



# The Royal Harbour Academy



## Admission Booklet – Upper Site 2022-23

# Welcome

Dear Parents and Carers

Thank you for choosing The Royal Harbour Academy as your child's secondary school, I know they will be successful and happy with us.

Part of helping your son or daughter to succeed at The Royal Harbour Academy is through partnership between ourselves and you as parents, and my staff and I look forward to meeting you as soon as possible.

I know starting a new school can be nerve wracking for everyone so do please contact the school if you have any worries.

Your sincerely



Simon Pullen  
Headteacher

## Contact Details



<b>Address</b>	Royal Harbour Academy Lower School: Newlands Lane Ramsgate Kent CT12 6RH  Royal Harbour Academy Upper School: Marlowe Way Ramsgate Kent CT12 6NB
<b>Telephone Number</b>	01843 572 500
<b>Email</b>	website@rha.kent.sch.uk
<b>Website</b>	www.rha.kent.sch.uk

# Vision Statement

*The Royal Harbour Academy is a proud community built upon success, high aspirations and a global outlook.*

## Senior Leadership Team

<b>Headteacher</b>	Mr S Pullen
<b>Deputy Headteacher</b>	Mr A Holmes
<b>Senior Assistant Headteacher</b>	Mr P Sexton
<b>Assistant Headteacher / Head of Lower Site</b>	Mr K Lasslett
<b>Assistant Headteacher / Head of Upper Site</b>	Mr S Wall
<b>Assistant Headteacher / Raising Standards</b>	Mrs J Luxmoore

### **Heads of Year - Upper School:**

<b>Year 9</b>	Mr D Cater
<b>Year 10</b>	Mrs C Tidy
<b>Year 11</b>	Mr M Capeling
<b>Head of Sixth Form</b>	Mr A Cox
<b>Assistant Head of Sixth Form</b>	Mr R Bing

## Organisation

Each year group is overseen by a Head of Year responsible for academic tracking and progress. Additionally we will be running a house system for extra-curricular activities and competitions. All students are assigned a Form Tutor who will be your main point of contact at the school.

All students will have an assembly or form group meeting every day.

## Curriculum and Learning

### **Key Stage 3 Curriculum:**

The Year 9 curriculum has been designed in a bespoke way that continues to encompass and embed the skills learnt at the Lower Site whilst also transforming and furthering these skills to merge with those required for success at Key Stage 4. This includes the use of the Talk for Writing strategy and guided reading being utilised throughout the Year 9 curriculum ensuring that literacy skills remain a key focus in all subject areas, as the year progresses these skills begin to be reshaped and reformed to better suit and support the Key Stage 4 curriculum and preparing our students for

responding to examination style questions. This not only aids the way in which the students are able to transition seamlessly from the Lower Site to the Upper Site but also piques their interest in new topics and engages them from the outset as the lessons are tailored to be familiar to them – meaning the only major change they have to adapt to is their physical surroundings.

In Year 9 there are 3 class groups that follow a similar model to the Lower Site by having one core teacher for the English and humanities subjects. These groups are for those students that require additional support to improve their reading ages. This model allows that core teacher to have a good amount of curriculum time with those students to build strong relationships and strengthen their literacy skills.

#### **Key Stage 4 Curriculum:**

Our aim is that all students acquire the knowledge and skills needed to succeed in their public examinations, but more importantly, develop a deeper understanding and appreciation of the world around them in order to prepare them for opportunities in later life.

In Years 10 and 11, all students study Maths, English Literature, English Language and Combined Science Trilogy and one EBacc subject, plus three options from a broad range of 11 subjects. In addition, all students also study a Core PE and Citizenship programme. We strongly recommend that students study a Modern Foreign Language and Geography or History to ensure broad and balanced option choices that follow the English Baccalaureate. Throughout, students will receive help and advice concerning the opportunities available to them post-16. We have high aspirations and expectations for all students and we will make appropriate and reasonable provision for an individual's needs within the resources available.

The creative and technical subjects such as Design Technology, Food Technology, Art and Physical Education are all taught in specialist rooms on a Tuesday and Thursday morning.

## **Sixth Form**

#### **Key Stage 5 Curriculum:**

The very essence of the IBCP encourages our students to develop crucial skills that will enable them to enter adulthood as confident, well-rounded and independent people. At The Royal Harbour Academy Sixth Form, we have taken the IB learner profile and the principles of learning to create a curriculum that is tailored to the students in front of us making it a unique experience for each year group.

The teachers we have in our Sixth Form are experts in their subject fields and have taught the IBCP for many years. Whilst imparting their expert knowledge, they also provide students with opportunities to lead discussions, activities and lessons placing them at the centre of the learning experience.

Students study two IBDP Courses, one BTEC at either Diploma or Extended Diploma level, and the IB Core. Students develop the academic strength, international perspective and research skills required for the best start at post 18, whether it be university, employment, apprenticeship or other high education opportunities.

**"The Sixth Form continues to be good. Sixth Form students are ambitious and determined. They continue to do well in their studies and benefit from the well-designed programmes of study." - Ofsted 2020**

**"At The Royal Harbour Academy we are passionate about developing the learner as a whole through the IB learner profile and international mindedness. This qualification has opened many doors for our students and has enabled our students to develop their aspiration and successfully progress on to higher education, apprenticeships and employment." – Mr Cox, Head of Sixth Form**

# Timings of the School Day

<b>Free Breakfast Club (optional)</b>	<b>8.00 – 8.45</b>
<b>08:45 – 09:10</b>	<b>Tutor Time</b>
<b>09:10 – 10:10</b>	<b>Period 1</b>
<b>10:10 – 11:10</b>	<b>Period 2</b>
<b>11:10 – 11:30</b>	<b>Break</b>
<b>11:30 – 12:30</b>	<b>Period 3</b>
<b>12:30 – 13:30</b>	<b>Period 4</b>
<b>13:30 – 14:10</b>	<b>Lunch</b>
<b>14:15 – 15:15</b>	<b>Period 5</b>

**Your son or daughter should arrive at school by 8.35am but not before 8:00am.**

## Homework

Homework is an important part of the curriculum and success in public examinations depends upon regular work being completed at home. The type and amount of homework will vary according to the requirement of each subject area. Students will be expected to do approximately 30 minutes per night and they can access their homework through Class Charts. Students will be shown how to access their homework and parents and carers will also have access to this information via the Class Charts app.

## Assessment and Reporting

Each year you will receive a number of reports, which will provide you with information about how your son or daughter is doing in school. You will receive 3 progress reports, an annual summative report and have a parent consultation meeting.

## Rewards

At The Royal Harbour Academy students are rewarded for their hard work and effort within subjects and extra-curricular involvement. Students are able to earn achievement points awarded by their teachers, which can be spent at our reward shop. Every term, reward assemblies are held to celebrate success with certificates and prizes given out. During the year reward trips are also offered for those students who maintain good effort and behaviour throughout the year.

## School Ethos

At The Royal Harbour Academy we believe that everyone has the right to enjoy their learning and leisure time. Occurrences of bullying are rare and usually low-level but do unfortunately occur from time to time. The school will deal with this rigorously but it is important that we know about any bullying issues. Please get your child to report it to a member of staff. Should your child report an incident when he or she returns home, parents are asked to contact the Form Tutor or Head of Year.

## Communication

The majority of our school to parent communication is done through Class Charts. Class Charts is an online system and App which has a wide range of functions that we can use to communicate your child's progress with you.

We will use Class Charts to communicate the following:

- Behaviour for learning and achievement
- Attendance and absence
- Homework
- Report Cards
- School letters
- Other important notices



You will receive further information about how to download and set up your account.

## Supporting your Son or Daughter

Mr McFarnell is the school's SENCO for the Upper Site and he deals with all our students who have Special Educational Needs. If you feel your son or daughter has any particular special educational needs then please do contact him.

## Attendance and Punctuality

**Good attendance of over 97% is one of the keys to success at secondary school.**

If a student is absent from school, parents or carers are asked to telephone the school, email [attendance@rha.kent.sch.uk](mailto:attendance@rha.kent.sch.uk), or report the absence on Class Charts by 8.30am, so that staff are aware of the circumstances. The school will send an automated call to find out why a student is absent if notification has not been received from home or if you haven't spoken to the school. It is paramount that all reasons for absences are reported to the school (either by phone, email or through Class Charts). If we do not have a reason for your child's absence, this will be recorded as 'unauthorised', which could result in a penalty notice.

Parents are asked to note the school holiday dates and to arrange family holidays within these periods. In line with government instructions, the school will not authorise holidays in term time. A list of school holiday dates can be found at the back of this booklet.

If a student needs to attend a family event such as a wedding or funeral, a note should be given to the Form Tutor prior to the event so that this can be logged in the register as an authorised absence. If you need to collect your child from school during the school day, please do let the office know.

## Lateness

Students arriving late in the morning (after 8.45am) will be signed in by the attendance team and a text message will be sent to parents / carers to inform them. Students who are persistently late without a good reason may be detained after school, during lunch breaks or break times to make up for the lesson times missed.

# Medical appointments

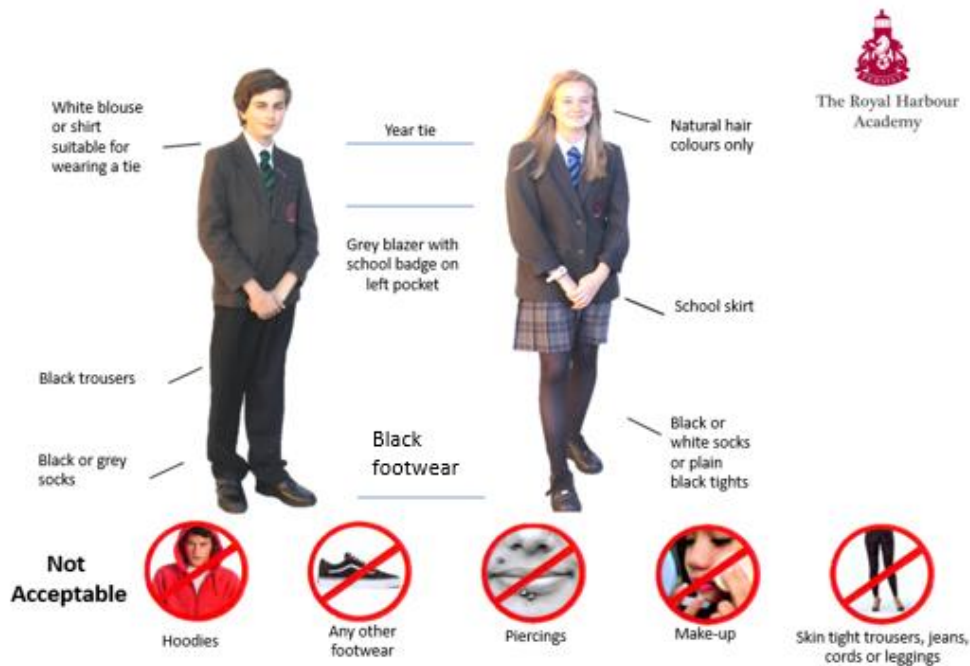
Wherever possible all appointments should be made outside school hours. However sometimes we know this is not possible. In these circumstances, a note should be brought from home. At the appropriate time the student will bring the note to Reception where he or she will sign out. On return to school after the appointment, the student must sign back in at Reception. The majority of appointments should only necessitate a student missing part of the school day.

# School Uniform

We are proud of our school and we expect all students to wear the full school uniform including to and from school. Jewellery may not be worn with the exception that students with pierced ears may wear one small pair of studs.

If a student comes to school not wearing the correct uniform as outlined on the uniform list, parents or carers will be contacted and they may be sent home to change.

Please see enclosed the uniform list for uniform expectations.



Please note that school trousers for girls must be of a straight cut. The easiest way to make sure they are of the right style, is to purchase them from the Schoolwear Centre. If you are unsure of the required style, please contact the Schoolwear Centre.

## Girls

Available from Schoolwear Centre

- Grey blazer with school badge
- Black v-neck pullover with school badge
- Tie
- School skirt
- School trousers

## Boys

Available from Schoolwear Centre

- Grey Blazer with school badge
- Black v-neck pullover with school badge
- Tie

### **To purchase elsewhere**

White blouse suitable for wearing a tie  
Black / white socks or black plain tights  
Black shoes or black training shoes

### **PE Kit**

#### **Available from Schoolwear Centre**

Black games shorts (optional)  
Black tracksuit bottoms (optional)  
Black and burgundy sports t-shirt  
Black and burgundy games sweatshirt  
Burgundy games socks

### **To purchase elsewhere**

Black games shorts  
Black tracksuit bottoms

### **To purchase elsewhere**

Black trousers – school type  
White shirt suitable for wearing a tie  
Black / grey socks  
Black shoes or black training shoes

### **PE Kit**

#### **Available from Schoolwear Centre**

Black games shorts (optional)  
Black tracksuit bottoms (optional)  
Black and burgundy sports t-shirt  
Black and burgundy games sweatshirt  
Burgundy games socks

### **To purchase elsewhere**

Black games shorts  
Black tracksuit bottoms

## **Personal Property**

Would parents please note that all items should be clearly labelled. Students should not bring in large sums of money or expensive items of equipment. The Governing Body cannot accept responsibility for any loss or damage to any personal property including mobile phones.

## **Mobile Phones**

We appreciate the importance of using mobile phones for you to communicate with your son or daughter but we ask that they are switched off and in your child's bag during the school day, unless the teacher has given permission for them to be out. We believe this helps students to form friendship groups and to help with their personal development. Please note though that along with other valuable items, the school is unable to take responsibility for personal property.

## **Other Equipment**

Students are expected to come to school with the correct equipment to ensure they have the best opportunities to learn.

All students are asked to have the following items available in their school bag as a minimum:

- Pencil Case
- Berol Writing Pen (blue only)
- Pencil
- Eraser
- Ruler
- Pencil Sharpener

We would also recommend students have the following:

- Coloured Pencils
- Glue Stick
- Casio Scientific Calculator and Geometry Set (optional)
- A Pocket Dictionary
- A Food Box to carry cooking home. (*Topperware type/ice cream tubs are ideal*)

**A good strong bag to carry everything in is essential.**



## Lockers

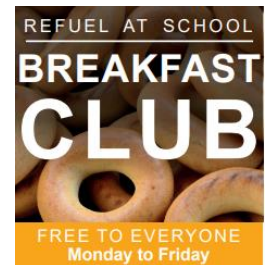
Lockers are available for all students – students will need to see their form tutor to get a locker allocated.

## Bicycles

Students may cycle to school. It is recommended that parents and carers check the safety of their child's bicycle before they are brought to school. For safety reasons we recommend that a helmet be worn. A suitable locking device will be required and bicycles that are left at school will be at the owner's risk. Students must walk with their bicycle on the school roadway to avoid risk to pedestrians. We also recommend that your child has passed their cycling proficiency test. There is a large bicycle park at the school. Along with other valuables, the school is unable to take responsibility for bicycles brought into school.

## Breakfast Club

Breakfast club runs in the school canteen every morning from 8.00am to 8.45am. This is free to every student offering a range of breakfast food. Through this service we are able to provide students a stress-free morning which contributes to a positive start of the day. This service also provides time for parents and carers who may need that extra time before they start work.



## Break and Lunchtime Arrangements

The cafe is open at break and lunchtimes. Snacks can be purchased during these times. If a packed lunch is brought from home, duty staff will instruct students where to eat their meals. We work hard to ensure our meals and snacks are as healthy as possible, and the food is of good quality and popular with staff and students alike. Students are expected to be responsible members of the school and clear their litter and place it in a bin.

If your son or daughter has forgotten their or lost their lunch money they should go to the Finance Office. They will contact home with a request that money or a lunch is brought in and left at the main school office. If no one is available we will not let your child go hungry and we will provide them with a lunch.

The cafe serves nutritional and well balanced meals.

Our school operates a biometric 'cashless' catering system. Please see the additional information

## Free School Meals

If you believe your child may be entitled to a free school meal, please contact Kent

County Council for an application form, or click here [www.kent.gov.uk/education-andchildren/schools/free-school-meals](http://www.kent.gov.uk/education-andchildren/schools/free-school-meals) to visit their website.

It is extremely important that parents or carers make a claim, even if it is uncertain whether or not the application will be approved. Not only will your child receive a free meal, but we will also receive a higher level of funding, meaning more resources in school that will enhance your child's education.

If you have any questions or queries regarding Free School Meals, then please contact the school office.

## Medication, Sickness and Injury

Please do let us know if your child has a specific medical condition which we need to know about.

If a child needs to take prescribed medicine whilst in school this should clearly be labelled and given to the main school office where it will be stored in the medical room and suitable arrangements made for the medicine to be administered at the appropriate time.

If your son or daughter is unwell, he or she should report to the First Aid room at break time or lunch time. Parents will be informed if necessary. First-Aiders are **not** permitted to give out any medication **unless** they are sent in from home with a completed parental permission form. The medication must be in its original packaging with your child's name and correct dosage on it.

If a child gets injured at school, one of a team of qualified first aiders will check the injury and administer the appropriate first-aid. If further medical treatment is needed, parents will be contacted to collect their son or daughter and take them to either hospital or a doctor. If the injury is serious, sometimes as a precaution an ambulance will be called. Students sent to hospital will always be accompanied by a member of staff if a parent or carer cannot be contacted immediately.

**It is vitally important that we have up to date contact numbers and email addresses in case of an emergency or school closure. Please ensure you have completed the necessary forms and inform us of any change of details.**

## The Safeguarding system

*'The care and concern that staff demonstrate for student's day in, day out. Pupils speak extremely positively about the way there is always someone looking out for them. This helps them to feel safe.'*

*'Pupils are confident that staff will listen to them and take them seriously if they have any worries. They learn about how to identify risk and keep themselves safe, including online and in the local community.'*

-OFSTED

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safeguarding goes beyond the contributions made to child protection in relation to individual children. Our objective is to provide a safe environment for all young people to learn and reach their full potential. If you require further emotional or pastoral support for your child then don't hesitate to contact their Head of Year or one of the safeguarding team. More information can be found on the school website - <https://www.rha.kent.sch.uk/safeguarding-and-welfare/>

## Mental Wellbeing

Royal Harbour Academy is committed to promoting and supporting good mental health and wellbeing for all students and staff. Our aim is for each member of the school to be able to play a positive part in the school community, meeting challenges with resilience and working towards reaching their own potential. To facilitate this, we offer a range of support, education and opportunities.

- Support: The pastoral team (including Tutors, Heads of Year, special educational needs, counselling, safeguarding team). Information clearly displayed around the school about how to access both school based and external support.
- Education: Raising awareness events such as World Mental Health Day. Staff training on mental health and wellbeing. Regular feature of work done in PSHE and tutor time.

- We have a designated mental health room on both sites giving students the opportunity to discuss their concerns confidentially and in a relaxed setting.

For additional information and support please see our website - <https://www.rha.kent.sch.uk/safeguarding-and-welfare/parents-and-carers/>

## Lost Property

All property must be marked with your son or daughter's full name. Students are responsible for their own property. The school can accept no responsibility for loss or damage to personal possessions. Students are advised not to bring items of value to school. Valuables such as watches can be left with the teacher in charge during PE lessons for safekeeping. All lost property is kept with the main school office for one term. Items that are named will be returned to their owner.

## Student Voice

The Royal Harbour Academy encourages all students to take a full part in the life of the school and give them a focus for constructive discussion about ways in which they can make a positive contribution to the improvement of the school. The Student Voice group reports to the Senior Leadership Team and all students are encouraged to discuss any issues with their student voice representatives during their mentoring times and house assemblies.

## Voluntary Fund

The school has a voluntary fund to which parents are kindly asked to contribute. It takes the form of a "once and for all" payment when the child enters the school, rather than requesting a contribution each year.

This year we are requesting a payment of £20, which will be used to provide extra facilities and materials for all the students. During their school life at The Royal Harbour Academy, all students will benefit in one way or another from the Voluntary Fund. In the past, this money has supported transport for off-site events or sports, visits by theatre companies, prizes, badges and trophies.

## Complaints Procedure

We hope you rarely have a reason to complain – but we welcome comments to improve. The most effective way to try to resolve the matter is speaking to the school to get the full picture of the events. The Form Tutor should be the first line of contact.

If the issue is then not resolved please contact the Head of Year who may pass you on to the Senior Leadership Team if it is felt appropriate.

If you are still not satisfied with the outcome, please contact the Headteacher.

Please feel free to contact us if a problem arises.

Please do also tell us about successes as well – we love to hear the good news too!

# TERM DATES

## 2022/23

<b>Thursday 1<sup>st</sup> September – Friday 2<sup>nd</sup> September</b>	- Inset Days
Monday 5 <sup>th</sup> September – Friday 21 <sup>st</sup> October	- Term 1
<b>Monday 24<sup>th</sup> October – Friday 28<sup>th</sup> October</b>	- Holiday
Monday 31 <sup>st</sup> October – Friday 16 <sup>th</sup> December	- Term 2
<b>Monday 19<sup>th</sup> December – Monday 2<sup>nd</sup> January</b>	- Holiday
Tuesday 3 <sup>rd</sup> January – Thursday 9 <sup>th</sup> February	- Term 3
<b>Friday 10<sup>th</sup> February</b>	- Inset Day
<b>Monday 13<sup>th</sup> February – Friday 17<sup>th</sup> February</b>	- Holiday
Monday 20 <sup>th</sup> February – Friday 31 <sup>st</sup> March	- Term 4
<b>Monday 3<sup>rd</sup> April – Monday 14<sup>th</sup> April</b>	- Holiday
Monday 17 <sup>th</sup> April – Friday 26 <sup>th</sup> May	- Term 5
<b>Monday 1<sup>st</sup> May</b>	- Bank Holiday
<b>Monday 29<sup>th</sup> May – Friday 2<sup>nd</sup> June</b>	- Holiday
Monday 5 <sup>th</sup> June – Wednesday 19 <sup>th</sup> July	- Term 6
<b>Thursday 20<sup>th</sup> July – Friday 21<sup>st</sup> July</b>	- Inset Days

*\*Inset Days are training days for staff – students do not come into school on these days.*