King Richard School

Allaway Avenue, Paulsgrove, Portsmouth, Hampshire. PO6 4QP
Tel: 023 9237 0321

Transition to Secondary School
September 2016

Headteacher: Mr Gareth Hughes

www.kingrichardschool.net

TRANSITION TO KING RICHARD SCHOOL – JULY 2016

Monday 11th July – Wednesday 20th July
9.00 am – 3.10 pm (2.15 pm Wednesdays)
Yr 6 Student Induction

Year 6 students have the opportunity to meet staff and fellow students and take part in a secondary timetable until the end of term

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Transition Meeting for Parents
Monday 11th July
6.30 – 7.30 pm

This will follow our individual meetings with you in early July; details will be sent to you shortly. It will also be an opportunity for you to find out about the iPad mini tablet scheme.

Hargreaves and Penelope Ann, two of our branded uniform suppliers will also be available at this event.

Thursday 21st July – Sunday 4th September (inclusive)
Summer Holidays

Monday 5th September
Students start Year 7 at King Richard School

TIMINGS OF THE SCHOOL DAY – SEPTEMBER 2016

Whistle	8.25	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	8.30	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
Lesson 2	9.25	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
Tutor Lesson 3	10.20	Tutor	Tutor	Tutor	Tutor	Tutor
Break	10.40	Break	Break	Break	Break	Break
Lesson 4	11.00	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
Lesson 5	11.55	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
Lunch	12.50	Lunch	Lunch	Lunch	Lunch	Lunch
Lesson 6	1.20	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
Lesson 7	2.15	Lesson 7	Lesson 7	Finish	Lesson 7	Lesson 7
Finish	3.10	Finish	Finish		Finish	Finish

KEY CONTACTS

RECEPTION – 02392 370321

Contact	Name	Email Address @kingrichardschool.net	Ext No
Attendance/Absence	Mrs Tracy Thomas	tthomas@	249
Education Welfare Officer	Mrs Lisa House	lhouse@	284
First Aid/Welfare	Mrs Jeanette Levers	jlevers@	252
KS3 Manager	Miss Shelley Richardson	srichardson@	261
Transition Manager	Mr Peter Gilhooly	pgilhooly@	276
SENCO	Mrs Christina Bailey	cbailey@	244

TERM DATES 2016-17

195 DAYS		**FINAL**

PORTSMOUTH CITY COUNCIL
Programme of school term and holiday dates for LA and controlled schools
for the academic year 2016/2017
The School Year

Autumn Term 2016

	September				October					November					December			
Monday	5*	12	19	26	3	10	17	24	31*		7	14	21	28	5	12	19	26
Tuesday	6	13	20	27	4	11	18	25		1	8	15	22	29	6	13	20	27
Wednesday	7	14	21	28	5	12	19	26		2	9	16	23	30	7	14	21	28
Thursday	1	8	15	22	29	6	13	20	27		3	10	17	24	1	8	15	22	29
Friday	2	9	16	23	30	7	14	21#	28		4	11	18	25	2	9	16#	23	30
Saturday	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31
Sunday	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	

Spring term 2017

	January					February				March				April			
Monday	2	9	16	23	30	6	13	20	27*	6	13	20	27	3	10	17	24*
Tuesday	3*	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25
Wednesday	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26
Thursday	5	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27
Friday	6	13	20	27	3	10	17#	24	3	10	17	24	31	7#	14	21	28
Saturday	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29
Sunday	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30

Summer Term 2017

	May					June				July				August			
Monday	1	8	15	22	29	5*	12	19	26	3	10	17	24	31	7	14	21	28
Tuesday	2	9	16	23	30	6	13	20	27	4	11	18	25#	1	8	15	22	29
Wednesday	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
Thursday	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31
Friday	5	12	19	26#	2	9	16	23	30	7	14	21	28	4	11	18	25
Saturday	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26
Sunday	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27

Bank and public holidays 2016/2017

Christmas Day Holiday	27 December 2016^	Easter Monday	17 April 2017
Boxing Day Holiday	26 December 2016	May Day Holiday	01 May 2017
New Year's Day Holiday	01 January 2017	Spring Bank Holiday	29 May 2017
Good Friday	14 April 2017	Summer Bank Holiday	28 August 2017

School Holidays ☐   Bank holidays and national holidays ■

* First day after break   # Last day before break

^ substitute bank holiday

In addition to the school holidays the school has 5 Inset days per academic year when students will not be in school. These will be notified to you as soon as the calendar is finalised.

DATA COLLECTION FORM

Please fill in the Data Collection Form and return to the school by **Friday 24th June**. All information captured on this form is transferred to the school's management information system and is used to communicate with you and to contact you in case of emergency.

Please ensure that if you move, change your home or mobile phone numbers or your email address that you inform the school as soon as possible to enable us to hold the most up to date information.

PARENT PORTAL

Our parent portal allows you to access real time information about your child. To take advantage of this Portal, it is essential that the school has your current email address. This will then enable us to communicate with you more efficiently and effectively, and will enable you to log-in to the system.

Log-in instructions will be sent in due course.

ABSENCE

It is very clear that there is a direct link between a child's attendance and their academic success at school. Students that leave us with 5 or more GCSEs at A*-C grades have attendance <u>above</u> 95%, students that are recruited to good apprenticeships with large employers also have these good attendance rates. It is also important to realise that both the government and Portsmouth Local Authority have stated that poor attendance should be regarded as an issue of child safeguarding.

% Attendance	Average number of A-C GCSEs
100	7
95-99	5
85-95	3
85 and below	1.2

The attendance policy and its procedures can be seen on the school's website, however to summarise:

- It is the legal responsibility of parents to ensure their child(ren) are in school and report any absences by phoning 02392 370321 Option 2.
- Your child should be in lessons at 8.30 am.

- If your child is not in their lesson at the start of the day and you have not contacted us to explain why, we will contact you.
- There are 2 registration marks for each day (although registers are taken every lesson).
- An absence can be 'authorised' or 'unauthorised' and the <u>school</u> decides.
- 10 unauthorised absences will require the school to request a penalty notice.
- Continued absence can result in legal proceedings which may lead to fines up to £1000.

MEDICAL ABSENCE

Children get ill! The school will always attempt to authorise absence due to illness but we may ask for proof of medical appointments and/or treatment or copies of prescriptions for our own records.

Whenever possible medical/dental appointments should be made outside of school hours and if that is not possible, children are expected to attend school before or after appointments.

We have included NHS guidelines for absence periods due to common illness on our website.

REWARDING GOOD ATTENDANCE

Many students maintain excellent attendance rates through "rain or shine" and the school will look to recognise this with appropriate rewards. The <u>student</u> attendance group has identified assemblies, letters home, vouchers, raffles and school based activities as ways of saying "well done" to good attenders <u>and</u> students that have improved attendance.

We know that parents are vital in maintaining a child's attendance and will always welcome their opinions and advice on how we can continue to improve our sanctions and rewards.

Finally, if you have any questions regarding attendance please do not hesitate to contact Lisa House, the school's Education Welfare Officer.

FREE SCHOOL MEALS

The Local Authority (LA) has access to a central data checking system which allows one central check on records held by such people as Department of Work & Pensions, Home Office and Revenue and Customs.

You now need to fill in ONE FORM ONLY which means that an officer from the LA can then use this central data to check if you are entitled to the benefits.

If you think you may be eligible to Free School Meals please collect an application form from Reception.

BUS PASS

If you wish to apply for an Under-16 Identification Card for your child to use on the bus then please collect an application form from Reception.

TIMETABLES

Your child will be issued with their timetable on the first day of term. They will also be issued with a planner and school tie. If students lose their planner or tie then they will be able to purchase a replacement from the Finance Office for a small charge.

SCHOOL UNIFORM

You will find full details of our uniform requirements in the enclosed leaflet. A copy of this is also on the school's website. Order forms for Tesco, Hargreaves and Penelope Ann are also enclosed. The school does hold samples of blazers from the different suppliers if you would like to call into the school and check sizing prior to placing your order.

MEDICAL

Here at King Richard School we are fortunate to have a Medical welfare supervisor/ qualified First Aider, as well as approximate 15 other members of staff trained in EFAW (Emergency First Aid at Work). Mrs Jeanette Levers has previously worked in a hospital setting for 18 years before moving to this school; she is also a qualified instructor of first aid – she is not a qualified nurse, but KRS has very close contact with the School nursing team, diabetic/epilepsy/asthma clinic nurses and CAMHS.

Moving from junior school to Secondary school can be a very daunting experience for you. Here at King Richard School we like to think that we can get you through it with ease. As part of a team we offer extra support and reassurance for all newcomers.

If your child has any medical issues or you have any questions or concerns regarding your child's health and wellbeing it is important to contact Jeanette so that you can discuss these further and possibly organising a health care plan.

Students are privileged at this school as they will have the opportunity to take part in the Young First Aider course. If your child is interested in this course then they should contact Jeanette.

CONTROL OF MEDICATIONS WITHIN SCHOOL

MEDICATION	WHAT YOU NEED TO DO	WHAT THE SCHOOL CAN DO
Paracetamol (supplied by the school)	▪ Complete Medical section on the Data Collection form	▪ Administer as required ▪ Log date/time taken and monitor use ▪ Liaise with outside agencies
Pain relief other than Paracetamol	▪ Complete Medical section on the Data Collection form ▪ Supply packet of pain relief tablets clearly labelled with your child's name	▪ Administer as required ▪ Log date/time taken and monitor use ▪ Liaise with outside agencies
Inhalers	▪ Submit a spare inhaler. Please properly label your child's medications and bring them to school ▪ Obtain an asthma management plan—a healthcare provider's statement of your child's treatment goals, medication, and peak flow plan, and environmental risk reduction measures. Please include guidelines for managing symptoms during special school or offsite events (recess, gym, outdoor play, field trips, parties, art class, etc.) ▪ Meet with the school nurse or Medical Welfare Supervisor—to explain your child's condition, medication, devices, and environmental triggers ▪ Prepare your child. Discuss and rehearse the medication plan, how to handle symptoms, triggers, food restrictions, and school policies ▪ Keep the school staff up to date on any changes in your child's asthma action plan	▪ Administer as required ▪ Log date/time taken and monitor use. ▪ Update care/management plan when necessary ▪ Monitor Expire dates and inform parent. ▪ Liaise with outside agencies ▪ Inform and liaise with other school staff
Epipens	▪ Complete Medical section on the Data Collection form ▪ Supply care/management plan from previous school ▪ Prepare your child. Discuss and rehearse the medication plan, how to handle symptoms, triggers, food restrictions, and school policies ▪ Keep the school staff up to date on any changes in your child's care/management plan ▪ Supply medication in the original packaging that shows your child's name, dosage	▪ Administer as required ▪ Log date/time taken and monitor use. ▪ Update care/management plan when necessary ▪ Monitor Expire dates and inform parent. ▪ Liaise with outside agencies ▪ Inform and liaise with other school staff
Regular Medication	▪ Complete Medical section on the Data Collection form ▪ Supply medication in the original packaging that shows your child's name, dosage and times to be administered	▪ Administer as required ▪ Log date/time taken and monitor use ▪ Update care/management plan when necessary ▪ Monitor Expire dates and inform parent ▪ Liaise with outside agencies
Insulin	▪ Complete Medical section on the Data Collection form ▪ Supply school with all equipment require for testing plus insulin ▪ Supply care/management plan from previous school	▪ Administer as required ▪ Log date/time taken and monitor use ▪ Update care/management plan when necessary ▪ Monitor Expire dates and inform parent ▪ Liaise with outside agencies ▪ Inform and liaise with other school staff

We appreciate that many children require medication to be kept in school but due to increased procedures in the control of medications within schools, prescribed medications must be brought into school in the original container as dispensed by the pharmacy. This includes asthma pumps/creams and Epipens. (Epipens carry lifesaving medications; if this medication is not brought in after verbal and written requests, we will not accept responsibility which jeopardises your child's health within school).

All original containers must be clearly labelled with the child's name, date and name/strength of medicine together with clear instructions on dosages and times to be taken, as well as expiry dates. Leaflets are to remain in packets. (This is important as it tells us possible side effects of the medication being given).   If you feel that this is a problem you may ask your doctor for a split prescription, enabling both parties to have secure packaging.

We have the right to refuse medications if not set out accordingly.

However, if your child is at an age of which you feel they can be responsible for their own medication you have the right to allow them to do so but you must have completed the section on the data collection form giving your permission as the school will not take responsibility.

The school provides Paracetamol if required to students – however, you must complete the relevant section on the data collection form in order for us to administer if required. If you wish your child to have any other form of pain relief then again, you must complete the relevant section and must provide the school with a supply of tablets clearly labelled with your child's name.   All medications are recorded and tightly monitored. If senior staff/First Aider feels that these are being abused we will inform parents and advise them that they need to visit their child's GP as these types of medication are not designed for long time control unless prescribed.

A copy of the Medical Conditions Policy in school can be seen on request.

INTERNET

INTERNET ACCEPTABLE USE POLICY

Authorisation to use the school's IT systems/personal systems on school premises will be specific to an individual. Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person.

In any case, all students and staff must follow the eSafety guidance laid out in the school's eSafety Policy.

Users are not permitted to use school IT or network facilities for any of the following:

- Any unlawful activity.
- The creation, transmission, storage, downloading or display of any offensive, obscene, indecent, or menacing images, data or other material, or any data capable of being resolved into such images or material.
- The creation or transmission of defamatory material about any individual or organisation.
- The sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent.
- The sending of any message appearing to originate from another person.
- The transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself.
- The creation, access or transmission of material in such a way as to infringe a copyright, moral right, trade mark or other intellectual property right.

Gaining or attempting to gain unauthorised access to any facility or service within or outside the school, or making any attempt to disrupt or impair such a service; the deliberate or reckless undertaking of activities such as may result in the following:

- The waste of staff effort or network resources, including time on any system accessible via the school's network;
- the corruption or disruption of other users' data or work;
- the violation of the privacy of other users;
- the introduction or transmission of a virus/malware into the network;
- Use of any proxy avoidance sites is expressly forbidden;
- Correspondence via e-mail is not guaranteed to be private.

Specific Requirements of the Policy:

- Student on-line activity and use of mobile technology will be monitored in order to guard against any misuse. King Richard School also reserves the right to report any illegal activities to the appropriate authorities where there has been serious misuse.
- Student data/information must never be shared with other students.
- Representing personal opinions as those of King Richard School is expressly prohibited.

In summary, school systems, the internet and email must be used by students and staff in a responsible and sensible manner. These systems are installed SOLELY to support learning and must be used for learning purposes.

SIGN UP FOR IPAD MINI

The school is committed to providing students with the latest technology, whilst passing on as little as possible charge to parents.

This total cost is likely to be approximately £160*; payable over a Direct Debit payment plan.

More details about the precise costing will be announced shortly. However, it looks likely that this will be:

> £10 x 10 months via Direct Debit and
> £30 initial payment + £30 payable on collection.

This represents the cheapest we have been able to offer the device to students.   You will be able to learn more about the iPad scheme at the Parents' Evening on 11th July.

Alternatively, if you are currently in receipt of Free School Meals, or have claimed for Free School Meals in the last 6 years then the school is able to subsidise the iPad purchase reducing the overall cost to £120.

This is subject to change due to final pricing.

HOME SCHOOL AGREEMENT

A copy of the Home School Agreement is enclosed; please complete this and return to the school by Friday 26th June. No school can work without the support and co-operation of its' parents. The Agreement explains to both you and your child what we will do to make sure that your child has access to the highest standard of education and preparation for even more success when they leave us.

Please read the Agreement, sign it and return it to the school with your Data Collection Form. Should you wish to discuss any aspect of the contents of this form please contact Mr Peter Newton, Assistant Head.

EXPECTED BEHAVIOUR STANDARDS

Before the start of the School day:
- Students in Inclusion must enter/leave the building using the appropriate entrance <u>only</u>.
- There should be no playing inside the building.

At lesson change:
- Students should move quickly and quietly between lessons keeping to the left of all corridors.
- They should not stop to visit the toilets or go to the first aid, (unless it is an emergency), nor should they go to see any other teacher without prior permission

At start of lessons:
- Students should arrive punctually.
- Students should ensure they take the right equipment and books to lessons.
- Students should enter the teaching room in a quiet and orderly manner.
- Books and equipment should be got out immediately ready for the lesson to begin.
- Planners should be placed visibly on desks.
- Bags should be placed on the floor under or beside the desk or chair.

During lessons:
- Students should not speak when the teacher is speaking to the whole class.
- Students should listen carefully and follow instructions.
- Students should concentrate fully and do their best at all times.
- Students should not disrupt the lesson in any way.
- Students should enter all homework into their planners.

At the end of lessons:
- Students should not start clearing away until instructed to do so.
- Students should make sure the room is clean and tidy before leaving.
- Chairs should be put back, or up on desks at the end of the day.
- Students should not leave until dismissed.
- Students should go quickly, quietly and directly to the next lesson.

At lunch time:
- Students should not drink or eat lunch in their classrooms or in the Resource Areas.
- Students should go to the dining hall at the designated time.
- All hot food should be consumed before leaving the dining hall, or outside if cold food.

At the end of the lunch break:
- They should not leave their belongings unattended in any other teaching room.

At the end of the last lesson of the day:
- Students should be aware of their after school timetable of extension lessons and go quickly to their extension class if necessary.
- Students with detentions should go to the Student Services detention area.

MOBILE PHONES

MOBILE PHONES – STUDENT AGREEMENT

Students are encouraged to bring their mobile phones to school in order to improve our communication and as an aid to learning.

Conditions under which mobile phones can be used at KRS:
- You must provide the school with your mobile number.
- Phones must be switched to silent during lessons.
- Phones must not be used to receive or make calls/SMS messages during lessons.
- The safety and security of the mobile phone is yours and not the school's responsibility.

In addition, the school will take the severest sanctions against any student who misuses this privilege in particular taking part in personal attacks, harassment or posting private information using SMS messages. Within school the phone's camera/recording facility may only be used at the direction of a member of staff. Unauthorised use of the camera/recording facility is expressively forbidden.

I, the undersigned, understand that failure to comply with the conditions set out above will result in one or all of the following sanctions:
- Permission to have a mobile in school may be withdrawn.
- The mobile phone may be confiscated by the school until collected by a parent.
- The mobile phone may be confiscated until all offending information/photographs/recording is deleted.

In serious circumstances involving intimidation, harassment, indecent or unauthorised images being stored or sent, the police will be informed.

PHOTOGRAPHIC POLICY

KING RICHARD SCHOOL POLICY ON THE USE OF PHOTOGRAPHIC IMAGES TAKEN BY OR ON BEHALF OF THE SCHOOL

The school takes or permits photographs (including video) to be taken for a number of purposes:
- As part of Media/GCSE photography coursework.
- As a record of an event such as trip, production or sports activity.
- As evidence for an exam board that a particular student has reached the required standard within a practical activity.
- For passes and registers.

King Richard School may wish to use some of these images in its publications or publicity material. It will do so, or permit news organisations to do so only under the strict guidelines set out below.

Guidelines in the taking and use of photographs within school

- Photographs may be taken in school for specific school related purposes – they may not, however, be used in any publication or website against parents/students wishes.
- Absolutely no personal details including names will be published along with a picture without **direct** parental consent.
- We will only capture/use photographs of students who are appropriately dressed.
- We will take all reasonable action to securely store pictures of students to prevent inappropriate or unauthorised use.
- Unsupervised/or unauthorised use of photography is not permitted on school premises.
- The misuse of photographic images to demean or ridicule any member of the school community will result in serious consequences for the perpetrator, including possible prosecution.
- The taking of pictures of students by news organisations on school premises will only be permitted under controlled conditions and only to celebrate or recognise achievement and endeavour.
- Any pictures stored by the school will immediately be destroyed or deleted on request from parent or student.
- The taking of photographs/videos by parents of a school event is acceptable only if the pictures are for family use – such pictures may not be passed on to others (**because of licensing agreements the use of photography at certain productions may be forbidden**).
- Parents/Carers have the right to request that no photographic images are taken of their child. This should be made clear on the enclosed data collection form.

LOCKERS

Lockers are available for students to hire and use during their time at the school. Parents will need to complete the tear off form at the back of this booklet and return to the Finance Office with appropriate payment.

APPLICATION FOR A LOCKER

King Richard School

Name: _____   Tutor: _____

I would like to apply for a locker.

I understand that this will cost £10.00   - £5.00 locker hire
                                            - £5.00 refundable deposit

The deposit will be refunded at any time on presentation of the key and the locker being in good condition. The hire cost is non-refundable.

While the school will take every precaution to ensure the security of lockers, it will not be responsible for any loss to contents.

The school maintains its right to open lockers if it is concerned that they may contain hazardous materials or contraband goods.

Student's signature: _____   Date: _____

For Finance office use only

☐   £10 paid – collected by: _____

☐   Key issued to locker number: _____