



Year 7
TOP TIPS FOR PARENTS
2018

RHS - Top tips for Year 7 Parents

At RHS we do our best to support the Year 7 girls to ensure that they settle as quickly and easily as possible. As parents there are many practical things that you can do to help your daughter to deal with the variety of new experiences and demands of starting secondary school.

Organisation is the key!

School Planner – Your daughter should be writing all her homework, key dates and information in her planner. This is a communication tool between school and home and must be checked regularly and signed by you on a weekly basis. You can also use this to write notes to school; your daughter must remember to show any messages to the form tutor or relevant member of staff. There is also lots of useful information in the planner: school rules, timetable, literacy information etc.

Organisation at home - It is helpful to have your daughter's timetable displayed at home for reference and to enable you to help her organise her books and equipment. It is good practice for her to check her planner each evening and pack her bag the night before.

Your daughter has a **storage space in school**; please encourage her to organise her books and materials and not to carry too much around. As space is limited please encourage your daughter to only bring her PE kit and Art portfolio on the day it is needed and then take it home again. Valuables should not be brought into school.

Homework – In line with our homework policy, your daughter will be given 20 minutes homework per week per subject except for Maths, English and Science, which will 30 minutes each per week. This equates in total to about 4.5 hours a week. She will be expected to record all her homework (and the date it is due) in her planner but this information will also be available on FROG. During the first few weeks we recommend that you monitor how long she is spending on her homework so that she does not spend too much time completing it. Please help your daughter to get into a routine of completing her homework well within the given deadlines and in finding a suitable space for her to complete this at home.

Please remind your daughter about **school rules** – these are clearly set out in the school planner. She should not be wearing make up or nail varnish for school and should be dressed according to the uniform policy. **Mobile phones** must be switched off and put away during form time and lessons; please help to ensure that your daughter adheres to this. If you need to contact your daughter during the school day in an emergency, then please do so through the school office.

Friendships can be quite difficult in Year 7 but usually settle in time. The form tutors do lots of work with the form on friendships, relationships, team building etc but friendships do change and develop over time. You can help your daughter by talking to her about friendships and helping her to find ways of coping with changes and potentially difficult situations.

Buses/transport - This can take a while to get used to but please help your daughter to organise herself to be on time for the morning bus. We have several staff on bus duty after school each day to supervise and help to ensure that transport runs smoothly. If you have any issues with buses then please contact Mrs Thomas in the finance office.

Music lessons - Please contact Mr Kerr (Business Manager) if you have any queries regarding these. He can be contacted at a.kerr@rugbyhighschool.co.uk.

Administration

The school operates an online system ParentmailPMX to administer trips, visits, lunch money top up and the purchases of other sundry items. An email will be sent to your registered email address when an item is launched. You will need to log onto Parentmailpmx to give consent and make payment if required.

Trips are launched with a closing date for consent, payment and documentation. Closing dates do need to be adhered to in order to help us complete our health and safety documentation. ParentmailPMX is also used for most of our communication with parents, letters etc. so if you have not registered for Parentmailpmx please contact the Finance office.

Check the **School Newsletter** every Wednesday for school events, information and key diary dates. This will be emailed to you via parentmailPMX each week (we also have some paper copies available in school).

Attendance

The school should be informed whenever your daughter is absent for any part of or the whole of the school day. Absences on the day due to illness or emergency appointments should be reported using the absence line on the 01788 810518 and following the instructions for main school. E-mails can be sent in advance or on the day to attendance@rugbyhighschool.co.uk. Where absences are known in advance, e.g. medical appointments, music/dance exams these should be notified to the form tutor initially or to the attendance officer before the day of absence. If your daughter is absent with no notification the attendance officer will telephone contacts to ascertain the reason for absence.

Requests for absence due to exceptional circumstances such as holidays, funerals, educational events including those run by County Music Service or external science courses must be made on the relevant school form and should be made in reasonable time. Decisions on authorisation will be given, usually by letter, but occasionally by e-mail or telephone.

Where students are late into school or leave at any time during the school day they must sign the signing in/out book. Where students attend music lessons during the school day they must also sign the book in the Music Centre to log absence from lessons and ensure their attendance is accurate.

Registers are closed at 9.20 am. If students are late up to 9.20 am they will be coded with an authorised late mark providing they supply a valid reason for the late arrival; students arriving after 9.20 am will receive an unauthorised late mark as will students who do not give a valid reason for lateness.

Attendance is expected to be above 95% and is monitored regularly. Where students' attendance falls under 95% or has repeated lateness you may be contacted. If there is no improvement you may be invited to work with the school on the reasons for absence and ways to improve attendance.

Frog

Frog is Rugby High School's Virtual Learning Environment (VLE). Frog is web based and allows students and staff to create and share web pages securely with embedded links, resources, blogs and discussion tools. It allows teachers and students to share resources without the need for printing and photocopying. Frog is connected to the school's SIMs (School Information Management System). This enables Frog to filter information so that it is targeted at the right students. Frog has an important role in helping to connect the different members of the school community (including parents). It will eventually become the place where all notices and key documents like the newsletter are published.

Parents can now login to FROG to view their daughter's Homework, attainment checks, time tables, behaviour points and house points, and lesson resources. Rugby High School news and events will also be posted on FROG. In order to do this parents will need to go to www.rhsvle.co.uk and enter their usernames and passwords. If Parents have any issues they must contact Mr Quinn by email at S.quinn@rugbyhighschool.co.uk

Other Information

Charities

Each form supports a charity, which is chosen by them. Forms have events to raise money for their chosen charity ie. cake sales, talent shows and Winter Fair stall. Any help you can give in support of these charities is much appreciated.

Extra Curricular Clubs

At RHS we offer a wide range of extra curricular clubs which mainly run at lunchtimes. These include netball, cheerleading, book club, language clubs, orchestra, choir, forensic science, games clubs and many more! Please encourage your daughter to take an active role in the wider school life and get involved in the clubs and opportunities on offer.

Posts of Responsibility

Each term a form/vice captain is elected for the form. There are also opportunities to be school council representatives, house captains, house representatives, sports captains, charity representatives and duty officers. Your daughter will develop key skills from taking on such roles and, as she moves through the school, there will be further opportunities to take on extra responsibilities.

Support System

We have a strong pastoral support system at RHS and this lies primarily with the form tutors. However, there are many sources of support for the girls, including the pastoral and assistant pastoral managers, SENCo, school counsellor and support from outside agencies. We also encourage peer support and have several systems in place where older girls can support the younger girls in school. Your daughter can ask any member of staff for more information. Please contact the form tutor if you have any concerns about your daughter.

Useful contacts

Form Tutors – if more than one tutor, please email all tutors listed per form

7R

Mrs Wallace

n.wallace@rugbyhighschool.co.uk

7H

Miss Kane and Mr Phillips

t.kane@rugbyhighschool.co.uk

s.phillips@rugbyhighschool.co.uk

7S

Mrs Gregory and Mrs Jessop

k.gregory@rugbyhighschool.co.uk

n.jessop@rugbyhighschool.co.uk

7G

Mrs Price and Mrs Carroll

s.price@rugbyhighschool.co.uk

c.carroll@rugbyhighschool.co.uk

Yvette Grogan (Assistant Head teacher – Academic progress KS3/4, (SEN/Pastoral/Senior Leader responsible for Pastoral Care in Years 7-13)

grogany@rugbyhighschool.co.uk

Natalie Bell - Pastoral Manager – Main School - n.bell@rugbyhighschool.co.uk

Anne Farnbacher – Assistant Pastoral Manager – a.farnbacher@rugbyhighschool.co.uk

Julie Simms – Assistant Pastoral Manager (with particular responsibility for Year 7) –

j.simms@rugbyhighschool.co.uk

Jill Deas – Special Educational Needs - j.deas@rugbyhighschool.co.uk

Dianne Laight - Learning Mentor - d.laight@rugbyhighschool.co.uk

Rosanna Atkins – Pastoral Liaison Officer / EVC/Assistant to Mrs Grogan

atkinsr@rugbyhighschool.co.uk

Useful Dates

Settling In Event – Wednesday 21 November

First Progress Check (of 3 per academic year) – Wednesday 17 October

Winter Fair – Friday 16 November

End of Year Reports – w/b Monday 25 March

Year 7 Exams – w/b 20 May

Year 7 Parents Evening – Thursday 13 June and Monday 17 June