



The Astley Cooper School

Responsibility • Respect • Resilience

# School Information Booklet



Headteacher: Sam Orsborne  
St Agnells Lane  
Hemel Hempstead  
HP2 7HL 0144239414



## **CONTACTING THE SCHOOL**

To report sickness, medical appointments or any other reason for a student absence, please contact the Attendance Coordinator.

For issues regarding the pastoral care of a student or to keep the school informed of any situations outside of the school that may be affecting your child's progress, for example an illness in the family, please contact their Head of Year or Form tutor.

Any questions or queries regarding free school meals, school uniform or paying for trips, please contact the finance department.

If you need to contact the school, the following names and emails may be of use:

- **Attendance Coordinator**  
Email: [attendance@astleycooper.herts.sch.uk](mailto:attendance@astleycooper.herts.sch.uk)
- **Mrs Goodchild: Head of Year 7**  
Email: [julie.goodchild@astleycooper.herts.sch.uk](mailto:julie.goodchild@astleycooper.herts.sch.uk)
- **Mrs Beresford: SENDCo**  
Email: [j.beresford@astleycooper.herts.sch.uk](mailto:j.beresford@astleycooper.herts.sch.uk)
- **Mrs Dorey: Headteacher's PA**  
Email: [admin@astleycooper.herts.sch.uk](mailto:admin@astleycooper.herts.sch.uk)
- **Finance Office**  
Email: [finance@astleycooper.herts.sch.uk](mailto:finance@astleycooper.herts.sch.uk)

## **STUDENT PLANNER**

Key Stage Three students will be issued with a school planner. They will enter details of their timetable, as well as other important information.

## **SCHOOL MEALS**

Our catering providers serve quality food that is value for money. The emphasis is on healthy, nutritious food, which students and staff enjoy. All our students are encouraged to take full advantage of the catering provided on site.

## **SCHOOL DAY**

The school day starts at 8:25am and finishes at 3:15pm. Students will receive their timetables on their first day.

## **PLEASE FOLLOW US ON SOCIAL MEDIA**

Email: <a href="mailto:admin@astleycooper.herts.sch.uk">admin@astleycooper.herts.sch.uk</a>	Instagram: theastleycooperschool
Facebook: The Astley Cooper School	Instagram: acspeddept
Twitter: @Astley_Cooper	Instagram: acs_sixthform
Twitter: @PEdeptACS	Instagram: acsperformingarts

## **SCHOOL UNIFORM**

All uniform and PE kit is compulsory and available through our uniform supplier PL Schoolwear.

Website: <https://plschoolwear.co.uk/> telephone number: 01442 501411

<b>School Blazer</b>	Black with school badge
<b>School Tie</b>	Year 7 2024-2025 Silver stripe with school logo
<b>Skirt or Trousers</b>	Trousers must be of a full length, plain black, tailored and without external pockets. Skirts should be loose fit, pleated or tailored and an appropriate length for school
<b>School Jumper</b>	Maroon V-Necked - <b><i>optional</i></b>
<i>All of the above items are only available through our uniform supplier</i>	

<b>Shirt</b>	Plain white shirt (long or short sleeved) with collar
<b>Shoes</b>	Plain black shoes. <b>No boots, canvas shoes or plimsolls</b>
<b>Coat</b>	A warm suitable coat. <b>Hoodies are NOT permitted</b>

### **PE Kit is only available through our uniform supplier**

<b>Shirt</b>	Blue polo shirt with the school logo
<b>Shorts</b>	Maroon shorts with the school logo
<b>Tracksuit Bottoms</b>	Navy tracksuit bottoms - <b><i>optional</i></b>
<b>Socks</b>	Maroon Astley Cooper School socks
<b>Rugby Shirt (Boys)</b>	Reversible maroon and blue rugby shirt-
<b>Sweatshirt (Girls)</b>	Navy Hooded Sweatshirt with the school logo

If all our students are wearing identical uniform this removes the pressure from parents to purchase branded items.

### **The following need to be in line with the whole school policy:**

- Hair must be of a natural colour (no blues, greens, pinks) and not cut into an unusual style (no extreme lengths, no 'tramlines' or shaved patterns)
- Any makeup worn must be discreet and natural
- Nails are short and natural (no extensions or coloured nail varnish)
- Jewellery must be limited to one small earring in each ear, one ring, one small chain/necklace, one watch. No facial piercings; this includes piercings within the mouth

The wearing of external wear (e.g. hats, gloves, hoodies, and coats) is not permitted within school buildings at any time of day

### **School Equipment Needed**

Clear pencil case	Scientific calculator
Black, green and red pens	Colouring pens/pencils
Pencil, pencil sharpener	Highlighters
Ruler	Small round end scissors (optional)
Protractor	Glue Stick
Compass	<b>NO TIPEX</b>
Cooking apron – no logos or motifs	

## **ATTENDANCE**

All parents and students are asked to support our expectations relating to attendance and punctuality. Please observe the following procedures with regard to absence from school:

If your child is unable to attend school due to illness, please telephone the school before 8:25am, by selecting the attendance option. An answer phone is available out of office hours to leave messages on. Please leave your name, your child's name, tutor group and reason for absence repeating your child's name at the end of the message. This process must be repeated on each day of your child's absence. It is a legal requirement you inform the school of any absences.

If you fail to inform the school of your child's absence, a 'Truancy Call' message will be sent to your mobile/home number asking you to make contact with the school immediately. This can be done by replying to the text message or contacting our absence line on 01442 394141.

If we do not receive a call or message from you explaining your child's absence, this will be marked as an unauthorised absence.

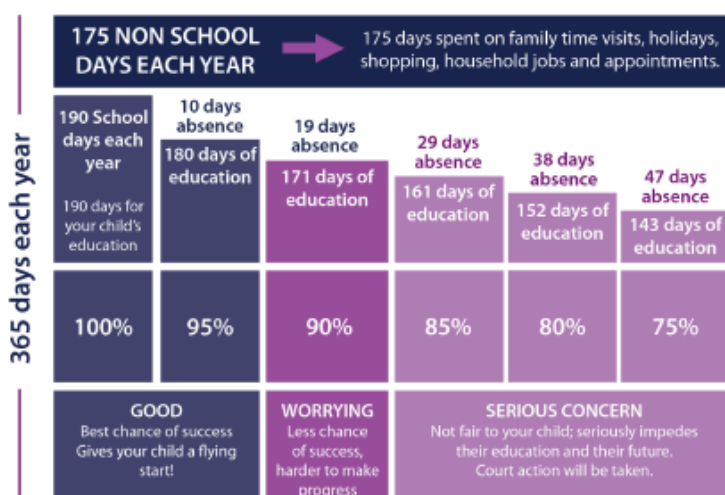
Please give plenty of notice for any planned absence. We would appreciate all dental and non-urgent medical appointments being made out of school hours. If you have an appointment within the school day, please provide a note or email a copy of the appointment letter for our records.

Please apply in writing for leave of absence for holiday purposes, these will **not** be authorised – unless in exceptional circumstances. This follows The **Department** for Education regulations, which have been in place since 2013.

### **Attendance at Astley Cooper is vital for every child's success**

Every day they are absent is learning time they won't get back. To help them make the most of their time at school, make sure they are attending as much as possible.

Attendance is directly linked to academic Success - it is the first step up the ladder to achievement. When a student attends and engages, they can develop ambition to do better; as they complete their goals, they gain the confidence to push themselves Further; eventually, they succeed. A student who does not attend cannot progress up the ladder to success.



## **PUNCTUALITY**

We understand that adverse circumstances will very occasionally prevent students from arriving on time at school but ask that all parents help their children to adhere to the school rules regarding punctuality.

Students should arrive at school by 8:25am and be in their form room by 8:30am. Students arriving late after 8:35am should sign in at the Attendance Office, where they will need to explain their lateness and they should also inform their Form Tutor.

The morning register closes at 8:45am. By law, we have to mark students arriving after this without an acceptable reason as unauthorised absence.

Students who are persistently late or absent from school will be brought to the attention of their Head of Year and the Attendance Improvement Officer and further sanctions maybe applied.

## **COMMUNICATING WITH PARENT/CARERS**

The school uses ParentMail to communicate with parent/carers, please download the app from wherever you get your apps from. Search for IRIS ParentMail.

## **TRACKING & MONITORING STUDENT PROGRESS**

At the Astley Cooper School, we use the Go 4 Schools system as a means for you to track and monitor your child's progress and day to day information. This is an online parental engagement system, and part of our wider strategy to improve parental communication and ensure you know as much about your child's day as possible.

Your child's page is constantly updated, providing you with the latest information.

This includes:

1. Attendance Shown from the start of the academic year
2. Behaviour Information - Your child's House Points, behaviour incidents and home notes
3. Progress Reports - Progress/ Assessment scores (%)
4. Progress Reports - Attitude to learning based on a 1 to 4 system (1 = outstanding, 4 = requires improvement).
5. Timetable - Your child's daily and weekly timetable

Once your child has started their first day of school, you can start to login to the website and download the app.

For instructions on how to do so:

1. Go to <https://www.go4schools.com/>
2. Click on the 'login button' and 'Parents login' at the top of the main page
3. Select 'First-time User?'
4. To request a password for GO 4 Schools - please enter the email address you are using to receive email communications from The Astley Cooper School into the box
5. Click 'New Password'
6. Check your emails for the next steps. If you cannot find this email, please search your spam box.

There are a series of videos that can help you with the set up and the use of the website and mobile app that are free to download. Links to the videos can be found in the parents/useful links section of the school website.

Video 1 - First time login (website)

Video 2 - Website use

Video 3 - First time login (app)

Video 4 - App use

Playlist for all 4 videos -

<https://www.youtube.com/@TheAstleyCooperschoolmedia/playlists>

## **HOME SCHOOL AGREEMENT**

The Astley Cooper Home School Agreement is an individualised document. All parents are asked to read and sign the agreement, which is sent as a google form. If your family circumstances require us to send a copy to a parent at another address, please let us know and we will arrange for this to happen.

### **School Agreement**

As part of its commitment to being an effective school, The Astley Cooper School has a responsibility to work in partnership with both parents and students. This commitment is demonstrated in both policy and practice.

We agree to work together to support student learning and personal development.

#### **The Astley Cooper School will...**

- provide a framework of teaching, learning and guidance appropriate to the age and ability of each individual young person
- provide a safe and secure environment to support students wellbeing
- set and mark classwork and home study tasks in line with school and subject policies
- keep parents informed about the progress of their child
- contact parents if there are problems/concerns with attendance/punctuality, behaviour or equipment
- provide a range of extra-curricular activities
- make every effort to enable all students to achieve high standards of work and behaviour by building positive relationships and developing a sense of individual responsibility
- teach students the principles of personal safety, in particular, e-safety and support them in the appropriate use of social sites
- value all students as individual members of the school community
- offer opportunities for parents/carers to get involved in school life

#### **The students of The Astley Cooper School agree to:**

- attend school regularly, on time and attend all lessons
- bring or ask for the correct books and equipment needed for each lesson
- play a full part in the growth, development and improvement of the school by striving to improve standards of work and behaviour at all times
- wear correct uniform at all times on school premises
- observe the classroom code and behave with courtesy and respect in classrooms, corridors, public spaces and the school field
- take a positive stance against litter, graffiti and vandalism
- not bring to the school anything which is dangerous, illegal or against school rules
- try to build positive relationships with all members of the school community and take responsibility for their actions
- respect school property and equipment
- tell an adult about any issues that might affect their work or behaviour
- observe the codes of good practice when using all forms of electronic communication in and out of school and report any misuse immediately to a member of staff
- behave in an appropriate manner on the way to and from school and in the local community
- treat all members of the school community with care and respect



### **The Parents/Carers of The Astley Cooper School agree to:**

- ensure that my child attends school regularly and on time and to contact the school with an explanation on the first day of any absence
- ensure that my child attends all lessons promptly
- avoid taking holidays in term-time where possible
- ensure that my child is equipped for school work each day and bring to school a pencil case, a suitable school bag and PE/Dance kit when timetabled
- support the school's policies and guidelines, including those on behaviour, uniform and home study
- make the school aware of any problems/concerns that might affect my child's work or behaviour
- give positive support to my/our child and provide, where possible, an environment supportive of study at home
- attend Parental Consultation events and other information evenings
- check my child's use of social networking sites and seek advice if and when appropriate
- support the school in ensuring that my child behaves in an appropriate manner on the way to and from school and in the local community
- ensure my/our child does not bring to the school anything which is dangerous, illegal or against school rules
- respect the professional opinion of the school staff when contacted to discuss my child's progress, attendance and behaviour

## **HOUSE SYSTEM, REWARDS & SANCTIONS**

### **House System**

Every student will join one of the six Houses.

- Shakespeare
- Hawking
- Curie
- Parks
- King
- Nightingale

There will be a wide variety of House competitions and events throughout the year to encourage friendly competition. The winning House will receive a trophy and the end of the school year. It is expected that ALL students represent their House whenever possible.

All forms will be in one house and the Form Tutor will be part of the House. In addition, another staff member is Head of House. Students will not necessarily be in the same House as an older sibling.

### **Rewards**

Students will be awarded House Points for any positive contribution they make to school life. This could be:

- Effort and achievement in classwork / homework
- Academic progress
- Attendance
- Punctuality
- Good conduct / behaviour
- Representing your House
- Winning House competitions

House Points will be reviewed each week during form time. Parents, carers and students can stay up to date with house points by downloading the Go 4 Schools app. Students will have an individual House Point total which will contribute to the overall total for their House.

There will be a celebration assembly at the end of each half term to recognise and reward success. There will also be a termly rewards raffle for students who have received a green ticket from a member of SLT. Green tickets are given for good work observed during lesson drop ins.

Students who consistently do the right thing will be acknowledged by being invited for hot chocolate and biscuits with the Headteacher and being offered the opportunity to attend rewards trips.

## **Sanctions - Making the Right Choice**

Our aim is for all students and teachers to have a positive working relationship, which allows good academic progress to take place. When things go wrong, we expect students to engage in a restorative conversation to maintain or rebuild this relationship.

When inappropriate behaviour occurs, staff record this on Go 4 Schools. House Points are removed from a student's total in this case.

- To be effective, sanctions must be applied in a clear, calm and consistent manner. Sanctions are not about punishment or controlling behaviour but about providing our students with an opportunity to manage their own behaviour, through recognition of where their behaviour fits on an escalating scale
- While expectations of students and staff will usually promote a positive learning environment, there will be occasions where students make the wrong choices. In these cases, staff will apply our behaviour system, which will be applied consistently throughout the school. It is hoped that this will enable the student to manage their behaviour through being able to recognise the stages their behaviour reflects
- Where a student receives a sanction due to difficult behaviour, they will be sent to the department exit room. If any dangerous behaviour occurs, on call will be sent for
- Where a student persistently fails to make the right choices and/or displays difficult or dangerous behaviour, they may be withdrawn from lessons for a period of time

Our aim is for us to work together to support students. As part of our commitment to being an effective school, we have a responsibility to work in partnership with our parents and students. Parental support and understanding with how we address issues is important.

## **Detentions**

A break detention is for 10 minutes and this can be held at break, lunch or after school. Parents/carers do not need to be contacted.

If an after school detention is issued the member of staff will make a phone call home to parents/carers informing them about the detention when it will be set and for how long.

## **MOBILE DEVICES, EARPODS/HEADPHONES AND SOCIAL MEDIA**

At Key Stage 3 and 4, mobile phones and other devices including personal laptops, fit bits, smart watches, earpods and headphones are not to be seen or heard on site from 8:15am until after 3:15pm. The site refers to all buildings, grounds, pathways and playground areas that form Astley Cooper School.

### **Consequences for misuse**

If a device is confiscated the following arrangements for the return of the item will be established:

The device will be handed to office staff. Parents/Carers will receive a text message informing them that their student has a 30 minute same day detention. Once the detention is completed the student may collect their device from reception

Any confiscated items will be placed in labelled envelopes in the school office until they are collected. Please refer to our Mobile Devices Policy for further information.

### **Post 16 Students and Mobile Devices**

Arrangements for Post 16 students will be different to the rest of the school. This is in light of the evidence at Astley Cooper that these students do use the devices responsibly and sensibly to aid learning rather than for social interaction. Post 16 students will be permitted to use their devices in the study and communal areas of the sixth form and in lessons under the instruction of a teacher. Post 16 students are not to have any devices or headphones visible or heard in any other areas.

## **IMAGE CONSENT**

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus, other printed publications that we produce, in displays, on our website and all other social media platforms used by the school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Students will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive.

They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

## Conditions of use

1. This form is valid for the period of time your child attends this school
2. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time
3. The images we take will be of activities that show the school and children in a positive light
4. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues
5. We may use group or class photographs or footage with very general labels e.g. 'science lesson'
6. We will only use images of students who are suitably dressed
7. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons
8. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.*

# **THE ASTLEY COOPER SCHOOL ACCEPTABLE COMPUTER USE POLICY**

## **Student Guidelines**

The school provides computers that can be used by all students. Computers offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great curriculum support.

The computers are provided and maintained for the benefit of the students and they are encouraged to use and enjoy these resources. To ensure they remain available to all, students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

## **Equipment**

- Do not install, attempt to install or store programs of any type on the computers without permission
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources
- Do not use the computers for commercial purposes, eg buying or selling goods.
- Do not open files brought in on removable media that are expressly forbidden in school (ie exe, zip etc)
- Do not connect mobile equipment to the network (eg laptops, tablet PCs, PDAs etc)
- Do not eat or drink near computer equipment

## **Security and Privacy**

- Do not disclose your password to others, or use passwords intended for the use of others
- Never tell anyone you meet on the Internet your name, your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so
- Do not use the computers in a way that harasses, harms, offends or insults others
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings
- Computer storage areas will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly

## **Internet**

- Do not access the Internet unless for study or for school authorised/supervised activities
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies
- Never arrange to meet anyone unless your parent/carer or teacher goes with you. People you contact online are not always who they seem

## **Email**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

**If any student violates these provisions, access will be denied and the student will be subject to disciplinary action.**

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or exclusion may be imposed. Where appropriate, police may be involved or other legal action taken.

## **PHYSICAL EDUCATION AT THE ASTLEY COOPER SCHOOL**

During your child's time at Astley Cooper they will have the opportunity to represent the school at a number of sports, including, football, netball, rugby (league and union), hockey, basketball, swimming, athletics, tennis, cricket and rounder's.

The Astley Cooper School sports teams will be entered in all District competitions and tournaments as well as County and National events where appropriate. Friendly fixtures will be arranged against local schools as preparation for competitions.

The Dacorum School Sports Partnership organises a number of sports festivals that allows students who do not normally represent school sports teams to take part in organised competition.

It is expected that students who want to play for school sports teams attend the majority of practice sessions for that sport.

Practices and clubs will be held at lunchtime and after school. All students are welcome to attend, in order to improve their performance and have fun. Students will receive House points for attending clubs and playing in school matches.

Parents will not receive a letter if their child has been selected to represent the school in a fixture. It is the student's responsibility to inform their parents of all necessary arrangements including pick up times. Students will be transported to and from away fixtures on the school mini bus, driven by a PE member of staff.

Students must wear full school PE kit to all lessons, matches, practices and clubs.

## **LOCAL TRIPS AND EXCURSIONS**

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours, follow the procedures detailed in our Trip Policy.

These local visits/activities:

- do not require parental consent on a trip by trip basis
- do not normally need additional risk assessments / notes



## **CASHLESS SYSTEM**

In order to make payments to school more convenient for you, we have introduced a new cashless system.

### **ParentPay**

A letter will be sent to you with a username and password to enable you to set up an account on ParentPay. If your child is not in receipt of Free School Meals, you will need to put funds into the "Pay for Meals" section on the system to ensure your child can purchase food. Funds need to be added at least 1 hour before your child is able to use them at the canteen. ParentPay is an excellent platform to view your child's lunch balance, see what items they are purchasing each day and also to pay for other items such as trips, charity fun days and revision guides.

### **Biometrics – (Nationwide Retail Systems)**

Biometrics is simply a method of identifying an individual person. The Trust-e Cashless System uses an algorithm based scan, which reads between 50 and 130 points on the finger/thumb. This is not like having a fingerprint taken, the scan is no different to when we use our thumb/finger to gain access to our iPhones. We do not hold images of fingerprints in our system. Under the Data Protection Act, the school or caterer (the originator of the data) cannot allow access to this data by anyone for any other means than for the purpose the data was collected and that is to identify an individual within the catering system. To enable your child to easily access dinner money paid into ParentPay, we can scan their fingerprint to allow the system to identify them. To enable us to comply with current legislation, we would ask that you give permission for Biometric scanning in the Data Collection / Student Information Form.

### **Free School Meals**

If your child is entitled to Free School Meals, their entitlement will be entered onto the system prior to the "live" day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the Free School Meal amounts. Students with FSM entitlement will remain anonymous at all times as all account types are accessed in the exact same manner, regardless of whether paid or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day. To apply for Free School Meals, you can call the Herts Direct telephone number 0300 123 4048.

### **Allergies**

All allergy records registered with the school, will be entered onto the Cashless System. When pupils attempt to purchase an item, which contains ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.

If you have any questions that are not answered in this pack, please contact our Business & Personnel Manager, Miss Padley on 01442 394141 (extension 202).