



Parent Information Booklet
and Home School Agreement
2019-2020

Dare to Dream, Aim to Achieve



Welcome

ALNS is a heavily oversubscribed and inclusive learning community of 1000 students (aged between 11 and 16 years old), around 140 staff and many adult volunteers (including our highly dedicated Governing Body). In April 2014, the governance of the school changed as we became an Academy ensuring our independence to focus on building our ethos and success. We also reaffirmed our commitment to continue to work in very close partnership with the Local Authority and all other local schools as we strive to provide the very best possible education for all of the children in our area of Portsmouth. We work particularly closely with Trafalgar School who are our partner school in Salterns Academy Trust.

The ALNS motto is 'Dare to Dream, Aim to Achieve' and our ethos is articulated in 3 values: Inclusivity, Wellbeing and High Expectations. Our continued success throughout the 24 years of our existence has always been firmly rooted in the positive and respectful relationships that we develop between all members of our school community as we care for and promote the highest of expectations for one another. OFSTED recognises the high-quality educational experiences that we provide for all of our students and has judged ALNS for many years as a 'good school' and commented upon our excellent pastoral care for our students.



Nys Hardingham, Headteacher

We believe that our school should be a place where everyone in its community experiences success in some form or another and enjoys the confidence that this brings. By providing a challenging and exciting curriculum which interests and motivates our students, we will ensure that they achieve beyond their expectations. We believe that our students should experience a creative, dynamic and enriched learning environment with a focus on enterprise learning across the curriculum. Our curriculum has been recognised nationally with many awards. We are one of a few UNICEF Rights Respecting School Gold award holders, the only school in the country to hold double Artsmark Platinum award and have a national Gold award for our Spiritual, Moral, Social and Cultural education. External inspectors regularly commend us for exceptional practice in developing our students into successful learners, confident individuals and responsible citizens through our impressive Personal Development curriculum offer.

We are very excited to be welcoming you and your child to the 'ALNS family' and look forward to working in partnership with you so that your son or daughter thrives as they enjoy the academic and personal development challenges of their learning at Secondary School. Over the next 5 years we will work together to support their development from a child into a young adult, so that when they leave us, they are confident and they have the drive and ambition to excel in life both personally and by contributing to their community.

We look forward to working with you to provide the very best education for your child.

Nys Hardingham
Headteacher

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Key Staff



Nys Hardingham
Headteacher



Chris Doherty
Deputy Headteacher:
Progress and Standards



Matt Hutton
Deputy Headteacher:
Safety, Wellbeing and School Continuity



Steve Fenner
Assistant Headteacher:
Inclusivity



Davina Wise
Assistant Headteacher:
Teaching and Learning



Katie Holness
Assistant Headteacher:
Student Achievement



Lee Morgan
Broadside Provision/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 want all members of our community to be positive as they walk around the school and show respect to others by not running or making excessive noise, holding doors open, picking up litter and greeting each other politely. We have high expectations of all members of our communities and expect them to try their hardest and be prepared to help others at all times.

Organisation of our School Day 2019/20

8.25am	Warning Bell
8.30am	Period 1
9.30am	Period 2
10.30am	First Break
10.55am	Tutor Session
11.15am	Period 3
12.15pm	Second Break
12.45pm	Period 4
1.45pm	Period 5
2.45pm	End of Day

2.45-3.05pm	Study Support Session <i>(if required by staff)</i>
2.45-3.25pm	Class Teacher detention
2.45-3.45pm	Curriculum Area detentions
2.45-4.15pm	House detentions
2.45-4.45pm	Headteacher detentions

Before and after school provision

A breakfast service is available from 7.45am until 8.25am. Students can purchase a range of hot and cold drinks and snacks. However, unfortunately free school meal entitlement does not include the breakfast provision.

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).

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, Science and Languages, however, students are grouped according to the 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 most 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 meet the best possible progress.

Key Stage 3 Curriculum

In Key Stage 3 (Years 7 and 8) 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 9, 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 BTEC 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.

Students will also have Personal Development lessons which are taught by a specialist team using, 'Philosophy for Children' approaches. During these lessons, students will study Religious Education, PSHEE and Citizenship; these subjects are also delivered through the weekly Aspiring Futures lesson with their tutor.

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!

ALNS is one of only 2 secondary schools in the South of England to be awarded with the prestigious Platinum Artsmark. 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 and expect ALNS students to look smart on the way to and from school. Outside coats/jackets/hoodies should be removed on arrival at school and placed in lockers or carried over arms.

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 or 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).

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.

Formal Uniform

A formal uniform is worn when students take part in school performances or the annual Awards Evening which consists of a white shirt and a black school tie.

School Suppliers:



Penelope Ann
34–36 Tangier Road
Copnor
Portsmouth
PO3 6JN
Tel: 02392 66 61 42
www.pa-schoolwear.co.uk



Hargreaves Promotions
Aspen House
Airport Service Road
Portsmouth
PO3 5RA
Tel: 02392 82 24 36
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.

Hairstyles should be moderate and the colour should be natural.

Makeup is not allowed in years 7-9. Discreet makeup is allowed in years 10 and 11.

Nail varnish is not allowed in years 7-10.

Jewellery must follow the rules below. Spacers and facial piercings are not allowed.

Jewellery rules

- 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).
- Jewellery **MUST** be removed for practical subjects for health and safety reasons and will remain the responsibility of the student at all times.

Outside coats/jackets/hoodies should be removed on arrival at school and placed in lockers.

Black sweatshirt or cardigan with school logo*.

House polo shirt with school logo.

Plain black full length tailored trousers (not tight fitting) or black knee-length skirt with 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 (including the soles and any labels or logos).

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.*



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). **This is the only peircing that is 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?

- + Visible facial or body piercings including nose piercings, eyebrow piercing, ear piercings outside the lobe or 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 Year.

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 polo top*
- + Football/rugby boots

Optional:

- + Black tracksuit bottoms
- + Black ALNS PE Sweatshirt*
- + Shin Pads
- + Towel for showers

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



Penelope Ann
34–36 Tangier Road
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Tel: 02392 82 24 36
www.hargreavespromotions.co.uk

Shorts are preferred for all lessons, but in the colder months students may wear plain black tracksuit bottoms. 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



ADMIRAL LORD
NELSON SCHOOL

PE Kit/Expectations

Compulsory:

- **House PE Shirt**
- **Black shorts***
- **White ankle socks (for indoor)**
- **Black football socks (for outdoor)**
- **Trainers†**

Optional:

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

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

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 expect you to bring your kit to every lesson.

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

**We prefer that shorts are worn for all lessons, however in the colder months, plain black tracksuit bottoms will be acceptable. Students in year 10 and 11 may wear black leggings as an alternative to tracksuit bottoms.*

† Plimsoles/converse style trainers or boots are not suitable for sports and therefore not permitted.

Essential Equipment

Equipment



You must bring each day:

Packed lunch/snack or money to top up Parent Pay (our cashless system).



Student notebook

An appropriate bag large enough to carry your school books and equipment. For health and safety reasons a backpack/rucksack is recommended to balance heavy weight..

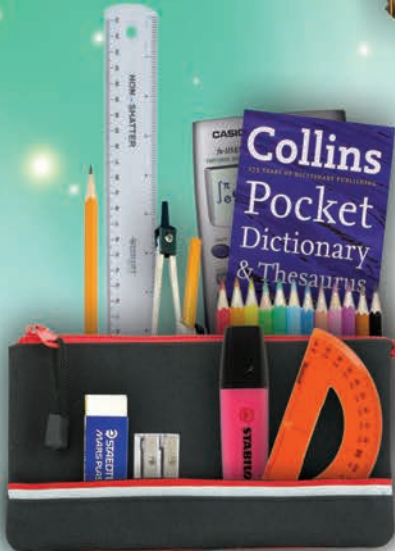


Bike helmet must be worn to and from school if cycling.



Your locker key. £4.00 refundable deposit at the end of Year 11. Replacement keys are available at a small cost from reception.

Exercise books/folders for today's lessons.



A pencil case containing blue or black pen plus spares, pencil plus spare, a ruler, a rubber, a sharpener, a highlighter, a scientific calculator, a protractor, a pair of compasses, colouring pencils, pocket sized

dictionary and a thesaurus. Highly recommended but not compulsory: glue stick, scissors and a French/German

You will also be required to bring in PE kit on days when you have PE and ingredients on days you have Food Technology.



Your reading book. A 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 8.25am. Morning registration takes place during Period 1. If they arrive after 8.30am 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 4.

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. 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 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 must 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. In making the decision the following will be taken into account:

- + Reason given for the absence (cheaper holidays are not considered an ‘exceptional circumstance’).
- + Time of year and/or term.
- + Whether the child will miss any preparation for tests/exams.
- + Whether the child will miss tests/exams or other important events.

Safety, Wellbeing and Medical

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 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, e-cigarettes 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 and in the car park 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.eg. BB gun, replica firearms, penknife, slingshot, laser pens or similar
- + Alcohol
- + Illegal drugs
- + Stolen items
- + Tobacco, lighters, filters, cigarette papers, e-cigarettes
- + 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 nor 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 at the beginning of each academic year 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 Assistant Headteacher: Inclusivity, Steve Fenner on sfenner@alns.co.uk

Anti-Bullying, Pastoral Care and SEND

“Bullying is rare; staff manage these situations well and restore the issues raised effectively”

Ofsted March 2017

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 to prevent it happening again.



Pastoral Care

“Pupils feel well supported and safe”

Ofsted March 2017

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 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, Lee Morgan on lmorgan@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. They will be expected to pay a small fee to their subject teacher should they lose an exercise book. Students must cover book in sticky back plastic at the start of the year which will be provided by the school.

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 8am, 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: Vanessa Etherington vethrington@alns.co.uk

Behaviour Management

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. 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 INSIGHT 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 INSIGHT.
- + Through written feedback in student's exercise books.
- + Communication home – through INSIGHT, 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.
- + Attendance rewards – small prizes for students with outstanding attendance are awarded in Merit and Celebration assemblies.
- + 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.



Consequences, Detentions and Additional Student Support

Sanctions

By not following the School Rules students will face sanctions that could include:

- + 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
- + 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 (where students will be expected to work in silence all day)
- + Alternative school based exclusion (where students will be required to work in silence in the Inclusion room of another local school e.g. Trafalgar School)
- + Fixed term exclusion (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)

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
- + Study Support (20 minutes)
- + Class teacher detention (40 minutes)
- + Curriculum Area Detention (60 minutes)
- + House Detention (90 minutes)
- + Headteacher Detention (120 minutes)

Students will be expected to work in silence for the whole of their detention.

Additional Student Support

Some students need more than just a consequence to tackle underachievement, a lack of engagement and/or poor behaviour.

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 Psychologist (EP), Child and Adolescent Mental Health Services (CAMHS), Health Improvement Development Service (HIDS), Multi Agency Behaviour Support (MABS) 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 year groups 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.

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

Students are represented at Governor Meetings by Associate Student Governors who also attend the School Council.

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 ambassadors 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 representative – any student in Years 7, 8, 9 or 10 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.

Currently these students hold senior leadership roles within the school:

Senior Prefect Roles

Head Boy

Head Girl

Warrior House Captain

Victory House Captain

Spinnaker House Captain

Mary Rose House Captain

2019-2020

Harry Webb

Kate Surawy

Cerys Ashby

Tristan Barnes

Grace Rance

Arsha Ali



Duke of Edinburgh's Award Scheme

All students in Year 10 are offered the chance to complete their Duke of Edinburgh's Bronze award. It involves a high level of personal commitment beyond the school day. For those that achieve the award they are rewarded with a nationally recognised qualification and experiences that last a lifetime.

The **PLE**edge
ix

PiXL Edge

We follow a nationally accredited Leadership programme called PiXL edge. It allows students to develop personal attributes essential for employability and life such as leadership, organisation, initiative, resilience and communication skills.

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.



ParentPay[®]

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 2019, we have lessons available in the following instruments including; Classical Guitar, Bass Guitar, Electric Guitar, Drums, Keyboard/Piano.

Lessons usually take place during the school day and last for 20 minutes each with a trained instrumental music teacher. 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 terms and conditions). Letters can be collected from the School Reception at the start of term and further information is available on the school website.

For inquiries please contact Mr Firth, Subject Leader for Music on j_firth@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 Form 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 INSIGHT 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 INSIGHT in September at the Year 7 Curriculum Evening.

School website - 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 - Facebook: @ALNSportsmouth & Twitter: @alnsportsmouth

Regular updates are uploaded onto both our school Facebook page and Twitter pages.

School Magazine - Latitude

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

Reporting on Progress - INSIGHT

Every half term student's targets and progress toward them are provided on INSIGHT 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 Insight.

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 complaint.

If you are unhappy with the resolution of a concern or the concern is that of a serious nature that affects the Health and Safety of the students, then a letter or email should be sent to Bobbie Young, Trust Director of Human Resources on byoung@alns.co.uk. The complaint will then be dealt with formally in accordance with the Complaints Policy (a copy of which is available on the ALNS website). If, following the investigation, the school is found at fault we will offer a full apology and determine whether we need to review our policies and procedures.

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.

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.
- + That nothing in school is 'private'.
- + That inappropriate on-line behaviour will result in sanctions.

Students must:

- + Keep their phone on silent during lesson times and only make or answer calls and messages outside of the school day.
- + 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 me 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
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.

Year 6 Induction Days 2019

Our Induction Days will be taking place on **Monday 1st July and Tuesday 2nd July 2019 beginning at 8.20am.**

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 or obstruct the disabled parking spaces and remind them that it will not be necessary to accompany them into the school. Mrs Holness (Assistant Headteacher: Student Achievement) will be waiting to greet them at the front entrance 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 breaktime. 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 if not already handed into Reception.

Students should arrive wearing what they normally wear to school (their Primary school uniform). Students can bring a hat to wear at breaktime, but please be aware that they will not be allowed to wear it inside the school building. Please remind students not to bring anything valuable with them that may get lost and, of course, mobile phones must be switched off.

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 main entrance.

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 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 Assistant Headteacher: Student Achievement, Mrs Katie Holness on kholness@alns.co.uk

Local Governing Body/Friends of ALNS

Local Governing Body

- + Jane Beecher (Vice Chair)
- + Tina Henley
- + Nys Hardingham (Headteacher)
- + Toby Simmonds
- + Justeen White
- + Hayden Taylor

Parent Governors

- + Tania Osborne (Chair)
- + Robin Parr
- + Nathan Waites

Staff Governors

- + Emma Hughes
- + Helen Barnes

Governors can be contacted by emailing byoung@alns.co.uk

Friends of ALNS

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

We used to be able to run events with a committee, but now due to busier life commitments this has not been possible. We do, however, still 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, sponsored events and our 100 club.

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

More details of 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 to register your interest.

J Andrews BEM
Chair of fundraising



Term dates for 2019/20

195 DAYS

FINAL - UPDATED FOR MAY 2020

PORTSMOUTH CITY COUNCIL

Programme of school term and holiday dates for LA and controlled schools
for the academic year 2019/2020
The School Year

Autumn Term 2019

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

Spring term 2020

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


Summer Term 2020

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

Bank and public holidays 2019/2020

Christmas Day Holiday	25 December 2019	Easter Monday	13 April 2020
Boxing Day Holiday	26 December 2019	May Day Holiday	08 May 2020
New Year's Day Holiday	01 January 2020	Spring Bank Holiday	25 May 2020
Good Friday	10 April 2020	Summer Bank Holiday	31 August 2020

School Holidays 

Bank holidays and national holidays 

* First day after break

Last day before break

