



# Aston Fields Middle School

Striving for Excellence: Learning for Life

## Welcome to Aston Fields Middle School

Dear Parents/Carers,

Thank you for taking the time to find out more about our school.

We understand that the decision you are making is an important one and we hope that, between the prospectus and a visit to our school website [www.astonfields.worcs.sch.uk](http://www.astonfields.worcs.sch.uk), we can convey a small part of what it means to become a pupil at Aston Fields Middle School, answer any questions you may have and help you decide if we are the right school for the next stage of your child's education.

At Aston Fields Middle School, we aim to provide pupils with a well-rounded education, incorporating both strong academic standards and character education. We have an ethos that values tolerance, understanding, courtesy, good manners and mutual respect and promote these through our Character Education programme. Indeed, the school's vision is to equip all pupils to follow their dreams and aim to be positive, caring and engaged citizens who 'Strive for Excellence and Learn for Life'.

Learning is at the core of that vision and all staff strive to help pupils develop their knowledge, understanding and skills through our carefully sequenced and ambitious curriculum. This has been developed in partnership with our feeder first and high schools. It builds on the work of the first schools and equips pupils for the next stage of their education at high school and for life beyond the classroom. In addition to the usual lessons, pupils will have the opportunity to build a broader understanding of the world in which we live. Through regular drop-down days and other exciting opportunities, we encourage pupils to look beyond the four walls of their classroom and expand their knowledge and understanding of themselves, their community, modern Britain and the wider world.

To ensure pupils can learn, we have high expectations of all. We support pupils to make the right decisions, at the right time and for the right reasons, through excellent behaviour for learning, team work, strong character and a positive mental attitude to all that they do. There is a warm and friendly atmosphere to the school, in which all pupils are supported to engage in their learning, make good friends and become involved in the many opportunities we have to offer, from our many and varied extra-curricular activities to becoming a school council representative or working to achieve a position of responsibility in Year 8.

We value close links between home and school too, and over the four years your child spends in the school there will be many opportunities for you to involve yourself in their education. We also recognise the importance of effective communication and will work with you, through your child's class teacher and Director of Year Group, to ensure your child settles into Aston Fields Middle School and enjoys their time with us.



ACE School of  
**CHARACTER**

**Headteacher:** Mrs A. Hales BSc (Hons), PGCE, NPQH

**Deputy Headteacher:** Mrs J. Birrell BSc (Hons), QTS, SLE **Deputy Headteacher:** Mr G. Hall BA (Hons), PGCE, NPQSL, SLE **Drummond Road, Bromsgrove, B60 2ET**

Email: [office@astonfields.worcs.sch.uk](mailto:office@astonfields.worcs.sch.uk) Website: [www.astonfields.worcs.sch.uk](http://www.astonfields.worcs.sch.uk) Tel: 01527 876026

We are very proud of the school, our pupils and the wealth of opportunities we offer and hope that you find this prospectus useful. However, please feel free to contact the school if you have any further questions and we will be happy to help.

On behalf of the staff and governors, I would like to thank you once again for showing an interest in Aston Fields Middle School.

Yours sincerely,

Mrs. A Hales  
Headteacher

Local Authority	Services to Schools Division	County Hall, Spetchley Road Worcester WR5 2NP	(01905) 763763
Chair of Governors	Mrs J Richardson	c/o Aston Fields Middle School, Drummond Road, Bromsgrove, B60 2ET	(01527) 876026
School Secretary	Miss T Franklin	Aston Fields Middle School	(01527) 876026
School Business Manager	Mrs J Pearson	Aston Fields Middle School	(01527) 876026

The information in this booklet applies to the academic year 2023 – 2024 and particulars are correct in relation to this year. Changes may be made affecting relevant arrangements before the start of, or in relation to, subsequent school years.

## **School Admissions**

Worcestershire County Council's Information for Parents/Carers Book on Admissions and Transfers to Schools is available online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

The Information for Parents/Carers book contains full details on the application and allocation process, including oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

The information below briefly explains:

### **How to apply for a school place in the normal round of admissions 2023/4**

The parents/carers of ALL pupil's resident in Worcestershire, including parents/carers whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete a Worcestershire LA Common Application Form (PAI) by the closing date.

Applications can be made online up until the closing date, **Sunday 15th January 2024** by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

If you do not have access to the internet Application Forms are available from the School, Local Worcestershire Hub or by request on Tel no: 01905 822700.

The parents/carers of pupil's resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the 'home' LA. (The 'home' LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed on to Worcestershire LA for consideration in the allocation of school places.

### **When are decisions made?**

For pupil's resident in Worcestershire, the offer letters will be posted on Monday 15<sup>th</sup> April 2024 via second class postage or sent by email if parents/carers choose this option. They will be sent direct to parents/carers, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

**For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents/carers by the home LA, even if it is for a school in Worcestershire.**

## **ASTON FIELDS MIDDLE SCHOOL STAFF 2023-24**

### **Headteacher**

Mrs A Hales

### **Deputy Headteacher**

Mrs J Birrell - Day to day routines, assessment, testing, pupil targets and reports, pupils not making expected progress, teaching and learning, curriculum, innovation, English, pupil premium, catch-up premium, learning recovery and catch up programmes, interventions, inclusion, Key stage 2 SATs, safeguarding

### **Deputy Headteacher**

Mr G Hall — Pastoral matters, behaviour, personal development and anti-bullying, pupil's welfare and safety, breaktimes and lunchtimes, homework, visits and trips, website, Music and Expressive Arts, transition to high school, sports premium, Careers Information, Education, Advice and Guidance (CIEAG), admissions, Character Education, learning recovery and catch up programmes

### **Assistant Headteacher & Designated Safeguarding Lead**

Mrs H Mynott — Child protection, safeguarding children including online/e-safety and Prevent, well-being and mental health

### **Associate Assistant Headteacher**

Mr J Brooks – Pupil Premium, curriculum, teaching and learning, school transport, History, peer mentors, gifted, talented and most able, transport, looked after & previously looked after children (CLA & CPLA), support for parents/carers, holiday support

### **Associate Assistant Headteacher**

Mrs L Wildsmith – Reports, pastoral matters, behaviour, welfare, personal development and anti-bullying, transition from first school, Year 6, Key Stage 2 SATS, attendance

### **Directors of Year Group Teams**

Miss A Nowak  
Mrs L Wildsmith  
Miss R Bratton  
Ms M Philip

Director of Year Group 5  
Director of Year Group 6  
Director of Year Group 7  
Director of Year Group 8

### **Directors of Subject Teams**

Miss K McNamara  
Miss C Ward  
Mr J Pavlovs

Science/ Year 7 Form Teacher  
SENDCo  
IT and Computing/ Year 8 Form Teacher/  
Specialist Leader in Education (SLE)

Mrs S Sneddon	Lead teacher for KS2 Science/ Year 6 Form Teacher
Mrs A Taylor	Geography/ Year 7 Form Teacher
Mr R Molesworth	PE, Sports and School Games Organiser/ Peer Leaders/ Specialist Leader in Education (SLE)/ Year 6 Form Teacher
Mrs S Duerden	Art/ Year 8 Form Teacher
Miss Bratton	Director of Year 7/Design and Technology
Ms M Philip	Director of Year 8/Wellbeing Mentors/ Character Education/Religious Studies/PSHCE/ Specialist Leader in Education (SLE)
Mrs R Winch	Assistant SENDCo/Year 8 Form Teacher
Mr C Delaney	Modern Foreign Languages/Year 7 Form Teacher
Mrs H Weston/ Mr N Bennison	Maths/ Year 6 Teachers
Mrs E Lovett/ Mrs C Macdonald	English (Lead teachers for writing & reading)/ Year 5 & 6 Form Teachers
Mrs K Jasper	Lead teacher for Careers Information/Education, Advice and guidance/Year 8 Form Teacher

### **Form Tutors**

Miss A Bryan/ Mrs M Davidson	Y5
Mrs G Eno/ Mrs K Mitchell	Y5
Mrs F Hooper/ Mrs E Lovett	Y5
Mrs L Lacey / Mrs D Goulder	Y5
Mrs N Loxley	Y5
Mrs H Weston / Miss C Ward	Y6
Mrs C Macdonald	Y6
Mrs R Wilbrooke	Y6
Mrs S Sneddon/ Mr R Molesworth	Y6
Mr N Bennison	Y6
Mrs J Campbell	Y7
Mrs A Claydon	Y7
Mrs A Taylor/ Miss K McNamara	Y7
Mr C Delaney	Y7
Mrs HA Weston	Y7
Mrs J Collins	Y8
Mrs K Jasper/ Mrs R Winch	Y8
Mrs V Hopton	Y8
Mr L Garwood	Y8
Mr J Pavlovs/ Mrs S Duerden	Y8

### **Additional Teaching Staff**

Mrs J Spencer	Cover Manager
Mrs J Williamson	Cover Supervisor (Librarian)
Ms J Dehal	Cover Supervisor

## **Teaching Assistants**

Mrs A Griffin  
Mrs M Hayer  
Mrs S Marsh  
Mrs A Saunders  
Ms M Pearce  
Mrs S McCallum  
Miss B Brookes  
Mrs S Davies  
Mrs C Bruton  
Mrs R James  
Miss E Gunbie  
Mrs K Reed  
Mrs L Rowe  
Mrs L Atkinson  
Miss S Roberts

Lead TA Maths/Peer Mentors/Breakfast club  
Nurture Club (Lunchtimes)

Breakfast club

Miss J Tomlinson  
Mrs G Hooper-Tilsley

Learning Mentor  
Learning Mentor

## **Non-Teaching Staff**

Miss T Franklin  
Mrs J Pearson

School Secretary / Clerk to Governing Body  
School Business Manager/ SLE for School  
Business Managers/ Chair of Friends of Aston  
Fields

Mr I Pearson  
Mr S Hughes  
Mrs M Stacey  
Mrs E Thompson  
Mrs S Fiumefreddo  
Mrs S Hedges  
Miss J Lambert  
Mrs E Jones  
Mrs V Baylis  
Mrs H Anderson  
Mrs K McCallum  
Mrs T Cormack  
Miss N Williams

Site Manager  
Assistant Caretaker  
Attendance Officer  
Network Manager  
Finance Administrator  
SEND Administrator/ Clerical  
Reception/ Clerical  
Reception/ Communications Manager  
Reception  
DT Technician  
Science Technician  
Music Administrator  
Librarian

## **Lunchtime Supervisors (LTS)**

Mrs L Rowe  
Mr C Blake  
Miss C Spence

Mrs D Gough  
Mrs A Sanders  
Mrs S Hainsworth

**School Cleaners are provided by ‘Webb Support Services Limited’**

## **School Catering Contractors: Shire Services**

Mrs R Memi	Catering Manager
Ms L Layton	Assistant Cook
Mrs H Grace	Kitchen Assistant
Ms S Banner	Kitchen Assistant
Ms G Hurley	Kitchen Assistant

## **INTRODUCTION TO THE SCHOOL/ETHOS**

Aston Fields Middle School is a co-educational Community School for pupils aged nine to thirteen. The school, which opened in 1969, is situated in south-east Bromsgrove and is one of five Middle Schools serving the town and its surrounding area.

The school has five forms of entry and 600 pupils on roll. 150 pupils are admitted each year from the Feeder First Schools of Charford, Finstall, Stoke Prior and Hanbury, and other schools in the local contributory area. Many parental preferences are also made from outside the catchment area. The vast majority of children, having attained their 13th birthday in the school year, normally transfer to South Bromsgrove High School, one of two High Schools in the town.

New, purpose-built accommodation and a significant refurbishment programme has meant that Aston Fields is now one of the best equipped middle schools in Worcestershire with excellent specialist teaching facilities in addition to high quality classroom accommodation. Year 5 pupils benefit from a purpose-built classroom block adjacent to the KS2 playground.

Information Technology facilities have seen rapid expansion and, in addition to designated networked suites of computers within the school, pupils have access to Chromebooks, multimedia and Promethean white boards throughout their four years in the school.

At Aston Fields Middle School, we believe all members of our school family are part of a wider, international community. We aim to promote an ethos of tolerance, understanding, courtesy, co-operation, good manners and mutual respect through our established Character Education programme. Pupils are taught about the knightly virtues in Year 5 and over their four years with us they will explore character in more depth, looking at how we can build character and how this will enable them to become lifelong learners and follow their dreams. Pupils explore different cultures, both in Britain and the wider world, through events such as All Different: All Equal Day and Modern Britain Day.

Physical Education, Sport and the Arts are all strengths of the school. A fine gymnasium, large playing fields and music block support the pupils' work in these areas of the curriculum. Rugby, football, hockey, netball, cricket, rounders, volleyball, basketball, tennis, athletics and many more unusual sports are all represented within the school year. There is a focus on participation and inclusion in all sporting and non-sporting activities, which supports our values and the development of character.

Pupils are encouraged to respect the environment. Trees and gardens have been planted and litter prevention and recycling initiatives have been successfully introduced to benefit present and future pupils. A Jubilee Garden was created by the Eco Committee to further enhance the school grounds and this has been further developed by our current Eco-STEM group. This forms the basis for our partnership with the Royal Society and their Tomorrow's Climate Scientist project.

We encourage all pupils to contribute to the wider aspects of school life and to live out the school motto by "Striving for Excellence: Learning for Life" in all they do.

## **SUMMARY OF THE GOVERNORS' BEHAVIOUR FOR LEARNING AND EXCLUSIONS POLICY**

The Governors and staff encourage all members of Aston Fields Middle School to regard themselves as members of our school family where they can feel safe, secure and well cared for. A positive and pleasant working atmosphere is achieved through our emphasis on care for the individual and respect for others.

Good conduct and discipline are based on the principle of respect and consideration for others and a high standard of behaviour is expected of pupils. We have a system of expectations, rewards and consequences, (detailed below). Emphasis is placed on positive behaviour, celebrating achievement and building the confidence and self-esteem of pupils. This is made clear to them through the use of praise, written comments, achievement boards, achievement assemblies, house points, certificates, letters home to parents/carers and prize giving. Pupils are encouraged to celebrate and record their achievements in their individual school diary. A stamp system encourages pupils to arrive punctually to lessons, with all necessary equipment and be ready to learn. Positive behaviour is encouraged at all times and is supported by our Character Education Programme.

Misbehaviour is normally dealt with, in the first instance, by the class teacher, followed by the relevant Director of Year Group or SENDCo in line with the expectations, rewards and consequences. Parents/carers are contacted by the Class Teacher, Director of Year Group or SENDCo if there are concerns. In more serious or persistent cases of unacceptable behaviour, which falls outside of our expectations, further, graduated consequences will be actioned.

At Aston Fields Middle School, we strongly believe that our pupils have the right to develop and feel safe at school in an environment free from harm. All members of our school are entitled to work and learn free from the fear of abuse, harassment or threats; everyone should feel safe at school. Pupils are regularly told that if they are being bullied, or if they see someone else being bullied or if they think someone is being bullied, they must tell an adult they trust. Governors will consider it a disciplinary offence if a pupil persistently breaks the school rules and this could lead to a suspension or an exclusion.

## EXPECTATIONS REWARDS AND CONSEQUENCES

<b>EXPECTATIONS</b> Show courtesy towards others Show co-operation towards others Show mutual respect towards others Show good manners towards others	<b>EXPECTATIONS</b> Follow instructions given by adults Stay on task and allow others to work Be polite and respect others Walk sensibly and safely around school Do not bully or use violence or inappropriate language to other persons in school Do not bring offensive weapons into school
<b>REWARDS</b> Individual Roll of Honour Book Attendance Certificates Headteacher's Special Reward Praise, stickers, stamps, positive remarks in planner house points Praise from an adult Praise postcards Commendations Voucher and certificate	<b>Class/Group</b> Free choice of rewards (termly) Extra break time End of year visit
<b>CONSEQUENCES</b> Verbal warning — informal — followed, if necessary, by separation within the classroom Formal verbal warning Behaviour Recovery Authority for senior staff to stop a child attending a school trip if poor behaviour in school poses a risk to the safety of others Detention (lunchtime) Individual provision away from year group Pupil and parent/carers meeting with Class Teacher and/or Director of Year Group and/or SENDCo Pupil and parent/carers meeting with Assistant Headteacher, Deputy Headteacher, Director of Year Group and/or SENDCo Pastoral Support Plan/Outside Agencies Involvement/Refocus Group Placement — if appropriate for individual pupil *Suspension. Pupil and parent/carers meeting with either Deputy Headteacher or Assistant Headteacher and/or SENDCo *Permanent exclusion	

\*also a fast track for serious misbehaviours

## ACHIEVEMENT AND ENJOYMENT

### Curriculum

At Aston Fields Middle School, teaching develops pupils' knowledge, skills and understanding and takes place within a broad and balanced curriculum. This builds on pupils' prior learning and is accompanied by an effective social, moral, spiritual and cultural ethos, which helps to develop and prepare pupils for life in modern Britain. Aston Fields Middle School follows the new National Curriculum as introduced in September 2014.

The curriculum at Aston Fields Middle School:

- a) Actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. This is underpinned by the school's ethos of providing a caring, family atmosphere based on courtesy, co-operation, mutual respect and good manners and supported by Character Education.
- b) Promotes tolerance of, and respect for, people of other faiths, cultures and lifestyles with effective social, moral, spiritual and cultural development of pupils, including through engaging pupils in extra-curricular activity and local community links.
- c) Includes a balanced approach to pupils' religious education which is broadly Christian but encompasses all major world faiths.
- d) Includes a variety of assemblies which help to promote pupils' social, moral, spiritual and cultural development, providing clear guidance on what is right and wrong.

Our pupils learn across two key stages here at Aston Fields Middle School. Years 5 and 6 are the completion of the Key Stage 2 curriculum, culminating in the SATS test in Y6. The children then continue into KS3 through Years 7 and 8.

<b>Subject</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>
<b>English</b>	7	7	4	4
<b>Maths</b>	6	6	4	4
<b>Science</b>	2	2	3	3
<b>Computing</b>	1	1	1	1
<b>Art</b>	See Expressive Arts	See Design Technology	1	1
<b>Design and Technology</b>	See Expressive Arts	2 – Includes Art in Y6	2	2
<b>Expressive Arts*</b>	2			
<b>Geography</b>	1	1	1	1
<b>History</b>	1	1	1	1
<b>Music</b>	1	1	1	1
<b>PE</b>	2	2	2	2
<b>PSD</b>	1	1		
<b>RS</b>	See PSD	See PSD	1	1
<b>Learning for Life (Preparing for high school and future careers)</b>				1
<b>MFL (Modern Foreign Languages/French)</b>	1	1	2	2
<b>PSHCE</b>	See PSD	See PSD	1	1
<b>Humanities</b>			1	

\*Expressive Arts – a combined Art and Design course.

\*\*PSD – Personal and Social Development – a combined RS and PSHCE (In addition to the weekly lessons, pupils also receive 6 drop down days allowing them to explore in greater depths aspects of the RS and PSHE curriculum)

\*\*\*PSHCE – Personal, Social, Health and Citizenship Education supported by our focus on Character Education

## **Key Stages**

Pupils progress through the National Curriculum Key Stages completing the last two years of Key Stage 2 and commencing the first two years of Key Stage 3 at middle school. Close liaison with our first schools and high school ensures continuity of progress across the key stages and in May, end of Key Stage 2 tests in English and Maths are taken by our Year 6 pupils.

## **Religious Education and Collective Worship**

The school has a Christian ethos and pupils experience a range of school, year group, class and house assemblies where they are encouraged to take part in an act of worship. Festivals such as Remembrance, Christmas, Easter and Harvest are also celebrated in Collective Worship. Each class studies Religious Education following the Local Authority's agreed syllabus. Under Section 25 of the 1944 Education Act parents/carers may withdraw their children from any part of religious education. Such requests should be made in writing to the Headteacher, Mrs Hales.

## **Sex and Relationship Education**

The governors and school have a regularly reviewed and agreed policy on Relationships and Sex Education. A summary of the content and organisation of the sex education curriculum is available at school. The policy states that any sex education is taught in such a manner as to encourage pupils to consider morals and the value of family life. Parents/carers have the right to withdraw their child from aspects of Sex Education that are taught outside the science curriculum. Such requests should be made in writing to the Headteacher (Mrs Hales).

## **Physical Education and Sport**

There is a strong emphasis on encouraging pupils to appreciate the benefits of a healthy lifestyle and consequently all pupils receive two one-hour P.E./Games lessons per week. Work within the Physical Education Department is designed to support and contribute to the aims of the school, by providing appropriate challenges that allow pupils to develop physically, socially and intellectually. The programmes are designed to make pupils more aware of their own capabilities and those of their peers through active involvement as planners, performers, observers and assessors.

Staff and trained coaches offer many opportunities in a wide range of extracurricular activities to which pupils of all abilities are invited. These include netball, football, rugby, hockey, tennis, gymnastics, crosscountry, athletics, cricket, rounders, volleyball and basketball. As a result, our school teams regularly compete and enjoy success in Local, District, County and National competitions.

## **Character Education**

As a school of character, Aston Fields Middle School aims to equip all pupils with the intellectual tools to make wise choices for themselves within the framework of a democratic society. We aim to help pupils make the right decisions at the right time and for the right reason. Pupils are taught about the knightly virtues in Year 5 and, over their four year with us, explore character in more depth, looking at how we can build character, balance the virtues and enable them to become life long learners and follow their dreams.

## **Summary of the School's Policy for SEND**

The school is proud of the progress and achievements of its pupils with special educational needs and disabilities. The Special Educational Needs and Disabilities Co-ordinator and her Assistant SENDCo and team of teaching assistants work with pupils, families and outside agencies to ensure appropriate levels of support for learning and development to enable all children to access the curriculum. Pupils with learning difficulties or those with emotional or behavioural difficulties are placed on the Special Educational Need (SEN) database and a graduated response to address a pupils' needs is put in place. A small number of pupils with a very high level of need may have a Statement of Special Education Need (before September 2014), or an Education and Health Care Plan (after 1<sup>st</sup> September 2014). Parents/carers are consulted and Individual Provision Map (IPM's) are developed which identify targets and strategies appropriate to the individual child. The school positively encourages pupil involvement in this process. As part of the graduated response outside agencies such as Speech and Language Therapy or the Educational Psychologist may be involved.

**If you are considering sending your child to Aston Fields Middle School and your child has a Statement or EHCP Plan, please discuss this with the School's SENDCo, Miss C Ward or Assistant SENDCo, Mrs Winch.**

## **Homework**

The school encourages pupils to develop a responsible attitude to studying and working on their own away from the school environment. It is policy at Aston Fields Middle School to nurture a child's own responsibility for learning and help pupils progress from more informal homework of first schools to a formal homework timetable in a middle school. At Aston Fields Middle School, we believe that homework is an important part of school life and we expect parents/carers to support the school with this, for the benefit of their child. Homework refers to any work or activity which pupils are asked to do outside of lesson time, either at home or with parents/carers.

## **The purpose of homework**

- Homework assists in the development of an effective partnership between home and school, involves parents and carers in the management of pupils' learning and keeps them informed about the work pupils are doing.
- Homework consolidates and reinforces skills and understanding developed at school.
- Homework extends school learning.
- Homework encourages pupils to develop skills, confidence and self-discipline needed to study effectively on their own in preparation for the requirements of high school.

All pupils are issued with a Homework Diary/Planner at the beginning of each year. The planner includes sections for recording work set and the date the homework is due in. We encourage parents/carers to sign these diaries weekly and to monitor the time taken over homework. We welcome comments from parents/carers and, in this way, the diaries can also be used as an additional form of communication between parents/carers and the school. Form teachers and academic guidance tutors discuss progress with pupils, encourage pupil self – review and set individual targets for development. Mr G Hall, Deputy Headteacher, is responsible for the administration and monitoring of the school's homework policy.

## THE EXTENDED CURRICULUM

### CLUBS, ACTIVITIES AND VISITS

Our pupils are actively encouraged to join in the activities that take place beyond the classroom and extend their interests. In addition to sport and music, there are a variety of extracurricular activities that take place in the school. These may vary from year to year and include Eco groups, art, history, science, homework and ICT clubs.

A wide variety of educational visits to support the curriculum are planned for the children ranging from a residential visit to France and an outdoor education centre in Shropshire. Visits to local theatres, historical sites and churches of different denominations supplement the visits to school by various societies, science and theatre groups.

### ACADEMIC AND PASTORAL ORGANISATION

Current Directors of Year Group are:

Directors of Year Groups	
Year 5	Miss A Nowak
Year 6	Mrs L Wildsmith
Year 7	Ms R Bratton
Year 8	Ms Philip

Individual pupil progress is regularly reviewed, targets are set and moves between ability groups will be made and discussed with parents/carers. Throughout the year parents/carers will be invited to attend consultation evenings to review their child's progress and receive written reports on their child's progress.

**The Form Teacher is always the first point of contact for parents'(carers') enquiries.**

Each child is assigned to a House to encourage community spirit and to enable greater involvement with pupils from all age ranges. The four Houses are:

House	House Colour
Austin	Yellow
Corbett	Green
Housman	Blue
Elgar	Red

House assemblies feature regularly and a variety of Inter-House competitions are held throughout the year.

## ATTENDANCE AND ABSENCES

### Attendance

The school attendance rate for 2022 — 2023 was 94.39%. Although our attendance is above the national average we need parents/carers to continually support us in our ongoing resolve to improve punctuality and attendance.

### Absences

It is necessary to know why children are absent from school and such information should be sent as soon as possible to the class teacher. **A telephone call from parents/carers to the school should be made early on the first day of absence and on each subsequent day of absence.** If the reason for the absence is not known we have to record and report this as 'unauthorised absence'. A note is required should you wish your child to be excused from P.E. and Games on medical grounds.

**Children should not be withdrawn from school for holidays during term-time as this is seriously disruptive to their education. Holidays during term time will not be authorised.**

Please note the following DFE guidance regarding absence from school, as of 1<sup>st</sup> September 2013.

### Amendments to school attendance regulations

#### **The Education (Pupil Registration) (England) Regulations 2006**

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England)(Amendment)Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

#### **Term-time holiday**

The **Education (Pupil Registration) (England) Regulations 2006** allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments made it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

#### **The Education (Penalty Notices) (England) Regulations 2007**

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England)(Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay 260 if they pay within 28 days; or 2120 if they pay within 42 days.

Amendments to 2007 regulations reduced the timescale for paying a penalty notice. Parents must, from 1 September 2013, pay E60 within 21 days or E120 within 28 days. This brought attendance penalty notices into line with other types of penalty notices and allowed local authorities to act faster on prosecutions.

(Information above is taken from DfE website [www.education.gov.uk](http://www.education.gov.uk) and is correct as of 1<sup>st</sup> September 2022).

The Attendance Officer keeps a regular check on those few children whose attendance is erratic or whose absences are frequent and follow up action is taken.

**Year 6 pupils have to take important National Curriculum Key Stage 2 in the Summer term and attendance during these weeks is particularly important for them.**

## UNIFORM POLICY

All pupils are expected to wear school uniform whilst on school premises, when travelling to and from school and on school educational visits. The uniform list has been carefully planned to give a choice of suppliers.

**All uniform must be clearly marked with the child's name.**

<p><b><u>BOYS UNIFORM</u></b></p> <p>Grey/black Trousers Navy blue 'V' neck pullover with embroidered crest White shirt School tie (clip on only) White polo shirt <u>with embroidered badge for summer term only</u> — please note this is optional <b>Black</b> shoes (<b>NOT</b> boots/trainers or trainer style shoes) Grey/black socks If boys wish to wear a belt it must be a plain black one</p> <p><b><u>GIRLS UNIFORM</u></b></p> <p>Grey/black skirt (knee length, allowing room for movement). Inappropriately short skirts are not acceptable and parents/carers will be contacted. Or black or dark grey trousers. If girls wish to wear trousers to school it is important that an appropriate style of tailored trouser is worn. <b><u>Leggings, Jeggings, or tightly fitting trousers or deliberately 'short' trousers are not allowed. If in any doubt please contact the school.</u></b> Navy blue 'V' neck pullover or cardigan with embroidered crest. Plain white shirt (tuck-in style) to wear with school tie (clip on only) White polo shirt <u>with embroidered badge for summer term</u> — please note this is optional <b>Black</b> shoes which are <b>low</b> heeled and well secured with laces or buckles (<b>NOT</b> boots/trainers or trainer-style shoes) White, black or navy socks, opaque black tights or flesh coloured tights If girls wish to wear a belt it must be a plain black one Hair accessories such as bows must be small in size</p>	<p><b><u>PE (GAMES KIT)</u></b></p> <p>Navy AFMS Polo (compulsory) Navy AFMS 1/4 zip OR Navy AFMS hoodie (compulsory) Navy/Colour AFMS House socks (compulsory)</p> <p>One of/combination of the following:</p> <p>Navy AFMS shorts Navy AFMS skort Navy AFMS sports leggings Navy AFMS trackpants</p> <p><b>In addition:</b></p> <p>Navy AFMS raincoat (optional)</p> <p>Trainers — one pair for indoor use Trainers — one pair for outdoor use</p> <p>Shin pads (Football/Hockey)</p> <p><b>Gum shields are highly recommended for contact sports</b></p> <p>Football/studded boots (with safe studs) desirable for years 5/6 <b>essential for years 7/8</b></p> <p><b>N.B. ALL</b> pupils who attend after school football <u>must</u> have boots with safe studs and shin pads</p>
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### Additional points relating to School Uniform

High standards of dress and appearance are important. School uniform or where appropriate, P.E. kit, is always worn by pupils when representing the school. It is important, too, that pupils are not put at risk by what they wear; boots, high heels, platform, open toed or sling back shoes can be

dangerous and are **not allowed**. Whilst in school and on their way to and from the school, pupils are expected to comply with the uniform policy agreed by the Governing Body.

### **Jewellery**

Rings, necklaces and bracelets are not allowed at Aston Fields Middle School. There are sound Health and Safety reasons for this decision and the school cannot accept responsibility for items lost or damaged if this advice has been ignored. **No activity trackers or smart watches are to be worn or brought into school. No expensive watches are to be worn or brought into school.** One pair of **plain studded-earrings-only** is permitted. These must be removed for P.E. for safety reasons. Earrings must **not** be worn in any part of the ear other than the lobe. **Under no circumstances will any other piercing be allowed in school.** If parents/carers are having their children's ears pierced could it please be done at the beginning of the holidays as it takes 6 weeks for them to heal.

Any pupil wearing incorrect jewellery will be asked to remove the item(s). If pupils refuse to remove jewellery, the parent/carer will be asked to collect their child and take them home for a period of time as decided by the School Leadership Team until the issue is resolved.

### **Hair**

Long hair (for boys and girls) must be tied back for all practical activities. **The use of braids, bleach, bright colorants e.g. pink, yellow, green, purple, blue, red etc. and any extreme hairstyles for example, Mohicans, or closely shaved or patterned hair are not allowed at Aston Fields Middle School.** Failure to follow the school's rules regarding uniform could result in exclusion. Parents/carers will be contacted if there is a breach in the Uniform Policy. Governors expect all parents/carers to support the school's uniform policy.

### **Make-up**

Wearing make-up is **not** allowed at Aston Fields Middle School. Pupils will be asked to remove make-up, if they wear it.

If pupils refuse to remove make-up, the parent/carer will be asked to collect their child and take them home for a period of time as decided by the School Leadership Team until the issue is resolved.

**Pupils who repeatedly ignore the rules regarding uniform and jewellery could face exclusion. This could seriously affect their education and we ask for parents/carers support with this.**

### **Suppliers**

The navy blue 'V' neck school pullover/cardigan with the embroidered crest and other items listed, may be purchased from S&H Schoolwear and Sports, 1 Church Street, Bromsgrove, Tel: 01527 874885, and School Days, 13-15 Church Street, Bromsgrove, Tel: 01527 757439. Some official Aston Fields Middle School uniform is also available to purchase from My Clothing Ltd on their website, [www.myclothing.com](http://www.myclothing.com)

### **Money**

Money brought to school should be kept on the owner's person all day. A shoulder strap type purse is recommended (not belt bags). Children who regularly use a coach pass should have a special pass holder. **The School will not be held responsible for the loss or theft of money** although every effort will be made to find lost money and to find out any pupil who has been, or is suspected of stealing. If a pupil is suspected of stealing, the Police will be contacted.

### **Personal Property**

The Local Authority does **not** accept any responsibility for items belonging to individuals whether staff, pupils or visitors. **They strongly recommend parents/carers check that their personal household insurance covers any items which may be brought from home.** This is particularly important in the case of musical instruments and musical accessories where the

school **cannot** accept any liability. The Governors' Charging Policy includes a stipulation that damage to or loss of School property may be a charge on the relevant party.

Mobile phones, iPad's, tablets, X-Boxes, PSP's, **activity trackers, expensive watches including smart watches and any other valuable item or items of personal, sentimental value are NOT allowed at Aston Fields Middle School.** If a parent/carer feels in an emergency their child needs a mobile phone, it must be handed in to their class teacher at 8.50 am, labelled clearly with the child's name. It must be collected again at 3.30 pm. If a pupil does not follow this rule, such items may be confiscated and only returned upon collection from the School Office by the pupil's parent/carer. Under no circumstances are pupils allowed to use their mobile phones during the School day unless permission has been given by the Senior Leadership Team. **The governors will NOT accept liability for pupil's phones, or personal possessions such as bags, pencil cases, stationery equipment, uniform, coats, hats, scarves, gloves, shoes, trainers, PE equipment, jewellery including watches, rings, necklaces, or other such items (expensive or not), as mentioned above.** If a pupil is suspected of stealing, the Police will be contacted and the school will do all it can to find missing property following advice from the police which could include bag searches, but the school will not be held responsible for the loss or theft of pupil's personal possessions or items as listed.

### **Chewing Gum**

Chewing gum is banned in this school. There will be a detention given to any pupil who abuses this rule.

### **HEALTH AND WELL-BEING**

We ask parents/carers not to send pupils to school if they are ill and/or are showing symptoms of Covid-19. **Please ensure you provide the school with up to date emergency contact telephone numbers in case of need.**

First aid is provided by trained and accredited first-aiders for accidents, emergencies and unexpected illnesses.

Please note that teachers and other school staff do **not** administer any form of medication to pupils, or apply sun cream/lotion. If your child has been prescribed medication by a doctor and it is necessary for the medication to be administered during the school day, please contact the school office. You will be put in touch with a designated member of our support staff who will contact you to explain our procedures.

We ask all parents and carers to support the school by seeking routine medical and dental appointments outside school hours whenever possible.

## STATUTORY INFORMATION FOR PARENTS/CARERS TIMES OF SCHOOL SESSIONS

Monday, Tuesday, Wednesday, Thursday, Friday

### KS2

08.50 - 09.00	Registration and Daily Act of Collective Worship
09.00 - 10.00	Lesson 1
10.00 - 10.20	Assembly and Academic Guidance
10.20 - 10.40	Break
10.40 - 11.40	Lesson 2
11.40 - 12.25	Lesson 3
12.25 - 13.15	Lunch
13.15 - 13.30	Registration & Reading/ lesson 3 cont'd.
13.30 - 14.30	Lesson 4
14.30 - 15.30	Lesson 5

### KS3

08.50 - 09.00	Registration and Daily Act of Collective Worship
09.00 - 10.00	Lesson 1
10.00 - 10.20	Assembly and Academic Guidance
10.20 - 10.40	Break
10.40 - 11.40	Lesson 2
11.40 - 12.40	Lesson 3
12.40 - 13.30	Lunch
13.30 - 14.30	Lesson 4
14.30 - 15.30	Lesson 5

## SCHOOL MEALS

The catering service is provided by Shire Services and our Catering Manager, Mrs R Memi, is working closely with the school to offer nutritious, healthy options through the menus she prepares. We promote healthy lifestyles and we would appreciate parents/carers' interest in checking their children's choice of food. This is particularly important if your child has a food allergy or is diabetic. Please contact Shire Services, if you have any queries or concerns regarding school meals as Shire Services is a company in its own right and responsible for its own actions.

Free School Meals can be awarded if you or your partner are claiming either:

- Universal Credit, and your annual household income is £7,400 per annum (£616 per month) or less after tax, and not including any benefits
- Income Support
- Income-based Jobseeker's Allowance
- Income-based Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Guaranteed Pension Credit
- Child Tax Credit, and your annual income is less than £16,190
- Working Tax Credit run-on

Pupils may bring a packed lunch which is normally eaten at the tables provided in the Dining Hall. We ask parents/carers to ensure packed lunches help to provide a healthy diet for their child. We would ask that packed lunches do not include large bags of sweets/chocolate or fizzy drinks/ energy drinks. Nuts should also not be included in packed lunches, snacks or as ingredients when cooking. It is school policy for pupils to remain on the premises at lunchtime other than by the expressed,

written request of parents/carers. The school can accept no responsibility for the welfare of pupils off site.

## **SCHOOL TRANSPORT**

School transport is arranged by applying on line on the Worcestershire County Council Transport website at [www.worcestershire.gov.uk/info/20045/school and college travel](http://www.worcestershire.gov.uk/info/20045/school_and_college_travel)

Whilst the school makes every effort to ensure the efficient transportation of children to and from school, it is important that they behave sensibly and safely, whilst waiting for and travelling on the 'bus', (wearing seatbelts at all times). Failure to comply with these safety rules could result in their places being withdrawn. Free bus passes are issued for children who live further than three miles from the school. Applications for bus passes have to be made early to the website mentioned above.

Children travelling on Contract Coaches must carry their valid bus pass at all times. Lost passes must be replaced by parents/carers from the Children's Services Transport Section Office.

**Please note pupils should not be on school premises before 8.40 am unless they have been given special permission to attend an official school club or activity. Playgrounds are not supervised by staff until 8.40 am. Parents/carers should NOT drop off pupils before 8.40am. Parents/Carers will be contacted if they do.**

## **TRANSPORTING CHILDREN TO AND FROM SCHOOL**

Please ensure you do **not** park in the immediate vicinity of the school when collecting children at 3.30 pm. Parked cars cause a severe restriction to pedestrian visibility as children cross Drummond Road and present a very serious hazard. **Parents /carers are reminded NOT to park in the staff car park.** Parking in the staff car park is monitored by the Site Manager.

Bicycles/scooters **may not** be brought to school unless the child has significant difficulty in getting here and has passed the Cycling Proficiency Test, been issued with a pass, or has special written approval. All enquiries should be directed to Mr G Hall, Deputy Headteacher.

## **FRIENDS OF ASTON FIELDS MIDDLE SCHOOL**

All parents/carers are able to put their name forward to join the "Friends of Aston Fields Middle School". They will then be contacted about events and how they can help. Please see the school's website for further information.

## **SCHOOL FUND**

In order to sustain and enhance the range and quality of educational experiences for pupils of Aston Fields, we invite families to make an annual donation of £10 per family to School Fund. School Fund donations are collected by the School Business Manager at the start of the Autumn Term.

## **CHARGING AND REMISSIONS POLICY**

The school governors accept and follow Worcestershire County Council's Policy on Permitted Charging of Parents/ Carers and this is available at school for reference by parents/carers and other persons, upon request.

## **Voluntary Contributions for Educational Visits and Other Activities**

The governors are aware that charging is forbidden for school time activities but invite parents/carers to make voluntary contributions towards school fund or in support of a specific project so that children can continue to benefit from educational visits and other activities.

The governors realise that the school cannot enforce such voluntary contributions but emphasise that an activity may not take place for anyone unless sufficient contributions are forthcoming.

The governors wish the school to invite parents/carers for whom the voluntary contribution would cause financial difficulty (e.g. where any of the following conditions apply) to write confidentially to the activity organiser:

- a) Income Support, or
- b) Job Seekers Allowance — Income Based
- c) Support under part VI of the Immigration and Asylum Act 1999
- d) Child Tax Credit, but are not entitled to a Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed E16,190.

They further state that if the number of applications exceeds the number of places available, it is the school's prerogative to decide who shall participate, and this decision will not be based on financial considerations. The school's decision will be final.

The following paragraph\* is included on all school circulars inviting voluntary contributions for school time activities:

\*The contribution referred to above is a voluntary contribution as defined by the Education Reform Act 1988. Whilst there is no obligation to contribute and such is not a condition of inclusion in this activity, it is emphasised that the activity cannot take place for anyone unless sufficient contributions are forthcoming. Parents/carers for whom such a contribution would cause financial difficulty (e.g. where Income Support or Family Credit is involved) may, if they wish, write confidentially to the activity organiser. If the number of applications exceeds the number of places available, it is the school's prerogative to decide who shall participate and this decision will not be based on financial considerations.

### **Charging for Damage or Loss of School Property**

The governors reserve the right to charge for damage to, or for loss of school property.

## School Prospectus Appendix 1

### Aston Fields Middle School Key Stage 2 SATs Results - 2023

Subject	% Passed Test (Against new government pass marks)	New National Average	Pupils achieving a high standard	National % of pupils achieving a high standard	AE – MS Average scaled score (where known)	National Average scaled score	AFMS progress scores	Government floor targets
Writing	79	71						
Writing Greater Depth	17							
Maths	79	73	21		104			-5
Spelling, Punctuation & Grammar (SPaG)	77	72	31		105			
Reading	70	73	30		105			-5
Reading, Writing & Maths combined	60	59	11					65