

Local Authority	Services to Schools Division	County Hall, Spetchley Road Worcester WR5 2NP	(01905) 763763
Chair of Governors	Mrs J Richardson	c/o Aston Fields Middle School, Drummond Road, Bromsgrove, B60 2ET	(01527) 876026
School Secretary	Miss T Franklin	Aston Fields Middle School	(01527) 876026
School Business Manager	Mrs J Pearson	Aston Fields Middle School	(01527) 876026

The information in this booklet applies to the academic year 2025 – 2026 and particulars are correct in relation to this year. Changes may be made affecting relevant arrangements before the start of, or in relation to, subsequent school years.

School Admissions

Worcestershire County Council’s Information for Parents/Carers Book on Admissions and Transfers to Schools is available online at www.worcestershire.gov.uk/schooladmissions

The Information for Parents/Carers book contains full details on the application and allocation process, including oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

The information below briefly explains:

How to apply for a school place in the normal round of admissions 2025/6

The parents/carers of ALL pupil’s resident in Worcestershire, including parents/carers whose preference is for the catchment area school for the child’s home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete a Worcestershire LA Common Application Form (PAI) by the closing date.

Applications can be made online up until the closing date, 15th January 2025 by visiting www.worcestershire.gov.uk/schooladmissions

If you do not have access to the internet Application Forms are available from the School, Local Worcestershire Hub or by request on Tel no: 01905 822700.

The parents/carers of pupil’s resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the ‘home’ LA. (The ‘home’ LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed on to Worcestershire LA for consideration in the allocation of school places.

When are decisions made?

For pupil’s resident in Worcestershire, the offer letters will be posted on Wednesday 16th April 2025 via second class postage or sent by email if parents/carers choose this option. They will be sent direct to parents/carers, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents/carers by the home LA, even if it is for a school in Worcestershire.

ASTON FIELDS MIDDLE SCHOOL STAFF 2025-26

Headteacher

Mrs A Hales

Deputy Headteacher

Mrs J Birrell - Teaching and learning, curriculum, day to day routines, assessment, testing, pupil targets and reports, pupils not making expected progress, innovation, reading, catch-up programmes, interventions, inclusion, key stage 2 SATs, Acting Headteacher in Mrs Hales's absence

Deputy Headteacher

Mr G Hall — Pastoral matters, behaviour, personal development and anti-bullying, pupils' welfare and safety, breaktimes and lunchtimes, homework, visits and trips, website, Music and Expressive Arts, transition to high school, sports premium, Careers Information, Education, Advice and Guidance (CIEAG), admissions, Character Education

Assistant Headteacher & Designated Safeguarding Lead

Mrs H Mynott — Child protection, safeguarding children including online/e-safety and Prevent, well-being and mental health, transition from first school

Associate Assistant Headteacher

Mr J Brooks – Pupil Premium, Trauma Informed Schools Practitioner, curriculum, teaching and learning, school transport, History, peer mentors, gifted, talented and most able, looked after & previously looked after children (CLA & CPLA), support for parents/carers, holiday support

Associate Assistant Headteacher

Mrs L Wildsmith – Inclusion, reports, pastoral matters, behaviour, welfare, personal development and anti-bullying, Key Stage 2 SATS, attendance, assessment

Directors of Year Group Teams

Mrs A Nowak

Director of Year Group 5

Mr C Delaney

Director of Year Group 6

Miss R Bratton

Director of Year Group 7

Ms M Philip

Director of Year Group 8

Directors of Subject Teams

Miss K McNamara

Science/ Year 7 Form Teacher

Miss C Ward

SENDCo/ Year 8 Form Teacher

Mr J Pavlovs

IT and Computing/ Year 8 Form Teacher

Mrs S Sneddon

Lead teacher for KS2 Science/ Year 5 Form Teacher

Mrs A Taylor

Geography/ Year 7 Form Teacher

Mr R Molesworth

PE, Sports and School Games Organiser/ Peer Leaders

Mrs S Duerden

Art/ Year 7 Form Teacher

Miss R Bratton

Director of Year 7/Design and Technology

Ms M Philip	Director of Year 8/Wellbeing Mentors/ Character Education/Religious Studies/PSHCE
Mrs R Winch	Assistant SENDCo/Year 6 Form Teacher
Mr C Delaney	Modern Foreign Languages/Year 7 Form Teacher
Mrs H Weston/ Mr N Bennison	Maths/ Year 6 Teachers
Mrs E Lovett	English/ Year 6 Form Teacher
Mrs K Jasper	Lead teacher for Careers Information & Education, Advice and guidance/Year 8 Form Teacher
Mrs A Claydon	Deputy Director of English/ Year 7 Form Teacher

Form Teachers

Miss A Bryan/ Mrs A Nowak	Y5
Mrs S Sneddon/ Mrs K Mitchell	Y5
Mrs F Hooper	Y5
Mrs L Lacey / Mrs D Goulder	Y5
Mrs N Loxley	Y5

Mrs H Weston / Mr C Delaney	Y6
Mrs E Lovett/ Mrs R Winch	Y6
Mrs R Wilbrooke/ Mrs M Davidson	Y6
Mrs G Eno	Y6
Mr N Bennison	Y6

Mrs G Simeons/ Mr R Molesworth	Y7
Mrs A Claydon	Y7
Mrs A Taylor/ Miss R Bratton	Y7
Miss K McNamara / Mrs S Duerden	Y7
Mrs HA Weston	Y7

Mrs J Collins	Y8
Mrs K Jasper/ Ms M Philip	Y8
Mrs V Hopton	Y8
Mr L Garwood	Y8
Mr J Pavlovs/ Miss C Ward	Y8

Additional Teaching Staff

Mrs J Spencer	Cover Manager/ Pupil Premium and Behaviour Mentor
Ms K Cerrone	Cover Supervisor

Teaching Assistants

Mrs A Griffin	Lead TA Maths/Peer Mentors/Breakfast club
Mrs M Hayer	Nurture Club (Lunchtimes)
Mrs S Marsh	
Mrs A Saunders	
Ms M Pearce	Breakfast club

Mrs S McCallum
Mrs C Bruton
Mrs R James
Mrs K Reed
Mrs L Rowe
Miss S Roberts
Mrs J Proudman
Miss I Caney

Miss J Tomlinson
Mrs G Hooper-Tilsley
Mrs E Burbidge
Mrs S Johnstone

Learning Mentor
Learning Mentor
Learning Mentor
Learning Mentor

Non-Teaching Staff

Miss T Franklin
Mrs J Pearson

Mr I Pearson
Mr S Hughes
Mrs M Stacey
Mrs E Thompson
Mrs S Fiumefreddo
Mrs V Baylis
Miss J Lambert
Mrs E Jones
Mrs E Cleal
Mrs H Anderson
Mrs K McCallum
Mrs T Cormack
Miss N Williams
Mrs T Halfpenny

School Secretary/ Clerk to Governing Body
School Business Manager/ Chair of Friends of
Aston Fields Middle School
Site Manager
Assistant Caretaker
Attendance Officer
Network Manager
Finance Administrator
SEND Administrator/ Clerical
Reception/ Clerical
Reception/ Communications Manager
Reception
DT Technician
Science Technician
Music Administrator
Librarian
Librarian

Lunchtime Supervisors (LTS)

Miss C Spence
Mrs C Barrett
Mrs T Halfpenny

School Cleaners are provided by 'Webb Support Services Limited'

School Catering Contractors: Shire Services

Mrs R Memi
Ms L Layton
Mrs H Grace
Ms R Redmond
Ms A Martin

Catering Manager
Assistant Cook
Kitchen Assistant
Kitchen Assistant
Kitchen Assistant

INTRODUCTION TO THE SCHOOL/ETHOS

Aston Fields Middle School is a co-educational Community School for pupils aged nine to thirteen. The school, which opened in 1969, is situated in south-east Bromsgrove and is one of five Middle Schools serving the town and its surrounding area.

The school has five forms of entry and 600 pupils on roll. 150 pupils are admitted each year from the Feeder First Schools of Charford, Finstall, Stoke Prior and Hanbury, and other schools in the local contributory area. Many parental preferences are also made from outside the catchment area. The vast majority of children, having attained their 13th birthday in the school year, normally transfer to South Bromsgrove High School, one of two High Schools in the town.

New, purpose-built accommodation and a significant refurbishment programme has meant that Aston Fields Middle School is now one of the best equipped middle schools in Worcestershire with excellent specialist teaching facilities in addition to high quality classroom accommodation. Year 5 pupils benefit from a purpose-built classroom block adjacent to the KS2 playground.

Information Technology facilities have seen rapid expansion and, in addition to designated networked suites of computers within the school, pupils have access to Chromebooks, multimedia and interactive white boards throughout their four years in the school.

At Aston Fields Middle School, we believe all members of our school family are part of a wider, international community. We aim to promote an ethos of tolerance, understanding, courtesy, co-operation, good manners and mutual respect through our established Character Education programme. Pupils are taught about the knightly virtues in Year 5 and over their four years with us they will explore character in more depth, looking at how we can build character and how this will enable them to become lifelong learners and follow their dreams. Pupils explore different cultures, both in Britain and the wider world, through events such as All Different: All Equal Day and Modern Britain Day.

Physical Education, Sport and the Arts are all strengths of the school. A fine gymnasium, large playing fields and music block support the pupils' work in these areas of the curriculum. Rugby, football, hockey, netball, cricket, rounders, volleyball, basketball, tennis, athletics and many more unusual sports are all represented within the school year. There is a focus on participation and inclusion in all sporting and non-sporting activities, which supports our values and the development of character.

Pupils are encouraged to respect the environment. Trees and gardens have been planted, and litter prevention and recycling initiatives have been successfully introduced to benefit present and future pupils. A Jubilee Garden was created by the Eco Committee to further enhance the school grounds, and this has been further developed by our current Eco-STEM group. This formed the basis for our recent partnership with the Royal Society and their Tomorrow's Climate Scientist project.

We encourage all pupils to contribute to the wider aspects of school life and to live out the school motto by "Striving for Excellence: Learning for Life" in all they do.

SUMMARY OF THE GOVERNORS' BEHAVIOUR FOR LEARNING AND EXCLUSIONS POLICY

We encourage all members of Aston Fields Middle School to regard themselves as members of the school family where they can feel secure and well cared for. A positive and pleasant working atmosphere is aimed for through an emphasis on care for all pupils and respect for others.

Good conduct and discipline are based on the principles of respect and consideration of others, and a high standard of behaviour is expected of all pupils. The school operates a system of Expectations, Rewards and Consequences (detailed below) which Governors expect pupils and staff to adhere to. Emphasis is placed on positive behaviour. This is made clear to pupils, by staff, through the use of praise, assembly reminders, written comments, achievement boards, achievement assemblies, notes in planners, house points, certificates, letters home to parents/carers and prize giving's. Children are encouraged to celebrate and record their achievements in their individual planner and diary. At the end of each half term, pupils who achieve the required number of stamps will be rewarded with an extended break time and have access to a variety of play activities and games. In addition, for those pupils who achieve the expected number of stamps towards the end of the term, there will be a choice of rewards organised by the Director of Year Group and their team. These will vary from sporting activities to arts and crafts. This has become part of our rewards policy as a result of pupil voice and feedback from the School Council and holds great appeal for the pupils.

These systems reflect our emphasis on Character Education through good behaviour, good manners, co-operation, courtesy and respect and is designed to encourage pupils to follow instructions given to them by adults. Positive behaviour is encouraged at all times. (See Appendix 1 which explains the stamp system).

Misbehaviour is normally dealt with to begin with by the class/form teacher or Director of Year Group in line with the school's expectations, rewards and consequences and other factors mentioned in this policy. Parents/carers will be contacted if there are concerns about poor behaviour. In more serious or persistent cases of poor and unacceptable behaviour which is deemed by the Senior Leadership Team to breach the Governors' Behaviour for Learning Policy, a pupil may be suspended or permanently excluded by the Headteacher or the Acting Headteachers.

At Aston Fields Middle School, Governors strongly believe that all pupils and staff have the right to feel safe at school in an environment free from harm and the safety of pupils and staff is taken very seriously indeed, in line with the school's safeguarding duties. Governors will view breaches against this aspect of this policy very seriously. Pupils are told regularly that if they think they are being bullied, or if they see someone else being bullied or if they think someone is being bullied, they must **tell an adult they trust!**

EXPECTATIONS REWARDS AND CONSEQUENCES

EXPECTATIONS

For ALL pupils to feel safe and well cared for, the following expectations should be followed:

- I will show courtesy, co-operation and good manners towards others
- I will treat others with kindness and respect
- I will follow instructions
- I will stay on task and allow others to work
- I will walk sensibly and safely around the school
- I will not bully or use violence or inappropriate language
- I will wear correct uniform



REWARDS

INDIVIDUAL

- Praise, stickers, stamps, positive remarks in planner
 - House points
 - Letter/praise postcard/phone call home
 - Voucher, stationery prize, certificate
 - Inclusion in Roll of Honour
- Hot Chocolate & Cookies with the Headteacher

CLASS/GROUP

- Free choice/music while you work
- Extra break time
-
- 1/2 termly reward
- Termly reward
- Class star charts



CONSEQUENCES

- Verbal warning - informal
- Separation within the classroom
- Formal verbal warning away from other pupils + yellow card
- Red card. Behaviour Recovery and parental contact
- Breaktime/lunchtime detention
- Suspension and parent/carer contact*
- Permanent exclusion*

**Fast track for serious behaviours*

ACHIEVEMENT AND ENJOYMENT

Curriculum

At Aston Fields Middle School, teaching develops pupils' knowledge, skills and understanding and takes place within a broad and balanced curriculum. This builds on pupils' prior learning and is accompanied by an effective social, moral, spiritual and cultural ethos, which helps to develop and prepare pupils for life in modern Britain. Aston Fields Middle School follows the National Curriculum as introduced in September 2014.

The curriculum at Aston Fields Middle School:

- a) Actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. This is underpinned by the school's ethos of providing a caring, family atmosphere based on courtesy, co-operation, mutual respect and good manners and supported by Character Education.
- b) Promotes tolerance of, and respect for, people of other faiths, cultures and lifestyles with effective social, moral, spiritual and cultural development of pupils, including through engaging pupils in extra-curricular activity and local community links.
- c) Includes a balanced approach to pupils' religious education which is broadly Christian but encompasses all major world faiths.
- d) Includes a variety of assemblies which help to promote pupils' social, moral, spiritual and cultural development, providing clear guidance on what is right and wrong.

Our pupils learn across two key stages here at Aston Fields Middle School. Years 5 and 6 are the completion of the Key Stage 2 curriculum, culminating in the SATS tests in Y6. The children then continue into KS3 through Years 7 and 8.

Subject	Year 5	Year 6	Year 7	Year 8
English	7	7	4	4
Maths	6	6	4	4
Science	2	2	3	3
Computing	1	1	1	1
Art	See Expressive Arts	See Design Technology	1	1
Design and Technology	See Expressive Arts	2 – Includes Art in Y6	2	2
Expressive Arts*	2			
Geography	1	1	1	1
History	1	1	1	1
Music	1	1	1	1
PE	2	2	2	2
PSD**	1	1		
RS	See PSD	See PSD	1	1
Learning for Life (Preparing for high school and future careers)				1
MFL (Modern Foreign Languages/French)	1	1	2	2
PSHCE***	See PSD	See PSD	1	1
Humanities			1	

In addition, there is dedicated time for reading each day.

*Expressive Arts – a combined Art and Design course.

**PSD – Personal and Social Development – a combined RS and PSHCE (In addition to the weekly lessons, pupils also receive 6 drop down days allowing them to explore in greater depths aspects of the RS and PSHE curriculum)

***PSHCE – Personal, Social, Health and Citizenship Education supported by our focus on Character Education

Key Stages

Pupils progress through the National Curriculum Key Stages completing the last two years of Key Stage 2 and commencing the first two years of Key Stage 3 at middle school. Close liaison with our first schools and high school ensures continuity of progress across the key stages and in May, end of Key Stage 2 tests in English and Maths are taken by our Year 6 pupils.

Religious Education and Collective Worship

The school has a Christian ethos, and pupils experience a range of school, year group, class and house assemblies where they are encouraged to take part in an act of worship. Festivals such as Remembrance, Christmas, Easter and Harvest are also celebrated in Collective Worship. Each class studies Religious Education following the Local Authority's agreed syllabus. Under Section 25 of the 1944 Education Act parents/carers may withdraw their children from any part of religious education. Such requests should be made in writing to the Headteacher, Mrs Hales.

Sex and Relationship Education

The governors and school have a regularly reviewed and agreed policy on Relationships and Sex Education. A summary of the content and organisation of the sex education curriculum is available at school. The policy states that any sex education is taught in such a manner as to encourage pupils to consider morals and the value of family life. Our policy was developed in consultation with our parents/carers. Parents/carers have the right to withdraw their child from aspects of Sex Education that are taught outside the science curriculum. Such requests should be made in writing to the Headteacher (Mrs A Hales).

Physical Education and Sport

There is a strong emphasis on encouraging pupils to appreciate the benefits of a healthy lifestyle and consequently all pupils receive two one-hour P.E./Games lessons per week. Work within the Physical Education Department is designed to support and contribute to the aims of the school, by providing appropriate challenges that allow pupils to develop physically, socially and intellectually. The programmes are designed to make pupils more aware of their own capabilities and those of their peers through active involvement as planners, performers, observers and assessors.

Staff and trained coaches offer many opportunities in a wide range of extracurricular activities to which pupils of all abilities are invited. These include netball, football, rugby, hockey, tennis, gymnastics, crosscountry, athletics, cricket, rounders, volleyball and basketball. As a result, our school teams regularly compete and enjoy success in Local, District, County and National competitions.

Character Education

As a school of character, Aston Fields Middle School aims to equip all pupils with the intellectual tools to make wise choices for themselves within the framework of a democratic society. We aim to help pupils make the right decisions, at the right time and for the right reason. Pupils are taught about the knightly virtues in Year 5 and, over their four year with us, explore character in more depth, looking at how we can build character, balance the virtues and enable them to become lifelong learners and follow their dreams.

Summary of the School's Policy for SEND

The school is proud of the progress and achievements of its pupils with special educational needs and disabilities. The Special Educational Needs and Disabilities Co-ordinator and her Assistant SENDCo and team of teaching assistants work with pupils, families and outside agencies to ensure appropriate levels of support for learning and development to enable all children to access the curriculum. Pupils with additional needs may be placed on the Special Educational Needs database, and a graduated response to address a pupil's needs is put in place if they require support beyond what is ordinarily available. A small number of pupils with a very high level of need may have an Education and Health Care Plan. Parents/carers are consulted, and Individual Provision Map (IPM's) are developed which identify targets and strategies appropriate to the individual child. The school positively encourages pupil involvement in this process. As part of the graduated response outside agencies such as Speech and Language Therapy or the Educational Psychologist may be involved. **If you are considering sending your child to Aston Fields Middle School and your child has an EHCP Plan, please discuss this with the School's SENDCo, Miss C Ward or Assistant SENDCo, Mrs Winch.**

Homework

The school encourages pupils to develop a responsible attitude to studying and working on their own away from the school environment. It is policy at Aston Fields Middle School to nurture a child's own responsibility for learning and help pupils progress from more informal homework of first schools to a formal homework timetable in a middle school. At Aston Fields Middle School, we believe that homework is an important part of school life, and we expect parents/carers to support the school with this, for the benefit of their child. Homework refers to any work or activity which pupils are asked to do outside of lesson time, either at home or with parents/carers.

The purpose of homework

- Homework assists in the development of an effective partnership between home and school, involves parents and carers in the management of pupils' learning and keeps them informed about the work pupils are doing.
- Homework consolidates and reinforces skills and understanding developed at school.
- Homework extends school learning.
- Homework encourages pupils to develop skills, confidence and self-discipline needed to study effectively on their own in preparation for the requirements of high school.

All pupils are issued with a Homework Diary/Planner at the beginning of each year. The planner includes sections for recording work set and the date the homework is due in. We encourage parents/carers to monitor the time taken over homework. We welcome comments from parents/carers, and in this way, the diaries can also be used as an additional form of communication between parents/carers and the school. Form teachers and academic guidance tutors discuss progress with pupils, encourage pupil self – review and set individual targets for development. Mr G Hall, Deputy Headteacher, is responsible for the administration and monitoring of the school's homework policy.

THE EXTENDED CURRICULUM

CLUBS, ACTIVITIES AND VISITS

Our pupils are actively encouraged to join in the activities that take place beyond the classroom and extend their interests. In addition to sport and music, there are a variety of extracurricular activities that take place in the school. These may vary from year to year and include Eco groups, art, history, science, homework and ICT clubs.

A wide variety of educational visits to support the curriculum are planned for the children ranging from a residential visit to France and an outdoor education centre in Shropshire. Visits to local theatres, historical sites and churches of different denominations supplement the visits to school by various societies, science and theatre groups.

ACADEMIC AND PASTORAL ORGANISATION

Current Directors of Year Group are:

Directors of Year Groups	
Year 5	Mrs A Nowak
Year 6	Mr C Delaney
Year 7	Ms R Bratton
Year 8	Ms Philip

Individual pupil progress is regularly reviewed; targets are set and moves between ability groups will be made and discussed with parents/carers. Throughout the year, parents/carers will be invited to attend consultation evenings to review their child's progress and receive written reports on their child's progress.

The Form Teacher is always the first point of contact for parents/carers enquiries.

Each child is assigned to a House to encourage community spirit and to enable greater involvement with pupils from all age ranges. The four Houses are:

House	House Colour
Austin (Harvington)	Yellow
Corbett (Grafton)	Green
Housman (Avoncroft)	Blue
Elgar (Hanbury)	Red

House assemblies feature regularly, and a variety of inter-house competitions are held throughout the year. The names in brackets represent the new house names, which will take effect from September 2026.

ATTENDANCE AND ABSENCES

Attendance

The school attendance rate for 2024 — 2025 was 95%. Although our attendance is above the national average, we need parents/carers to continually support us in our ongoing resolve to improve punctuality and attendance.

Absences

It is necessary to know why children are absent from school and such information should be sent as soon as possible to the class teacher. **A telephone call from parents/carers to the school should be made early on the first day of absence and on each subsequent day of absence.** If the reason for the absence is not known, we must record and report this as 'unauthorised absence'. A note is required should you wish your child to be excused from P.E. and Games on medical grounds.

Children should not be withdrawn from school for holidays during term-time as this is seriously disruptive to their education. Holidays during term time will not be authorised.

Please note the following DfE guidance regarding absence from school, as of 1st September 2013.

Amendments to school attendance regulations

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England)(Amendment)Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

Term-time holiday

The **Education (Pupil Registration) (England) Regulations 2006** allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments made it clear that **headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances.

The Education (Penalty Notices) (England) (Amendment) Regulations 2024

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England)(Amendment) Regulations 2024**. These amendments, as described below, came into force from August 2024.

The 2024 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £80 if they pay within 28 days; or £160 if they pay within 28 days. This brought attendance penalty notices into line with other types of penalty notices and allowed local authorities to act faster on prosecutions.

(Information above is taken from DfE website www.education.gov.uk and is correct as of 1st September 2024).

The Attendance Officer keeps a regular check on those few children whose attendance is erratic or whose absences are frequent and follow up action is taken.

Year 6 pupils must take important National Curriculum Key Stage 2 in the summer term and attendance during these weeks is particularly important for them.

UNIFORM POLICY

At Aston Fields Middle School, we believe that our school uniform plays a key role in

- promoting the ethos of the school
- providing a sense of belonging and identity
- setting the appropriate tone for a place of education and study

It creates a common identity amongst our pupils, regardless of background and can act as a social leveller. For this reason, efforts are made to ensure that our school uniform does not place an unreasonable burden on families by ensuring parents/carers have a choice of suppliers, the details of which can be found on the school website and below. In addition, a supply of good quality second-hand uniform is available from the school for a small donation to the School Fund.

All pupils are expected to wear school uniform whilst on school premises, when travelling to and from school and on school educational visits, unless stated otherwise. High standards of dress and appearance are important and should be practical for a classroom setting.

All uniform must be clearly marked with the child’s name.

<p><u>BOYS UNIFORM</u></p> <p>Grey/black Trousers Navy blue ‘V’ neck pullover with embroidered crest White shirt School tie (clip on only) Polo shirt with embroidered badge for summer term only (optional) Black shoes (NOT boots/trainers or trainer-style shoes) Grey/black socks If boys wish to wear a belt it must be a plain black one</p> <p><u>GIRLS UNIFORM</u></p> <p>Grey/black skirt (knee length, allowing room for movement). Black or dark grey trousers. An appropriate style of tailored trouser is worn. Leggings, Jeggings, or tightly fitting trousers or deliberately ‘short’ trousers are not allowed. If in any doubt, please contact the school. Navy blue ‘V’ neck pullover or cardigan with embroidered crest. Plain white shirt (tuck-in style) to wear with school tie (clip on only) White polo shirt with embroidered badge for summer term. (optional)</p>	<p><u>PE /GAMES KIT</u></p> <p>Navy AFMS Polo (compulsory) Navy AFMS ¼ zip OR Navy AFMS hoodie (compulsory) Navy/Colour AFMS House socks (compulsory)</p> <p>One of/combination of the following:</p> <p>Navy AFMS shorts Navy AFMS skort Navy AFMS sports leggings Navy AFMS trackpants</p> <p>In addition:</p> <p>Navy AFMS raincoat (optional)</p> <p>Trainers – one pair for indoor use Trainers – one pair for outdoor use</p> <p>Shin pads (Football/Hockey)</p> <p>Gum shields are highly recommended for contact sports</p> <p>Football/studded boots (with safe studs) desirable for years 5/6 essential for years 7/8</p> <p>N.B. ALL pupils who attend after school football must have boots with safe studs and shin pads. In addition, pupils should wear appropriate underwear for their age</p>
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<p>Black shoes which are low heeled and well secured with laces or buckles (NOT boots/trainers or trainer-style shoes) White socks, opaque black tights or flesh-coloured tights. If girls wish to wear a belt it must be a plain black one. Hair bows must be small.</p>	<p>and development. For girls, this may include an appropriate sports bra.</p>
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Additional points relating to School Uniform

High standards of dress and appearance are important. School uniform or where appropriate, P.E. kit, is always worn by pupils when representing the school. It is important, too, that pupils are not put at risk by what they wear; boots, high heels, platform, open toed or sling back shoes can be dangerous and are not allowed.

Whilst in school and on their way to and from the school, pupils are expected to comply with the uniform policy agreed by the Governing Body. If inappropriate uniform is worn, parents/carers will be contacted and asked for their continued support with regards to school uniform. We may ask them to bring in more suitable uniform or we may provide the pupil with uniform from our second-hand uniform supply to wear until replacements can be sought.

Jewellery

Rings, necklaces and bracelets are NOT allowed at Aston Fields Middle School. There are sound Health and Safety reasons for this decision, and the school cannot accept responsibility for items lost or damaged if this advice has been ignored. **No activity trackers** are to be worn or brought into school. **No expensive watches** are to be worn or brought into school. One pair of plain studded earrings only is permitted. These must be removed for P.E. For safety reasons earrings must not be worn in any part of the ear other than the lobe. **Under no circumstances will any other piercing be allowed in school.** If parents/carers are having their children's ears pierced, could it please be done at the beginning of the holidays as it takes 6 weeks for them to heal. Any pupil wearing incorrect jewellery, will be asked to remove the item(s) and collect them from the school office at the end of the school day.

Hair

Long hair (for boys and girls) must be tied back for all practical activities. The use of bleach, bright colorants e.g. pink, yellow, green, purple, blue, red etc. and any extreme hairstyles for example, Mohicans, or closely shaved or patterned hair are not allowed at Aston Fields Middle School. If a pupil attends school with inappropriate hair as outlined above, parents/carers will be contacted and asked to return their child's hair to an appropriate style as soon as reasonably possible.

Make-up

Wearing make-up is not allowed at Aston Fields Middle School. Pupils will be asked to remove make-up, if they wear it. This includes nail varnish, false nails and eyelashes.

If pupils refuse to remove make-up, the parent/carer will be asked to collect their child and take them home for a period of time as decided by the Senior Leadership Team until the issue is resolved.

Pupils who repeatedly ignore the rules regarding uniform, make-up and jewellery could face suspension or exclusion. This could seriously affect their education, and we ask for parents/carers support with this.

Suppliers

The navy blue 'V' neck school pullover/cardigan with the embroidered crest and other items listed, may be purchased from S&H Schoolwear and Sports, 1 Church Street, Bromsgrove, Tel: 01527 874885, and School Days, 13-15 Church Street, Bromsgrove, Tel: 01527 757439. Some official Aston Fields Middle School uniform is also available to purchase from My Clothing Ltd on their website, www.myclothing.com

Money

There is no requirement for a child to bring money into school unless there is a specific need to do so. Money brought to school should be kept on the owner's person all day. A shoulder strap type purse is recommended (not belt bags). Children who regularly use a coach pass should have a special pass holder. The school will not be held responsible for the loss or theft of money although every effort will be made to find lost money and to find out any pupil who has been or is suspected of stealing. If a pupil is suspected of stealing, the Police will be contacted.

Personal Property

The Local Authority does not accept any responsibility for items belonging to individuals whether staff, pupils or visitors. They strongly recommend parents/carers check that their personal household insurance covers any items which may be brought from home. This is particularly important in the case of musical instruments and musical accessories where the school cannot accept any liability. The Governors' Charging Policy includes a stipulation that damage to or loss of School property may be a charge on the relevant party.

Mobile phones, iPads, tablets, X-Boxes, PSP's, activity trackers, expensive watches, and any other valuable item or items of personal, sentimental value are NOT allowed at Aston Fields Middle School.

If a parent/carer feels in an emergency their child needs a mobile phone, it **must be handed in** every morning to their class teacher at 8.50 am, labelled clearly with the child's name. It will be returned at 3.30 pm. If a pupil does not follow this rule, such items may be confiscated and only returned upon collection from the School Office by the pupil's parent/carer. Under no circumstances are pupils allowed to use their mobile phones during the school day unless permission has been given by the Senior Leadership Team.

The governors will NOT accept liability for pupil's phones, or personal possessions such as bags, pencil cases, stationery equipment, uniform, coats, hats, scarves, gloves, shoes, trainers, PE equipment, jewellery including watches, rings, necklaces, or other such items (expensive or not), as mentioned above. If a pupil is suspected of stealing, the Police will be contacted and the school will do all it can to find missing property following advice from the Police which could include bag searches, but the school will not be held responsible for the loss or theft of pupil's personal possessions or items as listed.

Chewing Gum

Chewing gum is banned in this school. There will be a detention given to any pupil who abuses this rule.

Non-compliance

Non-compliance with the school's uniform policy will be dealt with in line with the Governor's Behaviour for Learning Policy and Exclusions Policy. Any sanctions will be proportionate and fair. However, in the first instance, parents/carers will be contacted to bring their child's uniform into school or, if this is not possible, we will provide the pupil with a set of clean, spare uniform from our second-hand supply to wear for the day. This includes if pupils chose to wear the school PE kit instead of formal uniform.

Health and wellbeing

We ask parents/carers not to send pupils to school if they are ill. **Please ensure you provide the school with up-to-date emergency contact telephone numbers in case of need.**

First aid is provided by trained and accredited first-aiders for accidents, emergencies and unexpected illness.

Please note that teachers and other school staff do **not** administer any form of medication by a doctor and it is necessary for the medication to be administered during the school day, please contact the school office. You will be put in touch with a designated member of our support staff who will contact you to explain our procedures.

We ask all parents/carers to support the school by seeking medical and dentist appointments outside school hours whenever possible.

STATUTORY INFORMATION FOR PARENTS/CARERS TIMES OF SCHOOL SESSIONS

Monday, Tuesday, Wednesday, Thursday, Friday

KS2		KS3	
Registration	8.50-9.00	Registration	8.50-9.00
Lesson 1	9.00-10.00	Lesson 1	9.00-10.00
Assembly	10.00-10.20	Assembly	10.00-10.20
Break	10.20-10.35	Break	10.20-10.35
Lesson 2	10.35-11.35	Lesson 2	10.35-11.35
Lesson 3	11.35-12.35	Lesson 3	11.35-12.35
Lunch	12.35-1.15	Reading	12.35-12.50
Reading	1.15-1.30	Lunch	12.50-1.30
Lesson 4	1.30-2.30	Lesson 4	1.30-2.30
Lesson 5	2.30-3.30	Lesson 5	2.30-3.30

SCHOOL MEALS

The catering service is provided by Shire Services and our Catering Manager, Mrs R Memi, is working closely with the school to offer nutritious, healthy options through the menus she prepares. We promote healthy lifestyles, and we would appreciate parents/carers' interest in checking their children's choice of food. This is particularly important if your child has a food allergy or is diabetic. Please contact Shire Services, if you have any queries or concerns regarding school meals as Shire Services is a company and responsible for its own actions.

Free School Meals can be awarded if you or your partner is claiming either:

- Universal Credit, and your annual household income is £7,400 per annum (£616 per month) or less after tax, and not including any benefits
- Income Support
- Income-based Jobseekers Allowance
- Support under part 6 of the Immigration and Asylum Act, 1999
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and your annual income is less than £16,190, as assessed by HMRC
- Guaranteed Pension Credit
- Income-based Employment and Support Allowance
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit

Pupils may bring a packed lunch which is normally eaten at the tables provided in the Dining Hall. We ask parents/carers to ensure packed lunches help to provide a healthy diet for their child. We would ask that packed lunches **do not** include large bags of sweets/chocolate or fizzy drinks/ energy drinks. **Nuts must not be included in packed lunches, snacks or as ingredients when cooking.** It is school policy for pupils to remain on the premises at lunchtime other than by the expressed, written request of parents/carers. The school can accept no responsibility for the welfare of pupils off site.

SCHOOL TRANSPORT

School transport is arranged by applying online on the Worcestershire County Council Transport website at [www.worcestershire.gov.uk/info/20045/school and college travel](http://www.worcestershire.gov.uk/info/20045/school_and_college_travel)

Whilst the school makes every effort to ensure the efficient transportation of children to and from school, it is important that they behave sensibly and safely, whilst waiting for and travelling on the 'bus', (always wearing seatbelts). Failure to comply with these safety rules could result in their places being withdrawn. Free bus passes are issued for children who live further than three miles from the school. Applications for bus passes must be made early to the website mentioned above. Children travelling on Contract Coaches must always carry their valid bus pass. Lost passes must be replaced by parents/carers from the Children's Services Transport Section Office.

Please note pupils should not be on school premises before 8.40 am unless they have been given special permission to attend an official school club or activity. Playgrounds are not supervised by staff until 8.40 am. Parents/carers should NOT drop off pupils before 8.40am. Parents/Carers will be contacted if they do. Castle Kids provide wraparound care for pupils after school.

TRANSPORTING CHILDREN TO AND FROM SCHOOL

Please ensure you do **not** park in the immediate vicinity of the school when collecting children at 3.30 pm. Parked cars cause a severe restriction to pedestrian visibility as children cross Drummond Road and present a very serious hazard. Parents /carers are reminded NOT to park in the staff car park. Parking in the staff car park is monitored by the Site Manager. Bicycles/scooters **may not** be brought to school unless the child has significant difficulty in getting here and has passed the Cycling Proficiency Test, been issued with a pass, or has special written approval. All enquiries should be directed to Mr G Hall, Deputy Headteacher.

FRIENDS OF ASTON FIELDS MIDDLE SCHOOL

All parents/carers can put their name forward to join the "Friends of Aston Fields Middle School". They will then be contacted about events and how they can help. Please see the school's website for further information.

SCHOOL FUND

To sustain and enhance the range and quality of educational experiences for pupils of Aston Fields, we invite families to make an annual donation of £10 per family to School Fund. School Fund donations are collected by the School Business Manager at the start of the Autumn Term.

CHARGING AND REMISSIONS POLICY

The school governors accept and follow Worcestershire County Council's Policy on Permitted Charging of Parents/ Carers, and this is available at school for reference by parents/carers and other persons, upon request.

Voluntary Contributions for Educational Visits and Other Activities

The governors are aware that charging is forbidden for school time activities but invite parents/carers to make voluntary contributions towards school fund or in support of a specific project so that children can continue to benefit from educational visits and other activities.

The governors realise that the school cannot enforce such voluntary contributions but emphasise that an activity may not take place for anyone unless sufficient contributions are forthcoming.

The governors wish the school to invite parents/carers for whom the voluntary contribution would cause financial difficulty (e.g. where any of the following conditions apply) to write confidentially to the activity organiser:

- a) Income Support, or
- b) Job Seekers Allowance — Income Based
- c) Support under part VI of the Immigration and Asylum Act 1999
- d) Child Tax Credit but are not entitled to a Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190.

They further state that if the number of applications exceeds the number of places available, it is the school's prerogative to decide who shall participate, and this decision will not be based on financial considerations. The school's decision will be final. The following paragraph* is included on all school circulars inviting voluntary contributions for school time activities:

**The contribution referred to above is a voluntary contribution as defined by the Education Act 1996. Whilst there is no obligation to contribute and such is not a condition of inclusion in this activity, it is emphasised that the activity cannot take place for anyone unless sufficient contributions are forthcoming. Parents for whom such a contribution would cause financial difficulty (e.g. where Income Support or Family Credit is involved) may, if they wish, write confidentially to the activity organiser.*

Charging for Damage or Loss of School Property

The governors reserve the right to charge for damage to, or for loss of school property.

School Prospectus Appendix 1

Aston Fields Middle School Key Stage 2 SATs Results – 2025

Subject	%Passed Test (Against new government pass marks)	New National Average	Pupils achieving a high standard	AFMS Average scaled score (where known)
Writing	87	72	-	-
Writing Greater Depth	18	tbc	-	-
Maths	79	74	33	106
Spelling, Punctuation & Grammar (SPaG)	77	73	34	106
Reading	84	75	38	107
Reading, Writing & Maths combined	71	62	9	-