



Aylsham High School

*Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child*

Dear Parent/Carer

July 2023

I hope that you and your family are looking forward to the summer holidays and enjoy the weeks ahead and your time together.

Although it seems a long way off, I know that your attention will turn at some point to the start of the new academic year. The essential parent guide 2023-24 can be viewed on our school website [Essential Guide for Parents - Aylsham High School](#). As well as providing details of our uniform supplier, we have also updated the dos and don'ts of what to buy in relation to uniform on our uniform page [School Uniform - Aylsham High School](#). We hope you will find these useful to you. In addition to the guidance on uniform, the essential parent guide also includes some reminders around behaviour, attendance and our rewards and sanctions policy including isolation. The main reason for this is to ensure that we reinforce our expectations of all students and the roles we need to play.

The first day of term for students is Wednesday 06 September 2023 when we will be on week 1 of the timetable. Students should go straight to their first lesson. Please find a copy of your child's timetable enclosed with a map of the school on the reverse. Please note that drama, DT and food preparation and nutrition are timetabled on a rotation basis. Details of the rotation timetable can be found on the school website [Rotation Subjects - Aylsham High School](#). The timetable on SIMS Parent and SIMS Student will be updated the Thursday before the new rotation starting. Please note that we do not issue new paper timetables to students for each rotation.

The school receives additional funding linked to the number of students on roll who are eligible for free school meals or have a parent who is a member of the armed forces. If you are not currently claiming free school meals, but you are on Child Tax Credit (with no Working Tax Credit) with an annual income of less than £16,190 per annum, or if you are on other benefits, it may be that you are entitled to claim free school meals. Please contact Mrs Blois at rblois@aylshamhigh.norfolk.sch.uk for further information if you think you may be eligible or [click here for more information](#). If you have not yet informed us and you are a member of the armed forces, we would appreciate if you could notify us in writing either by letter, addressed to Mrs R Blois or via email - office@aylshamhigh.norfolk.sch.uk.

If you have applied for transport for your child, Norfolk County Council Transport will be sending a bus pass to you directly at your home address in August. This pass will now need to last right through until the end of year 11 unless there is a change to bus number. It is therefore important that students preserve them in as best condition as possible. If a student loses or damages their bus pass, a temporary bus pass can be issued for a limited period by our receptionist. Parents will need to contact Norfolk County Council Transport on 0344 800 8020 to arrange a replacement permanent pass at a cost of £12. Students and families are advised to check [School bus timetables - Norfolk County Council](#) for details of the pick up/drop off times. Sanders Coaches currently have a bus service to Aylsham High School from North Walsham, through Swanton Abbot, Skepton and Burgh. The timetables can be located at [Timetables | Sanders Coaches](#). We have been informed by Norfolk County Council Transport that there are no planned changes to the current bus numbers and routes for September.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle

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Information regarding ParentPay user name and log in were provided prior to the induction evening. ParentPay is the school's method for payment of school trips and school lunches. It is a secure payment system that allows parents the flexibility of making payments at their convenience. If you have not yet received your ParentPay user name and log in, please advise us via email - finance@aylshamhigh.norfolk.sch.uk. We will get back to you with this information at the start of the new term in September.

For those families new to the school, SIMS Parent activation emails will be sent out in the first couple of weeks in September. You will be sent two emails; one from the school explaining how to activate your account and an automated email containing your activation link. If you are an existing family, your year 7 child will appear on your SIMS Parent account in September. If you have any queries or issues with your SIMS Parent account, please email our SIMS Parent team, simsparent@aylshamhigh.norfolk.sch.uk.

In September, your child's CATs results will be shared with you via SIMS Parent. These are the assessments that your child took as part of their induction days. If your child has not yet taken these assessments, these will be taken in September. We will send an email to parents/carers to let them know when the letter is available.

We are committed to providing the best possible communication links between school and home. General letters will be forwarded to you via email and will be available on the school website. Some letters are also available via SIMS Parent including your child's attendance letters. Our weekly digest is also published and uploaded to our website on a Friday at 4pm these can be viewed by following this link [Weekly communication digest and School Bulletins - Aylsham High School](#). We provide reports at key points across the year and these need to be accessed via SIMS Parent, for which an email address is essential. If you have not yet registered for SIMS Parent, please ensure that you do so in September by emailing simsparent@aylshamhigh.norfolk.sch.uk. It is important that we have your up to date email address at all times so please do advise us by writing to office@aylshamhigh.norfolk.sch.uk if your email address changes. Please also advise us by letter or email of any changes to your contact details, for example your address or phone number. This enables us to ensure our records are in order. We will also contact you via text from time to time.

The attendance letter for September 2023 has been included on the next page of this letter. Please make sure you read this. Further information about school attendance can be found on our website [AHS Attendance and Leave of Absence Request](#).

It is only by working together that we will continue to improve the standards we achieve as a school. A clear shared understanding of basic expectations around uniform, attendance and behaviour ensures that we do not lose time on trivial arguments when we should be focusing on learning. I know that I can count on your support in this as we all share a common goal of ensuring that Aylsham High School is the very best it can be.

Have a wonderful summer.

Yours sincerely



Duncan Spalding
Executive Headteacher



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Dear Parent/Carer

September 2023

Regular School Attendance and Parent's Legal Responsibilities

At Aylsham High School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Local Authority operates a system where any pupil with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at Aylsham High School who meets that criteria, will be referred to the Local Authority for action to be considered.

If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken.

There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

Requests for leave of absence

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

I hope we can count on your support in this matter. Please do not hesitate to contact me if you have any questions.

Yours sincerely

Duncan Spalding
Executive Headteacher

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