



# General Information Booklet



**For Students and Parents  
2025 - 2026**



*Please keep this booklet as it will be  
useful throughout the school year.*





# Contents

---

	Page
Foreword.....	4
Times of the School Day.....	5
School Terms and Holiday Dates.....	6
Curriculum.....	7
Support Your Child's Learning.....	8
Teaching & Learning including K.A.S.E.....	9-11
Supporting Literacy and Numeracy.....	12
Learning Resource Centre (LRC).....	13
Homework.....	14
EduLink One.....	15 - 16
Personal Development at AV.....	17
Regular and Routine Visits.....	18 – 19
Rewards.....	20
Houses System.....	21
Sixth Form.....	22 - 25
School Uniform.....	26 - 27
Bags, Equipment and Mobile Phones.....	28 - 29
Punctuality and Absence .....	30
Attendance .....	31 - 34
Student Support Behaviour Ladder.....	35
The Arrow Vale Agreement.....	36
Home / School Agreement .....	37 - 40
Student Acceptable User Agreement.....	41 - 42
Medical Procedures.....	43
Areas out of Bounds & Conduct in School.....	44
Lunchtime Arrangement.....	45
Anti-Bullying Policy.....	46
Safeguarding.....	47
ParentPay and Cashless Catering System.....	48
School Journey Insurance.....	49
Using Images of Students.....	49
Parking at Arrow Vale.....	50
Central Regions Schools Trust.....	51
Contact Details.....	Back Page

# Foreword

Dear Parent/Carer

I hope that you will find this booklet useful – whether you are a parent who is new to Arrow Vale or whether you are a parent of an existing student receiving the booklet by way of a reminder of some key information about the school.

At Arrow Vale, we firmly believe in the importance of building a positive relationship between parents/carers and the school and providing clear information for parents and students is just the start of building these relationships.

If you have any questions about the content of this booklet, then please do not hesitate to contact your Year Team Leader or Head of Year at school. If at any time you would like to contact the school, the easiest way is to email [office@arrowvaleacademy.co.uk](mailto:office@arrowvaleacademy.co.uk).

Each and every day at Arrow Vale I am impressed by talented students and the hard-working, dedicated staff. As a school, we are totally committed to providing the best possible education for your sons and daughters: together as a community we must ensure that our students learn and discover, aim high, and excel in their education. We need your support to make this union a reality.



Matthew Rash, Principal



# Times of the School Day

---

Students will not have access to the school until 8.25am.

<b>8.35 a.m.</b>	Registration - Assembly / Tutor Time
9 a.m.	Lesson One
9.50 a.m.	Lesson Two
<b>10.40 a.m.</b>	Break Time
11.00 a.m.	Lesson Three
11.50 a.m.	Lesson Four
12.40 p.m.	START OF LUNCH
<b>1.20 p.m.</b>	Lesson Five
2.10 p.m.	Lesson Six
<b>3 p.m..</b>	End of School for main school

There is a planned and structured tutor programme for each day of the week. This is inclusive of assemblies and our Learning for Life programme. These sessions will combine reflection on academic performance, behaviour, rewards and attendance; PSHE content, assemblies and a reading development programme.

These times may need to be changed during heavy Examination periods.

Detentions may be held on any weekday evening.

All detentions start at 3.05pm and can range from 20 mins to 1 hour (Government guidelines)

## **PLEASE NOTE**

The School reserves the right to keep students in school until 4.00 p.m. without prior notice to parents.

**We advise parents to check their EduLink account for updates.**

# School Terms & Holiday Dates

## 2025 — 2026

<b>Autumn Term 2025</b>	
<b>Staff Learning Day</b>	Monday 1st and Tuesday 2nd September - School closed to students
<b>School Re-Opens</b>	Year 9 and Year 12 students start back Wednesday 3rd September Year 10, 11 and 13 students start back Thursday 4th September
<b>Half Term Ends</b>	Thursday 23rd October
<b>Staff Learning Day</b>	Friday 24th October - School closed to students
<b>School Re-Opens</b>	Monday 3rd November
<b>Staff Learning Day</b>	Friday 28th November - School Closed.
<b>Term Ends (Christmas)</b>	Friday 19th December
<b>Spring Term 2026</b>	
<b>Staff Learning Day</b>	Monday 5th January - School closed to students.
<b>School Re-Opens</b>	Tuesday 6th January
<b>Half Term Ends</b>	Friday 13th February
<b>School Re-Opens</b>	Monday 23rd February
<b>Term Ends (Easter)</b>	Friday 27th March
<b>Summer Term 2026</b>	
<b>School Re-Opens</b>	Monday 13th April
<b>Bank Holiday (School Closed)</b>	Monday 4th May
<b>Half Term Ends</b>	Friday 22nd May
<b>School Re-Opens</b>	Monday 1st June
<b>Term Ends (Summer)</b>	Friday 17th July
<b>Staff Learning Day</b>	Monday 20th July - School closed.

# Curriculum

The curriculum 'offer' at Arrow Vale reflects the ethos and values of the Central Region Schools Trust. We feel that maintaining the breadth of the curriculum, and the creative offer at both Key Stage Three and Key Stage Four is vital to afford the necessary educational and career opportunities for all, and have hence resisted the pressure to reduce our students' option choices.

The curriculum in Year 9 is set to meet the requirements of the National Curriculum. Students study Mathematics, English, Science, Modern Foreign Languages, History Geography, Art, Technology, Physical Education, ICT, Music and Drama. In addition to these students study Religious Education, Citizenship and P.S.H.E. through our Learning for Life Programme.

In Year 9, students are placed into mixed ability sets, with ability based sets used in Maths only. This allows us to focus on developing a foundation of knowledge while giving the flexibility to develop students' aspirations, study skills and social skills. In Years 10 and 11, students are divided into two equal bands and students are set, based on ability, within each band for English, Math & Science.

The curriculum plans below outline the 'offer' at Key Stage 3 and Key Stage 4. The numbers in

## Year 9 - Key Stage 3

		Spiritual Development											
Cultural Development	Experiences	Homework	Knowledge								Library / Study support	Attributes	Moral Development
			English (10)	Maths (10)	Science (9)	Creative Arts Art (2) Drama (2) IT (2) Music (2)	L4L (2)	D & T (2)	EBAC Geography History MFL (5)	PE (4)			
			Skills										
		Social Development											

## Year 10 / 11 GCSE Curriculum

		Spiritual Development												
Cultural Development	Experiences	Homework	Knowledge								Library / Study support	Attributes	Moral Development	
			English (10)	Maths (10)	Science (10)	L4L (2)	Option 1 (6)	Option 2 (6)	Option 3 (6)	Option 4 (6)				PE (4)
			Skills											
		Social Development												

# Supporting Your Child's Learning

As a parent or carer, you will have a significant impact on the progress your child makes during their time at Arrow Vale. From starting in Year 9, through to sitting final exams in Year 13, your child will need support to ensure that they reach their potential.

## Homework

All students are expected to complete homework to enhance their learning in lessons. What you can do:

- Create a quiet space where your child can complete their work without distractions.
- Discuss the work with them.
- Help your child to manage their time by not leaving work until the last minute.
- Test your child to make sure they have learnt the information.
- For further details on homework please go to page 13.

## Feedback

Students will receive regular feedback from their teachers along with a 'mission' - this is a task to do, to improve their learning. Parents can support by checking the quality of 'mission' responses.

## Controlled Assessments and Coursework

Some courses involve coursework or controlled assessments. Students want to achieve their full potential in these important pieces of work which count towards final qualifications, it is important to understand that sometimes these deadlines can be in Y10 and not just towards the end of Y11.

What you can do:

- Know when these assessments are taking place. This information can be accessed via the curriculum maps on the school website.
- Discuss the assessments with your child.
- Ensure that your child does not miss vital preparation lessons or time during the assessments.
- Ask your child how well they performed in the assessment. The work should be marked within two weeks and your child will then know what grade they achieved.

Exams are an unavoidable part of High School life. They occur at various points throughout the year, with most taking place during May, June and July and students will receive individual timetables. We all want students to feel fully prepared and as confident as possible about their exams.

What you can do:

- Know when your child's exams are taking place.
- Help your child to produce a revision schedule which has a balance of revision and leisure time.
- Ask your child's subject teachers, or the relevant Subject Leader, for guidance with revision resources.
- Ask your child if you can help with testing them, asking questions, reviewing practice answers etc.

**PLEASE ENSURE YOU DO NOT BOOK HOLIDAYS DURING THESE TIMES.**

Qualification entry fees cost the school an increasing amount of money (totals in excess of £200 per student). These entries are made on the understanding that the students will complete the courses. The date and time of the examinations and submission of coursework deadlines will be issued to the candidates. Your support is needed to guarantee that your son or daughter will attend the examination at the required time and complete the necessary coursework. If they fail to do this, the school must be reimbursed for the full cost of the fees paid. **Exceptions are made for illness where a Doctor's Certificate is provided and the school is notified at the time of the examination or in advance.**

**If you have any concerns about your child's learning, please let us know.**

# Teaching & Learning

Arrow Vale is at the forefront of developments in Teaching and Learning, and we take pride in the fact that our learners are exposed to high quality teaching every day. Parents are welcome to come and visit our classrooms in action at any time - please contact reception to arrange a visit.



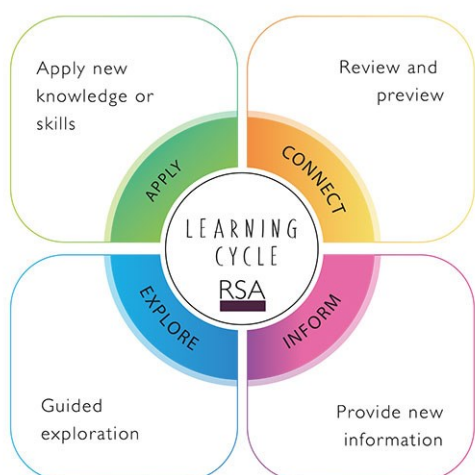
**Central Region  
Schools Trust**

*Founded by the RSA*

## Central Region Schools Trust Teaching and Learning policy

All teachers receive training in line with the Central Region Schools Trust Teaching and Learning policy. This policy comprises of three parts:

- K-ASE: our underlying curriculum aims for our learners on the next page.
- The 10 components of Great Teaching and learning, which are evidence-informed strategies for ensuring great teaching and learning in the classroom. We use this to inform our 'five basics' around which staff professional development is built.
- Our trust learning cycle around which learning sequences are constructed. The cycle is used by staff to plan coherent sequences of learning which build each learner's understanding during a lesson or series of lessons. The cycle comprises of 4 main phases: Connect, Inform, Explore and Apply.



## Literacy, oracy, and numeracy

At Arrow Vale, we recognise that every teacher is a teacher of literacy and oracy and that the two are closely linked, so we place a key focus on these within lessons in all areas of the school. Developing student literacy and oracy promotes higher order thinking skills along with the tools needed for extended writing and the demands of GCSE and A Level exams.

Teachers use an inclusive questioning approach whereby we do not ask learners to put their hands up but, instead, after providing them with thinking time or opportunities to discuss ideas with their partner the teacher will select who will answer the question. Support will be provided to those learners who are unsure about an answer. This approach prevents a few learners from dominating classroom discussion and provides opportunities for all learners to develop their oracy over time.

Teachers adopt a common approach to teaching numeracy skills across the curriculum. In addition, learners that require additional support in these areas are able to follow a 'progress' curriculum pathway with specialist teachers providing additional literacy and numeracy development.



We seek to develop confident and creative learners who can thrive in a changing world. Our learners will develop in the four areas of K-ASE: Knowledge, Attributes, Skills, and Experiences. Within all subjects these will be developed throughout KS3, KS4, and KS5.

**Knowledge** *(what we want our pupils to know and understand)*

**Our pupils are all entitled to:**

- ◆ Know, understand and have mastered the key concepts and questions related to, and arising from, each subject discipline (**Expert**).
- ◆ Opportunities for dialogue within subjects to build and use subject specific vocabulary (**Fluent**).

**Attributes** *(what we want our pupils to be like)*

**Our pupils are all entitled to:**

- ◆ Experience opportunities to take risks, doing so purposefully and with understanding (**Confident**).
- ◆ Engage with, and develop appreciation of own communities (community spirited) and other communities including their lifestyles, cultures and values (**Empathetic**).
- ◆ Reflect upon, and learn from, their own and others' behaviours (**Reflective**).
- ◆ Demonstrate the willingness to persist and overcome difficulties in order to build resilience (**Resilient**).

**Skills** *(what we want our pupils to be able to do)*

**Our pupils are all entitled to:**

- ◆ Interact purposefully with others, including groups and teams, in a variety of different contexts (**Collaborative**).
- ◆ Communicate effectively, frequently and purposefully through different channels including discussion, debate and questioning developing Oracy skills (**Communicative**).
- ◆ Generate solutions to authentic problems and challenges with originality as part of a creative process (**Problem-Solving**).

**Experiences** *(what we want our pupils to have accessed and enjoyed)*

**Our pupils are all entitled to:**

- ◆ Take an active part in visits and trips which are beyond their own life experience or those of their school (**Opportunity**).
- ◆ Experience authentic responsibility in and around school and have a say in their education (**Agency**).
- ◆ Have opportunities to meet and work with people from a wide range of different backgrounds (**Inclusivity and Diversity**).

# Five Basics

---

At Arrow Vale, we underpin our lessons and staff professional development with a set of five evidence-informed 'basic' components that align to the Central Region Schools Trust Teaching and Learning policy, but are context-specific for our learners. Doing these five basic things but consistently extraordinarily well is how we ensure our students are successful.

Each of our five basics is summarised below, along with the justification of why it is important to us.

What?

Why?



Establish a purposeful learning environment



A purposeful learning environment ensures *all* students feel confident to **communicate** and **collaborate** meaningfully and show **resilience** in their learning. Students show **PRIDE** in learning.



Determine prior knowledge



Students build **expertise** by incorporating new ideas within their relevant existing knowledge. We cannot just *assume* that students have the existing knowledge to understand a new idea.



Frequently check understanding of *all* students



We cannot *assume* that all students have understood what we have taught through questions such as "does everyone understand?" We **engage** all students in our AfL.



**Adapt** teaching (appropriately challenge, chunk, model, use visuals)



Learning should be challenging for *all* students, but to support students to develop **expertise** in each subject we need to break down learning, model how to complete tasks, and use visuals.



Provide opportunities to **discuss** learning



Ensures that our students **reflect** on their learning and can **fluently** articulate their understanding, **collaborate** with others, and make links between ideas.

Our learners are regularly informed about which of the five basics staff are developing through half-termly teaching and learning assemblies.

# Supporting Literacy & Numeracy

## Supporting Literacy & Oracy

Arrow Vale is committed to ensuring that every child becomes a fluent and proficient reader, as we recognize the critical impact literacy has on life chances. Students are exposed to a range of texts throughout the curriculum, and are supported in their reading through the form time reading program in which students are explicitly taught key vocabulary needed to help them comprehend a range of fiction and non-fiction extracts. Students identified as needing additional support with their literacy skills are provided targeted intervention which is designed to support their comprehension and reading fluency.



Effective oracy skills are essential for personal and professional success. Teachers use an inclusive questioning approach whereby we do not ask learners to put their hands up but, instead, after providing them with thinking time or opportunities to discuss ideas with their partner the teacher will select who will answer the question. Support will be provided to those learners who are unsure about an answer. This approach prevents a few learners from dominating classroom discussion and provides opportunities for all learners to develop their oracy over time

## Supporting Numeracy

Arrow Vale is committed to raising the standards of numeracy of all its students, so that they develop the ability to use numeracy skills effectively in all areas of the curriculum and develop problem solving skills necessary to cope confidently with the demands of further education, employment and adult life.

### Aims

- To develop, maintain and improve standards in numeracy and problem solving across the school;
- To ensure consistency of practice including the exact methods of working across all departments;
- To indicate areas for collaboration between subjects;
- To assist the transfer of pupils' knowledge, skills and understanding between subjects and partner schools;
- To use a standardised ICT system which will allow all departments to articulate to students the method and grade at GCSE of each mathematic skill;
- Small group interventions for numeracy;
- Numeracy lessons through the access pathway.

### Raising Standards

Raising standards in Numeracy across our school cannot be solely judged in increased test percentages. There is a need to evaluate the pupils' ability to transfer mathematical skills into other subject areas, applying techniques to problem solving. Their confidence in attempting this is initially as important as achieving the correct solution. Pupil interviews and work sampling as well as assessments will be the processes of evaluating the success of our practice.

# LEARNING RESOURCE CENTRE (LRC)

**The LRC is open to all students:**

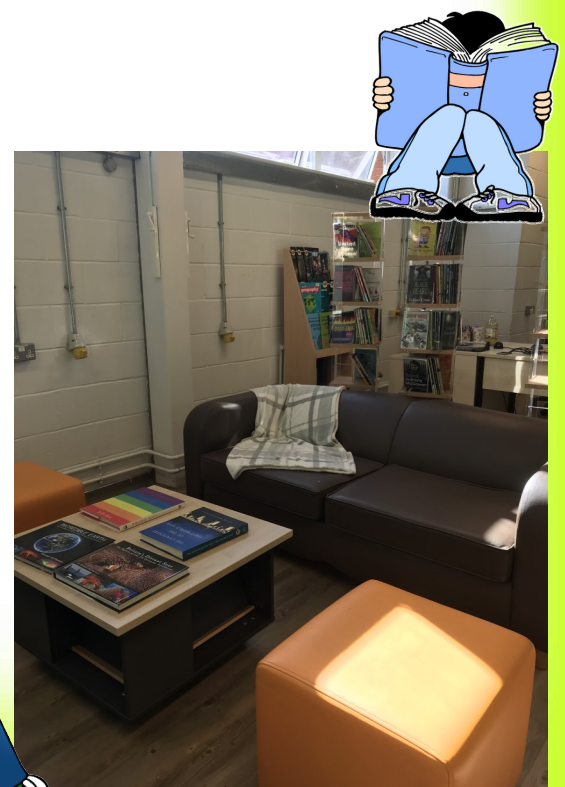
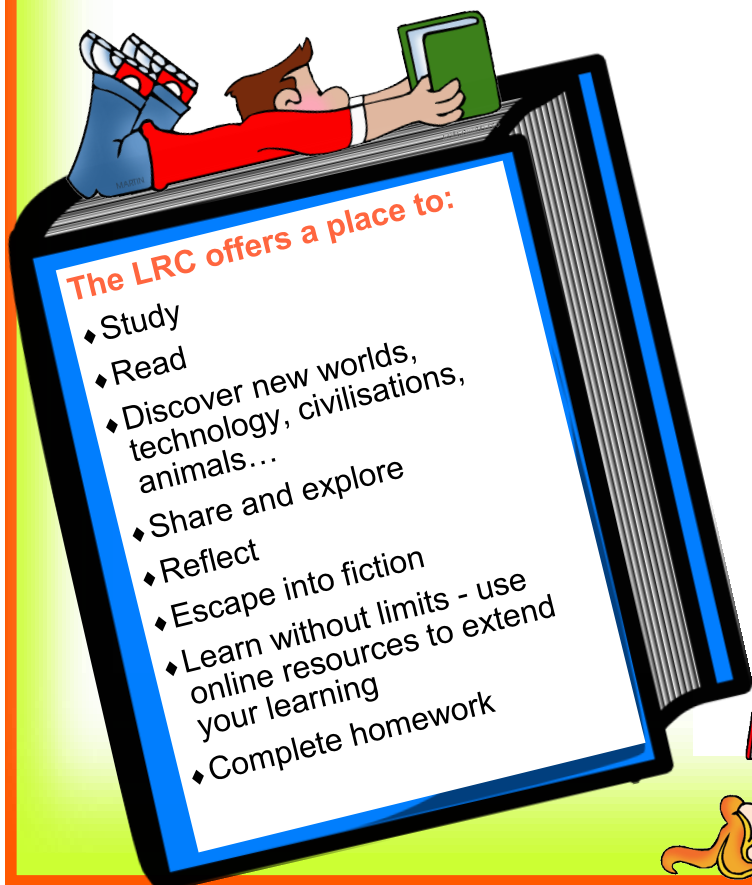
There is a comfortable area devoted to fiction where you can browse the books or just sit on a sofa and enjoy reading. We also have a good selection of revision guides to support learning and examination preparation in all subject areas.

There is access to laptops for the completion of homework and for personal study during break and lunchtime

The LRC is a space used by the English department on a weekly basis, where students in Year 9 and 10 have one lesson a week devoted to reading. In these lessons the focus is on exploring different genres of literacy and focusing on the development of vocabulary. .

The LRC has a dedicated range of 'Dyslexia Friendly' books with engaging texts that are presented in a way that benefits those with Dyslexia, EAL students and those that find reading difficult. These books have been incredible popular with our Year 9 and 10 students.

The LRC offers a space for students at break and lunchtime times, who want a place to sit and read or enjoy some quiet space for socialising with friends.



# Homework

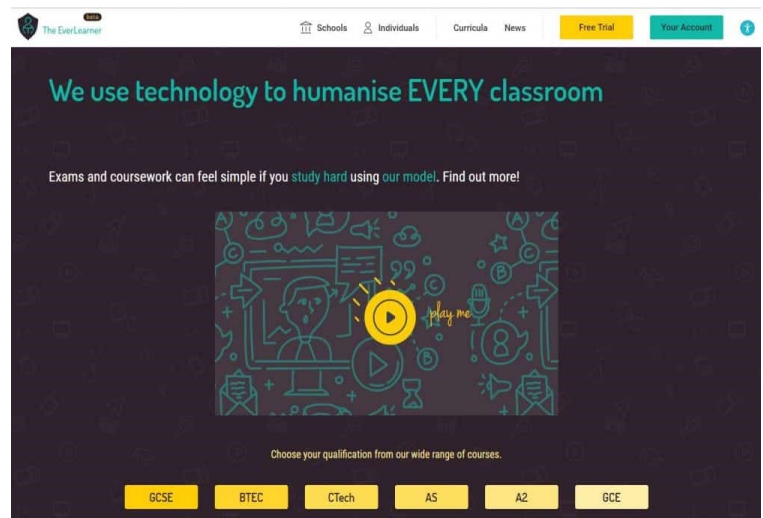
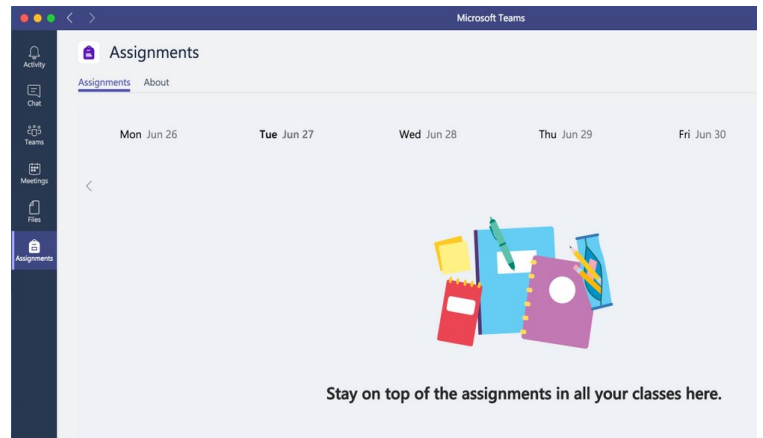
Developing independent learning skills is a critical part of students' transition to high school.

Homework in Year 9 will be used to help develop and refine these skills. The homework set will require students to engage in Flipped Learning homework tasks in all subjects. Flipped Learning is a pedagogical approach in which gathering new information moves from the class learning space to the individual learning space—this is normally in the form of some interactive content and the resulting class space is transformed into a dynamic, interactive learning environment where the teacher guides students as they apply concepts and engage creatively in the subject matter.

Students will be expected to use their homework time to prepare and become familiar with new content that will be explored in more detail in upcoming lessons. They will be expected to have developed a basic understanding of the foundation knowledge and will complete learning checks in the style of automated quizzes, teacher questioning, group discussion and more. This will enable students to really secure the skills they will need to be successful at GCSE and Beyond.

At Arrow Vale we value home life and appreciate the burden that inappropriate setting of homework can have, therefore we are ensuring that our homework tasks are set to be concise, meaningful, achievable and bitesize. It is expected that students will have not more than three 20 minute slots of homework tasks to complete per night and will also have a week to complete these allowing students a degree of flexibility as to when they need to complete them. These timings may change e.g., in the run up to exams etc.

Homework will be issued through Microsoft Teams and communicated through EduLink.





EduLink One is our free self-service parent app that brings all of the key information about your child into one place. Available for both **Apple** and **Android** services it allows you to find everything that you need to know about your child when you need it.

## What can EduLink One do?

EduLink is a school information platform that can be accessed on any device – PC, laptop, tablet or mobile device - via the web browser or via the EduLink app

Some of the EduLink features parents will find useful are:

*(Please note that some of these options are under the "More" option / also please note that not all features will be turned on all of the time)*

- **Live timetable information** is available to help support students with packing the correct books and knowing which day they need their PE kit.
- **Attendance information** is available for the day and for each lesson.
- Information on student purchases is itemised along with the amount spent and the balance remaining. This is updated each day before the end of the school day. **(Coming soon)**
- Download **PDF** versions of student's academic reports and other important information.
- Find out about any **achievements and behaviour** concerns straight away.
- **Homework** information is available showing the date set, date due and a brief summary.
- **Account Info** - This screen will let you see general information about the selected child, such as contact information, DOB, tutor etc.
- **Calendar** - This will be populated with upcoming events, parents' evening dates and school holidays. If a dot is showing under a date, it means there are one or more events happening that day. Click the date to find out more information.
- **Contacts** - This screen will show you the contact information we have for Parents/carers.
- **Exams** - This will give you information about any exams your child may be taking. You will find an exam timetable as well as exam entries.
- **Links** - Parents can access useful links from within EduLink
- **Noticeboard** - This screen will show uploaded notices or letters to keep tabs on what their child should be doing.
- **Update Information** - Keep the school up to date with your current contact information. Parents/carers can access and edit their contact details and their child's information and consents.
- **Documents** - Parents/carers can access all Academic Reports enabling them to be downloaded.
- **Forms** - Parents/carers will be able to complete forms quickly and easily without having to send paper copies home.
- **Clubs** - Parents/carers can see what clubs their son/daughter is involved in.
- **Parents' Evening** - Parents/carers can book their slots with teachers ready for upcoming parents' evenings **(Coming soon)**.

## How do I get a log-in for EduLink?

A child's personal data merits particular protection under the new data protection law which came into effect in May 2018. Parents with Parental Responsibility will be provided with a log-in for EduLink as the software provides access and editing functionality to a child's personal data. If the school has not been able to verify Parental Responsibility for a parent, evidence will need to be provided.

Parents will receive their username via email from Arrow Vale.

**Please ensure your email address is up-to-date  
with the school admin office**

If you have not received an email or would like to access EduLink One, please contact us at [help@centralrsaacademies.co.uk](mailto:help@centralrsaacademies.co.uk)

## Is EduLink secure?

All data within the EduLink One software is encrypted using SSL technology. To make use of the app on your own personal device (mobile/tablet) you are required to have an "unlock" pin/ password/fingerprint or facial recognition.



## How can I access EduLink One?

EduLink One is a school information platform that can be accessed on any device – PC, laptop, tablet or mobile device – via the web browser or via the EduLink app.

After accessing the system, you will need to log in with the school ID which is 'Arrow Vale' as well as your username and password. You will be sent an email with your login details.

Links to EduLink One can be found as follows:

Website: <https://www.edulinkone.com/#!/login>

# Personal Development at Arrow Vale



At Arrow Vale we have a wide and varied Personal Development programme which develops students' interest, enjoyment and achievement throughout their time at our school, as part of our commitment to the CRST Trust Enrichment Guarantee, to enable each student to be the best they can be:

## Discover Programme

This programme encompasses a wide variety of activities and visits to develop the spiritual, social, cultural and moral aspects of Arrow Vale students. The school has a varied programme of activities before, during and after school as well as weekends and holidays. Here is a small sample of what the school offers: Duke of Edinburgh Award; Leadership Academy; Overseas Visits; Annual School Showcases; Various Clubs; and Sporting Activities



## Excel Programme

This programme focuses upon academic achievement. It is our pledge that every child at Arrow Vale makes excellent progress whilst in our care. Students at Key Stage 4 and Key Stage 5 have opportunities; compulsory and voluntary, to attend intervention sessions that is aimed to help students raise their academic achievement. The Excel programme occurs before, during and after school to maximise all opportunities for students to excel.

- ⇒ Form time GCSE English & Maths intervention
- ⇒ After School GCSE Intervention Programme
- ⇒ After School A Level Intervention Programme
- ⇒ Literacy and reading programme
- ⇒ Lunch time GCSE and A Level drop in sessions.
- ⇒ Reaching the Top Grades Evening
- ⇒ Revision Support Workshops
- ⇒ Library and Information Support

## Aim High Transition Programme

- ⇒ Year 8 - 9 extensive induction and transition programme, including specific courses
- ⇒ Year 9 into 10 - GCSE preparation for families and students, including a targeted skills and confidence building programme.
- ⇒ Year 10 into 11 - targeted support with study skills, well being workshops and exam support.
- ⇒ Year 11 into 6th Form - strong advice and guidance from our specialist team, including transition programme.
- ⇒ Year 13 into University or high quality employment - expert advice and guidance, interview training, UCAS advice and one-to-one mentoring from industry experts.



These are examples and subject to change...



The Arrow Vale Enrichment Programme					
	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch Time	LBC Lunch Space Mr Alabaster/AA's Study Support IT2 Gym Mr Brewe	LBC Lunch Space Mr Alabaster/AA's Study Support IT2 Out Games Club (debate of historical figures), Mr May - MRS Table Tennis - Mr Blankley	LBC Lunch Space Mr Alabaster/AA's Study Support IT2 MFL Film Club Mrs Kiddle - MFL 3 Dodgeball Miss Rawson	LBC Lunch Space Mr Alabaster/AA's Study Support IT2 Maths Homework Club Mr Otley - IT5 Badminton - Mr Wastley	LBC Lunch Space Mr Alabaster/AA's Study Support IT2 Maths Homework Club Mr Otley - IT5 Badminton - Mr Wastley
After School	DT Engineering Club Mr Hammon - C2 Homework Club AA's - LBC Gym Mr Brewe Football (girls) - all years Miss Clarke Football (Year 9 boys) Mr Bullantice	Homework Club AA's - LBC Trampoline External coach	DT Engineering Club Mr Hammon - C2 Homework Club AA's - LBC Computing Club - Mrs Somell - IT1 Year 11 Further Maths Miss Yoghil - M5 Football (Year 10/11 boys) - Mr Brewe/Wastley Netball (girls - all years) Miss Rawson/Clarke Dance Miss Beckford	Homework Club AA's - LBC School Production Performance Mrs Whitefield - Theatre STEM Club Mrs Lul - S4	Duke of Edinburgh Award - 88/100 Entrance for year 6/9/10/11 Mr Fortnum Year 11 Further Maths Mr Jackson Homework Club AA's - LBC

# Regular and Routine Visits

---

When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then a formal consent is not necessary. However, in the interests of good relations between the Academy and home, it is good practice to ensure that those in a position of parental responsibility are fully informed.

At the beginning of each academic year, as part of the routine mailing, parents will receive notification that as part of their time at the Academy, students could be taken to visit a range of local establishments. As this is part of the academy routine, permission is not required; however any parent who has any objections may notify the Academy of their objections. If no objections are received, it is thereby deemed that parents have accepted the policy and their son/daughter may take part in visits to these establishments. Parents will be advised of the importance of informing the Academy of any changes to medical conditions and/or contact details.

## **Visits which are deemed to be either/or regular or routine are:**

- First and Middle schools and High Schools within Redditch Pyramid
- Sporting fixtures within Worcestershire/Warwickshire
- Central Region Schools Trust Schools
- Heart of Worcestershire College
- Local Venues within the Winyates and Matchborough areas
- Choir concerts
- Christmas church services

## **Including for Sixth Form Students:**

- Birmingham University
- Warwick University
- Worcester University
- Birmingham Library
- The Hive Library, Worcester

# Regular and Routine Visits

---

## Unsupervised break/lunchtimes

Sixth Form students have permission to leave the academy site during their lunch and break times, unsupervised, and parents are made aware of this when their son/daughter joins the Sixth Form. This is referred to in the Sixth Form Code of Conduct which is signed by parents and students.

## University Visits/Taster Days

As part of their preparation for application to university, students may ask permission for leave of absence to attend university open days. Parents must request this in writing prior to the day and confirm that they are responsible for ensuring their son/daughter has appropriate transport to and from the venue and will be responsible for their wellbeing during the day.



## Sporting Fixtures

Sport fixtures form part of the curriculum and enrichment opportunities provided by Central Region Schools Trust. Fixtures may run during the school day or extend beyond the school day. They may be home fixtures or away at another provider (school or sports centre/ground). At the beginning of the academic year, parents will receive notification that their son/daughter could be selected to represent the school in a fixture or series of fixtures. As this forms part of the regular

and routine visits, parental permission is not required if this is during the school day, however parents will be notified. If the visit extends beyond the school day, then parents will be notified and one consent obtained for the series of fixtures.



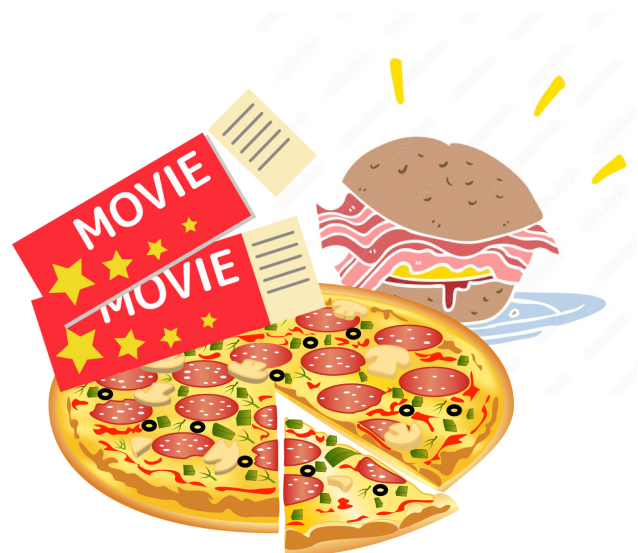
Staff use a range of rewards to help promote positive attitudes to learning and involvement in the school community.

1. House points are awarded for those students who work beyond expectation in and out of the classroom. When students earn enough house points, they are awarded a Bronze, Silver, Gold or Platinum certificate.
2. Postcards will be issued/sent home to students who do particularly well/greatly improve in areas such as classwork, homework, achievement, attainment, behaviour and extra-curricular activities.
3. Subject areas and Tutors are encouraged to nominate a Student of the week for students who make a sustained contribution in one or more of the areas listed above. The criteria is subject to change to ensure that every student has the opportunity to be nominated.
4. Teachers regularly give verbal praise and encouragement to individual students and write positive comments on students' work.
5. Students' work is displayed as much as possible.
6. Staff award Spotted Cards to students who they observe demonstrating outstanding behaviour around the school.
7. Letters are sent and positive phone calls made to parents noting good behaviour or good work.
8. Students are encouraged to become involved in our Student Leadership programme. Students from all year groups can be nominated or elected for a post which means that they contribute to school improvement.
9. Termly Subject Awards
10. Principal's Tie

The school attaches a great deal of importance to good manners, civilised behaviour and a good work ethic. The school will look to reward those students who perform well and improve.

## Whole School Rewards

In addition to the above we run half termly rewards such as pizza parties, breakfast mornings, live music events and movie experiences. These are all based upon excellent attendance, house points, no behaviour logs and individual improvement.



# House System

---

Each student is placed into a house on joining us in Year 9. Throughout the year, students have the opportunity to earn house points, take part in competitions and develop themselves through house activities.



## **AIM HIGH ALLIGATORS**

Staff and students have the highest expectations of themselves and aspire to success throughout their lives.



## **Believe Bears**

Staff and students believe in their own ability to learn and succeed. When challenges arise, they are tackled head on.



## **Discover Dragons**

Staff and students seek our opportunities to learn and grow both inside and outside the classroom. They strive to improve every day.



## **Excel Eagles**

Staff and students don't settle for anything other than the best they can do. They accept that excellence looks different for everyone.



## **Sixth Form**

*We believe that Arrow Vale Sixth Form is the natural progression for our Year 11 students and the many students who join us after they have finished their GCSE studies elsewhere.*

As members of our Sixth Form students will be part of a social and mature community in which they will be encouraged to excel in all aspects of their education as well as supported in all areas. We feel that all our students should aspire to succeed and push themselves to achieve their best.

Our student centred curriculum, amazing facilities, fantastic teaching and our hugely exciting partnership with the RSA makes this the ideal time to begin post 16 study here at Arrow Vale Sixth Form. The opportunities that students will be presented with will give them the potential to achieve their best

## **Curriculum**

The Sixth Form curriculum caters for students who wish to pursue Level 3 courses. Students who access Level 3 learning may choose to study through one of the following three routes:-

### ◆ **Route 1: GCE AS/A Level**

This route is for students wishing to access a range of traditional subjects and is particularly suited to those who are aiming to go to the “Russell Group” universities such as Oxford, Cambridge, Birmingham and Warwick to name but a few. Entry into such higher education establishments demands high grades at GCSE and A Level. For these subjects, the style of assessment is mainly a mix of examination and coursework.

### ◆ **Route 2: Vocational Advanced Levels**

These consist of both BTEC Courses and Applied A Level courses and are suited to students wishing to progress onto Vocational Degree courses or directly into employment. Assessment of these courses is primarily through exams and coursework although some modules in the Applied A Level courses may be examined. Students wishing to go into high education following this route should apply for non “Russell Group” universities.

### ◆ **Route 3: A combination of GCE A Levels and BTEC/Applied Courses**

These maintain a balance between the traditional examination subjects and the vocational subjects. Students wishing to go on to higher education should research the universities’ admissions requirements or speak with the Head of Sixth Form prior to embarking upon this course of study.

N.B. There is provision for students to study GCSE English and Maths in order to improve the grade achieved in Year 11.



# Sixth Form

## Independent Study

In 6th Form students are allocated 10 sessions per week of independent study time which are timetabled into their normal working week. During these sessions' students are required to undertake independent study tasks as set by their subject teachers which are designed to embed prior learning, encourage Curiosity and further their academic enrichment. Independent study is vital to the student's success.



## Sixth Form Uniform

It is expected that our Sixth Form look and present themselves ready to work. We therefore insist that our student wear appropriate clothing associated with a professional office.

Gents: Shirt, tie, trousers, shoes (suit is optional)

Ladies: Shirt/Blouse/Work top, dark knee length skirt, trousers, shoes.



## Lockers

In the Sixth Form students can rent a locker for the year.



## Student Life

*Students in Sixth Form are able to participate in a number of events/activities throughout the year....*

- ◆ **Charity Fundraising** : Each year the Sixth Form organises a Charity Week which raises funds for local and national charities. Funds are raised throughout the week by events at break, lunch times and after school. Key beneficiaries have been the Air Ambulance, Children in Need and Leukaemia Awareness.
- ◆ **Sixth Form Enrichment** : Sixth Form students are provided with many opportunities for enrichment. They are expected to be involved and often lead activities such as Duke of Edinburgh and BELA, as well as supporting in lower school lessons and mentoring students. In addition to this, the Sixth Form maintain the strong sporting enthusiasm generated in years 9 - 11 and have gained successes in Football, Rugby, Hockey, Cross Country and Basketball. We also offer the Young Enterprise Scheme and Stem Club. We ensure all of our Year 12 also partake in a work experience opportunity. If students are taking driving lessons, these can be done once a week at the same time each week as a series of lessons, with written permission from parents. If students are taking driving lessons, these can be done once a week at the same time each week as a series of lessons, with written permission from parents.
- ◆ **Student Ambassadors** : Student Leadership is a real strength at Arrow Vale. Student Ambassadors will be chosen from students in Years 12 and 13. Our aim is to be involved in every aspect of student life within the school, adopting a 'you say, we did' mantra. This prestigious position is the most senior position a student can hold. The successful candidates will act as the link between the student body and staff.
- ◆ **Senior Leaders** : There is opportunity to get involved as a senior leader chairing committees. Students can be part of the Student Parliament, Student Council, Creative Arts Committee, Learning Forum, Charity Committee, Community Committee, Sports Committee, Prefects and The Eco Team. Students will take a lead on improving the school and improving us as a learning community. These roles are essential to the school's development as well as the students who benefit from skills development transferable to the workplace and personal statements for job, apprenticeship and University applications. These roles are essential to the school's development as well as the students who benefit from skills development transferable to the workplace and personal statements for job, apprenticeship and University applications.
- ◆ **Prom Committee** : At the end of the year a Prom is held in a local venue for Year 13 students to celebrate the time that they have spent at Arrow Vale Sixth Form and all their achievements during those years. This committee will organise the event to make it a night to remember.



# Sixth Form

---



## Destination Preparation

We have a rigorous destination programme in which we prepare you for your next steps after 6th Form. We follow 3 preparation routes :

- ◆ University
- ◆ Apprenticeship
- ◆ Career

And during form time and extra-curricular activities, you will receive all the information, support and guidance required to ensure you secure a place at your desired destination. The university preparation programme will support you in helping you decide on a course, writing your personal statement, choosing which universities to apply to and interview preparation. We also offer virtual apprenticeship and career fairs, and we have many professional links to various industries. We will also support you in finding suitable work experience during your time at Sixth Form.



# unifrog

**Unifrog CIAEG : Helping Students Find Their Future**

All students have access to Unifrog. We subscribe to a website platform that brings all the available information into one single, impartial, user-friendly platform that helps students to make the best choices, and submit the strongest applications. The site also empowers teachers and to manage the progression process effectively.

The platform includes apprenticeships and Further Education Universities and Colleges in the UK, as well as US and Canadian Universities, and degrees taught in English in Europe, Asia, and Australasia. It has a full careers library, subject guidance and resources.

The site has been essential in helping the process from deciding on a subject area and writing application essays or teacher recommendations, to building an application and sending it.

# School Uniform

At Arrow Vale we take pride in our uniform and have welcomed many comments from people within our community on how smart the students look and that they are excellent ambassadors for the school.

We are firm believers in a school uniform that is properly and consistently worn. We believe that this helps young people to develop a real pride in themselves and their school and to look smart helps them to think smart too. We expect that all students wear the uniform both in school and when representing the school at events or on visits. When the students are travelling to and from school in the community we expect that the same high uniform expectations are met with the students wearing the uniform with pride and role modelling our beliefs. In this respect we expect no less from our students than an employer would expect of their employees.

## Compulsory Uniform - Boys

- A black blazer with red piping and the Arrow Vale logo.
- **Formal** white collared shirt buttoned to the neck
- Arrow Vale school tie
- **Formal** black trousers - chinos, jeans or drainpipe fitted trousers are not permitted. No skinny fit trousers are permitted.
- **Formal** plain black shoes. Students are not permitted to wear black trainers or pumps or Velcro style shoes. Shoes or boots with logos and branding are not permitted. Boys are not permitted to wear boots however during bad weather they may walk to school in appropriate footwear and change into their shoes when at school.



## Boys PE Kit

- Shorts & polo shirts/rugby long sleeved top embroidered with the school logo.
- Red and black socks.
- Shin pads.
- Trainers for indoor use (no black soles) and trainers for outdoor use.
- The boys will also need football/rugby boots.



## Compulsory Uniform - Girls

- A black blazer with red piping and the Arrow Vale logo.
- **Formal** white collared shirt buttoned to the neck - not to be tight fitted or of a stretch material.
- Arrow Vale school tie
- **Formal** black trousers - these must not be of a stretchy Lycra material or tight fitting. No skinny fit trousers are permitted. The trousers must not have external buckles, rivets, zips or logos.

OR

- **Formal** black school skirt - this must be knee length and with the Arrow vale Logo purchased from suppliers.
- Formal plain black shoes. Students are not permitted to wear black trainers or pumps. Shoes with buckles, studs and logos are not permitted. Girls are not permitted to wear boots however during bad weather they may walk to school in appropriate footwear and change into their shoes when at school. Maximum heel height of an inch is acceptable.



# School Uniform

## Girls PE Kit

- Shorts or skort and a PE top embroidered with the school logo.
- Red and black socks.
- Shin pads.
- Trainers for indoor use (no black soles) and trainers for outdoor use.
- The girls are welcome to bring in football/rugby boots - they will be required if the student wishes to represent the school in football/rugby fixtures.



## **Optional Uniform**

- Plain black 'V' necked jumper with the Arrow Vale Logo can be worn underneath the blazer in cold weather. No other alternative can be used.
- Plain black 'V' neck cardigan with the Arrow Vale Logo can be worn underneath the blazer in cold weather. No other alternative can be used.
- Optional PE Kit:
  - Tracksuit trousers with Arrow Vale Logo
  - Tracksuit top (option of 2 styles) with Arrow Vale Logo
  - Leggings with Arrow Vale Logo
  - Light rain jacket with Arrow Vale logo
  - Underlayer plain black long sleeved top - to be worn UNDER the Arrow Vale Logo polo shirt



## **PE EXPECTATIONS**

### Jewellery and hair expectations

Students will not be allowed to actively participate in PE lessons with any form of jewellery on. Staff will not be responsible for the collection of jewellery and students must remove all jewellery before they leave the changing rooms. Students are not permitted to cover any piercings with tape. All hair must be tied back (boys and girls) and students must come prepared with a hair band.

### Participation expectations

All students are expected to participate in their PE lessons regardless of injury and/or illness (unless exceptional circumstances/staff discretion). If your child is unable to participate in a PE lesson for whatever reason then it is essential that a note is written and a phone call/Edulink message where possible explaining the problem and the duration. Long term medical conditions will require medical evidence. Students will still be expected to bring in full PE kit and get changed to take on an alternative role such as a coach or official.

### **Our preferred uniform supplier is:-**

Unit 30 Dunlop Road, Hunt End Trading Estate, Redditch, B97 5XP,  
Tel: 0845 208 0471 [www.orchardclothing.co.uk](http://www.orchardclothing.co.uk)



# School Uniform : Additional Information

---

**Uniform:** The school hold a stock of uniform and shoes; if students attend school dressed inappropriately they will be expected to borrow items and change. We reserve the right to either send a student home or place them in Refocus until the uniform has been rectified.

At no time must students wear hoodies, baseball caps, or any other headwear (except for religious purposes) during school time on the school site. These are a fashion accessory and have no place in place in a place of work.

**Hairstyles:** Hairstyles should be in keeping with a professional formal place of work, i.e. no extreme hair, extreme hairstyles and patterns shaved into the hair or shaved undercuts. Grade 0 - 0.5, are not permitted. The shaving of lines into the eyebrow or hair line is not acceptable including cat scratches.

**Jewellery:** Jewellery should be kept to a minimum. Only one small stud type earring per ear, worn in the lower ear lobe is permitted. Ear widener/expander such as spike is not permitted. No other facial piercings or jewellery are permitted. All Jewellery must be removed for PE Lessons. Plasters cannot be used to cover piercings.

**Makeup, Nails and Eye Lashes:** Make up needs to remain discreet; if it is deemed to be excessive the student will be asked to remove it. Fake nails/tips and coloured nail polish are not permitted in school. No false eye lashes are allowed, students will be asked to remove them.

**We reserve the right to place the student in Refocus until the issue has been rectified and our expectations have been met.**

## Lost Property

A large number of items are found each term, the majority of which are not claimed. This includes clothing, footwear and jewellery. Students and parents are encouraged to contact the school reception to enquire if their lost items have been found. We also keep a list of items students have lost so that if handed in, they can be returned to their owner. All unclaimed property is disposed of at the end of the month following the month it was found.

# Bags/Equipment/Mobile Phones

---

The school cannot be responsible for loss of, or damage to, personal property brought into school, including mobile telephones. All personal property, including clothing, should be clearly marked with the student's name.

Large sums of money or valuables should not be brought to school unless. We use are a cashless school where student money can be uploaded to ParentPay.

Expensive and banned items such as electrical equipment, playing cards, cigarettes, vapes, matches, lighters, Tippex, chewing gum, aerosols, illegal substances and offensive weapons **MUST NOT BE BROUGHT TO SCHOOL**. If so they will be confiscated. Possession of the more serious items will lead to severe sanctions.

## School Bags and Equipment

All students will be expected to have a suitable bag in order to carry their books and equipment to, from and around school during the day. This should be an appropriate size for the purpose. The students will need a bag big enough to carry books, folders, equipment and PE Kit. On days where students have to bring in ingredients for Food Technology, arrangements will be made for them to be stored in the Food Technology rooms. Students will be expected to keep the bag with them during the day including break and lunchtimes. We do not have lockers so students are responsible for their possessions at all times during the school day. The school cannot be responsible for any loss or damage

Each student should come to school ready to learn and **MUST HAVE** the basics of 2 pens, 2 pencils, 1 purple pen, 1 green pen, 1 eraser, 1 sharpener and 1 ruler for everyday and each lesson.

## Mobile Phones and Smart Watches

These are a distraction from learning and can be a safeguarding issue. Mobile phones and Smart Watches are therefore **not permitted** in school and if they are seen they will be confiscated. We do understand that some students need to carry a phone on the way to and from school however, once in school they must be switched off and in their school bag. Please note that phones and smart watches must be handed in for exams.

If confiscated, parents will be asked to collect the device and invited into school for a meeting if there are repeated incidents where the student's device is seen. The student may face a fixed term exclusion for persistent refusal to follow this school rule. The school prides itself on keeping students safe and our policy on phones and electronic devices is to ensure that the misuse of these items is prevented.

We ask that students talk to a member of school staff and use a phone provided to contact parents. This is so communications can be delivered calmly and not cause any undue stress for parents.

# Punctuality and Absence

1. Students should arrive at school by **8.30am**, ready for morning registration at **8.35am**. School ends at **3.00pm**.
2. Students, and by law their parents/carers, are responsible for ensuring they are punctual for registration and lessons. Students who arrive **after 8.35am** will be marked as **LATE**.
3. School puts great emphasis on attendance and regular reports are made to the Governors. In the case of all absences, the school must receive a communication from a parent or carer with parental responsibility via EduLink\* before 8.30am on the first day of absence and daily thereafter, unless otherwise advised. Please use EduLink to report an absence see below as to how to do this. This should then be followed up with a letter of explanation within 5 days of the student's return. In addition, medical and dental appointments must be supported by an appointment card. If no reasonable explanation is received, the absence(s) will be recorded as unauthorised. Unauthorised absence figures are published in our Annual Report.

- Log into Edulink.
- On the home page click on "Links".
- A box will pop up - click on "Report a pupil absence"
- This will then take you to a form for you to complete regarding your child's absence.

## Attendance

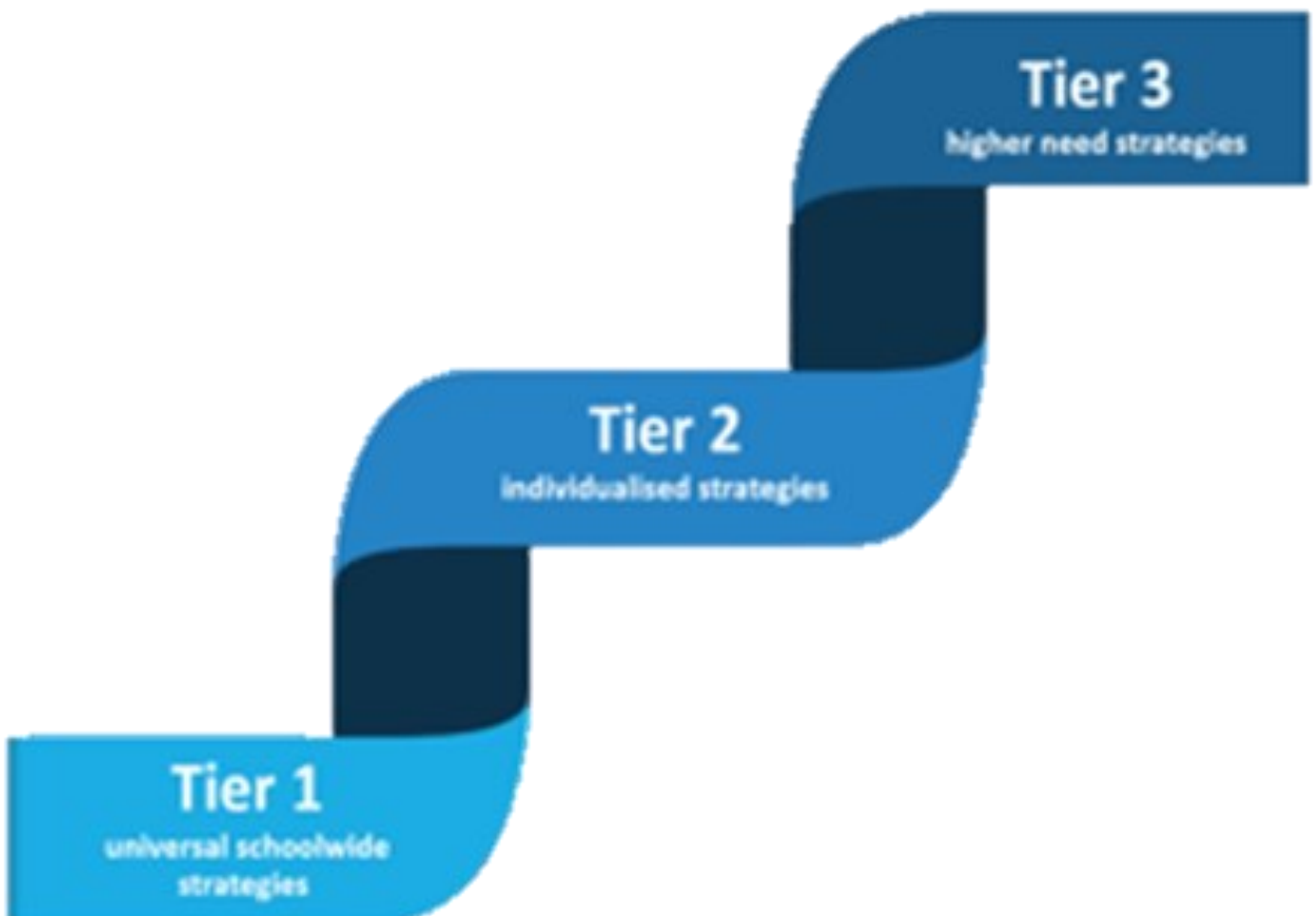
Arrow Vale is proudly recognised as an Inclusive Attendance School. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

### **Inclusive Attendance Professional Development Model**

Our attendance approach is fundamentally guided by the Inclusive Attendance professional development model. Comprising of six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for all staff. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.

### **Multi-Tiered System of Support**

To guarantee a comprehensive approach to attendance, we implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, carers, and external agencies – including the Local Authority. Data driven decision-making and training requirements are pivotal to the implementation of the system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" guidelines.



# Tier 1

## Universal Strategies

### Role of Teachers and School

- Meet and Greet children.
- Create positive classroom environments.
- Build positive relationships with all children and adults.
- Recognise individual and collective achievements.
- Implement evidence-based teaching strategies.
- Monitor daily attendance and punctuality

### Role of Children

- Attend school regularly and be punctual.
- Engage actively in classroom activities.
- Support other children.
- Recognise the achievements of other children.
- Share when you have a concern.

## Tier 1 Universal Strategies

### Role of Parents

- Ensure children attend school regularly and on time.
- Understand and support any concerns your child may have.
- Communicate with the school regarding absence.
- Recognise personal achievements.
- Communicate with teachers about any concerns.

### Role of External Agencies

- Provide resources and training to teachers on effective classroom strategies.
- Collaborate with schools on attendance initiatives.
- Support a comprehensive and inclusive school-wide approach that encompasses both attendance and mental health.

# Tier 2 Individualised Strategies

## Role of Teachers and School

Proactively use data information to identify children who are PA and at risk of PA.  
Work with each identified child and families to understand and address the reasons for absence, including any in-school or out of school barriers to attendance.  
Implement agreed strategies in daily practice.  
Monitor progress.  
Recognise achievements.

## Tier 2 Individualised Strategies

## Role of Children

Co-create and participate in any targeted interventions.  
Recognise personal achievements.  
Share concerns with staff.  
Continue to engage in school life.

## Role of Parents

Work with the school to help understand their child's barriers to attendance.  
Proactively engage with the support offered to prevent the need for more formal support.  
Continue to communicate effectively with the school regarding absence.

## Role of External Agencies

Signpost or provide access to services.  
Where there are out of school barriers, provide each identified child and their family with access to services they need.  
Provide professional development and early intervention support to the school.

## Tier 3

# Higher Need Strategies

### Role of Teachers and School

Take an active part in the multi-agency effort with the local authority and other external partners.  
Use data driven information to identify children at risk of severe absence.  
Continuously assess and adapt strategies.  
Monitor progress.  
Recognise achievements.

## Tier 3 Higher Needs Strategies

### Role of Children

Actively engage in intensive interventions.  
Recognise personal achievements.  
Share concerns with staff.  
Continue to engage in school life.

### Role of Parents

Collaborate closely with the school on creating and implementing highly specialised interventions  
Continue to communicate with the school.  
Take an active role in the multi-agency effort.

### Role of External Agencies

Offer specialised assessments and services for students with complex needs.  
Provide intensive training and consultation.  
Take an active part in the multi-agency effort with the school and other external partners.

# Student Support Behaviour Ladder



# The Arrow Vale Agreement

At Arrow Vale our ethos is based on courtesy and respect. We expect our students to be polite and respectful at all times. In order to maintain this ethos it is essential that our staff and our parents model courtesy and respect in all of our interactions.

## Expectations Outside of Lessons (O's)

<b>01</b>	Wear correct uniform with <b>PRIDE</b> .
<b>02</b>	Treat each other and the school environment with respect. We do not drop litter.
<b>03</b>	Be on time to school and lessons everyday.
<b>04</b>	Move around school calmly and sensibly.
<b>05</b>	All mobile phones and smart watches are <b>SWITCHED OFF</b> and out of sight.

## Expectations Inside Lessons (L5)

<b>L1</b>	Be equipped and ready to learn.
<b>L2</b>	Have <b>PRIDE</b> in your work.
<b>L3</b>	Listen effectively and act on instructions without comment.
<b>L4</b>	Be focused on learning at all times.
<b>L5</b>	Give full answers which demonstrate your understanding.

## We speak to staff and students with respect and STEPS

<b>S</b>	Use 'Sir or 'Miss' when we talk to staff
<b>T</b>	Say 'thank you'.
<b>E</b>	Say 'excuse me'
<b>P</b>	Say 'please'
<b>S</b>	<b>Stay</b> facing the person speaking

## We have PRIDE in our Work

<b>P</b>	<b>Pen</b> for writing
<b>R</b>	<b>Ruler</b> for underlining
<b>I</b>	<b>Improve</b> your work using purple pen.
<b>D</b>	<b>Draw</b> in pencil
<b>E</b>	<b>Exemplary</b> presentation

# Home / School Agreement

---

**Arrow Vale is an inclusive school where we work together so that all aim high and achieve their very best. We pride ourselves on doing the ordinary, extraordinarily well.**

**The core purpose of the school is to ensure that all students can be the best that they can be.**

## **What the school and its staff will do:**

- ◆ Develop to the full skills, capabilities, talents, and intellectual potential of all members of the school community.
- ◆ Ensure that all members of the school community have an appreciation of the spiritual dimension in their lives and that they value our moral, multi-cultural and multi-faith society.
- ◆ Ensure that all members of the school community develop a set of personal values based on honesty and trust, tolerance, understanding, caring and respect for others.
- ◆ Ensure that all members of the school community develop interpersonal skills, flexibility of attitude, enterprise, and self-sufficiency to enable them to relate successfully to their peers, adults and the wider community.
- ◆ Ensure that all members of the school community are prepared for the future stages of their lives.
- ◆ Ensure that all parents and friends of the school feel they have a role to play in the achievement of our aims and can influence and contribute to the development of the school.
- ◆ Clearly explain school rules and expectations and consistently apply the behaviour policy, enabling all students to make positive choices.
- ◆ Communicate regularly with families to allow them to fully support their child.
- ◆ Behave respectfully towards all members of the school community: staff, students and families.

## **What you, as parents/carers, need to do**

- ◆ **Agree with our aim that every student should aim to be the best that they can be.**
- ◆ **Ensure that your child attends school by 8.30am daily.**
- ◆ Registration must start promptly at 8.35am. Late arrivals disrupt learning, and this is unacceptable. Students who arrive to tutor time after 8.35am receive a same day late detention.
- ◆ **Only let your child have time off school if there is really no alternative**
- ◆ Students should have no more than three- or four-days absence a year – an attendance rate of 96%. **Holidays are not authorised during term time.** Days of absence quickly add up and have a serious impact on learning. Students with 19 days or more absence are considered to be Persistently Absent by the Local Authority. Parents of students who fall below this standard may be subject to enforcement action.

# Home / School Agreement

---

- ◆ **Check that your child is wearing school uniform correctly, every day.**
- ◆ Our uniform is an important part of our school identity and we take pride in our appearance.
- ◆ **Check that your child has everything they need for their school day**
- ◆ PE kit, stationery, homework etc. and have a routine at home that ensures homework is completed at a set time and in a quiet place.
- ◆ **Support the school's application of the behaviour policy.**
- ◆ All students are expected to attend detentions that they are set, following the behaviour policy. Behaviour expectations apply when in school or when a student may represent the school, including travelling to and from school each day.
- ◆ **Attend all the Parents' Evenings and routinely look at his/her work at home**
- ◆ **Support us in providing up to date contact details as home circumstances change.**
- ◆ **Monitor your child's use of social media.**
- ◆ Be aware of personal details that are open for others to access. Any incidents occurring at school as a result of online activity will be dealt with at school. The school prevents students from accessing social media while they are with us through our mobile phone policy. Their behaviour online when not in school is the responsibility of parents.
- ◆ **Treat staff and other members of the school community with respect.**

## What all students will do:

- ◆ Have high expectations of themselves and agree that they need to be the best that they can be.
- ◆ To follow the clearly explained rules and expectations in school and at any time when they might represent the school.
- ◆ To stop and think, use manners and take responsibility when things have gone wrong.
- ◆ To accept sanctions issued in line with the school behaviour policy and use these as an opportunity to reflect of positive future choices.
- ◆ Attend school by **8.30am** for every day of the year.
- ◆ To behave respectfully towards staff and other students at all times.
- ◆ Come to school ready to learn – have the right attitude; have the right equipment; have the right uniform.

# Home / School Agreement

- ◆ Be prepared to work in their own time to practise and develop their skills and understanding.
- ◆ Agree to adhere to the conditions of use for the school network – this includes appropriate use of the internet.
- ◆ All students are expected to treat their access to the school computer network and internet resources with respect. These resources are supplied to students to aid their learning and any use of these resources to access either inappropriate material or waste time in lessons will result in the student having restricted access to these resources.

## What to bring to school and what not to bring

**If in doubt, please contact the school for information before you purchase any items.**

Full school uniform must be worn every day. Please see our website photos for guidance. We will ask your son/daughter to go home, and return dressed in their uniform when it is not worn. If this is not possible, students will spend the day working in Refocus.

- The **Blazer** is expected to be worn to school at all times.
- A **Formal White Shirt** must be worn with the top button done up and the shirt tucked in.
- The **Clip-on Tie** must be worn at all times.
- Students may wear a **plain black, cardigan or long-sleeved V-neck jumper** under the Blazer.
- **Skirts and Trousers** must be formal school style, black, and skirts must be knee length with the Arrow Vale Logo purchased from our suppliers. No skin-tight fitting trousers will be permitted.
- There is a clear expectation that **Formal black shoes** will be worn at all times. No logos, branding, or buckles are allowed. No boots are permitted on school site, however during bad weather, students may walk to school in appropriate footwear and change into their shoes when at school.
- For **PE, trainers** will be worn; not pumps or plimsolls.
- We do not expect to see hooded tops, baseball caps or any other head wear (except for religious purposes) at all. These are a fashion accessory and have no place in a place of work.
- **Jewellery** should be kept to a minimum. The only visible jewellery should be one set of small plain stud earrings in the ear lobe. No other jewellery or piercings are permitted. All jewellery must be removable for PE lessons.
- **Make-up** should be kept to a minimum and natural in appearance, as appropriate for a place of work. No fake nails or nail varnish are to be worn. No false eye lashes are permitted.
- **A large school bag** is required, capable of holding A4 files, A4 exercise books, PE kit and personal property. Drawstring bags are only acceptable for PE kit and do not replace the need for a large school bag. Handbags are not allowed at all.
- **Equipment:** All students should come to school ready to learn. They need pens, pencils, an eraser, a sharpener, a ruler, a calculator, and their Learning Toolkit.
- **Mobile phones, smart watches and headphones are not permitted in school.** They are a distraction from learning and can be a safeguarding issue. The school will not take responsibility for their loss. If parents require their son or daughter to bring a phone to school, they must be switched off and, in their bag before students enter the school site (and handed in for exams). If seen they will be confiscated, and the parent will be required to collect them.

# Home / School Agreement

---

The school will confiscate **any item that is inappropriate or a danger to others**. The item will then be returned to parents at a subsequent meeting with a member of the student support team.

If a student persistently fails to co-operate with the high expectations that we have, they will be suspended from school. We will re-visit this agreement with you and your son/daughter as part of the re-admission process and a further contract and behaviour support plan will be entered into.

The principal reserves the right to rule on what is appropriate to wear to school within the above guidelines. The principal's decision is final.

## Behaviour

At Arrow Vale we hold high expectations of student behaviour because we believe in their potential. As a school we firmly believe that if behaviour is good then the learning experience will be good. We take collective responsibility for behaviour and will all work to create a safe and secure learning climate for every student. Our expectations will always be clearly explained.

If a student chooses not to adhere to the high expectations we set, then the school will follow our Behaviour Ladder and graduated approach. Through this process a student will be sanctioned as well as supported with interventions to assist them in modifying their behaviour. As part of the sanctions, students can be placed into detention at break time or lunch time Monday – Friday or after school, Monday – Thursday, or required to serve a Community Service sanction.

**All students must attend sanctions they are set.** Dates may be changed on discussion with the member of staff who issued the sanction. If a student continues to make poor choices, then the level of sanction will increase, and the student may face Refocus, a suspension or permanent exclusion.

# Student Acceptable User Agreement

---

## School Policy

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to use all digital technologies safely.

This Acceptable Use Agreement is intended to ensure:

- students will be responsible users and stay safe while using the internet and other digital technologies.
- school systems are protected from accidental or deliberate misuse that could put the security of the systems at risk.

## Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure. I will not share it, nor will I try to use any other person's username and password.
- I will not disclose contact details, inappropriate personal details or images or share any other personal information about myself or others when online.
- I will never arrange to meet anyone I have communicated with online.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting, unless I have permission of a member of staff to do so.

# Student Acceptable User Agreement

---

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to serious sanctions action. This may include loss of access to the school network/internet, detentions, exclusions, contact with parents/carers and in the event of illegal activities involvement of the police.  
I will not use any digital platform to bully, harass, offend or insult others.
- I will not create, access or distribute any material that may cause offence, including images of staff, students, parents or governors.
- I will only use social media sites with staff permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones, USB devices, etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement in the same way as if I was using school equipment.
- I will not try to bypass the filtering/security systems in place.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- I will not install, attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.
- I will not eat or drink near computer equipment.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, exclusions, contact with parents/carers and in the event of illegal activities involvement of the police.

# Medical Procedures

Any illness or injury will be reported to the school nominated First Aid Officers who will decide on the action to be taken, as follows:-

- In minor cases, the person will be assessed, treated and when a student recovers returned to the classroom.
- In more serious cases, the person may be allowed a short time to recover in the medical room. If the student does not recover sufficiently to return to the classroom after a short time, parents will be contacted to take their child home.
- In circumstances where hospital care is felt to be appropriate, the emergency services will be called and an ambulance will take the person to hospital. If a student, the parents will be contacted. If an adult an appropriate friend or family member will be contacted. An adult should normally accompany the ambulance: in normal circumstances this will be the parent if they arrive in time, or a family friend. In some cases it may be more appropriate for the parent to meet the ambulance at hospital, In exceptional cases a member of staff should accompany the ambulance (e.g. if it has not been possible to contact the parent or other family friend or contact). Students will not be taken to hospital in staff cars. Student personal and contact details will be given to the ambulance personnel.

**Head Injuries:** In all cases we will attempt to make a phone call home and either speak to parents or leave a message. In the event that we are unable to leave a message an Arbor message will be sent instead. If concussion is suspected the parents will be recommended to consult a doctor immediately.

**Medicines:** Students should only bring prescribed medicines to school, accompanied by a written request from parents. All medicines should be carefully labelled with the student's name and instructions regarding dose, and the time(s) at which it should be taken.

- Medicines will be locked away securely and administered only by the school's First Aid Officer in the medical room at appropriate times; EXCEPT in cases of life threatening conditions e.g. Epipen, or insulin users. Where required to do so by a prescribing doctor, students will carry their medication on their person, but it must not be accessible to other students. Wherever possible a reserve injector will be kept centrally where it can be accessed quickly if necessary. In such cases, a Healthcare plan will be drawn up jointly between the school and the parents. This will include emergency action plans and will be updated annually. Provision of medication is a parental responsibility.
- A stock of dissolvable and ordinary paracetamol is kept in the medical room. If parents complete a permission form, medication can be administered to their child. A phone call home will always be made prior to medication being administered.
- Controlled drugs, e.g. Ritalin, will be kept double locked, i.e. in a locked container within a locked drawer or cupboard. A record of all additions to stock and amounts administered will be kept, with the balance of stock recorded. All additions to stock and administrations will be signed for by the person in charge, and countersigned by a witness (this is a legal requirement). The taking of the drug must be witnessed by the member of staff giving it to the student concerned. Under no circumstance will any amount of the drug however small, be given to a person other than that for whom it has been prescribed.

All referred illness will be logged in the School Medical Book.

All injuries to students will be logged in the Pupil Accident Book. More serious injuries will be reported to the Local Authority Health and Safety Co-ordinator on Form PAF 01.

## IMPORTANT MESSAGE

On arrival in the school medical room, your child will be assessed by the nominated First Aid Officer. In cases where it is thought necessary, they will ring parents to ask for permission to send your child home.

We ask parents not to respond to direct texts/mobile calls from your son/daughter. Our office staff are fully trained and are best placed to make a decision as to whether it is in a student's best interest to stay at school or not. If parents receive a direct text message/phone call from your son/daughter please call the school to clarify the situation prior to coming into school.

**We ask that students talk to a member of school staff and use a phone provided to contact parents. This is so communication can be delivered calmly and not cause any undue stress for parents.**

# Areas Out of Bounds and Conduct in School

---

## AREAS OUT OF BOUNDS

- a) All Car Parks at all times including walking through to enter or exit the school site (unless students are under the supervision of staff).
- b) The area where bikes are stored, except when bringing or collecting a bicycle.
- c) The concrete bases around the side or back of the Design and Science Buildings, the back of the Administration Wing, (rear of Staff Room) and the Scout Hut.
- d) The Administration Corridor except under the direction of the Office Staff or a senior member of staff.
- e) Classrooms, laboratories, workshops, changing rooms, theatre unless under supervision or with the permission of a teacher.
- f) The lawns around the school and the grassed area between the Administration Wing, the Music Block and the Youth Centre at all times.
- g) The area behind the kitchens.
- h) The staircase leading to the Sixth Form Centre.
- i) The Reception areas.
- j) The Sports Centre at break and lunchtimes except for students involved in organized activities.
- k) The area adjacent to the Student Support House.

Students must not run or play games on the paved areas near the school buildings; they should use the tennis courts or the school field. On some occasions the school field becomes out of bounds because of muddy conditions. Students will be informed of this. During wet weather, the Dining Halls are all available.

## CONDUCT IN SCHOOL *students must follow the Code of Conduct*

- a) Students should walk quietly, and not run, inside the buildings, keeping to the left on staircases and following the one way system along corridors.
- b) They should line up carefully in single file outside a classroom until a teacher admits them, if they have not already been greeted and welcomed.
- c) They should not drop litter, write graffiti anywhere, abuse the toilets or do anything that adds to the work of cleaners or caretakers.
- d) They should be polite at all times - in particular holding doors open for staff and visitors.
- e) Food should only be eaten in Dining Halls and not outside. Chewing gum is not allowed as it damages the school floors and desks.
- f) Smoking and vaping are forbidden on the way to school, during school hours, during the lunch-break and on the way home from school.
- g) Bad language, bullying, non-cooperation and refusal will **NOT** be tolerated.

# Lunch Time Arrangements



## Years 9 / 10 / 11

Students are expected to stay on school site at breaktime and lunchtime.

There are two choices open to parents concerning their children at lunchtime (from 12.40pm to 1.20 pm).

1. They may have a lunch provided in the School Dining Hall by the School's catering company, and then remain on the school premises.
2. They may bring sandwiches to be eaten in the Olympus Café (Year 11 only) or Dining Room (Years 9 & 10), and then remain on the school premises.

**Fast food and fizzy/energy drinks are NOT ALLOWED!**

Please notify the school of any special dietary needs or allergies.

# Anti-Bulling Policy

---

## Anti-Bullying Policy (Non-statutory)

The aim of the Arrow Vale Anti-Bullying Policy is to ensure that students can learn in a supportive, caring and safe environment without fear of being bullied. **BULLYING IN ALL ITS FORM IS CONTRARY TO THE ETHOS OF ARROW VALE; IT IS UNACCEPTABLE AND WILL NOT BE TOLERATED.** If bullying does occur, all students should be able to tell someone and know that incidents will be dealt with promptly and effectively.

### Definition of Bullying

Bullying is defined as deliberately hurtful behaviour, often repeated over a period of time and/or where it is difficult for those being bullied to defend themselves.

The four main types of bullying are:

- **Physical** : pushing, hitting, kicking or any use of violence
- **Verbal** : name-calling, sarcasm, racist and homophobic remarks
- **Indirect** : spreading rumours, tormenting, excluding someone from social group
- **Cyberbullying** : the use of mobile telephones, emails, chat rooms, instant messaging and social networking (and any other web-based media). This is an area that we have seen a significant increase in and parents/carers need to be vigilant about their child's use of e-media.

### Identifying the signs of bullying

Students who are being bullied may show changes in their behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Students are actively encouraged to report bullying to Arrow Vale.

### Procedures for reporting incidents of bullying

Any student who feels that they are being bullied or witnesses bullying, should report this to their tutor or another member of staff of their choice. If they are too scared to tell a member of staff or to speak to another adult on their own, they should ask a friend to go with them. The student could also tell their family and ask their family to inform the school.

Students can use EduLink and message their tutor or Year Team. Students can simply use the app to alert their Year Team.

Students who have witnessed bullying taking place are expected to report the issues through the channels mentioned above.

Our policy has been agreed by student representatives from all years.





# Safeguarding

## Meet the Safeguarding Team



Designated Governor for Safeguarding Children:  
**Ms Nicky Fagan, Governor**



Designated Safeguarding Lead  
**Mr S Crane, Vice Principal**



Senior Designated Deputy Safeguarding Lead  
**Mrs D Downes, Senior Safeguarding Lead**



Single Point of Contact for Extremism and Radicalisation and Designated Deputy Safeguarding Lead  
**Mrs F Stanley, Vice Principal**



Designated Deputy Safeguarding Lead  
**Mr T Bayley, Assistant Principal**



Designated Deputy Safeguarding Lead  
**Mr N Linington, Assistant Principal**



Designated Deputy Safeguarding Lead  
**Mr A Fortune, Year Team Lead**



Designated Deputy Safeguarding Lead  
**Mrs L Davies, Director of SEND**



Central Region Schools Trust  
Founded by the RSA



Designated Deputy Safeguarding Lead  
**Mrs S Curtis, Intervention & Emotional Wellbeing Co-ordinator**

Here at Arrow Vale, we pride ourselves on the delivery of safeguarding within the school. We cover topics such as online safety, child sex exploitation, criminal exploitation, knife crime, alcohol & drug abuse, diversity and many other topics through our curriculum and through assemblies.

Staff undergo ongoing training throughout the year and we have several staff briefings for updates on local issues.

If you feel unsafe at school, at home or in the community you need to speak to a trusted adult or you can contact a member of staff through the school's WorryWeb which is on the student shared area or on Edulink under the Links tab. Alternatively, you can contact any of the online support services such as:

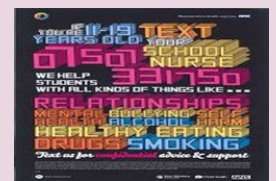


Arrow Vale WorryWeb

All safeguarding matters are treated with kindness, dignity, and empathy.



NSPCC 0800 800 5000 or you can email [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)



# ParentPay and Cashless Catering

## ParentPay

For a more convenient way to pay for school meals, trips, after school clubs and much more, we use a secure online service called ParentPay.



The benefit of using the ParentPay system:

- Freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week from your own computer, tablet or smart phone.
- You will have a secure online account, initially activated using a unique username and password. It uses the highest internet security available.
- If you have more than one child at our school or children at other ParentPay schools, you can create a single account login for all of your children.
- Making a payment is straightforward. The system holds a payment history for you to view at a later date. Please note no card details are store in any part of the system.
- Once activated you can make online payments straightaway.
- We will ask for a minimum payment level in order to optimise management of the system.

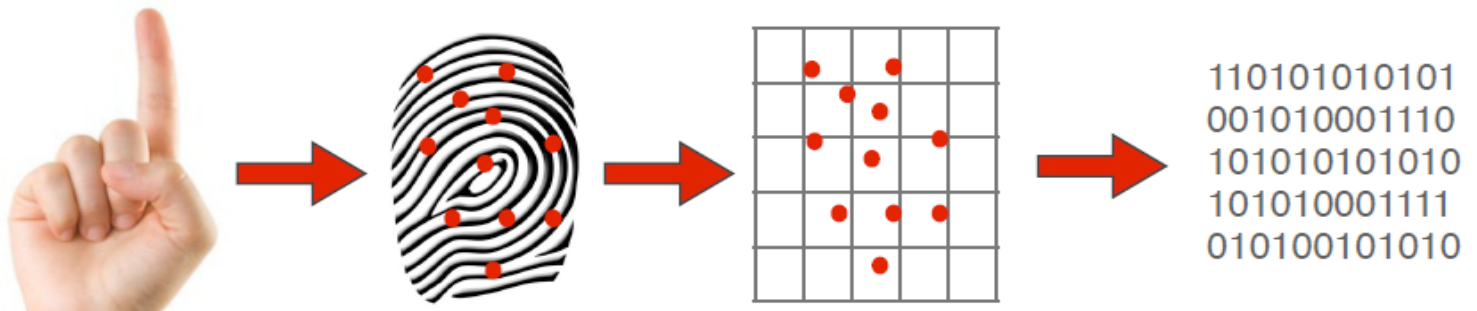
You will be receive a letter with your activation code. Please note you will still require an activation code even if you already have a Parentpay account.

## Cashless Catering System

We also operate a cashless catering system, which provides a more efficient, faster and ultimately better quality of service. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day thus reducing the risk of bullying. It is also biometric so there is not need for students to carry a card as the system will recognise the thumb of your child at the tills.

### What is Biometric?

Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 &130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is only used in the cashless system.



# School Journey Insurance

---

The school pays school journey insurance automatically.

## What Does the Insurance Cover?

All visits out of school approved by the policy holder are covered by this insurance. This includes, for example:

- All field work - both Local and National
- All sporting fixtures
- All theatre visits
- All sponsor day activities
- All visits organised by the Staff

## Specific Cover

### Personal Injury/Medical

- Death
- Permanent or temporary disabling injuries
- Hospitalisation
- Dental Treatment
- Medical Hospitalisation and emergency travel

### Travel Arrangements/Personal Property

- Cancellation and Travel Disruption
- Personal Property

### Money

- Money

### Legal

- Legal expenses
- Personal Liability

A copy of the policy schedule is available on request.

Please note that the above is subject to change and for more information please contact the account department at [office@arrowvaleacademy.co.uk](mailto:office@arrowvaleacademy.co.uk)



## Using Images of Students

---

We use images of students as part of school displays, in newsletters, on the school website, on social media (Instagram, Twitter, YouTube etc) and for any publicity purposes such as printed publications, i.e. prospectuses.

From time to time, our school may be visited by the local press, who may want to take images of a school event. Students may appear in these images, and they then may be published in the local or national newspapers, or on approved websites.

The Central Region Schools Trust and its associated Academies/Schools may also wish to use images of students in their promotional publications/websites. Where any organisation other than those mentioned here wish to use images of a student, additional consent will be sought before any image is used.

To comply with the General Data Protection Regulations (GDPR) we require the consent of a parent to take images of their child and use them in the ways described above.

Please note that photographs and videos used for publicity purposes may continue to remain in circulation after your child has left the school. Parents have the right to withdraw their consent at any time but it may not be possible to remove images that are already in circulation or have already been published although every effort will be made to do so.

If a parent would like to withdraw their consent, this must be made in writing to the Principal.



## **PARKING AT ARROW VALE**

**We would advise when visiting the school that you please use the **Matchborough Way Car Park** (post code **B98 0GF**)**

There is additional car parking at the Green Sward Lane entrance. Please note the barrier will be closed between 8.30am - 3pm.

***Please do NOT park in the residential area of Green Sward Lane.***



### **Parking Notice**

Following concerns raised by local residents, can you please ensure when dropping off and collecting your child, you park considerately so as not to obstruct any access required by the residents or fellow road users.



# Central Region Schools Trust

*Founded by the RSA*

The Central Region Schools Trust is a multi-school trust. It currently has 13 schools within the trust (see schools below), with children from the age of three up to Sixth Form aged young adults.

For further information about the Central Region Schools Trust and the schools please visit

[www.crst.org.uk](http://www.crst.org.uk)

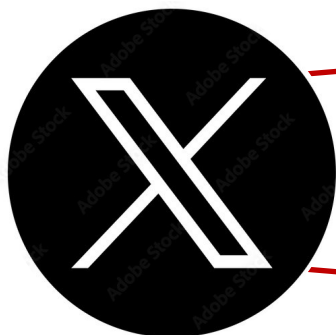
- Abbeywood First School
- Arrow Valley First School
- Gospel Oak School
- Ipsley CofE Middle School
- Oak Hill First School
- St Stephen's CofE First School
- Arrow Vale High School
- Church Hill Middle School
- Holyhead School
- Lickhill Primary School
- Oldbury Park Primary School
- Sutton Park Primary School
- Waseley Hills High school

## We love to celebrate our school news, so join the Arrow Vale family on social media!

If your son or daughter has experienced any success out of school, we'd love to hear about it!

If you would like to share any news with us so that we might celebrate it via the school website, Twitter, Instagram, YouTube and other publications, please email your 'articles' to ([office@arrowvaleacademy.co.uk](mailto:office@arrowvaleacademy.co.uk)), photographs are also very welcome.

Why not Follow us and keep up to date on all Arrow Vale News!



Are you on X (Twitter)? Follow us at **@ArrowValeSchool**

Are you on Instagram? Follow us at **ArrowValeAcademy**.



School Website  
[www.arrowvaleschool.org.uk](http://www.arrowvaleschool.org.uk)

**Matthew Rash, Principal**

Matchborough Way Redditch Worcestershire B98 0GF

Tel 01527 526800 : Fax 01527 514255 E-mail [office@arrowvaleacademy.co.uk](mailto:office@arrowvaleacademy.co.uk)