Welcome to Acland Burghley

A parents' guide

Dear Parent/ Carer,

We are delighted to welcome you to Acland Burghley School.

We are a friendly, happy community where every child can discover their talents and pursue their dreams. We encourage every student to try everything, and to be the best that they can at everything they do. We believe in the potential of *every* student and are looking forward to watching your child grow and develop in our school.

We encourage every student to read widely. Reading is key to discovering more about ourselves and the world around us. We also want all students to build their mathematical skills and knowledge. We encourage students to take part in as many clubs and activities as possible – whether it is sport, music, art or anything else they enjoy.

Everyone at Acland Burghley works hard to make it a happy place for everyone to learn. We expect all students to attend school on time every day, and to work as hard as they can in every lesson. Most importantly, please keep in touch. We value your comments, and will do everything we can to respond to your requests.

We are looking forward to getting to know you and your family well over the coming years.

With very best wishes,

Nicholas John
Headteacher

Martha Collins
Head of School

Aims and Values

The Vision
'Creating Excellence Together'

Our Aims and Values

- A rich, empowering curriculum, which drives high standards of literacy, and unleashes students' creativity
- A strong focus on inclusion and equalities, with high standards for all learners
- Emphasis on personal development, to foster a culture of kindness and respect, and teach children skills to navigate the complexities of modern life
- A place at the heart of our local community, to deliver education in close partnership with others and our local family of schools
- A sustainable, healthy and happy school with a bright future, and fully reflective of the community we are so proud to serve

Our Curriculum

- Literacy
- Creativity
- Personal Development

Our Ethos

- Be Ready to Learn and Achieve
- Be Calm and Purposeful in School
- Foster a Culture of Kindness and Respect

Our Development Plan

- Creating: Curriculum and Site
- Excellence: Standards and Ethos and Values
- Together: Inclusion and Partnership

Timing of the school day

The school day is organised as follows:

Arrival	8.35am
Registration	8.40-8.50
Period 1	8.50-9.50
Period 2	9.50-10.50
Break	10.50-11.15
Period 3	11.15-12.15pm
Period 4	12.15-1.15
Lunchtime	1.15-2.00
Period 5	2.05-3.05
Registration	3.05-3.15

Contact us

Telephone: 020 7485 8515
Email: info@ aclandburgley.camden.sch.uk

Useful extension numbers:
Attendance Officer: 280
Director of Learning: 239
English Department: 332
Maths Department: 308
Science Department: 327

SENDCo: 303
The Base: 306

Safeguarding: 277

Finance: 240

Attendance and punctuality

Research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential in education.

At Acland Burghley School we wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at the school.

Contact the Attendance Office
Attendance Officer: Arancha Heredero
Email: attendance@aclandburghley.camden.sch.uk
Telephone: 020 7485 8515, Option 2
Text: 07860054405

Please contact the school every day when your child is absent or late. School starts at **8.35am each morning and finishes at 3.15pm**.

Address
Acland Burghley School
93 Burghley Road
London NW5 1UJ

Medical needs

If your child feels unwell during the school day, they will be assessed by a first aider and you will be contacted if necessary.

If your child has a medical condition which may affect their attendance, please contact our Attendance Team as soon as possible. If your child requires medication during the school day, this can be stored in a locked cabinet or they can keep it in their bag. We will always have an emergency EpiPen and inhaler in Student Services.
Please contact Student Services or the school Administration Team for further information.

Behaviour expectations

Rule 1: Ready to Learn and Achieve

1. Arrive on time and be ready to start work.
2. Coats, hats and bags off. Phones and electronic devices are always switched off and, in your bag.
3. Must have all equipment out on your desk – pencil case, planner and any homework.
4. Sit in the seating plan **or** where your teacher instructs you to sit.
5. You are not allowed to leave the lesson for any reason.
6. Follow all instructions first time.
7. Work in silence when asked to.
8. Don't speak when others are speaking. Listen to what is being said.
9. Take pride in your work and present all of your work to a high standard.
10. Focus on the learning and work to the best of your ability, making positive contributions.
11. Show respect to everyone in the classroom. Show self-regulation.
12. Do not throw anything, except in PE.
13. Look after the learning environment, including no eating in any classrooms. Water only. No gum.
14. Help pack up at the end and stand behind your chair ready to be dismissed by your teacher.

Rule 2: Calm and Purposeful

1. Keep left in corridors and one way only in the science corridor.
2. No running inside – running is only allowed on the top pitch, AstroTurf, Sports Hall or Gym.
3. Ball games only in designated areas. Balls must be in a bag inside.
4. No gathering in large groups.
5. No loud noises inside. Be mindful of others learning in a calm and purposeful environment.
6. Do not touch others and be mindful of personal space – this includes having your arm around another person, pushing and shoving.
7. No boisterous behaviour, including playfighting.
8. Eating is only allowed in the canteens or at the picnic benches. You are not allowed to eat in corridors. Water only. No gum.
9. Do not enter out of bounds areas. At break and lunch, you should be outside.
10. Follow all instructions first time.
11. Be polite and show good manners – hold doors open and let others pass.
12. Phones and electronic devices are always switched off and, in your bag.
13. Do not throw anything, except in PE.

Rule 3: Kindness and Respect

1. Always show kindness and respect to all members of our community.
2. Do not use rude or abusive language to anyone, ever.
3. Do not touch others and be mindful of personal space – this includes having your arm around another person, pushing and shoving.
4. No boisterous behaviour, including playfighting.
5. Behave well outside of school and in the local community, e.g. on your way to and from school, when representing the school on trips, in the community at other times, and online/when using mobile phones.
6. Do not behave in ways which might put at risk or harm the wellbeing, health or safety of you or others.
7. Report anything that you are worried or concerned about either anonymously or to a member of staff.
8. When something has gone wrong it is important to reflect on what went wrong and what you can do better next time. Restoratives are a key part of becoming a self– regulating person that is in control of themselves. It is expected that you attend restoratives with staff and students when asked to.

Equipment List for Key Stage 3 and Key Stage 4

You will need to bring your own personal equipment to school. The items listed are compulsory for all students and should be purchased prior to the academic year by your parent/carer.

School Bag	**Reusable Water Bottle**	**Wrist watch**	**Scientific Calculator**
Pencil case	**Black Pens x 3**	**Green Pen x 3**	**Pencils x 3**
Highlighters	**30 cm Ruler**	**Pencil Sharpener**	**Glue Stick**

The following subjects require additional specialist equipment that also needs to be purchased.

Subject	Specialist Equipment	
English	• Reading book	
Maths	• Casio Scientific Calculator • 360* protractor • Compass	
Science	• Casio Scientific Calculator (not separate to maths)	
Geography	• Red and Blue Biro • Casio Scientific Calculator (not separate to maths) • Key Stage 4 – GCSE Geography AQA text book (D)	
French	• Plug in headphones • Collins easy learning French Dictionary • CGP French Study Guide*	
Spanish	• Plug in headphones • Collins easy learning Spanish Dictionary • CGP Spanish Study Guide*	
Latin	• Collins Latin Pocket Dictionary	
Art	• Pencils: 2b, 4b and Hb • 12 Block Artist Watercolour Set	
Design Tech	• Fine liner pen	
Music	• Plug in headphones	
Physical Education and Dance	**PE – Acland Burghley branded:** • Hoodie • Polo T-Shirt • Shorts • Tracksuit pants (D) • Waterproof jacket (D) Can be bought at: Ace Sports, 6 Fortress Road, NW5 2ES sales@acesportsdirect.co.uk www.acesportsdirect.uk/shop/	**Dance** • Non slip dance shoes* • Black leggings / tracksuit bottoms • Black T-Shirt *Optional: students may dance barefoot or use school supplied dance shoes

Non-specialist subject equipment can be purchased in the school library. You can also get a discount at Morgans Stationers in Kentish Town. Just quote "ABS year7".

*Y7 parents and carers should not purchase these until the Language has been confirmed.

How Can I get Involved as a Parent?

Join abPTA

The abTA is the Acland Burghley Parent and Teacher Association. It is a charity. It brings parents together to strengthen the vital link between home and school. All parents and staff of the school are automatically members. We aim to use as many ways as possible to maximise the involvement of all parents/carers in the life of the school. We hold regular evening forums on issues that parents want to hear about, with presentations from senior staff. We arrange fundraising socials from time to time. We provide volunteers to help at school events (concerts, exhibitions, open days etc.)

If you are interested in getting involved, please email abpta@gmail.com

Parenting: A model to strive for!

Nobody is perfect. Nobody gets it right all the time. These ideas are the result of the abPTA discussing helpful parenting strategies.

There are clubs for everyone

Please check the Extended Curriculum offer for a list of all clubs available to your child.

Musicians wanted!

From September we are expanding the range of musical opportunities that we offer students at Acland Burghley School.

We would like to involve as many of our new Y7 students as possible.

All Y7 students will be presenting music that they have prepared in the lessons during the autumn term but we would also like to include other Y7 performances.

Does your child already have instrumental lessons?
Would you like them to start?

Does your child play in a group at primary school?
Or outside school?

Would you like your child to join a music group at Acland Burghley?

If you would like your child to get involved making music at – let us know!

Summer holiday task

Over the summer, your child is expected to complete holiday homework tasks in preparation for the start of Y7.

Reading task: Book review

At Acland Burghley we encourage every student to read widely. Students should read novels and non-fiction texts which expand their horizons and exposes them to new ideas. At school we expect every student to have a reading book with them.

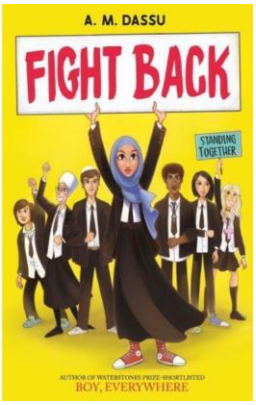
For the reading task, students should read the two recommended reading texts below or a fiction and non-fiction text of their choice.

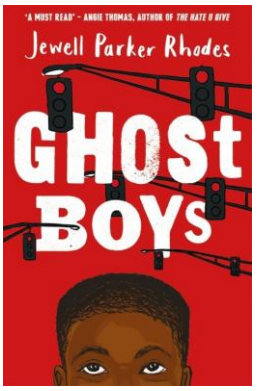
Students should then write a book review, thinking of the following key points:

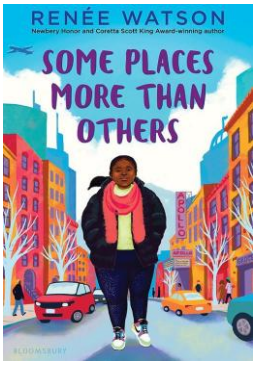
- The theme of the book
- The characters, considering their favourite character and ones they didn't like and giving reasons why
- Did they think the plot was effective and exciting?
- Overall view of the book
- Would they recommend this book to others and why?

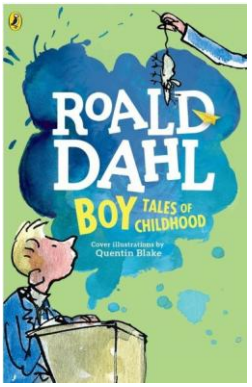
Recommended reads

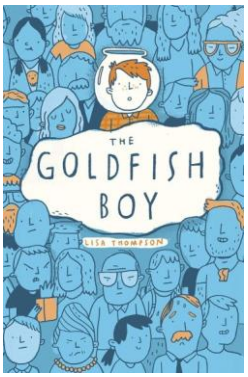
1. **Fight Back** by A M Dassu
2. **Ghost Boys** by Jewell Parker Rhodes
3. **The Marvellers** by Dhonielle Clayton
4. **The Goldfish Boy** by Lisa Thompson
5. **Some Places more than others** by Renee Watson
6. **Boy** by Roald Dhal
7. **The Diary of a Young Girl** by Anne Frank
8. **The Hunger Games** by Suzanne Collins
9. **Wonder** by R J Palacio
10. **Percy Jackson** by Rick Riordan

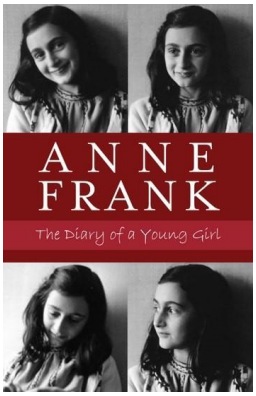


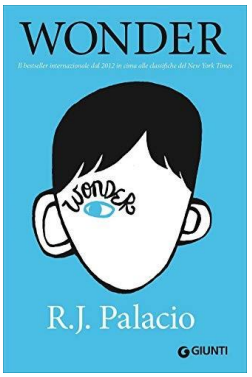












Happy reading!

Any Questions?

Are you and your child new to Acland Burghley? Are there still some things that you need more details on? Are you struggling with all the new log ins and logistics? Don't worry – most people do! The abPTA have teamed up with school to compile this list of FAQs which should help you find your way through. If there's something you'd like to know that's not listed, please email abptachair@gmail.com and we'll add it on. And don't worry, no question is too silly!

Who are the abPTA?

The Acland Burghley Parent Teacher Association (abPTA) works to connect parents and support the school community by organising fun events that help raise enrichment funds and build links between the school and parents and carers.

Everyone is automatically a member of the abPTA, and we encourage parents and carers to actively support and get involved where they can.

Entirely run by parent volunteers, we have a core PTA committee, a team of Year Group reps, an SEN parent rep, and a wider group of parents/carers who share their time and skills with us as and when they can.

Join Classlist – https://www.classlist.com
What is it?

- Every family new to Acland Burghley will receive an email invitation to join Classlist when their child starts at the school.
- It is a great forum for connecting with other parents in your child's year, asking questions, getting support for issues that you or your child are facing, and sharing feedback with the school.
- There is a section for each year group, as well as a dedicated SEN (special educational needs) group.
- It is monitored and run by parents rather than school staff, so any feedback you offer can be handled discreetly.

Lessons and learning questions

My child's timetable says they have week 1 and week 2 lessons what does that mean?

- The timetable is planned across a two-week period, so your child will have different lessons in Week 1 or 2 (sometimes called Week A and Week B).
- The students are also split into two bands (X and Y) for timetabling purposes.
- This usually correlates with whether they are taking French or Spanish.
- A timetable code of 7y/Ma2 means your child is in Y band and Maths group 2.
- Your child will usually see the same group of children in their core lessons, and a similar (though not identical) group in their non-core lessons, and a wider group in PE.

Do students have all their lessons with their form teacher?

- No. A student's form teacher and form group are their home for pastoral care, but not academic teaching.

- Apart from morning and afternoon registration the only lesson they have in their form group is Personal Development, once a fortnight.
- Your child's form teacher should be the first point of contact if you have any questions or concerns about how they are doing.
- You can find their email addresses on the Year 7 webpage

Where do they sit in lessons? Can they choose who to sit with?

- Teachers create a bespoke seating plan for each of their lessons.
- Seating arrangements are largely determined by who they think will work well together. This isn't generally groups of friends.
- Seating plans are regularly reviewed and updated depending on the class.
- If your child is having any issues, please email the subject teacher concerned and they can advise if a seat move is possible.

Will my child be placed into sets for any of their subjects?

- At the start of Year 7, all classes are mixed ability.
- Your child will be with many of the same students so that staff can get to know groups quicker.
- Groups may move children around in the first half term to help balance the classes, but this is not based on academic ability.
- After a term of learning and regular assessments, and using key information from SATS, school starts to set the students by ability for maths, and later for other subjects.
- If the school need additional information on a child's academic profile, they may ask them to take a CAT test, but this is not standard practice for the whole year group.
- Sets are fluid and are reviewed at the end of every term so there is plenty of opportunity for children to move up and down according to how they are doing.

Where can I find out more information about what my child will be learning?

Each subject has a curriculum page with the details of the learning plan for each Key Stage. If you have any questions about your child's lesson, you can find the subject teacher's email addresses on the website under their subject area: https://www.aclandburghley.camden.sch.uk/Curriculum/

There is also a dedicated webpage for Year 7, here, which contains relevant updates and key dates and contacts: https://www.aclandburghley.camden.sch.uk/Year-7-02092021133627/

How can I find out how my child is doing?

- There is one Parents' Evening per year. Year 7's is usually in the Spring term.
- Your child will need to book slots with their subject teachers in their planner in the two weeks before the event.
- Please note that some subject teachers (e.g. computer science and Latin) teach the whole cohort so they will struggle to see every parent in one evening.
- You can also arrange a catch-up email or call with those you don't manage to tick off.

How can I find out what meetings and events I need to attend?

- The weekly Bulletin contains details of key meetings and events relevant to your child's key stage or year group, as well as updates on news and clubs.

- These key dates are also on the Year 7 page on the website.

My child has special needs (SEN). What can I expect from school and who do I speak to for help?

- If you flagged that your child has special needs at their welcome interview then they should be added to our system.
- Not all children with SEN require an intervention or a pupil passport – if your child's needs can be supported through responsive and adaptive teaching in day-to-day lessons this will happen in the first instance.
- If you have concerns that your child is not receiving the support they need, or you are not sure if school are aware that your child has a diagnosis, please email: sen@aclandburghley.camden.sch.uk

Where can my child go for help if they are having problems?

- Place 2 Talk runs every lunchtime and offers students a quiet space to go and talk to a teacher in confidence about any issues they may be having.
- Students can also report any concerns (anonymously if they prefer) via our online platform, Whisper: https://swgfl.org.uk/whisper/abs1/

Who can I speak to for help / which members of staff make up the Year 7 team?

- Your first point of contact should always be your child's form teacher.
- If you have an issue that needs to be dealt with by somebody other than the form tutor, you can also contact the members of staff on page 3 of this booklet.

What IT systems will my child be using/will they need log ins for?

- School use several key IT systems which your child will be registered on.
- They will be asked to note their login details in their planner in the first couple of weeks.
- If they have any issues logging on, please contact the form tutor in the first instance.

General questions

What time does school start and finish?

- Students need to be in school by **8.35am** and they finish at **3.15pm**.
- On the day that students have assembly, they may leave **between 3.20 and 3.25pm**.

Where do students leave their coats and bags?

- Unlike at primary, students move around the school all day, so they generally keep their coats and bags on them at all times.
- If your child would prefer to use a locker there are several available to rent around the school site. You can pay for a locker for the year through the Scopay site and your child can collect the key from main reception.
- If your child brings a musical instrument to school, they can leave it securely in the music practice rooms during the day.

What happens if my child loses something?

- Lost property is usually taken to the main office. Providing your child can identify the missing item they can pick it up from there. It does help if it's labelled with their name.
- Where possible please avoid sending your child to school with anything of any great

value!

What is the planner used for?

Students are not allowed their phones in school, so the planner is the best way for them to keep track of their timetable, homework tasks, and other key information during the school day.

Do students get changed for PE and Dance? Where can PE kit be stored?

- Most students wear their PE kit to school on the day they have their PE or dance lesson.
- Changing rooms are available and all students will go into them at the start and end of the lesson.
- When taking part in sports that are outdoors or offsite, all students should bring a change of clothes – they will get muddy in rugby and cross country for example and they do lessons outside when it rains!
- We recommend that all students change clothes after PE to promote healthy hygiene behaviours.

How do they buy lunch?

- You should have received a letter before your child started inviting you to register on Scopay, the online payment site.
- Once you're set up you can top up your child's lunch account with credit which they then use to pay for their food using their fingerprint on the canteen scanners.
- You can set up an alert, so the system emails you when their credit drops below a certain amount.

What lunchtime and after school clubs are there? How do we register and pay?

- All lunchtime and afterschool clubs are free to attend and you do not need to register, your child simply turns up to whatever activity they would like to try.
- Some are limited to a particular year group or key stage, which is indicated on the timetable.
- You can view the current timetable for extra-curricular and sports clubs, here: https://www.aclandburghley.camden.sch.uk/Extended-curriculum/

Can my child take their phone to school?

- Smartphones are not permitted on the school site and should be left at home. Students are permitted to bring a "brick" non-smartphone for communication before and after school.
- If your child needs to call home at any point, they can do so from Student Services.
- Any child who is seen with their smartphone on the school premises will have it confiscated for 5 school days in the first instance and receive a Level 3 concern. If it is seen a second time it is confiscated for 10 school days.
- If a "brick" non-smartphone is seen it will be confiscated until the end of the day.
- Refusal to hand in a phone to any member of staff will result in serious sanctions.

Apps and Platforms We Use

Ways to receive information from us:

Email

Phone
(for anything urgent or personal)

Weekly Bulletin
(sent to your email)

Scopay

Scopay is a secure online payment system that allows parents to manage school-related payments quickly and conveniently.

Parents can pay for school meals, trips and other activities without having to send cash into school.

Who to contact for Scopay support:
Finance Team at
finance@aclandburghley.camden.sch.uk

Satchel One (Show My Homework)

Satchel One (previously called Show My Homework) is an online platform used by students to manage and track the homework that is set by teachers.

Parents can access this platform to support with organisation and to view deadlines. All students will be given log ins at within their first week at school.

Who to contact for support:
Year Team Leaders

My Child At School (MCAS)

MCAS (My Child At School) is an online portal that gives parents direct access to key information about their child's education, i.e. attendance, timetable, behaviour reports etc.

All parents will be notified that activation links to sign up will be sent. Please do try and set this up within 24h of receiving the link otherwise you'll need a new link.

Who to contact for support:
info@aclandburghley.camden.sch.uk

Microsoft Teams

We use Teams to support students' learning across of areas. Students' school emails are generated and linked to their Teams' account.

Teachers use Teams to share lesson resources, communicate with students and sometimes submit homework.

Who to contact for support:
Form Tutors

Sparx Learning

Sparx Learning is an online platform for homework, designed to support students in developing their maths, science and reader skills.

It uses intelligent technology to tailor questions to each learners' ability, ensuring they are challenged at the right level and supported where needed.

Who to contact for support:
Subject Leads for English, Maths and Science

Classlist

Every family new to Acland Burghley will receive an email invitation to join Classlist.

Classlist allows you to contact and receive emails from other Acland Burghley families safely and securely.

Please note that you will still receive communication from the school in the usual ways such as emails etc.

Classlist is purely for parent-to-parent communication.

Who to contact for support:
Acland Burghley Parent Teacher Association (abPTA)

School website

There is a wealth of information available on the school website, including a dedicated transition page under the **Join Acland Burghley** dropdown.

www.aclandburghley.camden.sch.uk

Acland Burghley Summer School Consent Form

1. Parent name _____

2. Parent contact number _____

3. Parent email address _____

4. Student first name _____

5. Student surname _____

6. I would like me child to attend on the days specified below.

(If your child is not attending all week but you want them to attend a combination of days, please tick the days required)

☐ **Every day (Tuesday to Friday)**

☐ **Tuesday 25 August**

☐ **Wednesday 26 August**

☐ **Thursday 27 August**

☐ **Friday 28 August**

7. Please outline any medical conditions/medication required

8. Please outline any dietary requirements

9. At the end of the day my child will

☐ Be collected from Acland Burghley by an adult

☐ Go home by themselves

Creating excellence together