

Parent (Secondary) Handbook 2023-24









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1. Welcome

On behalf of the students, staff and School Stakeholder Committee, I warmly welcome you to Avanti Fields School. Our ethos is built around three key principles of Spiritual Insight, Character Formation and Educational Excellence.

The educational vision for Avanti Fields School is one where deeply inspired teachers nurture joyful pupils and nourish their innate passion for learning. Learning at Avanti Fields is a quest to discover each pupil's unique gifts and potential to lay the foundation for a lifelong journey of discovery.

Students are actively involved in creating their own paths of learning and choose which areas they wish to gain deeper insights into. We strive to provide every pupil an opportunity to shine and develop their own personal leadership skills. We rejoice in the success of others and support those pupils who haven't yet developed their voice. Avanti Fields students display intellectual sophistication and empathy when they see themselves and others reflected in their school and learning experiences.

As Principal of Avanti Fields School, I will be working hard and leading the team to ensure that we empower each pupil, understand what your child needs help with to succeed, and continue the culture of positive collaboration with parents.

Your child's journey through Avanti Fields will allow them to practice ethical and compassionate acts that are beneficial for others and their community, and make the world a better place.

2. The Avanti Way – An Introduction to our Philosophy of Education

2.1 Core Principles

- We realise our incredible potential by nurturing all parts of ourselves intellectual, emotional, physical, and spiritual.
- We choose to respond to life with goodness and thus nurture goodness within us.
- We care for and respect all life human, animal, and plant and live in a way that causes the least possible harm.
- We each observe the one same reality from our own unique perspective and engage in open-minded dialogue to deeply enrich our vision.
- We serve a greater purpose by living a meaningful and satisfying life of contribution.
- We are nourished and nourish others through relationships that fulfil our need to love and be loved, encouraging us to be the best we can be.

2.2 The Three Pillars

We use the Tree of Life metaphor to guide every member in our community to support and nurture each other in three interdependent parts:

Spiritual Insight

A healthy tree has deep, and strong roots hidden beneath the soil, grounding us to withstand the storms of life. The roots of our spiritual life similarly serve to keep us grounded and energised while supporting our trunk and crown to stand tall above the ground. Watering our roots frequently is essential to their care, reminding us that our journey within, which is rarely visible to others, is essential to find our true Self.

Character Formation

A healthy tree has a strong trunk that stands tall and firm, withstanding the swirling winds of change and challenge. Our strength of character similarly enables us to engage positively with all that life has to offer us. Our character stands on spiritual roots and grows stronger through pursuing the quest to make the world a better place, starting with oneself.



Educational Excellence

A healthy tree has a flourishing crown with fruits that enrich the lives of others. Our unique gifts are nurtured through educational excellence and similarly enable us to contribute to the world. Our gifts are made purposeful by strong character and flourish by directing them towards a greater purpose.

2.3 Food and Catering

The school follows a strict ethos and follows Vedic standards. All food eaten onsite should be:

- Vegetarian
- No meat, fish or eggs
- No mushroom, onion or garlic
- No nuts

Lunches must be paid for in advance. A termly menu is published on our school website.

3. Essential Guidance and Information

3.1 Policies and Procedures

Policies

Localised policies can be found on the Avanti Fields School website:

https://avanti.org.uk/avantifields/policies/

Trust-wide policies can be found on the AST website:

https://avanti.org.uk/governance/

Procedures

Parents should ensure that they are familiar with the following school-based procedures:

- Reporting an absence (on the day illness or pre-planned appointment)
- Requesting a leave of absence
- Contacting the school

3.2 Reporting or requesting an absence

Attendance at school has a direct relationship to students' achievement and progress. Our emphasis on attendance is as a reflection of our commitment to ensuring each child fulfils their potential. Please see our attendance policy for further details.

On the day illness

If your child is unwell or absent from school, please report your child's absence to school via email where possible.

- Email <u>attendance.afl@avanti.org.uk</u> and include the following information:
 - o Child's full name
 - Child's date of birth
 - o Child's form class
 - o Reason for absence
- Alternatively, call our office on 0116 3266813 (Ext 1).

Absences from school should be reported by 7:30am on the <u>day of the absence</u>. For subsequent absences, please email the school before 3pm each day.



Medical or other appointments

If your child has a medical or other appointment, please report your child's absence to school via email.

- Email <u>attendance.afl@avanti.org.uk</u> and include the following information:
 - Child's full name
 - Child's date of birth
 - o Child's form class
 - Date and time of appointment
 - Proof/confirmation of appointment

Appointment absences should be reported to the school **two school days** prior to the absence.

On the day of the appointment, you child will need to collect a 'leave pass' from the admin office before school (between 8:00am – 8:20am) and show their class teacher at the time of the appointment.

Leave of absence request

At our discretion we can authorise absence for educational reasons, religious observance or on compassionate grounds where we have been pre-notified. The school will not authorise family holidays, these will be recorded as unauthorised. Please see our attendance policy for further details.

If you need to request a leave of absence, please use our online form:

https://avanti.org.uk/avantifields/absence-requests/

3.3 Communication with the school

Staff-to-parent or parent-to-staff communication

In most cases, it is recommended that communication with parents is either via the Arbor communications module or via email or telephone. If phoning a parent, staff should use a school-based phone, rather than their personal mobile device. Staff are encouraged to only reply to parents within reasonable work hours.

The school has an online website contact form that parents are encouraged to use to communicate general queries about their child's progress at school. https://avanti.org.uk/avantifields/contact-us/

Where possible, we ask that staff reply to any parent communications within 2 school days. If staff are unable to answer a query within this time, they will send a holding message with a revised timeline for a response.

The school also has a number of specialist email addresses for communication:

Safeguarding group: safeguarding.afl@avanti.org.uk attendance: attendance.afl@avanti.org.uk admissions.afl@avanti.org.uk

Staff-to-student communication

Staff are encouraged to use either email (staff work to student school accounts) or Google Classroom to communicate with students.

Staff will ensure that students use professional language when communicating, and will use polite and professional language when replying. Staff are encouraged to only reply within reasonable work hours.

School-to-parent communication

All parents will receive communications from the school on the educational progress of their child within the school. Parents will also receive information relating to school-wide events (for example school photographs, immunisations, trips/visits, clubs).



The school also sends a weekly link to our parent bulletin, shares events organised by our PTFA and other community events. Parents in 2023-24 will have an option to select which non-educational communications they would like to receive.

3.4 General Information

School opening hours

The school premises are open for secondary students from 8:00am until 4:30pm on a daily basis.

Signing in and out of the building

Students must sign in when they come into the building (after registration) and sign out when they leave. Parents attending meetings with staff must sign in upon arrival to reception.

Office hours

The main office remains open between 7:30am until 5:00pm Monday to Friday. Pupils who are late should go to the reception are and will be registered as late. A member of the SLT and the HOY will be informed.

Extracurricular activities

Extracurricular activities are run Monday, Tuesday, Wednesday and Friday between 3:30pm to 4:30pm and on Wednesday between 2:45pm – 3:45pm. Please see the termly club listing on our website for further details.

Car park

We kindly ask that ALL secondary parents use a park and stride from Tesco when dropping off and collecting their pupils (if they do not walk/cycle on their own). Please see below a number of reasons why considerate travel to school is important:

- The school has over 1060 pupils and limited drop off/collection parking bays
- Onsite parking bays should prioritise the safe travel to school for our youngest learners in Nursery,
 Reception and Year 1
- Congestion is not pleasant to sit in, whereas parking at Tesco won't generate any road rage
- Parking at Tesco means that you can drop of 10 minutes earlier and collect 10 minutes later than our start times, as students will need that time to walk to school, allowing working parents more time to travel to/from work
- Emergency vehicles are not able to access our site when traffic is at a standstill, as the road is not wide enough for 3 vehicles (one parked, one coming in and one going out)
- Early morning congestion delays staff arrival to school and impacts on the safety of children at the start of the day (pupil-teacher ratio)

Security

The school is monitored by CCTV 24 hours a day.

First aid

Dr. Pooja Bagree, Medical Officer, oversees all elements of First Aid. Her office is located on the ground floor, 0-53.

First Aid Trained Staff

Yusra Rashid – Paediatric First Aid Bhanu Patel Dave Clarke Vershika Kansara Thomas Backhouse Laura Bigginton Sheetal Samani Damini Bhoobun Azba Ismael Kalpana Patel Nisha Kholia Rakhi Patel Lucinda Redfern

4. Safeguarding

Avanti Fields School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support pupils by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tacking bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

At Avanti Fields School in order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

Everyone working with our students, their parents and cares should be aware that:

- Their role is to listen and note carefully any observation which could indicate abuse
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Safeguarding Lead (DSL)/Deputy Designated Safeguarding Lead (DDSL) immediately and log their account on CPOMS
- Disclosure of abuse or harm from children may be made at any time

If anything worried or concerns you, you must report it straight away.

- Designated Safeguarding Lead: Laura Bigginton
- Deputy Designated Safeguarding Leads: Sarah Kurth, Vanessa Bardsley, Nisha Kholia, Anita Thakore
- Other safeguarding trained staff: Shanta Odedra, Thomas Backhouse, John Clampin, Dipna Trivedi



5. Staffing and Organisational Chart

5.1 Members of the Organisation

Senior Leadership Team

Vanessa Bardsley	VBA	Principal	Mathematics	Rm: 0-42
Nisha Kholia	NKH	Deputy Principal / Head of Secondary	Science	Rm: 2-33
Anita Thakore	ATH	Head of Primary	Primary	Rm: 0-43
Sarah Kurth	SKU	Assistant Principal (Pastoral)	Spanish	Rm: 1-92
Laura Bigginton	LBI	Assistant Principal (Inclusion)	History	Rm: 1-27

Support and Admin Staff

Sheetal Rajdev	SRA	Business Support Manager	Rm: 0-41
Nelisha Rampersad	NRA	Senior Admin / Attendance & Admissions	Rm: 0-10 (Admin office)
Hetal Joshi	HJS	Admin / PA to Principal	Rm: 0-10 (Admin office)
Rajwinder Bindra	RBI	Admin / Reprographics	Rm: 0-51
Mandy Askham	MAS	Cover Supervisor	Rm: 0-10 (Admin office)
Pamela Clinton	PCL	Pastoral Support Officer	Rm: 1-84
Nita Keshwala	NKE	Pastoral Support Officer	Rm: 1-45
Pooja Bagree	PBG	Medical Officer	Rm: 0-53
Rosanne Bates	RBA	Receptionist – AM	Rm: 0-01 (Reception)
Nita Patel	NPA	Receptionist – PM	Rm: 0-01(Reception)
Deepa Ratia	DRA	Exams Officer	Rm: 0-118
Sheetal Samani	SSM	Resource Manager / Librarian	Rm: 1-35 (Library)
Savpreet Chodha	SCH	Senior Science Technician	Rm: 2-35
Azba Ismael	AIS	Science Technician	Rm: 2-35
Emma Walsh	EWA	Art Technician	Rm: 0-74
Gayatri Jani	GJA	DT Technician	Rm: 0-74
Suchbrata Bal	SBA	Midday Supervisor	
Tanya Nicholson	TNI	Midday Supervisor	
Shakuntala (Sheila) Patel	SPA	Midday Supervisor	
Ashwaria Vaja	AVA	Midday Supervisor	

Teaching Staff – Secondary

Poonam Bali	PBA	English Head of Department	Rm: 2-11
Tomasz Burlinkski	TBU	English Key Stage Lead	Rm: 2-18
Romana Kealy	RKE	English Teacher	Rm: 2-08
Grishma Chande	GCH	English Teacher	Rm: 2-05
Lubna Monia	LMO	English Teacher	Rm: 2-15
Daniel Hynes	DHY	English / Drama Teacher	Rm: 2-07
Lucinda Redfern	LRE	English Teacher (Training)	
Bharat Parmar	BPA	Mathematics Head of Department	Rm: 1-47
Sejal Estibeiro	SES	Mathematics Key Stage Lead	Rm: 1-56



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Rupin Kachhela	RKA	Mathematics Teacher	Rm: 1-49
Bhavini Vaghela	BVA	Mathematics Teacher	Rm: 1-55
Bhavika Dhamelia	BDH	Mathematics Teacher	Rm: 1-53
Isha Patel	IPA	Mathematics Teacher	Rm: 1-48
Damini Bhoobun	DBH	Mathematics Teacher (Training)	
Kalpana Patel	KPA	Science Head of Department	Rm: 2-26
Rakhi Patel	RPA	Science Key Stage Lead / Careers Lead	Rm: 2-14
Dipna Trivedi	DTR	Science Teacher / Head of Year 11	Rm: 2-09
Opeyemi Olusanya	OOL	Science Teacher	Rm: 2-28
Edmund Cheung	ECH	Science Teacher	Rm: 2-38
Shanta Odedra	SHO	Science Teacher / Head of Year 8	Rm: 2-20
Rajesh Sangar	RSA	Science Teacher / Head of Year 10	Rm: 2-40
Pradip Gajjar	PGA	Director of PRE	Rm: 1-86
Preyesh Patel	PRP	PRE Teacher / PSHE Subject Lead	Rm: 1-70
Mikesh Shah	MSH	PRE Teacher	Rm: 1-86
Krishna-Priya Patel	KPP	PRE Teacher	Rm: 1-77
Brian Richardson	BRI	PRE Teacher	Rm: 1-74
Geeta Neglur	GNE	Sanskrit Teacher	Rm: 2-06
Jonathan Fairclough	JFA	Humanities Head of Department / History	Rm: 1-87
Dave Clarke	DCL	Geography Subject Lead	Rm: 0-53
Clair Battle	CBA	Geography Teacher	Rm: 1-91
Lily Rauthan	LRA	Geography Teacher	
Robert Nowell	RNO	History Teacher	Rm: 1-89
Harkiren Paik	HPA	History Teacher	Rm: 1-90
Jyoti Morbey	JMO	Spanish Subject Lead	Rm: 1-38
Amber Smith	ASM	Spanish Teacher	Rm: 1-39
Mayra Ordonez	MOR	Spanish Teacher	Rm: 1-44
Jolan Winter	JWI	Art Subject Lead	Rm: 0-131
Susan Marshall	SMA	Art Teacher	Rm: 0-126
John Clampin	JCL	Computing Subject Lead	Rm: 1-78
Jitan Joshi	JJO	Business / Enterprise Teacher	Rm: 2-43
Rita Pancholi	RPN	Computing / Business Teacher	
Bhanu Patel	ВНР	Design Technology Subject Lead	Rm: 0-71
Jordan Westwood	JWE	Design Technology Teacher	Rm: 0-79
Jordan Lennox	JLE	Drama Teacher	Rm: 0-56
Stephanie Jones	SJO	Music Subject Lead / Student Leadership	Rm: 0-60
Vershika Kansara	VKA	PE Subject Lead / Student Leadership	Rm: 0-117
Thomas Backhouse	TBA	PE Teacher / Head of Year 9	Rm: 1-84
Joseph Browne	JBR	PE Teacher	Rm: 0-117
Lisa Porter	LPO	Yoga Teacher	Rm: 1-57



Teaching Staff – Primary

Sukhneet Athwal	SAT	Nursery (Acorn) Teacher	Rm: 0-19
Elena Williams	EWI	Nursery (Walnut) Teacher	Rm: 0-14
Shreya Savadia	SSA	Reception (Buttercup) Teacher / Going for Gold Lead	Rm: 0-25
Krupa Solgama	KSO	Reception (Daisy) Teacher	Rm: 0-26
Yusra Rashid	YRA	Year 1 (Bluebell) Teacher	Rm: 0-30
Bhavisha Ganatra (Solanki)	BGA	Year 1 (Snowdrop) Teacher / Cultural Capital Lead	Rm: 0-32

Teaching Support Staff

Hasumati Joshi	HJO	HLTA – Secondary	
Sonal Rajpara	SRJ	Teaching Assistant – Secondary	
Magdalena Tomaszczuk	МТО	Teaching Assistant – Secondary	
Kalpanaben Chhagan	КСН	Teaching Assistant – Secondary	
Megha Dave	MDA	HLTA – Primary	
Bhavnini Patel	BPT	Teaching Assistant – Primary (Acorn)	Rm: 0-19
Deepa Sukhadia	DSU	Teaching Assistant – Primary (Walnut)	Rm: 0-14
Ashni Sicotray	ASI	Teaching Assistant – Primary (Buttercup)	Rm: 0-25
Hinakumari Patel	HIP	Teaching Assistant – Primary (Daisy)	Rm: 0-26
Freni Dave	FDA	Teaching Assistant – Primary (Bluebell)	Rm: 0-30
Priya Bajaj	PBJ	Teaching Assistant – Primary (Snowdrop)	Rm: 0-32
Fahema Patel	FPA	Teaching Assistant – Primary	
Jack Mockford	JMO	Teaching Assistant – Primary	



5.2 Form Tutor List

FORM	TUTOR	NAME	ROOM	PSHE
HOY 7			SLT Link: Laura Bi	gginton
7Ae	RNO	Robert Nowell	1.89	RNO
7Ai	SJO	Stephanie Jones / HPA	0.6	RKE
7Co	IPA	Isha Patel	1.48	IPA
7Ea	PBA	Poonam Bali	2.11	PBA
7Fi	JMO	Jyoti Morbey / GNE (Tues)	1.38	BDH
7Wa	KPA	Kalpana Patel	2.26	TBA/KPA
HOY 8	SHO	Shanta Odedra	SLT Link: Pradip G	ajjar
8Ae	BPA	Bharat Parmar	1.47	BPA
8Ai	BDH	Bhavika Dhamelia	1.53	BDH
8Co	BRI	Brian Richardson	1.74	RKA
8Ea	ВНР	Bhanu Patel / JBR (Fri)	0.79	ASM
8Fi	MOR	Mayra Ordonez	1.44	JLE
8Wa	LMO	Lubna Monia	2.15	LMO
HOY 9	ТВА	Thomas Backhouse	SLT Link: Vanessa	Bardsley
9Ae	KPP	Krishna-Priya Patel / JWE	1.77 / 0.71	KPP
9Ai	СВА	Clair Battle / LRA	1.91	BPA
9Co	OOL	Opeyemi Olusanya	2.28	OOL
9Ea	ASM	Amber Smith	1.39	RKA
9Fi	GCH	Grishma Chande / DHY	2.05	BDH
9Wa	SES	Sejal Estibeiro	1.56	SES
HOY 10	RSA	Raj Sangar	SLT Link: Sarah Ku	ırth
10Ae	DCL	Dave Clarke	0.57	DCL
10Ai	BVA	Bhavini Vaghela	1.55	BVA
10Co	RPN	Rita Pancholi	1.78	RPN
10Ea	RKE	Romana Kealy / LRE	2.08	RKE
10Fi	RKA	Rupin Kachhela	1.49	RKA
10Wa	VKA	Vershika Kansara / JBR (Thurs)	1.78	VKA
HOY 11	DTR	Dipna Trivedi	SLT Link: Nisha Kh	olia
11Ae	TBU	Tomasz Burlinski	2.18	TBU
11Ai	JJO	Jitan Joshi / JLE	2.43	JJO
11Co	JFA	Johnathan Fairclough	1.87	JFA/JWE
11Ea	PRP	Preyesh Patel	1.86	SES
11Fi	SMA	Susan Marshall	0.126	SMA/BVA
11Wa	ECH	Edmund Cheung	2.38	ECH



6. School Timetable

	Mon, Tue	, Thu, Fri	W	ed
AM	8:20 - 8:50 30 min		8:20 - 8:40	20 min
P1	8:50 - 9:45	55 min	8:40 - 9:30	50 min
P2	9:45 - 10:40	55 min	9:30 - 10:20	50 min
Break	10:40 - 10:55	15 min	10:20 - 10:35	15 min
Р3	10:55 - 11:50	55 min	10:35 - 11:25	50 min
P4	11:50 - 12:45	55 min	11:25 - 12:15	50 min
P5a (lunch A)	12:45 - 13:40	55 min	12:15 - 13:05	50 min
P5b (lunch B)	13:40 - 14:35	55 min	13:05 - 13:55	50 min
P6	14:35 - 15:30	55 min	13:55 - 14:45	50 min
Meeting			15:00 - 15:45	45 min
Meeting			15:45 – 17:00	1h 15 min
Daily total		5h 30 min		5h
Weekly total				27h

7. Assembly and Collective Worship Rota (Secondary)

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	CW (Classroom)	ASSEMBLY	Tutee review and signing planners	CW (Worship Hall PGA)	Tutor time activity DEAR / Newsround
Year 8	ASSEMBLY	Tutee review and signing planners	CW Multi Offering	Tutor time activity DEAR / Newsround	CW Multi Offering
Year 9	Tutee review and signing planners	Tutor time activity DEAR / Newsround	CW Multi Offering	ASSEMBLY	CW Multi Offering
Year 10	CW (Classroom)	CW (Worship Hall MSH)	Tutee review and signing planners	Tutor time activity DEAR / Newsround	ASSEMBLY
Year 11	CW (Worship Hall PRP)	CW (Classroom)	ASSEMBLY	Tutee review and signing planners	Tutor time activity DEAR / Newsround



8. Curriculum Offer

In the secondary phase, Avanti Fields School runs a 2-week timetable with 60 lessons at KS3 and KS4

	Key Stage 3 Curriculum Model																
	En	Ma	Sc	PRE	Ge	Hi	Sp	Ar	Cs	Dr	Dt	Mu	Pe	Yo	Sk	Ci	Total
Year 7	8	8	8	6	4	4	4	2	2	2	2	2	3	1	2	2	60
Year 8	8	8	8	6	4	4	4	2	2	2	2	2	3	1	2	2	60
Year 9	8	8	8	6	4	4	4	2	2	2	2	2	3	1	2	2	60

	Key Stage 4 Curriculum Model													
	En Ma C/Sc Rs Opt H Opt J Opt K Opt L Pe Yo Ci Total													
Year 10	9	8	9	5	6	6	6	6	2	1	2	60		
Year 11	9	8	9	5	6	6	6	6	2	1	2	60		

Key Stage 4 Option Subjects (Year 10 onwards)

- Triple Science
- Geography / Geography UAS
- History
- Spanish
- Art
- Business Studies
- Computer Science
- Core Skills (Functional English, Mathematics and Entry Level Science)
- Drama
- Arts Award
- Design Technology (Product)
- Food Technology
- Cambridge National Enterprise and Marketing
- Music
- Cambridge National PE



9. Term and Calendar Dates 2023-24

Autumn 2023	Thursday 24 th / Friday 25 th August – Staff Training Day
	Monday 28 th August – Bank Holiday
	Tuesday 29 th August – Year 7 start school
	Wednesday 30 st August – All secondary year groups return to school
	Thursday 7 th September – Janamashtmi (school closed)
	Monday 16 th October to Friday 27 th October – Half-Term
	Monday 30 th October – AST Staff Training Day
	Monday 13 th / Tuesday 14 th November – Diwali and Govardhan Puja (school closed)
	Friday 15 th December – End of Term
Spring 2024	Monday 8 th January – Students return to school
	Monday 19th February to Friday 23rd February – Half-Term
	Wednesday 28 th February – AST Staff Training Day
	Friday 22 nd March – End of Term
Summer 2024	Monday 8 th April – Students return to school
	Monday 6 th May – Bank Holiday
	Friday 24 th May –Staff Training Day
	Monday 27 th May to Friday 31 st May – Half-Term
	Wednesday 17 th July – End of Term