

# Welcome

Willkommen  
Bienvenue  
Bienvenidos



Broadening Horizons

Thinking Globally

Learning Locally



# INFORMATION FOR NEW STUDENTS AND THEIR PARENTS – 2018/19

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# AES MISSION STATEMENT

<p>The school aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.</p> <p>Our educational programmes encourage students from diverse backgrounds to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.</p> <p>The aim of all programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.</p>	<p><b>As learners we all strive to be:</b></p> <p><b>Inquirers:</b> 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.</p> <p><b>Knowledgeable:</b> We develop and use conceptual understanding across a range of disciplines. We engage with issues and ideas that have local and global significance.</p> <p><b>Thinkers:</b> We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p> <p><b>Communicators:</b> 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.</p>
<p><b>Aims of the school</b></p> <p><b>Special quality:</b> To provide the highest quality of education which is enriched by a strong international dimension.</p> <p><b>Intercultural worth:</b> To respect individuals and their culture whilst developing a respect for, and an understanding of, the student's own culture and the cultures of others.</p> <p><b>L'Avenir:</b> To give students the academic and social skills which enable them to move freely and productively beyond the boundaries of their own community.</p>	<p><b>Principled:</b> 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.</p> <p><b>Open-minded:</b> 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.</p> <p><b>Caring:</b> 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.</p> <p><b>Risk-takers:</b> 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.</p>
<p><b>Curriculum</b></p> <p>The school is committed to a broad and balanced curriculum. Within this breadth there are opportunities for students to choose subjects of their choice. The study of a language other than English at every stage of a child's career at the school is compulsory. This includes two such languages from age 11-16 and one such language in the Sixth Form.</p> <p>The curriculum is designed to allow teachers to educate succeeding generations of young people and encourage them to think globally whilst learning locally.</p>	<p><b>Balanced:</b> 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.</p> <p><b>Reflective:</b> 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.</p> <p>We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.</p>

# 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	Upper School and Sixth Form
Registration	08:55 – 09:00	08:55 – 09:00
Period 1	09:00 – 10:00	09:00 – 10:00
Period 2	10:00 – 11:00	10:00 – 11:00
Break	11:00 – 11:15	11:00 – 11:15
Period 3	11:15 – 12:15	11:15 – 12:15
Period 4	Lunch	12:15 – 13:15
Period 5	13:15 – 14:15	Lunch
Period 6	14:15 – 15:15	14:15 – 15:15
Registration and Assembly	15:15 – 15:30	15:15 – 15:30

## Tutor Period

There is a tutor period once a cycle. The aim of this time is to give students the opportunity to complete homework. Students need to organise themselves to ensure they have suitable homework to complete or a book to read during this time. Students in Years 7 and 8 also have literacy and numeracy activities during this time. This period is supervised by their form tutor.

## Lunch

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 'School Menu'. Lunching with friends off-site is not permitted. Any student who is authorised to leave the school site by the Headteachers should not loiter in the village or at the front of school.

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.

A breakfast menu is available before school and light snacks after school.

## Assemblies

Assemblies are of a moral and ethical nature which reflects Christian views as well as those of 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 Headteachers, but before doing so parents are urged to examine the school's Assembly Programme and Spiritual, Moral, Social and Cultural Policy which can be found on our website.

## **Homework**

Homework is an important feature of any successful school; it makes an important contribution to learning and it is integral to all schemes of work. The school sets high expectations of students in completing homework, both in terms of students meeting deadlines and the effort expected in completing work to the best of a student's ability.

A homework timetable is issued at the beginning of the academic year. This timetable includes time allocations so that parents and students have an indication of how long each piece of work is expected to take. It is very rare for the homework timetable to indicate that a piece of work must be completed overnight; however, some teachers, especially those that are part-time, may have to adjust their homework timetable so that they are able to schedule their marking appropriately. These members of staff will inform their class(es) of any changes to the timetable.

The school aims to encourage students to develop the skills, confidence and motivation needed to study effectively on their own through home study. We aim to promote the ability to learn independently and to develop the flexibility necessary for lifelong learning. Homework should reinforce 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. Homework is also a means of managing particular demands such as GCSE preparation for non-examination assessment, and revision for assessments and examinations.

Homework should be a specific task, appropriate to the time available, the age and ability of the student. It should be differentiated; extension or enrichment work and wider reading should be available for the most able and support to complete the task should be available for the less able. Wider and recommended reading lists are also available on the curriculum pages for each subject on the website. Teachers will supplement this with additional reading applicable to the relevant module of work being studied.

Homework can be accessed by both students and parents on the website through 'Show My Homework'; teachers are encouraged to post the homework information on this website, which allows students and parents to organise the work. Students can also record their homework in their organiser. Instructions on how to use this area can also be found on the website. Advice and guidance as to how you can best support your child study independently at home is also on the Show my homework website.

## **Assessment and Reports**

Assessment in many and various forms takes place lesson by lesson. More formal assessments such as internal examinations are scheduled throughout the year (see calendar on school website for details). Summaries of your child's attendance, attainment, effort and behaviour are routinely compiled and reviews of progress take place. The results of this on-going process are reported to parents in the form of two interim reviews and an annual report which you will receive approximately termly.

You will be invited to an annual parents' evening which is an important opportunity to discuss your child's progress with their subject teachers.

Further information on assessment and reports can be found on the school website.

## **School Uniform**

A list of the school uniform and prices lists can be found on pages 22-27. 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 (click on "Anglo European School") and PMG Schoolwear. Ties and blazer badges are also available from the school finance office.

The PE kit, price list and sizing dates for Year 7-8 can be found on page 27 and can be purchased on-line through Price and Buckland. PE Kit for Years 9-11 can be purchased through Fosters. Uniform and PE kit will be on sale on certain days detailed on page 25 and 27.

Parents wishing to buy items of 'nearly new' uniform and PE kit should contact the School Office.

- 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 the school office. Unclaimed lost property is disposed of at the end of every half-term. The school and their insurers cannot take responsibility for personal property.
- For reasons of safety, no items of jewellery are permitted. In the case of pierced ears, plain metal studs in the ear lobes may be worn, but are not encouraged. These must be removed for PE. Parents who wish their child to wear a piece of jewellery for religious reasons must apply to the Headteachers in writing for their agreement. Students are not allowed to wear make-up at school.
- 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. No coloured laces.
- Girls' trousers should be tailored and not flared, denim or leggings. Blouses are to be worn untucked.
- Hooded sweatshirts are not permitted.
- Make-up must be discrete. Hand decoration is not permitted unless authorised for religious observance. Nail varnish or false nails are not permitted.
- Sixth Formers are expected to follow the Sixth Form dress code.

## **Equipment**

A list of equipment required for classroom use is enclosed, see page 28, 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.

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

All students will be issued with a personal organiser which they will use to record their homework. Parents are able to also use this as a method of communication between home and school. It will be the responsibility of the child to show any communication to the relevant member of staff. Parents are asked to sign the personal organiser weekly.

## **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 academic year. 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 **CANNOT** be 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 a locker will be allocated to your daughter/son prior to the start of the term. Please complete the form on page 34 and return it to the school office. The preferred method of payment is by using ParentPay. The cost is £95 (£15 per year), this includes a deposit of £20 which will be refunded when your child reaches the end of Year 11 and the 2 keys are returned together with confirmation that there are no outstanding debts. Refunds will only be given if the Leaver's Form has been signed, all outstanding debts have been cleared and Bank account details 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.

# STUDENT WELL-BEING

## **Spiritual, Moral, Social and Cultural Policy**

The school's Spiritual, Moral, Social and Cultural Policy has been approved by the Governing Body and is available on our website. Parents have similar rights here to those relating to Assemblies. Any withdrawal places an obligation on parents to provide appropriate work of a religious or spiritual nature.

## **Pastoral Care**

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 write to make an appointment if you wish a personal interview with either of these. The personal organiser can also be used as a means of communication.

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

## **Attendance**

Regular attendance is obviously a prerequisite to success at school. We endeavour to work closely with parents and pupils to maintain the highest possible levels of attendance.

On each day your child is absent from school, please email [attendance@aessex.co.uk](mailto:attendance@aessex.co.uk) with your child's name, tutor group and the reason for absence before 08:55.

Lessons begin at 08:55 with registration taken at the start of period 1. Students arriving in school after 08:55 must sign in on the "late" registers in C Block and give a reason for their lateness. This will be closely monitored by the Achievement Team and students who are late without good reason will receive detentions. Late arrival to lessons causes disruption to teaching and learning and compromises the education of the student concerned.

In cases where students are missing a lot of school, or their attendance falls below 95%, the case can be discussed with the Local Educational Authority and parents may be required to provide medical evidence for absence. During long periods of absence, work can be collected by parents.

## **Medical Support Officer**

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. Students will not be sent home on their own.

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.

## **Signing in/out and late arrival**

Students who arrive after 08:55 must sign in on the late sheet in C block and give a reason for their lateness. Those arriving after 09:30 should report to the Attendance Officer located in C4. Those arriving late, or notifying an absence in advance, must provide a letter of explanation addressed to the Attendance Officer.

Students leaving the school for an appointment must sign out with the pastoral manager located in C4. 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.

## **Family holidays**

Holidays are **not** permitted during the school term.

## **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](mailto: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 Headteachers.

## **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.

## **Train Travellers**

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. We also have train ambassadors, trained by Greater Anglia, who are available to offer support and advice to any students travelling by train.

## **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 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 Headteachers and all staff take the lead in creating a climate in which pupils 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.

If your child feels they are subjected to bullying they can speak to a trusted adult at school, email [helpinghands@aessessex.co.uk](mailto:helpinghands@aessessex.co.uk) or put a note in the anti-bullying box which is located outside the Main Office.

## **E-safety**

We are committed to ensuring the safety of our students both within and, as far as possible, outside of school. More and more students are using the internet as both a means for educational purposes and as a means of communication. We educate our students about how to stay safe when using new technology through the curriculum, school policies, assemblies and talks with parents. We advise that parental controls are set on home computers and where possible onto your child's mobile phone (you will need to speak with your network provider about the feasibility of this). Also, that computers are kept in a location at home where the work, content being viewed and people whom your child is communicating with can be monitored; being included as a friend on your child's social networking site, if they have one, can be an effective way of doing this. Please refer to our E-safety policy and further guidance on our school website under 'Parents, E-Safety'.

## **Drugs Misuse or Abuse Policy**

The school is committed to ensuring that the school site is safe for all and "drug free" to protect the safety and well-being of all our students and staff. 'Drugs', referred to below, are defined in our drugs policy:

- Drugs 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 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 related paraphernalia onto the school site.

Any involvement in the above offences is highly likely to lead to permanent exclusion from school even if it is a first offence. For further information, please refer to our 'Behaviour Policy (including Drugs Policy)' which is available on our website.

## **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 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. Personal audio devices are allowed at lunchtimes but not in lessons.

No toys or games (other than outdoor sporting equipment) may be brought into school. Chewing gum and Tippex 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.

Please refer to our Behaviour Policy which can be found on our website.

## **Pupil Premium**

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 one-to-one tuition, literacy and numeracy support, access to wider services including 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.

A report on how this money is spent can be found 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, children of service families 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 38 and 39. Support in completing these forms is available from the Finance Office on request.

## **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 38 and 39. Once you have completed your application form and provided the necessary evidence of eligibility, this will be processed.

# ENRICHMENT

## Visits Programme

The world for which we are preparing our children is an increasingly small and interdependent one. Students will need to be flexible, tolerant and cosmopolitan. They will need a clear understanding of their roots and be able to move confidently between cultures.

International understanding is best developed when students have the opportunity to make personal contacts and experience the culture of others directly. Our students are encouraged to participate in an extensive programme of visits and exchanges throughout Europe and beyond.

The visits and exchanges involve about 700 students each year to 15 European destinations. The programme begins in Year 7 with a visit to Eblinghem Château on the Opal Coast in France. In Year 8, students exchange with French and German schools in 3 locations and in Year 9 the destinations are 2 schools in Germany and 2 schools in Spain. In Year 10, students choose from exchanges between France, Italy, Spain and China and our academically more able linguists are invited to participate in longer term exchanges - 3 weeks in France or 8 weeks in Germany. These students attend school with their partners. The Sixth Form has exchanges to China and work experiences in France, Germany and Spain. The detailed outline is on pages 29 and 30.

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 we also have in the region of 40 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.

The visits code of conduct and educational day visits parental consent form can be found on pages 31 and 32.

## Instrumental Music Tuition

The school offers music lessons via the County Council's instrument tuition scheme at a cost of approximately £94.50 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, voice, recorder, percussion and strings.

If you are interested in music lessons, please complete and return the application form which is enclosed under separate cover. Payments can be made by ParentPay. If you wish to hire an instrument, please contact Essex Music Services on 0333 013 8953. Instruments can also be purchased from the school net of VAT. Please contact Mr J Gordon, Head of Music, for further details.

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 <http://www.essexmusicclub.org.uk/site/>

## **P.E.**

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. This mainly applies to boys who do this throughout curriculum time. You may also wish to consider sports glasses for other ball games such as netball and basketball.

Where students have been ill, or have a medical condition, the teaching staff can modify activities which in many cases can assist in the recovery process from injury or illness. 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 Headteachers can give permission for students to be exempt from Physical Education.

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. The Library also hosts Study Club before and after school each day.

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.

As well as 30 computers, all linked to the 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.

The Library stocks a variety of resources for all levels and abilities, including;

- Modern fiction, classic novels, graphic and Manga novels, short stories, poetry, plays and autobiographies.
- Information books covering subjects such as cookery, art, geography, history, sciences, sports and religion. All students have access to a large selection of Key Stage 3 and GCSE Study Guides covering all the main subject areas.
- Reference books including encyclopaedias, English and foreign language dictionaries and atlas guides (please note, most reference books are for use within the Library only and are therefore not available for loan).
- The Library stocks over 100 DVDs including classic films, comedies, period dramas and adventure movies. Students can borrow these without any charge (one movie at a time for a maximum of a week).
- We can also offer foreign language books, a selection of magazines (including BBC Focus, Good Food, The Economist, NME) and newspapers.
- Other facilities available include document scanning, photocopying from 10p per sheet and a mini 'Stationery Shop' which is open at morning break and lunchtime. We are also fortunate to have separate Sixth Form and Careers resource areas as well.

Please refer to the Parental Consent Form for information regarding borrowing and lending rights.

## **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 pressures homework can cause if resources are not easily to hand at home. In addition to supervision, our Study Club Manager is able to 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 child care 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 08:55 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 37 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.

### **Extra-Curricular Activities**

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 up-dated every term.

# ADDITIONAL CHALLENGE

## **Academically More Able**

Our policy, at the Anglo European School, is that our Academically More Able (AMA) students should be identified, targeted, supported, stimulated and challenged within the school as a whole and, most importantly, within subject areas.

The Academically More Able students are identified through three key indicators: firstly, Key Stage 2 results; secondly, achievement in the Cognitive Ability Tests (CATs 3); and finally ongoing teacher observation. Students are deemed to be Academically More Able if they achieve a mark of 129 or above in at least one of the CAT tests (quantitative, verbal, non-verbal). We recognise that academically more able students do not always perform well in tests. Teachers may also nominate students who have not performed well in the aforementioned tests, to be added to the school's register upon recommendation. There is an ongoing process of monitoring whereby teachers comment upon the progress of our most able students and where any student not on the list who is making excellent progress can be recommended for inclusion. Likewise, there is structured intervention, at various levels, for students who are on the list and who have been identified as struggling to make the progress that is expected of them: this can range from the AMA coordinator, the Year Leader, the pastoral team or the form tutor. The AMA registers are designed to be fluid and to recognise and reward ongoing progress, taking into account that students mature and make progress at different times, and at different rates.

To ensure that the needs of the Academically More Able students are met, we place a high priority on classroom provision. There are differentiated tasks in the classroom to provide stretch and challenge, and also departmental co-ordinators whose roles are to provide adequate resources to ensure that these students receive a high quality education that meets their needs. We also have a wide-range of external enrichment activities that supplement and extend students' learning beyond the classroom setting.

## **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 2014, the principles of Inclusion and the Every Child Matters agenda. A team of staff support the SENDCO in:

- Transition of pupils to secondary school
- Tracking and monitoring of student progress
- Advice to staff, providing student information, strategies and support
- Training for teachers and support staff on a range of special and additional needs
- Examination access arrangements, including relevant literacy, screening and assessment
- Lunch Club, including homework support
- Social skills groups for selected students
- Individual and small-group withdrawal programmes for selected students
- Paired reading for KS3 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 Languages and is staffed by an EAL teacher. 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 with 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.

The department prepares and enters students for appropriate examinations, including IGCSE and IELTS to enable students to access tertiary and other courses of study.

# SCHOOL REWARDS AND SANCTIONS

## 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 pupils 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 pupils' achievements. Further recognition will involve a meeting with the Deputy Head or Headteacher.

There are two award evenings each year, one for Key Stage 3 and one for Key Stage 4, held at Anglia Ruskin University and Chelmsford Theatre respectively.

## 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. This includes personal audio devices. 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.

## 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.

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 policy which manages inappropriate behaviour which is deemed to hinder the teacher teaching and/or the students learning. 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 lunch time detention. 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.

# PARENTAL ENGAGEMENT

## **Anglo European School Website**

Please refer to our website [www.aesessex.co.uk](http://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](mailto:enquiries@aessex.co.uk).

## **In Touch**

We are committed to improve the quality of our communication with pupils and parents.

We use a system called “In Touch”, a service which enables us to send letters and messages direct to parents by email and text message. Our intention is that once your daughter/son transfers to our school, you will receive information from us in a reliable and efficient manner avoiding the need to trawl through the contents of your child’s school bag. We may, from time to time, send you information from third parties relating to products or activities which relate to the development of young people. Please ensure you provide a current email address and telephone number to ensure you receive these communications.

## **Student Bulletin and termly Newsletter**

We email all parents/carers once a fortnight with our Student 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, colourful and informative. The AES Newsletter is emailed once a term. Its focus is on the events of the past term including student achievements, Anglo in the Community and visitors to the school. It usually includes a commentary on a current educational theme or an insight into the school’s distinctive philosophy.

## **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. The child always attends, in school uniform, and the discussions are invariably positive even if difficult things have to be said. We expect all parents to attend and cannot guarantee to provide feedback if they don’t, although we endeavour to do so

## **Facebook**

Facebook

As is the way in the modern age we have a presence on Facebook too and we would invite you to follow our Facebook page <https://www.facebook.com/angloEuropeanschool> to keep up to date with the latest news and information about the school.

## **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](http://www.ParentPay.com).

A letter is enclosed under separate cover informing you of your user name and password. If you have any questions or problems accessing your account please contact our Finance Office by email [finance@aessex.co.uk](mailto:finance@aessex.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.

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

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 40.

## **Anglo European School Association (AESA) and Forum**

The Anglo European School Association is a registered charity which is run by parents. They exist to:

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

All parents and carers who have children attending the Anglo European School automatically become members of the Anglo European School Association, known as AESA. It creates a network of parents and work to support the school financially as well as provide an opportunity for the school to consult with the parent body. The committee meets around six times per year. They are always looking for parents to volunteer at their events and are open to new ideas of ways they can raise money to further support the school.

The money they raise is used to enhance the work undertaken by different departments within the school to support teaching and learning. In recent years their fundraising has helped to finance a new music practice room, PE equipment, special needs equipment and visualizers.

Anglo European School Association is part of the Anglo European Co-operative Trust and fulfils the role of representing parents on the Anglo European Co-operative Trust Forum.

We are always looking for volunteers to “help out on the day” at our fundraising events. Volunteering is a great way for parents to get to know other parents. New ideas and suggestions are always welcome. If you would like to become part of the AESA, send an email to [aesa@aessessex.co.uk](mailto:aesa@aessessex.co.uk).

Seven easy ways to support the AESA:

Attend a fundraising event

- Donate a raffle prize
- Join the committee (approximately 6 meetings per year) - see 44
- Volunteer at an event
- Sign up to the AESA Lottery (big cash prizes!) – see page 46
- Make your on-line purchases via Give as You Live – see page 47
- Like our Facebook page, follow us on Twitter

Contact us:



[AESA@aessessex.co.uk](mailto:AESA@aessessex.co.uk)



[www.facebook.com/aesa.parents](http://www.facebook.com/aesa.parents)



[@AESA\\_parents](https://twitter.com/AESA_parents)

# TERM AND HOLIDAY DATES

## SEPTEMBER 2018 – JULY 2020

### AUTUMN TERM 2018

First day of term	Tuesday 4 <sup>th</sup> September 2018 - <b>Non Pupil Day</b>
Half term	Monday 22 <sup>nd</sup> October to Friday 26 <sup>th</sup> October 2018
Last day of term	Wednesday 19 <sup>th</sup> December 2018 - <b>early closure</b>

### SPRING TERM 2019

First day of term	Thursday 3 <sup>rd</sup> January 2019
Half term	Monday 18 <sup>th</sup> February to Friday 22 <sup>nd</sup> February 2019
Last day of term	Friday 5 <sup>th</sup> April 2019 - <b>early closure</b>

### SUMMER TERM 2019

First day of term	Tuesday 23 <sup>rd</sup> April 2019
May Day	Monday 6 <sup>th</sup> May 2019
Half term	Monday 27 <sup>th</sup> May to Friday 31 <sup>st</sup> May 2019
Last day of term	Wednesday 24 <sup>th</sup> July 2019 - <b>early closure</b>

### AUTUMN TERM 2019

First day of term	Tuesday 3 <sup>rd</sup> September 2019 - <b>Non Pupil Day</b>
Half term	Monday 28 <sup>th</sup> October to Friday 1 <sup>st</sup> November 2019
Last day of term	Thursday 19 <sup>th</sup> December 2019 - <b>early closure</b>

### SPRING TERM 2020

First day of term	Monday 6 <sup>th</sup> January 2020
Half term	Monday 17 <sup>th</sup> February to Friday 21 <sup>st</sup> February 2020
Last day of term	Friday 3 <sup>rd</sup> April 2020 - <b>early closure</b>

### SUMMER TERM 2020

First day of term	Monday 20 <sup>th</sup> April 2020
May Day	Monday 4 <sup>th</sup> May 2020
Half term	Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May 2020
Last day of term	Wednesday 22 <sup>nd</sup> July 2020 - <b>early closure</b>

### NON PUPIL DAYS 2018/19:

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):

Tuesday 4<sup>th</sup> September 2018  
Friday 28<sup>th</sup> September 2018  
Friday 30<sup>th</sup> November 2018  
Friday 15<sup>th</sup> February 2019  
Tuesday 7<sup>th</sup> May 2019



# Anglo European School

CO-HEADTEACHERS: David Barrs/Jody Gee

Willow Green, Ingatestone, Essex, CM4 0DJ

TELEPHONE: +44 (0)1277 354018 • FACSIMILE: +44 (0)1277 355623

E-MAIL: [enquiries@aesessex.co.uk](mailto:enquiries@aesessex.co.uk) • WEB SITE: [www.aesessex.co.uk](http://www.aesessex.co.uk)

25<sup>th</sup> May 2018

Dear Parents/Carers

The school manages significant amounts of personal data in order to meet its statutory responsibilities. We have always recognised the importance of doing this carefully and securely and will continue to do so.

The regulations around Data Protection are, as you know, being upgraded and from 25<sup>th</sup> May all organisations, companies, clubs and societies will need to have new policies and procedures in place. These come under the General Data Protection Regulations which have been developed by the European Union and which are being adopted into law by the UK government. The school welcomes the new importance attached to data management particularly in relation to the protection of privacy.

We collect and use personal information about staff, students, parents, and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DfE, the Local Authority or other third parties where the law requires us to do so. Our full online privacy notice can be found at <https://www.aesessex.co.uk/privacy-notice/> or you can call 01277 354018 if you are unable to access the internet.

The school does not need your consent to manage data in relation to its core purpose of providing education. We are able to use data without consent where we need to meet our public duty, where the safety of children is at stake, where there are vital interests relating to life and death, where we have a legal obligation, where there are other legitimate interests or where we have entered into a legal contract.

We do need your consent for certain aspects of our activity including the use of photography for publicity purposes, and the use of some biometric data for our catering service and attendance systems. Where we do process data it is subject to our privacy notices which you can view on <https://www.aesessex.co.uk/privacy-notice/>.

The school does not give or sell personal data to any third party unless they are making a direct contribution to the services we provide such as catering, CCTV, our IT service provider or the Anglo European School Association. We ensure they have clear data management policies and protocols in place.

The Anglo European School Association is a separate body but one which we consider to provide an important contribution to the success of the school. We will work with them to ensure their use of data, such as emails, is secure and that their policies are compliant

Yours sincerely,

Mr D A Barrs  
Headteacher

Mrs J M Gee  
Headteacher



# SCHOOL UNIFORM AND P.E. KIT

## YEAR 7 AND 8

<b>General</b>	
A plain navy v-necked pullover or cardigan with the school badge may be worn, <b>but only under a blazer</b>	
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.	
Sixth Formers have a smart casual dress code. Suitable for a professional working environment. Attire which is considered unsafe or offensive will be challenged.	
<b>Additional Notes:</b>	
No jewellery may be worn, other than a small plain metal stud earring worn in the ear. These must be removed for P.E.	
Make-up must be discrete. Hand decoration is not permitted unless authorised for religious observance. No nail varnish or false nails.	
<b>Outdoor wear only:</b> Plain dark coloured coat with minimal logo. Plain hats and scarves. Hooded sweatshirts or tops are not permitted. Clothing associated with sports teams not allowed.	
<b>Girls' Uniform</b>	<b>Boys' Uniform</b>
Navy blazer with school badge*	Navy blazer with school badge*
Gold blouse with collar, to be worn untucked*	Plain traditional white shirt to be worn tucked in
Navy skirt (worn normally, not rolled up and no more than 2" (5 cm) above the knee) or navy/black tailored trousers (ankle length and not flared)*. Jeans, cords and leggings are not acceptable	Black or dark grey tailored trousers (ankle length and not flared)*. Jeans and cords are not acceptable.
	School tie tied up to collar with school emblem showing on the front*
Black or navy knee high socks, plain flesh coloured OR plain black or navy tights	Black, navy or grey socks
<b>Girls' P.E. Kit – Year 7 and 8 students only</b>	<b>Boys' P.E. Kit – Year 7 and 8 students only</b>
Royal blue polo with yellow piping and school logo	Royal blue polo with yellow piping and school logo
Royal blue skort, or shorts, with yellow piping and school logo	Royal blue reversible rugby shirt with yellow piping and school logo
	Royal blue shorts with yellow piping and school logo
Royal blue socks with yellow top	Royal blue socks with yellow top
Royal blue ¼ zip sweatshirt (optional)	Royal blue ¼ zip sweatshirt (optional)
Navy blue tracksuit with yellow piping and school logo (optional)	Navy blue tracksuit with yellow piping and school logo (optional)
Royal blue base layer top (optional)	Royal blue base layer top (optional)
Royal blue base layer shorts (optional)	Royal blue base layer shorts (optional)
Mainly white sports training shoes (not plimsolls), no Velcro fastenings.	Mainly white sports training shoes (not plimsolls), no Velcro fastenings.
	Any colour football or rugby boots and football shin pads
	Rugby gum shield
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. This mainly applies to boys who do this throughout curriculum time. You may also wish to consider sports glasses for other ball games such as netball and basketball.	

**School Uniform:** \*These items of school uniform may be purchased online from the Fosters Schoolwear Limited or PMG Schoolwear. Items of the same specification from other suppliers are also acceptable.

Fosters Schoolwear Limited

[www.greatforschool.co.uk](http://www.greatforschool.co.uk)

PMG Schoolwear

[www.pmg-schoolwear.co.uk](http://www.pmg-schoolwear.co.uk)

**Donated Uniform**

**Please contact the School Office**

**Year 7 PE clothing can be purchased online – please have your child ‘sized’ prior to ordering:**

Price and Buckland Limited

[www.price-buckland.co.uk](http://www.price-buckland.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 uniform policy should address them directly to the Headteachers.

# SCHOOL UNIFORM AND P.E. KIT

## YEAR 9-11

<b>General</b>	
A plain navy v-necked pullover or cardigan with the school badge may be worn, <b>but only under a blazer</b>	
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.	
Sixth Formers have a smart casual dress code. Suitable for a professional working environment. Attire which is considered unsafe or offensive will be challenged.	
<b>Additional Notes:</b>	
No jewellery may be worn, other than a small plain metal stud earring worn in the ear. These must be removed for P.E.	
Make-up must be discrete. Hand decoration is not permitted unless authorised for religious observance. No nail varnish or false nails.	
<b>Outdoor wear only:</b> Plain dark coloured coat with minimal logo. Plain hats and scarves. Hooded sweatshirts or tops are not permitted. Clothing associated with sports teams not allowed.	
<b>Girls' Uniform</b>	<b>Boys' Uniform</b>
Navy blazer with school badge*	Navy blazer with school badge*
Gold blouse with collar, to be worn untucked*	Plain traditional white shirt to be worn tucked in
Navy skirt (worn normally, not rolled up and no more than 2" (5 cm) above the knee) or navy/black tailored trousers (ankle length and not flared)*. Jeans, cords and leggings are not acceptable	Black or dark grey tailored trousers (ankle length and not flared)*. Jeans and cords are not acceptable.
	School tie tied up to collar with school emblem showing on the front*
Black or navy knee high socks, plain flesh coloured OR plain black or navy tights	Black, navy or grey socks
<b>Girls' P.E. Kit – Year 9-11 students only</b>	<b>Boys' P.E. Kit – Year 9-11 students only</b>
Royal blue sweatshirt with School logo*	Royal blue with gold band rugby top with School logo*
Red skort*	Red shorts*
Red shorts*	White shorts*
Royal blue cotton top, collared with School logo*	White cotton top, collared with School logo*
Red football socks with Royal blue top* (optional)	Red football socks with Royal blue top*
White sports ankle socks	White sports ankle socks
Mainly white sports training shoes (not plimsolls), no Velcro fastenings.	Mainly white sports training shoes (not plimsolls), no Velcro fastenings.
	Any colour football or rugby boots
	Football shin pads
	Rugby gum shield
	Royal blue with gold band rugby top with School logo*
<b>OPTIONAL:</b> Tracksuit with School logo*	
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. This mainly applies to boys who do this throughout curriculum time. You may also wish to consider sports glasses for other ball games such as netball and basketball.	

**School Uniform:** \*These items of school uniform may be purchased online from the Fosters Schoolwear Limited or PMG Schoolwear. Items of the same specification from other suppliers are also acceptable.

Fosters Schoolwear Limited

[www.greatforschool.co.uk](http://www.greatforschool.co.uk)

PMG Schoolwear

[www.pmg-schoolwear.co.uk](http://www.pmg-schoolwear.co.uk)

**Donated Uniform**

**Please contact the School Office**

**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 uniform policy should address them directly to the Headteachers

### School Uniform for Years 7-11:

<b>Blazer Badge</b>	£6.25				
<b>Navy Viscount Blazer</b>	<b>28"-36"</b>	<b>38"-44"</b>	<b>46"-50"</b>	<b>Long Length available for extra</b>	
Badge on pocket	£32.25	£39.50	£41.50		
<b>Navy MF V-Neck Pullover</b>	<b>28" - 30"</b>	<b>32"-34"</b>	<b>36"-38"</b>	<b>40"-42"</b>	
Badged left breast	£18.50	£20.25	£21.75	£27.50	
<b>Navy MF Cardigan</b>	<b>28"-30"</b>	<b>32"-34"</b>	<b>36"-38"</b>	<b>40"-42"</b>	
Badged left breast	£19.75	£22.25	£23.50	£27.00	
<b>Black Elasticated Back Trousers (DL943)</b>	<b>12-13 years</b>	<b>28"</b>	<b>30"-34"</b>	<b>36"-40"</b>	
	£13.99	£18.50	£21.75	£23.99	
<b>Black Senior Trousers (DL958)</b>	<b>26"-28"</b>	<b>30"-34"</b>	<b>36"-40"</b>		
	£21.75	£24.99	£26.50		
<b>White L/S Boys Shirt</b>	<b>11"-14"</b>	<b>14.5"-15"</b>	<b>15.5"-17"</b>		
	£16.25	£19.75	£21.25		
<b>White S/S Boys Shirt</b>	<b>11"-14"</b>	<b>14.5"-15"</b>	<b>15.5"-17"</b>		
	£14.99	£17.99	£19.75		
<b>Tie</b>	£8.50				
<b>Gold S/S Blouses</b>	<b>28"-36"</b>	<b>38"-44"</b>			
	£13.50	£17.00			
<b>Gold L/S Blouses</b>	<b>28"-36"</b>	<b>38"-44"</b>			
	£13.99	£17.50			
<b>Navy Designer Pleated Skirt 1EA</b>	<b>22"-28"</b>	<b>30"-38"</b>			
	£19.75	£22.99			
<b>Navy GPR Bootleg Girls Trousers</b>	<b>22"-28"</b>	<b>30"-36"</b>			
	£21.25	£22.99			

## PE Kit for Years 9-11:

<b>Royal or White P.E. Polo Shirt 3PC</b> Badged left breast	<b>11/12yrs-13yrs</b> £9.99	<b>Small-Large</b> £11.99
<b>Royal P.E. Sweatshirt</b> Badged left breast	<b>11/12yrs-13yrs</b> £11.99	<b>Small-Large</b> £15.50
<b>Royal/Gold Rugby Shirt</b> Badged left breast	<b>30"-38"</b> £19.50	<b>40" - 44, 46/48</b> £23.50
<b>Red or White P.E. Shorts</b> (shadow stripe)	<b>22/24"-26/28"</b> £5.99	<b>28/30"-38/40"</b> £6.99
<b>Red P.E. Skort</b> Badged left front	<b>22/24"-26/28"</b> £21.75	<b>28/30"-34/36"</b> £23.99
<b>Red/Royal Games Socks</b>	<b>12.5-3.5 &amp; 4-7</b> £6.50	<b>7-11 &amp; 11-13</b> £7.50
<b>GCSE Dance T-Shirt</b> Logo (GCSE Dance)	<b>Sm/Med/Lg</b> £13.00	
<b>GCSE PE Polo</b> Logo (GCSE PE)	<b>Sm/Med/Lg/XL</b> £22.50	

### SELLING DAYS IN THE SCHOOL

School Uniform for all year groups and PE Kit for Year 9-11

Tuesday 26<sup>th</sup> June 2018 - 18:00 to 18.45 (**Display only**)

Wednesday 27<sup>th</sup> June 2018 - 15:00 to 19:00

Thursday 26<sup>th</sup> July – 12 noon to 15:00

**In school during term time between 12:30 and 13:45:**

Monday 10<sup>th</sup> September 2018, Monday 1<sup>st</sup> October 2018, Monday 5<sup>th</sup> November 2018,

Monday 3<sup>rd</sup> December 2018, Monday 7<sup>th</sup> January 2019, Monday 4<sup>th</sup> February 2019,

Monday 4<sup>th</sup> March 2019 and Monday 13<sup>th</sup> May 2019

### Opening Hours

Monday-Friday 09:00 to 17:00

Saturdays 09:00 – 17:00 from 5<sup>th</sup> July to 16<sup>th</sup> September 2018

Late night Thursdays until 20:00 from 1<sup>st</sup> August – 7<sup>th</sup> September 2018

**Payment by cash or credit card**



Website: [www.pmg-schoolwear.co.uk](http://www.pmg-schoolwear.co.uk)

Telephone: 01895 809321

## **School Uniform for Years 7-11:**

### **Navy Blazer**

From £27.99

### **100% Cotton Navy V-neck Pullover – badge left breast**

From £15.99

### **100% Cotton Navy Cardigan – badge left breast**

From £16.99

### **Navy Designer Skirt**

From £16.99

### **Girls Rever Collar Gold S/S Blouses - Twin Pack**

From £13.50

### **Girls Rever Collar Gold L/S Blouses - Twin Pack**

From £13.99

### **Boys Shirt – White L/S Twin Pack**

From £11.99

### **Boys Shirt – White S/S Twin Pack**

From £11.99

### **Senior Girls trouser**

From £17.99

### **Boys Trousers Available in 3 fits – Slim, Classic, Sturdy**

Price available on PMG website

See website for general items of uniform

Uniform will be on display in school on Tuesday 26<sup>th</sup> June 2018 - 18:00 to 18.45

Orders on-line only



Price and Buckland Limited

[www.price-buckland.co.uk](http://www.price-buckland.co.uk)

Tel: 01159640827 / Email: [sales@pricebuckland.co.uk](mailto:sales@pricebuckland.co.uk)

<b>Girls' P.E. Kit – Year 7 and Year 8 students only</b>	<b>Size</b>	<b>Price</b>
Royal blue polo with yellow piping and school logo (unisex)	Size 28"-S Size M-XXL	£13.50 £16.00
Royal blue skort with yellow piping and school logo	Size 24" – 26" Size 28" – 36"	£13.50 £16.20
Royal blue shorts, with yellow piping and school logo (optional)	Size 9/10 - 13 S-XXL	£9.50 £11.50
Royal blue socks with yellow top	Size 3-6 Size 7-11, 12-14	£6.50 £8.00
Royal blue ¼ zip sweatshirt with yellow piping and school logo (optional/unisex)	28"- XS Size S-XXL	£16.50 £20.00
Navy blue tracksuit top with yellow piping and school logo (optional/unisex)	Size 9/10 - 13 S-XXL	£19.00 £23.00
Navy blue tracksuit bottoms with yellow piping (optional/unisex)	Size 9/10 - 13 S-XXL	£14.50 £17.50
Royal blue base layer top (optional)	28/30" – 32/34" 36/38" – 54/56"	£14.00 £15.00
Royal blue base layer shorts (optional)	24/26" – 38/40"	£16.00
<b>Boys' P.E. Kit - Year 7 and Year 8 students only</b>	<b>Size</b>	<b>Price</b>
Royal blue polo with yellow piping and school logo (unisex)	Size 28"-S Size M-XXL	£13.50 £16.00
Royal blue shorts with yellow piping and school logo	Size 9/10 - 13 S-XXL	£9.50 £11.50
Royal blue reversible rugby shirt with yellow piping and school logo	Size 28" – S Size M-XXL	£18.00 £21.50
Royal blue socks with yellow top	Size 3-6 Size 7-11, 12-14	£6.50 £8.00
Royal blue ¼ zip sweatshirt with yellow piping and school logo (optional/unisex)	28"- XS Size S-XXL	£16.50 £20.00
Navy blue tracksuit top with yellow piping and school logo (optional/unisex)	Size 9/10 - 13 S-XXL	£19.00 £23.00
Navy blue tracksuit bottoms with yellow piping (optional/unisex)	Size 9/10 - 13 S-XXL	£14.50 £17.50
Royal blue base layer top (optional)	28/30" – 32/34" 36/38" – 54/56"	£14.00 £15.00
Royal blue base layer shorts (optional)	24/26" – 38/40"	£16.00

**SIZING/ORDERING DAYS IN THE SCHOOL**

Tuesday 26<sup>th</sup> June 2018 - 18:00 to 18.45 (**Display only**)

Wednesday 27<sup>th</sup> June 2018- 15:00 to 18:30

Thursday 30<sup>th</sup> August 2018 - 12:30 to 15:00

**COST OF POSTAGE: £3.95**

**FREE COLLECTION DATES IN THE SCHOOL:**

Thursday 30<sup>th</sup> August 2018 - 12:30 to 15:00

2<sup>nd</sup> and 4<sup>th</sup> Monday in the month (excluding school holidays)

# EQUIPMENT NEEDS

**ALL STUDENTS** are expected to equip themselves for lessons.

Items needed are: Pens, green biro, pencils, coloured pencils, highlighter pens, eraser, metric ruler, glue stick, a rough book or file with file paper.

<b>Art:</b>	A sketchbook for all art lessons will be provided. A donation of £1 (Years 7–9) or £2 (Years 10–U6) would be appreciated to help cover costs.
<b>Technology:</b>	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
<b>English:</b>	A pocket dictionary and thesaurus. Electronic spellcheckers are optional.
<b>Humanities:</b>	Pocket dictionary and glue stick are essential for all Humanities subjects. A reference atlas at home would be useful. We suggest either: Philip's Modern School Atlas or The Oxford School Atlas.
<b>Mathematics/Science:</b>	Scientific calculator with fraction functions; Casio FX-83GT recommended. A set of geometrical instruments (including protractor and pair of compasses). These can all be purchased at the stationery shop in the AES Maths Dept.*
<b>Modern Languages:</b>	Oxford Learners French Dictionary Oxford Learners German Dictionary
<b>All subjects</b>	White boards, sponge wiper, dry wipe pen and a green biro – <b>available to purchase via ParentPay at a cost of £4. Orders must be placed by 30<sup>th</sup> June 2018 in order to be ready for collection from the Main School Office in September.</b>

**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.

\*Stationery and calculators can be purchased in Room 101 during Tuesday and Thursday breaktime.

# EXAMPLE OF AES VISITS PROGRAMME

Visit	Year Group	Country	Duration	Aims and principles	Curriculum areas	Cost in 2017/18	Extra costs
<b>Ebblinghem Château on the Opal Coast</b>	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.	£580	Pocket money
<b>Brittany</b>	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.	£365	Pocket money
<b>Cologne</b>	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.	German plus cross curricular work.	£315	Pocket money
<b>Saronno</b>	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.	Italian plus cross curricular work.	£330	Pocket money
<b>Spain</b>	9	Spain	10 days	Exchange - As Year 8.	Spanish plus cross curricular work	£340	Pocket money
<b>Germany</b>	9	Germany	10 days	Exchange - As Year 8.	History, Geography, Industrial awareness - German.	£340	Pocket money
<b>Italy</b>	8	Italy	10 days	Exchange - As Year 8.	Italian plus cross curricular work.	£330	Pocket money
<b>Frankfurt</b>	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.	£300	Pocket money
<b>Dijon</b>	10	France	3 weeks	Long term exchange on home-to-home basis.	As Frankfurt	£300	Pocket money
<b>Lyon</b>	10	France	10 days	Home-to-home exchange.	French plus cross curricular work.	£330	Pocket money
<b>Girona</b>	10	Spain	10 days	Home-to-home exchange.	Spanish plus cross curricular work.	£330	Pocket money

Visit	Year Group	Country	Duration	Aims and principles	Curriculum areas	Cost in 2017/18	Extra costs
<b>Work Experience</b>	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.	£225	Pocket money
<b>Malham Tarn Field Studies Centre</b>	10	Yorkshire	4 days	Course work and real world examples of topics studied in class.	Geography field study.	£360	Pocket money
<b>Hangzhou</b>	L6/10	China	10 days	Chinese language plus cultural activities and home stay. Partial Home-to-Home exchange.	Language plus cultural experience.	£1800	Pocket money
<b>Slapton Ley Geography</b>	L6	England	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.	£420	Pocket money
<b>Orielton Biology</b>	L6	Wales	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.	£500	Pocket money
<b>UN Geneva</b>	L6	Switzerland	6 days	The programme involves a tour of the Palais des Nations and briefings from expert UN staff. <b>Bi-annual event.</b>	Politics, Economics and Business	£500	Money for some meals and pocket money
<b>Connecting Communities Worldwide</b>	L6	Lesotho	18 days	Community and volunteering project in the mountain kingdom of Lesotho, working alongside local school children and community members to develop a long term link with our school. Includes cultural excursions and a safari. <b>Bi-annual event.</b>	Developing global citizenship skills with a not-for-profit organisation, The Co-Operative Society (Co-Operative Star, Chelmsford).	£2800	Pocket money

# VISITS CODE OF CONDUCT

On all educational visits, all students must agree to abide by this Code of Conduct.

Students will:

- Follow the instructions of staff and supervising adults without delay
- Take responsibility for their actions and do nothing to endanger themselves or others
- Report all accidents or damage to the Group Leader or a member of staff
- Where requested - wear school uniform or other suitable clothing as directed by the Group Leader
- Show respect and act with courtesy towards others, including the general public

Students will not:

- Smoke, consume alcohol or take illegal substances
- Use inappropriate language
- Leave their group and go off on their own
- Take part in any activity that is not authorised by the Group Leader or the adult in charge of them
- Drop litter or do anything that might damage the environment
- Use mobile phones unless specific permission is given by the Group Leader

When using transport all students will:

- Stay seated and face forward wearing seatbelts where provided
- Follow instructions for the safe embarkation and disembarkation from the transport
- Ensure that bags are safely stored and not blocking emergency exits or walkways
- Not eat or drink on the transport without permission of the Group Leader
- Clear any litter at the end of the journey

When a student is on an educational visit, the student is representing the school and themselves. Therefore, they must do nothing that will bring the school or themselves into disrepute. The school reserves the right to send home any student who does not comply with this Code of Conduct. Parents will be responsible for any costs involved in transporting their child home and no refund of any money will be given.

# ANGLO EUROPEAN SCHOOL EDUCATIONAL DAY VISITS Parental Consent Form

I understand that my daughter/son may leave the school premises for sports fixtures and educational day visits and hereby consent for my daughter/son to participate in such events.

I also understand that my daughter/son may leave the school premises for residential visits that extend beyond a day when I will be informed separately and further consent will be required from me – e.g. field trips and exchange visits.

I agree that my daughter/son:

- can participate in educational visits and activities
- can be transported in private vehicles of staff/volunteers supervising the visit (as approved by the school)
- is in good health and fit to participate in the activities
- can receive medical treatment in line with the medical information held by the school

I undertake to inform the school as soon as possible of any change in medical circumstances and emergency contact details.

I acknowledge the need for my child to behave in accordance with the Anglo European School visits code of conduct.

Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

# ANGLO EUROPEAN SCHOOL

## PHOTOGRAPHY IN SCHOOL

### Consent Form

Photographs will be taken of your child and stored on our Database Management System (SIMS) for identification and safeguarding purposes. Photographs and videos may also form part of your child's assessment for public examinations. Photographs taken at special events, such as Enterprise Day, World of Work day etc will be used for internal displays and learning resources.

All photos and video footage will be stored in accordance with our Retention Policy.

#### **External use of photographs (eg on the school's social media platforms (such as Facebook/Twitter/Website) publications or in the local press)**

Consent is required so that we can take photographs or video footage of your child for external purposes such as website/publications/Facebook. We do not publish names with photographs unless this is considered important and then we would seek permission. We will inform students before they are photographed to explain the purpose of the photograph and ask if they wish to be included.

I give permission for my child named below to be photographed by the school from time to time for general school publicity purposes:

Yes

No

To be completed by the student if over 13. At age 13, students are able to provide their own consent if considered competent to do so:

Yes

No

You can withdraw this consent at any time by contacting [enquiries@aessessex.co.uk](mailto:enquiries@aessessex.co.uk)

Student's Name:

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Student's Signature:

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Parent's Name:

---

Print Name:

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#### **School Events open to the General Public (such as Eisteddfod, Sports Day, School productions)**

Parents, and indeed other family members, are invited to take photographs at any of our school events provided the images are for personal use. You are welcome to use cameras, without the flash, and/or video recording equipment in order to take such images provided the photographic register is completed beforehand, the procedure for this is explained at all events. By signing this register, you agree that you will not use any image inappropriately and that the photographs are taken for the benefit of your family. We also remind you of the risks of putting children's images on the internet, including social networking sites.

# ANGLO EUROPEAN SCHOOL ALLOCATION OF LOCKERS

We have read, understood and accept the school procedures regarding the allocation of lockers on page 5 of the Information Pack.

**Parent's Signature** .....

**Date** .....

**Name of Student** .....  
(Printed)

I have made a payment of £..... using ParentPay on ..... (date)

.....

**For Office use only**

Name of Student	Form	Locker Number and Serial Number

# ANGLO EUROPEAN SCHOOL

## SCHOOL LIBRARY

### Parental Consent Form

The school Library is a popular and effective means of furthering the reading and research skills of our students. All students in Year 7 and 8 have a Library lesson where they are taught to use this resource effectively and engage in varied activities associated with reading and information retrieval. During the Year 7 Library lesson pupils are introduced to the Accelerated Reading scheme and use the Library facilities to promote wider reading and improve their reading skills. Students also use the library extensively at lunchtime for study club and reading. The Library also hosts the before and after school study club which makes excellent use of its resources.

Your daughter/son is automatically enrolled into the school Library, and can borrow up to 3 items at a time, most books have a lending period of 3 weeks, with DVD's and periodicals available for one week.

Some resources in our Library are classed as 'Young Adult' meaning that a student should be 12 or over to borrow them. If you do not wish for your child to borrow Young Adult resources, please email [library@aessessex.co.uk](mailto:library@aessessex.co.uk) so that we can mark your child's Library record accordingly.

To ensure that the resources in the Library are available to all students, we do ask that resources are returned on time and in a suitable condition. Therefore we expect that any item(s) that are lost or damaged are paid for. When this occurs a letter will be sent home detailing the items and the replacement costs. If a lost item is paid for and then subsequently returned, a full refund will be given providing the resource is in a suitable condition.

I agree to pay for any lost or damaged resources borrowed by my child.

I give permission for my child to borrow Young Adult Books / Box sets of DVDs

Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

# 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 school work 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 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

Essex CM4 0DJ



# Anglo European School

CO-HEADTEACHERS: David Barrs/Jody Gee

Willow Green, Ingatestone, Essex, CM4 0DJ

TELEPHONE: +44 (0)1277 354018 • FACSIMILE: +44 (0)1277 355623

E-MAIL: enquiries@aesessex.co.uk • WEB SITE: www.aesessex.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 2018 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,

Mr D A Barrs  
Headteacher

Mrs J M Gee  
Headteacher



# BANKER'S ORDER

To: The Manager,

Sort Code No .....

.....Bank plc  
.....  
.....  
.....

Please pay the sum of £ ..... on the first day of October 2018 (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.

# PARENTAL AUDIT

**We are aiming to develop a database of contacts of our parental community who would be willing for us to contact them as appropriate in support of specific projects which we plan to run in the future. If you are happy for us to hold this information and make contact with you, please could you complete the information below:**

Name: .....

Day time telephone number: .....

Day time e-mail: .....

Employer: .....

Location of Employment .....

Field of expertise: .....

Do you use a language other than English in your work .....

Do you spend time abroad, using a language other than English as part of your work .....

**We are looking for potential companies who feel that they may be able to offer work experience placements to our students. If you feel that the company you work for may be interested in providing a possible placement, please complete the relevant contact details below:**

Name of Business: .....

Nature of Business: .....

Contact Name: .....

Address: .....

Tel No/Email: .....

# ANGLO EUROPEAN SCHOOL ASSOCIATION

(Fundraising by Parents and Guardians)

If you would like to become involved in the School Association, please complete and return this form at the AESA box at the School Office.

## PARENT / GUARDIAN DETAILS

Name: .....

Email: .....

Mobile Phone number: .....

The AESA will protect your personal data in a secure place and will not provide this to third parties.

Please indicate if you are interested in:

- Joining the committee and attend meetings
- Volunteering to help occasionally
- Do you want to be informed of the dates of committee meetings

Thank you for completing this form

# **SCHOOL ASSOCIATION LOTTERY**

## **(for parents and guardians)**

- Did you know that the School Association has its own lottery?
- Prizes totalling £1,000 were shared in 2017.
- Join our lottery and you will be entered into 3 draws each year with a chance of winning one of 5 prizes in each draw, all for giving just £20.00 per year. The more people who join, the bigger the prize money.

### **HOW DOES IT WORK?**

The School Association Lottery gives out half of the money raised back to parents as prize money. The other 50% helps support and raise money for the school. For many parents, it is a way to contribute, even if you cannot support fund raising events. The more members there are, the higher the prize money and the more we can contribute to the school.

In recent years, our fundraising has helped finance a number of exciting projects for the school, which without our help, would not have been possible. Examples include new music practice rooms, PE equipment, visualizers, computer hardware and software and medical supplies, to name just a few.

Please support us if you can. The preferred method of payment is Standing Order but you can also subscribe by cheque. To join the School Association Lottery, please sign and complete the enclosed Lottery Membership Form. The annual subscription of £20 will be collected on 1<sup>st</sup> November each year or when you sign up if later in the school year.

Completed forms should be sent be addressed to School Association Lottery Secretary and handed into the School Office:

<p><b>School Association Lottery Secretary</b> <b>Anglo European School</b> <b>Willow Green</b> <b>Ingatestone</b> <b>Essex CM4 0DJ</b></p>
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Winners are notified personally.

Once your first payment is received you will receive a membership number which is valid for the entire time you are a member.

# SCHOOL ASSOCIATION LOTTERY

registered charity no. 267228

If you are interested in participating in our Lottery, please complete and return the slip below with your email address or, if you prefer to receive information by mail, please insert your address details.

Please return this slip with your contact details to:

**AESA Lottery**  
**Anglo European School**  
**AESA Box at Finance Office**  
**Willow Green**  
**Ingatestone**  
**CM4 0DJ**

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I am interested in participating in the **School Association Lottery**, please send me more information:

Name .....

Address .....

Email .....

Tel Number .....

The AESA will protect your personal data in a secure place and will not provide this to third parties.

# SCHOOL ASSOCIATION GIVE AS YOU LIVE

registered charity no. 267228



## Give as you Live®

**THE SMART, SIMPLE WAY TO GIVE CASH BACK  
TO YOUR SCHOOL EVERY TIME YOU SHOP ONLINE**

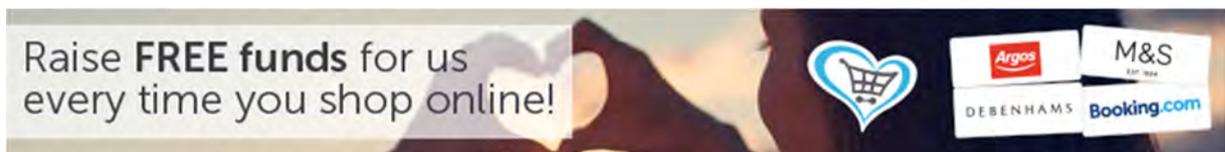
Want to help us raise more - just by shopping online? Well now you can with Give as you Live!

When you shop at over 4,000 top stores via Give as you Live, they'll turn a percentage of your spend into free funds for the AESA!

Simply sign up, search for the retailer and start shopping. It's that simple.

Last year we received over £400 commission from purchases parents had made who joined the scheme.

Get started today! [www.giveasyoulive.com/join/angloeuropeanschoolassociation](http://www.giveasyoulive.com/join/angloeuropeanschoolassociation)



**Happy Shopping!**

# Chelmsford Star - the Co-operative at the heart of essex

...helping  
**Anglo European School**  
to raise funds!

Simply by producing a Community Card at the till every time you shop in a Chelmsford Star Co-operative outlet!

**WHY?** **Anglo European School** has partnered up with Chelmsford Star Co-operative Society, who are helping us to raise much needed funds.

**HOW?** Chelmsford Star have supplied us with a number of 'Community Cards' free of charge, which we hand out to our supporters. These cards are used when you make purchases from Chelmsford Star, to accumulate points for **Anglo European School**. For every £1 spent, Chelmsford Star will award us with 2 points. There are some exclusions (PayPoint, Lottery, tobacco products, petrol and postage stamps for example), but the majority of purchases qualify for points.

**WHERE?** The Community Card can be used in any Chelmsford Star Co-operative branch. They have 39 food stores, 2 quadrant department stores, 7 Funeral offices, 2 Travel branches and a new petrol filling station.

**WHEN?** Every quarter, Chelmsford Star will send us a statement telling us what we have raised. We can withdraw this whenever we want. The money is sent to us as a cheque, so we can spend it on whatever is necessary at the time. On top of that, Chelmsford Star will **donate an extra 50%** to what we have raised!

**WHAT CAN I DO?** We need help from as many supporters as possible to help raise the money we need. Remember, this is a simple 'rewards' card, it is not in any way like a credit card. If you feel that you or anybody else could help us by using one of these cards, please get in touch with **Jenni Bland** on [blandj@aessex.co.uk](mailto:blandj@aessex.co.uk) or 01277 354018





# ANGLO EUROPEAN SCHOOL

Willow Green, Ingatestone, Essex, England, CM4 0DJ

**T:** +44(0)1277 354018

**F:** +44(0)1277 355623

**E:** [enquiries@aessex.co.uk](mailto:enquiries@aessex.co.uk)

**W:** [www.aessex.co.uk](http://www.aessex.co.uk)

Company No:7846848