



Year 7
TOP TIPS FOR PARENTS
2019

RHS - Top tips for Year 7 Parents

At RHS we do our best to support the Year 7 students 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 child to deal with the variety of new experiences and demands of starting secondary school.

Organisation is the key!

School Planner

Students should be writing all their homework, key dates and information in their 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; students 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 a student's timetable displayed at home for reference and to enable you to help them organise their books and equipment. It is good practice for them to check their planner each evening and pack their bag the night before.

Students have an individual **storage space in school**; please encourage them to organise their books and materials and not to carry too much around. As space is limited students are encouraged to only bring PE kit and Art portfolios 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, students 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. They will be expected to record all homework (and the date it is due) in the planner but this information will also be available on FROG. During the first few weeks we recommend that you monitor how long your child is spending on homework so that they do not spend too much time completing it. Please help them to get into a routine of

completing homework well within the given deadlines and in finding a suitable space to complete this at home.

School Rules and Policies

Please remind your child about **school rules** – these are clearly set out in the school planner. Students 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 child adheres to this. If you need to contact your child during the school day in an emergency, then please do so through the school office.

Friendships

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 child by talking to her about friendships and helping her to find ways of coping with changes and potentially difficult situations.

Buses and transport

This can take a while to get used to but please help your child to be organised and 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 the Finance office.

Music lessons

Please contact Mr Cartmell (Business Manager) if you have any queries regarding these. He can be contacted at p.cartmell@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.

Please 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 a student 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 or music exams these should be notified to the form tutor initially or to the Attendance Officer before the day of absence. For safeguarding reasons, if a student is absent with no notification the Attendance Officer will telephone contacts to ascertain the reason, therefore it is important that you phone on each day of absence.

Requests for absence due to exceptional circumstances such as funerals, educational events including those run by Warwickshire Music 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.

Registration is at 8.50 am each day. Registers close 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, please note 'late' is not an acceptable reason. Students arriving after 9.20 am will receive

an unauthorised late mark as will students who do not given a valid reason for lateness.

Attendance is expected to be above 95% and is monitored regularly. Where a student's 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.

Illness in School

If your child feels unwell in school they should go to Reception and inform office staff or a member of the Pastoral team. If it is agreed that your child is too ill to remain in school a 'Permission to Leave School' form will be completed and a member of staff will phone contacts in priority order to arrange for your child's collection. Students must not phone parents themselves and arrange collection.

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).

Parents can login to FROG to view homework, Progress Checks, timetables, behaviour points, 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 chooses and supports a charity with fundraising events such as cake sales, talent shows and a stall at the Winter Fayre. Any help you can give in support of these charities is much appreciated.

Extra Curricular Clubs

At Rugby High School we offer a wide range of extra curricular clubs which mainly run at lunchtimes. These include netball, cheerleading, book club, language clubs, classics, choir, forensic science, games clubs and many more! Please encourage your child 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 Captain and Form Vice-captain is elected. There are also opportunities to be School Council representatives, House Captains, House representatives, Sports Captain, Charity representatives and Duty Officers. Students will develop key skills from taking on such roles and, as they move through the school, there will be further opportunities to take on extra responsibilities.

Support System

We have a strong pastoral support system at Rugby High School and this lies primarily with the Form Tutor. However, there are many sources of support for the students, including the Pastoral Manager and Assistant Pastoral Manager, Learning Support Manager, SENCo, School Counsellor and support from outside agencies. We also encourage peer support and have several systems in place where older students can support the younger members of the school. Students can ask any member of staff for more information. Please contact the Form Tutor if you have any concerns about your child.

Useful contacts

Form Tutors

7R

Mrs Leckie

k.leckie@rugbyhighschool.co.uk

7H

Ms French

e.french@rugbyhighschool.co.uk

7S

Miss Maund

e.maund@rugbyhighschool.co.uk

7G

Miss Page

e.page@rugbyhighschool.co.uk

Yvette Grogan – Senior Assistant Headteacher

grogany@rugbyhighschool.co.uk

Natalie Bell - Pastoral Manager

n.bell@rugbyhighschool.co.uk

Julie Simms – Assistant Pastoral Manager (with particular responsibility for Year 7-9)

j.simms@rugbyhighschool.co.uk

Jill Deas – Learning Support Manager / Special Educational Needs

j.deas@rugbyhighschool.co.uk

Rosanna Atkins – Pastoral Liaison Officer

atkinsr@rugbyhighschool.co.uk

