



ALDRO



Information for parents
2023-24



Contents

	<u>Page</u>
Welcome from the Headmaster	2
Glossary	3
Governors	4
Communications and Enquiries	5-7
Future Dates	8
Arrival and Departure Times	9-10
Learning at Aldro	11-14
Medical	15-16
Uniform and Other Requirements	17-23
Stationery / Books	24
A-Z of Aldro (General Information)	25-31
Aldro Key School Policies	32-33
Boarding	34-36
Pastoral Care	37
Code of Conduct	38
School Rules	39
Music	41
Sport and Physical Education Department	42-45
Sport and Physical Education Department Code of Conduct	46-47
Internet Use Information for Parents	48
School Map	49



Welcome from the Headmaster

As you pick up this booklet, your child will be preparing to embark upon an exciting new journey at Aldro. Thank you for putting your confidence in us for this next stage of their education. We very much look forward to welcoming them here, and to joining in partnership with you to ensure their time here is as happy and fulfilling as we can make it.

What follows is a wealth of useful information that will serve both as an initial introduction to life at Aldro, and as a useful reference point going forwards. We hope it will answer many of your questions and give you a helpful insight into school life, but please don't hesitate to contact us if you have any questions or concerns at any time, no matter how trivial they might seem to be. Strong communication between yourselves and us will be key to ensuring we deliver on our educational aims for your child.

And our aims for our pupils are naturally ambitious. We want them to achieve the very best they can in the classroom, whilst developing through a broad participation in school life the character and skills that will equip them for success in the future. We want to encourage them to push themselves, to try new things, and to strive for excellence in all that they do.

Underpinning all the information contained within these pages lie the core values that make Aldro the special community that it is. We expect all pupils to be kind, respectful and affirming in their relationships with one another, and we expect them to engage in all their endeavours at school with ambition and positivity.

We are delighted that you have chosen Aldro for your child, and we wish them a happy, enjoyable and enriching time here. We much look forward to welcoming you all in due course, and to getting to know you better in the weeks and months that lie ahead.

Mr Chris Carlier
Headmaster



Glossary of Aldro Terms

Aldro Bacc	Aldro Baccalaureate Certificate
Aldro Avenue	Where the minibuses are parked
ASC	Aston Sports Centre
Bench	Sanction for mid-level misdemeanour
Big Boarding Weekends	Termly weekends for each year group, whether or not they are boarders
Brownies	Form 8 rewards when CE is over
CHC	Crispin Hill Centre for Performing Arts and School Assemblies
CMM Room	Named in memory of Christopher More-Molyneux
CPOMS	Safeguarding, wellbeing and pastoral issues monitoring software
Cyder Press	Raised red brick building housing Aldro museum and model railway
Credits	Rewards for academic work
Crow's Nest	Tree house on the island
EAL	English as an Additional Language
FoAA	Friends of Aldro Association
Four Square	Playground game
Green Book	Little green Aldro calendar produced every term
Green Carpet	Artificial grass outside the CHC
Greens/Reds	Reward/sanction system for the Boarding House
Island	Island on the school lake
Minus	Sanction for low-level misdemeanour
Octagon	Music department next to the CHC
PSB	Prep School Baccalaureate
PSHE	Personal, Social, Health and Economic education
Red Carpet	Area by main school reception at the bottom of the wooden staircase
RSHE	Relationships, sex and health education
SchoolBase	Database used by Aldro with Parent Portal for information about your child
Shacklefort	Wooden fort and play area by the lake
Shooting Range	For rifle and pistol shooting from Form 6 upwards
Short Tea	Afternoon break with snack and drink
SHUS	Second Hand Uniform Shop
SMSC	Spiritual, Moral, Social and Cultural development
SOCS	Sports website access via www.aldro.org
Squads	Aldro's house system: all pupils will be allocated a squad in September
Squad Marks	Rewards for all contributions to life at Aldro
Stars	Accumulation of credits for academic work
Headmaster's Detention	Sanction for high-level misdemeanour
Ted the Shed	Metal container for storing cricket bags on the edge of the cricket pitches
Vestibule	Main area for pick-up, the hub of the school



GOVERNORS

Mr T R Johns BA PGCE (Chair)	
Mrs C L Betts BA Hons, NPQH	Mrs S L Hunt MA, LL.M
Mr J Ebsworth BA	Mr T D L Jones RIBA
Mr D Evans	Mr M Thomas CMG
Mr J B H Geffen (Vice-chairman)	Mr I Waller FCA
Mrs I Gunner BEd (Hons) Cantab	Mr T G N Woodhouse ACII

Communication

In the first instance communication should always be through the Clerk to Governors, Mrs V Smith (bursar@aldro.org) although an avenue of contact to the Governors is also open through the Chair, Mr Tim Johns, and letters can be addressed to him via the School Office.

Committees

The Governors have three committees: The Finance & General Purposes Committee (F&GPC) the Education & Pastoral Care Committee (EPCC) and The Governance Committee.



Communications and Enquiries

Communication is a vital part of our daily routine. We believe that your child's education will be better if there is close contact between school and home. Please do not hesitate to contact us if there are matters you wish to discuss. The first port of call with any questions is the Form Tutor and/or the School Secretary schoolsec@aldro.org.

If your child is unwell please inform school by emailing absence@aldro.org, if day pupils are off play for any reason please inform the School Nurse, Matrons and School Secretary by emailing offplay@aldro.org.

All academic staff can be contacted by email by "surname first initial @aldro.org". All the pupils also have email addresses at school and are given opportunities to check and send emails.

Online

- Aldro Parent Portal: parents are given login details by the School Secretary the month before starting at Aldro. We will require you to access the portal prior to your child joining Aldro to upload certain medical information and provide consent to use your child's images in photos. You will be sent instructions on how to do this. Once at school, the portal enables access to pupils' industry grades and school reports. Curriculum Information and School Policies are also available to download from the Portal and help everyone to be aware of what is going on at school.
- The Aldro Weekly Mailing is issued electronically on Fridays. Please read the mailing carefully as it contains all the important notices about current and future events as well as curriculum content.
- Aldrolink celebrates recent events, achievements and communicates key information to parents.
- The school's Social Media accounts are another way to help keep track of what is going on in school, please follow us on Facebook, Instagram and Twitter.
- The school calendar (Green Book) is published every term and gives details of events and fixtures and is also available on the school website. It may be referred to for details of future term dates. Please note that the latest information will always be on the website.
- At Aldro we use an online facility for all our sports fixtures and team sheets, together with locations and all related details. It can be found on the sports page of the website, click on 'Sports & Teams Fixtures & Results'. Team sheets are password protected and the password is sent to parents.



Address:

Aldro, Lombard Street, Shackleford, Godalming GU8 6AS

Contact Details

Mr Chris Carlier	Headmaster	head@aldro.org	01483 813530
Mrs Victoria Smith	Bursar	bursar@aldro.org	01483 813531
Mr Chris Rose	Senior Deputy Head	rosec@aldro.org	01483 813540
Mr Gilbert Watson	Deputy Head (Pupils) & DSL	watsong@aldro.org	01483 813548
Mr James Streatfeild	Assistant Head (Curriculum)	streatfeildj@aldro.org	01483 813553
Mrs Katie Croall	Assistant Head (Pastoral)	Croallk@aldro.org	
Mr Guy Drayton	Director of Sport	draytong@aldro.org	01483 813545
Miss Suzie Shaw	Head of Junior Department	shaws@aldro.org	01483 813556
Mrs Victoria Woods	Head of Learning Support	senco@aldro.org	01483 813541
Lady King	Headmaster's P.A.	hmsec@aldro.org	01483 813530
Mr Tim Johns	Chair of Governors	chair@aldro.org	
School Office		schoolsec@aldro.org	01483 810266
Absence Reporting		absence@aldro.org	01483 813266
Off play reporting		offplay@aldro.org	01483 813548
Admissions		admissions@aldro.org	01483 813535
Marketing		marketing@aldro.org	01483 813534
School Nurse		schoolnurse@aldro.org	01483 813548
Mr Simon Nixon	Boys' Boarding Housemaster	housemaster@aldro.org	01483 813552
Miss Charlotte Barrett	Girls' Boarding Housemistress	barrettc@aldro.org	
Matrons' Room		matrons@aldro.org	01483 813549
All Academic Staff		(Surname+first initial)@aldro.org	

Governors: In the first instance communication with the Chair of Governors should always be through the Headmaster although an avenue of contact to the Governors is also open through the Chair, Mr Tim Johns, and letters can be addressed to him via the School Office.

Parents' Evenings

These provide a chance to talk to members of staff for an update on your child's progress and are usually held once a year for each year group. These take place online (using SchoolCloud) and each meeting lasts for five minutes. They typically start at 6.45pm and all your child's subject teachers, including Form Tutor are available.

- Form 3:** mid October (Form Tutors only)
early May (all subjects)
 - To discuss how pupils have settled in to Aldro.
 - To discuss academic progress & see Form Tutor
- Form 4:** mid October (English & maths only)
late April (all subjects)
 - To discuss core subjects only & see Form Tutor
 - To discuss academic progress & see Form Tutor
- Form 5:** mid February (all subjects)
Late June (English & maths)
 - To discuss academic progress & see Form Tutor
 - To discuss upcoming ISEB Pre-Test in Nov Form 6
- Form 6:** early October (English & maths only)
late January (all subjects)
 - To discuss final preparations for ISEB Pre-Test
 - To discuss academic progress & see Form Tutor

- Form 7: late January (all subjects) To discuss academic progress & see Form Tutor
- Form 8: late November (all subjects) To discuss performances in November mocks & see Form Tutor

Parents are more than welcome to contact subject teachers separately for more detailed conversations if required.

Visiting

The school day starts at 8.35am and from that time onwards, all visitors (including parents) must sign in and out at the School Office where you will be given a yellow visitors' badge.

Parents, grandparents, guardians and friends are very welcome to visit the school for Chapel services, school matches, performances and other occasions.



Future Dates

Christmas Term 2023

Inset	Monday 4 September, Tuesday 5 September, Wednesday 6 September
Start	Wednesday 6 September, 5pm (boarders) Thursday 7 September (day pupils)
Half Term	3.30pm Friday 20 October – 8pm Sunday 5 November
End	Tuesday 12 December after the Carol Service
Weekend Leaves	Friday 23-24 September, 7-8 October and 25-26 November

Lent Term 2024

Inset	Thursday 4 January– Friday 5 January
Start	Sunday 7 January, 5pm (boarders) Monday 8 January (day pupils)
Half Term	3.30pm Friday 9 February – 8pm Sunday 18 February
End	3.30pm Friday 22 March
Weekend Leaves	27-28 January, 9-10 March Easter Sunday 31 March

Summer Term 2024

Inset	Monday 15 April – Tuesday 16 April
Start	Tuesday 16 April, 5pm (boarders) Wednesday 17 April (day pupils)
Half Term	3.30pm Friday 24 May – 8pm Sunday 2 June
End	Prize-giving, Saturday 6 July
Weekend Leaves	4-6 May (includes Bank Holiday)*, 21-23 June (depart 6pm Thursday 20 June)*

Weekend Leaves begin at 3.30pm on the Friday (with the exception of Thursday 20 June).

Boarders may be collected between 3.15pm and 3.40pm (depending on Form, see next page) on Fridays when there is a Weekend Leave, (except for the three day weekend leave in June when they leave at 5.45pm) and returned after 8pm on the Sunday evening or at 8am on the Monday morning.

*In the Summer Term, two three-day Weekend Leaves.



Arrival and Departure Times

Breakfast and Supper for Day pupils

Day pupils can come to school from 7.30am for breakfast in the Dining Room (£4.50/day) and they can stay for supper (£5.50/day) and evening activities until 7pm, we require at least 48 hours' notice. Please contact the School Office (schoolsec@aldro.org) if you would like more information and charges. Please note that charges do not apply to day pupils staying on for specified school activities (for example concerts and play rehearsals). Pupils for Breakfast should be dropped at the door to the Dining Room via the Dining Room Car Park.

Morning Drop off

Pupils are welcomed from their vehicles by members of staff at the following times and car park locations:

Monday to Friday	ASC Car Park	Tennis Courts
8.00am	Form 5	Form 8
8.10am	Form 4	Form 7
8.20am	Form 3	Form 6

Saturday	ASC Car Park	Tennis Courts
8.30am	Form 5	Form 8
8.40am	Form 4	Form 7
8.45am		Form 6

Collection at the End of the School Day

Pupils must sign out from the front of school at their departure every day (or in the School Office for early pick-up). For activities such as shooting, judo, ballet and M:Tech, pupils should return to the front of school to sign out with a member of staff. No pupil should leave Aldro on any occasion without having signed out with a member of staff. Please inform the school secretary if your child will be picked up by someone other than yourself. Your child will not be released unless we have your express permission.

Please use either the ASC or Dining Hall car parks and walk to the pick-up point; ***for safety reasons there will be no parking outside the front of school.***

	Mon, Tues, Fri	Weds	Thurs	Sat (no sport)	Sat (with sport)
Form 3	4.45pm	4.00pm	After matches	N/A	N/A
Form 4	4.45pm	4.00pm	After matches	12.30pm	12.30pm
Form 5	5.30pm	After matches	5.30pm	12.30pm	After matches
Form 6	5.30pm	After matches	5.30pm	12.30pm	After matches
Form 7	6.00pm	After matches	6.00pm	12.40pm	After matches
Form 8	6.00pm	After matches	6.00pm	12.40pm	After matches

Waiting Class

There is a Junior Waiting Class for Forms 3 and 4, predominantly to accommodate pupils who are waiting for older siblings to finish prep, but it can be used for late collection too. There will be a notice about it on the whiteboard in the Vestibule with details of where the Waiting Class is being held.

There is also a supervised Waiting Class for pupils in Forms 5 and 6 who cannot be collected at 5.30pm, often because they have older siblings who finish prep at 6.00pm. From 5.30pm-6.00pm (4.30pm-5.00pm on Wednesdays) pupils will be supervised in the Library and can signed out in the normal way. If for any reason you are delayed, your child will be sent to Waiting Class. Please telephone the School Office if you would like them to be notified that you will be late.



Learning at Aldro

Aldro has a strong academic tradition and we are proud of the broad curriculum we offer. We strive to prepare each pupil for the opportunities and responsibilities of senior school and adult life, whilst covering the important elements of personal and social education. The School gives all pupils time to appreciate a wide range of artistic, creative and sporting experiences.

Aldro is looking for children who are curious and interested in the world around them and our aim is for each pupil to develop confidence and have fun in their learning. To help our boys and girls develop their practical and creative skills, Aldro offers lessons in Art, Design and Technology, Music, Drama and Outdoor Education, all led by specialist teachers. The PE and Games programme is firmly based on inclusion so that every pupil has the opportunity to represent the School in matches.

The Academic Curriculum

Our academic curriculum is based on the Independent Schools' Examination Board (ISEB) and National Curriculum (Key Stages 2 & 3). From Form 5 (Year 5) onwards, learning is achieved through specialist teachers, and there is setting in subjects such as English, mathematics, French and Latin. Pupils in Forms 4, 5 and 6 have additional lessons and preps in spelling and reasoning; this is to support their preparation for the ISEB Common Pre-Test they may sit for their prospective senior schools in November of Form 6.

The Aldro Bacc

Life at Aldro is stimulating and exciting. We aim for more depth in our learning, and we now place a greater focus on developing skills, in addition to learning factual knowledge. In September 2018, the school embarked on a new skills-based curriculum called the Aldro Bacc. This starts in Form 3 and goes all the way up to Form 8, and the focus of the Aldro Bacc is a move away from 'learning by rote'. Instead, children are given the opportunity to explore and take a greater stake in their learning. The Aldro Bacc is based on pupils learning through developing the six core skills: Independence, Responsibility, Perseverance, Teamwork, Communication, and Creativity. We still, of course, assess / examine the pupils but the focus is no longer just in testing what a pupil knows or can recall from memory, but more on what he or she understands and can apply, both on paper, electronically and orally.

Form 8: Common Entrance and the Aldro Bacc

Pupils in Forms 7 and 8 continue to follow the ISEB syllabus in the five core subjects - English, mathematics, science, French and Latin; they sit the Common Entrance examinations in the first week of June of Form 8. For the three non-core subjects (history, geography and TPR -Theology, Philosophy and Religion), pupils now follow the Aldro Bacc curriculum instead. These subjects are based on the CE syllabus, but some topics may be added or taken away to allow the Heads of Department to devise a curriculum that allow our pupils to work independently and collaboratively to produce projects / investigations that allow them to understand topics studied to a higher level.

Form 8: Sitting Academic Scholarships

Pupils who sit an academic scholarship to their senior school are in a discrete 'scholarship form', currently called 8K. Scholarship candidates follow an accelerated curriculum which is tailored to the pupils' abilities and to the senior schools' exams they will sit.

Pupils are invited by the school to follow this accelerated scholarship path, and the decision is based on the pupil's ability, their recent progress (including recent exam scores) and the pupil's prospective senior school as well as their aptitude for their studies. The decision is always made with the best interests of the individual pupil in mind.

The Aldro Independent Project

Once the CE candidates have sat their Final Assessment in the three humanity subjects (history, geography and TPR) in late February, they follow the AIP programme (Aldro Independent Project) during the three humanities lessons each week.

The AIP is part of the Aldro Bacc and is largely a self-directed project that provides the pupils an amazing opportunity to develop their:

- Creativity and curiosity
- Critical thinking
- Research skills
- IT skills
- Project management skills (including time management), all on a topic that really interests them.

Each pupil chooses a mentor and the focus of their project, as long as the topic/focus is ratified by the AIP Co-ordinator. At the end of the course (late June), each pupil submits a project report and has the opportunity to present their findings to a select audience and field a brief Q & A session afterwards.

The scholars start their AIP once they have taken their academic scholarship exams, which can be at the end of the Lent Term or the start of the Summer Term.

External and Internal Assessments for Forms 3 to 7

Pupils at Aldro are assessed regularly throughout the year, both internally and externally.

- **Standardised Testing**

In early October the pupils sit an online Cognitive Abilities Test (CAT4) by GL Assessment. This provides an accurate insight into each child's reasoning abilities and potential, as well as help teachers decide how best each child can learn and reach their potential in the school. The CAT 4 tests also shows whether additional support or challenge is needed.

The pupils also sit a 'Progress Test in English' (PTE) and 'Progress Test in Maths' (PTM), both by GL Assessment. These take place twice a year: in October and again in May. The tests provide an independent snapshot of the pupils' abilities in both subjects, and as for the CAT 4 tests, the data is nationally standardised and so results can be compared to schools across the country.

- **Non-Standardised Testing**

Pupils are assessed regularly in class, and at the end of the academic year pupils in forms 5 to 7 sit a full range of exams in the Summer Term, typically in the first week after half-term. The exams are typically based on the year's work and to support their preparation, a revision guide for each year group is made available on the Parent Portal. There is also a revision week prior to the end-of-

year exams where no new work is to be taught or studied and where the focus is on revision of factual content and practice of important exam techniques.

Year Ahead Meetings

At the start of each academic year, the school holds a '*Year Ahead*' meeting for each year group. These are held in person (in the CHC) and provide a social occasion for parents to meet one another and key members of staff involved with the year group. There are presentations from the Headmaster, Deputy Headmaster, the Assistant Heads (Curriculum and Pastoral) and relevant Form Tutors. Key academic dates for the upcoming year ahead will be discussed together with their academic philosophy and advice regarding pastoral matters.

Programmes of Study and Curriculum Maps

The school publishes 'Curriculum Maps'- one for each year group. These are A4 documents that list the topics and skills each year group will study in each subject for the term. They are made available on the Parent Portal at the start of each term.

At the start of the academic year, the School also publishes a Programme of Study for every subject. This provides you and your child with a bit more detail about the topics and skills he or she will study across the academic year and will provide some information about the end-of-year exams. Similarly, this is saved on the Parent Portal for parents to access from home across the academic year.

Reporting and Industry Grades

Each pupil receives a set of 'Industry Grades' twice a term - this includes a grade for attainment (1-5) and effort (E-A) for each subject. The reports are made available on the Parent Portal.

- At each half-term, these grades are incorporated into the 'Interim Report'.
- At the end of the Christmas term, a 'Short Report' is produced. Each pupil is again assessed for attainment and for effort, and a brief written report is produced for each subject, which include comments on the pupil's ability and efforts, progress made as well as advice on where and how the pupil can improve going forward. The Form Tutor also provides a report on the term.
- At the end of academic year (July) a full written report for each subject is written, as well as a report from the Form Tutor and the Headmaster. The reports also include the pupils' exam scores.

Learning Support

At Aldro, we encourage a whole school approach to supporting children with learning/SEND difficulties where Form and subject teachers, as well as pastoral and learning support staff work together to provide support, encouragement and understanding of every aspect of a pupil's school life.

In most cases a pupil's needs will be met by quality teaching targeted at the pupil's area of weakness through an appropriately differentiated curriculum and this is the first response offered to support a pupil. If in some cases a pupil fails to make adequate progress with a differentiated curriculum, then the subject teacher, with the support of the Head of Learning Support, will begin to assess as part of a whole school picture whether the pupil may have learning/SEND difficulties. At this point small group work such as Maths Club may be offered to help the pupil catch up with their peers, possibly in conjunction with individual lessons. Parents and the pupil are consulted at this point. For some pupils, individual learning support lessons are appropriate either once or twice per week to provide support for their specific learning difficulty. Every effort is made not to timetable learning support lessons during activities for which the pupil may have a particular skill or enthusiasm. These 1:1

lessons bear a termly cost. Parents should feel free at any time to contact the Head of Learning Support if they have any concerns about their child's learning.

EAL

The school conducts its teaching and learning in English and there is an expectation that all pupils are able to communicate effectively in English. It is recommended minimal use of the student's home language while in school, unless absolutely necessary to communicate. Being totally immersed in the language will benefit the pupil greatly, increase their confidence and prepare them for the next steps in their education.

At most times there are a number of pupils at Aldro for whom English is not their mother tongue. During the Admission's process, your child's current levels of language skills will have been assessed and a language package proposed for them to follow when he or she arrives. The progress of EAL pupils is monitored on a termly basis by the Head of EAL and the number of termly lessons is revised as their language skills improve. These 1:1 lessons are most commonly to improve a pupil's English language skills but some pupils may also attend either 1:1 French or Group French classes, particularly if they have joined Aldro further up the school with no prior experience of French.



Medical

Parents of new pupils must complete the relevant medical information on the prospective parent portal, as well as complete the medical consent forms which will be sent as part of the joining information. Children who need to take regular medication, or who have any medical conditions, should be discussed with the School Nurse and/or Matrons. Parents are advised to take their children for an eye test before starting at Aldro.

Illness and Off Play

If pupils are not well they should not be brought to school and parents must inform the school by emailing absence@aldro.org. If day pupils are off play for any reason, parents must inform the Matrons, School Nurse and School Secretary by using the email address offplay@aldro.org.

Please also inform the School Nurse if your child

- has been in contact with, or had, an infectious disease during the holidays
- is undergoing medical treatment
- is taking medication
- has a medical condition which has changed
- has had any surgery and/or hospital admissions

If medicines need to be administered at school, parents will need to complete an authorisation form for each medication (these are available from the Medical Team). Parents must hand over any medication to the Matrons or senior staff on duty themselves. When medicines need to be administered at school they **MUST BE IN THE ORIGINAL CONTAINER WITH EXPIRY DATE AND NAME OF MEDICINE CLEARLY VISIBLE. IF IT IS A PRESCRIBED MEDICINE THE MEDICATION MUST BE IN THE ORIGINAL CONTAINER WITH THE ORIGINAL LABEL SHOWING THAT IT HAS BEEN PRESCRIBED SPECIFICALLY FOR THAT PUPIL.** Full boarders can be registered with the local GP if required by their parents. If your child is ill whilst at school, you will be notified by the School Nurse or Matrons.

Parents are very welcome to discuss health needs with the School Nurse, Mrs Sarah Jenkins, 01483 813548, schoolnurse@aldro.org

School Management of Common Childhood Illnesses

Name of Infection	Period to be kept away from school	Comment
Athletes foot	None	Treatment recommended
Chicken pox	Until all spots crusted over	Consideration around pregnant females
Cold sores	None	Avoid contact with sores
Conjunctivitis	None, unless particularly unwell	
Diarrhoea &/or vomiting	48 hours from last episode of diarrhoea or vomiting	School policy strictly enforces this 48 hour rule
Hand, foot & mouth	None, unless particularly unwell	Exclusion may be considered
Flu	Until recovered	
German Measles (rubella)	Four days from the start of the rash	Preventable by immunisation (MMR x2)
Head lice	None after treatment	Treatment is recommended
Impetigo	Until lesions are crusted & healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	Four days from onset of rash	Preventable by vaccination (MMR x2)
Molluscum contagiosum	None	Self-limiting
Mumps	Five days after onset of swelling	Preventable by vaccination (MMR x2)
Ringworm	None usually	Treatment required
Roseola (infantum)	None	None
Scarlet fever	24 hours from start of appropriate antibiotic treatment	Antibiotic treatment recommended
Shingles	Exclusion only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune (ie in those who have not had chicken pox)
Slapped cheek /fifth disease	None once rash has developed	
Threadworms	None	Treatment for affected child and household contacts
Tonsillitis	None unless feeling unwell	Most are due to viruses and will not respond to antibiotics
Warts & verrucae	No exclusion.	Verrucae should be covered in swimming pool, gym and changing room.
Whooping cough (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks

If you are unsure when to return your child to school following a bout of illness please call the School Nurse on 01483813548 or email schoolnurse@aldro.org Out of hours please contact Matrons on 01483 813549 or email matrons@aldro.org

The NHS 'Choices' website is also a good resource.



Uniform and Other Requirements

School uniform should be worn at all times when attending school during term time. Pupils should be in full uniform including blazers when attending Chapel and other special occasions, which include; visiting senior schools, outings and special events. Blazers should either be kept at home, or on pegs in the Form Room. The uniform must be always kept in a good state of repair, especially the school jumper.

Games clothes (one change) and games footwear will remain at school. Dirty games clothes and towel should be taken home at the end of the week and clean clothes returned to school on Monday morning.

Please make sure all clothing, footwear and belongings are clearly labelled and check that all jumpers, outdoor school jackets, blazers and towels have loops so that they can be hung up. Boarders will need two towels (one towel for the changing room and one for the dormitory). Day pupils need one towel for use in the changing room and may want to have an additional one at school in the summer and beginning of the Christmas term for swimming.

Aldro school uniform is supplied by **Stevensons**, a family run, local specialist uniform and sportswear provider who currently works with over 550 schools across the UK. There is an online shop where items can be ordered and then sent home or to school for full boarders. You will need to register on their website and from there you can access the uniform lists. <https://www.stevensons.co.uk> Customer Services can be contacted via telephone (01727 815700) or email (customerservices@stevensons.co.uk). There is also a Stevensons store located in Guildford which stocks the Aldro uniform. This is located at 210 London Road, Guildford GU4 7JS. Tel: 01483 577835. During the summer holidays the Guildford store runs an appointment only system during July and beginning of August, so please contact them to make an appointment for your child.

In September children may return to school in either their summer uniform or their winter uniform. They may remain in their summer uniform until October half term. From then, all children should be in winter uniform until the summer term.

The Second-Hand Uniform Shop (SHUS) (SHUS@aldro.org). SHUS sells all items of uniform, sports kit and sports equipment for the benefit of parents, both those buying and selling. It is a great way to recycle unwanted uniform and also make money for the school's nominated charity. The proceeds are split 50:50 between the parent and the FoAA, the FoAA then keeps 50% and 50% goes to the school's nominated charity. The opening dates for each term are displayed on the School notice-board outside the Vestibule and in the School Office.

If you have items you would like to sell, please put them in a bag with your name clearly labelled, in the window-seat box outside the School Office. If you would like to donate, rather than sell the items, please make this clear on a note in the bag. All items need to be in good condition and be clean and pressed; any items that are unsuitable will be given to charity unless you ask us to do otherwise. You will receive a cheque for items sold at the end of term, unless the sum is too small, in which case it will be rolled forward to the end of the year.



BASIC WINTER UNIFORM LIST – BOYS

WINTER

School Wear:

Item	Comment	Source
Aldro blazer		Stevensons
Tattersal checked shirt long sleeve (L/S)		Stevensons
School tie		Stevensons
Aldro V-neck jumper		Stevensons
Charcoal grey trousers		Stevensons
Grey ankle socks		Stevensons/other
Aldro rucksack	Forms 3-6	Stevensons
Aldro portfolio	Forms 7-8	Stevensons
Aldro outdoor coat	Currently being reviewed	TBC
Aldro scarf	Optional	Stevensons
Aldro beanie	Optional	TBC
Aldro water bottle		Stevensons
Black shoes	Plain style, black soles, no trainers	Other
Wellington boots	Forms 3-5	Other
Aldro music bag	Optional	Stevensons
Name tapes	Please order online. Eg. www.jicash.co.uk or www.johnlewis.com	Other

SUMMER

School Wear:

Item	Comment	Source
Tattersal checked shirt short sleeve (S/S)		Stevensons
Charcoal grey shorts or trousers		Stevensons
Aldro V neck jumper		Stevensons
Grey ankle socks		Stevensons/other
No Ties	Ties are not worn in the summer term except on special occasions.	

Sports Wear:

Aldro rugby shirt	For after half term in the Christmas term and Easter term	Stevensons
Aldro rugby shorts	For after half term in the Christmas term and Easter term	Stevensons
Aldro tracksuit top		Stevensons
Aldro tracksuit bottom		Stevensons
Black performance leggings	Optional (baselayer)	Stevensons
Aldro sports socks		Stevensons
Aldro football shorts		Stevensons
Aldro football shirt		Stevensons
Green PE shorts		Stevensons
White ankle sports socks		Stevensons
Black swim jammers		Stevensons
Swimming hat	Squad Colour: (Darley- Red, Alders-green, Meads-yellow, Hall-blue)	Stevensons
Aldro sports bag		Stevensons
Aldro mid layer	Optional	Stevensons
Aldro green baselayer		Stevensons
Shinpads		Other
Trainers	For outdoor use	Other
Trainers	For indoor use (non-marking sole)	Other
Football boots		Other
Mouth guard	Please see additional information	Other
Towel		Other
Towelling poncho	Suggested for swimming	Other
Swimming cap	Squad colour	Stevensons
Goggles	For swimming, optional	Other
Flipflops/crocs	For going to the pool	Other
Swim top	Optional	Stevensons
Cricket trousers	Summer term only	Stevensons
Cricket box	Summer term only	Stevensons
Cricket box pants	Summer term only	Stevensons
Cricket shirt	Summer term only	Stevensons
Cricket jumper	Summer term only	Stevensons
Cricket shoes or trainers	Summer term only	Other
School cap	Compulsory in the Summer	School / TBC
Squad shirt	Squads are allocated prior to arrival for all except Form 3 pupils, who will be allocated at half term of the Christmas term.	Stevensons

BASIC UNIFORM LIST – GIRLS

GIRLS UNIFORM

WINTER

School Wear:

Item	Comment	Source
Aldro blazer		Stevensons
White blouse with open neck	compulsory for Forms 3 & 4, optional for Forms 5 -8	Stevensons
White blouse with button up neck	to be worn with a tie (optional for Forms 5-8)	Stevensons
School tie	To be worn with button up blouse (Forms 5-8)	Stevensons
Aldro V-neck jumper		Stevensons
Aldro tartan kilt		Stevensons
Charcoal grey trousers	Optional, to be worn instead of the kilt/summer dress if preferred.	Stevensons
Undershorts	Optional	Stevensons
Green knee length socks	girls can wear either socks or tights	Stevensons/ Other
Green tights	Forms 3-6	Stevensons/ Other
Black tights	Forms 7-8	Stevensons/ Other
Aldro rucksack	Forms 3-6	Stevensons
Aldro portfolio	Forms 7-8	Stevensons
Aldro outdoor coat	Currently being reviewed	TBC
Aldro scarf	Optional	Stevensons
Aldro beanie	Optional	TBC
Aldro water bottle		Stevensons
Black shoes	Plain style, black soles, no trainers	Other
Wellington boots	Forms 3-5	Other
Aldro music bag	Optional	Stevensons
Bottle green hair accessories	Hair below the collar must be tied back neatly please	Other/Stevensons
Name tapes	Please order online. Eg. www.jicash.co.uk or www.johnlewis.com	Other

SUMMER

Item	Comment	Source
Aldro Summer dress	Compulsory for Forms 3-6, optional for forms 7&8 who may wear their kilts with a plain white short sleeve open neck blouse if they prefer	Stevensons
Aldro green jumper		Stevensons
White socks (ankle length)	No sports socks please	Stevensons / Other

Sports Wear:

Aldro hockey/netball Top		Stevensons
Aldro skort		Stevensons
Aldro tracksuit top		Stevensons
Aldro tracksuit bottom		Stevensons
Black performance leggings		Stevensons
Aldro sports socks		Stevensons
Aldro football shorts		Stevensons
Green PE shorts		Stevensons
White ankle sports socks		Stevensons
Black swimsuit		Stevensons
Aldro sports bag		Stevensons
Aldro mid layer	Optional	Stevensons
Aldro green baselayer		Stevensons
Shinpads		Other
Trainers	For outdoor use	Other
Trainers	For indoor use (non-marking sole)	Other
Football boots		Other
Mouth guard	Please see additional information	Other
Towel		Other
Towelling Poncho	Suggested for swimming	Other
Swimming hat	Squad colour (Darley-red, Meads-yellow, Alders-green, Hall-blue)	Stevensons
Goggles	For swimming, optional	Other
Flipflops/crocs	For going to the pool	Other
Swim top	Optional	Stevensons
Cricket trousers	Summer term only, TBC	TBC
Cricket shirt	Summer term only, TBC	TBC
Cricket jumper	Summer term only, TBC	TBC
Cricket shoes or trainers	Summer term only, currently optional	Other
School cap	Compulsory in the summer	School / TBC
Squad shirt	Squads are allocated prior to arrival for all except Form 3 pupils, who will be allocated at half term of the Christmas term.	Stevensons

Casual Dress Code

Aldro Pupils wearing casual clothes at school or on school trips must do so in a manner that reflects the purposeful attitude of a learning environment, recognising also that they carry with them the reputation of the school by the way in which they present themselves. The following rules for casual dress are designed to reflect this.

- Casual dress must be worn in a tidy and presentable manner.
- Clothing must be free of rips and tears.
- Clothing may not carry offensive or inappropriate slogans or logos.
- Tops must cover the shoulders and midriff
- Flip-flops and sliders are not permitted
- Jewellery should be in line with the school uniform policy (a single pair of discrete stud earrings only for girls)
- Hair should be of a natural colour

UNIFORM LABELLING AND MARKING

All belongings must be clearly marked with your CHILD's name. All items of School uniform must be labelled on the inside with name tapes. Please order in advance of your child starting at Aldro.

- All footwear should be clearly named inside.
- Towels need a loop for hanging as well as a name tape.
- Any sports equipment (hockey stick, cricket bat etc) must be clearly named.

BOARDERS ONLY – ALL ITEMS TO BE NAMED

Please make sure everything is named including bedding and electronics.

	Full time boarder	Part time boarder (including girls)
One suitcase	required	Small suitcase please
One overnight bag	required	Not required
Single sized duvet covers and pillowcases	2 x sets required	2 x sets required if boarding 3 nights or more per week 1 x set if 2 nights per week or less
One bath towel	required	required
Wash bag	To include <ul style="list-style-type: none"> • Toothbrush • Toothpaste • Shower gel, shampoo/ conditioner • Non- aerosol deodorant • Comb/ hairbrush 	To include <ul style="list-style-type: none"> • Toothbrush • Toothpaste • Shower gel, shampoo / conditioner • Non- aerosol deodorant • Comb /hairbrush/ hair ties (bottle green only) • No make up • Feminine hygiene products if necessary
Pyjamas	2 pairs	1 pair
Dressing gown	required	required
Slippers	required	required
Under pants	5 pairs	1 pair per night boarding
Socks	5 pairs of grey socks	1 pair per night boarding
School trousers	3 pairs	It is a good idea to have at least one spare set of school uniform at school.
Blazer	1	
School jumper	2	
School shirt	3	
School shoes	1 pair	
School tie	1	Only if boarding on a Wednesday evening or at the weekend.
Casual home clothes	2 sets (to be worn on Wed and weekends) Please make sure these are machine washable and can be tumble dried.	
Casual shoes	1 pair	
Casual socks	2 pairs	
Wellington boots	1 pair	
Outdoor waterproof jacket	1	
Spare name tapes	required	
Reading book	required	required
Favourite cuddly toy		
Photos for pin board		
Mobile phone/ Nintendo switch	All games and apps should be age appropriate and parental controls checked	
Tablet or laptop	Form 8 only	
Medicine	This should always clearly labelled and be handed into Matron	This should always clearly labelled and be handed into Matron

Stationery and Books

Pupils should have the following basic equipment at the start of the school year. These items should be checked every holiday to ensure pupils are properly equipped for the following term. All items should – where possible – be named. Pencil cases should be checked every Weekend Leave.

	Form 3	Form 4	Form 5	Form 6	Form 7	Form 8
Casio scientific calculator (FX 83 / FX 85)			✓	✓	✓	✓
Handwriting pen (either fibre tip type eg Berol or fountain pen eg Lamy) no biro's please		✓	✓	✓	✓	✓
Geometry set including pair of compasses			✓	✓	✓	✓
Highlighter	✓	✓	✓	✓	✓	✓
Small pair of paper scissors	✓	✓	✓	✓	✓	✓
Coloured pencils 12 or 24 different colours		✓	✓	✓	✓	✓
Coloured Gel Pens (e.g. red, pink, green, purple etc) No felt tip pens	✓	✓	✓	✓	✓	✓
One black fineliner pen v.5 (for Art & DT)	✓	✓	✓	✓	✓	✓
Eraser	✓	✓	✓	✓	✓	✓
Glue (Pritt stick type – not coloured and not too small)		✓	✓	✓	✓	✓
Grey Pencils (HB) 3 or 4 (spares are very useful)	✓	✓	✓	✓	✓	✓
Pencil case (long 30cm+)			✓	✓	✓	✓
Pencil sharpener (self-contained type)	✓	✓	✓	✓	✓	✓
Spare handwriting pen (blue) eg Berol, Stabilo		✓	✓	✓	✓	✓
Ruler (30cm)		✓	✓	✓	✓	✓
Geometry set including a pair of compasses & Protractor 180° and 360°		✓	✓	✓	✓	✓
Oxford School Dictionary & Thesaurus (OUP) ISBN: 978-0-19-911536-5		✓	✓	✓	✓	✓
Book bag or folder with zip / folder (for history resources)					✓	✓
Oxford School Atlas (ISBN-13 : 978-0199137022)		✓	✓	✓		
Oxford Student Atlas (ISBN-13 : 978-0199136995)					✓	✓
An electronic dictionary bookmark for pupils whose first language is not English (ASIN: B005CNBUUO)						
Biro's and ballpoints are not allowed, nor is Tippex or any other brand of liquid eradicator.						



A to Z of Aldro (General Information)

Absence from School

We believe that pupils need to be in school for all sessions so that they can make the most progress possible. Requests for leave of absence during term time must be made in writing (including via email) to the Headmaster (head@aldro.org) and should reach the school at least 7 days in advance (except in an emergency, where parents are asked to phone the school as soon as possible). Requests for absences are treated sympathetically, but only in exceptional circumstances can they be approved. Please make appointments for the dentist or orthodontist in the holidays.

Where a pupil needs to attend a medical appointment or senior school interview, parents should email the Headmaster (head@aldro.org) in the first instance. Once permission has been given, we will then inform Form Tutors, Matrons and the School Secretary.

An unauthorised absence is classified as a pupil being away from school without permission of both the school and the parent and includes an absence, without a good reason, with the support of the parent but without permission from the school.

If day pupils are ill and unable to come to school, or if they are going to be late, please email absence@aldro.org or call the School Office (01483 810266) as early as possible. Please email absence@aldro.org every day that a pupil is ill and not returning to school. Pupils who arrive after registration (8.20-8.40am) must sign in with the Matrons or the School Office when they arrive.

Pupils leaving school during the day (eg for medical appointments) must be signed out in the Matrons' room or the School Office. Pupils returning to school the same day must also be signed back in.

It is our stated policy to aim for at least 98% attendance throughout the year.

Activities and Enrichment Programme

Pupils have the opportunity to take part in a regular programme of co-curricular activities, including dance, judo, shooting, sailing, golf, rowing, horse riding and many others. Many of these take place on site and we make regular use of the Aston Sports Centre.

Badges

Badges are awarded for every pupil's contribution towards the co-curriculum at Aldro. They are a unique and longstanding Aldro tradition. Your child can earn badges for a wide range of activities for activities such as art, chess, cooking, DT, drama, Lego, music, reading, music, LAMDA, sailing, rowing and shooting. These are proudly displayed, having been sewn onto the sleeves of the school jumpers.

Birthdays

If a pupil is boarding on their birthday, a birthday cake may be delivered to school or, if preferred, ordered by the school through their own supplier. Day pupils may bring in cakes (**nut free**), fun-sized 'Haribo' type sweets, or doughnuts (**the plain glazed type only**), on their birthday (remembering to check with the Form Tutor if any pupils in the same Form have food intolerances). These should be

handed to their Form Tutor or the School office at registration for safe keeping until break. **All items brought into school must include a full list of ingredients.**

Bedtime

The days at Aldro are long and very busy and we encourage you to send your child to bed at a reasonable hour.

Breakages

Where pupils are responsible for damage or breakage of school property as a result of misbehaviour or ill-treatment, replacement or repair charges, plus labour where applicable, will appear on the fee bill. Parents will be notified of larger commitments.

Bus Service

Please contact the Bursar (bursar@aldro.org) if you would like more information on the Aldro bus services.

Chapel

There is always a warm welcome to all families to join our special Saturday Guest Chapel Services. Details can be found in the school calendar (green book), handed out at the start of each term. Visitors are welcome to join us afterwards for coffee in the Drawing Room or in the Library.

Chess

There are plenty of opportunities to learn and to play Chess and our main aim is to give the pupils a skill for life. Both Junior (Forms 3-4) and Senior (Forms 5-8) Chess Clubs take place after school once a week and there is also Chess on the curriculum for Form 3.

Aldro takes part in a local Chess League, with matches against other schools at U13 and U11 age groups. The pupils particularly enjoy taking part in the UK Chess Challenge which is a nationwide competition with lots of prizes and badges. We compete in the National Primary Schools Competition every year and host the National Prep Schools Rapidplay Competition.

There is a Chess Masterclass, with an International Chess Master, Andrew Martin.

Discipline

Sanctions, such as 'Minuses', 'Benches' and 'Headmaster's Detentions' (Reds in the boarding house) help us to set boundaries and to manage more challenging behaviour. The Headmaster and all staff undertake to apply any sanctions fairly and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time, but will not involve any form of unlawful or degrading activity. All sanctions are recorded on the school's information management system, and 'Benches' 'Boarding Reds' and 'Headmaster's Detentions' are also recorded on CPOMS. These records enable the Form Tutors, Heads of Section and Assistant Head (Pastoral) to monitor patterns or concerns in the behaviour of individuals or groups. As part of our partnership with parents, information about minor sanctions will be recorded in Student Planners, which parents are encouraged to inspect and sign on a weekly basis. Parents will be notified directly, by the appropriate member of staff, where there are more serious disciplinary concerns. All parents and pupils should be aware of the more serious sanctions, including suspension and expulsion that the Headmaster can impose for serious breaches of the rules, including criminal behaviour or making unfounded malicious accusations against staff. The 'Sanction Pathway' sets out Aldro's 'formal' sanctions and gives examples of the type of behaviour and punishments associated with each sanction. The Assistant Head (Pastoral) will keep a thorough record of sanctions imposed for serious misbehaviour. Details of our behavior policy can be found on our website.

Sanction Pathway

- Minus: for low level misdemeanour (eg lateness, ignoring instructions) and may result in a minor punishment such as an apology letter, talk from tutor
- Bench: for mid-level misdemeanour (eg repeated minuses, disobedience) and will result in a break time detention
- Headmaster's Detention: for high-level misdemeanour (eg repeated benches, bullying) and will result in a school detention; this will result in a letter being sent to parents and the pupil will be required to stay and attend detention on Wednesday or Saturday afternoons/evenings
- Suspension: for severe-level misdemeanour (eg repeated Headmaster's Detention) and will result in exclusion from school for a finite period
- Expulsion: for top level misdemeanour (including repeated suspensions) and will result in permanent or indefinite exclusion from school

Dogs

Dogs are welcome for school matches, but must be kept on a lead and at your side at all times. Please clear up after your dog, thank you.

Electronic Devices

Boarders may bring electronic devices to school with permission from the Housemaster and subject to the Electronic Device Policy being signed.

Please note that Smart watches that have the capacity to pick up text and email are not allowed.

Laptops or other computer equipment should only be brought to school with express permission and as a general rule, they are only allowed for particular academic purposes, as agreed with the Head of Learning Support.

Pupils in Form 6 and above will need their own laptop, initially leased for 36 months and available for purchase at the end of the lease period should parents wish. The leasing of a single device provides a consistent learning experience for pupils and ensures that devices and applications fully integrate with the school's systems. This increased access to technology provides a range of tools that pupils and teachers can take advantage of to support learning. All students in Form 6 and above will receive a letter from the bursar setting out the lease terms.

Please see also page 47 'Internet Use Information for Parents'

Food Allergies

Please note that Aldro is nut free.

Pupils with allergies are required to have an allergy and anaphylaxis Individual Health Plan completed by their parent/guardian; this will be provided by and reviewed by the School Nurse. A list of pupils with identified allergies and intolerances will be posted in both the school kitchens and staff room. It is a parent's responsibility to inform the school if anything changes, particularly following outpatient appointments.

Friends of Aldro Association (FoAA)

Aldro has a thriving parents' association which organises social and charitable events for parents, staff and pupils at the school. It is a great way to help welcome new parents. In a typical year, the FoAA hosts a wide range of social events, some of which are fundraising for charity or the school. There are no formal elections for any of the Committee positions and the posts of Chair, Secretary and Treasurer are held for a minimum 2 years and maximum of 3 years. The normal term of office for a Form Representative is one academic year (September to July) and in addition there is a Winter Fair Committee chaired by a parent.

Haircuts

All pupils are expected to arrive at school with neat and tidy hair of a reasonable length.

Boys' hair should be worn above the collar and ears,

Girls' hair should be neatly tied back at all times, using dark green hair ties.

Insurance

You are strongly urged to take out adequate personal effects insurance as they are not covered by the school's policies as a matter of course. For further details, please contact the Bursar.

LAMDA

We are pleased to offer the opportunity to take LAMDA lessons at Aldro. They help with confidence in speaking, listening, memory, recall and performing. The LAMDA exams are designed to develop the pupils' ability to read fluently with good understanding, expand vocabulary and diction as well as improve self-expression and conversation. If you are interested in your child taking LAMDA lessons, please complete a request via the Microsoft Form for 2023-24 which will be sent to you with your joining information.

Lost Property

There are three lost property boxes in the corridor outside the changing rooms. If an important named item has been missing for a while, please contact the Form Tutor for assistance in finding it.

To help minimise the problem, it is essential that every piece of kit is clearly named. At the end of each day, the boxes will be checked and anything named will be returned to the Form Rooms. All un-named items will be taken to the Matrons and stored in the Lost Property box upstairs. At the end of term, everything in the box will be displayed either upstairs in the Boarding House or in the Vestibule.

Library

Our Library is a much-loved haven for the pupils. The Library computer system enables pupils to issue, return and search for books independently. All pupils are welcome to visit the Library to choose books at any time. Books are on loan for a maximum of two weeks and can be re-issued if required for longer. All books should be returned to the Library at the end of each term and reimbursement will be requested for lost or damaged books. Pupils are allowed to borrow a maximum of two books; ideally this should be one reading book and one non-fiction book. We also have DVDs available for loan and all of our DVDs are either 'U' or 'PG' certificate.

Monsieur's Bank

If there is a charity event at school and your child does not have pocket money on the day, they will be able to take a loan out with Monsieur Lombardot's bank. It provides an important lesson in accrued interest and all profits go to the school charity.

Optional Extras

There is a wide range of optional extras available to pupils at Aldro. These are advertised to pupils at the start of each term. Some of these will incur additional charges (for example chess, MTech, tennis and LAMDA). Please note that a full term's notice, in writing, is required to stop any optional extras which attract additional charges.

Parking

For drop-off and pick-up on a school day, please use either the car park outside the Sports Centre (off Lombard Street) or the Dining Hall. If you come to Aldro at any other time, please use either the Dining Hall, or Visitors' Car Park at the front of the school and enter via the main School Office, where you will be asked to sign in and collect a visitors' badge.

Pocket Money

Day pupils do not need pocket money but may bring money for specific collections in Chapel, school trips or charity events. It is suggested that boarders bring back about £100 per term which must be handed in to the Matrons for safekeeping.

Personal Possessions

Large or valuable toys should not be brought to school without permission. All personal possessions should be clearly marked and watches should be engraved. Musical instruments and cases, as well as all sheet music, should be clearly marked with the pupil's name. Parents are responsible for ensuring that their child's personal possessions are covered by insurance. Any possessions left by your child at Aldro during the holidays are left entirely at your own risk.

Reading

It is extremely beneficial for all pupils to read regularly as a pillar of their education, especially those in Forms 3, 4 and 5, whom we hope would read for approximately fifteen minutes a day outside school. Some of this time should ideally be spent reading aloud to an adult to discuss new vocabulary and encourage accurate use of punctuation.

We use 'Accelerated Reader' to track pupils' progress in reading. This involves each pupil taking a short, computerised test at the beginning of term; the results of the test will determine their individual reading range. Pupils then choose a fiction or non-fiction book within their range. After finishing a book, they take a short quiz online. Accelerated Reader keeps a total of the amount of words read by each pupil. It is possible to be a Word Millionaire and a certificate will be awarded by the Headmaster during a school assembly followed by an invitation to a termly Millionaire's luncheon.

Rewards

We aim to reward and encourage good behaviour through 'Squad marks' ,and through 'Greens' in the Boarding House. All pupils are allocated to a Squad during their first term at Aldro. The Squad system promotes good pastoral care, healthy competition and high standards in both behaviour and work. Pupils are rewarded with squad marks for positive involvement in all areas of school life. Squad marks accumulate towards individual rewards and a 'Squad Treat' at the end of the year. The introduction of Regular Squad Assemblies, weekly Squad Star Badges and weekly Squad mark totals have all helped in promoting good behaviour through the squad system. Details of our behavior policy can be found on our website

School Council

The School Council was established in 2010 to enable all pupils at Aldro to contribute towards the continuous improvement of the community. It is made up of 14 pupils and a member of staff. In each Form, pupils elect their own representative. Meetings are held once a month and are chaired by Mr Rose; pupils discuss a wide range of topics relating to school life including environmental issues, food, drink, sport and fundraising ideas. The School Council chooses the school charity each year.

Security & Access to the Boarding House

Entrance gates are accessible via a PIN code from 8.00am-9.00am on school mornings and from 4.00pm-6.30pm on school evenings. If you need access to school during the day, please go to the School Office and sign in with the School Secretary. Pupils should be asked to meet you in the School Office for agreed appointments during the day. The main school doors and Vestibule will be code-locked and will not be accessible before 8.00am in the morning or after 6.30pm.

Parents do not have access to the Boarding House, unless by prior arrangement with the Housemaster, when it must be accessed via signing in with the School Secretary. If you need to drop something off, please leave it in the School Office. Parents of day pupils may visit the Matrons' room, but they must access it via the School Secretary (who will need to record all visitors) and they must make their way up the red staircase and ring the bell. They are not allowed to visit other parts of the Boarding House, unless they have permission from the Housemaster.

Smoking/ Vaping

We are a non-smoking and non-vaping school, all visitors should please refrain from smoking or vaping anywhere onsite.

Squads

Every pupil is allocated to one of four Squads. Pupils joining Form 3 will be allocated their Squad and presented with their Squad coloured polo shirt at the end of their first half term at Aldro. All other new pupils will be allocated a squad and informed at the beginning of the Summer holidays.

Telephone

Day pupils should not bring mobile phones to school, but if there is an exceptional circumstance which requires them to have one, it should be handed in to their Form Tutor or Matron for safe-keeping during the day. Day pupils may use the telephone in the School Office to call home, if necessary.

Tennis

Tennis coaching operates during the PE and games timetable, with lessons also taking place before school and during break times. Our Head Coach is Mr David Gill (gilld@aldro.org) who has been coaching at Aldro for a number of years. Mr Gill is an LTA Accredited Plus Level 5 Master Club Coach.

- **Group Tennis Coaching**

Pupils are placed into a group by year and ability. Group lessons are 30 minutes.

- **Individual Tennis Coaching**

This is available throughout the year but numbers are limited. Lessons are 30 minutes in duration, although 60 minute lessons are available for additional cost. Lessons may be shared at an additional cost if pupils are of the same age/ability.

- **Equipment**

It is important that the pupils have the correct racquet and grip size. Mr Gill can give advice on this. Pupils are expected to be dressed for coaching in appropriate clothing for the weather and trainers must be worn at all times.

- **Starting or Stopping Tennis Coaching**

Please complete the Microsoft Form to request tennis coaching for 2023-24. Once a pupil has begun tennis coaching, then a term's notice in writing is required if they are going to stop. Continuation of coaching for pupils who are currently receiving it during the academic year is usually automatic and it is assumed that all pupils on the previous term's list wish to carry on, unless a term's notice has been submitted in writing.

Please note that demand for tennis coaching often outstrips the number of places available and, if this is the case, it may be necessary for your child's name to be put on a waiting list.

Trips

Aldro places a high value on educational visits, tours and fieldwork and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school mission of providing a first-class education. Visits also play an important role in allowing the school to meet its aim of developing the confidence of pupils to take appropriate risks and its aim of encouraging our pupils to become responsible citizens.

Aldro recognises that trips, visits and outdoor education activities may involve pupils in varying degrees of risk as well as physical challenges. The school acknowledges that trips, visits and outdoor activities are not without risk, but by adhering to the School Journeys Policy together with careful planning, the school endeavours to manage these risks.

The School calendar lists the trips and visits that are due to take place during each term, together with a list of planned home and away sports fixtures. You will have been sent a list of planned trips as part of your joining information.

Communication and consent for any educational visit follows the procedure below:

- A list of fixtures is updated on the school sports website (SOCS) on a weekly basis and parents are informed of an away match via the website; email or via the school notice board.
- Where the educational visit involves an extra charge or an overnight stay, permission is sought from the parents, eg Activity Week at the end of the Summer Term.
- A further parental consent form is completed for all trips involving an overnight stay. Completed forms are required well in advance of the trip.
- For all residential educational visits, details are sent to all parents in advance. There is also a full briefing for parents in school.

Tuck

Pupils are not allowed to bring sweets or tuck to school unless they are full-time boarders and they should store all food in the Matrons room. **Please note Aldro is a nut free school.**

WhatsApp Groups

The FoAA form reps kindly organise year group WhatsApp groups for parents. The aim of these groups is to share information from and about school. It's a chance for parents to welcome new families to Aldro, organise social events and ask questions (eg queries about school day, lunch menus, sports kit, how to contact teachers etc). We allow other posts of interest, often these are local charity events, or useful information for students e.g. Senior school open days. We recognise there are lots of differing views on all sorts of topics so ask that parents try to keep posts factual. We do not allow posts about individual teachers and would urge you to take up concerns about that with the school directly. These groups should not be used for commercial gain.



Aldro Key School Policies

Aldro has a comprehensive range of policies that cover all aspects of school life. These can be accessed on the school website and you can also request hard copies from the school office.

[School Policies - Aldro](#)

Admissions
Anti-bullying
Behaviour
Boarding Principles NMS-1
Child Protection & Safeguarding
Complaints Procedure
Curriculum
Equality & Diversity
First Aid
Health & Safety
Risk Assessments
RSHE
SEND & EAL
SMSC and PSHE

Pupil Privacy Notice

Aldro is the Data Controller and our contact details for enquiries with regard to your data are as above.

As a pupil at Aldro we have a contract with your parent or guardian to provide for your education and care.

In order to provide your education, we need to store and process your personal data. This notice tells you about the type of data that we will hold about you, why we hold and use it, the length of time we will keep it and some rights that you may have in some situations.

The data we hold includes:

When you joined:

- The information that your parents provided (name, date of birth, address, medical) at the time you joined Aldro;
- Papers from your interviews, tests and sometimes examples of work from your last school

When you are at Aldro we will collect data to support your education with us:

- Reports from specialists who may be helping you, for example with reading
- Medical reports if you are unwell
- Records relating to your academic progress
- Any safeguarding issues which may arise
- Your pastoral care and wellbeing
- Photographs of activities you are involved in
- References for your next school

We process this data because:

- There may be legal requirements to do so
- Our legitimate interest in providing your education
- The consent that your parents may give (eg for photographs or to send references to your next school)

How long do we keep your data for?

- We keep your data until you reach the age of 25 when it will be destroyed
- In the event of a reportable safeguarding incident we retain your information for an unlimited period.

Who might we give this data to?

- Your next school (with consent)
- Your local authority if legally required to do so

In certain circumstances you can request:

Access to and porting of your data; rectification or erasure of your data; restriction of processing or to object to the processing.

You also have a right to lodge a complaint with the Information Commissioner's Office [Make a complaint | ICO](#)

Parent Privacy Notice

Aldro is the data controller and our contact details for enquiries with regard to your data are as above.

Once your child has joined Aldro we will process the personal data you provided on our admissions form, which includes your contact details, legal status of your relationship with your child, any specific legal documents or court orders and general correspondence with us. Our legal basis for holding and processing this personal data are:

- our contract with you for the provision of your child's education.
- our legitimate interest in keeping you informed about Aldro once your child has left the school
- legal requirements such as Keeping Children Safe in Education

We will use your contact details to maintain contact with former pupils (Aldronians) until the age of 25 and also to keep you updated about the school.

We will pass certain data on to third parties including debt collection agencies in the case of unpaid fees, or local authorities with regard to Safeguarding issues.

Retention Periods for your personal data:

Admissions data and other documents – until your child reaches the age of 25

Financial Information – until 7 years after your child leaves Aldro

You have the qualified right to request:

Access to and porting of your data; rectification or erasure of your data; restriction of processing or to object to the processing.

You also have a right to lodge a complaint with the Information Commissioner's Office [Make a complaint | ICO](#)

Contact

If you would like to discuss anything in this privacy notice, please contact the Bursar.



Boarding

We offer a number of different options to suit the needs of different families; this could be full-time, Weekly or part-time boarding.

Boarding at Aldro is offered to:

- Be a useful preparation for life at senior schools
- Be a beneficial way for children to learn to live and mix with others; both of their own and other ages and cultures.
- Be a benefit for children through making the best use of time, for both work and leisure pursuits
- Give children the maximum opportunity to use Aldro's many facilities.

We aim to make boarding an enriching experience where young people can develop socially and personally in their confidence, organisation, and leadership. This is achieved in a friendly, family orientated environment that cultivates mutual respect. Boarders can join the boarding house in all Forms, so any pupil is eligible to join should there be availability. If the pupil is joining the school, they can register their place at the time of joining with the Admissions Manager. At other times they should contact the Housemaster or Housemistress.

Boarding at Aldro is structured in the following way: all Boy boarders live in the main school building and Girl Boarders live in Courtyard Cottage. The Boys Boarding House is run by the Housemaster and the Girls Boarding House is run by the Housemistress; in combination with other House Tutors who are also members of the school's Teaching Staff, the Matrons and Gap Students

It is important that parents give as much notice as possible with regard to the likely term in which they wish their child to start boarding. Some opportunities for trial boarding are available and can be arranged with the Housemaster or Housemistress (housemaster@aldro.org / barrettc@aldro.org). There are also 'Big Boarding Weekends' with opportunities for a limited number of day pupils to experience a weekend of boarding throughout the year.

Boarders Weekend Arrangements

Please would parents remind the boarders to sign out with the Housemaster/ Mistress when they leave school and to sign back in on their return.

- **Half-term and Weekend Leave**
Boarders may return to the boys boarding house, having been fed, either on Sunday evening at 8.00pm or on Monday morning before 8.15am. The Girls' boarding house is weekly/ part time boarding only, so is not open on Sunday evenings, girls should return on Monday mornings before 8.15am.
- **Full-time Boarders at Weekends**
A varied and exciting programme of activities is arranged for the boarders who are in school over the weekend. If full-time boarders are to be away over the weekend, parents or guardians must inform the Housemaster before lunch time on the preceding Thursday.
- **Part-time Boarders and Weekly Boarders at Weekends**

There are a very few weekends when all boarders are to be at school (eg the annual Boarders' Feast on the last Saturday of the Christmas term). However, occasionally parents may wish for their child to stay in school for the weekend or the children may be particularly keen to take part in one of the weekend activities. If part-time or weekly boarders stay in school for the weekend, then the Housemaster must be informed at least a week in advance and an additional charge is made. The girls' boarding house is not yet able to provide weekend boarding, with the exception of Big Boarding Weekends.

Travel Arrangements

We do our utmost to comply with parents' requests and are happy to arrange unaccompanied transport to and from airports, stations, etc. We cannot undertake to purchase air tickets. Parents should write to the Headmaster if they wish their child to leave early (before the publicised start of a weekend leave, half term or the school holidays) or return late (after a weekend leave, half term or the beginning of term) due to complications with flights, etc.

Additional Note for Overseas Parents

During a child's time at Aldro there will be occasional expenses which are not normally included on the end of term invoices. It can be prohibitively expensive to transfer funds for small amounts from some overseas countries; for that reason, we recommend that some arrangement is in place, either through a UK bank account or a UK guardian in order to assist with such payments.

Useful Information

- The Matrons' Room telephone number is 01483 813549
- The boarding house has a fully equipped Laundry. Boarders' clothes are washed, ironed and returned within 24 hours
- Tuck boxes and tuck are primarily for the full time boarders to have at the weekends
- Please do not bring sweets into the Boarding House
- Pupils can earn tuck by receiving 'Greens' for good behaviour or by being helpful
- Please discuss dietary requirements or medication with the Matrons

Communication with home

The Boarders' bed times are staggered according to age groups so please check with the Housemaster/ Housemistress if you would like to call your child before they go to bed. The boarding house recognises the importance of regular communication between boarders and their parents. Posting facilities are provided if required.

- **Frequency**
We are very keen to encourage good communication between pupil and their parents. However, it is possible that phoning home too frequently can make it harder for them to settle into the Boarding House. Parents are always welcome to send an email to the Housemaster, Housemistress or the Matrons for an update on how their child is getting on.
- **Mobile Phones**
Boarders may bring a mobile phone into school which is then locked in the Matrons' Room. Boarders are able to collect their phones from Matron to call home in the evenings during specific times. Children who are boarding over the weekend may use their phones on Saturday evening and during the day on Sunday. Pupils must sign the 'Mobile Device Policy' explaining acceptable use.
- **Landlines**
There are three landline telephones provided for use by boarders who do not have a mobile phone.

Overseas Pupils

Boarders whose parents live overseas and for whom the time difference means that an evening phone call is impossible, have additional times when they may use the phone to call home:

Tuesday break	11.00am-11.30am
Thursday break	11.00am-11.30am
Saturday break	10.30am-11.00am

By special arrangement with Matrons, overseas boarders may receive phone calls from home.

Boarders' Sunday outings are charged according to the activity entrance fees only where applicable.

Charges for toiletries, shoelaces etc, are calculated strictly in accordance with normal retail prices and charged in arrears.



Pastoral Care and Discipline

Pastoral care

Aldro strives to ensure that each pupil is happy, encouraging them to value each other and be supportive of each other. This Christian ethos underpins the school – making the children part of a caring, happy extended family is key to Aldro's success. Our Form Tutors and all our staff play an essential role in supporting the pastoral programme, which is a fundamental part of life at Aldro.

The Headmaster, Assistant Heads Academic and Pastoral and the Form Tutors monitor each child's academic and personal progress, believing that personal growth and academic development come from a happy, caring environment where children are encouraged and feel valued. For the boarders, the Housemaster and Matrons also provide an extra level of care and attention, enhancing the family atmosphere that surrounds the school.

We are often told that Aldro pupils are easily recognised at their senior schools by their maturity and self-confidence and we regularly hear great reports of their success in academic life, sport, music, art and drama. A large number of our pupils go on to achieve significant positions of responsibility. As a prep school, our job is to prepare our pupils for the next stage, so this positive feedback tells us that we must be getting things right.

Successful pastoral care is a partnership between school and home and Aldro is committed to developing and maintaining strong links with parents or guardians. Parents are encouraged to share concerns about home circumstances or medical matters which may affect their child's work or behaviour in school. The school has a Pastoral Care Team (PCT) which meets regularly to assess and review the pastoral care needs of individual pupils; we also have a counsellor who is available to meet pupils when required.

There are a number of ways in which Pastoral Care is delivered at Aldro:

Assistant Head (Pastoral)

The Assistant Head (Pastoral) oversees the provision and quality of pastoral care for all children in the school. As well as leading the Pastoral Care Team, the Assistant Head (Pastoral) will oversee the pastoral care provided by Form Tutors.

The Form Tutor

Each pupil has a Form Tutor who guides them on a day-to-day basis and is someone to whom they can turn to for advice on any aspect of school life.

School Nurses and Matrons

The School nurses and Matrons have an important role to play for both boarders and day pupils. In addition to being the first port of call if there are any health problems or injuries, they are also available for pupils to talk to if they have any worries or concerns.

The Housemaster / Housemistress

The Housemaster, Housemistress and their boarding staff have an important role to play in the life of the boarders, who clearly spend a great proportion of their time at school. In particular, the Housemaster and Housemistress provide an extra layer of pastoral care for them and is another important point of contact for their parents.

Bullying

The School has a clear policy concerning bullying: any form of bullying is absolutely unacceptable at Aldro. We ask pupils to sign up to the school code of conduct.

Aldro Code of Conduct, Rules and Regulations

While there are school rules, the Aldro community of Governors, staff, parents and pupils adhere to an established routine and code of conduct, rather than simply to lists of rules. The School sees education very much as a partnership. Our Staff are committed to excellence, aiming to achieve a spirit of trust and cooperation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.

The Code of Conduct is built upon our five School Values:

- Kindness
- Respect
- Integrity
- Humility
- Service

We expect pupils to treat Staff and each other with consideration and good manners, and to respond positively to the opportunities and demands of school life. They should follow the School's rules and understand what is expected of them and why, as well as the consequences of poor behaviour. The Code of Conduct for the boys and girls and the School Rules are available in classrooms for pupils to see and are explained to pupils as appropriate.

Everyone has a right to feel secure and to be treated with respect at Aldro, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is accessible from the Parents Portal on our website and available on request.

The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation or physical disability.

We expect pupils to be ready to learn and to participate in School activities. They should attend School and lessons punctually and follow the School's attendance policy.

They should care for the buildings, equipment and furniture.

We always expect pupils to behave in a manner that reflects the best interests of the whole community.

Aldro Code of Conduct

We expect every child to:

- Show respect, courtesy and good manners to all members of the school and the wider community.
- Realise that some people will be different and respect their opinions, judgements and abilities.
- Show zero tolerance for bullying.
- Have respect for other people's possessions as well as their own; and look after school property and facilities.
- Be determined to make the most of their opportunities.
- Behave at all times with thoughtfulness and common sense.
- Follow the school rules

School Rules

The Code of Conduct, which is clearly displayed in all Form Rooms, establishes the underlying expectations for all pupils behaviour. A number of additional rules apply:

Safety and Behaviour

- No running around inside any buildings except in the CHC or ASC, when appropriate.
- Pupils should not use the corridor leading to the dining room, unless a School Prefect.
- In Break, pupils should eat sandwiches or biscuits in or around the dining hall area.
- No tree climbing unless a member of staff gives permission and is present.
- Matches, lighters, cigarettes, alcohol, catapults, knives, water pistols, BB guns, aerosol sprays or other similarly dangerous items must not be brought to school.
- Shoes must be changed if playing outside in wet or muddy conditions.
- Personal electrical items (such as tablets and mobile phones) may only be brought to school by boarders and used with the Housemaster or Housemistress' permission. On certain occasions (sports tours or school trips) a member of staff may give pupils special permission to bring in a device.
- Sweets and cakes may only be brought to school for a special occasion (such as a birthday) and with the permission of, and supervision by, the Form Tutor.
- Pupils should not bring money to school unless it is for a charity donation, or they have been instructed to do so for a school event.
- No gambling; swapping or 'trading' of possessions, such as collectable cards, is allowed at the discretion of the Form Tutor.

Other rules apply to certain areas of the school including the computing room, the art studio, the DT centre, the ASC, and the science laboratories.

During Break times, pupils are allowed to play:

- In the area by the chapel (soft or tennis balls only)
- Outside the art studio
- Between the CHC and the ASC
- On the netball court at the back of the CHC (netball only)
- On Shackelfort (only when permission has been given by the member of staff on duty).
- On the Crow's Nest (only when permission has been given by the member of staff on duty).
- On the 'Green Carpet' (no ball games).
- On the grass playing fields (only in appropriate weather conditions)
- Outside the School Room
- Form 8 pupils may use their classroom (R8 & R9)

Areas Out of Bounds (unless special permission given)

- The Art Studio, DT workshop & science laboratories
- The car park at the back of the ASC
- Any of the surrounding roads (incl. The Avenue)
- The kitchen yard & dining room car park
- The path behind the lake
- The boathouse
- The swimming pool & surrounding area

Unless it is a 'Wet break' or they have permission for an organised activity, pupils in Forms 3-7 are expected to be outside during Break.

Other rules apply to certain areas of the school including the ICT Room, the Art Studio, the Design Technology Centre, the ASC, and the Science Laboratories



Music

Music forms an important part of the rich tapestry of life at Aldro. Pupils are encouraged to discover and develop their musical abilities as performers and to increase their skill as listeners, not only in the short term, but with a view to providing them with a resource which will enrich their adult lives. The Aldro Music Department aims to do this by creating a happy and friendly working environment based upon mutual co-operation and respect generated by pupils and staff alike. Pupils are encouraged to enjoy their music but, at the same time, need to be aware of the commitment and hard work that is required to sing or play a musical instrument well.

There are many opportunities for pupils to perform in groups, most of which happen in break times (except Choirs which are timetabled):

- Chapel Choir
- Junior Choir and Middle School Choir
- Chamber Choir
- Brass Group
- String Ensemble
- Function Band
- Percussion Ensemble
- Guitar Ensemble and Advanced Guitar Ensemble
- Jazz Band
- Woodwind Ensemble
- Orchestra

Lessons

Individual music lessons last 30 minutes and are very likely to coincide with academic lessons, timings will rotate on a week by week basis to avoid the same subject being missed too often. It is expected that any work missed will be caught up with minimal delay. M:Tech (music technology composition) lessons are also offered in small groups at an additional cost.

If you would like your child to learn but are undecided on an instrument, the of Music would be happy to discuss this with you. Once a pupil has begun music lessons, then a term's notice in writing is required if he/she is not going to continue. A high proportion of pupils take Music Board exams; ABRSM, Trinity and Rockschoo.

Special classes are arranged for pupils taking the Grade 5 Theory exam and Music scholarships etc. The Chapel Choir has sung in Godalming, Compton, Shackleford Parish Church, Holy Trinity Guildford and Charterhouse Chapel. There is a regular programme of concerts, including termly concerts, (with a large Carol Concert in December every year held at Charterhouse Chapel) as well as annual instrumental and singing competitions, not to mention the Squad Music Competitions. In the last few years, music scholarships have been won to Charterhouse, Cranleigh, Eton, Harrow, Sherborne, Stowe, Tonbridge, Wellington and Winchester.



Sport and Physical Education Department

Sport plays a huge role at Aldro and in the lives of all our pupils. Our aim is to promote enjoyment and a sense of fun through participation in all sports whilst endeavouring to improve skill levels and develop an understanding of the values that are the backbone of team sports.

We strongly encourage participation and strive to breed a desire to be active and healthy. We work hard to develop team spirit and an overall understanding of both winning and losing in order to develop well- rounded young sports people. We are determined to deliver sport for all whilst maintaining our position as one of the best prep schools for sport in Surrey.

There is no better example of the ethos of the school than the annual Grimston Cup. Every pupil in the school takes part in this cross-country competition by year group and the pupils all cheer on their Squad team mates.

Aims of the Sports Department

We feel that as a department it is important to make parents aware of the ideals we endeavour to uphold within our coaching of sport here at Aldro. It is these ideals that dictate our aims and goals when delivering the curriculum to the pupils. By sharing this with you, we feel we will be able to work together when educating your child in the area of Physical Education.

Our aims when coaching sport are as follows:

- To promote enjoyment and a sense of fun
- To encourage participation
- To breed a love of sport
- To improve skill levels and an understanding of sport
- To develop sportsmanship
- To develop an overall understanding of winning and losing
- For both staff and pupils to strive for excellence

Our Sports

The major sports played at Aldro are as follows and they are played at the following times:

Boys Forms 5 - 8

- | | |
|------------------------|-----------------------|
| ➤ Football | September to October |
| ➤ Rugby | November to February |
| ➤ Rugby 7's & Football | End February to March |
| ➤ Cricket | April to July |

Boys Forms 3 & 4

- | | |
|------------|-----------------------|
| ➤ Football | September to November |
| ➤ Rugby | December to March |
| ➤ Cricket | April to July |

Girls Forms 6-8

- | | |
|-----------|-----------------------|
| ➤ Hockey | September to November |
| ➤ Netball | December to February |

- Football March
- Cricket April to July

Girls Form 5

- Hockey & Netball September to February
- Football March
- Cricket: April to July

Girls form 3 & 4

- Netball September to November
- Hockey November to February
- Football March
- Cricket April to July

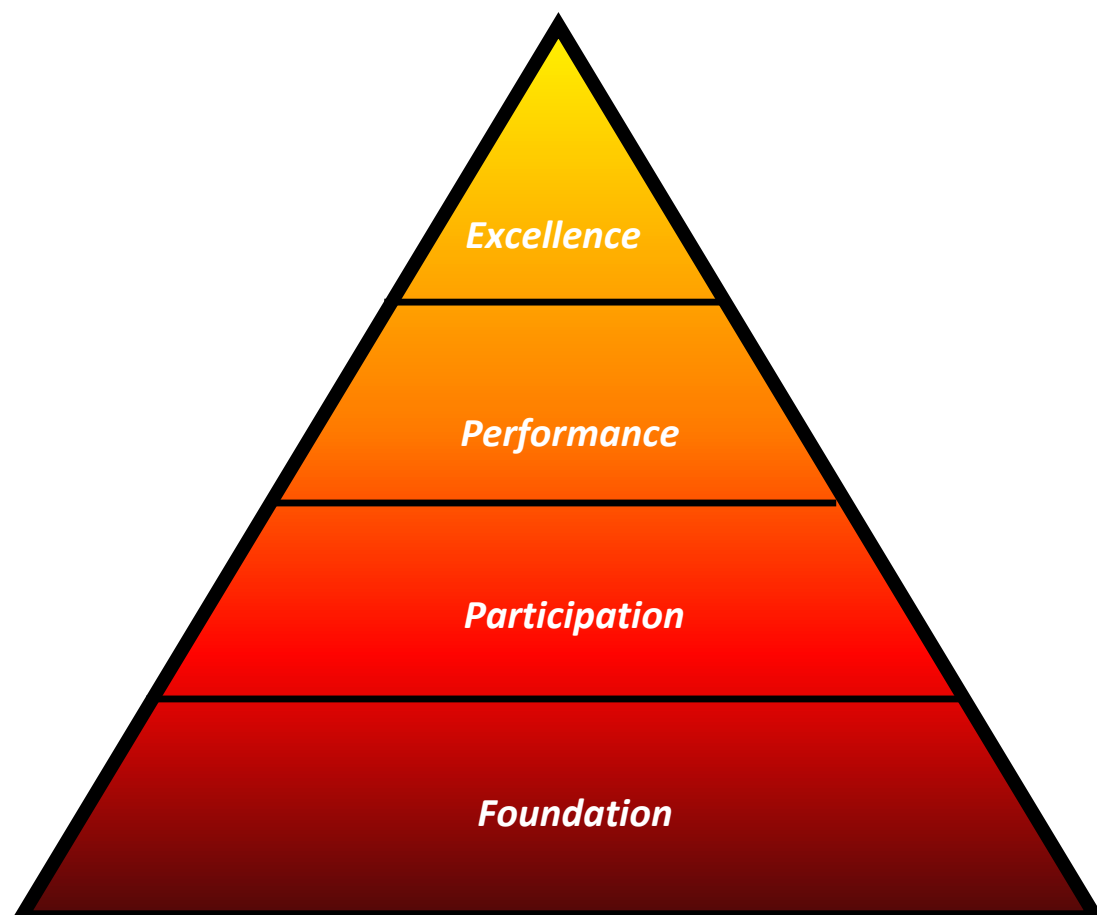
Sport for All

Aldro is an educational institution which promotes pupils participating together naturally and equally in all areas of school life. Each and every pupil at Aldro has the right to be considered and treated as equal, irrespective of culture, ability, age or disability.

In order to achieve this, our aims are:

- ❖ To seek and use teaching strategies which are most effective in promoting equality and generating positive self-images
- ❖ To ensure that all pupils have equal opportunities for individual development and progression within Sport and Physical Education at the school
- ❖ To give all pupils access to the Physical and Sports education curriculum
- ❖ To introduce and develop a variety of sports providing the opportunity for every pupil
- ❖ To participate and succeed

Our Development Pyramid



Excellence - Developing for excellence

Pupils who show great talent and a desire to improve and excel

Performance - Developing to get better

Pupils who have a desire to be better and achieve excellence

Participation - Developing to enjoy

Pupils who are enjoying taking part in the sport and learning as they go

Foundation – Introducing the sport

Giving pupils the opportunity to learn a new sport or enhance what they already know whilst generating a love of sport through participation and fun.

Inter-School Fixtures

By referring to the termly school calendar one quickly becomes aware of the tremendous amount of inter-school fixtures in which we participate. This element of the Physical and Sports Education programme is a huge feature within the life of our school.

It is not only the sport, but the healthy rivalry between Aldro and our neighbouring schools that excites, inspires and drives our pupils to perform at their very best regardless of their ability. We pride ourselves on giving each and every pupil the opportunity to represent the school in some form of sport. The life experience gained and the pleasure felt and expressed through this participation is almost immeasurable.

Festivals and Tournaments

As a school we try to attend as many sporting tournaments as possible. This gives the pupils a wonderful sporting and life experience. On top of this we also organise inter-school swimming galas, cross country and athletics meetings, tennis, golf, shooting and chess matches.

Tours and Visits

We believe in trying to expose our pupils to a great range of cultural and sporting experiences. Therefore, we have endeavoured to provide this through sports tours and visits.

Saturday Afternoons

In forms 5 and above, Saturday afternoons are part of our timetabled school week. At Aldro we play matches and attend tournaments on a regular basis on these afternoons. We also run practice sessions organised by particular staff on specific Saturdays. All pupils are expected to participate in these games sessions and we ask that parents prioritise the school before any other external activities during term time.

Inter-Squad Competitions

The school runs a comprehensive Squad Competition that incorporates all areas of school life. All Aldro pupils are allocated to one of our four Squads for various internal competitions. The range of events covered within the Squad Competition allows all our pupils to compete and achieve success. For many of the students, this competition is the most important in the school.

Aldro Sports Website

At Aldro we use SOCS, an online facility which can be accessed by the main Aldro Website and clicking the “Co-Curricular” and then “Sport”. All sports fixtures and team sheets can be found here, with locations and all related details. Team sheets are password protected and this is made available at the beginning of the academic year. This resource enables parents to obtain information about all sports fixtures and we encourage you to make full use of it.

Mouthguards

Your child will be playing rugby and hockey (in PE) at Aldro and our school policy is that all pupils are required to wear custom fitted mouthguards for playing matches and for lessons. We will not allow pupils to take part if they are not wearing a mouthguard. This is in line with guidelines set down by the ruling bodies of the respective sports associations.

Top-Guards, the hand-made mouthguard service visit Aldro in the Autumn to take impressions and provide custom-fitted mouthguards.

Please complete the online order form: <https://topguards.co.uk/mouth-guard-order/>

- 1) Fill in your order form with your child's details, quoting Aldro and choosing either:
Option 1 – single colour (£75)
Or Option 2 – multi-coloured (£80)
Or Option 3 – Single colour with logo (£80)
Colours will be chosen on the day.
- 2) The cost will be added onto the school bill.

Please DO NOT order through the school. We ask you to go directly through Top-Guards. Please contact Top-Guards if you have any questions.

website: www.top-guards.com

email: info@top-guards.com

Please note, this service is not compulsory: you may wish to choose an alternative, i.e. from your own dentist.

For those children joining us in Form 3, we recommend an 'off the peg' mouthguard that is moulded after placing in hot water.

NB If your child has fixed orthodontic braces, please talk to your orthodontist about a mouthguard that fits over the braces. Top-Guards do not fit their mouthguards over fixed braces.



Sport and Physical Education Department

Code of Conduct

It is our ambition to assist the development of competitive sport at Aldro by continuing to strive for the best in every area. Aldro sport is focused on hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves in every situation.

With this, therefore, comes certain expectations from all those who are involved including pupils, staff and parents. As a means to meeting these expectations and ultimately the aims of our department we have formulated a Code of Conduct to ensure that we are ALL working towards achieving a common goal.

Following a great deal of discussion with pupils, staff and parents we have produced the Aldro Games Code of Conduct. With the implementation of these guidelines we hope to encourage a culture and pride in all that we do on and off the sports field.

PUPILS

- I will show respect and consideration towards all others
- I will have the appropriate kit and equipment at all times
- I will be punctual
- I will develop a high level of sportsmanship through:
 - Humility
 - Accepting defeat and decisions
 - Encourage and congratulate others
- I will give my best at all times
- I will practise and strive to be the best I can be

EFFORT AND IMPROVEMENT = ENJOYMENT

PARENTS

At home

- I will reinforce lessons learnt at school
- I will treat sport as equal priority
- I will foster an interest in sports and sporting clubs
- I will provide clean and named kit

On the touchline

- I will model sportsmanship through
 - Being supportive regardless of the result

- Welcome visiting parents
- Avoid giving coaching on the touchline, but rather encouragement
- Encourage players to learn by the rules and play within them
- Discourage unfair play and arguing with officials
- Set a good example by recognising fair play and applauding good performance by all players
- Avoid belittling a player for losing or making a mistake
- Accept official judgements
- Support the player's involvement and help them to enjoy the event
- Use correct and decent language at all times
- Support all selection decisions made by Aldro staff

Communication with coaches

- I will respect the selection of the teams made by respective coaches and I will accept what team or position my child has been placed in

STAFF

- I will act as a role model through
 - Appearance
 - Hygiene
 - Spirit
 - Sportsmanship
 - Language
 - Inspiration
- I will plan and prepare enjoyable and beneficial coaching sessions
- Set Specific, Measurable, Attainable, Realistic and Timed goals (S.M.A.R.T principal)
- I will encourage the highest standards of performance and behaviour
- I will communicate team changes and selection issues with each player before each match
- I will model sportsmanship through
 - Being supportive regardless of the result
 - Welcome visiting parents
 - Encourage players to learn by the rules and play within them
 - Discourage unfair play and arguing with officials
 - Set a good example by recognising fair play and applauding good performance by all players
 - Avoid belittling a player for losing or making a mistake
 - Accept official judgements
 - Support the player's involvement and help them to enjoy the event
 - Use correct and decent language at all times
 - Support all selection decisions made by Aldro staff



Internet Use Information for Parents

All parents should be aware that, as well as the vast numbers of fantastic resources for children, in certain circumstances the internet could give access to some unsavoury content. We have done all that is possible to ensure pupils are protected from such information as outlined in our ICT Acceptable Use Policy. We also dedicate teaching time to help pupils deal with internet related issues and problems. We not only provide rules and guidelines, but we also explain why such guidelines are in place and how to stay safe online.

We strongly urge parents who wish to allow children internet access at home to consider the following ideas:


- 1) Keep the computer that can access the internet in a family/public space, where the screen is visible to anyone passing in the room or only allow access when you can supervise it, ie never in a bedroom.
- 2) Discuss with your children what the internet will be used for, when and for how long.
- 3) Set up protection software on the computer, including a log of where the user has been. Screen this on a regular basis and ensure children do not have access to the password so that they can give themselves more rights. (Be aware that some sites which may appear innocent may be sponsored by less acceptable sites, including very graphic banners and adverts.)
- 4) It is important that you work in partnership with your child and that all rules are explained and agreed. Children who understand the rules and why they are in place are less likely to rebel against them, or simply break the rules out of a sense of curiosity.

All pupils will have sessions to address acceptable use of ICT at school and will sign an 'Acceptable Use Policy' with their Form Tutor.

Parents are also asked to sign a declaration to give permission for their children to use the school network and agree to support them in using the internet wisely.

- A** SPORTS PITCH
- B** SPORTS PITCH
- C** SPORTS PITCH
- D** SPORTS PITCH
- E** SPORTS PITCH
- F** SPORTS PITCH
- G** SPORTS PITCH
- H** CROQUET
- I** SPORTS PITCH
- J** NETBALL
- K** CRICKET NETS
- L** PAVILION
- M** CRICKET SQ
- N** CRICKET SQ
- O** MAIN BUILDING
- P** ARGYLE BUILDING
- Q** CENTENARY BUILDING
- R** SHOOTING RANGE
- S** CYDER PRESS & MUSEUM
- T** SCIENCE CLASSROOMS
- U** WAR MEMORIAL CHAPEL
- V** DT/ART CLASSROOMS
- W** ASTON SPORTS CENTRE (ASC)
- X** CRISPIN HILL CENTRE (CHC)
- Y** GREEN CARPET
- Z** SWIMMING POOL
- I** STAFF CAR PARK
- ii** CAR PARK
- iii** VISITORS CAR PARK





ALDRO

Shackleford Godalming
Surrey GU8 6AS
United Kingdom



01483 810266
schoolsec@aldro.org
www.aldro.org