

Alun School



www.alunschool.co.uk

CONTENTS

- General Information
- Applications to join the School
- Introduction
- Aims of the Alun School
- Academic Curriculum
- Support and Pastoral Care
- Extra-Curricular Activities
- School Organisation and School Uniform
- Behaviour and Anti-Bullying
- Partnerships
- Policies and Services

The contents of this prospectus were correct at time of publication.

For further information please contact the School.

GENERAL INFORMATION

Alun School
Wrexham Road
Mold, Flintshire
CH7 1EP

Tel: 01352 750755

Fax: 01352 707131

Website: www.alunschool.co.uk

Headteacher – Mrs. J. Cooper

Chair of Governors – Mrs. T. Gilliland

This prospectus is intended as an introduction to the school which is a co-educational, English medium, community comprehensive school. All additional information including the current calendar and recent student activities can be viewed on the school website.

APPLICATIONS TO JOIN THE SCHOOL

For students living within the geographical area, transfer to secondary school at the end of Year 6 is achieved via the application procedure as administered by the local authority at the address given below. The standard admission number for entry into Year 7 in September 2017 is 250.

Flintshire Lifelong Learning, County Hall, Mold, Flintshire

Tel: 01352 752121

Requests for transfers during the course of secondary education and admission of students living outside the geographical area will be subject to the constraints of the designated standard number of admissions. Further information may be obtained by contacting Flintshire County Council.

INTRODUCTION

“Working together to provide excellent learning experiences”

Our school is a co-educational comprehensive situated in the county town of Mold, Flintshire. The school roll is comprised of 250 students in each of the Years 7 to 11, together with almost 500 students in the Sixth Form. The Alun School has an enviable record of academic success achieved with a fully comprehensive intake. The school provides a high standard of facilities, including a sports centre with swimming pool, large playing fields and all-terrain pitch, excellent expressive arts studios, modern design technology workshops and extensive ICT facilities, as well as a well-resourced school library.

Our vision is ‘to be a centre of educational excellence for all’ and we ensure that every student reaches their full potential in all aspects of school life. For these reasons, the rates for staying-on into the sixth form, and then progression into higher education, are consistently excellent.

We offer two formal opportunities to see the school in action. On Monday 26th September, we hold an Open Day/Evening for the main school and on Thursday 20th October we hold a Post-16 Open Evening. Further details of both events are on the school website.

AIMS OF THE ALUN SCHOOL

- To maintain a culture of high expectations and excellence for all students
- To enable all students to achieve excellent academic standards
- To provide excellent and varied learning experiences
- To ensure excellent levels of support and pastoral care in a safe and happy environment
- To improve the school through excellent leadership and management
- To promote the school as an excellent institution within the community that it serves

ACADEMIC CURRICULUM

The timetabled curriculum of 25 one-hour sessions per week has been arranged to serve two important principles. Firstly, that all children are of equal value and should be resourced accordingly; secondly, that all children should follow a broadly-based and balanced curriculum throughout the period of statutory education.

Key Stage 3

Below is a full list of subjects studied during the first three years:

English	Mathematics	Science	Welsh
French/German	Technology	ICT	Literacy Skills
History	Geography	Religious Education	Humanities
Art and Design	Music	Physical Education	Drama

In Year 9, students have the option of taking up a second modern foreign language.

Key Stage 4

In Years 10 and 11, each student follows their own individual learning pathway, choosing three subjects from a wide range of options, in addition to the core subjects of English, mathematics, mathematics numeracy, science, Welsh, physical education, religious education, ICT and personal and social education.

In science, students study either three separate subjects of biology, chemistry and physics, or GCSE Double Science. All students also study the Welsh Baccalaureate Diploma qualification. The latest option choices for students entering Key Stage 4 can be viewed at: www.alunschool.co.uk

Sixth Form (Post-16)

Our Sixth Form offers the widest selection of subject combinations. The latest post-16 options choices can be viewed at: www.alunschool.co.uk

Curriculum Organisation

In Year 7, students are taught in mixed-ability groups for all subjects except mathematics which groups according to ability. In Years 8 and 9, a mixture of broad banding, setting and mixed-ability groupings is used. In Key Stage 4, teaching groups are determined largely by the options choices and by examination requirements.

Welsh, Religious Education, and Health Education

All students complete a second language qualification in Welsh in Year 11. The promotion of the Welsh language and culture is encouraged across the school through Curriculum Cymreig, the school Eisteddfod, and a range of enrichment activities.

Religious education is taught to all students, and in Key Stage 4 our students take at least a GCSE short course qualification, although students can opt to take the full GCSE course.

The governing body have approved the arrangements for religious education and collective worship and any parents wishing to exercise their right to withdraw students from either of these activities should discuss the matter with the Headteacher at the School.

The governing body has also approved a programme of health education, including sex education that includes the facts about human reproductive processes and behaviour, as well as consideration of the broader emotional and ethical dimensions of sexual attitudes. It also includes, at a point appropriate to the age and maturity of the students, education about HIV, AIDS and other sexually transmitted diseases. In dealing with these and other sensitive matters, such as contraception and abortion, we aim to offer balanced and factual information and to acknowledge the major moral and ethical issues involved.

Physical Education (PE)

The school has a strong commitment to the development of young people through active participation in physical activity. In Key Stage 3 lessons the activities include football, rugby, netball, hockey, tennis, cricket, rounders, gymnastics, athletics, swimming and pool-based canoeing. At Key Stage 4, students opt for four areas of study from rugby, hockey, football, netball, basketball, handball, volleyball, badminton, tennis, squash, cricket, gymnastics, rounders, baseball, athletics, life-saving skills, kayak skills, swimming, rock climbing, fitness for games, circuit training and aerobics.

Students also have the opportunity to choose GCSE Physical Education and Outdoor Pursuits as part of their options in Years 10 and 11, and in the Sixth Form we offer AS and A2 Physical Education plus BTEC Sport and Performance. Community Sports Leader and Basic Expedition Leader courses are also available.

Additional Needs

Children with additional needs, whether these are learning difficulties, exceptional ability, sensory-physical impairment or emotional-behavioural problems, are supported in a number of ways. The essential principles are to retain a broad curriculum and to support students in mainstream teaching groups. Students can, however, be withdrawn for varying periods of time into the Special Needs Area where they receive intensive tuition, for example on the Individual Programme (IP) that operates throughout Key Stage 3. A majority of Year 7 students also take part in the Literacy Programme in Year 7, and a number of students also receive individual tuition for a period of seven weeks during English lessons.

More able, gifted and talented (MAGT) students are provided with a wide range of opportunities to extend their experiences and challenge their capabilities. The school has a MAGT coordinator whose role is to manage the MAGT register in order to ensure that access to activities is provided to students as appropriate, to organise school-based activities, and to coordinate the school's engagement with outside organisations, including the Flintshire MAGT network.

To support individual students, the school liaises with specialists such as physiotherapists and speech and language therapists, school and community nurses and doctors, educational psychologists, inclusion welfare officers and the staff of the voluntary and statutory agencies. We benefit from the local authority's advice, and its provision through services such as the Integrated Disability Services and the Learning Inclusion Service. Our teaching strategies enhance learning and participation in a broad and balanced curriculum and all lessons and out-of-school activities and school trips are fully inclusive.

We endeavour to improve provision for disabled students by developing the physical environment of the school, within the limits of the resources available. Physically disabled students are visited before entry into the school to ascertain need, and the school operates an admission policy based on a detailed 'Access for Disabled Persons' document. Specific facilities, including ramps, toilets and a lift enable access to all sections of the school.

The school also has a Hearing Support Centre whose students integrate fully into the life of the school. The management of this centre is under the overall responsibility of the local authority who also manages the admissions policy. The school actively promotes the educational achievement of looked after children.

Assessment

All year groups throughout the school are regularly assessed in all subjects. Cognitive Ability Tests (CATs) are used to establish baseline indicators at the start of key stage 3. In years 7, 8 and 9, students sit the national literacy and numeracy tests and there are formal examination periods in years 8 to 13.

Every parent receives a detailed termly assessment of progress as well as an annual report. Personal consultation takes place through parents' evenings which are held once a year for each year group.

Homework, School Diary and Rewards

Meaningful homework plays an important part in the education of all students as it:

- encourages students to develop the practice of independent study
- develops perseverance and self-discipline
- allows practice of skills learnt in the classroom
- involves parents in students' work

All students receive a school diary which includes a copy of their homework timetable. One of the main purposes of the diary is to record brief details of homework and project tasks as a reference for both students and parents. In the main school, group tutors sign the diary each week and parents are required to do the same. In this way, the partnership between home and school is reinforced and concerns can be dealt with immediately.

In the main school, teachers reward progress and effort with achievement cards. In addition, the Headteacher awards certificates based on assessments made during each term.

Daily Act of Collective Worship

The school provides a daily act of collective worship that is wholly or mainly of a broadly Christian character. However, we conduct our worship in a manner that is sensitive to the individual faith and beliefs of all members of the school, and also reflects other religious traditions that are represented in school or the wider community.

Our collective worship activities are designed to:

- be appropriate to the age, development and background of the students present
- be varied in content
- challenge students and enrich their experience

- provide an opportunity for students to participate in planning, presenting and/or responding as appropriate

Acts of collective worship take place through:

- House or sixth form assemblies
- Sectional house or sixth form assemblies
- Activities based on the daily powerpoint, containing relevant stimulus material that is used by all group tutors in registration time

SUPPORT and PASTORAL CARE

The aim of support and pastoral care is to enable every student to make the most of the opportunities offered and, by so doing, reach the highest levels of attainment and personal development.

Attendance

Excellent attendance at school is essential for students to fulfil their potential. The school uses a range of strategies to encourage good attendance and reduce rates of unauthorised absence:

- Good attendance, or much improved attendance, is rewarded individually
- Attendance of tutor groups is compared, data published, and rewarded
- Parents can use the school diary to monitor student attendance and authorise absences
- The school operates a ‘cold calling’ system for students with attendance problems
- Departments require students to catch-up on any work missed due to absence. Where appropriate, they provide support for students to spend time outside lessons for this purpose
- Assemblies, PSE, drama work and theatre groups are used as a means of highlighting the problems of non-attendance with students

If students are absent from school, parents are asked to telephone the school absence line on 01352 707120 the morning of absence.

Personal and Social Education (PSE)

The PSE programme covers the following themes:

- School work and study skills
- Academic guidance
- Careers education, including university preparation at post-16
- Global issues, human rights, citizenship, sustainability
- Involvement and participation in the community
- Communication and inter-personal skills in the 21st century
- Health/hygiene/safety/first-aid
- Personal interests
- Sex Education and Relationships
- Moral issues and dilemmas
- School and House (or Sixth Form) Council issues

Group Tutors deliver a major part of this programme during three half-day themed PSE sessions. This is supplemented by a full programme of inputs throughout the year from external agencies, extra-curricular activities, assemblies and in the structured use of pastoral time within tutor groups.

Work-Related Education

The school's work-related education provision is supported by an impartial careers information and guidance service. Careers advisers are available for interviews with individual students and their parents to assist with career related decisions.

Students in Year 10 have an option of a one-week work experience placement or work related education during the summer term. In Year 12, all students are encouraged to extend their community involvement with a formal work experience placement or activities related to preparation for higher education.

Student Voice

The school operates a system of house, sixth form and school councils. House and sixth form councils include elected representatives from tutor groups and meet on a regular basis to discuss matters related to the provision of facilities for students and to organise activities within their house or sixth form.

The school council is made up of two representatives from each house and two from the sixth form council, together with the Headteacher and a governor. It meets each half-term and minutes are made available across the school. Activities of the school council include: choosing the school's charity each year, meeting candidates for teaching posts, deciding on initiatives for the school to support, and participating in self-evaluation activities that can inform school development and improvement planning. Two of the older students are also chosen to attend full meetings of the Governing Body as Associate Pupil Governors.

Pastoral Organisation

The pastoral organisation of the main school is a house system. A student entering the school becomes a member of one of four houses. Each house is identified by a colour and is located in a distinct area of the school as follows:

Clwyd House (green)	-	Central Block
Dyfed House (blue)	-	Daniel Owen Building
Gwent House (yellow)	-	Tower Block Middle/Top floors
Powys House (red)	-	Daniel Owen Building

The house system ensures continuity of pastoral care. The student will remain with the same Head of House and, ideally, with the same group tutor until the end of year 11. In this way, Heads of House get to know students and their parents very well.

As part of the process of induction into the school, all Year 7 students are given the opportunity to participate in a camp held at Ty Clwyd near Abergele at the end of the summer term. They spend two days out of school with their tutor group and other students in their house, which includes a night sleeping under canvas, and engage in a variety of activities related to areas of the school curriculum. This proves to be a popular event with students and is another valuable way of enhancing their personal and social skills.

The house system fosters a healthy, competitive spirit in the school through the annual Eisteddfod and interhouse sports competitions. Students are also encouraged to support charity appeals and community projects organised by their house. Sixth formers support houses in the various cultural and sporting competitions, help new entrants to the house in the settling-in process, and accompany them on their camp.

Safety in school

Students in Years 7 to 11 may not leave the school premises during the school day without first obtaining permission.

Any money and valuables brought to school should be kept to a minimum as the school will not accept responsibility for losses of personal property (e.g. mobile phones). Before P.E. lessons, valuables may be given to the teacher in charge for safekeeping.

Mobile phones and headphones are allowed in school but must be turned off except at break and lunchtime.

Energy drinks are not allowed in school and hot drinks should not be carried on corridors.

EXTRA-CURRICULAR ACTIVITIES

The school is committed to the development of the whole student and is recognised as providing an exceptionally wide range of extra-curricular opportunities for students. A visual record of many of these activities can be found on the school website where archived materials date back many years. As well as those identified below, students also have the opportunity to take part in many residential visits to outdoor activity centres, ski resorts, or a range of foreign countries.

In the spring term, all students in Years 7 to 9 participate in the school Eisteddfod that encompasses activities across the whole school. Activities range from homework competitions set by each academic subject, to stage events such as music, drama, dance, speech and choirs. The final day is set aside for performances from finalists before the announcement of the winning house and the individual winner of the Eisteddfod chair. Parents can then attend the Eisteddfod Winners' concert.

Charity activity is a major focus for the school community. Fund-raising is primarily directed towards a 'Charity of the Year', with funds managed by the School Council. In the past five years, the school has donated over £30,000 to Mold Community Hospital's X-Ray Appeal, the North West Cancer Research Fund, Hope House Hospices, 'Save the Family', Unicef, the Northern Cleft Foundation and NWEDS.

In 2015-2016, fund-raising by students was in support of the NWEDS (North Wales Emergency Doctor Service). This year's school charity is Meningitis Now in collaboration with the Rotary club of Mold.

Sport

The school has an excellent record of sporting success and provides a range of opportunities for students of all abilities and interests. Students have access to extensive sports facilities that include an all-weather surface; football, hockey and rugby pitches;

netball, tennis and squash courts; two gymnasiums, a sports hall and swimming pool. A 5x60 officer works closely with the school on initiatives that have been developed to encourage active lifestyles and to supplement the PE curriculum.

Our sports staff is fully committed to the extra curricular programme. Students have access to the sports hall from 8.00am to 8.40am for basketball and badminton. Lunchtime clubs run from 12.30pm to 1.10pm and the activities focus on team games, gymnastics and swimming. The emphasis of the after-school programme is to provide fixtures against other schools in the area.

Clubs are open to all, not just team players. Students and teams regularly achieve success at county, regional and national levels in the following sports: football, rugby, netball, hockey, tennis, badminton, cricket, athletics, cross-country, swimming and judo. Initiatives to encourage greater involvement by students in extra curricular activities include girls' football and rugby, handball, self-defence, rowing and cycling.

Parents may wish to consider taking out personal injury insurance for when their children are taking part in certain school activities.

Stage Performances and Music

The performing arts suites include a large theatre which is an invaluable asset. As well as offering students excellent performance facilities during the school day, it is regularly used to stage large productions.

The school has two drama workshop spaces that are used for lessons and the lower and upper school extra-curricular drama groups. A purpose-built suite for performing arts includes a dance floor with mirrored wall, costume-making and make-up areas, and a recording studio. Small group performances by students studying these courses supplement the major production programme.

There are three, well-equipped music rooms, and musicians may join one of the large and successful groups organised by the three full-time music staff at the school. The orchestras, string groups, wind bands, ensembles, jazz band, junior and senior choirs, and soloists take part in a programme of eight concerts organised by the music department, as well as contributing to other musical performances. The Flintshire Music School also rehearses on the school site each week.

Exhibitions and Competitions

The Art Department are very active in the promotion of students' work through exhibitions. They utilise the display areas at Theatr Clwyd Cymru for exhibitions of work from Years 8 and 9, GCSE and A Level. A calendar of their events can be seen on the school website.

Our students participate in a wide range of competitions, such as the UK MT Maths Challenge. The Engineering Education Scheme Wales (EESW), in conjunction with the Royal Academy of Engineering, funds an engineering competition for young engineers across Wales. The Science and Design & Technology departments submit teams who then have the opportunity to work with engineers on real problems. Our students have an excellent track-record of success, with our teams winning specific categories as well as being selected as national ambassadors for engineering.

SCHOOL ORGANISATION and SCHOOL UNIFORM

The full school calendar, including dates of parents' evenings, for 2016-2017 can be viewed on the school website. The overall term dates are as follows:

	Autumn Term	
Staff Training Days	Thursday	1 st September
	Friday	2 nd September
School Opens	Monday	5 th September
School Closes	Friday	21 st October
School Opens	Monday	31 st October
School Closes	Friday	16 th December
	Spring Term	
Staff Training Day	Tuesday	3 rd January
School Opens	Wednesday	4 th January
School Closes	Friday	17 th February
School Opens	Monday	27 th February
School Closes	Thursday	6 th April
Staff Training Day	Friday	7 th April
	Summer Term	
School Opens	Monday	24 th April
Bank Holiday	Monday	1 st May
School Closes	Friday	26 th May
School Opens	Monday	5 th June
School Closes	Thursday	20 th July
Staff Training Day	Friday	21 st July

The timings of each school day are:

8.50 a.m.	First bell - students go to tutor rooms
8.55 a.m.	Second bell - registration
9.00 a.m.	Assembly
9.15 - 10.15 a.m.	Lesson 1
10.15 - 11.15 a.m.	Lesson 2
11.15 - 11.30 a.m.	Morning break
11.30 - 12.30 p.m.	Lesson 3
12.30 - 1.25 p.m.	Lunch break
1.20 p.m.	First bell - students go to tutor rooms
1.25 p.m.	Second bell - registration
1.30 - 2.30 p.m.	Lesson 4
2.30 - 3.30 p.m.	Lesson 5
3.30 p.m.	End of school

The school operates an open school policy during the day so that students have access to many areas of the school at break and lunchtime. During the lunch break, they are encouraged to participate in the many extra-curricular activities on offer. The Library is also open and supervised between the hours of 8.00am and 5.00pm for quiet study, the loan of books and access to on-line resources.

The canteen opens at 8.15am to serve breakfast; light refreshments are available during break and lunch from the school snack bars and the canteen, and a range of healthy hot and cold meals are served throughout the lunch break in the canteen. Students may choose to bring their own sandwiches, which can be eaten either in the canteen or in the designated supervised room.

The school has a well-coordinated approach to the safeguarding of students on site. Supervision arrangements managed by senior staff apply throughout the school day, and extend to liaison with contractors regarding school transport arriving or departing from the site. CCTV cameras provide additional security for persons and premises, and the school policy regarding its operation conforms to all legal requirements.

School Uniform

It is the policy of the governors that all students in the main school should wear school uniform which, in our experience, helps to set an appropriate tone. Parental support is, of course, essential at all times to ensure high standards in this, as in all other matters. There is no uniform requirement in the Sixth Form, although students are requested to dress in a manner appropriate to a place of learning.

All items of uniform are on sale in Forrester's Sports Shop in Mold or via their website <http://forrestersports.co.uk/>.

The school website has a reference section with sample pictures.

Below are the requirements for students in the 11-16 age-ranges (all items should be clearly marked with the owner's name).

- White polo shirt with school badge
- Black sweatshirt, V-neck jumper or cardigan with school badge
- Black Footwear (plain, no logos),
- Girls: Black trousers or skirt,
- Boys: Black trousers
- No jeans/canvas or skinny/tapered trousers

For safety reasons, the wearing of jewellery is limited to one ring and one set of ear studs. Body/facial piercing is not permitted. The wearing of make-up is inappropriate for students.

Girls' PE Kit	Red polo shirt, sweatshirt and socks with school logo Black sports skirt or PE skirt and/or shorts Trainers, swimming costume and towel
---------------	-----------------------------------------------------------------------------------------------------------------------------------------------

Boys' PE Kit	Red polo shirt and socks with school logo, and black shorts Red/black reversible rugby/football shirt with school badge Football boots, trainers, swimming trunks and towel
--------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

In addition to the above kit list, appropriate protective clothing and equipment is recommended eg. shin pads for football, hockey and rugby.

Mouth-guards are also recommended for hockey and rugby, and properly fitted mouth-guards offer the best protection. Where mouth-guards have not been individually fitted by a dentist or dental technician, it is essential that the manufacturer's instructions relating to the wearing of the mouth-guard be strictly followed.

During PE lessons all jewellery must be removed.

BEHAVIOUR and ANTI-BULLYING (RESPECTING OTHERS)

The way in which students generally conduct themselves is based upon common sense and consideration for others. Rules are designed to keep the school running smoothly and efficiently, thus creating an atmosphere in which learning can take place and the health and wellbeing of all students is assured. Expectations of students are summarised in our 4 rights and responsibilities and these are:

- The right to teach
- The right to learn
- The right to be safe
- The right to be respected

It is the policy of the school to involve parents in all matters of serious and/or persistent indiscipline. Only when school and home share the values embodied in the above regulations will we achieve the high standards that are essential in a civilised community.

Bullying is something parents and children worry about especially when changing schools. We do not tolerate bullying and all staff are committed to identifying and dealing with such behaviour if it occurs. If you suspect bullying (this may involve your child as a bully, as the victim of bullying or as a witness to the bullying of others), contact the school and speak to your child's Head of House. The matter will be handled sensitively, preserving anonymity if desired.

The school has developed a whole range of strategies to deal with bullies and the victims of bullying. The strategies used depend on the severity of the problem and how long it persists. However, the school will engage with parents at every stage in order to elicit their support and their assistance in reinforcing such modifications to behaviour as may be necessary.

PARTNERSHIPS

Home School Agreement

The School aims to involve all parents in an active partnership between school and home. Our mission statement is "working together to provide excellent learning experiences" and this statement of agreement is one way to strengthen the link and create a genuine and meaningful partnership.

Our vision is to be a centre of educational excellence for all, and this is supported by six key aims:

- To maintain a culture of high expectations and excellence for all students
- To enable all students to achieve excellent academic standards
- To provide excellent and varied learning experiences
- To ensure excellent levels of support and pastoral care in a safe and happy environment
- To improve the school through excellent leadership and management
- To promote the school as an excellent institution within the community that it serves

Therefore, as part of its commitment to this agreement, the School will:

- provide a safe and supportive learning environment
- ensure that all students and their families are treated with respect and sensitivity
- strive to maintain the highest standards of academic achievement and pastoral care
- offer a carefully planned curriculum matched to the needs of each student and giving access to appropriate accreditation and qualifications
- enhance the formal curriculum by providing a wide range of extra-curricular opportunities
- encourage students to attend school regularly and punctually
- promote good behaviour and discipline by operating a range of policies for rewards and sanctions, including anti-bullying strategies
- set, mark and monitor work and homework regularly, in keeping with the School's assessment policy
- ensure that parents and students are clear about how and when the school will report on progress, either through a written report or at a Parents' Evening

Parents can help if they:

- work with the School to ensure that all students display good standards of behaviour, show respect towards the school community and property, and behave appropriately on their way to and from school
- make every effort to support their children's learning at home, including trying to provide areas where homework can be completed without disturbance
- actively engage with students' learning through attending Parents' Evenings, monitoring the use of the homework diary
- encourage students to participate in the wide range of extra-curricular activities
- ensure that every student wears the correct uniform and brings all equipment and kit
- enforce the legal requirement that every student attends school regularly, and promptly inform the School of the reasons for any absences
- avoid disrupting the continuity of education by taking family holidays during term time
- be vigilant for instances of bullying, including using electronic communications, whilst at home and act to reduce the impact upon relationships within school

- inform the School of any circumstances that may affect their child's progress

A range of further documents are available to parents through the School's Freedom of Information Publication Scheme.

Transition Partnerships

The Alun School and its feeder primary schools are engaged in a thriving and active partnership. To strengthen this link, there is an agreement between the Alun School and all feeder primary schools. This means that:

- We work effectively together to ensure a smooth transition across the phase.
- The partner schools give prospectuses to all students in Year 6, encourage students to take part in Open Day competitions, and support the communication procedures.
- A senior member of staff from the Alun School visits all Year 6 students at their schools prior to transfer.
- Primary school pupils visit the school, take part in an 'Alun Walk', and experience working in a chosen set of departments.
- The partner schools send information relating to the National Curriculum and progress made by students in Key Stage 2, including Year 6 reports.
- Partner schools are fully involved in the planning and operation of the Induction Day when Year 6 students have the opportunity to visit and take part in curricular projects that will allow them to make a smooth curricular transition.
- Partner schools are consulted in detail over the allocation of their students to tutor groups at the Alun.
- Partner schools receive regular information about the progress made by their students, including reward systems and examination results.
- Headteachers and staff are invited to the Annual Prize Giving for Year 7 students and other events e.g. Health Day, sports, music, drama and dance competitions.
- Partner schools are invited to school productions at the Alun, take part in workshops and participate in joint productions.
- Headteachers and staff from both the partner schools and the Alun take part in liaison meetings and other planned training.

POLICIES and SERVICES

Equal Opportunities

It is implicit in the aims of the Alun School that:

- All students are valued equally and have an equal right to develop and achieve their full potential in school.
- Students are educated so that they value others equally and treat others with mutual respect, tolerance and understanding, both within the school and within the wider community.
- All those who work in education have the opportunity to fulfil their potential. All students and staff at the Alun School irrespective of race/ethnicity, gender,

gender reassignment/gender identity, disability, religion and belief, pregnancy/maternity, sexual orientation, age and marriage/civil partnerships should have an equal opportunity to do well.

Discretionary and Maintenance Allowances

In any matter concerning free school meals, the Inclusion Welfare Service is available to give advice and may be contacted via the school. If parents wish to deal directly with the School Meals Service, they may do so by telephone (01352 752121), by letter or by personal visit to the County Hall. The price of a balanced school dinner is currently £2.20 and students receiving free school meals are entitled to food of up to that value each day in the cafeteria.

The school has a cashless catering system where students credit their account prior to using the canteen. Students claiming free school meals receive this credit automatically and, therefore, anonymity is assured. The school also operates a 'Breakfast Club' prior to school, and students in receipt of free school meals also receive a free breakfast.

Education Maintenance Allowance is a government scheme where students over the age of sixteen, who are in full time education in a sixth form or college, can claim an allowance of £30 per week. The allowance is assessed against family income.

Charging and Remissions Policy

The Governors operate a charging policy and remissions policy to sustain a range of activities inside and outside the classroom, within and beyond the school day, in order to provide a broad and varied experience for students. The school communicates the details of this as it applies to each activity, but a copy is available on request from the school.

Health and Safety

The school aims to provide a safe and secure environment for the education of all students and complies with arrangements for Health and Safety Regulations as agreed with Flintshire County Council. All members of staff have a badge so that students can identify them. All visitors to the school should report to the school office before entering the school and must wear an ID badge. The school operates a CCTV security system and is fully alarmed.

During the school day, members of staff carry out supervision duties at the start of school, break, lunchtime and at the end of the school day. Students are encouraged to inform members of staff if they are concerned over any issues relating to their security at the school.

School Medical Service

A nurse, based part-time in the school, provides a range of services that includes routine screening and medical testing. Parents are notified in advance of any vaccination programmes being organised via the school, and consent letters are issued by an Assistant Headteacher who oversees the organisation on behalf of the school.

Complaints

The school is committed to dealing effectively with complaints. We aim to clarify any issues about which you are not sure. If possible we will put right any mistakes we have

made and we will apologise. We aim to learn from mistakes and use that experience to improve what we do. Full details of our complaints policy is available from school.

Electronic Communications

As part of students' learning activities and the development of their information and communications technology (ICT) skills, the school provides supervised use of electronic communication. Students are able to use a computer to research information from museums, libraries, news providers and suitable websites, taken from or held on the internet, as part of their learning activities.

We access the internet via Flintshire's network, which operates a filtering system to reduce the risk of access to inappropriate material. The school issues individual usernames and passwords for each student to access the network and internet to work on tasks. Access is monitored remotely and is subject to all the filtering systems.

Below are the rules for responsible use of electronic communications. When individual user names and passwords are issued, students are given a copy of this document and asked to sign in order to acknowledge that they will follow the guidelines.

- Computers are available for schoolwork and homework. They must not be used for inappropriate activities.
- Access to the internet will be made using an 'id' and 'password'. Keep them confidential at all times.
- The internet may be used for appropriate purposes related to schoolwork, and relevant material may be printed out or downloaded.
- Users must not use e-mail facilities available on internet sites.
- All access is filtered and monitored. Any attempt to use the facilities for inappropriate purposes will be identified immediately, access rights withdrawn, and school sanctions applied.

The school operates its own website at www.alunschool.co.uk. The purpose is to provide both students and parents with a means of accessing information about the school from home. For example, forthcoming events are publicised and there is a calendar of parents' evenings for the academic year. It can also serve as a good point of contact for those not familiar with the school as it contains a version of the school prospectus.

However, the most successful element of the site is undoubtedly the on-going record of activities, which is achieved primarily through pictures. The majority of school events are recorded in this manner and it provides the most immediate way of conveying information and giving an insight into the school. Students are particularly keen to see what has been going on in other parts of their school and in this way we hope to be able to assist in making them more aware of the vast range of activities that are open to them. However, pictures containing images of students are restricted in size and quality. No close-up pictures or names of individuals will be used without permission.

Privacy Notice

The school collects information about students which is used to administer the education it provides. This use includes:

- monitoring and reporting on students' educational progress
- the provision of welfare, pastoral care and health services

- the giving of support and guidance to students, their parents and legal guardians
- the organisation of educational events and trips
- the planning and management of the school

Any information you provide may be held or processed by the school for those purposes contained in the School's current notification to the Information Commissioner and in accordance with the provisions of the Data Protection Act 1998. The information may be shared with third parties as and when necessary in order to verify the information for the prevention or detection of crime and/or for the purposes of discharging any statutory or administrative function or as required by law. This information will be shared with the local authority, the Welsh government and North Wales Regional School Improvement Service (GwE).

The school's information management policy is available from the Headteacher and further information on data protection can be obtained from Flintshire County Council (FCC), Directorate of Lifelong Learning's Data Protection Officer. There is also information available covering FCC policies on data protection, freedom of information and privacy. Please see www.flintshire.gov.uk website and follow website navigation at the foot of the home page.