

# Parent Information Booklet and Home School Agreement

2023/2024



Inclusivity

Well Being

High Expectations

*Dare to Dream, Aim to Achieve*



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England



# Welcome...

## Welcome to Admiral Lord Nelson School.

Our motto is “Dare to Dream, Aim to Achieve” and our ethos is articulated in three values: inclusivity, well-being, and high expectations.

We want every student to dream big, aim high and achieve their very best. We judge our success by how well we prepare students for life beyond school, and so we focus equally upon students academic success and their personal development. We aim to create confident individuals, successful learners and responsible young people who aspire for themselves.

Strong and respectful relationships are the basis for our learning community of over 1300 students and staff. We are fully inclusive and ensure that there is an equality of opportunity for every student.

To students I would say:

***Make the most of your time at school, try hard and take pride in what you do and enjoy every success along the way.***

To parents I would say:

***The more you encourage your child, the more interest you show in their school life and in sharing their successes with them, then the better they will do. Every child wants to be successful and wants to make their parents proud.***

We are really excited to be welcoming you to the ‘ALNS family’ and we are looking forward to working together with you over the next five years to help you achieve your very best and enjoy your time at school.



**Chris Doherty**  
Headteacher



**Chris Doherty,**  
Headteacher

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# Meet Our Key Staff



**Chris Doherty**  
Headteacher



**Katie Holness**  
Deputy Headteacher:  
Student Achievement



**Matt Hutton**  
Deputy Headteacher:  
School Continuity, Wellbeing and Safety



**Steve Fenner**  
Assistant Headteacher:  
Inclusivity/SENCO

# ALNS Ethos and the School Day

## ALNS Ethos

Admiral Lord Nelson School is a UNICEF Gold Rights Respecting School. This means that the rights of each child as defined in the United Nations Convention on the rights of the child are at the core of our ethos and underpin everything we do. We believe that every child has the right to an education which ensures they learn successfully in a safe and secure environment. We have high aspirations for our students and passionately believe in a shared responsibility between parents, staff and students to uphold the rights of all children and strive to encourage a strong moral understanding of our social responsibilities across all aspects of school life.

## The UN Convention on the Rights of the Child

In 1989, governments worldwide promised all children the same rights by adopting the UN Convention on the Rights of the Child (CRC). These rights are based on what a child needs to survive, grow, participate and fulfil their potential. They apply equally to every child, regardless of who they are, or where they are from.

Human rights are founded on respect for the dignity and worth of each individual, regardless of race, gender, language, religion, opinions, wealth or ability and therefore apply to every human being everywhere.



The Convention recognises the human rights of children, defined as any person under the age of 18. It is the only international human rights treaty which includes civil, political, economic, social and cultural rights. It sets out in detail what every child needs to have for a safe, happy and fulfilled childhood.

The CRC is the most complete statement of children's rights ever produced and is the most widely-ratified international human rights treaty in history. It enshrines specific child rights in international law, defining universal principles and standards for the status and treatment of children worldwide.

## Supporting the School Ethos

If you choose to join ALNS then we assume you have 'signed up' to our ways of working. All students are expected to maintain the highest standards of behaviour both around the school, as well as on the way to and from the school. We put our relationships with each other, between staff, students, and parents, at the heart of what we do. We work restoratively and aim to maintain strong connections, being kind and considerate of each other; always. We want all members of our community to feel a sense of belonging to ALNS, to be positive as they walk around the school and show respect to others - We have high expectations and expect everyone to try their hardest and be prepared to help others at all times.

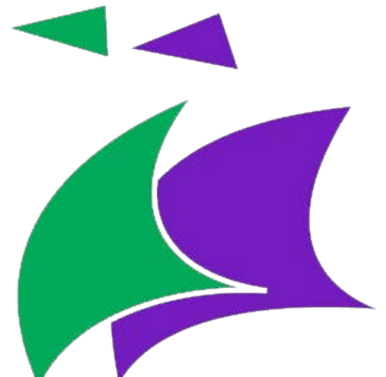
**The Information Centre** is open to students every day before school starts at 8:00am and after school most days until 4:30pm (3:30pm on Friday)

**Before and After School Provision**  
A breakfast service is available from 8.10am - 8.40am where students receive toast and squash free of charge.

## Organisation of our School Day for 2023-24

### Monday

08.45am	Community Circles with Tutor Group
9.05am	Lesson 1
09.55am	Lesson 2
10.45am	First Break
11.10am	Lesson 3
12.00pm	Lesson 4
12.50pm	Second Break
1.20pm	Lesson 5
2.10pm	Lesson 6
3.00pm	End of Day



# Curriculum Organisation

## Curriculum Organisation

On entry into Year 7, students are placed in mixed attainment teaching groups and will study most subjects with their teaching group. In Mathematics and Science however, students are grouped according to how they achieved in tests at the end of Key Stage 2, and their baseline assessments.

In subsequent years, some subjects, for example English, continue to be taught in teaching groups but other subjects will group students according to their achievement. This enables the school to best meet the needs of students. Setting is continually reviewed to ensure students remain in an appropriate group to achieve their full potential. For some students, a proportion of the curriculum is delivered outside the usual framework of traditional lessons so that they have the opportunity to learn as individuals and in a variety of group situations that best supports them to make the best possible progress.

## Key Stage 3 Curriculum

In Key Stage 3 (Years 7 to 9) all students will study a broad range of subjects based on the National Curriculum. These are: Mathematics, English, Science, Languages (French and German), History, Geography, Religious Education, Physical Education, Computing, Performance (Music, Drama and Movement) and Design (Art, Product Design, Textiles and Food and Nutrition). Our students also study PSHEE (Personal, Social, Health and Economic Education) which we refer to as Aspiring Futures.

## Key Stage 4 Curriculum

In Key Stage 4 (Years 10 and 11) students continue to study a broad and balanced curriculum. All students will study Mathematics, English Language and English Literature, Science, Physical Education and a

Humanities subject (History or Geography). Most students continue with a language to GCSE and students select two or three options from Graphic Communication, Art, Textiles, 3D Design, Food Preparation and Nutrition, Philosophy Ethics and Religion, Sociology, Psychology, Physical Education, Information Technology, Music, Dance, Acting, Creative Media, Computer Science, Separate Sciences, Spanish, Geography and History.

All students will study 2 GCSEs in Science, although students choosing to study Triple Science will instead gain 3 GCSEs in Biology, Chemistry and Physics. Most subjects lead to GCSE examinations at the end of Year 11 with the exceptions of Acting, Music and Dance which lead to Technical awards.

Each year we review the subjects that we offer so that we can offer all students the most appropriate courses for them to study.

Throughout Key Stage 4, they also continue with Aspiring Futures.

## Personal Development Days

During both Key Stages, at various times during the year, the curriculum is delivered with more holistic themed activities and events. Delivered in creative learning environments they aim to ensure the development of essential skills. We call these days Personal Development Days (PD Days) and, as well as including stimulating contexts in school often including outside experts, they also include a wide range of educational visits involving residential and overseas experiences.

## Educational Visits and Extra-curricular opportunities

We are committed to providing as wide a range of curricular and extra-curricular opportunities outside the classroom as we can. Every

curriculum area offers regular clubs, extension activities and educational visits and we encourage all students to be as involved in these as they can.

As a vital part of their personal development, we expect all students at ALNS to take part in at least one overseas trip and at least one residential visit in their time here. Opportunities abroad have recently included visits to Italy, Germany, The Gambia, First World War Battlefields, Boulogne, Paris and Skiing in Andorra. Closer to home we offer residential outdoor experiences around the country including our legendary Year 8 Camp in the New Forest. We also run a wealth of shorter educational visits to theatres, art galleries, museums and have established links with Portsmouth, Chichester and Southampton Universities. We really do aim to deliver some of the curriculum outside of the classroom!

So far, ALNS has been awarded with the prestigious Platinum Artsmark three times and in 2019 we won the TES Creative School of the Year National Award. We would like every student to take part in a performance of some kind while at ALNS, whether this be sporting, musical, presentational or dramatic. We are proud of our annual dramatic productions, our Performing Arts events, our concerts of all kinds, our sporting achievement and our enterprise activities.

# ALNS Uniform

We expect high standards of personal appearance, including looking smart on the way to and from school.

## Students must wear the following:

Jumper/Cardigan\*

Black sweatshirt with school logo or Black cardigan with school logo or Black V-neck jumper with school logo (One of these items must be brought to school **every day**).

Polo Shirt\*

White polo shirt with House coloured piping and school logo.

House Colours: **Warrior (Blue)**, **Victory (Silver)**, **Spinnaker (Purple)** and **Mary Rose (Green)**.

## Trousers/Skirt

Plain black tailored trousers (NOT skinny fit and NOT denim/leggings material) or black knee-length tailored shorts (summer only) or the official school skirt with school logo purchased from the official school suppliers (knee-length),

## Shoes

School shoes must be all black (including the soles and any logos). **They must be leather or leather-look and polishable.**

## Socks/Tights

Plain white or black socks or plain black tights.

**The asterisked (\*) items must be purchased from the school stockists.**

Please ensure that all uniform and equipment is clearly labelled with the child's name.

## School Suppliers:



**Penelope Ann**  
34–36 Tangier Road  
Copnor  
Portsmouth  
PO3 6JN  
Tel: 02392 66 61 42  
[www.pa-schoolwear.co.uk](http://www.pa-schoolwear.co.uk)



**Hargreaves Promotions**  
Aspen House  
Airport Service Road  
Portsmouth  
PO3 5RA  
Tel: 02392 82 24 36  
[www.hargreavespromotions.co.uk](http://www.hargreavespromotions.co.uk)

## Emergency Situations

Parents should provide a dated note for their child to bring to school to explain why any item of uniform is not worn due to reasons beyond their control. The school will endeavour to issue a temporary replacement item from our second hand stock which must be returned in good condition at the end of the school day. **In cases where the school has insufficient stock then students will not be allowed to attend their normal timetabled lessons and alternative provision for their learning will be made.**



# Uniform Information Poster



## Uniform

### Years 7-10

- Hair ties/bands should be plain and discreet
- Hair-styles should be moderate with natural colour
- Black sweatshirt or cardigan with the school logo  
\*This is not an optional item. In the summer term students may be allowed to choose whether to wear their jumper, but they must have it with them during every lesson
- Plain full-lengthed tailored trousers (not tight fitting) or black skirt with the school logo  
\*Black tailored shorts may be worn in the Summer Term only
- Plain white or black socks or plain black tights
- Shoes must be all black and polishable  
\*Including the soles and any labels or logos
- Makeup is not allowed in Years 7-9  
\*Discreet makeup is allowed in Years 10 and 11

### Jewellery Rules

- Nail varnish is not allowed in Years 7-10
- Earrings must be plain/gold silver studs or sleepers. (Sleepers must be no more than 1cm diameter)
- Students may wear a maximum of one earring in each ear (lobe only)
- One simple plain ring (gold or silver)
- A simple plain chain necklace (gold or silver)
- A very small, discreet, flat stud can be worn in the nose, either plain silver or gold or clear.
- Jewellery **MUST** be removed for practical subjects.



# Appearance and Valuables

## Jewellery

Jewellery should be plain and simple. Ear-rings must be plain gold or silver studs or plain sleepers (maximum 1cm diameter). Students may wear a pair of ear-rings (one in each ear lobe only) or a single ear-ring (in an ear lobe only). A very small, discreet, flat stud can be worn in the nose, either plain silver or gold or clear. **These are the only piercings that are allowed.**

Jewellery **MUST** be removed for practical subjects for health and safety reasons and will remain the responsibility of the student.

## PLEASE DO NOT WEAR EXPENSIVE ITEMS TO SCHOOL.

What's not allowed?

- + Any piercing not mentioned above, including tongue piercings.
- + Retainers for piercings.
- + Ear stretchers.
- + Bracelets of any kind.
- + Large fashion belts or scarfs.
- + Headscarfs (plain dark coloured ones are allowed if worn for religious observance.)
- + Acrylic nails or nail varnish for students in Year 7-10.

If seen, these items will be confiscated and held until the end of the school day. These will be returned at the end of the school day when the student has spoken to their Head of House.

## Hairstyles

Hairstyles should be reasonable. Extremes of fashion length and colour, e.g. hair dyed to an unnatural colour, **two tones of hair colour** or unusual styles are not acceptable and may result in a student being sent home or working in the Inclusion Room. Hair ties/bands should be plain and discreet.

## Make up

No make-up or nail varnish is to be worn by students in Years 7, 8 or 9. Discreet make-up is allowed to be worn in Year 10 and Year 11 with nail varnish only being permitted for students in Year 11.

## Tattoos

Visible tattoos of any type are not allowed.

## Valuables

Every effort is made to keep students possessions safe, however, we strongly advise that any personal valuables are left at home in a safe place. A student's locker is the safest place for them to leave things in school. ALNS cannot be held responsible for the loss, damage or theft of any valuables brought to school (including bicycles, mobile phones, cash etc.). We strongly recommend that parents ensure valuables are covered by their home & contents insurance.

**In all matters concerning hairstyles, make up, fashion and colour  
the Headteacher's decision is final.**

# ALNS PE Kit

## Compulsory:

- + Trainers
- + Black Sports Shorts
- + White ankle socks (for indoor use)
- + Black football socks (for outdoor use)
- + House coloured PE top\*

## Optional:

- + Black tracksuit bottoms
- + Sports Leggings
- + Black ALNS PE Sweatshirt\*
- + Shin Pads
- + Football/Rugby boots

The asterisked (\*) items must be purchased from the school stockists.



**Penelope Ann**  
34–36 Tangier Road  
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[www.pa-schoolwear.co.uk](http://www.pa-schoolwear.co.uk)



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Shorts are preferred for all lessons, but in the colder months students may wear plain black tracksuit bottoms or sports leggings. The black sweatshirt must be an ALNS PE one, school jumpers are not acceptable. A change of socks is important for hygiene reasons; these should be white ankle/trainer socks or black football socks.

Please note, plimsolls/converse style trainers and boots are not suitable trainers for PE and are therefore NOT permitted.

Long hair must be tied back and all jewellery removed for safety reasons.

Please ensure that all kit is labelled with the child's name and tutor group so it may be more easily returned to the owner if lost.

## Emergency Situations

Parents should provide a dated note for their child to bring to school to explain when any item of PE kit is not worn, and this should only be in exceptional circumstances. The school will endeavour to issue a temporary replacement item from our second hand stock which must be returned in good condition at the end of the lesson. In cases where the school has insufficient stock then students will be asked to participate in the lesson as an official or coach.

If a student is well enough to attend school, we will presume they are well enough to participate in PE. They are still likely to be asked to change into PE kit and included in the lesson as an official or coach unless their injury or illness is too serious in nature. Parents must communicate any concerns in a note for the attention of their PE teacher.



# PE Information Poster



## Uniform PE Kit - Expectations

### Compulsory:

- House PE Shirt
- Black Shorts\*\*
- White Ankle Socks (For Indoor)
- Black Football Socks
- Trainers\*\*

### Optional:

- Black tracksuit bottoms\*\*
  - Black school PE sweatshirt
- (School jumpers are not acceptable)**
- Shin pads

**Long hair must be tied up and all jewellery removed for health and safety reasons**

**We expect you to bring your kit to every lesson**

**Please ensure your kit is labelled with your name and tutor group**

**If you have temporarily misplaced your kit or it is in the wash, it is acceptable as a 'one off' to bring some spare kit**

\*\*We prefer that shorts are worn for all reasons, however in the colder months, plain black tracksuit bottoms will be acceptable. Students may wear black sports leggings as an alternative to tracksuit bottoms.

\*\*Formal/commercial style trainers are not suitable for sports and therefore not permitted.



# Essential Equipment



**Cycling to School?**  
You **MUST** wear a helmet and bring a bike lock!

## Equipment List

### Required:

- Student Planner with timetable clearly stuck in
  - Reading Book
- Booksholders for that day's lessons
  - Locker key
- Packed lunch/money on ParentPay
  - Scientific calculator (Casio Character FX-800CT X)
- Bag large enough for everything (the recommended rucksack style)
  - Chromebook (if you have a second one)
  - PE Kit (if you have it that day)
- Pencil case, containing:

Must have:	Useful:
<ul style="list-style-type: none"><li>- Black or blue pens</li><li>- Pencils</li><li>- Rubber</li><li>- Ruler</li></ul>	<ul style="list-style-type: none"><li>- Pink/green pens</li><li>- Colouring pencils</li><li>- Highlighter</li><li>- Pair of compasses</li><li>- Glue stick</li><li>- Protractor</li></ul>

### Optional (but useful):

- Refillable water bottle



# Attendance and Punctuality

## Article 28 of the United Nation Convention for the Rights of the Child

*Every child has the right to an education. Young people should be encouraged to reach the highest level of education of which they are capable.*

Parents are reminded that they have a legal obligation to send their child to school every day.

Good attendance is a foundation for a successful education. ALNS expects attendance levels to be above 96% in each academic year. Anything less than 96% is considered a serious concern. Those students who achieve less than 90% are reported to the Local Authority and Department for Education and are referred to as a Persistent Absentee. If students have consistently good attendance they will almost certainly outperform those students who have poor attendance. By having good attendance at school they make a positive impact on the rest of their life by achieving their very best.

Giving their “best” means being on time every day. Students should be in the school building no later than 8.40am. Morning registration takes place during Period 1. If they arrive after 9:00am they must ‘sign in’ at Reception. Students arriving between 8.45am and 9:00am need to enter through the South entrance. They will be marked late and sanctioned accordingly. If they arrive after 9am, they must ‘sign in’ at Reception. They will be marked late and their attendance for the morning session will be considered unauthorised unless the absence can be authorised through medical evidence, for example. Afternoon registration takes place during Period 5.

Lateness to lessons causes disruption to everyone and undermines the work of the teacher and the learning of others. Therefore, at the start of every lesson, the teacher will call out a register and close it. Students that are persistently late will receive sanctions and be placed ‘On Report’ which is monitored by the Head of House until they are punctual to all lessons.

### Student Absence

A telephone call indicating the reason for absence on the first day before 9.30am is required. This can be done by phone or through the school website. If you do not make contact with the school, a member of school staff may contact you to find out the reason for the absence. Please send them to school even if they have minor coughs and sniffles, unless COVID-19 related. However, if your child has been suffering from sickness and/or diarrhoea then they should be kept at home for 48 hours from the last incident of illness.

Student absence always needs to be explained either through a phone call, email, letter or medical evidence when appropriate. On the fifth day of absence due to illness in any given term, medical evidence will be expected to be provided (doctor’s appointment card/

copy of prescription will suffice).

If a student has frequent absences (without Headteacher approval) it will be recorded as an unauthorised absence and could lead to a referral to the Local Authority who has the power to prosecute parents and carers through the court system which could lead to a Fixed Penalty Notice.

If we are concerned about the pattern or level of absence, we may refer your family for support from the Early Help and Prevention Team via the Portsmouth Multi-Agency Safeguarding Hub.

If a student is frequently absent due to a medical reason or illness, unless it is a diagnosed medical condition that you have made us aware of, we may make a referral for that student to the School Nurse Service to try and ensure that all necessary support is in place. We will also insist on medical evidence for any future absence. Students who have significant and diagnosed medical reasons for absence will have an Individual Healthcare plan in place.

### Request for Leave

If parents would like to request a leave of absence for their child a ‘Leave of Absence’ request form is available to download from the school website or a hard copy is available from reception. Completed forms need to be returned to school reception as soon as possible, but at the very latest, one week before the first day of leave being requested. This will allow time for the request to be considered by the Headteacher.

We request that any appointments are arranged after the end of the school day or during school holidays to minimise disruption to your child’s progress. If this is unavoidable then a parental note explaining the need to remove their child during the school day must be provided. The note must be shown to their subject teacher (at the time they need to leave their lesson) and reception staff who will then sign them out of school.

Generally, term time leave of absence will not be authorised unless there are exceptional circumstances. The Headteacher has the authority to decide whether or not to authorise a leave of absence. This will only happen in exceptional circumstances and not for reasons such as the holiday being more affordable in term time.

# Safety, Wellbeing and Medical Needs

## Student Safety and Wellbeing

The Safety and wellbeing of all students and staff is a high priority of the school.

- + Rules for safety during practical activities must be strictly followed. For example, long hair must be tied back and jewellery removed for all PE lessons.
- + Students must move sensibly around the school, avoiding running and taking particular care on the staircases and balconies.
- + ALNS is a **NO-SMOKING AND VAPING** school. Smoking is forbidden on all parts of the site and its surrounding area. Any associated products must not be brought onto the premises e.g. cigarettes, lighters, vapes etc.
- + Students must use common sense travelling to and from school - **any student riding to school on a bike must wear a helmet.**
- + Students must be aware of the traffic on the very busy road to the front of the school building and always use the crossings provided. If listening to music on personal headphones students must be alert to the traffic in their vicinity.

## Items NOT allowed in school

- + Knives and weapons.e.g. BB gun, replica firearms, penknife, slingshot, laser pens or similar
- + Alcohol
- + Illegal drugs
- + Stolen items
- + Tobacco, lighters, filters, cigarette papers, vapes
- + Fireworks
- + Pornographic images
- + Chewing gum
- + Glass bottles
- + Aerosol cans
- + Solvents e.g.Tippex
- + High caffeine 'energy' drinks, e.g. Red Bull

## Medication

If your child has been prescribed medication that needs to be taken during the school day then a Medical Consent Form must be completed, signed and returned to the school before any medicine can be administered to your child. These can be collected from the School Reception.

Please note all medications prescribed for students must be deposited in the medical room for safe keeping. Occasionally a parent may wish their child to take a prescribed/non prescribed medicine during the school day. The school cannot accept any responsibility for these medicines unless they are deposited with the medical room with written instructions from yourself. Medication must be clearly labelled and in its original box. Students with asthma/allergies are permitted to carry an inhaler/epi-pen for their own use but students must deposit a spare inhaler/epi-pen for emergency use in the medical room. Students may not carry any other prescribed or non prescribed medicines around the school and under no circumstances should students take prescription medication unsupervised.

We are unable to administer medication which contains Ibuprofen or Aspirin unless it has been prescribed by a doctor.

## Medical Room

If at any point students feel that they are not well they must seek permission from their subject teacher to go to the Medical Room where they can be assessed by a First Aid trained member of staff. If at that point the staff believe your child must be sent home you will be contacted. **Under no circumstances should arrangements and decisions be made between a parent and a student as a result of mobile phone contact without them firstly being assessed by medical room staff.**

The medical form that is completed will remain the information we will use in regard to your child. Updated forms can be requested from School reception.

Admiral Lord Nelson School cannot accept any responsibility in an emergency that arises in circumstances in which the medical room have not been officially informed of a student's known medical condition.

If you wish to discuss any issues about then please contact the Deputy Headteacher: Student Achievement, Katie Holness on [kholness@alns.co.uk](mailto:kholness@alns.co.uk).

# Anti-Bullying, Pastoral Care and SEND

***“Pupils behave well. They are confident that if bullying happens, staff will deal with it quickly and effectively.”***

*Ofsted June 2022*

Bullying may be verbal or physical and is unacceptable. This includes comments that might be passed through social networking sites or mobile devices outside of school hours.

If students believe they are victims of bullying, or if they observe incidents involving others, they should not hesitate to inform a member of staff. They should not put up with bullies in their group of friends. School can only deal with bullying when we are made aware of it. They may also report bullying anonymously 'on-line' through the school website. Reported incidents will be dealt with sensitively and in a way such as to prevent it happening again.

## **Pastoral Care**

***“Pupils are safe in school. Staff care about all pupils and look after their welfare.”***

*Ofsted June 2022*

## **Vertical Tutoring and House System**

A student's form tutor is usually the first 'port of call' for any problems or questions you may have. Additionally each student is assigned to a House in Year 7, who they will stay with throughout their journey with us. If you have more than one child at ALNS we will endeavour to put all siblings in the same House. Within their House, your child will be put into a vertical tutor group made up of students from Years 7-11 and with two members of staff as tutors.

## **Special Educational Needs and Disabilities**

At ALNS we believe that all children and young people are entitled to an education that enables them to achieve their best. We are committed to providing a suitable curriculum with appropriate challenge, pace and rigour, differentiated to provide for the learning needs of all students and in particular the individual needs of students with Special Educational Needs or Disabilities.

Intervention is integrated into our curriculum and we use a variety of strategies to support students to overcome any barriers to learning.

Students with on-going significant needs will have designated support in line with their Education, Health and Care Plan. For further information please email the SENCO, Steve Fenner on [sfenner@alns.co.uk](mailto:sfenner@alns.co.uk)



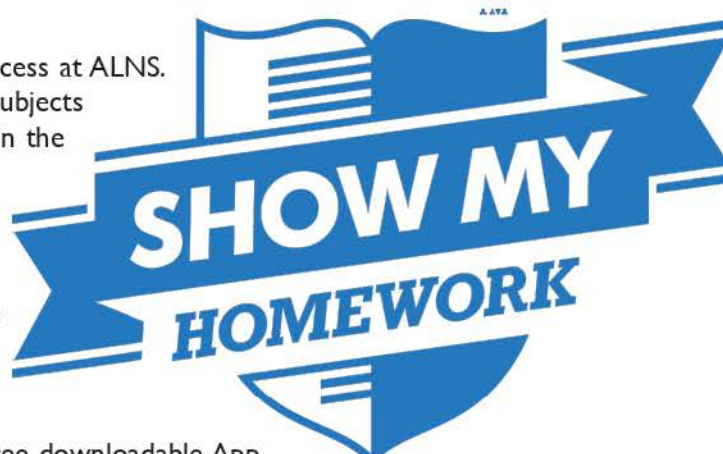


# Independence & Resilience

## **Independent Learning – Show My Homework**

Learning beyond lessons is considered essential to success at ALNS. Students will be expected to complete tasks for all the subjects they study which they can complete either at home, in the Information Centre in subject support sessions or in Independent Learning Club after school.

To help students to work independently and organise their learning beyond the classroom we communicate our homework through an online platform called Show My Homework.



This communication tool is available online and as a free downloadable App for mobile technology such as smart phones and tablets so students and parents can check all homework set and the deadlines for each piece. There is a calendar to help students organise their time and ensure that all homework is completed to deadlines. Emails and App notifications are also available to provide reminders for students. A link is provided on the homepage of the ALNS website for easy access. Log in details will be provided in September for new Year 7 students.

## **Lockers**

For a £4.00 deposit (payable by ParentPay) students are allocated a locker key and a locker which is theirs until they leave ALNS. Students use their lockers for storing their coats and lunch during the school day and storing their PE kit when it is not needed. Lost keys must be replaced at a cost of £4.00 which can be arranged through reception staff. The £4.00 deposit is refunded back to the student when they leave ALNS providing the key is returned.

## **Exercise Books**

At the start of each academic year students will be issued exercise books. Students will be expected to take ownership of their books, ensuring they bring the correct books to each lesson. We will supportively work with those students who find organisation challenging and help them develop these skills.

## **Information Centre**

The Information Centre has many resources to support students' learning with access to fiction and non-fiction books, ICT equipment and learning areas. Essential stationery equipment may also be purchased here at a small cost.

The Information Centre is open to students every day before school starts, at both breaktimes, and after school until 4:30pm (3:30pm on Friday).

## **Careers Information Advice and Guidance**

All students have access to information about Colleges, Apprenticeships and other Post 16 options. ALNS offers appointments with an Independent Careers Advisor in school and students are also offered support with college and apprenticeship applications. Students across all year groups are offered a full program of Careers information advice and guidance during their time at ALNS which includes Careers PD Day, College & University Visits, Career Fairs, Work Experience, 1:1 interviews, support with applications as well as AF sessions. For more information about Careers please email: Sam Easson [season@alns.co.uk](mailto:season@alns.co.uk)

# Behaviour Support

## Article 28 of the United Nation Convention for the Rights of the Child

Every child has the right to an education. Discipline in schools must respect children's dignity and their rights.

We expect students to work hard, behave well and make a positive contribution to the school. Students who work hard should be recognised and their efforts celebrated. Students that fall short of the school's expectations will receive an appropriate sanction but also support to develop the skills they need to succeed. We aim to apply rewards and sanctions consistently and fairly. We firmly believe that a clear, fair, rewards system is at the heart of the school's ethos. We always try to accentuate the positive in the school. We have an ethos of reward being far more important than punishment.

Students who give their best should receive:

- + Verbal praise from school staff.
- + Reward Points – these are issued by any member of staff to students who have exceeded expectations in some way. These points are recorded on ARBOR and contribute to House points. At the end of each academic year the House Cup is awarded to the House with the largest number of points. Additionally, prizes are awarded to the tutor group and individual student from each house with the highest/average number of points. All reward points are recorded as positive incidents and parents can see them on ARBOR.
- + Through written feedback in student's exercise books.
- + Communication home – through ARBOR, phone call, emails, postcards, certificates, celebrating on the school website or in school magazine, Latitude etc.
- + Public displays of work.
- + Positive comments via email for staff to share with students in tutor time.
- + Merit and Celebration Assemblies - every term culminates in a Merit Assembly where certificates are awarded to hard working students. It also aims to reward those students who have 'turned a corner'.
- + School Prom – In June of each year, students in Year 11 are invited to a 'School Prom'. This is a formal event usually involving a sit down meal and music. Attendance to the Prom is a privilege and not a right. Prom criteria is published at the start of Year 11. Consistently hard working students have the opportunity to receive free tickets.
- + Annual awards evening – awards are given for outstanding performance over the whole of the previous academic year.
- + Reward Trips/Visits – throughout the year some subjects offer additional opportunities for students who give of their best in specific subject.
- + Representing the school – throughout the year we invite groups of students to represent the school locally or nationally as ambassadors.
- + Hot Chocolate Friday with the Headteacher - every Friday, one student from each House will be nominated to share their first break with the Headteacher, enjoying a Hot Chocolate together.
- + HOUSE 'Star of the Term' is awarded to the student nominated by staff as going 'over and above' in their learning and attitude that term.
- + Excellence Awards - Awarded to students who consistently work their hardest and have an outstanding attitude to their learning.



# Additional Student Support

**We aim to work restoratively with students when things go wrong. We firmly believe that a sense of connection needs to come first and that maintaining a relationship is vital, even in cases where a formal sanction may be required. We work with students to help develop their behaviour for living skills they need to be successful citizens when they leave ALNS.**

## Sanctions

There are times where sanctions are required to shape the behaviour of an individual. These could be:

- + Verbal warnings
- + Being moved to a different seat in the classroom
- + Being told to leave the classroom briefly
- + Being told to leave the classroom to be supervised in another class by another teacher (Parking)
- + Detentions
- + Community service (to include litter picking, cleaning or tidying activities)
- + Withdraw of invitation to school events or educational visits e.g. Year 8 camp or the Year 11 Prom
- + Withdrawal of opportunity to represent the school in sporting or cultural events
- + A period of time working in the Inclusion Room
- + Alternative school based suspension (where students will spend a day in the Inclusion Room of another school)
- + Fixed term suspension (students will not be allowed at school for a fixed period of time and this will be recorded on their permanent school record)
- + Permanent exclusion (students will lose their place at ALNS)

## A note on Detentions

Teachers have statutory powers to be able to place students in detention; parental consent is not legally required. However, we aim to provide notice to parents by email, for detentions that fall beyond the end of the school day.

Different detentions are awarded based on the severity of the poor behaviour or lack of effort.

- + Community Service at breaktimes – eg. litter picking/tidying
- + Class teacher detention
- + Curriculum Area Detention
- + House Detention
- + Headteacher Detention

Students may be expected to work in silence for the whole of their detention, although mentoring or restorative conversations may take place. The detention will be purposeful and not simply 'punitive'

## Additional Student Support

Some students need more support to develop the behaviour for living skills that they need.

Those students may be identified by subject leaders and/or Head of House and placed 'On Report'. The student carries this report card with them and teachers are asked to comment on their approach to learning in their lessons. The report card is given back to students and taken home so it can be shared with parents.

Where there are significant concerns

about a student's behaviour and/or progress their parents will be contacted and invited to attend a meeting to discuss how best we can work together to tackle any underachievement. These meetings are formalised by students being placed on a support plan with regular review meetings.

Occasionally some students present with significant levels of need. The school have a range of different supportive interventions available where additional support may be considered necessary. This may

include referrals to Emotional Support (EQ), Educational Psychiatrist (EP), Child and Adolescent Mental Health Services (CAMHS), Early Help and Prevention Team and Social Care to name a few.

In almost all cases referrals are made in consultation with parents.

# Leadership Opportunities

## Article 12 of the United Nations Convention of the Rights of the Child

*'Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously'*

### Student Voice

Student Voice is recognised as an essential tool to engage students in their own learning, community and future. Our work in this area has been recognised as being innovative and dynamic and has been incorporated into many aspects of the curriculum and school life.

One example of student voice in action is the School Council. Each tutor group across all Houses elects a tutor representative. These elected representatives collect student views which are then taken to half termly School Council meetings. Senior students set the agenda, prioritise actions and lead the meeting. The tutor representatives provide feedback to their tutor group following the meeting. The School Council is made up of tutor representatives, the Headteacher, Council of Portsmouth Students (COPS) representatives, School Governors and Friends of ALNS representatives as well as representatives from other leadership groups such as our Youth Mental Health Ambassadors and Anti-Bullying Ambassadors.

Senior Students then take any proposals to Senior Leadership meetings and updates are reported to the whole school community through assemblies and tutor time.

Additionally, many curriculum areas have developed and delivered lessons and schemes of work alongside students. Students are also used routinely as part of the interview process for new staff appointments. Curriculum areas also have Subject Champions who support the development of lessons, extra-curricular activities and suggest trips and visits.

### Student Leadership

As a school we aim to provide clear pathways for students to develop themselves as leaders:

Tutor Representatives – any student in Years 7-11 can put themselves forward as their tutor representative.

Prefects – students in Year 10 can put themselves forward to be a Prefect. Some of these go on to have senior prefect roles.

Anti-Bullying Ambassadors

Youth Mental Health Ambassadors

Sports Leaders

Subject Champions



### Duke of Edinburgh's Award Scheme

All students in Year 10 are offered the chance to join Duke of Edinburgh's Bronze Award Scheme. It involves a high level of personal commitment beyond the school day. For those that achieve the award (we do both Bronze and Silver) they are rewarded with a nationally recognised qualification and experiences that last a lifetime.

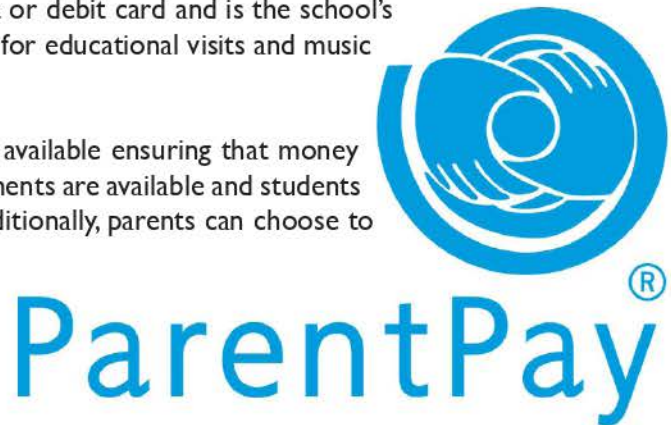
# Making Payments; School Meals, Music Lessons

## Making Payments

ParentPay allows parents to pay online using their credit or debit card and is the school's preferred method of payment. It can also be used to pay for educational visits and music lessons.

The technology used is of the highest internet security available ensuring that money will reach school safely. Full payment histories and statements are available and students won't have to worry about losing money at school. Additionally, parents can choose to be alerted when balances are low via email.

Parents will be issued a login and password so that they can access ParentPay by following a link on the school website. For parents of students who will be going to start Year 7 log in details will be sent in the post during the summer holidays. Please log on to ParentPay and ensure your child has money in their account ready for their first day in September.



Although not recommended the school does accept payments by cash or cheque and these can be paid in by students at the School Bank located at the School Reception. The School Bank is open before school and at both breaktimes. Payments made by cheque should be made on separate cheques for each transaction as different bank accounts are used for different trips, school meals and music lessons.

## School Meals

Students may either purchase food from the school canteen or they may bring in a packed lunch which they may consume during either of the breaktimes.

Hamiltons' our 'in house' caterers, provide well balanced, healthy and tasty meals freshly prepared by our experienced chef, Trigger Rogers and his team, for all of our students, staff and visitors. Students choose from a varied menu, which meets the governments' 'Healthy School' guidance, the nutritional information guidelines and the ALNS Fairtrade policy.

All students must use the cashless payment system to pay for school meals so we can have shorter queues for all. In order to make food service as smooth and efficient as possible we biometrically register your child. The biometric information taken is an algorithm and not an actual finger print and allows Hamiltons' staff to very quickly process payment transactions which can then be monitored and managed by parents on-line.

## Music Lessons

Opportunities are available for your child to receive additional instrumental music tuition at ALNS. From September 2023, we have lessons available in the following instruments: Bass Guitar, Electric Guitar, Drums, Keyboard/Piano, Singing.

Lessons usually take place during the school day and last for 30 minutes each with a trained instrumental music teacher, however Singing lessons are available after school with the club 'ALNS Vocalists'. It is not always necessary to own an instrument to take part in these lessons since the school can provide the use of a limited range of musical instruments. Charges for these lessons are £60.00 for 10 lessons (subject to change for September 2023). Letters can be collected from the School Reception at the start of term and further information is available on the school website.

For further information please contact Mrs Spencer on [jspencer@alns.co.uk](mailto:jspencer@alns.co.uk).

# Home/School Communication

## Home/School Communication

Parents are encouraged to communicate directly with staff on matters which concern them and parents will always be very welcome at school, although we do ask you to make an appointment beforehand. All teaching staff have teaching commitments and are not able to leave their classes to meet with you unless there has been a pre-arranged appointment. The first point of contact for most issues should be a student's Tutor who then may refer to the Head of House.

Email is our preferred form of contact and we ask parents to ensure that we have an up to date email address.

At ALNS we use an on-line reporting platform called ARBOR to inform parents about a child's progress, attendance and positive referrals. Parents of new Year 7 Parents will be given training and passwords for ARBOR in September at the Year 7 Curriculum Evening.

## School website - [www.alns.co.uk](http://www.alns.co.uk)

News items are updated weekly on our school website and copies of letters are also posted on the parents section of the website.

## Social Media

 **ALNS Portsmouth**  **@alnsportsmouth**  **@alnsportsmouth**

Regular updates are uploaded onto both our school Facebook page, Parent Facebook page and Instagram pages. All four houses and most curriculum areas have individual Instagram pages.

## School Magazine - Latitude

Every term we publish Latitude, our ALNS magazine that celebrates school life over the previous term and look forward to the next term.

## Reporting on Progress - ARBOR

Every term student's targets and progress toward them are provided on ARBOR for parents to review. A text/email reminder is sent to inform parents that they are available to view. Additionally, a paper copy of these grades are sent home every term.

## Parent's Evenings

Throughout the year we run a number of parent's evenings for all year groups. Bookings are made online through 'SchoolCloud' and letters with instructions will be emailed approximately two weeks ahead of the evenings.

## If Things Go Wrong

If you are unhappy about any aspect of the work of the school then we would ask that you contact us directly in the first instance. Parents can communicate their concern by:

- + Sending a letter or email to your child's tutor.
- + Sending a letter or email to your child's Head of House.
- + Completing a request for contact form, available from Reception or using the 'Contact Us' form on the website.

We endeavour to acknowledge any communications within 24 hours and seek to respond to any concerns within five working days by telephone, email, letter or in person. If we need longer, then we will let you know and set a new date for a response to your concern.

# Digital Citizenship & Mobile Phones

We expect students to be safe users of technology at home or at school. We will endeavour to teach students about safe and appropriate use of the digital technology. **It is important to note that ALNS is a 'mobile phone free' site. Mobile phones must not be used at all whilst on site at ALNS, they can be with students and ready for use before and/or after school once off site, but must stay in bags and on silent at all times.**

## Students and parents must understand that at ALNS:

- + All on-line activities are monitored and logged.
- + Some sites are automatically blocked because they are considered inappropriate.
- + Nothing in school is 'private'.
- + Inappropriate on-line behaviour will result in sanctions.

## Students must:

- + Keep their phone on silent and in their bags whilst on site and only make or answer calls and messages outside of the school grounds.
- + Protect the privacy of others and never post private information about another person by sending text messages or using online social networks including (but not limited to) Snapchat, Instagram and Facebook.
- + Only take photos and record sound or video when it is part of a class or lesson.
- + They must seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- + Seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- + Be respectful of how they talk and work with others online and never write or participate in online bullying.
- + Seek teacher permission before uploading any content to public websites.
- + Keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting their password.
- + Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- + Not bring in or download unauthorised programs or files.
- + Not go searching for rude or offensive sites.
- + Use an 'online name' and avatar when sharing their work online.
- + Think carefully about what is read on the internet, question if it is from a reliable source and use the information to help them answer any questions (They must not copy and paste the information as their answer).
- + Talk to their teacher or another adult if they need help online or they feel that the welfare of other students at the school is being threatened.
- + Use any digital equipment provided to them as requested for learning purposes as directed by their teacher.
- + Be responsible in their use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to themselves or anyone else.
- + Be entirely responsible for the security of the device at all times.



It is important to note that the school cannot take any responsibility for the loss or accidental damage of students' handheld devices and that they are brought to school at the owner's own risk.

***These rules also apply to students during school trips and extra-curricular activities.***

## **Student/Parent Contact via Mobile Phone during School Day**

Parents must not engage in text or phone conversations with their child during the school day. Whilst we recognise that many parents will wish their child to carry a mobile phone their use is strictly prohibited for texting or making any form of communication whilst at school including at break times. If devices are used inappropriately, they will be confiscated and held at reception until the end of the school day. In more serious cases parents may be asked to collect them from reception. For students who persistently use their digital device inappropriately the school reserves the right to prevent them bringing a phone or other digital device into school.

Should you need to make contact with your child urgently then please ring, or email on:

Email: [Admin@alns.co.uk](mailto:Admin@alns.co.uk)  
Phone: 02392 3645 36 to speak to Reception

If your child needs to make a call, they may request to do so during breaktimes by visiting Reception.

# Chromebook Leasing Scheme

ALNS has an exciting and engaging curriculum for your child, and our teachers have developed new ways of delivering high quality learning for our students with technology. This approach is now embedded within the school.

Using digital technology safely and effectively is an essential part of everyday life for our students and we are committed to equipping them with these skills for life.

As part of our digital learning strategy, we are excited to be able to offer our students the opportunity to buy a Chromebook. They will use their Chromebooks in lessons and to support them to complete their home learning independently. It is our ambition that all students will own a Chromebook and that it will become part of their standard equipment. No other devices will be allowed in school.

Parents can sign up and will pay a small monthly fee for a package that includes everything from the cost of the Chromebook, full warranty and insurance over the three years (with £0 excess for theft and accidental damage) as well as a Google Management licence, so it will automatically connect to our school's Wi-Fi. There are no credit checks, so you are automatically eligible to join the scheme. There is also the option to pay for the device in one instalment.

## THE BENEFITS OF CHROMEBOOKS

- Less than 8 seconds to boot up
- Long battery life & Unlimited file storage
- Simple technology
- Easy student-teacher workflow in a safe environment
- Excellent collaboration tools
- Works seamlessly with Google & Office 365
- Chrome Management Console for eSafety

## HOW DO I PLACE MY ORDER?

To place your order via the portal please use the details below:

Go to: [www.tech4learners.co.uk](http://www.tech4learners.co.uk)

Username: ALNS23

Password: S3cure02!

There are no credit checks and the scheme is open to all students.

To ensure delivery for the start of September, you will need to place your order, via a dedicated portal by **10th July 2023**.

If your child is eligible for free school meals, the school will subsidise some of the cost of the Chromebook, please get in contact via [admin@alns.co.uk](mailto:admin@alns.co.uk) for more information.





# Year 6 Induction Days 2023

Our Induction Days will be taking place on **Monday 3rd July and Tuesday 4th July 2022 beginning at 9am. It is important your child arrives no earlier than 8.45am, via the South Entrance (McDonalds end)**

It will be a good opportunity for your child to practise their route that they will be taking to school in September, especially if they intend on walking to school. If your child does arrive by car please make sure you do not use the school car park, as this is not available for student drop offs. Senior Staff will be waiting to greet your child and Year 7 students will guide students to their first assembly as a year group.

Please ensure your child is equipped with:

- + A snack for morning break time. On both days they will be offered a FREE lunch courtesy of Hamiltons so they can sample the range of foods we have in our canteen. There will be a selection of meals available to suit everyone. If they require any special diet please let us know in advance or on the morning they arrive. Alternatively they may prefer to bring a packed lunch.
- + Water to drink during the day – alternative drink is only permitted at breaktimes.
- + Pen, pencil, eraser and ruler.
- + A school bag (they will need to get used to carrying all their equipment around school with them!).
- + Glasses, if they wear them, and any medication, such as inhalers.
- + The completed admission and declaration forms.

Students should arrive wearing what they normally wear to school (their Primary School uniform). Please remind students not to bring anything valuable with them that may get lost and, of course, mobile phones must be switched off and kept in bags.

We will finish each of the days at 2.45pm. If you would like to meet your child, we ask that parents wait outside the entrance, a good distance away so as not to obstruct our students leaving the site.

During the two induction days your child will undertake a tour of the school and become familiar with our breaktime routines. They will also take part in a Year Group assembly. They will experience moving around the school and attending a variety of lessons with their new teachers.

We hope your child enjoys their first experience of being a secondary school student and will leave us looking forward, with confidence, to September.

If you have any questions about our induction program, please email the Deputy Headteacher: Student Achievement, Mrs Katie Holness on [kholness@alns.co.uk](mailto:kholness@alns.co.uk)

# Local Governing Body/Friends of ALNS

<b>Name of Governor</b>	<b>Type of Appointee</b>	<b>Date Appointed</b>
Chris Doherty	Headteacher	1st January 2023
Jane Beecher	Director Appointed (Co-Chair)	September 2019 (re-elected)
Toby Simmonds	Co-opted	May 2018 (re-elected)
Justeen White	Co-opted (Co-Chair)	January 2017(re-elected)
Nathan Waites	Parent Elected (Co-Chair)	May 2021 (re-elected)
Rab Bailie	Parent Elected	November 2019
Helen Surawy	Employee Elected	May 2017
Sarah Christopher	Co-opted	January 2022
David van Walt	Parent Elected	April 2023
Jessica Flynn	Parent Elected	April 2023

**Governors can be contacted by emailing Kathryn Murphy, PA to the Headteacher, at [kmurphy@alns.co.uk](mailto:kmurphy@alns.co.uk)**

## Friends of ALNS

When students join our school, they and their families automatically become friends of Admiral Lord Nelson School.

The Friends team run events which allow us to raise extra funds which are all donated to school projects, and which benefit your children, our staff and students.

Events run during the last year include a Welcome Disco, regular Quiz Nights for all friends and families, cake sales and sponsored events.

We also provide refreshments at Parents Evening, School Productions and 'Admirals Got Talent'.

More details of the events will become available, but if you would like to support the Friends in a more active capacity please contact Jan Andrews on [janandrews0306@hotmail.co.uk](mailto:janandrews0306@hotmail.co.uk) to register your interest.

**J Andrews BEM**  
*Chair of Fundraising*



# Term dates for 2023/24

195 DAYS

TERM DATES 2023 - 2024

FINAL

## PORTSMOUTH CITY COUNCIL

Programme of school term and holiday dates for LA and controlled schools for the academic year 2023/2024

### Autumn Term 2023

	September				October				November				December					
Monday	4*	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	
Tuesday	5	12	19	26	3	10	17	24	31*	7	14	21	28	5	12	19	26	
Wednesday	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	
Thursday	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	
Friday	1	8	15	22	29	6	13	20#	27	3	10	17	24	1	8	15#	22	29
Saturday	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30
Sunday	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31

### Spring term 2024

	January				February				March				April					
Monday	1	8	15	22	29	5	12	19*	26	4	11	18	25	1	8	15*	22	29
Tuesday	2	9	16	23	30	6	13	20	27	5	12	19	26	2	9	16	23	30
Wednesday	3	10	17	24	31	7	14	21	28	6	13	20	27	3	10	17	24	
Thursday	4	11	18	25	1	8	15	22	29	7	14	21	28#	4	11	18	25	
Friday	5	12	19	26	2	9#	16	23	1	8	15	22	29	5	12	19	26	
Saturday	6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27	
Sunday	7	14	21	28	4	11	18	25	3	10	17	24	31	7	14	21	28	

### Summer Term 2024

	May				June				July				August					
Monday	6	13	20	27	3*	10	17	24	1	8	15	22	29	5	12	19	26	
Tuesday	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	
Wednesday	1	8	15	22	29	5	12	19	26	3	10	17	24#	31	7	14	21	28
Thursday	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Friday	3	1	17	24#	31	7	14	21	28	5	12	19#	26	2	9	16	23	30
Saturday	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31
Sunday	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	

#### Bank and public holidays 2023/2024

Christmas Day Holiday  
Boxing Day Holiday  
New Year's Day Holiday  
Good Friday

25 December 2023  
26 December 2023  
01 January 2024  
29 March 2024

Easter Monday  
May Day Holiday  
Spring Bank Holiday  
Summer Bank Holiday

01 April 2024  
06 May 2024  
27 May 2024  
26 August 2024

School Holidays

Bank holidays and national holidays

\* First day after break

# Last day before break

Agreed transition days across Portsmouth schools to enable children to spend time in the schools they will be transferring to in September - 01 and 02 July 2024