

# WELCOME TO ASTON MANOR ACADEMY



## CONTACT US

Aston Manor Academy  
Phillips Street,  
Aston. B6 4PZ

Tel: 0121 359 8108

Fax: 0121 359 2426

Email:

[enquiry@astonmanoracademy.com](mailto:enquiry@astonmanoracademy.com)

Web: [www.astonmanor.bham.sch.uk](http://www.astonmanor.bham.sch.uk)



**ALL DIFFERENT  
ALL EQUAL  
ALL ACHIEVING**

# WELCOME FROM THE HEADTEACHER

[www.astonmanoracademy.com](http://www.astonmanoracademy.com)



Welcome to Aston Manor Academy  
We are very proud of all our students at Aston Manor Academy and I know that they will do everything they can to support you in your first few weeks at your new school.

I want you to enjoy your time here at Aston Manor Academy and I urge you to get involved in as many activities as you can. I also want you to feel safe while you are at school and when you are travelling to and from school. If you are ever worried about anything you must tell a member of staff or an older student and we will sort out any problems.

I also want you to work as hard as you can (your planners will tell us if you are doing this), so that you can stay in our Sixth Form and enjoy success in your GCSEs and 'A' Levels.

So please remember I want you to:

Enjoy School!  
Work Hard!  
Be Safe!



# KEY TEACHERS



**Mrs Hussain: KS3 Assistant Head Teacher**  
Mrs Hussain is one of our brilliant Assistant Head Teachers. She is responsible for pupils' behaviour and wellbeing in Years 7,8 & 9



**Mr Lawlor: Head of Year 7**  
Mr Lawlor will be your Head of Year when you arrive at Aston Manor, he has very high expectations for all Aston Manor pupils and wants every student to achieve their best during their time here. It is his job to ensure that you feel safe and happy as you start your journey here with us at AMA



**Ms Ajibade - Assistant Head of Year 7**  
Ms Ajibade supports the running of years 7 and 8. She will also be one of your points of contact in year 7 to ensure you feel safe at AMA.



**Ms Bollard: Head of Transition**  
Ms. Bollard will be one of your first points of contact when you start at Aston Manor Academy. Her role is to ensure you have a smooth transition from your primary school to Aston Manor.



**Mrs Oubhie: SENDCO**  
Mrs Oubhie ensures that any student that needs extra support at school gets it. You can find her office on the ground floor if you have any issues, you would like help with.



**Mr Turner: Deputy Head Teachers**  
Mr Turner is one of our Deputy Head Teachers. They are responsible for the wellbeing of all the staff and students and the academic progress the students make.



**Mr Forbes: Deputy Head Teachers**  
Mr Forbes is one of our Deputy Head Teachers. They are responsible for the wellbeing of all the staff and students and the academic progress the students make.



**Ms Jones: Safeguarding Lead**  
Ms Jones looks after some of our pupils who may need extra help or a little push for all sorts of reasons. Her office is on the 1st floor, and she is always available if you have any problems.

# KEY AREAS IN THE SCHOOL



**ENTRANCE**



**RECEPTION**



**FOYER/ BLUE AREA**



**CANTEEN**



**ASSEMBLY HALL**



**LIBRARY**

# THE SCHOOL DAY



The school day starts at 8:45am and finishes at 3:20pm (apart from a 2:50pm finish on a Thursday).

Pupils **MUST** be in the building by 8.44am

8.45am	School starts
8.45am - 9.10am	Morning Registration
9.10am - 10.10am	Lesson 1
10.10am - 11.10am	Lesson 2
11.10am - 11.30am	BREAK
11.30am - 12.30pm	Lesson 3
12.30pm - 1.10pm	LUNCH
1.10pm - 2.10pm	Lesson 4
2.10pm - 3.10pm	Lesson 4
3.10pm - 3.20pm	Afternoon Registration

Morning and afternoon registration will happen in your form rooms with your form and form tutor each day. Then between these times you will travel from room to room for different subject lessons. In the first few weeks, the teachers will help you navigate your way around!

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## Change in the school day on Thursdays

8.45am	School starts
8.45am - 9.10am	Morning Registration
9.10am - 10.05am	Lesson 1
10.05am - 11.00am	Lesson 2
11.00am - 11.20am	BREAK
11.20am - 12.15pm	Lesson 3
12.15pm - 12.50pm	LUNCH
12.50pm - 1.45pm	Lesson 4
1.45pm - 2.40pm	Lesson 4
2.40pm - 2.50pm	Afternoon Registration

If you're unsure where to go, the reception staff will be more than happy to direct you to the correct room!

# YOUR TIMETABLE

One of the biggest differences about secondary school is that you have to follow a timetable: each subject is taught in a different room by a different teacher.

We have a 'two-week timetable' which alternates from Week 1 to Week 2. Your lessons will be different on the first two weeks then reset back to Week 1.

You will have some time in your first week in form to get to know your timetable better and copy it out into your planner.

Timetable Week 1 (30)											
Mon. 01/07/2024		Tue. 02/07/2024		Wed. 03/07/2024		Thu. 04/07/2024					
AM	9A_NBO, E16	NBo	AM	9A_NBO, E16	NBo	AM	9A_NBO, E16	NBo	AM	9A_NBO, E16	NBo
1	9X/SC1, D14	MN	1	9X/MA1, D6	JHi	1	9C/AD1, D13	LL	1	9A/PS1, E24	NBo
2	9X/EN1, D16	JSh	2	9X/EN1, D17	MP	2	9C/AD1, D13	LL	2	9D/IMEDIA1...	TM, ZBa
BR1			BR1			BR1			BR1		
3	9X/MA1, D6	JHi	3	9X/EN1, D17	MP	3	9X/MA1, D6	JHi	3	9B/DTG1, E15	RG
4	9X/PE4, GYM4	KP	4	9X/SC1, E26	MN	4	9D/IMEDIA1...	TM, ZBa	4	9X/MA1, D6	JHi
5	9C/AD1, D13	JOS	5	9B/DTG1, E15	RG	5	9X/SC1, E26	MN	5	9A/HI1, E3	ShBg
PM	9A_NBO, E16	NBo	PM	9A_NBO, E16	NBo	PM	9A_NBO, E16	NBo	PM	9A_NBO, E16	NBo

Timetable Week 2											
Mon. 08/07/2024		Tue. 09/07/2024		Wed. 10/07/2024		Thu. 11/07/2024		Fri. 12/07/2024			
AM	9A_NBO, E16	NBo	AM	9A_NBO, E16	NBo	AM	9A_NBO, E16	NBo	AM	9A_NBO, E16	NBo
1	9X/EN1, D17	JSh	1	9X/MA1, D6	JHi	1	9X/SC1, D21	MN	1	9A/PS1, E24	NBo
2	9X/SC1, E26	MN	2	9X/SC1, E26	MN	2	9X/MA1, D6	JHi	2	9A/HI1, E3	ShBg
BR1			BR1			BR1			BR1		
3	9X/SC1, E26	MN	3	9X/EN1, D17	MP	3	9B/DTG1, E15	RG	3	9C/AD1, D13	LL
4	9X/PE4, GYM4	KP	4	9A/HI1, E3	ShBg	4	9X/EN1, D17	MP	4	9X/SC1, E26	MN
5	9D/IMEDIA1...	ZBa	5	9D/IMEDIA1...	ZBa	5	9C/AD1, D13	LL	5	9B/DTG1, E15	RG
PM	9A_NBO, E16	NBo	PM	9A_NBO, E16	NBo	PM	9A_NBO, E16	NBo	PM	9A_NBO, E16	NBo

Week 1.

Morning registration.

The subject you have.

Week 2.

Afternoon registration.

Room number where your lesson is.

The teacher you have.

# YOUR PLANNER

You will be given a planner when you start at Aston Manor Academy. The planner is central to your school day – you must bring it to school with you everyday.

**House Point Stamps & Homework Diary/Planner**

Name: .....

Arrived on time Mon-30	1.	2.	3.	4.	5.	PM Reg
Arrived on time Tues 1	1.	2.	3.	4. <b>NIL</b>	5.	PM Reg
Arrived on time Wed 1	1.	2.	3.	4.	5.	PM Reg
Arrived on time Thurs 2	1.	2.	3.	4.	5.	PM Reg
Arrived on time Fri 3	1.	2.	3.	4.	5.	PM Reg

**Parent & Teacher Comments**

**PARENT SIGNATURE**

Student Signature .....

**After School Activities**

Mon	Tues	Wed	Thurs	Fri
Weekly Attendance & Punctuality Record				
No. of half days absent .....		No. of times late .....		
Parent/Guardian Signature .....			Form Tutor Signature .....	

Aston Manor Academy      104      Student Planner 2011-12

## The planner is used for:

Collecting your **stamps** at the end of every lesson, indicating your behaviour in that hour.

Recording **homework**, important **information** and dates to remember.

Form tutor, pupil and parent weekly signatures.

# EXPECTATIONS FOR SUCCESS

## OUR STEPS TO SUCCESS



**BE READY** – arrive on time with the required equipment and in full uniform. Listen carefully and follow instructions.

**BE POSITIVE** – Show positive attitude. Be creative, independent and reflective. Work with others positively. Be prepared to take on challenges.

**BE RESPONSIBLE** – Value all learning. Contribute to school life and help others. Always do your best.



**BE RESPECTFUL** – Respect yourself. Show respect to others and respect your surroundings.

Our system for Positive Discipline for Learning is based on our steps to success which are intended to be fairly and consistently applied in a supportive manner in all classrooms. Staff will need to assess pupils' ATTITUDE (involving behaviour, work and co-operation) in each lesson. Children who do well will receive a commendation stamp which needs to be valued by pupils, parents and teachers as evidence of achievement. We intend, therefore that the pupil's planner becomes an effective, detailed, daily communication with each parent of each child.



Teaching staff need to identify pupil targets at the beginning of each lesson and remind pupils of these as appropriate, so that expectations are met and commendation stamps achieved.

If pupils fail to demonstrate the necessary attitude, then the appropriate consequence will apply.



# UNIFORM

School Uniform can be purchased from  
**Gogna Schoolwear**  
 (see below for contact details)

## School Uniform — SAVINGS —

**PackageDeal  
Full Uniform**

- 1 x Blazer (with Badge)
- 1 x Shirts (1 twin pack)
- 1 x Skirt or Trousers
- 1 x Jumper
- 1 x School Tie
- 1 x PE Polo Top
- 1 x Midlayer
- 1 x Track Pants
- 1 x Football Socks

all for  
**£125**

Quality Assured

AMA Blazer from £29    White Shirts & Blouses from £13.50    AMA Grey Jumper from £13.50

AMA Black Jumper from £14.50    Black Plain Skirt from £14    Black Pleated Skirts from £16

Boys Black Trousers from £12    Girls Black Trousers from £14    AMA House Ties only £6

AMA PE Polo from £14    AMA Midlayer from £18

AMA Shorts from £7    AMA Football Socks from £7    AMA Track Pants from £15

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**PackageDeal  
Essential**

- 1 x Blazer (with Badge)
- 1 x School Tie
- 1 x PE Polo Top
- 1 x Midlayer
- 1 x Track Pants
- 1 x Football Socks

all for  
**£85**

AMA PE Polo from £14    AMA Midlayer from £18

AMA Shorts from £7    AMA Football Socks from £7    AMA Track Pants from £15

Package Deals expire 18 AUG 2024

**OnlineShop**

Or in Store

<b>Accessories</b>	Socks (3pk) from <b>£4.50</b>	School Bags from <b>£15</b>
	Tights (2pk) from <b>£6</b>	Gum Shields <b>£8.50</b>
		Shin Pads from <b>£8</b>
		Winter Coats from <b>£20</b>

**Gogna Schoolwear,**

**67/69 Rookery Road, Birmingham.**

**B21 9QU**

**Email: [info@gognaschoolwear.co.uk](mailto:info@gognaschoolwear.co.uk)**

**Tel: 0121 523 5572**

# EQUIPMENT



- Black or blue pen
- Green Pen
- Pencil
- Ruler
- Eraser
- Sharpener
- Scientific calculator – Casio FX 83 GT Plus
- Planner
- Books/Folders (where applicable)
- P.E. Kit (When required)
- Sensible school bag
- No scissors or protractors

**You are expected to bring your equipment with you to school everyday. Most equipment will be required for each lessons. It is your responsibility to remember and look after your belongings.**

If you lose or wilfully damage anything, you will be expected to pay for a replacement. This also applies to furniture and the school buildings.

Valuables:

You must not leave money or valuables in classrooms or changing rooms. During PE lessons, store your valuables in a locker. These are available for a returnable fee. Please avoid bringing large amounts of money to school as the school will not take responsibility for items being lost.

# YOUR FORM TUTOR

Your form tutor is responsible for:

- Registration in the morning and afternoon.
- Giving out important information
- Ensuring you have the correct uniform and equipment for the school day.
- Checking your planner daily.
- Meeting your parents/carers at parent evenings or other occasions when necessary to discuss your progress.

Your form tutor is the teacher that you will have the most contact with at school and should be your first point of contact if you have any issues. It is important that you develop and maintain a positive relationship with them.



Your form tutors will want to know:

- If you are 'happy' or 'unhappy'
- If you are working hard in lessons
- If you are doing your homework
- If you have any problems.



# APPROPRIATE USE OF MOBILE PHONES & SOCIAL MEDIA

## MOBILE PHONES & HEADPHONES

Mobile phones **MUST** be switched off before entering the school. School will not take responsibility for a mobile phone being lost or damaged.

Mobile phones should not be seen or heard on school premises at any time.

If a student is seen using a mobile phone in school, or a phone rings in school, this will result in a member of staff confiscating the phone. If you are seen with your phone in school then it will be confiscated.

Your parent/carer will have to collect it from the Headteacher.

No filming/photographs/sound recording without permission from staff.

Headphones/Earphones should not be worn/in use and will be confiscated by a member of staff.

## SOCIAL NETWORKING

Use social media responsibly.

Only add people as friends if you know them.

Do **NOT** add pictures that you do not want everyone to see

Make sure your security settings are secure and passwords are kept confidential

It is a criminal offence to have in your possession or to pass on indecent images of anyone under the age of 16. you could end up with a criminal record

If you receive any indecent images or inappropriate material you must report it to a responsible adult.



**SCHOOL IS A  
NO PHONE  
ZONE**

# ACADEMY WEBSITE

The Aston Manor website has a range of information about the school. There are pages dedicated to students, staff, parents and the wider community.

You can find all sorts of information from the school, whether it be school activities, any letters given out or term times/dates.

Web: <http://www.astonmanor.bham.sch.uk>

On the website there are useful links for students to access –revision material, extra-curricular activities or seeing what the rest of the school is getting up to.

## The Sharp System:

On our website, we have what is called "The sharp system". This is the schools help/reporting system which gives students a platform to voice any of their concerns in private.

<https://astonmanor.thesharpsystem.com/>



## Bromcom

This portal is where you pay for trips, visits and school dinners. You can see the rewards your child receives. All homework is set using Bromcom. All homework is set here and you see can your grades and assessments for all Subjects. All information is accessed through the MCAS app



## Mychildatschool (MCAS)

All parents/ carers have an email set up with this app. You can download this onto your smartphone.

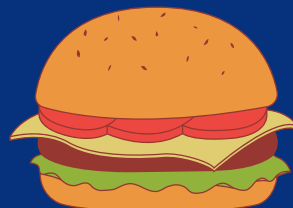
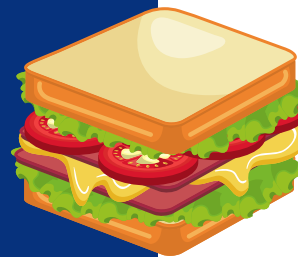
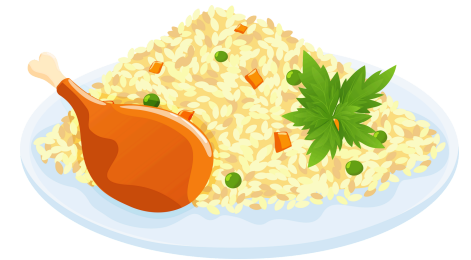
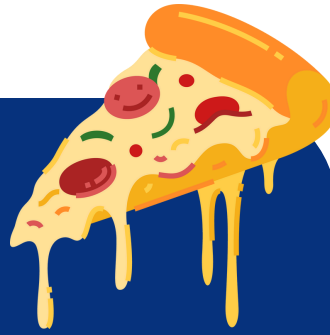
# BREAK AND LUNCHTIME FOOD

## Some examples of our main meals.

Fish, chips and peas  
Jerk chicken, rice and peas  
Firecracker chicken pasta  
Sweet chilli chicken with noodles  
Flatbread pizza  
Sausage, mash, peas and Yorkshire pudding  
Shepherds Pie with vegetables and roast potatoes  
Cheese and potato pie  
Quorn Fajita, potato wedges and salad  
Beef or vegetable Lasagne, garlic bread and mixed salad  
Macaroni cheese with garlic bread

## Grab and Go may include..

Vegetarian and meat Burgers  
Vegetarian and meat Wraps  
Chicago Town pizza  
Spicy hot wings  
Assorted Paninis  
Pasta Tubs  
Salad boxes  
Sandwiches  
Wraps



Break time 11.10am

Samosas

Pizza

Popcorn chicken

Toast

Hotdogs

Breakfast pots

Toasties

# MUSIC

## Can I learn to play an instrument?

YES! There are lots of instruments to choose from



### Do I get to take an instrument?

This usually depends on the size of the instrument!

### Can I join a music club?

Yes, there are a lots of music clubs that you can join:

Ukulele Club

Choir

Keyboard Club

Beat Club – Music Tech

Deci4's DJ Studio

Musical Theatre Club

Samba Band

### When are the instrumental lessons?

All instrument lessons are 30 minutes long, during the school day.

### Do I have to already know how to play?

No, you will be taught everything you need to know.



**If you are interested in playing a musical instrument, please see Ms Derrick**

# PHYSICAL EDUCATION

Extra curricular clubs are after school from 3:20pm – 4:30pm, you have a selection of clubs you can choose from. The PE department encourage you to attend at least x2 clubs per week (you get rewards for this and it's a great chance to make friends)



## Which sports will I be learning about in PE?



You will experience a wide range of sporting activities during PE lessons, including:

Football (Boys & Girls)

Netball

Basketball

Badminton

Gymnastics

Tag Rugby

Softball



### Do we get to play against other schools?

Yes, the PE department have a wide range of sports teams which you can be a part of, both home and away games. This is your chance to gain a medal or trophies for your favourite sports!

### Do we go on PE trips?

Yes, PE trips are arranged for you and are aimed at students who regularly attend extra curricular clubs and work hard in lessons.

### Do you have any weekend clubs?

Yes we have a 'Saturday Sports Club' which starts at 9am – 11am, sports include Football, Cricket and Boxing. This is available for both boys and girls of all ages.

## FREQUENTLY ASKED QUESTIONS



### Where should I go when I arrive at the academy?

You can wait in the playground, in the quad or the foyer. There are also places inside school you can go, such as D4a or the library. You must make sure you are at your form room for 8.45am.

### What do I do if I have a medical appointment?

Where possible, you should try to arrange all appointments out of school time. If you do have an appointment you will need written consent from your parent or carer and a letter from the hospital/ dentist with your appointment details on. These will need to be shown to your form tutor. The reception staff will not sign you out of school without permission.



### Is there anything that I SHOULD NOT bring into school?

At Aston Manor Academy, we recommend that you do not bring items such as mobile phones. Any items brought onto the premises is your responsibility and the school will not accept liability for lost or damaged items. If you do bring mobile phones etc. onto school premises they must remain switched off and out of sight at all times.



### What happens if I arrive late to school?

If you arrive after 8.44am you will have to go to reception to get your late mark. Then go to your lesson or form room. You will also get a detention the next day of the late.

**At Aston Manor Academy, we operate as a cashless school. Instead of bringing physical money, students can use the school app to pay for food by topping up their balance. All payments are made via our fingerprint machine.**

### What if I am feeling unwell during the school day?

You will need to find your Head of Year or Assistant Head Teacher who will contact your parents.



# THINGS TO REMEMBER

## TOILETS

You are advised to use the facilities before school, at break times and at lunch times to reduce the necessity to use the toilet during lessons. If you do require the toilet in an emergency whilst in lesson, you must ask your teachers permission.

## BULLYING

Aston Manor Academy will not tolerate bullying. You must speak to someone if you are experiencing bullying or use the SHARP System to send an anonymous email.



## UNIFORM

You should always wear the correct school uniform. **NO TRAINERS, CAPS or HOODIES.** Female pupils are permitted to wear a long skirt and a plain black headscarf.

## JEWELLERY

The only jewellery to be worn in school is one pair of studded earrings, a wristwatch and one ring, All jewellery must be removed for P.E. lessons.

## ACIEVEMENTS

Aston Manor Academy rewards pupils for good behaviour, attendance through lots of different ways and we offer special rewards trips.



# **IMPORTANT DATES**

## **UNIFORM SELLING EVENT IN SCHOOL**

**Friday 5th July 2024**

**3pm – 6pm**

**All uniform will be available to purchase and take away. Cash, credit and debit cards accepted**



**First day of school for Year 7 is:**

**Thursday 5th September 2024**

**10:00am – 3:20pm**

**If you have any queries, please email:**

**Head of Year 7:**

**Mr Lawlor: [tlawlor@astonmanoracademy.com](mailto:tlawlor@astonmanoracademy.com)**

**or**

**Head of Transition:**

**Ms Bollard: [nbollard@astonmanoracademy.com](mailto:nbollard@astonmanoracademy.com)**