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The contents of this prospectus were correct at time of publication.  
For further information please contact the School.

## **GENERAL INFORMATION**

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**Web: [www.alunschool.co.uk](http://www.alunschool.co.uk)**

Headteacher – Mr A. Jones

Chair of Governors – Mr G. Evans

This prospectus is intended as an introduction to the School. All additional information including the current calendar and recent student activities can be viewed on the school website – [www.alunschool.co.uk](http://www.alunschool.co.uk)

## **APPLICATIONS TO JOIN THE SCHOOL**

For students living within the geographical area, transfer to secondary school at the end of Year 6 is achieved via the application procedure as administered by the Local Education Authority at the address given below.

The standard admission number for entry into Year 7 in September 2010 is 250.

Flintshire Education Department, County Hall, Mold, Flintshire    Tel: 01352 752121

Requests for transfers during the course of secondary education should be made to the School. Admission of students living outside the geographical area will be subject to the constraints of the designated standard number of admissions. Further information may be obtained by contacting the Headteacher.

## **INTRODUCTION**

### **“Working together to provide excellent learning experiences”**

Our school is a co-educational, comprehensive situated in the county town of Mold, Flintshire. The school roll comprises an average of 240 students in each of the Years 7 to 11, together with over 550 students in the Sixth Form. The School enjoys a strong reputation throughout North Wales for the range of facilities available and, as can be seen from the examination results, an enviable record of academic success achieved with a fully comprehensive intake.

Our vision is ‘to be a centre of educational excellence for all’ and we hope that all those entering the School will derive maximum benefit from the time they spend with us by taking a full and active part in school life and striving for excellence in all that is attempted.

The rates for staying-on into the Sixth Form and then progression into Higher Education are traditionally very good. On average, three-quarters of Year 11 move into the Sixth Form, and they are joined by almost as many students enrolling from other schools and colleges. We offer a high standard of facilities, which include a Sports Centre with swimming pool, extensive playing fields and All-Terrain Pitch, fully refurbished suites and studios in Expressive Arts, modern Technology and ICT facilities, and a well-resourced school library.

We offer two formal opportunities to see the School in action. On Thursday 22<sup>nd</sup> October we hold an Open Day/Evening for the main school organised by Mr. G. Evans (Assistant Head). On Thursday 25<sup>th</sup> February we hold a Post-16 Open Evening organised by Dr. T. Erasmus (Head of Sixth Form). Further details of both events are on the school website.

## **AIMS OF THE ALUN SCHOOL**

- To maintain a culture of high expectations and excellence for all students
- To enable all students to achieve excellent academic standards
- To provide excellent and varied learning experiences
- To ensure excellent levels of support and pastoral care in a safe and happy environment
- To improve the school through excellent leadership and management
- To promote the school as an excellent institution within the community that it serves

## ACADEMIC CURRICULUM

The curriculum may be defined as the sum total of experience gained by students while at school. The formal timetabled component, and the informal component which can include extra-curricular activities as well as the daily exchanges between students and between students and staff. In this section only the first of these two parts will be described. Please contact the School if you require further guidance on any of the content in this section, or if you wish to raise a concern.

The timetabled curriculum, of 25 one-hour sessions per week, has been arranged to serve two important principles. Firstly, that all children are of equal value and should be resourced accordingly; secondly, that all children should follow a broadly based and balanced curriculum throughout the period of statutory education.

### Key Stage 3

In Years 7 to 9 students follow a skills-based curriculum, developing those skills through the study of all core and foundation subjects of the National Curriculum, plus RE and Drama. In Year 9 students have the option of taking up a second modern foreign language. Information Technology is delivered throughout the three years in discrete Technology modules, together with specific topics across a variety of subjects. Below is a full list of subjects, and further details are provided at the Year 7 Parents' Information Evening held in the Autumn Term.

English	Mathematics	Science	Welsh
	French/German	History	Geography
	Technology	Information Technology	
Music	Art and Design	Physical Education	
	Religious Education	Drama	

### Key Stage 4

In Years 10 and 11 each student follows their own individual learning pathway. In Key Stage 4 the statutory elements of the National Curriculum are confined to the core subjects of English, Mathematics, Science and Welsh, together with Physical Education, Religious Education and Sex Education. The rest of the curriculum is designed to give a wide choice of courses within a broad and balanced programme of study.

A full programme of up to ten courses accredited at Levels 1 and 2 is open to all students. These include a range of vocational options, some of which are delivered as part of the South Flintshire consortium at the Learning Core Centre in Deeside. In addition, in Year 10 all students study Welsh and Religious Education, both leading to a GCSE Short Course qualification except for students who opt to take the full GCSE. Students also study Personal and Social Education and health issues, and take part in a work-related curriculum that includes one week of work experience.

The process of choosing options is one that is carried out with great care. The latest Options choices for Key Stage 4 are contained in a separate booklet and can be viewed at [www.alunschool.co.uk](http://www.alunschool.co.uk)

## Sixth Form (Post-16)

Our Sixth Form, the largest in Wales, exists to serve the needs of students who have completed their formal education and who now wish to gain further qualifications and/or experience before they enter employment, vocational training or higher education. There are no formal entry requirements, provided that an appropriate course can be negotiated.

The School is proud of its ability to cater for students of all abilities. For those taking A/AS Levels (Level 3) we offer a very wide selection of subject combinations, including taking up to five subjects or combining A Levels with the Welsh Baccalaureate. Level 2 courses (equivalent to GCSEs) are available in three vocational areas.

The latest Post-16 Options choices can be viewed as part of a separate Sixth Form prospectus, as well as at [www.alunschool.co.uk](http://www.alunschool.co.uk)

## Curriculum Organisation

The core curriculum as described is managed by the Curriculum Leaders. Their main role is to establish and resource courses for all children and to monitor levels of performance. Within each area are subject departments led by specialists who exercise a similar function in their own discipline.

The grouping of children for teaching purposes will vary according to the curriculum areas but, on entry in Year 7, it will be in mixed-ability groups for all subjects, except Mathematics, where banding is used. In Years 8 and 9 a mixture of broad banding and setting takes place in some subjects where students are grouped according to ability. In Key Stage 4, teaching groups are determined largely by the options pattern and by public examination requirements.

## Welsh, Religious Education, and Health Education

Welsh is taught as a second-language to all students up to the age of 16, at which point all students take at least a GCSE Short Course, although many students opt to take GCSE Full Course. This commitment to the development of a strong Welsh identity is reflected in the healthy numbers who then choose to go and take Advanced Level courses. The promotion of the Welsh language and culture is encouraged across the school through the Curriculum Cymreig, the School Eisteddfod, and a range of other initiatives such as the 'Siarad Cymraeg' reward scheme.

Religious Education is taught to all students up to the age of 16, at which point all students take at least a GCSE Short Course in RE, although many students opt to take the full GCSE Course. All students in the Sixth Form also follow an organised programme of religious education. This commitment to the development of a strong spiritual dimension within students' experience throughout the school is also evident in the numbers who choose to go and take full GCSE Advanced Level courses. The Governing Body have approved the arrangements for Religious Education and collective worship. Any parents wishing to exercise their right to withdraw students from either of these activities should discuss the matter with the Headteacher at the School.

The Governing Body has also approved a programme of Health Education, including sex education, that includes the facts about human reproductive processes and behaviour as well as consideration of the broader emotional and ethical dimensions of sexual attitudes and mores. It also includes, at a point appropriate to the age and maturity of the students, education about HIV and AIDS and other sexually transmitted diseases. In dealing with

these and other sensitive matters, such as contraception and abortion, we aim to offer balanced and factual information and to acknowledge the major moral and ethical issues involved.

### Physical Education (PE)

The school has a strong commitment to the development of young people through active participation in physical activity. The PE Department follows the Key Stages 3 National Curriculum including football, rugby, netball, hockey, tennis, cricket, rounders, gymnastics, athletics, swimming and pool-based canoeing. At Key Stage 4, students opt for four areas of study from rugby, hockey, football, netball, basketball, handball, volleyball, badminton, tennis, squash, cricket, gymnastics, rounders, baseball, athletics, life-saving skills, kayak skills, swimming, rock climbing, fitness for games, circuit training and aerobics.

Students also have the opportunity to choose GCSE Physical Education and Outdoor Pursuits as part of their options in Years 10 and 11. In the Sixth Form, AS and A2 Physical Education, BTEC Sport and Performance, Community Sports Leader and Basic Expedition Leader courses are offered.

### Additional Needs

Children with Additional Needs, whether learning difficulties, exceptional ability, sensory-physical impairment or emotional-behavioural problems, are supported in a number of ways. The essential principles are to retain, as far as possible, a broad curriculum and to support students in mainstream teaching groups. Students can, however, be withdrawn for varying periods of time into the Special Needs Area where they receive intensive tuition, for example on the individual programme (IP) that operates throughout Key Stage 3. A majority of Year 7 students also take part in the Literacy Intervention programme in Year 7 to improve literacy - individual tuition takes place for a number of students during English lessons for a period of seven weeks at a point in the year.

To support individual students the School liaises with specialists such as physiotherapists and speech and language therapists, school and community nurses and doctors, educational psychologists, Inclusion Welfare Officers and the staff of the voluntary and statutory agencies. We benefit from the LEA's advice, and its provision through services such as the Integrated Disability services and the Learning Inclusion Service. Our teaching strategies enhance learning and participation in a broad and balanced curriculum and all lessons and out-of-school activities and school trips are fully inclusive. Our resources contain positive images of people with disabilities, and students are able to improve their understanding through activities such as learning to use sign language.

We endeavour to improve provision for disabled students by developing the physical environment of the school, within the limits of the resources available. Physically disabled students are visited before entry into the school to ascertain need and the School operates an admission policy based on a detailed 'Access for Disabled Persons' document. Specific facilities include ramps, toilets and a lift, enable access to all sections of the school.

The School also has a prestigious Hearing Support Centre whose students integrate fully into the life of the school. The management of this centre is under the overall responsibility of the LEA, who also administer the admission policy.

More Able and Talented (MAT) students are provided with a wide range of opportunities to extend their experiences and challenge their capabilities. The School has a MAT

Coordinator whose role is to manage the MAT register in order to ensure that access to activities is provided to students as appropriate, to organise school-based activities, and to coordinate the school's engagement with outside organisations, including the Flintshire MAT network.

### Assessment

All year groups throughout the School are regularly assessed in all subjects. Cognitive Ability Tests (CATs) are used to establish baseline indicators at the start of each key stage. Then, as well as programmes of continuous assessment and monitoring throughout the school, in Years 8 to 13 there are formal examination periods during which students are examined in all subjects.

Every parent receives a full written report on their child each academic year containing details of progress in all subjects as well as a pastoral overview from the Group Tutor. Consultation takes place through Parents' Evenings which are held at least once a year for each year group.

With rare exceptions, all students have the opportunity to enter for external examinations at the end of their course. There is no charge to parents for examination entries prepared for as part of the school curriculum, provided that the student completes the course satisfactorily.

### Homework, School Diary and Rewards

It is the view of the School that meaningful homework plays an important part in the education of all students. Homework can:

- encourage students to develop the practice of independent study
- develop perseverance and self-discipline
- allow practice of skills learnt in the classroom
- involve parents in students' work

The co-operation of parents in helping to get the maximum benefit from this exercise is much appreciated. A homework timetable is produced for each Year Group at the start of the academic year. On specific weeks in Year 7 the mixed homework timetable is suspended and students work on an extended project in just one subject. In this way departments are able to extend the range of students' thinking through work that required a greater degree of independent planning, research and time management.

All students receive a School Diary for use each year. One of the main purposes of the diary is to record brief details of homework and project tasks as a reference for both students and parents. In the main school Group Tutors sign the diary each week and parents are requested to do the same. In this way the partnership between home and school is reinforced and concerns can be dealt with immediately.

Students in the main school are rewarded for progress during the year through Commendation Cards issued by teachers. Departments issue specific subject cards, there is a set of ten Learning Skills cards based upon the encouragement of good study habits, and bilingualism is promoted through the use of the 'Siarad Cymraeg' cards. In addition, at the time of termly checks on progress all teachers enter merits onto the school's academic monitoring system. These lead to Gold, Silver or Bronze Achievement Certificates issued by the Headteacher. Both schemes are regulated to ensure equal opportunity for the receipt of rewards.

During Years 7-11 every student is encouraged to participate fully in school life and gain recognition through commendations, certificates and other documents. In Year 11 all students compile a record of their achievements and experiences that is assembled into a Progress File presented at the Achievement Ceremony.

## **SUPPORT and PASTORAL CARE**

The aim of support and pastoral care is to enable every student to make the most of the opportunities offered and, by so doing, reach the highest levels of attainment and personal development.

### Personal and Social Education (PSE)

The PSE programme is the formal curriculum time that is designed to assist in this process. The essential themes for study are:

- School work and study skills
- Academic guidance
- Careers education, including university preparation and UCAS at post-16
- Global issues, human rights, citizenship, sustainability
- Involvement and participation in the community
- The Tutor Group/House/Sixth Form/School as a caring community
- Communication and inter-personal skills in the 21st century
- Health/hygiene/safety/first-aid
- Personal interests
- Relationships and social skills
- Moral issues and dilemmas
- School and House (or Sixth Form) Council issues

Group Tutors and representatives from outside agencies deliver the major part of this programme during a PSE period scheduled during a rolling programme in approximately 60% of the weeks of school year in weeks where formal examinations are not taking place. However, the skills are also developed through extra-curricular activities, assemblies and in the incidental exchanges throughout every day.

### Work-Related Education

Careers Wales supports the schools' work-related education provision by providing an impartial careers information and guidance service to all students and parents. Careers Service Staff are available for interviews with individual students and parents to assist with career related decisions. The Coordinator for Careers and Work-Related Education liaises with them to ensure the optimum service for students.

All students in Year 10 undertake a one-week work experience placement during the Summer Term. Preparation and de-briefing is undertaken as part of the PSE programme. In Year 12 all students are encouraged to extend their community involvement by a formal work experience placement or activities related to preparation for Higher Education.

### Student Voice

The School operates a system of House, Sixth Form and School Councils. House and Sixth Form Councils include elected representatives from tutor groups and meet on a regular

basis to discuss matters related to the provision of facilities for students and to organise activities within their House or Sixth Form.

The School Council is made up of two representatives from each House and two from the Sixth Form Council, together with the Headteacher and a governor. It meets each half-term and minutes are made available across the school. Activities of the School Council include: choosing the school's charity each year, meeting candidates for teaching posts, deciding on initiatives for the school to support, and participating in self-evaluation activities that can inform school development and improvement planning. Two of the older students are also chosen to attend full meetings of the Governing Body as Associate Governors.

### Pastoral Organisation

The pastoral organisation of the main school is on a House basis. A student entering the School becomes a member of one of four Houses. Each House is identified by a colour and is located in a distinct area of the School as follows:

Clwyd House (green)	-	Central Block
Dyfed House (blue)	-	Daniel Owen Building
Gwent House (yellow)	-	Tower Block Middle/Top floors
Powys House (red)	-	Daniel Owen Building

The House system ensures continuity of pastoral care. The student will remain with the same House Head and, ideally, with the same Group Tutor until they complete their statutory education. In this way House Heads get to know students and their parents very well.

The House system fosters a healthy, competitive spirit in the School. Eisteddfodau, games, athletics, gymnastics and swimming galas are held on a House basis. Students are encouraged to support charity appeals and community projects organised by their House.

The House system also makes possible a degree of identification of Sixth Formers with other students. They assist House staff in the various cultural and sporting competitions, and also make themselves available to help new entrants to the House in the settling-in process.

As part of the process of induction into the school, all Year 7 students are given the opportunity to participate in a camp held at Ty Clwyd near Abergele at the end of the Summer Term. They spend three days out of school with their Tutor Group and other students in their House, which includes two nights sleeping under canvas, and engage in a variety of activities related to areas of the school curriculum. This proves to be a popular event with students and is another valuable way of enhancing their personal and social skills.

The Sixth Form is organised differently with groups based around academic interests. However, the link with the House system is maintained through, for example, the work of the Peer Support Group who are organised into teams to support each House.

## **EXTRA-CURRICULAR ACTIVITIES**

The School is committed to the development of the whole student and to this end is recognised as providing an exceptionally wide range of extra-curricular opportunities for

students. A visual record of many of these activities can be found on the school website where archived materials date back many years. As well as those identified below, students also have the opportunity to take part in many residential visits to outdoor activity centres, ski resorts, or a range of foreign countries.

In the Spring Term all students in Years 7 to 9 participate in the School Eisteddfod that encompasses activities across the whole school. Activities range from homework competitions set by each academic subject, to stage events such as music, drama, dance, speech and choirs. The final day is set aside for performances from finalists before the announcement of the winning house and the individual winner of the Eisteddfod chair. Parents can then attend the Eisteddfod Winners' concert.

Charity activity is a major focus for the School community. Each year fund-raising is primarily directed towards a 'Charity of the Year', with funds managed by the School Council. In 2008-2009 the school was able to donate £5000 raised by students for Hope House Hospices, and in 2009-2010 they will be supporting 'Save the Family'. Groups of students often choose to undertake additional fund-raising in support of other charities that they feel committed to, and the whole of the Sixth Form will regularly adopt their own charity each year.

### Sport

The School has an excellent record of sporting success and provides a range of opportunities for students of all abilities and interests. Students have access to extensive sports facilities that include an all-weather surface; football, hockey and rugby pitches; netball, tennis and squash courts; two gymnasiums, a sports hall and swimming pool. A 5x60 Officer also works closely with the School on initiatives that have been developed to encourage active lifestyles and to supplement the PE curriculum.

Our sports staff are fully committed to the extra curricular programme. Students have access to the Sports Hall from 8.00am to 8.40am for basketball and badminton. Lunchtime clubs run from 12.30pm to 1.10pm and the activities focus on team games, gymnastics and swimming. The emphasis of the after-school programme is to provide fixtures against other schools in the area.

Clubs are open to all, not just team players. Students and teams have achieved success at county, regional and national levels in the following sports; football, rugby, netball, hockey, tennis, badminton, cricket, athletics, cross-country, swimming and judo. Initiatives to encourage greater involvement by students in extra curricular activities include girls' football and rugby, handball, self-defence, rowing and cycling.

Parents may wish to consider taking out personal injury insurance for when their children are taking part in certain school activities.

### Stage Performances and Music

The performing arts suites include a large theatre which is an invaluable asset. As well as offering students excellent performance facilities during the school day, it is regularly used to stage large productions. During the course of an academic year there are at least two major drama production, two musical productions, a performance showcase, and numerous other performance events. A calendar of such events can be seen on the school website.

The School has two drama workshop spaces that are used for lessons and the lower and upper school extra-curricular drama groups. A purpose-built suite for Performing Arts

includes a dance floor with mirrored wall, costume-making and make-up areas, and a recording studio. Small group performances by students studying these courses supplement the major production programme.

There are three well-equipped music rooms, and musicians may join one of the large and successful groups organised by the three full-time music staff at the school. The orchestras, string groups, wind bands, ensembles, jazz band, junior and senior choirs, and soloists take part in a programme of eight concerts organised by the music department, as well as contributing to other musical performances. The prestigious Flintshire Music School meets on the school site each week.

### Exhibitions and Competitions

The Art Department are very active in the promotion of students' work through exhibitions. They utilise the display areas at Theatr Clwyd Cymru for exhibitions of work from Years 8 and 9, GCSE and A Level. A calendar of their events can be seen on the school website.

The Engineering Education Scheme Wales (EESW), in conjunction with the Royal Academy of Engineering funds an engineering event for young engineers across Wales. The Science and Design & Technology departments submit teams to take part in the scheme, each consisting of six Year 12 students. The scheme gives young people the opportunity to work with engineers on real problems in industry. Schools from across North Wales enter teams who are given the opportunity to work at Bangor University, using their facilities, and staying in the halls of residence for two nights. Our students have an excellent track-record of success, with one of our teams being selected as national ambassadors for engineering in 2008-2009.

The Young Enterprise Scheme is a national scheme where students in the Sixth Form and Year 10 run a business over a nine-month period. They take on all the responsibility themselves and develop other skills such as teamwork, making presentations, communication, and marketing, selling and dealing with customers. The team have to produce a written report, a company display and a presentation in each round. Over the years the School has been very successful with the Young Enterprise scheme gaining representation for Flintshire in the North Wales Final and going forward to represent Wales at national finals.

## **SCHOOL ORGANISATION and SCHOOL UNIFORM**

The full School Calendar, including dates of Parents' Evenings, for 2009-2010 can be viewed on the school website. The overall term dates are as follows:

- 2009 Tuesday 1 September & Wednesday 2 September - Staff Training Days
- Thursday 3 September - First day of term for students
- Friday 23 October - Last day of half term
- Monday 2 November - First day of half term
- Friday 18 December - Last day of term
- 2010 Monday 4 January – Staff Training Day
- Tuesday 5 January - First day of term for students
- Friday 12 February - Last day of half-term
- Monday 22 February - First day of half-term
- Friday 26 March - Last day of term for students

Monday 12 April – Staff Training Day  
Tuesday 13 April - First day of term for students  
Monday 3 May - School closed for Bank Holiday  
Friday 28 May - Last day of half-term  
Monday 7 June - First day of half-term  
Friday 25 June – Staff Training Day  
Friday 16 July - Last day of term

The timings of each school day are:

8.50 a.m.	First bell - Students go to Tutor Rooms
8.55 a.m.	Second bell - Registration
9.00 a.m.	Assembly
9.15 - 10.15 a.m.	Lesson 1
10.15 - 11.15 a.m.	Lesson 2
11.15 - 11.30 a.m.	Morning Break
11.30 - 12.30 p.m.	Lesson 3
12.30 - 1.25 p.m.	Lunch Break
1.20 p.m.	First bell - Students go to Tutor Rooms
1.25 p.m.	Second bell - Registration
1.30 - 2.30 p.m.	Lesson 4
2.30 - 3.30 p.m.	Lesson 5
3.30 p.m.	End of School

The School operates an Open School Policy at all times during the school day and students have access to nearly all areas of the School. During the lunch break students are encouraged to participate in the many extra-curricular activities which take place in the School. The Library is also open and supervised between the hours of 8.00am and 5.00pm for quiet study, for the loan of books and access to on-line resources.

Light refreshments are available during break and lunch, both from the school snack bars and the canteen, which also provides a range of healthy hot and cold meals served throughout the lunch break. Students may choose to bring their own sandwiches, which should be eaten either in the canteen or the designated room.

The school has a well-coordinated approach to the safeguarding of students on site. Supervision arrangements managed by senior staff apply throughout the school day, and extend to liaison with contractors regarding school transport arriving or departing from the site. CCTV cameras provide additional security for persons and premises, and the school policy regarding its operation conforms to all legal requirements.

### School Uniform

It is the policy of the Governors that all students in the main school should wear school uniform which, in our experience, helps to set an appropriate tone. Parental support is, of course, essential at all times to ensure high standards in this, as in all other matters. All items of uniform are on sale in the School Shop. Below are the requirements for students in the 11-16 age-range (all items should be clearly marked with the owner's name).

- White polo shirt with school badge
- Black sweatshirt, V-neck jumper or cardigan with school badge
- Black Footwear (plain, no logos), Girls - Black trousers or skirt, Boys - Black trousers

Badged black tracksuits and unbadged black coats are also available.  
For safety reasons, the wearing of jewellery is limited to one ring and one set of studs.

Girls' PE Kit	Red polo shirt, sweatshirt and socks with school logo Black sports skirt or PE skirt or shorts Trainers, swimming costume and towel
Boys' PE Kit	Red polo shirt and socks with school logo, and black shorts Red/black reversible rugby/football shirt with school logo Football boots, trainers, swimming trunks and towel

In addition to the above kit list, appropriate protective clothing and equipment is recommended eg. shin pads for football, hockey and rugby; mouth-guards for hockey and rugby. Properly fitted mouth-guards offer the best protection. Where mouth-guards have not been individually fitted by a dentist or dental technician, it is essential that the manufacturer's instructions relating to the wearing of the mouth-guard be strictly followed.

There is no uniform requirement in the Sixth Form, although students are requested to dress in a manner appropriate to a place of learning.

## **BEHAVIOUR and ANTI-BULLYING**

The way in which students generally conduct themselves should be based upon common sense and consideration for others. Such rules, as are listed, are designed to keep the School running smoothly and efficiently so as to create an atmosphere in which learning can take place to the best advantage and to ensure the health and welfare of all concerned. The following rules apply to students in Years 7 to 11, although some equally apply to Sixth Form students.

1. All students are required to register by 8.55am in the morning and 1.25pm in the afternoon. Students who are persistently late without good reason may be required to attend a detention at lunchtime or after school.
2. Students who have been absent from school should bring an explanatory note from their parents on the day they return.
3. Students in Years 7 to 11 may not leave the school premises during the school day without first obtaining permission.
4. All students must wear school uniform and we ask all parents to fully support this policy.
5. The wearing of make-up is inappropriate for students while in school and in the interests of safety, jewellery is to be limited to the wearing of one ring and one set of studs in the ear.
6. Money and valuables brought to school should be kept to a minimum, as the School will not accept responsibility for losses of personal property, e.g. mobile phones. Before P.E. lessons valuables may be given to the teacher in charge for safekeeping.
7. Students are expected to help to maintain the tidiness of the buildings and surroundings.
8. Students must at all times conduct themselves in a manner which supports the School's philosophy of mutual respect and consideration for others. In class, students are expected to make it as easy as possible for everyone to learn and for teachers to teach by arriving on time with correct equipment, beginning and ending lessons in a courteous and orderly way, listening carefully and following instructions.

It is the policy of the School to involve parents in all matters of serious and/or persistent indiscipline. Only when school and home share the values embodied in the above regulations will we achieve the high standards, which are essential in a civilised community.

Bullying is something parents and children worry about especially when changing schools. We do not tolerate bullying and all staff are committed to identifying and dealing with such behaviour if it occurs. If you suspect bullying (this may involve your child as a bully, as the victim of bullying or as a witness to the bullying of others), contact the School and speak to your child's Head of House. The matter will be sensitively handled without revealing where the information has come from.

The School has developed a whole range of strategies to deal with bullies and the victims of bullying. The strategies used depend on the severity of the problem and how long it persists. However, the school will engage with parents at every stage in order to elicit their support and their assistance in reinforcing such modifications to behaviour as may be necessary.

## **PARTNERSHIPS**

### Home-School Partnership

One of the main aims of the Alun School is to involve parents in an active partnership. One way to strengthen this link is an agreement between the school and home.

The Alun School will:

- Strive to maintain the highest standards of academic achievement and pastoral care.
- Set challenging work, appropriate to the ability of the individual child according to the demands of the National Curriculum.
- Assess work on a regular basis.
- Report progress to parents on a regular pre-determined basis.
- Involve parents in discussions about a child's academic or pastoral welfare.
- Provide a wide range of extra curricular opportunities.

Parents can help if they:

- Inform the School of any concerns regarding their child's progress
- Support the School by ensuring that standards of behaviour are maintained. Alun School students are expected to display good behaviour in the classroom, on their way to and from school, and to show respect towards the community and other students' property.
- Make sure that their child wears Alun School uniform and brings all equipment and kit needed for school.
- Try to provide areas at home where homework can be completed without disturbance. All students are provided with a homework diary to record brief details of homework tasks as a reference for both students and parents.
- Make sure that their child attends school regularly and inform the School of any absences.

### Transition Partnerships

The Alun School is keen to involve all of its feeder primary schools in an active partnership. To strengthen this link there is an agreement between the Alun School and all feeder primary schools. This means that:

- We work effectively together to ensure a smooth transition across the phase.
- The partner schools give prospectuses to all students in Year 6, encourage students to take part in Open Day Competitions, and support the communication procedures.
- A senior member of staff from the Alun School visits all Year 6 students at their schools prior to transfer.
- The partner schools send information relating to the National Curriculum and progress made by students in Key Stage 2, including Year 6 reports.
- Partner schools are fully involved in the planning and operation of the Induction Day when Year 6 students have the opportunity to visit and take part in curricular projects that will allow them to make a smooth curricular transition.
- Partner schools are consulted in detail over the allocation of their students to tutor groups at the Alun.
- Partner schools receive regular information about the progress made by their students, including reward systems and examination results.
- Headteachers and staff are invited to the Annual Prize Giving for Year 7 students and other events e.g. Health Day, sports, music, drama and dance competitions.
- Partner schools are invited to school productions at the Alun, take part in workshops and participate in joint productions.
- Headteachers and staff from both the partner schools and the Alun take part in liaison meetings and other planned training.

## **POLICIES and SERVICES**

### Equal Opportunities

It is implicit in the aims of the Alun School that:

- All children are valued equally and have an equal right to develop and achieve their full potential in school.
- Children are educated so that they value others equally and treat others with mutual respect, tolerance and understanding, both within the school and within the wider community.
- All those who work in education have the opportunity to fulfil their potential. All children at the Alun School should have an equal chance to do well at school, irrespective of disability, gender, race and religious or social background.

### Discretionary and Maintenance Allowances

In any matter concerning free school meals, the Inclusion Welfare Officer (IWO) is available to give advice and may be contacted at the School. If parents wish to deal directly with the School Meals Service, they may do so by telephone (01352 752121), by letter or by personal visit to the County Hall. The price of a balanced school dinner is currently £1.80 and students receiving free school meals are entitled to food of up to that value each day in the cafeteria.

A grant is available on a means test basis, from the Education Department to parents to buy school uniform. Parents should apply to the IWO at the School. An allowance for students over the age of sixteen is available at the discretion of the Director of Education. Forms may be obtained from the Education Department, County Hall, Mold.

Education Maintenance Allowance is a government scheme where students over the age of sixteen who are in full time education in a sixth form or college can claim an allowance of up to £30 per week. The allowance is assessed against family income.

### Charging and Remissions Policy

The Governors operate a charging policy and remissions policy to sustain a range of activities inside and outside the classroom, within and beyond the school day, in order to provide a broad and varied experience for students. The school communicates the details of this as it applies to each activity, but a copy is available on request from the school.

### Health and Safety

The School aims to provide a safe and secure environment for the education of all students and complies with arrangements for Health and Safety Regulations as agreed with Flintshire County Council. All members of staff wear a badge so that students can identify them. All visitors to the school should report to the School Office before entering the school. The school operates a CCTV security system and is fully alarmed.

During the school day, members of staff carry out supervision duties at the start of school, break, lunchtime and at the end of the school day. Students are encouraged to inform members of staff if they are concerned over any issues relating to their security at the school.

### School Medical Service

A nurse, based at the Mold Clinic, visits the School to deal with routine screening and medical testing. Parents are notified in advance of any vaccination programmes being organised via the school, and consent letters are issued by an Assistant Head who oversees the organisation on behalf of the School.

### Electronic Communications

As part of students' learning activities and the development of their Information and Communications Technology (ICT) skills, the School provides supervised use of electronic communication. Students are able to use a computer to research information from museums, libraries, news providers and suitable websites, taken from or held on the Internet, as part of their learning activities.

We access the Internet via Flintshire's network called FlintNet, which operates a filtering system to reduce the risk of access to inappropriate material. The School issues individual usernames and passwords for each student to access the network and internet to work on tasks. Access is monitored remotely and is subject to all the filtering systems.

Below are the rules for responsible use of electronic communications. When individual user names and passwords are issued, students are given a copy of this document and asked to sign in order to acknowledge that they will follow the guidelines.

- Computers are available for schoolwork and homework. They must not be used for inappropriate activities.
- Access to the Internet will be made using an 'id' and 'password'. Keep them confidential at all times.
- The Internet may be used for appropriate purposes related to schoolwork, and relevant material may be printed out or downloaded.

- Users must not use email facilities available on Internet sites.
- All access is filtered and monitored. Any attempt to use the facilities for inappropriate purposes will be identified immediately, access rights withdrawn, and school sanctions applied.

The School operates its own website at [www.alunschool.co.uk](http://www.alunschool.co.uk). The purpose is to provide both students and parents with a means of accessing information about the School from home. For example, forthcoming events are publicised and there is a calendar of Parents' Evenings for the academic year. It can also serve as a good point of contact for those not familiar with the school as it contains a version of the school prospectus.

However, the most successful element of the site is undoubtedly the on-going record of activities, which is achieved primarily through pictures. The majority of school events are recorded in this manner and it provides the most immediate way of conveying information and giving an insight into the School. Students are particularly keen to see what has been going on in other parts of their school and in this way we hope to be able to assist in making them more aware of the vast range of activities that are open to them.

Having considered both the positive benefits of the website to the school community and also the valid concerns that have been raised nationally, pictures containing images of students will be restricted in size and quality. This means that it will not be possible for them to be enlarged without losing their definition. No close-up pictures or names of individuals will be used unless permission has been given.

#### Fair Processing Notice

The School collects information about students and their parents or legal guardians. Information is also received from other schools when students transfer. This section tells you about what the Welsh Assembly Government (WAG), Flintshire Local Education Authority (LEA) and the Alun School does with your or your child's personal and performance information.

The LEA and WAG will receive information on students from the school, normally as part of what is called the Pupil Level Annual Schools Census (PLASC) that takes place three times each year. The school, LEA and WAG receive information about exam and national curriculum assessment and test results. The WAG uses the information collected to do research, primarily to inform education policy changes and funding. The research is done in a way that ensures individual students cannot be identified.

The LEA also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual students cannot be identified.

The School uses the information it collects to administer the education it provides to students. For example;

- the provision of educational services to individuals
- monitoring and reporting on students' educational progress
- the provision of welfare, pastoral care and health services
- the giving of support and guidance to students, their parents and legal guardians
- the organisation of educational events and trips
- planning and management of the school

Information held by the School, LEA and the WAG on students, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when students are applying for courses, training, school transfer or seeking guidance on opportunities
- bodies doing research for the WAG, LEA and schools, so long as steps are taken to keep the information secure
- central and local government for the planning and provision of educational services
- social services and other health and welfare organisations where there is a need to share information to protect and support individual students
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, and contact details for parents and guardians
- information on performance in internal and national assessments and examinations
- information on the ethnic origin and national identity of students (this is used only to prepare summary statistical analyses)
- details about students' immigration status (this is used only to prepare summary statistical analyses)
- medical information needed to keep students safe while in the care of the school
- information about the involvement of social services with individual students where this is needed for the care of students

The WAG, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom. The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on you, although some information can sometimes be legitimately withheld
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress
- the right to ask for wrong information to be corrected
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage
- in some circumstances a student's parent or legal guardian may have a right to receive a copy of personal data held about a student in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact the Headteacher, your LEA (marked for the attention of the SMIT Unit), or the WAG's data protection officer. The Information Commissioner's office help line can be contacted on 01625 545745 and information is also available from [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).