



# The Royal Harbour Academy



## **Admission Booklet – Lower Site 2022 – 2023**

# 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 6FA
<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 – Lower School:**

<b>Year 7</b>	Miss M Smith
<b>Year 8</b>	Mrs K Cross

## Year 7 and 8 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

The school has an innovative approach to teaching students in both Years 7 and 8, modelled on the structure used in primary schools.

Our successful Year 7 and 8 curriculum is divided into two main areas, which means your son or daughter will only have two teachers for the majority of their time at the Lower Site. English, History and Religious Education are taught by one teacher and have a strong focus on developing literacy. Mathematics, Science and Geography are taught by another teacher and along with literacy development have an additional focus on numeracy.

The teams are all made up of subject specialists and just like in the primary school, they plan together to deliver outstanding lessons.

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.

# Timings of the School Day

**Breakfast Club: FREE breakfast is available for all students, Monday to Friday, 8.00 – 8.40**

Timings of the school day are outlined in this example timetable. Students will be issued with their personal timetable on their first day of school.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Tutor</b> 8:40-9:05	Assembly	Reading	BYBS	Numeracy	Quiz
<b>1</b> 9:05-10:05	Maths	English	Technology	English	Maths
<b>2</b> 10:05-11:05	Science	Guided Reading	Drama/Music	Guided Reading	Science
<b>Break</b> 11:05-11:30					
<b>3</b> 11:30-12:30	English	Maths	English	Maths	English
<b>4</b> 12:30-13:30	History	Science	EP	Science	History
<b>Lunch</b> 13:30-14:05					
<b>5</b> 14:05-15:15	PE	Geography	PE	Geography	Celebration Assembly/PSHE
<b>End of School</b> 15:15					

*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 Lasslett is the school's SENCO for the Lower 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 asked to sign a late register in their classroom with the time of arrival and reason for lateness. Students arriving late without a valid reason will be expected to make up their time during breaks and lunchtimes. 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

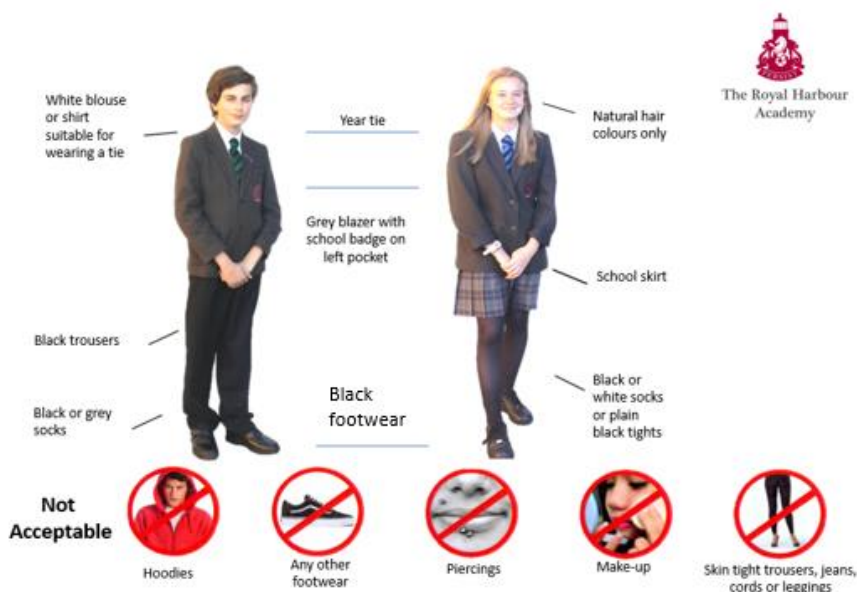
Wherever possible all appointments should be made outside school hours. However sometimes we know this is not possible. In these circumstances, a note should be brought from home. At the appropriate time the student will bring the note to Reception where he or she will sign out. On return to school after 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 (optional)  
Tie  
School skirt  
School trousers

### 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

## Boys

### Available from Schoolwear Centre

Grey Blazer with school badge  
Black v-neck pullover with school badge (optional)  
Tie

### 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. 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. (*Tupperware 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 covered bicycle shed 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 8.40am. 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.

## You can help your son or daughter by:

1. Checking they have the right equipment.
2. Encouraging them to pack their school bag the night before.
3. Checking that they are wearing the correct uniform and are not wearing make up or jewellery other than what is allowed.
4. Making sure they leave home in plenty of time to get to school.
5. Helping them to organise their evening to include time for homework and other interests.
6. Encouraging them to tell the relevant teacher or their Form Tutor if they have problems understanding the homework or any other aspect of school life.

## 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
<b>Tuesday 3<sup>rd</sup> January</b>	- Inset Day (Y7 ONLY)
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.*