



The Astley Cooper School

Responsibility • Respect • Resilience

9 July 2024

Dear Parents/Carers

We all know how vital the strong foundations a good education provides for children are. Raising academic standards at this school and improving the opportunities your children have in the future is important to me. We made some changes during the current academic year to address concerns and ensure all students are in lessons and learning as much as possible. Having reviewed these changes and our systems and using the feedback you provided over the last year, I am outlining our new systems for September 2024 below.

Mobile phones

Following previous communication and in preparation for September, please support your child with their phone use over the summer holidays. Try to reduce their screen time and talk to them about the new rules for September. Students will all be given their phone pouches on the first day of school in September and shown how to lock and unlock them. When they have their phone pouch, students must place their phones in it before they enter the gate and remove their headphones. We will be completing spot checks of pouches and using a handheld metal detector to check that students don't have phones on them.

Equipment

The influential activist Malala Yousafzai said 'one child, one teacher, one book, one pen can change the world.' I believe in the power of education, and to ensure all students can access their learning, we will provide every student with the basic equipment they need for school. They will all receive a named pencil case containing the following:

- ruler
- pencils x 2
- pens (2 x black/blue and 1 x green)
- protractor

You should also consider providing the following equipment which they will need in certain lessons:

- Eraser
- Compass
- Scientific calculator

Please check that this pencil case, or one you have provided, is in their school bag before they leave each morning and top up the equipment when it has run out. Students arriving at school without the appropriate equipment will be provided with new equipment, and parents may be charged via ParentPay for this equipment. This will ensure students are fully equipped to access their learning and limit disruption to others.

Students will also be provided with a school planner where they can record their timetable and homework, and you can write notes to the teachers. Students should bring this planner with them to school every day and use the timetable section to navigate their way quickly to each of their lessons.



Headteacher: Sam Orsborne
St Agnells Lane, Hemel Hempstead
HP2 7HL 01442394141
admin@astleycooper.herts.sch.uk
[Twitter@Astley_Cooper](https://twitter.com/Astley_Cooper)



The Astley Cooper School

Responsibility • Respect • Resilience

Uniform

Wearing a uniform is a key part of our school identity, and students wearing the correct uniform is a fundamental part of following the rules set by the school. Every student will need to wear the uniform below. Take note of the items now not permitted within the school.

Students arriving at school wearing the wrong uniform items will have to remove them and put on the correct uniform provided before entering the school building (an appropriate place to change will be provided if necessary). If a student refuses to do this, they will be sent home to you to get changed.

Please ensure that your child leaves for school wearing their full school uniform:

- blazer
- black tailored school trousers, tailored shorts or pleated skirt to just above the knee
- white shirt
- tie - silver stripe (Year 7), yellow stripe (Year 8), blue stripe (Year 9), old style (Year 10 and 11)
- school jumper (optional)
- black shoes

Students **are not** allowed to wear the following in school:

- hoodies
- leggings
- white or coloured socks over tights

Requests for reasonable adjustments to our uniform policy should be made in writing to the Headteacher. These will be discussed on an individual basis. Any current agreements will end in July 2024, and you will need to reapply.

Jewellery and make-up

The school rules for jewellery and makeup are:

- any makeup worn must be discreet and natural
- no false eyelashes
- nails must be short and natural (no extensions or coloured varnish)
- jewellery must be limited to one small earring in each ear, one ring, one small chain/necklace, and one watch
- no facial piercings; this includes piercings within the mouth or nose

Students with additional piercings, including a nose piercing, must remove them or wear a retainer when they arrive at school. The school may ask students to remove any of the above if deemed inappropriate.



Headteacher: Sam Orsborne
St Agnells Lane, Hemel Hempstead
HP2 7HL 01442394141
admin@astleycooper.herts.sch.uk
[Twitter@Astley_Cooper](https://twitter.com/Astley_Cooper)



The Astley Cooper School

Responsibility • Respect • Resilience

Rewards

To celebrate the fantastic achievements of students, we run a range of rewards and achievement events. Next year, these will include fortnightly house point prizes, attendance awards, Head of Year reward trips, queue jump passes, and automatic house points for those wearing the correct uniform and equipment. The 'Green Ticket' award has been renamed the 'Values Award'. Students will be entered into the prize draw for demonstrating a positive commitment to school and displaying our school values of Respect, Responsibility and Resilience.

Lunchtime

We trialled a new lunchtime during the examination period, and it has been decided that we will continue with this arrangement in September with the lunch break from 12:25 to 1:15. The timings will be updated on the school website and Go4Schools at the end of this term. Students will be collected at the end of period 5 for their detentions.

Communication

Communication between families and the school is crucial in celebrating the successes of students as well as supporting the resolution of any inappropriate behaviour. Parents and carers should expect a response within 24 hours when contacting the school, although, in more severe or significant circumstances, this time frame will be much shorter. Please consider your language when communicating with staff and avoid accusations and threatening language. If you have any concerns you would like to discuss, please raise these in the appropriate way through a member of staff or the school complaints policy rather than through social media pages.

If you have a message that you need to pass on to your child, please contact the school office by phone at 01442 394141 or via email at admin@astleycooper.herts.sch.uk.

You can use Go4Schools to check your child's timetable, attendance, rewards, and behaviour points. It would support them to regularly discuss their time at school using the information available on the app. Staff will either phone or use Go4Schools to record behaviours—both positive and negative—as well as detentions, so please check the app regularly to stay up to date and support your child's education. You can download the app on the Go4Schools website by clicking [here](#).

Thank you in advance for your support in reading and sharing this information with your child/children.

Yours sincerely

Mr S Orsborne
Headteacher