



Prospectus 2019-20

(updated June 20)



THOMAS LORD AUDLEY SCHOOL



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School Mission Statement

We believe that by working together, teachers, support staff, students, parents and Governors, we can create an environment of mutual respect, care and consideration in which everyone can learn, grow and find the support to achieve their ambitions. Everyone will be valued and given the opportunity to contribute to the success of the school.

A MESSAGE FROM THE HEADTEACHER

The Thomas Lord Audley School is a high performing, over-subscribed 11-16 comprehensive school, situated to the south of Colchester. It serves a wide and diverse catchment area, including Old Heath, Monkwick, Shrub End, the villages to the south of Colchester and the community of Mersea Island.

The Thomas Lord Audley School is a community in which each and every student matters. We provide a wide variety of learning experiences which help all students to enjoy their lessons and achieve their best. We know that students learn in different ways and therefore, we are careful to match our teaching to help everyone make progress. We have high expectations with respect to behaviour, attendance and punctuality and we recognise and celebrate success wherever it occurs. All members of the school community are expected to adopt a 'growth mind-set' in order to achieve their full potential.

We have highly committed and well-qualified staff who encourage students to give their best in all aspects of school life. We are a happy school with students who respond to our high academic, cultural and sporting expectations. Our excellent accommodation and resources help us to ensure that these expectations are met. We are particularly pleased with the outcome of our recent Ofsted inspection and GCSE results.

- In 2016 we were designated the most improved secondary school in Essex and the school achieved a 'Good' in its Ofsted inspection in April 2016
- Again in February 2020 the school achieved a 'Good' in its Ofsted Inspection
- Over the last five years students have achieved a good standard of GCSE results in a wide range of subjects including English and Maths
- On average, students make above the expected level of progress during their time in the school.

Parents have a pivotal role to play in the success of The Thomas Lord Audley School. We are very committed to developing and maintaining the partnership between home and school. We can provide your child with an excellent education and we look forward to working with you.

We are aware that in the current circumstances your child might be feeling concerned both about leaving primary school and starting secondary school and we will be working with the staff at your child's primary school and you to make this as smooth as possible. We also understand that the induction programme we provide will need to be reshaped to take into account current issues. We are planning how we can make contact with you and your child on-line to provide you with more information about our school and some transition activities. We will be able to update you about this in June.

Ms Helena Boast
Headteacher
June 2020



From 1st September 2016 The Thomas Lord Audley School has been a member of the Sigma Trust, The Trust Members and Trustees are:

Members	Trustees
<ol style="list-style-type: none"> 1. Sara Cullis 2. Richard Moody 3. Brian Palmer 4. Nick Pavitt 5. Andrew Smith 	<ol style="list-style-type: none"> 1. Jeff Brindle – CEO 2. Clive Bull 3. Carol Carlsson Browne 4. Sue Hammond 5. Adrian Leggett 6. Kay Maddox-Daines 7. Steve McGrath – Vice Chair 8. Bharat Parmar 9. Nick Pavitt – Chair 10. Bradley Powell 11. Stephen Wyatt
Headteachers	Officers <ol style="list-style-type: none"> 1. Scott Holder – Director of Education 2. Brian Markham – Chief Operations & Finance Officer 3. Lyn Wright – Director of Standards Company Secretary <ol style="list-style-type: none"> 1. Sharon Burns
<ol style="list-style-type: none"> 1. Jonathan Bland – Stanway School 2. Helena Boast – Thomas Lord Audley School 3. Steven Crane – Colne Community School 4. Kate Finch – Harwich & Dovercourt 5. Neil Gallagher – Clacton & Colne EHT 6. Scott Holder – Philip Morant School 7. Claire Holmes – Monkwick Infants 8. Rebecca McCutcheon – Monkwick Juniors 9. Carol Anne Moffat – Paxman Academy 10. Matt Moseley – Holland Park Primary 11. Fiona Pierson – St Helena School 12. Nicky Syrett – Alton Park Primary 13. Chris Taylor – Clacton County High School 	

The Thomas Lord Audley School strives to provide the best quality of education for all its students and we will collaborate with our partner schools to continue our journey of improvement.

Mission

To be "*Greater Than the Sum of its Parts*" represents the mission statement for The Sigma Trust. We believe we are stronger and more successful working together than we would be as separate institutions.

The mission for each academy within The Sigma Trust is to ensure that no child is left behind. Education should foster in its learners a curiosity to discover who they are and what they are capable of, together with developing the resilience for them to test the boundaries of their abilities, and build the skills necessary to face the future with confidence.

Vision

Our vision is to ensure that all of our academies are at least "Good" with strong and improving outcomes and are able to demonstrate outstanding provision. We will achieve this by:

- Establishing a local family of academies that fully embrace the mission, vision and values of the Trust.
- Ensuring that best practice becomes shared practice so that no school is left behind.
- Recognising the uniqueness and achievements of each academy.
- Enabling every school to be a giver and receiver of support.
- Developing a relationship where autonomy and accountability go hand in hand.

- Creating a centre of educational excellence and innovation within the area.
- Working in collaboration with others to enhance the educational experience of children in the community.
- Training, recruiting and retaining teachers, leaders and support staff through high quality professional development.
- Requiring that services are delivered efficiently and represent outstanding value for money.

Values

The Sigma Trust values the following attributes:

- Integrity - be honest, transparent, trustworthy and true to your beliefs.
- Passion - be positive and enthusiastic about what you are trying to achieve.
- Aspiration - aim for your best and set high, realistic goals.
- Resilience - never give up and strive to improve.
- Accountability - take responsibility for your words, thoughts and actions.
- Respect - for yourself, your environment and other people.

The Stanway and the Thomas Lord Audley Schools' Local Governing Committee

The Stanway and Thomas Lord Audley Schools have a joint Local Governing Committee which works as an integral part of the school community, visiting not only for the regular committee meetings but also on other occasions to attend important school events, visit lessons, share in training sessions and participate in other meetings related to the everyday life of the school.

Current governors are:

Chair of Governors: Mr Stephen Whitfield

NAME	DATE APPOINTED	END OF TERM
<u>Local Governors</u>		
1. Ms Helena Boast (Headteacher TLA)	15/04/13	31/12/20
2. Mrs Elaine Boekhoudt (Parent Stanway)	20/11/17	19/11/20
3. Mr Jonathan Bland (Headteacher Stanway)	01/09/14	End of office
4. Cllr Dave Harris	11/09/19	10/09/22
5. Ms Kerry Malcolm	30/06/20	29/06/23
6. Mr Brian Palmer	11/09/19	10/09/22
7. Mr John Sanders	18/09/19	17/09/22
8. Mr John Spademan	11/09/19	10/09/22
9. Mr Stephen Whitfield	18/09/17	17/09/20
10. Mr Stephen Wyatt	01/07/19	30/06/22
<u>Clerk</u>		
Mrs Sharon Burns		

Correspondence for the Chair of Governors should be posted to either the Stanway or Thomas Lord Audley Schools or emailed to sharon.burns@stanway.school

EXAM RESULTS 2019

Last year's Year 11 students at the Thomas Lord Audley School achieved very pleasing results. Students and staff worked extremely hard to achieve these results. Results in English and Maths have improved significantly, including the number of students gaining a grade 5 in both subjects. Other subjects that performed particularly well are Science, History, Geography, German, Citizenship, Music, Computing, Food Preparation and PE. Many students achieved excellent results; the highest performing students achieved 9 top grades (GCSE 7-9).

	% of all Students
Attainment 8	4.1
Grade 4 or above in English	69%
Grade 5 or above in English	54%
Grade 4 or above in Maths	64%
Grade 4 or above in Maths	46%
Grade 4 or above both English and Maths	57%
Grade 5 or above both English and Maths	40%

JOINING US FROM THE PRIMARY SCHOOL

Admissions 2020/2021

Monkwick Avenue, Colchester, CO2 8NJ

Telephone (01206) 547911

Email: enquiries@tla.essex.sch.uk

Academy 11 - 16

A. SEPTEMBER INTAKE 2020 – YEAR 7

Published admission number: **168**

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children*
2. Children who have a sibling** attending The Thomas Lord Audley School in Years 7-10 at the time of application and date of proposed admission.
3. Children who live in the priority admission area at the time of application and proposed date of admission and who attend the following feeder primary schools:

Cherry Tree County Primary School	Monkwick County Junior School
Fingringhoe C of E (Aided) Primary School	Montgomery Junior School
Iceni Academy	Old Heath County Primary School
Langenhoe County Primary School	St Lawrence Primary School
Mersea Island School	St Michael's Primary School

4. All remaining applications.

Other Applications

Children with Education, Health and Care Plan that name Thomas Lord Audley School in the statement will be admitted to the school.

Applications - September admission into Year 7

The closing date for applications for admission into Year 7 in September 2020 is **31st October 2019**. Late applications will only be considered after those received before the closing date. Applications for admission to Thomas Lord Audley School should be sent to the Essex County Council, Planning & Admissions, County Hall, Chelmsford CM1 1GS. The National Offer date is 1st March 2017 and offers of a secondary school place will be sent out to parents/guardians on that day. Parents/Guardians have a statutory right of appeal to a panel constituted in accordance with the School Standards and Framework Act 1998 if they disagree with a decision not to admit their child to a particular school of their preference. Parents/Guardians appealing against the decision not to admit their child must do so in writing to The Clerk to the Appeal Panel, c/o The Thomas Lord Audley School.

B. ADMISSION OF STUDENTS ALREADY IN SECONDARY EDUCATION

Please contact the school office to request an application form for admission of students already in secondary education.

Where students already in secondary education apply for admission, they will be admitted according to the relevant criteria listed above, providing that the admission would not prejudice the effective education of existing students or the efficient use of resources.

If the appropriate year group has already reached the agreed admissions limit, admission will usually be refused.

C. OVER-SUBSCRIPTION

In the event of oversubscription within one of the above criteria, priority will be determined by straight line distance from home to school, with those living nearest being given highest priority. All straight line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and school and provides the address points between which straight line distance is measured. Distances are reported in miles to three decimal places in the first instance. In the unlikely event of two or more applicants with an identical distance competing for a single place at the School, the place will be offered to one applicant on the basis of lots drawn by the clerk to the governing body, supervised by an independent scrutineer, with the exception of twins, triplets etc.

Where the school is over-subscribed it will maintain a waiting list. The waiting list will be in the order which meets the above criteria. Children will remain on the waiting list for one term, at which point parents will be contacted regarding continued interest.

*Definition of a Looked After Child

A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

** Definition of Sibling

A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends The Thomas Lord Audley School in any year group excluding the final year. This includes brothers, sisters, step-brothers and step-sisters.

In addition, biological siblings who attend Thomas Lord Audley School in any year group except the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

KEY EVENTS FOR PARENTS AND STUDENTS

It is important that parents have the opportunity to get to know the school well and have information to make decisions. For these reasons the following arrangements have been made for this year.

Tours of the School:

Daily during Open Week at 9.15 am

- Monday 23 September 2019
- Tuesday 24 September 2019
- Wednesday 25 September 2019
- Thursday 26 September 2019

Open Evening:

Thursday 26 September 2019 5.00 pm to 8.00 pm.

Year 6 Taster Day: Friday 27 September 2019

All Year 6 students from our feeder schools attend TLA for the day for taster lessons. All TLA students are on a non-student day so it is only the primary school children in school.

Induction Days: Thursday 2 and Friday 3 July 2020

The Induction Days have been cancelled as a result of the Covid-19 Closure. On-line contact will be made with students and their families in June and July 2020.

Beginning of Term September 2020:

At the start of term in September 2020 an experienced team of tutors will ensure that the first week is carefully organised to familiarise the students with the organisation of the school.

TERM DATES 2020-21 (PROVISIONAL)

Autumn Term 2019

Wednesday 2 September 2020	Non-Student Day
Thursday 3 September 2020	Term Starts
Friday 25 September 2020	Non-Student Day
Monday 26 October - Friday 30 October 2020	Half Term
Friday 27 November 2020	Non-Student Day
Friday 18 December 2020	End of Term

Spring Term 2021

Monday 4 January 2021	Term Starts
Monday 15 – Friday 19 February 2021	Half Term
Monday 22 February	Non-Student Day
Friday 26 March 2021	End of Term

Summer Term 2021

Monday 12 April 2021	Term Starts
Monday 3 May 2021	May Bank Holiday
Monday 31 May – Friday 4 June 2021	Half Term
Wednesday 21 July 2021	End of Term

STAFFING

The Thomas Lord Audley School places a high priority on the quality of its staff, both teaching and support. This year we have increased our staffing in English, Mathematics and Science. We are committed to continuous professional development and all staff have access to a wide range of external and internal courses which help them to develop their pedagogy and practice. The aim of the CPD programme is to provide all teaching staff with opportunities for high quality in-service training, which will lead to on-going school improvement. This year we are focusing on developing reading across the curriculum.

The Thomas Lord Audley School was a founder member of the Colchester Teacher Training Consortium (CTTC) and belongs to the Sigma Trust's North Essex Teacher Training and the Teach First programme.

Every year this enables us to appoint highly qualified new teachers from our own local pool of expertise.

Support staff are also involved in CPD designed to assist school improvement and many support staff are undertaking a variety of courses ranging from basic computer skills to degrees.

BUILDINGS AND FACILITIES

The school building is modern, with single, double and three-storey accommodation set in pleasant grounds with hard play areas and playing fields. Significant inward investment and a commitment to provide the best facilities for our students ensure that the standard of decoration and maintenance is high, promoting a sense of pride. There are six Science laboratories, five Technology Suites, and all classrooms have interactive boards or televisions all linked to the internet. The PE facilities include a Sports Hall, Netball Courts and Gymnasium and there are also specialist Drama and Music facilities. There is an excellent Library, staffed throughout the day to allow student access whenever the school is open. We have recently replaced our ICT infrastructure including all cabling, servers, Wi-Fi and broadband. This is being further developed to enable students to access facilities at home. In recent years we have spent £450,000 to replace the windows and panels in several buildings housing classrooms, which has improved the learning environment experienced by students and staff. This year all the school boilers have been replaced and we have a new modern set of boys' and girls' toilets in 'A' corridor. The Sigma Trust has scheduled a programme of refurbishment in 2020-21.

THE CURRICULUM

At The Thomas Lord Audley School, we are ambitious for all our students. We offer a broad and balanced curriculum that equips our students with the knowledge and skills needed for life in 21st Century 'Modern Britain'.

Curriculum at Key Stage 3 (Years 7 and 8)

All students follow a broad and balanced curriculum of English, Mathematics, Science, History, Geography, Religious Education, French or German, ICT, Technology, Art, Music, Drama, PSHE and Citizenship. Each teaching group is set on ability, initially based on Key Stage 2 data. Teaching sets are reviewed on a regular basis throughout each academic year.

Curriculum at Key Stage 4 (Years 9, 10 and 11)

At Key Stage 4 all students study English, Mathematics, Science, PE, RE, PSHE and Careers. These courses are supplemented by a further four option subjects to create an educational pathway appropriate to each individual student. Further flexibility is provided for a small number of students who incorporate work-based training into their programme. Students study GCSEs or BTECs depending upon the specific subject they are studying.

Our curriculum is challenging and has an emphasis on English, Maths and Science (including Computing) and the other EBacc subjects (Geography, History, French or German), whilst also ensuring that students have the opportunity to develop their character and creativity through a range of practical courses and a programme of extra-curricular activities including performing and creative arts and PE. We are currently developing our student leadership programme and aspects of curriculum enrichment to engage students in the wider curriculum and further develop confidence and self-esteem.

Our students choose their GCSE options in Year 8 and begin their three-year GCSE programme of study in Year 9. We believe that this enables our students to access a range of 'academic' GCSEs and deepen their knowledge, skills and understanding. Students enjoy their learning and achieve good outcomes. The students choose four options with a significant majority of students studying either History or Geography to GCSE, or both. A very small minority of students choose two or three options that enables us to timetable pre-teaching of subjects or access an alternative provision where appropriate. This has had a noticeable impact on the well-being and achievement of those students. We endeavour to meet a wide range of individual choices whilst encouraging students to be ambitious and be aware of the requirements of courses post-16.

We believe strongly in the importance of 'Literacy for life' and the fact that a robust level of literacy underpins academic achievement. This is reflected in our long-standing whole school approach to literacy which includes fortnightly tutorial sessions, a cross-curricular focus on specific areas of literacy and interventions that are put in place to support those who find literacy more of a challenge. A Deputy Headteacher leads the Literacy programme. We are currently developing the three strands of our approach to reading including, reading for pleasure, reading across the curriculum and reading interventions.

Numeracy across the curriculum is led by our Numeracy Coordinator and includes a fortnightly programme of tutorial activities. Our students' mathematical skills are further enhanced by challenges and competitions internally and in collaboration with other Sigma Trust schools. STEM (Science, Technology, Engineering and Maths) is an important part of the curriculum with all students at KS3 studying Computing and Technology. Students also have the opportunity to attend enrichment activities provided by the STEM Club and related activities and visits as part of our Careers Education programme.

Our students are encouraged to show the highest level of commitment and ambition with the setting of challenging, aspirational targets; access to a range of student leadership opportunities and the expectation that they will achieve the highest levels on our Learning and Homework Profiles. Students are rewarded accordingly though our reward system.

A resilient, "Growth Mindset" approach is adopted in lessons with students expected to respond to their assessed work by making improvements, as directed by their teacher, their peers or from self-assessment. They are also encouraged to problem solve, think independently, and learn from mistakes and misconceptions whilst supporting the learning of others.

Within the classroom, students follow our agreed Behaviour Policy. They show compassion in their ability to empathise with others whose experiences and situations may differ to their own and fully appreciate the importance of the British values of tolerance and mutual respect within the law. These values underpin our programme of pastoral care, our approach to SEND and the implementation of our Behaviour Policy, which endeavour to both meet the needs of the individual and the school as a whole.

Personal Social Health Education (PSHE) and Careers Education are important parts of our curriculum and there is a coherent programme across the year groups. The PSHE and Careers programmes are overseen by a Lead Teacher for PSHE, and a Careers Leader and delivered by form tutors in tutor time and by external providers in a number of additional sessions and 'drop down' days. There are specific lessons in Citizenship in Years 7 and 8 and the subject is an option in KS4. Furthermore, students participate in a range of 'House' activities including inter-house competitions and charity events.

We are immensely proud of our curriculum and endeavour to balance a wide range of factors in its construction and implementation. The impact is reviewed on a regular basis to ensure that it meets the needs of all our students ensure a successful transition into the next stage of life.

The school has strong links with the Sigma 6th Form (based at Philip Morant School), Colchester Sixth Form College, Colchester Institute, the Rotary Club of Colchester Forum and our business partner Greater Anglia.

Religious Studies

Religious Studies is part of the compulsory curriculum for students in Years 7 to 11. The subject is taught from a comparative religion point of view and there is no special emphasis for or against any particular denomination. However, parents have the right to withdraw their children from RE if they wish and they should consult the Headteacher. Alternative arrangements will be made. Similarly, parents may withdraw their children from religious assemblies if they wish and should consult the Headteacher. Assemblies are held every week and are taken by both staff and visiting clergy (once per term).

TIMING OF THE SCHOOL DAY

School begins in the morning at 8.30am. **Students are registered every lesson using an electronic system so we can monitor attendance accurately.** Anyone arriving after registration must first report to the Student Reception office.

The daily pattern:

MONDAY TO FRIDAY

8.30	Start of the School Day and Tutor Time
9.05 – 10.05	Period 1
10.05 – 11.05	Period 2
11.05 – 11.25	Break
11.25 – 12.25	Period 3
12.25 – 1.25	Period 4
1.25 – 2.10	Lunch
2.10 – 3.10	Period 5

WEBSITE AND FACEBOOK

The Thomas Lord Audley School website can be found at www.tla.essex.sch.uk. The website contains information about the school, as well as being updated each Friday with the school newsletter The Griffin. Information about the school can also be found on facebook.com/thomaslordaudleyschool.

SITE SECURITY

The Thomas Lord Audley School considers the safety of its students and staff to be of paramount importance. The school has installed security gates and all visitors to the school are required to book in a reception and are issued with a visitor's pass. The school's CCTV system has been upgraded and there are cameras around the site.

CATERING

We are pleased that our Catering Development Manager, Mr Jackson and his staff continue to provide an excellent catering offer. We aim to provide a variety of good food at reasonable cost. Students may:

- bring sandwiches
- buy a lunch, hot or cold, or snacks and drinks from the cafeteria
- go home to lunch (if they live very close to the school & have a lunch pass)

The school operates a cashless catering system. Students are given a 'swipe card' which allows them to buy food and drink at break and lunch times. Parents and carers add money to their child's account through ParentPay. A weekly menu is available in the school newsletter.

Students who are entitled to free school meals should use their swipe card at the canteen tills where £2.10 is automatically credited each day. Please note any free school meal allocation left on a particular day will not be carried forward to the next day.

HOUSE ORGANISATION

The Thomas Lord Audley School has three Houses:

Nelson

- Head of House Mrs Bird
- Assistant Head of House Miss Hale

Darwin House

- Head of House Mrs Finbow-Jeffery
- Assistant Head of House Mrs Mills

Austen

- Head of House Mr Perry
- Assistant Head of House Mrs Clutton

When students join the school they are placed in a tutor group in one of these houses. They will normally stay in this tutor group for the duration of their time at the school. This system provides continuity for both students and parents as the tutor remains the first point of contact during their time at the school.

Students in Year 11 have their own Head of Year (Miss Price) and Assistant Head of Year (Mrs Robertson).

Throughout the school year a wide range of inter-form and inter-house competitions are organised and students will be expected to take part in as many events as possible.

SCHOOL UNIFORM AND JEWELLERY

All students should be dressed appropriately for school, wearing the approved school uniform as listed below. Our dress code should enable students to be comfortably and smartly dressed avoiding any excess of fashions or trends.

Autumn and Spring Term Uniform

- Black school trousers/knee length skirt (our approved design ONLY)
- White shirt (to include a collar and top button)
- School tie
- Navy blue jumper (with school logo)
- Plain black sensible shoes (no coloured markings or decoration)
- Coat or jacket (no 'hoodies' or extra jumpers/cardigans to be worn in school)

In order to avoid any confusion over the design of trousers and skirts, the only acceptable designs of trouser or skirt are those outlined on our link on the school uniform website www.tla.essex.sch.uk or www.yourschoolwear.co.uk

Boys' PE Kit

- Black shorts
- TLA PE Top
- White sports socks
- Black football socks/Shin pads/Gum shield
- Football Boots/Trainers (no black soles)

Girls' PE Kit

- Black shorts
- TLA PE Top
- White sports socks
- Black football socks/Shin pads
- Trainers (no black soles)

Summer Term Uniform

- Black school trousers/knee length skirt (our approved designs ONLY)
- Polo shirt (with school logo)
- Navy blue jumper (with school logo)
- Plain black sensible shoes (no coloured markings or decoration)
- Coat or jacket (no 'hoodies' or extra jumpers/cardigans to be worn in school)

Jewellery

Jewellery should be restricted to one set of ear-studs and wristwatch. Nose studs and other piercings are not acceptable in school and contravene Health and Safety Regulations.

ATTENDANCE AND PUNCTUALITY

We work hard to promote high levels of attendance for all our students. This is because there is a direct link between attendance at school and an individual student's level of achievement. Parents are asked to ring school on their child's first day of absence with a reason in the planner to be shown to form tutor in due course. If we do not hear from you on the morning of your child's absence you will be contacted to check that all is well. The school has an Attendance Officer who regularly takes action to ensure that children are attending school regularly. We also expect students to arrive at school by 8.30 in the morning so that they can take part in the morning tutorial time and assemblies, important parts of the school day.

A register is taken every morning, afternoon and at the start of every lesson. The information collected is sent to the office electronically and is used to collect attendance and punctuality figures and for our Attendance Officer to send texts and make absence calls. Our target is to ensure the best possible attendance by all of our students so it is very important for us all to work hard to achieve this. Students should only stay at home when they are too ill to cope with a full day in school. Students with manageable conditions such as headaches, coughs and colds should be encouraged to attend.

Guidance to Essex Schools on Leave of Absence effective from 1 September 2013

Statutory Instruments 2013 No. 756: The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Amendments to the Education (Pupil Registration) (England) Regulations 2006 mean that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. This includes leave of absence for the purpose of a family holiday during term time. Any holiday taken during term time will therefore be an unauthorised absence. Any request for leave of absence due to exceptional circumstances must be made in writing to the headteacher.

The Thomas Lord Audley School works with students, parents and other agencies to ensure you carry out your legal responsibility of making sure your child attends school. We do this in partnership with Attendance Solutions Essex Ltd. and Essex County Council. The Government now considers attendance above 95% to be an acceptable level. As a school, we are concerned when student's attendance drops below 100% and we take steps to address issues of attendance with students and/or parents when attendance begins to fall.

BEHAVIOUR AND DISCIPLINE

The Headteacher is responsible for the general conduct and discipline of the school and the daily management of students is delegated to the teaching staff. We have a structured behaviour management system in place which enables us to monitor the behaviour of individual students. Working in partnership with parents is essential and we have worked hard to make the school a welcoming place for parents to come and meet teachers to discuss concerns.

The school Code of Conduct is printed below. All new entrants to the school are expected to subscribe to the Code of Conduct and parents are asked not only to support it, but to discuss it with their children. The school charter makes our expectations clear about behaviour around the site.

Code of Conduct

1. Arrive at lessons on time, ready to learn, with the correct equipment.
2. Follow instructions from teachers.
3. Work to the best of your ability and allow teachers to teach and students to learn.
4. Listen to other people and respect their views and contributions to lessons.
5. Keep classrooms safe and tidy for learning and only eat or drink in permitted areas.

REWARDS

The general philosophy of the school is that, wherever possible, student achievement should be recognised, praised and rewarded. This applies not only to academic work but to social behaviour, sporting efforts and participation in extra-curricular activities. We also participate in the termly Jack Petchey Award scheme.

In the school reward system, students are encouraged to work for their House, their tutor group and themselves by collecting house points towards a league. Students are rewarded with prizes, including badges, on a regular basis each term. Rewards are awarded for academic achievement; attendance, good behaviour, effort and progress and demonstrating 'growth mindset' characteristics.

On appropriate occasions letters are sent to parents informing them of particular contributions their son or daughter has made to school life. At the annual Awards Evening achievement during the previous year is celebrated.

THE SCHOOL PLANNER

Every student is given a school planner which contains the following essential information:

School Procedures
Timetable of Lessons
Homework Schedule
Daily Record of Homework

Code of Conduct
School Uniform
Record of Stars

The school planner is a regular link with parents and notices and messages will be written in it. Parents are asked to sign the school planner each week so that we know that messages have been received and parents are able to check if homework is completed.

HOMEWORK

Homework is set regularly as we believe that this supports students' learning and gives them the opportunity to work independently on topics which have been covered in class. For the majority of subjects, they will be set 30 minutes of homework every week at KS3 and an hour at KS4. For lessons, where students only have a lesson once a week, then homework is set on a less frequent basis. In order to encourage students to develop Growth Mindset skills and to fulfil their potential, homework tasks are set linked to our Homework Profile criteria. This means that teachers set differentiated tasks which enable students to meet the criteria required for HP levels 4-6, meaning homework is marked against the level of effort put into the task. Students are also assessed half termly and given an HP level for each of their subjects. For those students who do not have an average of HP4 or above, additional after school support is provided by members of the extended leadership team. In addition to this there is a Homework Club, based in the Learning Academy which welcomes students, especially SEND students or those who might need additional assistance to receive extra support with their homework.

The school also operates an online homework diary on Go4Schools and parents and students have access to this to check homework that has been set.

MONITORING ACHIEVEMENT AND REPORTS

The progress of the students is monitored throughout the year. At regular intervals monitoring reports and targets for improvement are set. In addition, parents are invited to talk to the subject teachers on parents' evenings about the specific progress their child is making. Parents' will be given written information about the progress of their child on three occasions during the year.

At other times of the year parents will be contacted about their child's progress in school as appropriate. Any concerns will be discussed with parents in order for us to work together to ensure all students maximise their potential.

SCHOOL COUNCIL

Each tutor group elects a representative for the School Council which meets at least once every half-term. They discuss a range of school issues and have a budget which can be used to implement their ideas. The School Council also shortlists the termly Jack Petchey Award nominations.

STUDENT LEADERSHIP ROLES

We want to encourage students to take on roles of responsibility, develop leadership skills and contribute to school life. At the end of Year 9 students apply to be student leaders (previously known as prefects and each Head of House appoints a group for their house. The selected students are then able to apply to be Head Boy and Head Girl and are interviewed and selected by the Headteacher at the end of Year 10 ready for Year 11. Students take on a wide range of activities including helping out at school events, supporting tutor groups in the school and mentoring other students. There are a number of senior leadership roles including Head Boy/Girl, Deputy Headboy/girl, House Captains and House Sports Captains. This year we are looking to extend our student leadership programme in Years 7 and 8.

EXTRA CURRICULAR ACTIVITIES

We offer a full range of sports activities and have a strong tradition of success in District Competitions. There are a wide variety of clubs that meet both after school and at lunchtime including the STEM Club, which involves students in projects focusing on science, engineering and computer programming. We also have a range of Drama and Music Clubs. Many trips take place throughout the year to enrich the curriculum for the students as well as forming an integral part of curriculum coursework.

English	Debating Club Public Speaking Poetry Club
Computer Science and Media	Retro Games Club Photography Club
Science and Maths	STEM Club VEX Robotics STEM CREST ESOC – Engineering Society Drone Club
Drama and Music	Musical Club Music Tech Club Rock School Drama Club Ukulele Club Choir
Food Technology	Cooking Club

PE ACTIVITIES

Physical Education Extra Curricular Activities 2019 – 2020

Girls' Activities

	Sep - Oct	Oct - Dec	Jan - Feb	Feb - April	April - May	May - July
Mon	BASKETBALL Yr 9,10,11 Afterschool Girls Rugby – FEB 7,8 AFTERSCHOOL	BASKETBALL Yr 9,10,11 Afterschool TRAMPOLINING Yr 7 – 11 LUNCH	BASKETBALL Yr 9,10,11 Afterschool TRAMPOLINING Yr 7 – 11 LUNCH	BASKETBALL Yr 9,10,11 Afterschool	ATHLETICS All Years Afterschool	ATHLETICS All Years Afterschool
Tue	X-COUNTRY All years Afterschool	TRAMPOLINING Yr 7 – 11 LUNCH	Girls FOOTBALL Yr 7 - 11 Afterschool	Girls FOOTBALL Yr 7- 11 Afterschool	CRICKET All years Afterschool	DANCE PERFORMANCE All years Afterschool
Wed	NETBALL Years 7, 8, 9 Afterschool	NETBALL Years 7, 8, 9 Afterschool	NETBALL Years 7, 8, 9 Afterschool		ROUNDERS All years After school	ROUNDER S All years After school
Thur	BASKETBALL Yr 7,8 LUNCH NETBALL Yr 10, 10B, 11 Afterschool	BASKETBALL Yr 7,8 LUNCH NETBALL Yr 10, 10B, 11 Afterschool	BASKETBALL Yr 7,8 LUNCH NETBALL Yr 10, 10B, 11 Afterschool	BASKETBALL Yr 7,8 LUNCH DANCE Yr 7 - 11 Afterschool	DANCE Yr 7 - 11 Afterschool	DANCE PERFORMANCE All years Afterschool
Fri	FITNESS SUITE All years - Girls LUNCH GCSE Theory revision Yr 9, 10, 11 LUNCH	FITNESS SUITE All years - Girls LUNCH GCSE Theory revision Yr 9, 10, 11 LUNCH	FITNESS SUITE All years - Girls LUNCH Theory revision Yr 9, 10, 11 LUNCH	FITNESS SUITE All years - Girls LUNCH Theory revision Yr 9, 10, 11 LUNCH	FITNESS SUITE All years - Girls LUNCH Theory revision Yr 9, 10, 11 LUNCH	FITNESS SUITE All years - Girls LUNCH Theory revision Yr 9, 10, 11 LUNCH

Boys' Activities

	Sep - Oct	Oct - Dec	Jan - Feb	Feb - Apr	Apr - May	May - July
Monday	Theory Revision Year 9, 10, 11 Lunch Basketball Year 8 - 11 Afterschool	Theory Revision Year 9, 10, 11 Lunch Basketball Year 8 - 11 Afterschool	Theory Revision Year 9, 10, 11 Lunch Basketball Year 8 - 11 Afterschool	Theory Revision Year 9, 10, 11 Lunch Basketball Year 8 - 11 Afterschool	Theory Revision Year 9, 10, 11 Lunch Athletics All Years Afterschool	Theory Revision Year 9, 10, 11 Lunch Athletics All Years Afterschool
Tuesday	Netball Year 10, 11 Afterschool	Netball Year 10, 11 Afterschool	Netball Year 10, 11 Afterschool	Football Year 10, 11 Afterschool	Cricket All Years Afterschool	Dance Performance All Years Afterschool
Wednesday	Netball Year 7, 8 Afterschool Netball Year 7, 8, 9 Afterschool	Basketball Year 7 Dec - Lunch Netball Year 7, 8, 9 Afterschool	Basketball Year 7 Lunch Netball Year 7, 8, 9 Afterschool	Dance Year 7, 8 Lunch Girls Football Year 7, 8, 9 After School	Dance Year 7, 8 Lunch Rounders All years After School	Rounders All years After School
Thursday	X-Country All Years October Afterschool	X-Country All Years October Afterschool		Dance Year 9, 10 Lunch	Dance Years 9, 10 Lunch	Dance Performance All Years After School
Friday	Fitness Suite All Years Lunch	Fitness Suite All Years Lunch	Fitness Games All Years Lunch	Fitness Suite All Years Lunch	Fitness Games All Years Lunch	Fitness Suite All Years Lunch

Aims of Sport

1. To enjoy Sport: competition, co-operation and comradeship.
2. To encourage every student to compete at the highest level, now and in the years ahead.
3. To teach good sportsmanship, fair play, good manners, respect for oneself, the team and the opposition.

The school makes use of its excellent sports hall; one of the best venues for badminton in the North East Essex area and also home to the Essex Junior Blades programme. In addition we have new state of the art netball courts. We work very closely with local clubs so that students benefit from both school and club coaching.

SCHOOL TRIPS

Below are examples of the types of school trips which we offer each year:

Year 7	Year 8	Year 9	Year 10	Year 11
Mersea Camp	Germany Residential	Drama trip to Theatre in London	Drama trip to theatre in London	Drama trip to theatre in London
School Proms Charter Hall	School Proms Charter Hall	School Proms Charter Hall	School Proms Charter Hall	School Proms Charter Hall
Christmas Pantomime	NEMO Maths Competitions	Geography Field Trip Walton on the Naze	Science Live - London	Colchester Careers Convention
Firebreak Team Building	Science Faraday Challenge Clacton County High School	Brilliant Club at University of East Anglia	German Christmas Market	German Christmas Market
Ski Trip Austria	Ski Trip Austria	Ski Trip Austria	Ski Trip Austria	Ski Trip Austria
Sports Tour Holland	Sports Tour Holland	Sports Tour Holland	Sports Tour Holland	Sports Tour Holland
French Day Trip	Anglia Ruskin University Careers Technology	Respect Project	British Telecom Careers Trip	Poetry Live Cambridge Corn Exchange
Colchester United Stadium Tour		NEMO Maths Competition	University of Essex Careers Trip	University of Oxford Mathematics
Modern Foreign Language Spelling Bee			University of Cambridge Careers Trip	

TRANSPORT

Providing home-to-school transport remains the responsibility of the Local Education Authority. Enquiries should be made to the County Planning Department at County Hall, Chelmsford on 0345 603 2200. In school, senior staff have responsibility for school transport on a day-to-day basis.

Students travelling on contract buses must carry their tickets at all times so that they are available for inspection by the driver. Tickets are valid for a particular bus and are not transferable. Drivers have the right to refuse to carry students who do not show a valid undamaged bus pass.

School staff supervise the arrival and departure of contract buses. Students who, for any reason, do not intend to return home on their regular bus must inform a member of staff on each occasion.

Students riding bicycles to school are asked to take great care at all times. Bikes can be stored during the day in the bike storage area opposite the Sports Hall. All students who ride to school are expected to follow the clearly marked cycle paths around the site

At peak travel times the road outside the school becomes particularly congested, especially when the buses are arriving and leaving. We request that in the interests of safety, parents transporting their son/daughter by car drop the student at the turning circle at the beginning and end of the day to avoid causing an obstruction for students, pedestrians, cyclists and bus drivers.

MEDICAL ATTENTION

There is provision within school for basic medical attention from a member of the support staff. In the event of a serious accident a student will usually be taken to Colchester General Hospital and parents contacted and asked to attend the hospital. If students are taken ill parents may be contacted and asked to collect their son/daughter. Tablets and other medications may be left with the school for safe keeping throughout the day. If your son/daughter has any specific medical concerns you need to complete a Health Care Plan (HCP) so we can ensure all staff are aware of any issues.

SPECIAL EDUCATION NEEDS

At the Thomas Lord Audley School we have a Learning Academy which aims to provide support to overcome a variety of barriers to learning, be they cognitive, specific, general or sensory. The person with overall responsibility for special educational needs at the Thomas Lord Audley School is the SENCo Ms Rees. She works with the Pastoral Manager, Heads of House, Assistant Heads of House and Learning Support Assistants, coordinating provision for students with special needs.

Those students who fail to make adequate progress despite 'quality first teaching' may be placed on the SEN register as Additional School Intervention (K). If a student has significant difficulties the Local Authority may begin consultation to issue an Education, Health and Care Plan (EHCP). If an EHCP is issued the responsibility for coordinating provision rests with the SENCo and other members of the Learning Support Department. Those students on the SEN register are issued with a student passport, available to all staff, which outlines their difficulties and suggests strategies for staff. The students play a key role in writing the passports.

Ms Rees liaises with Statutory Assessment Service (SAS) and a range of outside agencies. She also directs the work of the team of learning support assistants. Mrs Rees maintains the register of Looked After Children and the list of students for whom English is an additional language.

FACILITIES FOR THE DISABLED

The school has disabled access by a lift to all floors of C Block and has disabled toilet facilities.

POST-16 EDUCATION

In common with the majority of Colchester schools, students are able to continue their education from age 16 at the Sigma 6th Form (based at Philip Morant School), Colchester Sixth Form College, Colchester Institute or another post-16 provider. These institutions offer first-class opportunities and we encourage all our students to continue their studies after their time with us. A strong relationship with these institutions, built up over the years, ensures a smooth transition to appropriate courses when the time comes.

SCHOOL POLICIES

Policies can be viewed by contacting the Clerk to the Governing Body at the school or by accessing the school's website: The following policies can be found on the website www.tla.essex.sch.uk:

- Admission Appeals Forms
- Admissions
- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Careers Education, Advice and Guidance Policy
- Charging for School Activities
- Child Protection and Safeguarding Policy
- Complaints Procedure
- Data Protection Policy
- Freedom of Information Act Publication
- Home School Agreement
- Keeping Children Safe in Education
- Race Equality Policy
- Sex and Relationships Education

ACADEMIC YEAR 2018 – 2019 HIGHLIGHTS

- The new academic year starts on a positive note
- Year 9 girls attend the TechGirls Award Ceremony at Anglia Ruskin University to collect their Innovation Award
- Open Week is a huge success with a record number of families visiting the school
- Forty two Year 11 students who left in the Summer completed the National Citizens Award over the summer holiday
- Charlie Argent an ex Year 11 student organised various events and stands in the town centre to raise awareness of alcohol addiction and the recovery process
- The Senior Prefect Team are appointed, Head Boy Yasin Erkul, Head Girl Holly Craig, Deputies Sam Copus, Elena Low and Fleur White
- Year 7 and 8 boys football teams begin the season well with solid performances and convincing wins
- Year 11 students attend Colchester Careers Convention to explore opportunities post 16
- STEM (science, technology, engineering and maths) week takes place at school with a whole host of activities for students to try
- A group of Year 9 and 10 students visit Colchester General Hospital on World Restart a Heart day to learn about CPR
- Drone enthusiasts take part in a challenge run by Rapid Electronics to improve flying skills and coordination
- The TLA Annual Awards evening takes place and is a chance for the school, students and parents to celebrate the success of our students
- Royal Navy chefs come into school to deliver a Ready Steady Cook workshop
- Austen House hold their non-uniform charity day in support of Children in Need
- Mrs Robertson with the help of Asdan students creates an extremely poignant remembrance garden for the centenary of the end of World War 1
- Students from the school take part in the Colchester Cross Country competition with two students qualifying for the Essex Cross Country competition
- Local business people come into school to help Year 11 students with interview skills and techniques during a mock interview session
- To celebrate 100 years of the RAF and in conjunction with STEM representatives from the RAF come into school for Build a Glider Project
- Year 10 students pay a visit to BT at Martlesham Heath to learn about possible career opportunities
- Twelve students from Years 7 and 8 attend a Firebreak Course at Wivenhoe Fire Station aimed at raising self-esteem, communication and team work
- Rugby players from Years 7 to 11 were extremely lucky to attend Twickenham to watch England play Japan at rugby

- Students who have an interest in a career in either the Police or Fire Service attend a Youth Engagement Conference in Chelmsford to find out more
- Jack Petchey winners are announced – Achievement in School – Kierra Newell – helping a student who does not speak English and making her feel welcome at TLA. Achievement out of School - Rebecca Webb – undertaking a sponsored walk around Mersea to raise money for a fellow student. Special Award – Brooke Mole – cut off all her hair for charity
- Year 9 students come second in the Sigma Trust's Maths NEMO competition
- Students with an interest in a career in the health sector were given an opportunity to visit Colchester General Hospital
- GCSE drama students travelled to London to watch the West End show Aladdin
- Former TLA student Lewis Richardson becomes British Boxing Champion on his Great Britain debut.
- Forty eight GCSE German students enjoyed a trip to the Christmas markets in Altenahr near Cologne to practice their spoken German
- Students who have been working hard on their spoken English enjoy a rewards lunch
- Year 8 and 9 students attend a Science Ambassadors training day in Chelmsford which introduced the students to some of the physics involved in surviving in space
- Students who have attended school and work consistently hard over the academic year were rewarded with a trip to the cinema
- Year 11 students find out how they performed in their mock exams in the pre public exam results day
- Year 9 students attend Cambridge University for the launch of Brilliant Club
- Year 9 and 10 students perform The Sign of the Four – A Sherlock Holmes Adventure
- Motivational speaking group FixUp delivered an assembly to Year 11 students
- Year 10 and 11 students enjoy a performance of Macbeth by Box Clever
- Year 8 students take part in the Sigma Trust's NEMO Maths Competition
- Forty six Year 11 students attend the Cambridge Corn Exchange for the Poetry Live event as part of GCSE Literature
- PSHE Drop Down Day takes place where all students have an opportunity to learn about a whole host of relevant issues for modern teenagers
- The Stanway/TLA school ski trip is enjoyed immensely by all who took part
- The TLA basketball teams have a very successful season reaching competition finals
- World Book Day is celebrated at school with students and staff enjoying lots of themes activities
- Grease hits TLA – the school production is a huge success

- Science Week in school give the students lots of opportunities to try new things including a forensic science workshop
- Year 8 students enjoy a workshop presented by Bloodhound SSC and learn about land speed records
- TLA students make it to the final of the Have Your Say Competition
- Year 10 TechGirls workshop shows how technology has developed and helped us over the years
- The annual Schools Prom takes place at Charter Hall and TLA students were outstanding
- The University of Essex hosted The Big Bang Fair celebration of science, technology, engineering and maths and TLA students had a extremely helpful educational experience
- TLA students take part for the first time in the Colchester Swimming Gala with two students securing second place in their individual competitions
- Year 7 students take part in the Sigma NEMO Maths competition
- Year 10 students attend an Enrichment Day at the University of Essex to increase participation in Maths post-16
- The Royal Navy and RAF bring an interactive workshop for Year 7 students to learn about communication and data in the modern age
- Jack Petchey Award winners. Achievement in School – Nate Drury – outstanding contribution to the school productions and his willingness to learn. Achievement out of School – Michael Pickwell – fundraising whilst taking part in the Race for Life. Special Award – Leah Harvey – commitment and hard work with dancing since the age of three
- TLA are represented well in the Sigma Trust's Poetry Slam competition with Beverley Agyapong reaching the final and Paige Oldfield winning overall for reading their favourite poems
- The annual staff v. Year 11 football match takes place and the staff won on the day
- Seventy Year 7 and 8 students take part in the national Maths competition learning exciting new maths skills
- Book Tasting in the Library takes place and is a chance for the students to read books they might not normally choose
- The literacy termly award winners lunch is enjoyed by successful students
- Rebecca Callender wins the emoji quiz in the library successfully guessing the titles of books from the emojis
- Anorak Patch a band made up of TLA's students open the Albion Music Day at Rowhedge
- Book cover bingo takes place in the library and was a very popular activity
- Book Buzz competition winners enjoy a celebratory lunch
- Students who have worked consistently hard over the year are treated to a day out at Mersea Outdoor Camp
- The Year 7 cricket team enjoy a win for their first match as a team

- The FixUp Year 10 motivational assembly inspires the students to ‘be the best they can be’
- The Head of Hospitality and Catering at Colchester Institute visited the school to work with Year 9 students who aspire to a career in the catering and hospitality industry
- Some of the world’s most famous footballers are celebrated with the ultimate football heroes event in the library
- The PE Department host their annual awards evening celebrating sporting success
- Head Boy Nate Drury and Head Girl Lode Harvey-Tralaу are appointed along with two Deputy Head Girls, Elle Bishop and Lauren Dunn
- Sofie Scott in Year 11 had 100% attendance during her whole time at TLA - an outstanding achievement
- As part of the library’s continued literacy activities staff and students celebrate the work of the author David Walliams
- Year 10 Geography students carry out a field work trip at Tollgate Retail Park
- Another extra literacy activity in the library takes place – celebrity favourite book quiz
- The inter-form literacy challenge week takes place with success for each of the Houses
- The Royal Marines come to TLA to deliver a physical, teamwork and communication workshop to students
- Year 8 students take part in the Sigma Science Challenge Day to design and build an aircraft
- The University of Essex hosts a taster day for Year 10 students
- TLA hosts Year 5 students from primary schools in our priority admission area for some fun and educational activities
- The Year 11 prom takes place and the students all looked wonderful
- The Sigma Sing Event takes place with students showcasing some amazing talent
- The annual Sports Day takes place and is enjoyed by all with Austen winning again