



# Aylsham High School

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

Dear Parent/Carer

September 2020

## Learning Journals

As we begin our new academic year I would like to highlight some of the important information that is contained in your child's learning journal. I would strongly urge you to go through the learning journal with your child so that you can see how the information it contains can be used to support our work together and best help your child on their learning journey.

There are many features within the learning journal which are designed to allow parents/carers to help their child with the use of this resource. I would like to draw your attention to the following aspects in particular:

- **Opening section** – provides general background information e.g. term dates and times, school expectations around uniform, equipment, punctuality and attendance, safeguarding and safety.
- **SIMS Parent** – SIMS Parent is a vital part of our communication with families. It is essential that all families activate their account in order to access the key information that will be shared using this system. This information will include your child's attendance, achievements, behaviour, homework and reports at key points across the year. Page 28 explains how to access SIMS Parent and this key information.
- **Assessment and reporting to families** – this section can be found on pages 29 and 30 and it explains the information that we will share with you about your child's progress via SIMS Parent.
- **Staff email address list** – provides the contact email addresses for heads of departments who will deal with subject related queries and an email address for pastoral queries (page 31).
- **Student mini statement** – provides a record of the credits that your child has achieved each half term in different areas e.g. attendance, working effectively, achievements and then any behaviour points (page 32). Please note that the total number of credits in the reward system will not always match the achievements shown in SIMS Parent.
- **Parents' evening** – there is an appointment sheet on page 47 which your child can use to make appointments with their teachers in preparation for their parents' evening. Appointments would normally be made at any point in the run up to the parents' evening, however, we will need to review this process nearer the time based on the COVID guidance at that point.



LEADERSHIP for LEARNING  
The Cambridge Network

We would like to confirm the following dates for parents' evenings during the year:

Year 7	Monday 7 December 2020 (settling in parents' evening) Monday 22 March 2021
Year 8	Wednesday 27 January 2021
Year 9	Tuesday 23 February 2021
Year 10	Thursday 4 March 2021
Year 11	Tuesday 9 February 2021

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

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

Assistant Headteacher: Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle Finance Director: Mrs T Colman

The learning journal has been designed to allow students to record homework and important events on a weekly basis. There is also a weekly learning reflection which students will complete as part of their work with their tutors. This can also include information from events which have taken place outside of school. This section allows students to reflect on any feedback they have received and any mistakes that they may have made as a way to support their future learning. It is important that students recognise that mistakes are an important part of learning. These aspects are key parts of developing a growth mindset.

Learning conversations are a key aspect of our work with students. These discussions will give your child feedback to support and guide them on their learning journey, helping them to make progress. In addition to the weekly learning reflection there are other sections in your child's journal which are designed to record the outcomes from these conversations. They are:

- **Orange pages**
  - **Assessment pages** - These are to record the outcomes of your child's learning conversation with their tutor or peer mentor. They happen at key points across the year.
  - **Parent/carer school report review** - Sometimes students can be reluctant to share their learning journal. To help with this there are three 'parent/carer school report review' pages (printed on orange paper) in the journal. To help support our work together I would ask you to read your child's report at these dates and discuss its contents with them. Following your discussion please complete the review page so that this information is shared with form tutors and peer mentors.
- **Blue subject pages** – Guidance given to your child from their subject teachers should be recorded here along with current attainment and attitude grades.

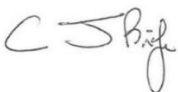
The '**Home School Communication**' section (**yellow pages**) should be used to record general, non-confidential messages between yourself and school. If you need to raise matters of a confidential nature, then please do not write these into the journal. Please email your child's head of house, [pastoral@aylshamhigh.norfolk.sch.uk](mailto:pastoral@aylshamhigh.norfolk.sch.uk).

There are a couple of other features which I would like to draw your attention to. These include:

- A section which covers 'exam command words' and 'effective use of data'.
- SWEPT – this outlines the SWEPT literacy strategy which is used to support students with core literacy skills across all subjects. Within this there is a section which is used by students to produce an extended writing task.
- Subject specific information – each subject has produced useful information which should be used as a reference to support students with their learning. These pages are towards the back of the journal.
- Timetable page – this can be found towards the back of the journal and students should copy their timetable onto this page in pencil in case of any changes. There is also an additional timetable page included before the traffic light pages for your child's June/July timetable to be copied into for the timetable rollover on Monday 21 June 2021. This is on yellow paper.
- Plastic wallet – this can be used by students to keep homework sheets or letters secure.

I would like to thank you for your continued support and help with supporting your child with the use of their learning journal.

Yours sincerely



Mr C Bridge  
Deputy Headteacher