



ANGLO EUROPEAN SCHOOL

Welcome Benvenuti Добро Пожаловать! Willkommen
欢迎 Bienvenue !ابحرم Bienvenidos ようこそ



Excelencia

Interkulturell

L'Avenir



INFORMATION FOR NEW STUDENTS AND THEIR PARENTS – 2023/2024

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Attendance Policy

Behaviour Policy



Mission Statement

The Anglo European School seeks to develop ambitious, resilient and principled young people who recognise their common humanity and who seek to create a better and more peaceful society through inter-cultural understanding and respect. We encourage our students to become active citizens who are internationally-minded, lifelong learners who understand that other people, with their differences, can also be right.

Aims of the school

<p>: To achieve academic excellence through a broad, balanced & inclusive curriculum enriched by a strong international dimension.</p>	<p>Interkulturell: To develop in students a respect for their own culture and the culture of others whilst celebrating the rich diversity of languages, values and traditions.</p>	<p>L’Avenir: To provide students with the linguistic, creative and social skills to move confidently beyond the boundaries of their own communities as they prepare for the next stage in their lives.</p>
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Pillars

Baccalaureate Curriculum	Languages	Visits and Exchanges	Citizenship	International Baccalaureate (IB) Philosophy
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Learner Profile

Inquisitive	Knowledgeable	Critical	Articulate	Principled	Open-minded	Kind	Courageous	Healthy	Reflective	Creative	Enterprising
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LEARNER PROFILE

As learners we all strive to be:

Inquisitive: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding across a range of disciplines. We engage with issues and ideas that have local and global significance.

Critical: We are thinkers. We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Articulate: We are good communicators. We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Kind: We are caring. We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us. We are calm and considerate.

Courageous: We are risk-takers. We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Healthy: We are balanced. We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognise our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Creative: We express ourselves in a variety of ways and feel comfortable in doing so. We approach problems and challenges with an open mind. We like to be different and face our fears.

Enterprising: We enjoy working with people towards common goals. We show confidence and enthusiasm and are prepared to make thoughtful decisions.

We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities. This Learner Profile is closely modelled on the Learner Profile of the International Baccalaureate Organisation.

SCHOOL ROUTINES

Daily Routine

The school operates a ten-day cycle of six periods per day. One of these periods is a lunch break and students therefore have 50 teaching periods per cycle:

	Lower School (Years 7-9)	Upper School (Years 10 and 11) and Sixth Form
Registration or Assembly	08:55 – 09:10	08:55 – 09:10
Period 1	09:10 – 10:10	09:10 – 10:10
Period 2	10:10 – 11:10	10:10 – 11:10
Break	11:10 – 11:30	11:10 – 11:30
Period 3	11:30 – 12:30	11:30 – 12:30
Period 4	Lunch	12:30 – 13:30
Period 5	13:30 – 14:30	Lunch
Period 6	14:30 – 15:30	14:30 – 15:30

A copy of the term dates and the numbered days in the school calendar can be found on pages 27-29.

Tutor Period

There is a tutor period once a cycle. The aim of this time is to give students the opportunity to engage in various activities such as research, wider reading, literacy and numeracy activities, mentoring and peer tutoring. During this time, the Anglo Council and Student Executive for all year groups meet in their related committees. Students need to organise themselves to ensure they have suitable independent learning or a book to read during this time. This period is supervised and led by their form tutor and Year Leader.

Catering

Hot and cold school lunches are available to purchase from the school through ParentPay or students may bring packed lunches. Menus and prices can be found on our website under 'catering'. Lunching with friends off-site in the main school is not permitted. Any student who, under exceptional circumstances, is authorised to leave the school site by the Headteacher should not loiter in the village or at the front of school and should be supervised by a parent.

All students must remain on site throughout the day, with the exception of those who have permission to go home and the Sixth Form. The Sixth Form may only leave the school site during their designated lunch period, which is either period 4 or 5, or as agreed by the Sixth Form Office (e.g. home study). However, all Sixth Form students should sign in and out as instructed to comply with fire regulations and safeguarding policy.

A breakfast menu is available before school and light snacks after school. Students also have access to catering at break time and lunch time via three cafes and the dining room.

Assemblies

Assemblies are of a moral and ethical nature, which reflects Christian views as well as highlighting and celebrating other major religious beliefs. They also recognise the plurality of beliefs and non-beliefs, within and outside the school and are non-denominational. Parents have the right to withdraw their

children from assemblies by writing to the Headteacher, but before doing so parents are urged to refer to the Spiritual, Moral, Social and Cultural Policy, which can be found on our website.

Assemblies are also used to debate individual, form, sporting and culture achievements and to share key information about our school, local and international communities.

Teaching and Learning Vision Statement

We aim to engender a vibrant learning community and centre of excellence for creative approaches to professional development, comprising high calibre teaching, which enables students to flourish psychologically, culturally and academically.

Teaching and Learning Policy Summary

Teaching and learning at AES are symbiotic, much like teachers and their students. AES is a distinctive comprehensive school with a strong international ethos and broad-based inclusive curriculum. We endeavour to produce open-minded, confident, knowledgeable young people who are appreciative of other cultures and able to communicate effectively in English and at least one other foreign language. The school stands on the strength of its five pillars:

- A broad and balanced baccalaureate curriculum
- Languages
- Citizenship
- Visits and Exchanges
- The International Baccalaureate

Teaching and learning at AES is fundamental to and fully in support of these pillars. We strongly identify with the principles of our learner profile and see it as our core purpose to not only develop students who possess these attributes, but also to be teachers who embody these characteristics. We are: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, Reflective, Creative and Enterprising.

Homework

Independent study is an important feature of any successful school and makes a vital contribution to learning. It is integral to all schemes of work and the school sets high expectations of students in completing homework. A homework timetable, which includes time allocation, is issued at the beginning of the academic year and can be found on our website under 'Curriculum'. The current timetable for year 7 is provided as an example on page 44.

Homework can be any task that students complete outside timetabled lessons; this can be specific work set by a teacher that need to be completed by a deadline, or additional work or wider reading and research that the teacher has suggested to the student to enrich their studies. Students can complete their homework in the library, during tutor period and at study club, before school, at lunch times or after school with support and supervision.

Homework should encourage students to develop the skills, confidence and motivation needed to study effectively on their own. The school aims to promote the ability to learn independently and to develop the flexibility necessary for lifelong learning. Homework should practise, reinforce, recap and consolidate the skills and understanding developed at school, and extends the learning process, for example through additional wider reading and research. The school also considers homework to be a means of involving parents directly in the learning process; it is an extension of the idea of partnership in learning and there are suggested wider reading and links that parents can support students with on the curriculum pages of

the school website. Homework is also a means of managing particular demands such as completing examinations specifications and non-examination assessments, when appropriate.

Homework should be a specific task, appropriate to the time available, the age and ability of the student and it should be matched to the particular needs and ability of individual students. Extension or enrichment work and wider reading is available for the most able and support to complete the task should be available for the less able. Teachers supplement this with additional reading applicable to the relevant module of work being studied. Homework is also one forum for promoting reading for pleasure and improving literacy skills; where students have completed work before the end of the allocated time, they should use the additional time to read around the subject or read for pleasure.

All homework tasks for students in all years is recorded by the teacher on "Show My Homework". This is an on-line resource which enables staff, students and parents to view homework set by staff on a computer or on their phone via the SMH app. Students are better able to manage their deadlines, often with the support of their parents. This also ensures that all instructions are clear, resources are accessible to all and it is always clear that homework has been set.

Showbie is an additional online platform which teachers use to collect and mark work as an alternative to traditional book marking. The platform enables students and teachers to maintain a dialogue about individual pieces of work, or a series of lessons over a period of time. The versatile feedback tools on Showbie facilitate personalised feedback through voice notes, teacher comments and worked examples from teachers which enable students to make excellent progress. Teachers are also able to share lesson resources with students via this platform meaning that no student is left behind.

We recognise that not all students have access to a wide range of resources at home and so our Study Club is available in the Library for all students from 8am until the start of school, at lunchtimes and after school until 5pm. This is supported by our Study Club Managers who support students to find and access suitable resources, support literacy and the completion of homework tasks in a supportive and inclusive environment. Our librarians are also available to find suitable resources for study and research purposes and can collate materials on request for use in out of hours study clubs to support homework completion. In addition, one hour of independent study time is allocated to students each cycle which is supervised by the tutor. In this time, students can complete homework, research, read independently or undertake literacy activities. This also teaches students to manage their time and homework tasks. For students in Years 7 to 10, the first half hour of this period is used for independent quiet reading, so that students develop the habit of reading regularly.

The school recommends that parents ensure that suitable facilities for study exist in the home. This should include books and stationery, access to a computer and internet, and a desk with adequate lighting in a quiet area. Time should be set aside for completion of homework each night and the work done should be monitored as appropriate through "Show My Homework" and "Showbie". If circumstances mean that it is difficult for families to provide proper opportunities for homework, then parents should contact their child's Year Leader. The school will do whatever it can to provide support where possible. Parents are important partners in the monitoring of homework and we expect parents to support the school in achieving these aims. If concerns exist over the amount of homework (be it too much or too little), these concerns should be brought to the attention of the tutor, subject teacher or Head of Department in the first instance. If the concerns are more general, then the Year Leader should be contacted. The school Study Club is open to all students every day at lunch time and after school in the school library. This is a friendly, safe place for students to stay on site and complete homework under the supervision of the Study Club managers. Access to Study Club is permitted following parental registration by completing the form on page 54.

Day-to-day Assessment

Your daughter/son's teachers will take their work in for marking on a regular basis or this will be done online via "Showbie" or in their exercise books; as a guide, this should happen approximately once every six lessons but will depend upon the department. The teachers will not mark every piece of work in depth and will tell the students which pieces will be marked in this way. In general, the students should expect that deeply marked work will include the teacher celebrating success, indicating areas for development and telling your child to improve certain aspects. Many teachers use the start of the following lesson for the students to read their comments and improve their work, called DIRT (dedicated improvement and reflection time). Staff will also use the framework of "What went well" and "Even better if" to respond through marking, as well as asking the students to respond and make improvements.

All teachers mark work in red pen and students make improvements in green pen; it is vital that your child has at least one green pen in their pencil case. When they are asked to mark their own work or each other's (peer assessment), they also use their green pens. All written work in exercise books should also be headed correctly and this helps marking; students have to follow THUD (Title, Heading, underline & date) so that it is clear which pieces of work are notes, homework or practice, for example.

With students working remotely at times over the last 2 years, the school has developed new practices and policies for assessment, with some marking happening digitally using the Showbie platform. Therefore, although students will continue to work in their exercise books, they may also be asked to upload a photo of their work, or a voice note on Showbie for some of their subjects. The teacher can then give them individual feedback through voice notes or written messages. We have found this to be a very efficient method of continuing to assess students' work and we are continuing to develop these assessment techniques.

Testing and Grades

Each subject area will set tests or more formal assessments on a regular basis, such as once every half term. Such tests are always graded using 9 to 1 grades; these are used throughout Years 7 to 11, to assess your child's performance. At the beginning of Year 7, it is important to remember that the grades attained in tests may be below the 9-1 scale as your child has 5 years to reach a standard pass grade (4), a strong pass grade (5) or higher. Students in each year group will also have "end of year" tests where they have the opportunity to practice revising for a number of subjects at the same time and showing what they have remembered of the work covered from the year: End of Year 7 tests, for example, are conducted in June and exact dates are on the school website. During the course of the term, teachers will conduct smaller "low stakes" testing which you will find evidence of in their books or on their assessment trackers. These, combined with summative end of unit or year tests, will inform the grades given.

Reporting to Parents

Parents receive a report near the end of every term where there is not a parents' evening for that year group. These are sent to you electronically via Edulink on dates published in the school calendar. Each report contains a great deal of useful information and explanation, such as: the record of attendance and punctuality, target GCSE grades, current working grades and the teachers' judgment on your child's attitude to learning in lessons. The teachers can also give indications of areas for improvement, such as increasing the standard of homework, trying to contribute more in lessons or improving their performance in practical lessons. The report gives you and your child the opportunity to discuss their progress and attitude in school, and what they can do to improve; you also have the opportunity to contact the relevant members of staff if you require further information. Once per key-stage, your child's Form Tutor will also add comments summarising your child's performance and their contribution to the school community.

School Uniform

A list of the school uniform and price lists can be found on pages 30-33. All students in Years 7-11 are required to wear the correct uniform. Parents are free to purchase school uniform from any supplier if it conforms to the uniform requirements and the colours established by the school's suppliers - Fosters Schoolwear Limited and PMG Schoolwear. Ties and blazer badges are also available from Student Services. School uniform is rigorously enforced and sanctions such as detentions are issued for breaches of policy.

The PE kit and price list for Year 7-11 can be found on page 34 and can be purchased on-line through Price and Buckland. Gum shields can be purchased through Student Services.

Uniform and PE kit can be purchased online and you will find details of our suppliers, sizing guides and latest prices on our website: <https://www.aesessex.co.uk/uniform-list/>. 'Nearly new' uniform will be on sale every half-term, details of which will be in the bulletin or by emailing enquiries@aessex.co.uk.

Please ensure that all items of clothing are clearly marked with the student's name. Lost property is housed within the school. Students can enquire about lost items by contacting Student Services. Unclaimed lost property is disposed of or passed on at the end of every half-term. The school and their insurers cannot take responsibility for personal property.

For reasons of safety, only limited items of jewellery are permitted. In the case of pierced ears, one pair of plain metal studs in the ear lobes may be worn but are not encouraged. These must be removed for P.E. so any new piercing must be done at the start of the six-week holidays. Parents who wish their child to wear a piece of jewellery for religious reasons must apply to the Headteacher in writing for their agreement. Makeup should be discrete.

Hand decoration is not permitted unless authorised for religious observance. Nail varnish or false nails are not permitted.

Students are not permitted to wear boots, sandals, trainers, plimsolls, or canvas shoes. Shoes should be of a safe and sensible style. Shoes should have a low heel. High heels of any sort are not acceptable. Only black laces and no brand labels.

Trousers should be tailored and not flared, denim or leggings. Shirts and blouses are to be worn tucked in.

Hooded sweatshirts or non-school uniform jumpers are not permitted.

Sixth Formers are expected to follow the Sixth Form dress code.

Equipment

A list of equipment required for classroom use can be found on page 40 and should be named. Personal items of equipment and other valuables are the responsibility of the student. The school and their insurers cannot take responsibility for personal property. In circumstances where children are separated from their valuables, e.g. when changing for P.E., students must follow the instructions issued by the staff. Parents are asked to ensure that children do not bring especially valuable items to school. Smart watches with internet access are not permitted.

Students should not bring more money than necessary to school i.e. travel with a small margin for emergencies.

Allocation of Lockers

Every student on the school site has the opportunity to have a locker. These lockers are robust, secure and represent a significant investment for the school. It is an important service to our students in order to help them organise their books, equipment and PE kit.

The school will expect students to look after their locker by keeping it secure, keeping their keys safe, not leaving food and drink overnight and only accessing them at break times and lunchtimes as well as before and after school. There will be a charge of £5.00 for keys that are mislaid. We will also expect students to completely empty their lockers at the end of each term and the end of the academic year and clear consumables from them daily. The school will dispose of the contents of any lockers which have not been cleared.

Importantly, the school has to make clear that it cannot take responsibility for any personal items that should be insured by you and cared for by your daughter/son. Items left unattended will be removed and ultimately disposed of. Students also undertake, therefore, not to leave books, clothing or other personal belongings lying around. We strongly recommend that you lease a locker for the duration of your child's school career. Valuable items should not be brought into school. In particular, parents should note that bags **are not** allowed in the Dining Hall or G4 at lunch time for Health and Safety reasons. If you expect your child to have school lunch, they must have a locker.

Upon receipt of payment through ParentPay, a locker will be allocated to your daughter/son prior to the start of the term. The cost is £95 for five years, which includes a deposit of £20, which will be refunded when your child reaches the end of Year 11. Refunds will only be given if the Leaver's Form has been signed, the two locker keys are returned together with confirmation that there are no outstanding debts. A refund form with Bank account details must be emailed to the Finance Department within 8 weeks of the students leaving date.

The school will ensure that any student requiring a locker will be issued with one. Should financial circumstances prevent this, please contact the Business Manager, Mrs Miller.

STUDENT WELL-BEING

Pastoral Care

The pastoral care of your child is of equal importance to the school as their academic well-being. Safe, happy children learn most effectively. We have a large and experienced Achievement Team who work to support the health and well-being of our students.

Each year group is divided into eight forms named after internationally known individuals. In Years 7-11, ACEM are known as the 'x' side and NPST are known as the 'y' side.

Years 7-11:

A – Margaret Anstee
C – Marie Curie
E – Albert Einstein
M – Jean Monnet
N – Alfred Nobel
P – Pablo Picasso
S – Mary Seacole
T – Leo Tolstoy

Sixth Form:

AK – Aung San Suu Kyi
DB – Dietrich Bonhoeffer
EF – Elizabeth Fry
HJ – Helen Joseph
LK – Martin Luther King
MG – Mahatma Gandhi
SW – Kenule Beeson Saro Wiwa
TP – Thomas Paine

Your child's tutor acts as the principal mentor and your first point of contact with the school. They will know your child more fully than other members of our staff. Please contact them in the first instance and for all minor or routine matters. The Year Leader is available for items beyond the scope of the tutor. Please telephone or email (enquiries@aessex.co.uk)

Our Pastoral Managers for Key Stage 3 and 4 support the work of the Year Leader and are members of our Professional Support Team. They are available to answer queries during the day when your daughter's/son's Form Tutor and Year Leader may be teaching.

The Headteacher, Deputy Headteachers, Assistant Headteachers and Year Leaders are always pleased to see parents. However, an appointment is required to avoid a wasted journey.

Promoting Spiritual, Moral, Social and Cultural (SMSC) Development

Throughout their time at Anglo European School, our students will develop their ability to be reflective about their own beliefs and perspective on life. They will learn how to have knowledge of, and respect for, different people's faiths, feelings and values. A summary of each element is outline below. Our full SMSC policy is available on our website.

Spiritual Development

This is the development of the non-material element of a human being; the part that animates and sustains us. Depending on our point of view, it either ends or continues in some form when we physically die. Aspects of this development include a sense of identity, self-worth, self-esteem and a sense of meaning and wider purpose to life.

Moral Development

Moral development is the building of a framework by students of moral values which regulates their personal behaviour. It is also the development of students' understanding of society's shared and agreed values. Moral issues often arise where there is disagreement and moral development involves understanding that society's values change. It is about gaining an understanding of the range of

views and the reasons for the range. It is also about developing an opinion about these different views. We aim to make clear to our students the values that we subscribe to as an institution and as a community. The will to behave morally as a point of principle is fundamental to moral development. In this sense moral development is to do with understanding the principles lying behind actions and decisions and not just behaviour itself. We therefore aim to promote moral development through the quality of relationships, standards of behaviour, quality of leadership, the values the school sets and exhibits through its structures and our curriculum and teaching.

Social Development

Social development is about the school community working effectively with each other and participating successfully in the community as a whole. It is about functioning effectively in a multi-racial, multicultural society. It involves growth in knowledge and understanding of society, society's institutions, structures and characteristics, economic and political principles and organisations, roles and responsibilities and life as a citizen, parent or worker in a community. It involves the development of the interpersonal skills necessary for successful relationships.

Cultural Development

Cultural development is building up students' understanding of their own culture and other cultures in their local community, region, country and internationally. This then leads to them developing their understanding of cultures around the world so that they feel comfortable in a variety of cultures and can operate in the emerging "world culture" of shared experiences mediated by television, travel and the internet. Students must understand that cultures are always changing and that coping with this change is an important skill. Promoting students' cultural development is intimately linked with valuing diversity and combating racism; issues deeply embedded in the school's international ethos.

Attendance

Regular attendance is obviously a prerequisite to success at school. We endeavour to work closely with parents and students to maintain the highest possible levels of attendance. We have a dedicated Attendance Officer who will support staff and parents in ensuring their child attends school regularly in accordance with our Attendance Policy and Practice. A Student Welfare Manager supports this work and will work directly with families where attendance to school is poor to try and alleviate any barriers to attending school.

On each day your child is absent from school, please email attendance@aessex.co.uk with your child's name, tutor group and the reason for absence before 08:55. The Education Act 1996, Section 7, requires that children attend school every day. If a child does not attend school and this absence is unauthorised then the school can make a referral to the Local Authority and each parent/carer can be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. For any prolonged absence or sporadic absence, the school would require medical evidence in the form of a GP letter/hospital consultant letter in order to authorise further absence. Only the Headteacher can authorise absence from school (please see policy attached).

Leave of Absence

If absence is required for any reason other than illness or medical appointments, please complete a "Leave of Absence" form which can be found on the school website under 'absence'. A completed form must be sent for approval three weeks prior to the leave being taken. Please complete and submit to attendance@aessex.co.uk. The law does not permit leave of absence during term time and will only be approved for very exceptional circumstances and requires the consent of the Headteacher. Only in exceptional circumstances will leaves of absence be authorised, for example, for a funeral, a wedding or for music examinations.

Family holidays

Holidays are not permitted during the school term. The Education Act Regulations (amended) 2013 prohibits Headteachers granting holiday in term time. Penalty notices can be issued to parents who remove their child for the purpose of a holiday during term time. The penalty notice is £60, per parent, per child which rises to £120 if you do not pay within 21 days. If the fine is not paid after 28 days a parent may be prosecuted (under Section 444 of the Education Act) for the offence of failing to ensure your child's regular attendance at school. Only the Headteacher can authorise absence from school.

Signing in/out and late arrival

School begins at 08:55 with morning registration with their form tutor and, on a selected day, with their year group in assembly. Students who arrive after 08:55 will be met at the late gate, be signed in by a member of senior staff or Year Leader, will give a reason for their lateness, and will be issued a breaktime detention for their lateness. The school monitors train and bus delays and students are not sanctioned if we have a record of late public transport, which is clearly not their fault. Where students are persistently late, we inform parents of this problem and request support with ensuring their child is punctual. Persistent lateness for no good reason will be dealt with by the Year Leaders who will issue detentions to the student. If this continues, then a senior member of staff will interview the student and ask the parents to attend a school-based meeting to help resolve the matter.

Those arriving after 09:10 should report to the Attendance Officer located in Student Services in C block. Those arriving late, or notifying an absence in advance, must provide a letter/e-mail of explanation addressed to the Attendance Officer.

We encourage parents not to make medical appointments during the school day. Children only have 195 days in school and every single day and hour is vital to their progress. If you cannot avoid a medical appointment during the school day, your child should catch-up the work they missed. Students leaving the school for an appointment must sign out with the Pastoral Manager located in Student Services. Students will not be allowed to leave school without written permission from their Parent/Guardian. Where necessary, they must sign back in with the Pastoral Manager.

Collecting Children From/Delivering Children to School

At the beginning and end of the school day, parents should use the New Road entrance for collecting children by car. We do not expect to see children being collected or dropped off on Willow Green as this represents a serious health and safety issue. If a child has mobility problems, arrangements can be made with the school office to pick up/drop off near the school office through the issue of an access permit.

Train Travellers

We have approximately 600 students travelling daily by train. It is essential that our students travel safely and respect other passengers whilst doing so. We work closely with the staff at Ingatestone station and British Transport Police, and we expect behaviour at the station, and on the trains, to be in line with our school behaviour policy. We expect our students to be excellent ambassadors for our school whilst travelling to and from school. Please refer to our 'Making Travel Safer' Policy, which can be found on our website, to see the steps we take to ensure the safety of our students travelling to and from school. There is additional advice on the website for when trains are delayed or cancelled, or you may contact Greater Anglia direct on 0345 600 7245. There are procedures in place at the station to ensure student safety.

Medical Support Officer/First Aid

In the event that a young person is ill at school, they must gain permission from a member of staff to go to the Medical Room. If the Medical Support Officer feels the student is unfit for school, then parents will be called to collect the student. It is the responsibility of the parents to collect their child from school. It is imperative that you have a contingency plan should this need arise, particularly with distances travelled. We will not permit students to travel on their own if they are unwell or injured.

We understand that at times students may need to take medication. Please contact the Medical Support Officer to discuss the administration of the medication which must be held in the medical room.

We have ten First Aid trained personnel on school site, who act in support of the Medical Support Officer as first responders.

Anti-Bullying Policy

Our school ethos creates a secure and safe environment for all the members of our school community to study and work within. Differences amongst us and cultural diversities are celebrated. Bullying, (including Cyber bullying) and/or extremist, radical, homophobic or racist behaviour will not be tolerated. Any action which persistently makes a child feel uncomfortable, insecure or threatened may be defined as bullying. Intentional behaviour of this kind will be regarded by the school as particularly serious. The school strongly disapproves of bullying in all its forms and considers it a most serious offence. Students should be aware that bullying is completely unacceptable at Anglo European School and they will be treated sympathetically if they tell someone it has happened to them. The Headteacher and all staff take the lead in creating a climate in which students will be encouraged to report immediately any bullying incident in the expectation that it will be dealt with urgently and fairly. To help support the students with the transition from Primary School to Secondary School, we have a group of students called Helping Hands who are available for the young students to talk to if they have any concerns. They are also encouraged to speak with their Pastoral Manager. Please refer to our Anti-Bullying Policy, which can be found on our website.

Students also receive anti-bullying assemblies (including National Anti-Bullying week) and lessons, where they learn what bullying is, how to support victims, how to seek support and advice, conflict resolution and much more. We run specific programmes on developing emotional intelligence around relationships, which Year Leaders can instigate for issues around bullying. These programmes teach students how to manage their relationship with others better and develop empathetic skills.

If your child feels they are subjected to bullying they can report their concerns to Student Services, where a member of the Achievement Team will listen to concerns, ask the students to write down their perspective and refer it to the most appropriate member of staff to investigate the matter and bring it to resolution. They can also refer any concerns to a trusted adult by email using pastoral@aessex.co.uk, or report their concerns using the 'Student Concerns' button on the school website. Information about their concerns can be reported anonymously here or with a request for a meeting. Please refer to our Anti-bullying policy for further details.

E-safety

We are committed to ensuring the safety of our students both within and, as far as possible, outside of school. We understand that our students will use the internet for educational purposes and for personal communication, and, although we do not allow the use of mobile telephones in school, we aim to educate our students about how to stay safe online. We refer to online safety through our curriculum, our school policies, in assemblies and through our communications with parents. We often share resources and

videos via our social media platforms, so that parents also have access to the same advice and guidance as their children.

We ask parents to monitor the use of mobile phones and social media and we regularly remind our students that the content of what is written on phones is the legal responsibility of the contract holder, normally a parent. We advise that parental controls are set on home computers and on your child's mobile phone. Being included as a friend on your child's social networking site can be an effective way of monitoring content. We also remind parents of the age restrictions for many popular social media apps and advise parents to adhere to the age-related guidance. Computers should be kept in a location at home where the work, content being viewed and people whom your child is communicating with can be monitored. For further details, please refer to our E-Safety Policy on our website.

Drugs Misuse or Abuse Policy

We are committed to ensuring that the school site is safe for all and that is free from drugs, alcohol, cigarettes and any smoking related paraphernalia, including vapes. This is to ensure and protect the safety and well-being of all our staff and students. Please refer to our Behaviour Policy, which includes the Drugs Policy.

In summary:

- Vapes, drugs and alcohol must not be bought, used, sold, supplied or shared on the school site or during the school day, including when students are on any visits with the school which take place off the school site.
- Students and staff must not be under the influence of an illegal or prohibited substance on the school site or in the vicinity of the school or on any school related visits, including when students are "hosting" exchange students.
- Students and staff must not bring drugs or drug related paraphernalia on the school site or share and provide these to others.

Any involvement in the above offences is highly likely to lead to permanent exclusion from school even if it is a first offence. Please see the Behaviour Policy attached.

Prohibited items and confiscations

Prohibited items are those items which are deemed to disrupt the school. Dangerous items and items improperly used will be subject to confiscation. Confiscated items are only returned to students at the end of term or directly to a parent or, if illegal, will be passed to the police directly. Mobile phones will be confiscated if used at school and may be collected at the end of the day from the school office with the permission of the student's Year Leader. Detentions are issued for inappropriate use of mobile phones on the school site.

No toys or games (other than outdoor sporting equipment and musical instruments) may be brought into school. Chewing gum and Tippex (or other correction fluid) as well as solvents or chemicals of any kind are forbidden. Replica guns, or real weapons of any sort, must not be brought to school. Knives, including penknives, are prohibited by law and random searches are regularly taken to ensure students understand they may not carry prohibited items. Please refer to our Behaviour Policy.

Sanctions

The school has a series of sanctions, including behaviour monitoring reports, detentions and exclusions. Students who are identified as a cause for concern may be placed on a behaviour monitoring report. After-school detentions are awarded when necessary and parents may be inconvenienced as a

result. Exclusions are subject to national guidelines. We expect parents to support the school in issuing sanctions and giving similar messages to students at home so home and school work in partnership in setting the same expectations.

The school detains students according to our **Behaviour Policy** which can be found on our website under statutory information. We always aim to do this with your support and with at least 24 hours' notice (although we are not required to do so) unless a prior agreement has been made. Detentions are issued according to a set schedule and staff are deployed accordingly. It is not possible to arrange them to suit the convenience of parents. Neither is it possible to reschedule detentions after school to during the school day so that children can catch a school bus or train. It is the responsibility of parents to make transport arrangements in such circumstances.

We have a low-level disruption practice and procedure which manages inappropriate behaviour which is deemed to hinder the teacher teaching and/or the students learning such as coming ill-equipped, calling out, rudeness, etc. This behaviour is tackled by using a tried and tested warning system. It is clearly explained to students what low level disruption is and the effect it has on learning. If a student is warned three times in the lesson for this type of behaviour, they receive a 30-minute detention at lunchtime. These detentions are recorded and monitored to ensure that this type of behaviour is challenged. The parents of those students who persistently disrupt learning will be informed by letter. These persistent offenders will face further action including lunchtime isolation and being placed on Year Leader and/or senior staff report.

Mobile Phones, personal audio devices and other items

Parents are free to choose whether or not their child should carry a mobile phone to and from school at their own risk. If they choose to, we advise that students **do not** bring expensive phones, smart watches or audio equipment to school since the school cannot take responsibility for them.

Mobile phones **must** be switched off in school and during school activities. Failure to do so will lead to confiscation and a detention for misuse. Please see the Mobile Phone policy, which is available on the school website.

Addressing disadvantage

The Pupil Premium Grant (PPG) provides additional funding to schools to support the raising of attainment of disadvantaged students and closing the gap with their peers. The school uses this money in a variety of ways including additional small group tuition, literacy and numeracy support, access to wider services including uniform, counselling and mentors and the provision of music tuition, educational equipment and ICT access for students who would not have easy access to additional resources such as these. Any questions regarding Pupil Premium should be emailed to enquiries@aessex.co.uk, for the attention of our Student Achievement Co-ordinator.

Our strategy statement on how this money has been spent over the last three years can be viewed on our school website under 'statutory information'. The money is used to support looked after children, children adopted from care or who have left care under a special guardianship or residence order or those eligible for free school meals.

If you feel your child is eligible to receive free school meals and therefore have access to additional support, please complete the free school meals forms on pages 55 and 56. Support in completing these forms is available from the Finance Office on request. We would encourage you to apply as the school uses this money very effectively to supply students with uniform, books, resources, financial support on visits, etc.

Free School Meals

It is important for children to have a good nutritious meal at lunch time. If you find it difficult to afford school dinners you may be eligible for free school meals.

To qualify for Free School Meals, you need to be receiving one of the following benefits: -

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Free school meals can only be given on the basis of a completed and approved application and cannot be backdated.

Our application form can be found on page 55 and 56 or on our website. Once you have completed your application form and provided the necessary evidence of eligibility, this will be processed. Again, if you need support completing the forms, the Finance team are very willing to help you.

ENRICHMENT

International Visits Programme

Now, more than ever before, has the need for compassion, tolerance, understanding and cooperation across borders become clear. We are very proud of our international programme and are constantly amazed by the impact both immediate and in the longer term of our visits on our students. We are delighted that we have been able to restart our visits and exchanges programme this year and with the impact it is making on the lives of our students and partner schools.

Throughout the course of their school lives, our children are expected to participate in an extensive programme of visits and exchanges throughout Europe and beyond.

Our usual visits and exchanges programme involves about 700 students each year to 15 global destinations. The programme begins in Year 7 with a visit to Ebbingham Château on the Opal Coast in France. In Year 8 and 9, students exchange with schools in France, Germany, Spain, Italy and Japan. Year 8 MEP students will travel to China and Year 9 MEP students will spend four days on an intensive residential study programme. In Year 10, students choose from exchanges between France, Germany, Spain, China and Japan (bi-annually) and our academically more able linguists are invited to participate in longer term exchanges attending school with their partners. The Sixth Form has work experience exchange visits in France, Germany and Spain. Furthermore, the Sixth Form is offered the chance to either participate in the visit to the U.N. Geneva or the Krakow/Vienna Residential.

To ensure that everyone has the opportunity to participate, the school has a means tested grant system which supports the Year 7 visit to France plus one exchange. Grant application forms can be requested via the finance office.

Each year, in normal times, we have in the region of 50 visiting staff accompanying the groups and we are always anxious to find host families for our visitors. This has provided further opportunities for our families to engage with our partner schools in Europe and beyond and many have made good and lasting friendships with their guests. Host families are also sometimes needed for visiting students and we are able to offer a contribution towards the hosting costs for both staff and students. We depend, gratefully, on such volunteers to make our programme possible. If you are interested in hosting a family, please contact the International Office. There is a payment to cover the hosting costs for packed lunches and travel.

The Anglo European School International Enterprise Academy

Our school is fortunate to be working closely with the Peter Jones Foundation. Peter Jones is an entrepreneur, who regularly appears on the television programme Dragons Den. In our school, we will develop your enterprising attributes, as it's a key part of our learner profile. We will challenge you to think creatively, confidently articulate your opinions and consider the increasingly globalised world around you. In Citizenship, you will have the opportunity to undertake enterprise challenges and learn how to be an entrepreneur. As you move through the school, you will have the opportunity to take GCSE Business and even continue onto our International Enterprise Academy in the Sixth Form where you can study Financial Studies, Business Studies and Economics. The students studying courses in our International Enterprise Academy are the role models of our the "enterprising" learner profile attribute. They start businesses, meet international business leaders and take on exciting work experience placements. The International Enterprise Academy may be an aspiration for you one day, so look out for our enterprise room (E5) and

all of the exciting activities which happen there. Please speak to Mr Knights if you have any questions about this exciting part of our school. More details can be found on our website: <https://www.aesessex.co.uk/sixth-form/international-enterprise-academy/>.

Extra-Curricular Activities

The school offers an extensive programme of approximately 80 extra-curricular activities with a wide and diverse selection of clubs. Our aim is to stimulate and extend students' passions, interests, and knowledge. Students can choose to take part in competitive and recreational sports, drama groups and productions, musical activities, art, technology, languages, history, and many others. All extra-curricular activities are inclusive in nature and we encourage all of our students to take part and showcase their many talents.

Examples of the extra-curricular programmes for enrichment and the Physical Education department can be found on our website <https://www.aesessex.co.uk/curriculum/extra-curricular-clubs/>. This is updated every term.

Instrumental Tuition

The school offers music tuition via the County Council's instrument tuition scheme at a cost of approximately £85.00 per term for a weekly individual lesson. Essex Music Services vouchers are accepted to help with these costs. Instruments which can be studied include the flute, trumpet, guitar, clarinet, saxophone, piano/keyboard, violin, drums and singing.

Payments for music lessons can be made by ParentPay. If you wish to hire an instrument, please contact Essex Music Services <https://www.essexmusichub.org.uk/site/parents-carers/instrument-hire/>

If you are eligible for the Pupil Premium Grant, the school can organise that this fund be used to support music tuition and lesson fees. Please contact our main school office for information about support with instrument lessons at Anglo European School. Information about vouchers for low income families, looked after children (LAC), children subject to a Special Guardianship Order (SGO), Child Arrangement Order (CAO) or Children adopted from care can be found at <https://www.essexmusichub.org.uk/site/parents-carers/tuition-discount/>.

AM SCHOOL

As part of our outstanding Arts provision, the Music Department aim to develop wider opportunities for students to participate in ensembles, bands and group performances. We hope to provide opportunities for these ensembles to perform publicly, both at external venues and events, school concerts, collaborative arts events and in our own assemblies. The Music School will be explained to Year 7 in their Music lessons and students will be asked to sign up for up to two ensembles per week if they want to participate. Participation at the AM school is free to all Anglo students.

The AM school runs before school and during tutor period Monday to Thursday. Students will need to be in school at 08:40 and will be registered by our music teachers in the Music Department. The ensembles will run from 08:40-09.10 when students will be dismissed to Lesson 1. This will give students a unique opportunity to develop their ensemble skills and work with students from across the key stages, allowing senior students to develop arts leadership skills within the group, which could lead to the Arts Award.

Lower school students will have the benefit of working with more experienced students studying GCSE and A Level Music to refine their skills and learn from their peers' advanced musicianship. The programme of ensembles for 2023-24 is as follows:-

Monday	Tuesday	Wednesday	Thursday
Vocal Group Year 7 Ensemble	Wind and Strings Year 8 Ensemble	Year 11 Ensemble Year 10 Ensemble	Wind and Strings Year 9 Ensemble

Sports Provision:

The Physical Education Department organises a wide number of representative teams in many sports. Our aim is to give all students an opportunity to play sport in a competitive environment with other schools. We strongly encourage all of our students to lead a healthy and active lifestyle and provide an extra-curricular sports programme to endorse this.

Those students chosen to play sport for the school are expected to attend coaching practices and commit themselves to regular fixtures. In return the Physical Education Department organises regular local, regional and national competitions and provides expert sports coaching from outside agencies when opportunities are available.

The school promotes a positive attitude to a healthy lifestyle and encourages all students to actively pursue this through curricular and extra-curricular opportunities within the Physical Education Department. Please see the Physical Education timetable on our website which includes not only the traditional sports but also alternative, modern activities.

All students are required to participate in a number of roles in lessons and should always bring their PE kit to lessons. If your daughter/son needs to wear glasses in order to safely participate in PE and be able to see clearly, they are required to wear specialist sports glasses for any contact sports such as football and rugby. You may also wish to consider sports glasses for other ball games such as netball and basketball.

Where students have been ill, have a medical condition or issues with mental health, the teaching staff can modify activities which in many cases can assist in the recovery process from injury or illness or in developing confidence and self-esteem. We expect parents to fully support the curriculum followed by the school, which includes a statutory requirement to follow a course in Physical Education.

Students will only be withdrawn from activities upon written medical advice and in cases of chronic long-term injuries a doctor's certificate is required. Only our Headteacher can give permission for students to be exempt from Physical Education or to make exceptional modifications.

The Physical Education Department makes every effort to work with parents to ensure that all students receive their entitlement to physical education and that full attention is paid to our duty of care towards children.

School Library

The Anglo European School Library is open throughout the school day and is a vibrant, busy and popular area of the school where students are able to study, work and read in an engaging environment.

All students are encouraged to use the wide range of exceptional and diverse resources available to them within the library for assistance and progress with their studies, as well as for leisure and general interest, and to enable them to develop their study skills. All students in Year 7 take part in one library lesson per cycle. These students will follow a comprehensive Library induction and reading programme.

As well as access to computers internet with coloured printing ability, there are numerous tables and seating areas for individual and/or class use. There are also sofas and comfortable chairs to enhance quiet reading time and an excellent, well-stocked selection of resources to facilitate effective study and support wider reading.

In addition to an extensive fiction and non-fiction provision, students have access to a large selection of Key Stage 3 and GCSE Study Guides covering all the main subject areas to support revision for key assessments.

Other facilities available include a mini 'Stationery Shop' that is open at morning break and lunchtime.

We are also fortunate to be home to the Careers Resource Area. This area includes the latest prospectus' from a range of UK and global universities, information regarding apprenticeship opportunities and dates for local college open days. The area is updated regularly and students may explore in further detail using our web based careers platform, Unifrog. Information booklets providing information of a range of industries are also available, giving students the chance to investigate career options of interest.

Study Club

The Study Club is an excellent opportunity for students in all year groups to have access to staff and resources to support them with their individual homework requirements, to start or complete independent learning activities and coursework. This resource also enables students to interact with other students from all year groups enriching their social circle within the school.

The Study Club is open before and after school and also during lunchtime in the Library and Information Centre. Study Club is supervised and managed by our Study Club Manager, who is well acquainted with our ethos and desire for all students to reach their true potential, whilst being understanding of the pressure homework can cause if resources are not easily to hand at home. In addition to supervision, our Study Club Manager can offer advice on various ways to learn, study and prepare for assessments. It is essential that students bring suitable study or reading materials and are clear how they are spending their time in the Library. This is **not** a childcare facility and students who are not occupied with work or independent reading and disturb the study time of others will be asked to leave.

The aims of the Study Club are to:

- provide suitable accommodation for independent learning
- provide experienced support for study skills
- make books, revision guides and computer facilities available on site outside normal school hours
- encourage the development of successful independent learning strategies
- provide sessions dedicated to specific study skills
- provide the opportunity for GCSE students to continue coursework at school

- help ensure that students attending Study Club are fully engaged in furthering the skills and knowledge required to reach their academic targets

The morning session runs from 08:00 until 08:50 and the after school session starts at the end of school and finishes by arrangement with parents or guardians, **but no later than 17:00**. Parents wishing to collect their child after their session at Study Club has finished must report to the school office. Those students attending Study Club before or after school are required to submit the Study Club form on page 54 and ensure the school office is informed of any change to contact telephone numbers in case of an emergency.

Study Club also operates at lunch time. Our Study Club Manager monitors students' use of IT during this time and ensures students can access appropriate on-line resources. The Librarian is also present at lunchtime to support reading skills, finding books and other relevant resources.

This has been a very successful resource which many students of all ages have enjoyed and benefited from. We hope your child will take the opportunity to manage their work effectively and benefit from the support Study Club can provide for independent learning. This facility provides access to 14,000 books, computers and study advice which costs £17,000 annually. We therefore ask parents to make a donation, via ParentPay, to help fund this facility for each child that makes use of it.

CHALLENGE AND ADDITIONAL SUPPORT

Academically More Able

To ensure that the needs of the Academically More Able students are met, we place a high priority on classroom provision, where students have access to the greatest opportunities. AMA students will also have opportunities with subject areas where they are identified as being particularly talented, such as lunchtime activities, clubs, competitions and opportunities to stretch themselves. We have a wide range of enrichment activities that supplement and extend students' learning beyond the classroom setting. In addition, a small number of particularly able students will have further opportunities to be stretched and challenged with AMA enrichment opportunities organised for them. We also have in place the International Enrichment Passport which enables students to complete tasks at a Bronze, Silver and Gold level within subject challenges but also a wider contribution across the curriculum. This opens up areas for students to complete encounters which extends their overall education beyond academic study and enables them to realise their full potential in a variety of settings outside the classroom. This helps our students to become ambitious, resilient and principled young people who recognise their common humanity and who seek to create a better and more peaceful society through inter-cultural understanding and respect.

Elite Performer Programme

We are able to support our students who are performing at an 'elite' level in their chosen field. This might be in the arts, sport or other activity. "Elite" is defined differently in different fields but generally this involves a significant weekly programme outside school and often involves competition or performance at a national level.

Once the school invites a student on to this programme a mentor is allocated who then liaises with the student's coach or mentor. Depending on the out - of- school commitment the school may be able to offer certain dispensations in terms of what we normally expect of our students. Membership of the EPP programme is kept under regular review and is subject to satisfactory progress in each subject and an ongoing contribution to the wider life of the school. For further information, please contact enquiries@aesessex.co.uk for the attention of 'Elite Performer Co-ordinator'.

Special Educational Needs and Disabilities (SEND)

The school supports the special and additional needs of our students in accordance with the SEND Code of Practice. The SEND Team includes: the SENCO, a Student Inclusion Manager and SEND Assistants.

The SEND provision may include:

- Supporting the transition of students to secondary school and KS4 and 5
- Tracking and monitoring student progress. Where progress is falling short of that which is expected for the student interventions may be put in place to address this.
- Supporting students in class.
- Providing laptops for use in class.
- Ensuring One Page Profile advice is accurate, pragmatic and implemented in lessons effectively
- Providing advice to staff, including student information, strategies and support
- Training teachers and support staff on a range of special and additional needs and the associated provisions.

- Testing for and organising examination access arrangements, including relevant literacy, screening and assessments
- Running a KS3 lunch Club, which provides social time and homework support
- Social skills groups for selected students
- Targeted individual and small-group intervention programmes for selected students
- Wellbeing support for students
- Advice and support for parents and carers
- External agency support for a range of students with additional needs

English as an Additional Language

The Anglo European School celebrates the ability to speak a language other than English as a significant advantage, not a hindrance. The English as an Additional Language department (EAL) falls under the umbrella of the English department and is staffed by an EAL Co-ordinator and EAL teachers. The department supports students who come to us with a first language other than English. In practice, this means that we work most often with students who are new to this country, and whose knowledge of English is at a comparatively low level. In such instances, students are assessed on arrival to establish their level of competence in spoken and written English. Work is undertaken with students across the year groups ranging from New to English, Early Acquisition, Developing Competence, Competent and Fluent. Where appropriate, additional English skills lessons are provided and students are withdrawn from timetabled lessons in order to develop their English skills. We offer in-class support in a range of subjects, as well as being available as far as possible throughout the school day if students need help with work, have a problem they want to discuss, or just need somewhere quiet to sit.

The school monitors and supports the achievement of children with English as an Additional Language. Many of these students are amongst our highest achievers well outperforming the national average for English and Maths and the EBacc subjects. We work closely across departments to try to ensure appropriate differentiation and individualised tracking. We strive to place EAL students in sets which are appropriate for their ability level, not their current level of English and we offer support and advice to help empower the students to achieve their full potential. All staff are aware of those who are new to English or who are underachieving because their English fluency is still developing. Where appropriate, an individualised curriculum is formulated to meet the needs and ability of the student.

SCHOOL REWARDS

Rewards

Recognition of achievement and effort within the classroom and outside of our school community makes an important contribution to our students' progress, motivation and self-esteem. Our rewards policy encourages students to challenge themselves and allows them to share their successes with their parents.

Rewards are issued by subject teachers or any other member of the school community. Students receive rewards for their curriculum achievements, efforts within the community and continuity of standards within tutor time. Once a student has achieved a certain number of rewards a postcard will be issued in recognition of the students' achievements. Further recognition will involve a meeting with a Deputy Headteacher or Headteacher and letters of achievement being issued. The school will also recognise achievement via the school bulletin, twitter, Facebook and in the local press.

There are three award evenings each year, one for Key Stage 3, one for Key Stage 4 and one for the Sixth Form, held at Anglia Ruskin University where subject awards and other prestigious awards are presented.

Students can participate in Interform competitions across all subjects throughout the year. These competitions take place in and outside of class and encourage a sense of belonging, collective responsibility and celebration of achievement as a form group. Each subject area contributes activities and competitions throughout the year and this is an opportunity for students to show and celebrate a wide range of talents. As well as participating in Interform events, students earn achievement points for their work in class and in the wider community which contribute to the Interform totals. Their contributions to visits and exchanges are also recognised in this way, as staff will reward those who show exceptional engagement, leadership and an open-minded, international mind-set whilst acting as ambassadors for the school. Students find out their form group totals each week and this is celebrated regularly in assembly. At the end of the term, the winning form is rewarded with a special event or activity which the students really enjoy.

PARENTAL ENGAGEMENT

Anglo European School Website

Please refer to our website www.aesessex.co.uk for key information for parents and students, such as homework, access to student documents, important dates for your calendar, latest news, etc. If you have any concerns, please contact our main office on 01277 354018 or email: enquiries@aessex.co.uk.

Social Media

We would like to encourage you to follow our various social media platforms, Facebook <https://www.facebook.com/angloEuropeanschool>, Twitter@angloEuropean73 and Instagram <https://www.instagram.com/angloEuropeanschool/>. This is a great way of keeping up to date with the latest news and information about the school.

EduLink

We are committed to improve the quality of our communication with students and parents. Anglo European School uses the EduLink platform to communicate with parents. The intention of the platform is to provide parents with day-to-day information of their child in school, as well as all central communications, reporting and parental polls. You will be given further information on how to set up your account, shortly. There is an app that is downloadable for parents and students as well as browser-based access to the platform.

Weekly Anglo Bulletin

Every week we send parents/carers, via EduLink, our Anglo Bulletin which contains student news, information on school events as well as opportunities available in school and beyond to enrich your child's development. It is topical, vibrant and informative and reflects the unique ethos and work of the school.

Parents' Evening

These are the most important opportunities in the school year for parents/carers and teachers to meet and make a positive difference to a child's progress. We have recently sought to carry out these evenings on an online platform called School Cloud. School Cloud is an online portal used to connect teachers and parents online, allowing for parents a video conferencing platform with which to speak with teachers. All appointments are made by the parents using the site, which is accessible by phone, tablet or computer. We expect all parents to attend and cannot guarantee to provide feedback if they don't, although we endeavour to do so. If you are unable to attend for a legitimate reason, please let the Pastoral Manager know and we will endeavour to support you with further information about your child's progress.

Parent Information Evenings

The school holds Parent Information Evenings in the Autumn Term, which aim to explain how parents can actively engage with their children on key aspects of the curriculum, alongside providing information about the pastoral guidance on offer to support their child.

Parent Engagement

At the beginning of the academic year, we host, before the more formal Parental Information evenings, a forum for parents who may have any queries or questions for our Special Educational Needs or Pupil Premium Students. This is a time parents can feedback, speak to professionals who can offer advice,

information and direction for their child specifically. We also complete throughout the academic year Parent Forum Surveys for all year groups and different clusters of students which helps us make sure we are providing the best standard of education for your children; we do this because we are keen to know how you feel about our school. This helps us to find out where we are doing well and where we could do better, helps us to decide which areas we should be prioritising to work on in our school improvement plan and finally to make sure we are meeting the needs of you and your children.

ParentPay

The school uses a service called ParentPay which is a cashless payment system to pay for dinner money, school visits, lockers, music lessons and much more. ParentPay enables you to view all items available to each of your children along with relevant costs and details. We are keen to encourage all parents to pay in this way as it ensures that all money transactions are safe and secure.

ParentPay offers you the freedom to make payments whenever and wherever you like, safe in the knowledge that the technology has the highest internet security available. Your family has a secure online account which can be accessed with a unique user ID and password. You will be prompted to change your user ID to an email address and the password to something memorable.

Making a payment is easy. You simply select the item to pay and follow the instructions to complete your payment. You can pay for multiple items during a single online session. ParentPay holds an electronic record of your payments to view at a later date should you wish. No card details are stored in any part of the system. For more information visit www.ParentPay.com.

A letter is enclosed under separate cover informing you of your username and password. If you have any questions or problems accessing your account, please contact our Finance Office by email finance@aesessex.co.uk

School Private Fund Contributions

The school's private fund plays a very important part in the running of school activities. It acts as the fund for all our school visits and enables us to enrich the provision made to students. These enrichments include transport costs to school fixtures, support for musical and dramatic productions, educational visits, minor capital works and much more. These worthwhile activities can only be maintained if parents continue to support the school by making annual donations to this fund. The accounts of the fund are audited annually and approved by the governors.

This year we are suggesting a minimum voluntary contribution of £50 per child. It will be appreciated if parents make their total annual contribution by using the ParentPay service or by Standing Order.

Parents will understand that agreeing to make their contribution as a regular gift aid donation to the school increases the income of the school due to tax concessions. A separate letter on this subject is on page 57 together with a banker's order form on page 58.

During the school year, we have particularly fund-raising foci and subject areas provide a "Wish List" of items that their curriculum budgets do not stretch to but they know will enrich the learning of students in this subject. Via Parent Pay, you can select to support a subject with these items, through your contributions to this particular fund.

Anglo European School Association (AESA)

The Anglo European School Association is a registered charity run by AES parents. It is part of the Anglo European Co-operative Trust and fulfils the role of representing parents on the Anglo European Co-operative Trust Forum. It exists to:

- Enhance and build relationships between staff, parents and others associated with the school
- Engage in fundraising activities to support the school
- Provide a forum for discussion between parents and school

All parents and carers who have children attending the Anglo European School automatically become members of the AESA. It creates a network of parents who work to support the school financially as well as provide an opportunity for the school to consult with the parent body. The committee is always looking for volunteers to help at events and welcomes new ideas about how to raise funds for the school.

The money raised each year is used to enhance the work undertaken by different departments within the school to support teaching and learning. These fundraising efforts have helped to finance equipment for the Music, PE and Textile Design departments; books and educational resources for the Maths, Languages and Humanities departments; school productions to support the study of Literature and the mental health awareness; and most recently funded a literacy initiative at school to coincide with the Essex Year of Reading.

Easy ways to support the AESA, include:

- Sign up to the **AESA Lottery** and win cash prizes
- Purchase discounted tickets to **Adventure Island Fun Park**
- “Like” the AESA Facebook Page
- Volunteer your time at an AESA organised event
- Donate raffle prizes to AESA events
- Join the AESA Committee (meets approximately 6 times per year)
- Attend an AESA fundraising event such as our termly quiz night

Please click [here](#) for more details about supporting the AESA and to find all related forms and links.

If you would like to learn more about the AESA or have any questions, please email AESA@aesessex.co.uk



AESA@aesessex.co.uk



www.facebook.com/AngloEuropeanschoolpta

TERM AND HOLIDAY DATES

SEPTEMBER 2023 – JULY 2025

Please note, the law dictates that all family holidays must be taken during these school holiday periods

AUTUMN TERM 2023

First day of term	Monday 4 th September 2023 - Non-Pupil Day Tuesday 5 th September 2023 – Non-Pupil Day Wednesday 6 th September 2023 – Year 7 and L6 students only Thursday 7 th September 2023 – All year groups Thursday 28 th September 2023 – Early closure at 12:30 Friday 29 th September 2023 – Non-Pupil Day
Half term	Monday 23 rd October to Friday 27 th October 2023
Last day of term	Wednesday 20 th December 2023 - early closure

SPRING TERM 2024

First day of term	Thursday 4 th January 2024 – Non-Pupil Day
Half term	Monday 19 th February to Friday 23 rd February 2024
Last day of term	Thursday 28 th March 2024 - early closure

SUMMER TERM 2024

First day of term	Monday 15 th April 2024
May Day	Monday 6 th May 2024
Half term	Monday 27 th May to Friday 31 st May 2024
Last day of term	Friday 19 th July 2024 - early closure

AUTUMN TERM 2024

First day of term	Monday 2 nd September 2024 - Non-Pupil Day
Half term	Monday 28 th October to Friday 1 st November 2024
Last day of term	Friday 20 th December 2024 - early closure

SPRING TERM 2025

First day of term	Monday 6 th January 2025
Half term	Monday 17 th February to Friday 21 st February 2025
Last day of term	Friday 4 th April 2025 - early closure

SUMMER TERM 2025

First day of term	Tuesday 22 nd April 2025
May Day	Monday 5 th May 2025
Half term	Monday 26 th May to Friday 30 th May 2025
Last day of term	Friday 18 th July 2025 - early closure

NON-PUPIL DAYS 2023/24:

The following days, which will be set aside for staff preparation and in-service training, will be holidays for all our students (subject to change):

Monday 4th September 2023
 Tuesday 5th September 2023
 Friday 29th September 2023
 Thursday 4th January 2024

NUMBERED DAYS

Week Commencing	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
04/09/2023	NP	NP	3	4	5
11/09/2023	6	7	8	9	10
18/09/2023	1	2	3	4	5
25/09/2023	6	7	8	9	NP
02/10/2023	1	2	3	4	5
09/10/2023	6	7	8	9	10
16/10/2023	1	2	3	4	5
23/10/2023	H	H	H	H	H
30/10/2023	6	7	8	9	10
06/11/2023	1	2	3	4	5
13/11/2023	6	7	8	9	10
20/11/2023	1	2	3	4	5
27/11/2023	6	7	8	9	10
04/12/2023	1	2	3	4	5
11/12/2023	6	7	8	9	10
18/12/2023	1	2	3	H	H
25/12/2023	BH	BH	H	H	H
01/01/2024	H	H	H	NP	5
08/01/2024	6	7	8	9	10
15/01/2024	1	2	3	4	5
22/01/2024	6	7	8	9	10
29/01/2024	1	2	3	4	5
05/02/2024	6	7	8	9	10
12/02/2024	1	2	3	4	5
19/02/2024	H	H	H	H	H
26/02/2024	6	7	8	9	10
04/03/2024	1	2	3	4	5
11/03/2024	6	7	8	9	10
18/03/2024	1	2	3	4	5
25/03/2024	6	7	8	9	BH
01/04/2024	BH	H	H	H	H
08/04/2024	H	H	H	H	H

15/04/2024	1	2	3	4	5
22/04/2024	6	7	8	9	10
29/04/2024	1	2	3	4	5
06/05/2024	BH	7	8	9	10
13/05/2024	1	2	3	4	5
20/05/2024	6	7	8	9	10
27/05/2024	BH	H	H	H	H
03/06/2024	1	2	3	4	5
10/06/2024	6	7	8	9	10
17/06/2024	1	2	3	4	5
24/06/2024	6	7	8	9	10
01/07/2024	1	2	3	4	5
08/07/2024	6	7	8	9	10
15/07/2024	1	2	3	4	5

SCHOOL UNIFORM AND P.E. KIT

Main School Uniform: see visual on page 35

- Navy blazer with school badge*
- Gold blouse with collar, to be worn tucked in with no tie
- Plain white shirt with collar, to be worn tucked in and with a school tie*
- Navy skirt with AES logo* or black/grey trousers (ankle length, tailored and not flared). Denim, cords, lycra and leggings are not acceptable.
- Plain black/navy socks, black/navy tights (not both).
- Year group pin badge to be worn on blazer lapel (through Student Services/Parentpay)

Optional:

- A plain navy V-necked pullover with gold trim and school badge* may be worn, but only under a blazer.

Shoes:

- Plain black shoes without commercial logos (see visual on page 37).
- No boots, sandals, trainers, plimsolls or canvas shoes.
- Shoes should be of a safe and sensible style. Shoes should have a low heel. High heels of any sort are not acceptable.
- Black laces.

Jewellery:

- For reasons of safety only limited items of jewellery are permitted. One small stud earring may be worn in the lower lobe of each ear. These must be removed for PE, therefore, any new piercing must be done at the start of the six-week holidays. Parents who wish their child to wear a piece of jewellery for religious reasons must apply to the Headteacher for an exemption.
- No other facial or visible body piercings are allowed; this includes nose and tongue piercings.
- A wristwatch may be worn but no smart watches are permitted to be worn during tests/examinations

Make Up & Accessories:

- Discreet make-up is permitted.
- Hand decoration is not permitted, unless for religious observance.
- Nail varnish or false nails are not permitted.
- False eyelashes are not permitted.

Headwear:

- All accessories must be black or navy.
- There is no restriction on hair colour or style.
- Long or beaded hair must be pulled back for sports and practical subjects.
- No sunglasses

Outdoor Wear Only:

- Plain black or navy coat with minimal logo – needs to be waterproof. No leather or denim.
- Plain dark hats, scarves and gloves
- Hooded tops are not permitted.
- Clothing associated with sports teams (other than AES) are not permitted.

PE KIT supplied by Price and Buckland – See visual on page 36

Essential:

- Royal blue polo shirt with yellow piping and school logo.
- Royal blue skort, **or** Royal blue shorts with yellow piping and school logo.
- Royal blue socks with yellow top.
- Royal blue reversible Rugby shirt with yellow piping and school logo **and/or** Royal blue sweatshirt.
- Rugby gum shield.
- Sports training shoes (not plimsolls), no Velcro fastenings.
- Any colour football or rugby boots and football shin pads.

Optional:

- Navy blue tracksuit with yellow piping and school logo.
- Royal blue base layer top.
- Royal blue or black base layer leggings.

Wearing Glasses Whilst Playing Sports:

If your child needs to wear glasses in order to safely participate in PE and be able to see clearly, they are required to wear specialist sports glasses for any contact sports such as football and rugby. You may also wish to consider sports glasses for other ball games such as netball and basketball.

Parents are free to purchase uniform from any supplier if it conforms to the uniform requirements and the colours established by the school's suppliers:

School Uniform suppliers*

Fosters Schoolwear Limited
PMG Schoolwear

www.fostersschoolwear.co.uk
www.pmgsschoolwear.co.uk

School PE Kit supplier

Price and Buckland

www.price-buckland.co.uk

Anglo European School

Student Services supply the blazer badge, school tie, pin badge and gum shields.

Sizing Event: have your child 'sized' prior to ordering on-line – Thursday 29th June from 15:15 to 17:30. Alternatively, use the sizing guides on our website: <https://www.aesessex.co.uk/uniform-list/>

Nearly new Uniform and PE Kit: Nearly new sale on Thursday 29th June from 15:45 to 17:00, Friday 18th August from 10:00 to 15:00 and at the end of every half term (date will be confirmed in the bulletin). Alternatively, contact the school Office, enquiries@aessex.co.uk

ALL UNIFORM/P.E. KIT MUST BE CLEARLY MARKED WITH THE OWNER'S NAME

Regrettably, the School cannot take responsibility for loss or damage to property.

Any parents with concerns regarding the uniform policy should address them directly to the Headteacher.

12 Birchanger Industrial Estate, Bishop's Stortford, Hertfordshire. CM23 2TH
 Telephone: 01279 653865, Fax: 01279 501019, Email: info@fostersschoolwear.co.uk
www.fostersschoolwear.co.uk info@fostersschoolwear.co.uk

School Uniform for Years 7-11:

Blazer Badge	£6.00		
Tie (with white shirt and white blouses)	£8.50		
Navy Viscount Blazer – badge on pocket	28"-36" £30	38"-46" £36.00	
Navy MF V-Neck Pullover Badged left breast and gold trim	28" - 30" £20.00	32"-34" £22.00	36"-38" £24.00
Elasticated back Trousers	12-13 yrs £11.90	28" £15.15	29"-42" £18.15
Black Slim Fit Trousers	26"-27" £16.75	29"-42" £20.10	
White L/S Shirt twin pack	11"-14" £12.40	14.5"-15" £14.85	15.5-18" 15.80
White S/S Shirt twin pack	11"-14" £12.10	14.5"-15" £14.55	15.5-18" £15.55
Gold S/S Blouses twin pack	28"-36" £12.55	38"-44" £15.90	
Gold L/S Blouses twin pack	£12.85	£16.25	
White S/S button Neck Blouse	£13.25	£16.75	
White L/S button Neck Blouse	£15.75	£20.00	
Navy Designer Pleated Skirt 1EA Badged top left	22"-28" £19.50	30"-38" £25.25	

Orders on-line or by booking an appointment directly with Fosters Schoolwear

Sizing Event: have your child 'sized' prior to ordering on-line – Thursday 29th June from 15:15 to 17:30.

Alternatively, use the sizing guides on our website: <https://www.aesessex.co.uk/uniform-list/>

Last date for ordering to ensure uniform available for start of school – 31st July 2023

Free collection days from Student Services in school. Additionally, collection can be made during the summer holidays on these dates: Friday 18th August and Tuesday 5th September 2023 between 10:00 and 15:00

Please make sure you provide your child's name and year group/form

Home delivery available – free delivery on orders over £100



Website: www.pmg-schoolwear.co.uk

Telephone: 01895 809321

School Uniform for Years 7-11:

	<u>Sizes</u>	<u>£</u>
Navy Blazer	28 to 30	£29.99
Badge on pocket	32 to 34	£32.99
	36 to 38	£34.99
	40 to 44	£38.99
	46 to 52	£42.99
Navy fitted Blazer	28 to 30	£29.99
Badge on pocket	32 to 34	£32.99
	36 to 38	£34.99
	40 to 44	£38.99
	46 to 50	£42.99
Navy pleated skirt	22/18 to 24/20	£22.99
Badged top left	26/18 to 28/20	£24.99
	30/18 to 32/20	£27.99
	32/22 to 38/22	£29.99
Gold L/S Blouses twin pack	28 to 34	£14.99
	36 to 40	£15.99
	42 to 46	£19.99
Gold S/S Blouses twin pack	28 to 34	£14.99
	36 to 40	£15.99
	42 to 46	£19.99

Sizing Event: have your child 'sized' prior to ordering on-line – Thursday 29th June from 15:15 to 17:30.

Alternatively, use the sizing guides on our website: <https://www.aesessex.co.uk/uniform-list/> or on PMG website

Last date for ordering to ensure uniform available for start of school – 31st July 2023



Price and Buckland Limited

www.price-buckland.co.uk

Tel: 01159640827 / Email: sales@pricebuckland.co.uk

Essential	Size	Price
Royal blue polo shirt with yellow piping and school logo	Size 28"-S Size M-XXL	£13.90 £16.40
Royal blue skort Or Royal blue shorts with yellow piping and school logo	22-26" 28"-36" 9-13 years S, M, L	£13.50 £16.20 £9.50 £11.50
Royal blue reversible rugby shirt with yellow piping and school logo and/or Royal blue ¼ zip sweatshirt with yellow piping and school logo	30-32", XS, S M, L, XL, XXL and/or 30", 32", XS Size S-XXL	£18.40 £21.90 and/or £17.00 £20.50
Royal blue socks with yellow top	Size 3-6 Size 7-11, 12-14	£6.50 £8.00
Optional	Size	Price
Navy blue tracksuit top with yellow piping and school logo	Size 9/10 - 13 S-XXL	£19.50 £23.50
Navy blue tracksuit bottoms with yellow piping	9-13 years S-XXL	£14.90 £18.00
Royal blue base layer top	28"-XL youth XS-XL	£14.50 £15.50
Black base layer leggings	22" to XL Yth S-XXL	£17.50 £21.00

Orders on-line

Sizing Event: have your child 'sized' prior to ordering on-line – Thursday 29th June from 15:15 to 17:30.

Alternatively, use the sizing guides on our website: <https://www.aesessex.co.uk/uniform-list/>

Last date for ordering to ensure uniform available for start of school – 31st July 2023

Free delivery to work/home address on all orders over £70.00

Free collection days from Student Services in school. Additionally, collection can be made during the summer holidays on these dates: Friday 18th August and Tuesday 5th September 2023 between 10:00 and 15:00

Please make sure you provide your child's name and year group/form

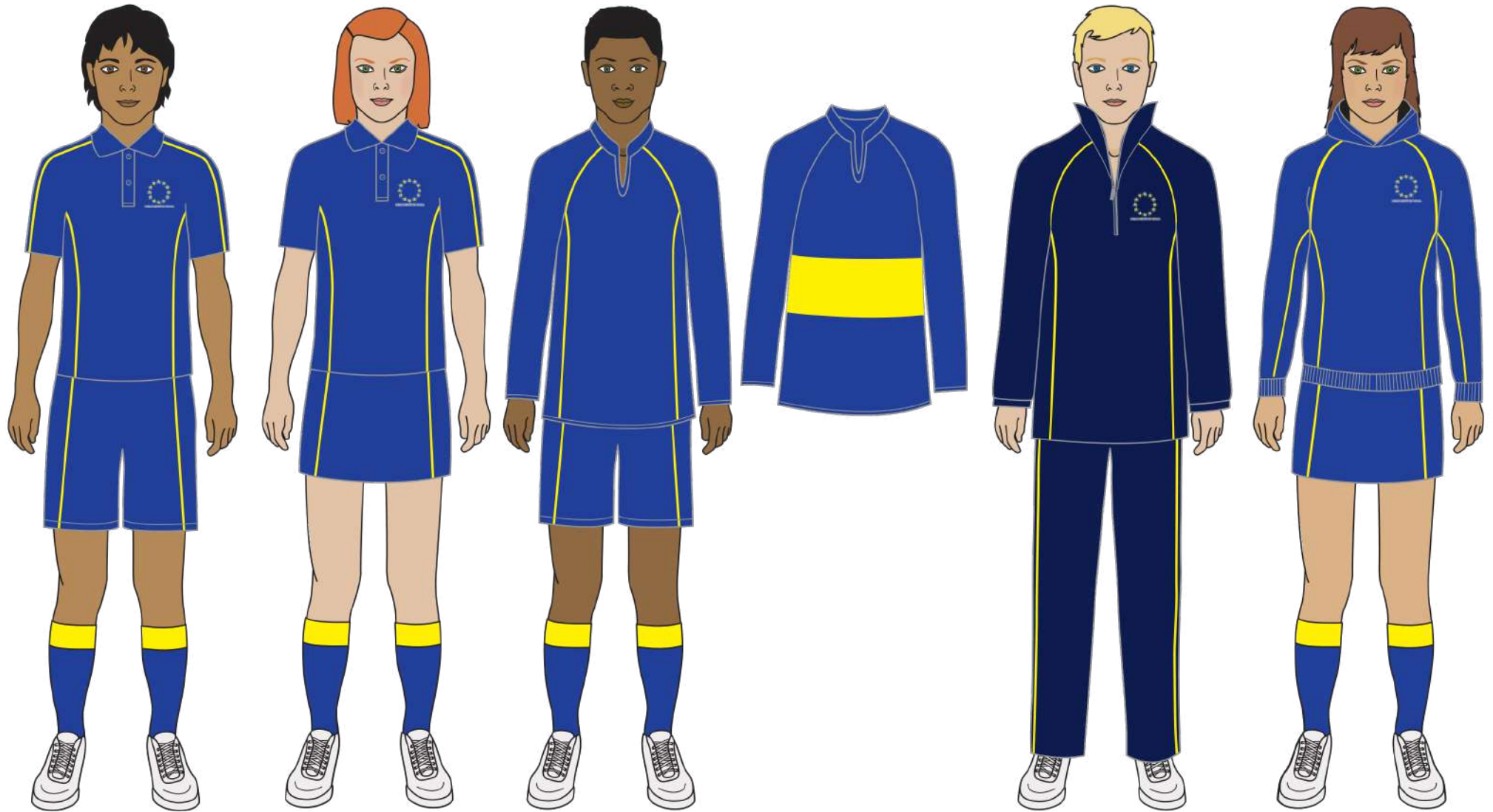
Price and Buckland are introducing a payment scheme called Klarna. Please visit their website for more information.

www.price-buckland.co.uk

SCHOOL UNIFORM



Visualisation for Anglo European School



Plain black leather shoes without commercial logos. No boots, sandals, trainers, plimsolls or canvas shoes. Shoes should be of a safe and sensible style. Shoes should have a low heel. High heels of any sort are not acceptable. No coloured laces



Students are not to wear headwear on the school site*



*Unless permission is received from the Headteacher for religious or cultural reasons

No hoodies, tracksuit tops or multi-coloured coats



EQUIPMENT NEEDS

ALL STUDENTS are expected to equip themselves for lessons. Items needed are Black or blue biro and green biro for response to assessments, pencils, coloured pencils, highlighter pens, eraser, metric ruler, glue stick, a rough book or file with file paper.

Art:	A sketchbook for all art lessons - £1 (Years 7–9) or £2 (Years 10–U6) payable through ParentPay.
Technology:	Project book will be provided for all Design and Technology subjects. A donation of £5 (Years 7–9) would be appreciated to help cover the cost of the materials. USB stick for IT and computing.
English:	A pocket dictionary and thesaurus.
Humanities:	A pocket dictionary and glue stick are essential for all Humanities subjects. A scientific calculator will be needed in some geography, business studies, financial studies and economic lessons. A reference atlas at home would be useful, we suggest either: Philip's Modern School Atlas 99th edition.
Mathematics/Science:	Scientific calculator with fraction functions; Casio FX-83GT recommended. A set of geometrical instruments (including protractor and pair of compasses).
Modern Languages:	A bilingual dictionary for each language you are studying (in English and the foreign language). We recommend Oxford or Collins.
Physical Education:	PE clothing and equipment requirements can be found on page 34

Students will be responsible for their own equipment, and items should be clearly named.

TEXTBOOKS:

Textbooks provided by the school are used for a number of years and parents will be expected to replace lost or damaged books. When a student leaves they must complete a 'Student Leaver's Form' confirming all books and equipment have been returned.

EXAMPLE OF AES VISITS PROGRAMME

Visit	Year Group	Country	Duration	Aims and principles	Curriculum areas
Ebblinghem Château on the Opal Coast	7	France	9 days	Direct experience, within tutor groups, of the way of life of other European countries', 'Esprit de corps' encouraging self- discipline and responsibility for own belongings and behaviour.	Science, Geography, History, Mathematics, French and English.
China (MEP)	8	China	14 days	As part of the Mandarin Excellence Programme – Intensive Mandarin lessons and cultural experience	Chinese, History, Dance and Citizenship
Avignon/Dinan	8	France	10 days	Exchange on home-to-home basis. Encourages students to experience at first hand the way of life in another European country. Use of another language.	Geography, Ecology, History, Art French.
Wiesbaden	8	Germany	10 days	Exchange on home-to-home basis. Encourages students to experience at first hand the way of life in another European country. Use of another language.	History, Geography, Industrial awareness - German.
Granada/Madrid	8	Spain	10 days	Exchange on home-to-home basis. Encourages students to experience at first hand the way of life in another European country. Use of another language.	Spanish plus cross curricular work.
Saronno	8	Italy	10 days	Exchange on home-to-home basis. Encourages students to experience at first hand the way of life in another European country. Use of another language. Bi-annual event.	Italian plus cross curricular work.
Tokyo	8	Japan	11 days	Exchange on home-to-home basis. Encourages students to experience at first hand the way of life in another European country. Use of another language. Bi-annual event.	Japanese plus cross curricular work.
China (MEP)	9	UK University	5 days	As part of the Mandarin Excellence Programme – Intensive Mandarin lessons	Chinese language and cultural studies

Visit	Year Group	Country	Duration	Aims and principles	Curriculum areas
Avignon/Dinan	9	France	10 days	Exchange - As Year 8.	Geography, Ecology, History, Art - French.
Wiesbaden	9	Germany	10 days	Exchange - As Year 8.	History, Geography, industrial awareness - German.
Granada/Madrid	9	Spain	10 days	Exchange - As Year 8.	Spanish plus cross curricular work
Saronno	9	Italy	10 days	Exchange - As Year 8. Bi-annual event.	Italian plus cross curricular work.
Tokyo	9	Japan	11 days	Exchange - As Year 8. Bi-annual event.	Japanese plus cross curricular work.
Frankfurt Long Term	10	Germany	8 weeks	Long term exchange on home-to-home basis.	Involves direct study in German school following similar subjects where available. Also maintaining UK studies whilst there.
Lyon Long Term	10	France	4 weeks	As above	As above
Girona Long Term	10	Spain	4 weeks	As above	As above
Lyon	10	France	10 days	Home-to-home exchange.	French plus cross curricular work.
Girona/Blanes	10	Spain	10 days	Home-to-home exchange.	Spanish plus cross curricular work.
Heidelberg	10	Germany	10 days	Home-to-home exchange	German plus cross curricular work
Tokyo	10	Japan	11 days	Exchange - As Year 8. Bi-annual event.	Japanese plus cross curricular work.
Geography Field Studies Centre	11	Surrey	3 days	Course work and real-world examples of topics studied in class.	Geography field study.
Work Experience	L6	Germany/ France/Spain	2 weeks	Home-to-home exchange whilst gaining work experience. Placements found by German/French/Spanish colleagues.	Language experience plus insight into working practices abroad.
Slapton Ley Geography Field Visit	L6	Devon	5 days	Practical aspects of IB / A Level syllabuses - perfecting field work techniques, development of skills for A Level, investigative study; and field work record for IB Higher study.	Geography field study.
Dale Fort Biology Field Visit	L6	Pembroke	5 days	For all studying Biology to A level, IB Higher and Subsidiary. Study of Ecology of Rocky shores; practical work used for assessment.	Biology field study.

Visit	Year Group	Country	Duration	Aims and principles	Curriculum areas
UN Geneva	L6	Switzerland	6 days	The programme involves a tour of the Palais des Nations and briefings from expert UN staff. Bi-annual event.	Politics, Economics and Business
Krakow/Vienna	L6	Poland and Austria	5 days	The programme is focused on visiting Auschwitz and the city of Krakow in Poland and the UN in Vienna followed by taking a cruise on the Danube.	Citizenship, RS, History, Finance, Geography and Music

EXAMPLE OF YEAR 7 HOMEWORK TIMETABLE

Please refer to our website, under Curriculum/Homework, for the latest timetable

DAY	A		C		E		M		N		P		S		T	
	Fr/Gm		Ce		Fr/Sp		Gm/Sp		Fr/Sp		Fr/Gm		Fr/Sp		Gm/Sp	
1	Ma	30 mins	Ma	30 mins	Ma	30 mins	Ma	30 mins	Sc	30 mins	Sc	30 mins	Hi	40 mins	Ct	30 mins
	Sc	30 mins	Ct	30 mins	En	30 mins	Gm	30 mins	Ar	30 mins	Fr	30 mins	Ar	30 mins		
			En	30 mins												
2	Tn	30 mins	Tn	30 mins	Tn	30 mins	Tn	30 mins	Ma	30 mins	Ma	30 mins	Ma	30 mins	Ma	30 mins
	Ar	30 mins	Ce	30 Mins			En	30 mins	Gg	40 mins			En	30 mins	Sp	30 mins
3	Fr	30 mins	Hi	40 mins	Fr	30 mins	Sp	30 mins	En	30 mins	Ct	30 mins	Sp	30 mins	En	30 mins
			Ar	30 mins	Sp	30 mins			Hi	40 mins	En	30 mins	Fr	30 mins	Sc	30 mins
4	Hi	40 mins	Sc	30 mins	Hi	40 mins	Sc	30 mins	Rs	40 mins	Gm	30 mins			Mu	30 mins
	Gm	30 mins			Ar	30 mins	Ar	30 mins	Fr	30 mins					Gm	30 mins
5	En	30 mins	Mu	30 mins	Ct	30 mins	Gg	40 mins	Mu	30 mins	Rs	40 mins	Rs	40 mins	Hi	40 mins
	Rs	40 mins	Ce	30 mins	Sc	30 mins			Sp	30 mins	Mu	30 mins	Mu	30 mins		
													Sc	30 mins		
6	Ma	30 mins	Ma	30 mins	Ma	30 mins	Ma	30 mins	Sc	30 mins	Sc	30 mins	Ct	30 mins	Gm	30 mins
	Mu	30 mins			En	30 mins	Mu	30 mins			Fr	30 mins				
7	Ct	30 mins	En	30 mins	Gg	40 mins	En	30 mins	Ma	30 mins	Ma	30 mins	Ma	30 mins	Ma	30 mins
							Sp	30 mins	En	30 mins	Ar	30 mins	En	30 mins	En	30 mins
8	Fr	30 mins	Sc	30 mins	Fr	30 mins	Ct	30 mins	Sp	30 mins	Gg	40 mins	Sp	30 mins	Sc	30 mins
			Ce	30 mins	Sp	30 mins	Gm	30 mins	Fr	30 mins			Fr	30 mins	Ar	30 mins
9	Sc	30 mins	Rs	40 mins	Rs	40 mins	Sc	30 mins	Tn	30 mins	Tn	30 mins	Tn	30 mins	Tn	30 mins
	Gm	30 mins			Mu	30 mins	Rs	40 mins	Ct	30 mins	Hi	40 mins	Gg	40 mins	Gg	40 mins
10	En	30 mins	Gg	30 mins	Sc	30 mins	Hi	40 mins			En	30 mins	Sc	30 mins	Rs	40 mins
	Gg	40 mins	Ce	30 mins							Gm	30 mins			Sp	30 mins

Ar-Art; Ce-Chinese; Ct-Citizenship; Dr-Drama; En-English; Fr-French; Gg-Geography; Gm-German; Hi-History; Ma-Mathematics; Mu-Music; Rs; Religious Studies; -Sc-Science; SP-Spanish; Tn-Technology

EXAMPLE OF YEAR 7 PE TIMETABLE (AUTUMN)

Please refer to the website for other year groups:

BLOCKS	DATES	7X1b – A&C 7Y1b – N&P	7X2b – E&M 7Y2b – S&T	7X1a - A&C 7Y1a - N&P	7X2a – E&M 7Y2a – S&T
1 (8 weeks)	2 SEPTEMBER – 22 OCTOBER	BASELINE TESTING (1 lesson) FOOTBALL (out) CROSS COUNTRY (1 double and 1 single lesson only)	BASELINE TESTING (1 lesson) FOOTBALL (out) CROSS COUNTRY (1 double and 1 single lesson only)	BASELINE TESTING (1 lesson) NETBALL (out/MH) CROSS COUNTRY (1 double and 1 single lesson only)	BASELINE TESTING (1 lesson) NETBALL (out/MH) CROSS COUNTRY (1 double and 1 single lesson only)
2 (7 weeks)	1 NOVEMBER – 17 DECEMBER	RUGBY (out) (TABLE TENNIS/ FITNESS IN WET WEATHER LESSONS – MH/BA)	RUGBY (out) (TABLE TENNIS/ FITNESS IN WET WEATHER LESSONS – MH/BA)	BADMINTON (SH) GYMNASTICS (Gym) OR OPTION TO PARTICIPATE IN RUGBY WITH BOYS' GROUPS	GYMNASTICS (Gym) BADMINTON (SH) OR OPTION TO PARTICIPATE IN RUGBY WITH BOYS' GROUPS
3 (6 weeks)	5 JANUARY – 11 FEBRUARY	TABLE TENNIS (BA) BADMINTON (SH) OR OPTION TO PARTICIPATE IN DANCE WITH GIRLS' GROUPS	BADMINTON (SH) TABLE TENNIS (BA) OR OPTION TO PARTICIPATE IN DANCE WITH GIRLS' GROUPS	TRAMPOLINING (Gym) DANCE (MH)	DANCE (MH) TRAMPOLINING (Gym)
4 (6 weeks)	21 FEBRUARY – 1 APRIL	BASKETBALL (SH) FITNESS (out/BA)	FITNESS (out/BA) BASKETBALL (SH)	FOOTBALL (out) (FITNESS IN WET WEATHER LESSONS – MH/Gym)	FOOTBALL (out) (FITNESS IN WET WEATHER LESSONS – MH/Gym)
5 (6 weeks)	19 APRIL – 27 MAY	HANDBALL (Muga/out/MH) CRICKET (out/SH)	CRICKET (out/SH) HANDBALL (Muga/out/MH)	ATHLETICS/ROUNDERS (out/Gym) FITNESS/ALTERNATIVE (out/BA)	FITNESS/ALTERNATIVE (out/BA) ATHLETICS/ROUNDERS (out/Gym)
6 (7 weeks)	6 JUNE – 22 JULY	ROUNDERS (out/SH) ATHLETICS (Out)	ATHLETICS (out) ROUNDERS (out/SH)	ROUNDERS/CRICKET (out/MH) ATHLETICS (out/Gym)	ATHLETICS (out/Gym) ROUNDERS/CRICKET (out/MH)

EXAMPLE OF PE AUTUMN EXTRA CURRICULAR TIMETABLE

Maximising Participation – Developing Excellence

The extra-curricular timetable is updated termly and can be found on our website: <https://www.aesessex.co.uk/students/extra-curricular-clubs/>

	Junior Lunch	Senior Lunch	After School
Day 1	No clubs- Yr11 lessons	Yr11 Trampoline Yr10 Netball	Sixth Form Active Hour
Day 2	Yr 7 Boys Football Yr 8-9 Netball Yr 8 Dodgeball	No clubs – Yr8 lessons	
Day 3	Yr 6 Girls Football	Yr10 Trampoline and Rugby	
Day 4	Yr7 Netball Yr 8-9 Boys Football Yr 7 Rugby	No clubs- Yr7 lessons	
Day 5	No clubs – Yr10 lessons	Yr11 Football	
Day 6	No clubs- Yr11 lessons	Yr11 Badminton Yr10 Football	Sixth Form Active Hour
Day 7	Yr 8-9 Netball Yr7 Girls Football Yr7 Dodgeball	No clubs – Yr7 lessons	
Day 8	Yr 8-9 Girls Football Yr8 Ruby	Yr10-11 Table Tennis Yr10 Badminton Yr11 Trampoline and Rugby	
Day 9	No clubs – Yr10 lessons	Yr 10 Badminton Yr 11 Netball	
Day 10	Yr7 Boys Football Yr7 Netball Yr9 Rugby	No clubs - Yr9 lessons	

EXAMPLE OF EXTRA CURRICULAR ENRICHMENT PROGRAMME (AUTUMN)

Activity	Convenor(s)	Years	Day	Time	Venue
*** Arts ***					
Art 6th Form drop-in session	Art teachers	L6, U6	Day 7	12:30 – 13:30	B12
Homework club for anyone that needs help with resources or advice.					
Art GCSE drop-in session	Art teachers	10, 11	Wednesdays	13:30 – 14:30	B12
Homework club for anyone that needs help with resources or advice.					
Art homework club	Art teachers	7 8, 9	Fridays Mondays	12:30 – 13:30	B12
Homework club for anyone that needs help with resources or advice.					
Art AMA club	Art teachers	8	Thursdays	12:30 – 13:30	B12
Homework club for anyone that needs help with resources or advice. This club is by invitation only.					
Art GCSE session	Art teacher	10, 11	Wednesdays	15:30 – 16:30	B14
Students have the opportunity to catch-up and keep up with their coursework.					
Textiles catch-up session	Textiles teacher	10, 11, L6, U6	Days 2 & 9 Wednesdays	13:30 – 14:30 15:30 – 16:30	C10
GCSE and A Level students will be able to use all the facilities in the Textiles room to work on coursework.					
*** English ***					
English revision	English teachers	10, 11	Wednesdays	15:30 – 16:30	A12
Revision for English language and literature GCSE.					
*** Humanities ***					
Geography revision club	Geography teachers	10, 11	Day 7	14:00 – 14:30	C21
Discuss exam papers, homework, revision skills.					
History revision club	History teacher	10, 11	Wednesdays	15:45 – 16:30	C24
GCSE students are welcome to revise quietly and have one-to-one tuition with History teachers. We will have a range of textbooks and resources available to support your needs, and will happily answer any queries you may have on the topics you have studied.					

REVISION / CURRICULUM SUPPORT

Activity	Convenor(s)	Years	Day	Time	Venue
*** Languages ***					
German intervention	German teachers	11	Day 9 Day 3	13:30 – 14:30	A12 L06
Lunchtime support with preparation for the GCSE German examination for students in Year 11 only.					
Chinese Native Speaker session	Chinese teacher	All	Wednesdays	15:30 – 16:30	L06
These are lessons which you commit to attending every week to prepare for your GCSE in your native language. The lessons are not suitable for students who are studying Chinese as part of their normal timetable.					
French Native Speaker session	French teacher	All	Wednesdays	15:30 – 16:30	A10
These are lessons which you commit to attending every week to prepare for your GCSE in your native language. The lessons are not suitable for students who are studying French as part of their normal timetable.					
German Native Speaker session	German teacher	All	Wednesdays	15:30 – 16:30	L09
These are lessons which you commit to attending every week to prepare for your GCSE in your native language. The lessons are not suitable for students who are studying German as part of their normal timetable.					
Italian Native Speaker session	Italian teacher	All	Wednesdays	15:30 – 16:30	D09
These are lessons which you commit to attending every week to prepare for your GCSE in your native language. The lessons are not suitable for students who are studying Italian as part of their normal timetable.					
Japanese Native Speaker session	Japanese teacher	All	Thursdays	15:30 – 16:30	D10
These are lessons which you commit to attending every week to prepare for your GCSE in your native language. The lessons are not suitable for students who are studying Japanese as part of their normal timetable.					
Russian Native Speaker session	Russian teacher	All	Wednesdays	15:30 – 16:30	A06
These are lessons which you commit to attending every week to prepare for your GCSE in your native language. The lessons are not suitable for students who are studying Russian as part of their normal timetable.					
Spanish Native Speaker session	Spanish teacher	All	Wednesdays	15:30 – 16:30	A04
These are lessons which you commit to attending every week to prepare for your GCSE in your native language. The lessons are not suitable for students who are studying Spanish as part of their normal timetable.					
Languages drop-in session (French, German, Spanish, Chinese)	Head of Languages & 6 th Form prefects	10, 11	Day 3	13:30 – 14:30	L03
Drop-in support run by Sixth Form prefects to help you with your language courses and revision techniques.					
Languages drop-in session (Russian)	Head of languages & 6 th Form prefects	10, 11	Day 5	13:30 – 14:30	B06
Drop-in support run by Sixth Form prefects to help you with your language courses and revision techniques.					

REVISION / CURRICULUM SUPPORT

Activity	Convenor(s)	Years	Day	Time	Venue
*** Mathematics ***					
Maths study club	Maths teachers	All	Mondays	15:30 – 16:30	M101
Provides an opportunity for students to further their understanding of Mathematics. Students must come prepared with work to complete and are expected to stay for at least 45 minutes.					
*** Science ***					
Activity	Convenor(s)	Years	Day	Time	Venue
Biology A Level exam practise and PAGs	Biology teacher	L6, U6	Tuesdays	8:00 – 8:45	E02
Using a range of exam questions to improve exam technique initially working with Year 1 initial topics – biological molecules and cell structure. Reviewing PAGs and PAG catch-up.					
Biology GCSE exam technique	Biology teacher & 6 th Form prefects	10, 11	Mondays Wednesdays	13:45 – 14:30 15:30 – 16:30	E02
Using a range of GCSE questions to improve exam techniques for preparation for the summer terminal exams. For GCSE combined and Triple students. And preparation for end of topic tests.					
Moles club	Science teacher	L6, U6	Wednesdays	15:30 – 16:30	E01
Sixth form quantitative Chemistry practice. Bring your own questions or do those provided. Also for Olympiad/C3L6 problem solving.					
Organic mornings	Science teacher	U6	Tuesdays	8:10 – 8:40	E01
Application of A Level Organic Chemistry. Expect to draw hexagons and curly arrows galore!					
Year 11 Chemistry revision	Chemistry teacher	11	Day 4 Day 9	15:40 – 16:00	E04 E02
Revision of Chemistry topics using a range of GCSE questions to improve exam technique to preparation for the December PPEs and summer terminal exams.					
Year 11 Science support	Science teachers	11	see Science teachers		
Build confidence with your Yr9, Yr10 and Yr11 Science topics.					

CULTURAL

Activity	Convenor(s)	Years	Day	Time	Venue
Anglo Music school	Music teachers	All & Yr 7 All & Yr 8 11, 10 All, Yr 9	Mondays Tuesdays Wednesdays Thursdays	8:40 – 9:10	B11 B15
<p>Monday – Choir – all year groups and abilities (B15) Monday – Year 7 Ensemble – Ukulele, Keyboard, Guitar, Bass (B11) Tuesday – Wind & String Ensemble – all year groups and abilities (B15) Tuesday – Year 8 Ensemble – Ukulele, Keyboard, Guitar, Bass (B11) Wednesday – GCSE Music Year 11 Ensemble – Yr 11 Music students only (B15) Wednesday – GCSE Music Year 10 Ensemble – Yr 10 Music students only (B11) Thursday – Wind & String Ensemble – all year groups and abilities (B15) Thursday – Year 9 Ensemble – Ukulele, Keyboard, Guitar, Bass, Drums, Voice</p>					
Anime	Mrs Porsz & 6 th Form students	7-9	Day 2 Start: 4.10.22	12:45 – 13:25	C21
<p>For those who are interested in Anime, we will be watching various episodes from different genres in order to give an introduction to Anime.</p>					
Art club	Art teacher & 6 th Form students	7-9	Day 2 Start: 4.10.22	12:45 – 13:25	B12
<p>If you join this club you will be working with Sixth Formers to create large-scale projects such as displays using recycled paper. You will learn techniques such as quilling, sculpture, collage and assemblage in a creative way.</p>					
First & Second Year Arabic club	Arabic teacher	7 - 9	Tuesdays	12:30 – 13:30	L03
<p>Any KS3 students who are new to studying Arabic.</p>					
Board Game club		7	Days 1 & 8	12:30 – 13:30	C29
<p>This club is designed to Year 7 to encourage them to foster new friendships and meet peers from other forms with whom they may share the same interests and hobbies. Students will be encouraged to play games and interact. Board games not only help develop problem solving and logical thinking but also collaboration and communication.</p>					
British Sign Language	Mrs Porsz & 6 th Form students	7-9	Day 2 Start: 4.10.22	12:45 – 13:25	C22
<p>Introduce students to British Sign Language. The topics would include: the alphabet, numbers, colours, emergency medical signs, greetings and how to get the attention of a deaf person.</p>					
Chess club	Mr Price	7-9	Day 9	12:30 – 13:30	C22
<p>This club is for anyone, from complete beginners to more experienced players who want to practise.</p>					
Chinese Culture Club	Chinese teacher	7, 8	Wednesdays	12:30 – 13:30	A09
<p>Chinese Culture Club welcomes all those who are passionate about learning Chinese and Chinese culture. Our CLEC teacher has developed a curriculum with rich cultural elements and fun language activities. Let's explore Chinese language and culture together.</p>					
Coding club	Technology teacher & 6 th Form students	7-9	Day 7 Start: 11.10.22	12:45 – 13:25	C30
<p>This club is for anyone interested in developing your coding skills at any level. Join us to create games, to write computer programs or to solve problems.</p>					

CULTURAL

Activity	Convenor(s)	Years	Day	Time	Venue
Debate Society	Citizenship teachers	All	Wednesdays	15:45 – 16:30	B01
This club is an opportunity to improve public speaking and debating skills. It is a chance to work with pupils across different age groups and to discuss current affairs and global issues too. There may be opportunity to enter competitions with other schools or take part in additional visits. In previous years the Debate Society went to Downing Street!					
Drama club	Drama teacher & 6 th Form students	7-9	Day 7 Start: 31.10.22	12:45 – 13:25	A02
Drama club is a great way to build confidence, meet new friends and develop your ability to perform, whether that be in front of a live audience or to your family at home. Led by our Lower Sixth students, you will have fun, playing Drama games, learning new skills and creating imaginative performances.					
Enterprise club	Mrs Mason	All	Wednesdays Start: 5.10.22	15:30 – 16:15	E05
This club allows students to develop a business, with mentoring and funding opportunities provided by the Peter Jones Foundation.					
Foreign Film club	Head of Languages & 6 th Form prefects	10, 11, L6, U6	Day 10	13:30 – 14:30	L01
A club run by Sixth Form Prefects open to anyone interested in foreign cinema. Each week we'll be watching a film from one of our target language cultures.					
IDA – Performing Arts (fee-paying)	West End & Industry Professionals	All	Saturdays	10:00 – 13:00	A02 A03
IDA classes provide students with quality assured tuition in Acting, Singing, Dancing, Film and TV, and Audition Practice. IDA students' lives are enriched through their international training experience. IDA will be staging a large-scale Disney production this Academic year.					
Languages club	Head of Languages & 6 th Form prefects	7-9	Day 1	12:30 – 13:30	A05
A club run by Prefects which will include games, drama, music and film to bring your language learning to life.					
LAMDA (fee-paying)	In partnership with IDA teachers	All	Wednesdays	15:30 – 16:30	A02 A03
Leading to Nationally Recognised Certification in Acting and Speaking of Verse and Prose – helping students to communicate effectively in different social situations.					
Mini-Thinkers Club	Humanity teacher & 6 th Form students	7-9	Day 2 Start: 4.10.22	12:45 – 13:25	C27
Join the Mini-Thinkers club to discuss and debate interesting topics and to develop your critical thinking skills. You will consider different perspectives and the fact that other people, with their differences, can also be right.					
Music Culture Club	Music teacher & 6 th Form students	All	Thursdays	15:45 – 16:30	B11 B15
Music Culture Club is an opportunity for all year groups to expand their music knowledge by viewing music in a social, historical and cultural light. This is done through receiving lectures and doing practical activities in order to get a better understanding of music. The club is run by sixth form Music students who are interested in giving lectures about such topics.					

CULTURAL

Activity	Convenor(s)	Years	Day	Time	Venue
Pop Culture club	Mrs Porsz & Sixth Formers	7-9	Day 2 Start: 4.10.22	12:45 – 13:25	S19
Following our successful K-Drama club, we have decided to run a Pop Culture club with videos, games and quizzes about a variety of pop culture topics. We will include K-Drama (Korean Drama) as part of this, alongside icon such as Taylor Swift.					
Science / STEM club	Science teachers	7	Wednesdays	12:50 – 13:30	S03
Allow students to explore aspects of Science that are not always possible within the constraints of a normal school timetable.					
Swedish for Beginners club	Mrs Porsz & 6 th Form students	7-9	Day 2 Start: 4.10.22	12:45 – 13:25	E07
Would you like to learn the basics of a new language? Would you like to know more about the country that gave us ABBA and IKEA? Join a native speaker and some other Sixth Formers to learn beginner-level Swedish with other students from years 7-9, and to find out more about what Sweden is really like.					

STUDY CLUB

Code of Expectation

- Students using Study Club understand and accept that it is an extension of the school day.
- Students agree that the AES Code of Classroom Conduct applies at all times.
- Students wishing to use Study Club must sign in on arrival and sign out when they leave.
- Students agree to attend Study Club with at least enough schoolwork to cover the time they are in attendance. Appropriate work includes homework, coursework, revision, reading books and other literature directly related to the curriculum. This includes books being read for personal pleasure provided they are of a reading age appropriate to the student and are not offensive. Appropriate reading material does not include comics or teenage magazines.
- Students understand that the Study Club staff can offer general study advice, but they cannot advise on subject-specific matters.
- Students have free access to 30 computers subject to their availability but accept that the AES Code of Conduct for Use of Computers applies in Study Club as it does throughout the school whatever time of day.
- Students are expected to contribute to and help maintain a quiet, serious working atmosphere and that they should remain in their seats except when needed to access a computer or look for a book.
- Students accept that they may receive warnings regarding their behaviour and that if they receive three warnings they will not be able to attend Study Club again for an appropriate period. This is in line with our policy to deal with low-level disruption in lessons and is well understood by students. In such cases, a letter will be sent home informing parents or carers of when the student can attend Study Club again. Such letters will be recorded on the student's file in the same way as other such misbehaviour is recorded.
- Students and parents accept that if the Study Club Manager feels it is appropriate the student will be required to leave Study Club before their planned departure. In such cases they will be instructed to sit in the Refectory (Dining Hall) and wait to be picked up or leave immediately if they have other arrangements for them to be picked up. In either case they will be instructed by the Study Club Manager to telephone home to explain the situation and they will be allowed to use their mobile phones but only in the Library and under the supervision of a member of the Study Club team. If they do not have a mobile phone they will be told to go to the office and use the school phone.
- Parents wishing to collect their child after their session at Study Club has finished must report to the school office where the staff will notify your child that you have arrived and that you are waiting for them in the Refectory (Dining Hall). Parents understand that the school cannot take responsibility for students before 08:00 am or after 17:00. If collection arrangements are delayed students are expected to sit in the Refectory (Dining Hall). They will not be directly supervised although approved staff will be on the school site until 18:00. The school cannot guarantee to have anyone available after 18:00 and families are expected to have contingency plans in place should they be necessary. This is in line with our AES Making Travel Safer policy.

ANGLO EUROPEAN SCHOOL STUDY CLUB

Please complete each part of the form. Students will not be given permission to use the Study Club until these details have been returned. The school must be informed of any changes as soon as possible

Student's Name: _____

How will your child be going home after each session? _____
(Parents who wish to collect their child from Study Club must report to the School Office)

At what time would your child need to leave school? _____
(please note that the Study Club ends at 17:00)

Contact telephone number in case of an emergency _____

I understand that if my child does not adhere to the Study Club code they may be asked to leave: Yes/No

I understand that it is my child's responsibility to ensure they have sufficient and appropriate work to make proper use of their time in the Study Club and that games of any sort are not allowed: Yes/No

I have discussed the Study Club Code of Expectation and my child agrees to abide by it: Yes/No

I hereby consent to my daughter/son participating in the Study Club:

Parent's Signature: _____ Date: _____

SECTION 2 – DECLARATION FOR FREE SCHOOL MEALS BY PARENT/GUARDIAN

To be eligible for Free School Meals you must receive one of the following benefits (please tick the box below to indicate which benefit(s) you receive):

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Please include a full copy of evidence of benefit with this application.

I confirm that the information given is correct. I agree to notify the Anglo European School immediately if my child should fail for any reason to attend the school for any reason, for any part of the year covered by the award, or if my benefit ceases. I understand that the information provided on this form may be used for the detection and prevention of fraud. I confirm that I am responsible for the child(ren) named on this form and that he/she lives / live with me.

I agree that you can use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial and ongoing entitlement.

I understand that it is the responsibility of the Parent/Guardian to advise the school of any change of circumstances which may affect the child(ren)'s entitlement for free school meals at any time throughout the academic year.

I understand that my application will need to be renewed at the end of the academic year and I agree to provide new evidence of benefit entitlement if I am requested to do so.

I will inform you if I change my address

Signed:

Date

SCHOOL USE ONLY

(Evidence of benefit must be enclosed with this form)

Form and evidence seen on:

Date

Name:

Signature:

School Stamp

When you have completed this form please return with a **full copy** of evidence of benefit as above to:

Mrs V G Miller, Business Manager

Anglo European School, Willow Green, Ingatestone CM4 ODJ



Anglo European School

HEADTEACHER: Mrs Jody Gee

Willow Green, Ingatestone, Essex, CM4 0DJ

TELEPHONE: +44 (0)1277 354018

E-MAIL: enquiries@aessex.co.uk

WEBSITE: www.aessex.co.uk



Dear Parents,

Reference: School Private Fund Contributions

In welcoming you and your child to the school community, we would like to draw your attention to the role of our School Private Fund in supporting school activities which fall outside the scope of funds provided by the Education Authority, including sports, drama, music, the school magazine and the improvement of the school environment. Without this fund many activities could not continue.

Since the opening of the school, we have invited parents to make a small voluntary contribution to the fund. In the light of inflation and the increasing calls on this fund, we now ask parents to make their payments under the Inland Revenue Gift-Aid Donations scheme. In this way income tax may be recovered and used to increase the resources of the fund. We are proposing that for the year starting September 2023 the suggested contribution shall be £50 per child. You will no doubt be aware that £50 subscribed in this way will be worth about £62.50 to the Fund at current rates of income tax.

If you can make this contribution, our preferred method is for you to complete the enclosed banker's order. Alternatively, payment can be made by ParentPay or by cheque payable to 'Anglo European School' annually. The Gift Aid form needs to be completed and returned in all cases.

Contributions made to the School Private Fund will enable automatic membership to Anglo European School's Parent's Forum.

Contributions of less than the suggested amount will be equally welcome, and we stress that all payments remain of course on an entirely voluntary basis. We thank you in advance for the support you offer to our school activities and look forward to hearing from you.

Yours sincerely,

Mrs J M Gee
Headteacher



Mandarin
Excellence
Programme



Artsmark
Platinum Award
Awarded by Arts
Council England



QATAR
FOUNDATION
INTERNATIONAL
Member of Qatar Foundation



MUSIC
MARK
SCHOOL

BANKER'S ORDER

To: The Manager, _____ Sort Code No _____
_____ Bank plc

Please pay the sum of £ _____ on the first day of October 2023 (or as soon thereafter as this authority has been received by you) to Anglo European School, Account No. 57534660 at Lloyds Bank, High Street, Chelmsford CM1 1DU, Sort Code 30-91-85 and continue to make a similar payment each year on the 1st October until a total of seven annual payments have been made and charging such payment to the debit of my account.

Signature _____ Date _____

Address _____

Name of Account _____ Account No _____

Please quote ref no _____ (to be completed by Finance Office, Anglo European School)

GIFT AID DECLARATION

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Name of Charity: Anglo European School

Please treat this contribution of £_____, and any other donations I make on or after the date of this declaration until I notify you otherwise, as Gift Aid Donations.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Signed: _____ Date _____

Full name: _____ (CAPS)

Address: _____

Student's name: _____ Year Group: _____

Please notify the Anglo European School if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue & Customs to adjust your tax code.