

A Parent guide to key school policies



Introduction

A stylized illustration of two hands shaking, rendered in black and teal colors. The hands are positioned in the lower-left quadrant of the page, with the teal hand on the left and the black hand on the right. The background is a teal circle that partially overlaps the white background of the page.

Welcome to Abbey College!

As a parent, it is important to familiarize yourself with the school's policies to ensure that your child has a successful and fulfilling educational experience. This comprehensive guide aims to provide you with an overview of Abbey College's school policies, covering a wide range of topics such as code of conduct, uniform policy, curriculum and teaching and learning policies, attendance, punctuality, and complaints. By understanding and adhering to these policies, you can play a vital role in supporting your child's academic journey and fostering a positive and inclusive school community.

Thank you for being a valued member of the Abbey College family, and we look forward to partnering with you in your child's educational development.

Let's dive into the details of Abbey College's school policies to ensure a successful and enriching experience for your child.

Home – School Agreement

Click here to visit the Policy

We understand that as a parent, you play a crucial role in supporting your child's education and fostering a positive learning environment. The Home School Agreement serves as a partnership between parents, students, and the school to ensure that all parties work together towards the common goal of academic success and personal growth.

Let's explore the details of the Home School Agreement and how we can work together to support your child's educational journey.

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| |
| Together (families, students and staff) will: |
| <ul style="list-style-type: none">• Provide a safe and secure environment where young people can enjoy learning, achieving their full potential.• Encourage all our young people to value, respect and tolerate people's differences.• Celebrate success.• Establish open and respectful communication to enhance young people's learning and well-being. |
| Abbey College will: |
| <ul style="list-style-type: none">• Plan and deliver effective lessons in accordance with the National Curriculum and good practice.• Use data and knowledge about the individual to set appropriate targets for students.• Help students organise their studies to alleviate stress and worry.• Not tolerate bullying or disruption of learning.• Maintain and develop an atmosphere of caring with good relationships, promoting hard work.• Reward students for their successes.• Liaise with families regularly.• Promote a Healthy lifestyle for all students and staff.• Encourage students to take part in a variety of activities outside the school day.• Provide learning opportunities outside the school day. |
| Families will: |
| <ul style="list-style-type: none">• Ensure their child attends College punctually, only being absent when they are genuinely ill.• Support all policies, particularly the Attendance, Safeguarding, Uniform, Learning and Behaviour policies.• Work with staff to celebrate successes, addressing and overcoming any difficulties in a positive way.• Notify the College if there are any changes in your child's circumstances which may affect learning and relationships.• Support your child to complete homework.• Make the school aware if any contact details change, such as address, phone number, emergency contact information. |
| Students will: |
| <ul style="list-style-type: none">• Ensure they attend every lesson, every day unless they are genuinely ill, wearing the College uniform correctly.• Respect others and their environment, being polite and courteous to everyone they meet and work with.• Make the best possible use of the opportunities offered to them, both in and out of lessons.• Accept responsibility for their actions.• Share and celebrate their successes, learning and rectifying any mistakes made.• Choose work that challenges them to extend their learning.• Demonstrate active listening in every lesson and form time.• Complete homework to the best of their ability and ask for help when needed. |

Behaviour Policy

Click here to visit the Policy

Welcome to our Parent's Guide to the Behavior Policy. As a parent, you play a crucial role in supporting your child's behavior and fostering a positive and respectful learning environment. By understanding and aligning with the Behavior Policy, you can help cultivate a culture of respect, responsibility, and positive behavior in your child, both at school and in their daily lives. Let's explore the details of the Behavior Policy.

We have three school rules that were devised by students, staff and parents which highlight our expectations of students:

Ready: At Abbey College we are ready because we are equipped, focused and prepared to engage in Abbey College Behavior Policy learning

Respectful: At Abbey College we are respectful because we act with care, consideration and tolerance.

Responsible: At Abbey College we are responsible because we take ownership of our learning and our actions. We act in a safe manner.

How good behavior is encouraged:

1. Through praise and recognition (Spirit points)
2. Through the behavior curriculum
3. Developing positive relationships
4. On-going staff training

How poor behavior is discouraged:

1. Through the Ask, Tell, Remove behavior system
2. Sanctions

Student support and pastoral interventions:

Three are three areas used to address and support student with behavior as shown below: Recognition and code of conduct (spirit), through pastoral interventions and the use of Refocus (exclusions)



Student Code of Conduct

Click here to visit the Policy

| Standalone incidents | | |
|--------------------------------|--|--------------------|
| Category | Incident | Staff Actions |
| Ready | Arriving late to lesson | Tell |
| | Incorrect uniform or equipment inc partial kit | |
| | Poor standard of homework | |
| | Late to school | Immediate sanction |
| | Full missing kit (PE, drama, CCF) | |
| Respectful | Unkind* | Ask, tell, removal |
| | Disregard for the environment or property | |
| | Inappropriate physical contact | |
| | Disrespect to staff | Tell |
| | Talking in silent quad | |
| | Inappropriate language | Immediate sanction |
| Responsible | Lack of effort | Ask, tell, removal |
| | Disruption | |
| | Chewing gum/energy drink/fizzy drink/aerosols | Immediate sanction |
| | Extreme or unsafe behaviour | |
| | Mobile phone seen or heard | |
| Incorrect toilet/out of bounds | | |

Sanction = confiscation of banned item + removal where appropriate + 1hr detention

*unkind incidents will be investigated as potential bullying

| Sanction type | Code of Conduct | Action | Intervention |
|----------------------------|--|---|---|
| Detention | Removal Immediate sanction 3xtell | 1 hour detention | Teacher visit in detention to restore establish reintegration plan. Tutor action for tells |
| SLT Detention | More than one removal in a day Failing to attend a 1 hr detention Failing to meet detention criteria Failing a lesson removal | 2 hour Friday detention | RSL intervention |
| Loss of Social Time | Repeated poor behaviour during social time | Removal of Social time for up to 5 days | RSL intervention |

The Student Code of Conduct outlines the expectations and guidelines for student behavior at our school, promoting respect, responsibility, and readiness for learning for all. In this guide, we will provide you with an overview of the Student Code of Conduct, including the rules, expectations, consequences. By understanding and reinforcing the Student Code of Conduct, you can help ensure that your child develops positive behaviors, values, and attitudes that will benefit them both academically and personally.

Curriculum Policy

Click here to visit the Policy

As a parent, you play a significant role in your child's educational journey, and understanding the school's curriculum policy is essential in supporting their learning and development.

Let's explore the details of the Curriculum Policy and how we can work together to support your child's educational growth and development.

Curriculum Intent

We are dedicated to provide our students with a challenging curriculum that provides a broad and balanced range of subjects and opportunities. Our curriculum utilises strong implementation of careers education, advice and guidance to prepare students for their next steps.

Our curriculum is responsive to the needs of the community and places strong emphasis on the provision of rich social, moral, spiritual and cultural experiences. We are committed to providing an excellent education and the best opportunities for the children in Ramsey and its surrounding areas.

Our curriculum is responsive to our context and therefore our curriculum intent can be broken down into three areas:



1. The curriculum provides a clear programme of understanding to a range of diverse cultures and religions.
2. To have a challenging and aspirational curriculum that provides opportunities to ensure no learner is left behind.
3. All learners will receive a challenging and fulfilling educational experience.

Curriculum content

The school will always have due regard to the National curriculum throughout the academic year with every student having access to English, maths, science, religious education and relationships and sex education. Students will also have access to the following foundation subject's art and design, citizenship, computing, design and technology, Spanish, geography, history, music, drama and physical education.

PSHE

As part of the curriculum, the school will make provision for PSHE where everyday topics, such as raising awareness of different cultures or anti-bullying, can be addressed. The school will hold PSHE sessions per term. Topics covered within these sessions include the following: Anti-bullying , Celebrating different cultures and British values

Uniform

Click here to
visit the Policy

| Item | Guidelines |
|----------------------------------|---|
| Blue blazer with the school logo | <ul style="list-style-type: none"> • Must be worn at all times • When the weather is particularly hot, the Headteacher will let parents and students know that they do not have to wear their blazer outside of the classroom |
| White shirt | <ul style="list-style-type: none"> • Must have a high collar suitable for wearing a tie • Must be tucked in at all times • No other visible tops should be seen under shirts |
| School tie | <ul style="list-style-type: none"> • In year group colours |
| Full length plain black trousers | <ul style="list-style-type: none"> • Leggings, skinny cut trousers and denim of any type are not permitted • Buttons and zips only for fastening, not for decoration • Belts must be discreet. • Must be worn with black socks |
| Tartan knee length skirt | <ul style="list-style-type: none"> • Must be worn with opaque tights • Must not be rolled at the waist |
| Smart, black, leather shoes | <ul style="list-style-type: none"> • Trainers, boots, canvas shoes and 'dolly style' slip on shoes are not acceptable • High heels must not be worn |
| School jumper (optional) | <ul style="list-style-type: none"> • Must be worn under the blazer, not instead of it |
| Jewellery | <ul style="list-style-type: none"> • No visible bangles, bracelets or necklaces. • One small plain ring per hand • No facial piercings (eyebrows, tongue, lip or chin) except a small discreet nose stud. • One small stud or hoop in each ear under ½ cm in size • Ear stretchers are not permitted |
| Make up | <ul style="list-style-type: none"> • Make-up must be discreet. • No nail varnish – coloured or clear • No acrylic nails • False eyelashes must not be worn |
| Hair | <ul style="list-style-type: none"> • Must be one natural colour • No extreme haircuts or colours |
| Coats | <ul style="list-style-type: none"> • No hooded tops, fleeces, tracksuit tops, brightly coloured jackets or heavily branded coats/jackets are to be worn as coats in the College. • A plain coat, hat and scarf can be worn outside but must not be worn in any building or during lesson time |

Abbey College PE Kit

- Navy Abbey College polo shirt
- Navy shorts or tracksuit bottoms with Abbey College logo
- Football boots – moulded studs if possible
- Navy Rugby shirt
- White sport socks or AC football socks
- Trainers or AstroTurf's
- Recommended – shin pads, gumshield
- Optional – AC logo jumper

As a parent, you play an important role in ensuring that your child adheres to the school's uniform guidelines, which are designed to promote a sense of unity, professionalism, and equality among students.

Suppliers

Shop in person at Chromasport School and Teamwear, Unit 10, Wulfric Square Bretton, Peterborough, PE3 8RF, 01733

262526, sales@chromasport.co.uk, <https://www.chromasport.co.uk/>

PMG School Wear. Call: 01895 809321, Online: <https://www.pmg-schoolwear.co.uk/>, Abbey College specific

page: <https://www.pmg-schoolwear.co.uk/school/abbey-college-ramsey>

Abbey College Preloved – We run a pop-up shop on the first Friday of the month in term time from 3-4pm where parents can come and buy uniform. Dates for the pop-up shop can be found on the school newsletter and on our Facebook page, [Abbey College Parent's Forum](#).

Attendance Policy

Click here to visit the Policy

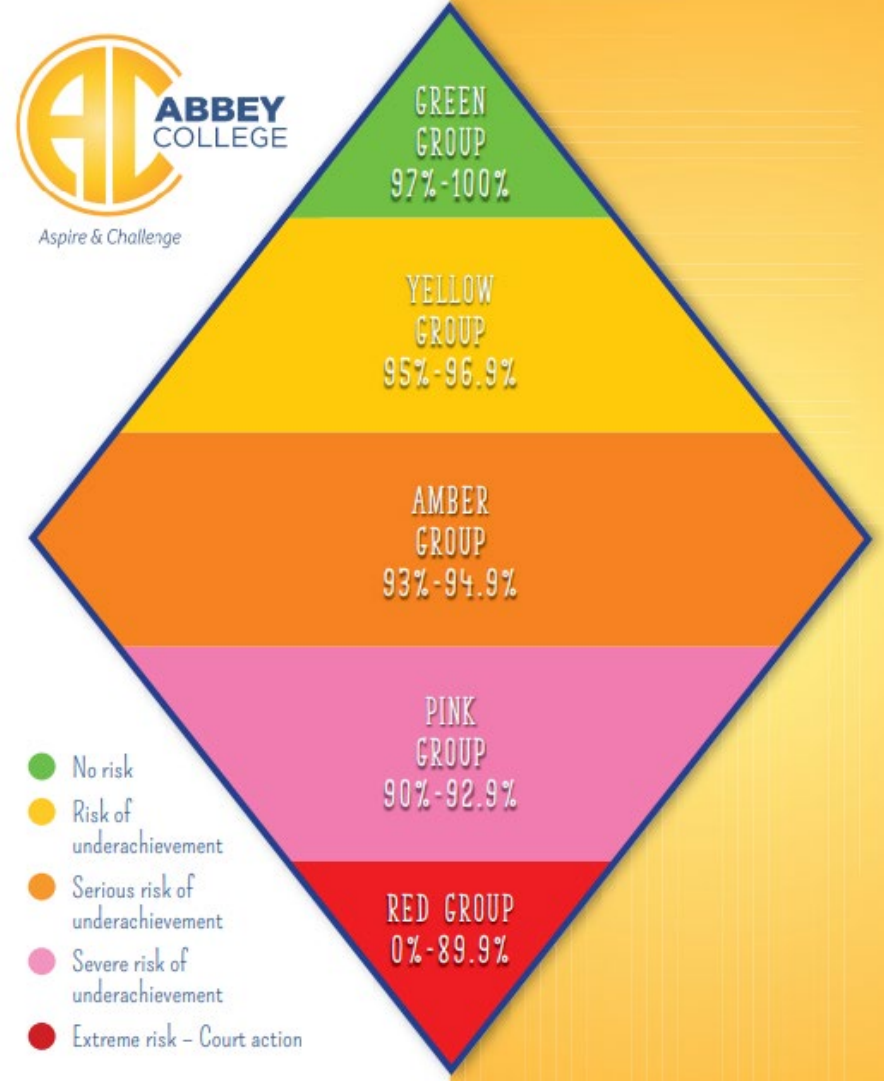
As a parent, you play a crucial role in ensuring that your child attends school regularly and punctually, which is essential for their academic success and overall well-being. The Attendance Policy outlines the expectations, guidelines, and procedures for student attendance at our school, emphasizing the importance of consistent attendance for learning and achievement.. By understanding and adhering to the Attendance Policy, you can help instill a sense of responsibility and commitment in your child towards their education, setting them up for a successful future.

ATTENDANCE DIAMOND



ABBEY COLLEGE

Aspire & Challenge



- No risk
- Risk of underachievement
- Serious risk of underachievement
- Severe risk of underachievement
- Extreme risk - Court action

GRADES GO DOWN WHEN YOU'RE NOT AROUND

Complaints Policy

Click here to
visit the Policy

As a parent, your feedback and concerns are valuable to us, and we strive to address any issues or grievances in a fair and transparent manner. The Complaints Policy outlines the procedures and processes for raising and resolving complaints within our school community, ensuring that all concerns are taken seriously and handled effectively. In this guide, we will provide you with an overview of the Complaints Policy, including the reasons for having a structured complaints process, the steps for lodging a complaint, the timelines for resolution, and the support available to parents throughout the process. By understanding the Complaints Policy, you can feel empowered to voice your concerns and work collaboratively with the school to find satisfactory resolutions.

The Abbey College Procedure has five main stages:

- Stage 1 Informal – A concern is raised via email, phone, online or a visit to school reception
 - Stage 2 – A concern/complaint is heard by the Complaints coordinator or appropriate member of staff
 - Stage 3 – A formal complaint is heard by the Headteacher
 - Stage 4 – Complaint and College response investigated and reviewed by Chair of Governors
 - Stage 5 – Complaint and response reviewed by a Panel of Governors
- Note: If a complaint is made directly against the Headteacher the procedure begins at stage 4.

Concerns/ Complaints should be raised in one of the following ways:

1. In person by visiting our school reception
2. By phone by ringing our main reception
3. Email office@abbeycollege.cambs.sch.uk
4. In writing, please address to Katie Dodsley, Abbey College, Abbey Road, Ramsey PE26 1DG

Once a concern or complaint has been made a member of the Senior Leadership Team or one of our Raising Standards Leads will make contact within 48 hours (this may be sooner depending on the nature of the concern/ complaint).

Please note on some occasions the concern raised may require investigation or discussion with others, in which case an informal but informed response may take up to 5 school days if the matter proves complex, in which case the complainant will be told of the extra time required and why.