social media, via instant messaging services or chat rooms.



The school's full anti-bullying policy can be accessed on the school website or contact your child's form tutor for more information.



What do I do if I suspect my child is being bullied?

There may come a time when you believe your child is being bullied. In any case, it is essential you contact your child's form tutor so it can be investigated.

Although we aim to support any victim of bullying, some students are, understandably, often afraid to seek help or disclose incidents of bullying. If you notice the following in your child, it would be wise to contact school:

- Your child is unwilling to come to school or loses enthusiasm;
- He/she becomes withdrawn, nervous or anxious;
- Possessions go missing or persistently loses things like money;
- Delays going home after school or is persistently late;
- He/she becomes upset or distressed more quickly and easier than usual;
- He/she becomes defensive or seems frightened to say what is wrong when asked;
- Your child has unexplained cuts, bruises or physical marks.

If staff in school suspect your child is a victim of bullying, your child's Progress Leader will contact you to discuss the situation and possible plans of action.

Where bullying is persistent despite staff intervention, the following action may be taken:

- Students may be isolated in Stage 2 or alternative provision for up to 5 days, or other sanctions imposed;
- Students may be sent home and parents asked to attend a meeting in school;
- Fixed term period of exclusion of up to 5 days may be considered by the head teacher;
- Permanent exclusion may be considered but as a last resort.

In some cases, your child may disclose to you any incidents where they feel they are being bullied. If this is the case:

- Discuss the situation with your child; discuss when, where and potential reasons why any incidents of bullying may be occurring.
- Discuss with a member or members of staff with whom your child would feel more comfortable disclosing information. This does not have to be your child's Form Tutor or Progress Leader.
- Contact your child's Progress Leader or Form Tutor who can then fully investigate any incidents. Please be aware, school can only deal with incidents that have been shared with staff.

Continuous efforts are made to help minimise the risk of bullying, including:

- Annual reviews of the school anti-bullying policy, including the guidelines provided to staff;
- Issues surrounding bullying being extensively covered through the school's PSHE programme.

All students are encouraged to report any incident of bullying to themselves, or others.



Fortunately, cases of bullying at Alder are relatively low. When cases do arise, you can be assured incidents will be investigated fully. There are often cases of one-off incidents of name-calling for example and this is generally resolved through discussion with the students concerned.

Safeguarding

All staff complete regular safeguarding training, have a commitment to and an understanding of Keeping Children Safe in Education (DfE), Working Together to Safeguard Children (DfE) and Safer Working Practice for those Working With Children and Young People in Educational Settings (DfE). The school has robust procedures for dealing with safeguarding and child protection concerns as detailed in the Safeguarding and Child Protection policy, which is available on the school website.

We continually work with our school community to equip our students with the skills and knowledge that will help to keep them safe and able to seek appropriate support if required. Throughout the year, within lessons, via assemblies, group sessions and enrichment, we will cover a range of topics including: sexting, online safety, emotional health and well-being, mental health, relationships, Prevent (radicalisation and terrorism), child sexual exploitation and domestic violence to name just a few.

The Designated Safeguarding Lead at Alder is Mrs Rachel Anderson, who can be approached, in confidence, to address any safeguarding issues raised by staff, students or parents.

REPORT IT – SORT IT!

- **Are you worried about something or someone?**
- **Do you need to ask something confidentially?**
- **Do you need to talk about something sensitive?**

Students can use a form to report concerns about themselves or another person. They can remain anonymous if they wish to by leaving the name section blank but we ask that they provide as much information and detail as possible. The more information that we have the easier it will be for us to deal with the issues raised.

You can find the Report it - Sort it form on the school website under the Safeguarding and Pastoral Support tab.

Communication with Parents

As a school, we use a variety of methods to communicate with parents:

- To inform you of non-attendance, to deliver a short but important message or to deliver a short good news message about your child we will send you a Class Charts app message;
- With longer, more detailed information about your child we may write to you, telephone you or invite you in to meet us face to face;
- With general and important information we need to give all parents throughout the year, we will send a head's letter;
- Our school website www.aldercommunityhighschool.org.uk;
- Facebook and X - 'like' and 'follow' our pages using the link on the school website. We use the pages to share good news stories and important information about the school.
- It is important that we always have the most up to date contact details for all parents/carers.



Please remember to keep us updated if your contact details change.

School closures

Our aim is to keep the school open whenever it is possible and safe to do so; closure will only be considered when the school premises are deemed unsafe. This does not take into account a student's journey into school as each student has a different journey to make. Any decision to close will be made as early as possible so alternative childcare arrangements can be made. We will advise of closures in the following ways:

- We will send an announcement via Class Charts
- We will post a message on the website
- We will post a message on school social media platforms

Individual subjects: Further requirements/information

English

We are keen to encourage students to read and, as such, all students must have a reading book with them at all times. This can be borrowed from the library or be brought in from home. Your child will receive an equipment detention if they forget or do not have a reading book.

Mathematics

Calculators:

It will be of huge benefit to your child's Maths education if they have the same make and model of calculator at home that we use in school, the Casio fx-83GT or fx-85GT. Casio have just updated both of these models from GT-X to GT-CW. Either of these models is suitable for use in school as staff are trained to use both the legacy and new model.

These models are named as part of Childs equipment as our staff, in Maths and Science, are trained to use them and will be better placed to help your child with the many scientific and mathematical functions they have.

Sparx and MathsWatch:

Sparx and MathsWatch are online resources that we subscribe to. Sparx is used for homework and is set on a weekly basis, with emails from Sparx going direct to parents/carers to keep you up to date with their progress. MathsWatch is used as additional revision aid, usually in preparation for assessments. As well as being able to access work set by teachers, Sparx and Maths Watch also feature 'how to' videos, explaining further how to complete tasks.

The sites can be accessed from any desktop or laptop computer, tablet or mobile phone. At the start of Year 7, each student will be provided with logins to access both sites.

Music

All students are able to participate in instrumental lessons whether they have had this previously or not. The instrumental lessons are provided by Anthem and vocal lessons by Michael Jones. The costs for these lessons vary dependent on provider, whether group or solo and length of lesson. Letters are available from the music department and need returning directly to the instrumental provider who will be the main point of contact for all lessons.



Technology

Students will complete 3 projects in Year 7 in hospitality and catering, fashion and design and technology. In these subjects they will make a range of products including a desk tidy, an embroidered fibre art piece of work and a range of savoury and sweet dishes in food.

When attending all technology lessons, students with hair longer than their shoulders will need to have a hair band to tie back for health and safety reasons.

In hospitality and catering, student will be provided with a recipe book for the term. This lists all the practical lessons with the recipes they will be making to provide as much notice to purchase ingredients. All ingredients must be weighed out before the lesson, therefore please ensure you have kitchen scale at home in preparation. Students who fail to bring in ingredients will be given a 30-minute detention equipment detention.

Art

In order for your child to be equipped and organised in their art lessons and for homework tasks it is essential for them to have pencil crayons, shading pencils, an eraser and a sharpener. It is also essential to purchase a sketchbook which can be bought from the art department for £1.00 at the start of the Autumn term.



Physical Education

PE in secondary school can differ hugely to your child's experiences in primary school. Your child will have access to specialist facilities and equipment and teachers who have studied the subject to a high level.

Safety:

In order for students to safely take part in a physical activity in school, no items of jewellery should be worn at all in school, this includes earrings. Students should therefore avoid having ears pierced over the holidays or during term time as earrings and other piercings must not be worn in school.

Valuables:

Students must not bring valuables (mobile phones, jewellery, money etc.) into the changing rooms as the department cannot be held responsible for lost or stolen items. Please encourage your child to get a locker.

Injury or illness:

If your child is ill or injured, please send a note to explain the issue, from this information your child's PE teacher will be able to decide on the most appropriate way of differentiating the PE lesson to include him/her.

Your child must still have their PE kit with them as they may still be able to participate in certain aspects of the lesson or it may be possible for them to join another group in a more suitable activity.

Students must always bring their PE kit to lesson as non-practical learning may include coaching, leadership or refereeing. Students with more serious injuries, (for example, who are in plaster casts, slings or crutches) who would find it difficult to get changed, are obviously exempt from this.

PE kit:

We have high standards and expectations for PE kit in lessons, however if for any reason your child is unable to bring the correct PE kit, please send your child with an alternate kit and a note or email. Students will not be allowed to borrow kit if they forget to bring their own.

Please ensure that your child has appropriate footwear for PE lessons. Sports trainers should be worn as opposed to canvas pumps.

Additional kit:

- We strongly advise the school tracksuit bottoms and hoody are purchased for outdoor lessons. Outdoor coats cannot be worn. When the weather is extremely severe your child will not be taking part in PE in those conditions. If it is cold or raining, we will be learning outside.
- Long hair must also be tied up so please ensure your child has a hair band as part of their PE kit.

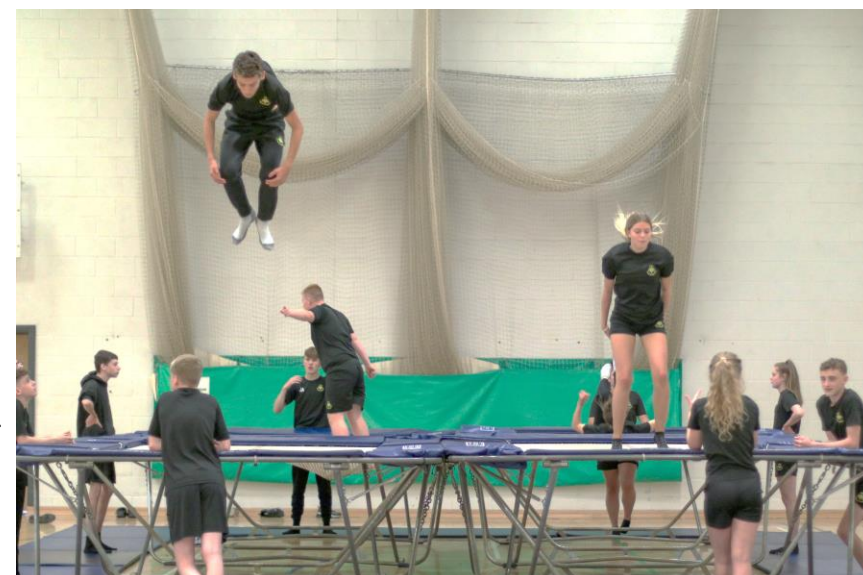
Representing the school:

If your child is selected to represent school in a team, it will be your child's responsibility to make arrangements for transport home. Where possible, PE staff will endeavour to send a text home regarding fixtures, but this may not always be possible.

We have a strict 'no dropping out on the day' rule as it becomes frustrating for other students who compete in competitions in an incomplete team. If, for any reason, your child is unable to take part in the competition you or they must inform the teacher in charge as soon as possible so that a replacement can be given the opportunity to represent school.

In the know:

We will endeavour to keep the school website, Facebook page and Twitter account updated with competition dates so please monitor these regularly.





Some final information

Getting to and from school

For students who walk to school, there is a back gate which is open from 7.40am until 8.20am in the morning and from 2.50pm until 3pm after school.

There are 2 school buses which serve Alder Community High School. To use the school bus, students need to have an IGO card (apply online www.igo.tfgm.com or pick up a leaflet from any bus station). Further details of school bus routes and timetables are available from the school office or by visiting: [Alder Community High School | Transport for Greater Manchester \(tfgm.com\)](http://Alder Community High School | Transport for Greater Manchester (tfgm.com)).

Students may come to school by bike and there are facilities for their storage during the day. Any students riding their bike to and from school should do so in a safe and respectful manner and should be encouraged to wear a helmet.

For those students coming to school by car there is a turn around and drop off point on the site. Also, there is a drop off point at the back of school, just off Grange Road South.

Class Charts and Parent Pay

At Alder, we try to limit the number of third-party systems that parents need to access in order to keep up to date with their child's progress and all aspects of school life. Our main vehicle for communications is Class Charts.

Class Charts allows parents and carers to:

- See your child's Alder achievement points so that you can share and celebrate their success
- See your child's behaviour incidents so that you can discuss their behaviour choices.
- See any detentions your child has been set including whether these have been attended.
- See your child's timetable to help them plan their equipment and ensure they are ready to learn.
- See any homework that your child has been set to help them manage their workload and work to deadlines.
- See your child's attendance to support them with working towards attendance targets.
- Receive announcements with important communications from your child's teachers and other school staff.
- Report any reasons why your child is absent from school and provide supporting evidence.

Additionally, we work with Parent Pay to facilitate the school being cashless. This is the system for parents to add funds to for dinner money, school trips, revision guides etc. You will receive personal log in information for these systems once your child's starts at Alder.

Your class Charts and Parent Pay activation codes are provided as part of the new student induction pack.

Alder Pre-Loved Uniform

We are looking at ways of launching a Pre-Loved Uniform service. Parents and carers will be able to purchase good quality and clean items of second-hand uniform at a low cost. Any profit generated from the sales will directly benefit our students, with our students helping to decide how the money should be spent.

Whilst many young people actively support the purchase of pre-loved and vintage clothing, we also understand that not all young people will feel that way. Therefore, any purchases will be delivered to families discreetly, as required.

We are looking for volunteers to help support this service. If you are interested, please contact admin@alderchs.uk



Notes, questions and things to remember....

A large, empty rectangular box with a thin black border, intended for taking notes, asking questions, or listing things to remember.