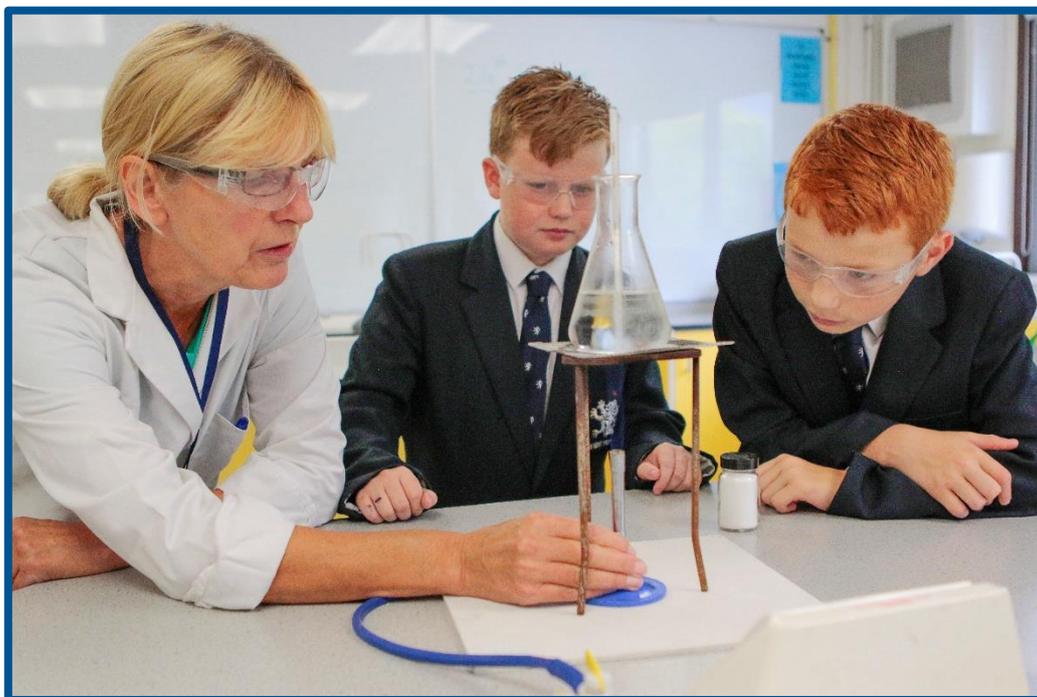


Maiden Erlegh Chiltern Edge



New Student Information

Admissions in 2020/2021



MAIDEN ERLEGH
TRUST



MAIDEN ERLEGH
CHILTERN EDGE

Headteacher's welcome



Congratulations on securing a place at Maiden Erlegh Chiltern Edge; we are delighted your son/daughter will be joining us in September 2020.

We understand that the transition to a secondary school is a huge step for students and their families. We hope that the information contained within this booklet will go some way to supporting you in the early stages of the process. If you have any questions about your child joining Maiden Erlegh Chiltern Edge, please do not hesitate to contact us. We very much look forward to meeting you and working together with you and your son/daughter throughout their education.

You will already have received a 'Welcome' email from the Transition/Admissions team. If you have not, please contact mecetransition@maidenerleghtrust.org to confirm your email contact. The transition process begins in earnest shortly after Easter when you will receive a comprehensive registration pack. Confirmed within the pack are details of some of the key events of the summer term.

Parent Welcome Evening: 6th July 2020
Year 6 Transition Days: 9th and 10th July 2020

Please make a note of these important dates in your diary.

These events will give both new students and parents the opportunity to meet key staff, experience the school and answer any questions you have regarding admissions. The final part of the registration process will also be completed at this time. Further details and confirmation of these events will be shared at a later date.

We will also be visiting primary schools during the summer term to gather information about the new year group and to meet students.

Should you have any queries in the meantime please do not hesitate to contact the school via mecetransition@maidenerleghtrust.org and a member of the team will be able to help.

I look forward to working with you and supporting your children through their secondary education.



Mr A Hartley
Headteacher

Times and Dates

School day

The school day begins at 8.45am and ends at 3.10pm. There is a warning bell at 8.40am when we require all students to be in their tutor area.

There is a 40-minute lunch break during which the catering team provide a range of nutritious foods. Students may also bring a packed lunch from home if they prefer. We have recently moved to a cashless system meaning that parents can monitor their children's purchases from the school canteen.

Monday to Friday	
Tutor	8.45 – 9.05
Period 1	9.05 – 10.05
Period 2	10.05 - 11.05
<i>Break</i>	<i>11.05 - 11.25</i>
Period 3	11.25 – 12.25
Period 4	12.25 – 13.25
<i>Lunch</i>	<i>13.25 – 14.05</i>
PM Tutor	14.05 – 14.10
Period 5	14.10 – 15.10

Year 6 Parent Welcome Evening

6 July 2020

Term Dates for 2020-2021

Autumn Term

3 September – 23 October 2020
2 November – 18 December 2020

Spring Term

4 January – 12 February 2021
22 February – 1 April 2021

Summer Term

19 April – 28 May 2021
7 June – 21 July 2021

Professional Development Days (school closed to students)

1 September 2020
2 September 2020
15 November 2020
27 January 2021
1 July 2021

Uniform

The school has a traditional approach towards school uniform and expects all students to wear the correct school uniform. We consider that a smart appearance is an important element on the setting of high standards and reflects the tone and ethos of the school. The cooperation of parents in helping us to set and maintain high standards of appearance is essential. From our experience and observations of other schools, there is no doubt that schools that maintain high standards of dress and appearance are more successful.

Students must wear the required uniform, and wear it properly.

Please note that trainers, plimsolls, VANS etc, do not count as shoes.

If a student does not wear the correct uniform we reserve the right to require them to wear replacement items from our stock. Students not wearing correct uniform will be given a sanction, unless they have a signed note from a parent/guardian.

All items of uniform are available from www.stevensons.co.uk.

www.stevensons.co.uk/Schools/maiden-erlegh-chiltern-edge-reading/355

Personal Appearance

Well-groomed hair (no extreme styles, a minimum of Grade 1 may be worn)

Long hair tied back (longer than shoulder length)

Natural coloured hair

One small silver/gold stud or ring in the lower earlobe only (no other jewellery should be worn to school)

We recommend that all children wear a wristwatch to school.

No make-up or nail varnish except light foundation

Coats with slogans on them and jean jackets are not acceptable.

Boys' uniform

- Traditional white shirt (long or short sleeved) x 2
- MECE School tie
- MECE Blazer (navy with embroidered logo)
- Grey trousers
- Plain, navy V-necked jumper (optional)
- Plain black or navy coat or anorak
- Black, navy, grey socks
- Plain black, navy, grey turbans
- Black polishable school shoes- no logos or trainer styles

Girls' uniform

- Traditional white shirt (long or short sleeved) x 2
- MECE School tie
- MECE Blazer (navy with embroidered logo)
- Grey drain leg trousers OR
- Grey drop waist skirt (worn just above the knee)
- A grey salwar may be worn under the skirt for religious reasons.
- Plain, navy V-necked jumper (optional)
- Plain black or navy coat or anorak
- Black, navy, grey, white socks/ black tights
- Plain black, navy, grey headscarves/hijabs
- Black polishable school shoes- no logos or trainer styles

Physical education and games kit

(* indicates kit which is optional)

Boys

- Navy blue polo shirt (MECE logo)
- Navy blue shorts
- Navy blue sports jersey with white panels (MECE logo)
- Navy blue sports socks
- White sports socks (indoor PE sessions)
- Non-marking trainers
- Football boots
- Shin pads
- Mouth guard
- Plain navy tracksuit bottoms*
- Plain navy microfleece*

Girls

- Navy blue polo shirt (MECE logo)
- Navy blue shorts or skort
- Navy blue sports socks
- White sports socks (indoor PE sessions)
- Non-marking trainers
- Football boots
- Shin pads
- Mouth guard
- Plain navy tracksuit bottoms*
- Navy or black leggings*
- Plain navy microfleece*

NB:

When children are competing in football or hockey, they MUST wear shin pads. When children are competing in rugby or hockey, they MUST wear mouth guards.

Tools for learning

'Tools for learning' is designed to reduce the amount of time lost in lessons looking for equipment and supporting students who do not have the right equipment. Every student is expected to have:

- Large see through pencil case
- Three black or blue pens
- HB pencil
- Rubber
- Pencil sharpener
- 30cm ruler
- Protractor
- Highlighter pen
- Scientific calculator (Casio FX-83GTX)
- Coloured pencil (or pens)
- Glue stick

The MECE Tools for Learning



These items are checked twice weekly by tutors to ensure students have the full range of equipment. We sell the items listed at cost price in our school shop.

Home-School Communications

We are very keen that you are kept well informed of what is going on in school and in touch with all activities affecting your child. Communications are sent to parents through a number of electronic channels: we email parents directly and post notices on the school website <https://www.maidenerleghchilternedge.co.uk/> and Tweet information on a regular basis. We have found that communicating with parents in this way is very effective and avoids the problems of letters lost in the bottom of school bags!

Schoolcomms
all together, smarter

We use a service provider called **Schoolcomms** to send email and text alerts to parents. The schoolcomms system draws information directly from the data management system we use in school. It will automatically upload the email addresses and mobile phone numbers of the first two contacts provided by parents on the 'New Student Admissions Form' that accompanies this information that you will receive as part of a registration pack in May.

If you do not have an email address your mobile number will be used for short or emergency messages. For longer letters you will receive a printed paper copy. Printed copies of communications are available on request from the school office at any time.

Communications about your child can only be received by you and your email and mobile details will not be shared with anyone else and will be stored securely.

It is very important to keep the school up to date with any changes to contact details such as address, telephone number or email address.

Schoolgateway

Once your child is on roll in September and on the school's data management system, you will be able to download the **Schoolgateway** App. This is a system that will enable you to see valuable information about your child at any time either online or if you have an Apple or Android device, on your smartphone.

You will be able to:

- Keep up to date with the latest information about your child
- View achievement, behaviour and attendance information about your child
- Notify us of any reason for absence
- Check and update your contact details
- View the latest news from School

We can:

- Send real time notifications to you when new information is available
- Save money on admin time, printing and paper
- Ensure our contact details for you are up to date

What you need to do

Once your child has started at school you can activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- **Download the app:** If you have a smartphone, please download Schoolgateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can message the school for FREE – this will also save the school money when we send you a text message.

- OR
- **Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into Schoolgateway.

If you are having trouble logging in, it may be because the school does not have your current email and mobile phone number on record. Please call us and we will update the details on our system.

We hope that you will find Schoolgateway a great way to keep up to date with what's going on at school.

Headteacher's News is a weekly publication sent out each Friday which shares details of events happening throughout the school community. This is sent via schoolcomms to parents and is available on the school website.

Curriculum Intent

The curriculum at Maiden Erlegh Chiltern Edge is broad, balanced and carefully constructed to underpin a learning environment that is relevant, aspirational and accessible for all. At MECE, students at all stages are provided with opportunities that develop confidence, broaden individual skills, deepen knowledge, and advocate academic excellence to promote a love of learning by fostering the intellectual, creative, moral and spiritual development of all students and to ensure they are fully prepared for the next stage of education and the working environment.

Preparing students for excellent outcomes that meet their individual potential sits at the heart of all we do at MECE. However, the curriculum is also about providing a wealth of opportunities for students to be the very best version of themselves; articulate, thoughtful, confident citizens who are ambitious for themselves and keen to contribute to the community.

Our curriculum is underpinned by:

- Rigour, high standards, coherence
- A core of essential knowledge in the key subject disciplines
- Freedom for teachers to use professionalism and expertise
- Memorable experiences which put learning in a wider context
- A wide range of opportunities for personalised learning
- A range of rigorous assessment opportunities which support high quality of information advice and guidance for students and parents
- A rigorous programme for personal development and character education (including SRE and preparation for life in modern Britain)
- Varied option choices for all groups of students including the most able and SEND
- Varied progression routes for all students

Key Stage 3 (Years 7, 8 and 9)

All students follow a common curriculum.

Curriculum	Subject	Year 7 & 8 Time allocation (Hours/week)	Year 9 Time allocation (Hours/week)
Core	English	4	4
	Mathematics	4	4
	Science	4	4
EBACC	French	2	2
	Geography	1	1
	History	1	1
Extension	Art	1	1
	Dance	1	1
	Drama	1	1
	Food/Design Technology	1	1
	Music	1	1
	Physical Education	2	2
	PSHE	1	1
Religious Studies	1	1	
TOTAL		25	25

From September 2020 Computing will be integrated back into the curriculum in both KS3 and KS4. An update on the KS3 curriculum will be available on the school website in May 2020.

In KS3 students who have not met the national standard in literacy at KS2 use the reading programme ThinkingReading alongside the computer based Lexia program, to enhance their learning. Students in Year 9 will start the GCSE course in English, Mathematics and Science.

Withdrawal from RE or Sex and Relationship Education (SRE)

Parents have the right to choose whether or not to withdraw their child from RE or SRE without influence from the school, although a school should ensure parents or carers are informed of this right and are aware of the educational objectives and content of the RE and SRE syllabus. In this way, parents can make an informed decision. Where parents have requested that their child is withdrawn, their right must be respected, and where RE or SRE is integrated in the curriculum, the school will need to discuss the arrangements with the parents or carers to explore how the child’s withdrawal can be best accommodated. If students are withdrawn from RE or SRE, schools have a duty to supervise them, though not to provide additional teaching or to incur extra cost. Students will usually remain on the school premises.

Key Stage 4 (Years 10 and 11)

The curriculum after Year 9 is designed to provide continuity, balance and breadth, but at the same time enable students to specialise in courses which meet their needs, aptitudes and career intentions within the constraints of the current national education recruitment, retention and financial crises.

All students starting Year 10 take a core of compulsory examination subjects alongside Physical Education (PE) and Personal, Health, Social Education (PSHE) which is delivered weekly in the curriculum and through assemblies and themed events.

Curriculum	Subject	Year 11 Time allocation (Hours/week)	Year 10 Time allocation (Hours/week)
Core	English	4	4
	Mathematics	4	4
	Science	5	4
EBACC	French/German/Geography/History	3	3
Options	Two further subjects from list below	3	3
		3	3
Non-examined courses	Physical Education	2	3
	PSHE	1	1
	Religious Studies	-	1
TOTAL		25	25

EBACC: Students who are capable of doing so should take the full range of EBACC subjects e.g. in addition to the Core subjects studied, the students should study either GCSE Geography or History and a GCSE in a Modern Foreign Language.

Options: Students have 3 Optional choices in Years 10 and 11. Students choose an EBACC subject as part of the Option subjects from the list below:

GCSE Art** GCSE Business Studies* GCSE Dance GCSE Design & Technology: 3D design GCSE Drama	GCSE Food, Preparation & Nutrition GCSE French GCSE Geography GCSE German* GCSE History	GCSE Music GCSE Photography GCSE Physical Education BTEC Level 2 Health and Social Care BTEC Level 2 Sport
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*Y11 only
**Y10 only

Leave of Absence from school

Children of school-age who are on roll at a school must, by law, attend that school regularly and punctually. Regular attendance is important, not just because the law requires it but also because it is the best way of ensuring children make the most of the educational opportunities available to them.

When a child is absent from school, he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons on their return. This will lead to a risk of underachievement, which Headteachers and Parents/Carers will both wish to avoid.

There may be occasions when a child has to miss school - for example, if they are unwell. Any other absences should be kept to an absolute minimum. In particular, parents should avoid taking children out of school during term-time in order to go on holiday.

The Law makes it clear that Parents/Carers do not have any automatic right or entitlement to take a child out of school. Indeed, it is likely that in most cases Headteachers will refuse to authorise the absence. The regulations state that Headteachers cannot grant a leave of absence to a student except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

Our school has a clear attendance policy. This policy strongly discourages Parents/Carers from requesting absences during term-time and states that leave for term-time absences will not be granted unless there are exceptional circumstances. However, it is the decision of the Headteacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis. It is recognised that on occasions there may be extenuating or compassionate reasons for an absence to be authorised.

Parents/Carers need to be aware that if an absence request is not authorised by the school and the absence is still taken, this will remain unauthorised.

Should leave be granted but the child remains absent for longer than agreed, then this extra time will be recorded as an unauthorised absence. Should a child fail to return to school on the agreed date consideration may be taken to remove them from the school roll. Parents/Carers would then be responsible for reapplying for a school place with no guarantee of a place back at the same school.

Any leave of absence that has not been authorised may be referred to the Education Welfare Service. This may result in the issue of a Fixed Penalty Notice or prosecution proceedings. A Fixed Penalty Notice will be issued to each parent of each child of statutory school age and carried a maximum penalty of £120. (eg. Two parents/carers with two children could incur a total cost of £480). If the matter proceeds to court this carries a maximum penalty of £1,000 per parent/carer per child and a criminal conviction, which may affect your current and/or future employment.

Don't forget that 'Term Time Is School Time' - Holidays are fine - just not in term time!

There are 365 days in a calendar year. Your child is expected to attend just 190 days AT SCHOOL.

This means there are 175 days for holidays, birthday treats, special events with families and non-urgent appointments.

If you choose to take your child out of school for 10 days during term time, your child can achieve no more than **94.7%** school attendance for the academic year. This figure is lower than we expect for all students Maiden Erlegh Chiltern Edge - we aim for higher!

School House System

The purpose of the House system at Maiden Erlegh Chiltern Edge is to encourage students to take an active role in the school and to encourage a strong feeling of being part of a community.

The current House system is being relaunched in June 2020 and involves student and staff consultation. It is an important part of school identity and school life and we look forward to making the House competitions an exciting and enriching part of the MECE experience.

All students will be allocated to a House group when they start school. Siblings will be allocated to the same House.

Students can gain leadership experience through taking positions of responsibility. The House Captains are appointed following an application and interview process. These House officials communicate messages to House members through year assemblies; they organise and manage non-uniform day activities to raise money for charities and they promote and recruit for inter-house events and Sports Day.

House points are awarded to students under three categories:

- Academic
- Community
- Extra-curricular

We look forward to having full details of the new House system on the Induction Days.

Tyr Abad Outdoor Centre

We are delighted to announce that is our intention to take all of our Year 7 to the Trust Outdoor Centre, Tyr Abad, in the Brecon Beacons. Outdoor education is a wonderful way of taking students out of their comfort zone, taking managed risks and building physical resilience. The centre is set in a remote location in the Brecon Beacons and offers a wonderful series of opportunities for students to experience the likes of caving, climbing and ghyll scrambling. We also hope these experiences will bind the students together tightly as a team ready for the challenges of secondary education.

Details of this opportunity including dates and costs will be shared during the registration process.

Additional Information

British values

Maiden Erlegh Chiltern Edge takes very seriously our duty to “promote fundamental British values as part of broader requirements relating to the quality of education and to promoting the spiritual, moral, social and cultural development of pupils” (Prevent Duty Guidance: for England and Wales 2015).

Staff take every opportunity to reinforce British values of democracy, rule of law, individual liberty, mutual respect, tolerance of those with different faiths and beliefs and to model them in what they say and do. We also use current affairs stories and events (such as elections) as vehicles for discussing British values in action.

Charging and remissions

It is the policy of the Trust to charge for the following areas of activity: school trips unrelated to the statutory curriculum; board and lodging on any residential visit; individual tuition in a musical instrument; examination entries in subjects which have not been taught as part of the school curriculum; re-sits for examinations. Students will not be excluded from any part of the curriculum because of lack of funds and in cases of hardship the Headteacher may authorise the remission of charges. Pupil Premium students are also eligible for remission of certain charges.

Students are expected to take the utmost care of the school resources and facilities. In a case where a student is responsible for wilful damage to school property, or has defaced, damaged or lost school books or materials, he or she may be held to be financially responsible.

Parents are expected to meet the costs of school uniform and specified items of essential equipment.

Free school meals

Subject to defined criteria some students are eligible for free school meals. Further details and application forms are available upon request. An application form will be available within the registration pack.

Careers and destination guidance

Students at Maiden Erlegh Chiltern Edge receive independent careers guidance. This is in a range of ways including by an accredited, independent external advisor. Students also receive employability sessions as part of the Personal, Spiritual, Moral, Social and Cultural (PSMSC) education. This includes topics such as CV writing, managing your money and the dangers of social media on your career. Every Year 11 student has a one to one interview with our advisor and this is followed up by an individual action plan based on what has been discussed in the interview. Further guidance in Year 11 includes college visits, apprenticeships and external speakers including on apprenticeships. The Annual Maiden Erlegh Chiltern Trust Careers Fair provides access to a wide range of expert advice.

School medical service

It is essential that the school has accurate contact details and up-to-date medical information about all students. In the event of a student needing medical attention, the school will, in the first instance, contact the parents and only where this fails will the school contact the medical services or the family doctor on the parents' behalf. Medical care plans are drawn up for students with chronic conditions or those where reasonable adjustments need to be made.

Students' own medication

All medication should be handed in to Student Services before morning registration to be stored, this includes painkillers such as paracetamol. Students should not carry medication around with them in school.

The only exception to this rule is emergency medication (e.g. students with severe allergy or asthma whose medication should be kept with them at all times). This is in addition to a further set of emergency medication which should be handed in to the Student Services for storage.

Medication must be handed in according to our school policy which includes:

- Medication must be in its **original container**
- **Name of medication** must be visible on the original medication container
- **Dose of medication** required must be visible on the original medication container
- **Medication expiry date** must be visible on the original medication container
- For **prescribed medication** – **Student's name must be on the pharmacy sticker**
- Medication must be accompanied by a fully completed and signed Parent/Carer Medical Consent Form, available on the school website and from the main School Reception.

May we remind you that it is the responsibility of your child to come to the medical room at the correct time to take their medication.

Personal possessions

Personal possessions, including cycles, are not insured by the school and students should exercise caution in what they bring to school.

Students who cycle to school are advised to wear a suitable cycle helmet and must ensure that the cycle is in roadworthy condition with effective brakes and, for dark mornings and nights, functioning lights. Cycles should be padlocked when parked.

Mobile telephones (or smart watches) may be brought into school at the students own risk. To prevent disruption to learning, to comply with the examination boards' regulations and to protect the dignity of students and staff, mobile telephones must remain switched off and out of sight at all times during the school day unless specifically told otherwise by a member of staff. Mobile telephones will be confiscated for breaches of these rules.

School policies

Copies of school policies, information on procedures and papers including the school's Special Educational Needs Policy, Complaints Policy, and Privacy Notice, as well as the last OFSTED report are available on the school website. Paper copies can be provided on request.

The School Website

www.maidenerleghchilternedge.co.uk is a rich source of information about school events.

You can also follow us on TWITTER: @MEChilternEdge

Anti-Bullying

Maiden Erlegh Chiltern Edge aims to be a safe and secure learning environment in which all members of the community are respected, safe and able to reach their potential. We have a team of student anti-bullying ambassadors available every lunchtime in our Student Support Centre for any student who wants to talk about bullying.

Why we must STOP Bullying!

Bullying affects everyone, not just the bully and their victim but also the bystanders who witness the violence, intimidation and the distress of the victim.

What is bullying?

Maiden Erlegh Chiltern Edge has adopted these definitions of bullying.

The following behaviours have been identified as bullying.

Physical	Pushing, kicking, hitting, pinching, and any other forms of violence, threats
Verbal	Name-calling, sarcasm, spreading rumours, persistent teasing
Emotional	Excluding (i.e. sending to Coventry), tormenting (i.e. hiding books, threatening gestures), ridicule, humiliation
Racist	Racial taunts, graffiti, gestures
Sexual	Unwanted physical contact or abusive comments, including gender identity.

If your child is subjected to a sustained level of unpleasantness, which includes any of the behaviours listed, then this should be treated as bullying and reported to the school.

How do I know if my child is being bullied?

Encourage your child to talk about their day at school.

Watch out for signs of:

- General unhappiness or bad temper, other out of character behaviour.
- Tummy aches, headaches, especially in the mornings or Sunday evening.
- Damage to or loss of possessions.

Sometimes your child will experience relationship problems with others. In the majority of cases the difficulties are part of growing up and although the student feels unhappy about 'falling out' with those involved such incidents are not necessarily bullying incidents. In these situations, parents will be able to give support simply by listening to their child and talking through what has happened.

If, as parents, you are in any doubt please get in touch with school. Your child's Tutor or Head of Year will listen to your concerns and suggest an appropriate course of action.

Students can report incidents in school by talking to their Tutor or Head of Year.

Contact Details

Address

Maiden Erlegh Chiltern Edge
Reades Lane
Sonning Common
Reading
RG4 9LN

Tel: 0118 972 1500
Email: meceoffice@maidenerleghtrust.org
Web: www.maidenerleghchilternedge.co.uk
Twitter: @MEChilternEdge

Trust Leadership Group – Maiden Erlegh Trust

Chief Executive Officer
Miss Mary Davies

Chief Financial and Operations Officer
Mr Jonathon Peck

School Leadership Group – Maiden Erlegh Chiltern Edge

Headteacher
Mr Andrew Hartley

Deputy Headteacher
Miss Emma Bliss

Assistant Headteachers
Mrs Nicola Benham

Operations and Business Manager
Mrs Sara Perry

Maiden Erlegh Chiltern Edge became an Academy on 1 August 2018. Maiden Erlegh Trust (a charitable company limited by guarantee) is the legal entity that is responsible for the running of the school.

Parent Association (CESA)

All parents are encouraged to support the Parent Association which aims to foster good relationships with the school, to raise funds for extra items of equipment and to support social functions. Contact can be made by writing to one of the officers, via the school.

Chair
Treasurer
Secretary

Graham White
Tresa Walsh
Charlie Holloway

Notes

Maiden Erlegh Chiltern Edge

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0118 9721500



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www.maidenerleghchilternedge.co.uk



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