



Welcomes Year 7 2023 - 2024

RPCC: The Next Generation



Can't wait to get started?

Respect

Pride

Creativity

Challenge

Khosh aamadid

خوش آمدید

Bienvenue

Swaagat

सुस्वागतम्

Swaagatam

स्वागतम्

Hun bi xer hatin

Pe kher ragle

Witajcie

Sushri akal

ਜੀ ਆਇਆਂ ਨੂੰ

Karibu

Maligayang pagdating

Khush amaadiid

خوش آمدید

E kaabo

Merhaba

أهلاً بكم

Shagatom

স্বাগতম

Foon ying

歡迎

Welkom

Bruchot haba'ot'

Soo Dhawow

欢迎光临

Bienvenida

Latcho Drom

Welcome to

Regents Park Community College

I am extremely proud to welcome Year 6 students to Regents Park Community College, a school which puts children's learning and wellbeing at the centre of all we do.

My team has worked closely with primary schools, especially those in our Trust, to share information and make sure we have prepared for the next generation of Regents Park students. Although the pandemic is hopefully in the past, the effects of lockdowns and especially school closures has had a lasting effect on some children, their learning and personal development.

At Regents Park, we will support your children in the wider notion of 'catching up'. I have increased our pastoral team and the school curriculum has been adapted to provide students with a broad and balanced learning experience which is engaging but also tackles any skills or learning gaps.

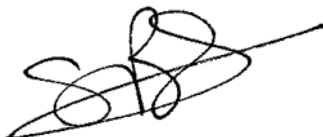
I am committed to excellence in learning and teaching and my priority as Headteacher is to ensure my students achieve more than they thought possible. This means that I want you all to make exceptional progress during your time at Regents Park Community College.

This is a good school and our most recent Ofsted recognised the many positive aspects of the school. As well as an excellent education, students here can look forward to a range of extra-curricular activities, trips and educational visits. I am also committed to student physical and emotional wellbeing and my pastoral system, with a Head of Year and Head of Year Support for each year group, is second to none.

In addition to offering high levels of care, I have high expectations of students. I expect immaculate uniform, excellent behaviours for learning and respect for others. Our ethos is built on RESPECT, PRIDE, CREATIVITY and CHALLENGE and this ethos forms the foundations that make Regents Park a very special place to come to school.

I look forward to welcoming Year 6: The Next Generation of Regents Park Community College students.

#greenandproud



Mrs Samantha Barnes
Headteacher

Photo: Mrs Barnes and Spencer the school therapy dog



Who is Who?



Ms M Webster
Deputy Headteacher
and Designated
Safeguarding Lead



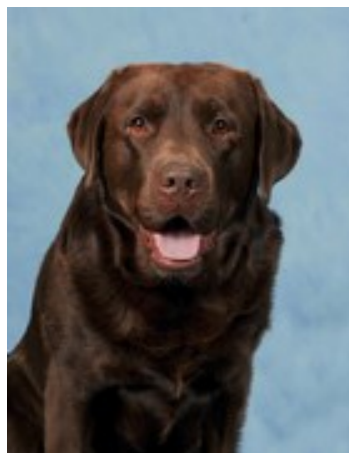
Mrs S Barnes
Headteacher



Mr R Ramshaw
Assistant Headteacher - Pastoral



Mr Phil Cunningham
Head of Year 7



Spencer
RPCC Therapy Dog



Mrs D Blakely
Head of Year 7 Support

The Student Day

8.00am – 8.30am	Arrival in school and breakfast club
8.30am – 8.55am	Morning registration and tutor time Assembly
8.55am – 9.45am	Lesson 1
9.45am – 10.35am	Lesson 2
10.35am – 10.50am	Breaktime
10.50am – 11.40am	Lesson 3
11.40am – 12.30pm	Lesson 4
12.30pm – 1.00pm	Lunch
1.00pm – 1.50pm	Lesson 5
1.50pm – 2.40pm	Lesson 6
2.40pm	End of day

A programme of clubs and classes runs from 2.40pm—3.40pm. Please see website and noticeboards for more details. The library is also open before and after school where students can access ICT and other resources to support home-learning.

Please note that students may be retained in school for up to 10 minutes without prior notice. This is in line with school sanctions.

Example of a Year 7 Timetable

**Your timetable could
look like this!**



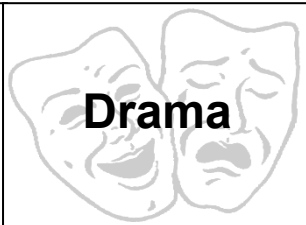
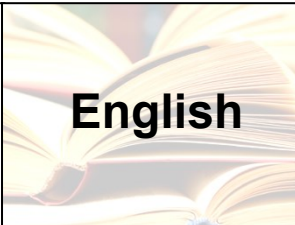
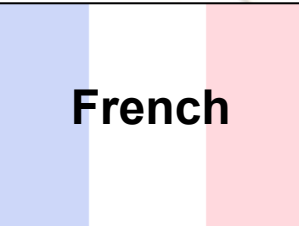
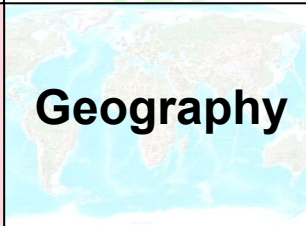


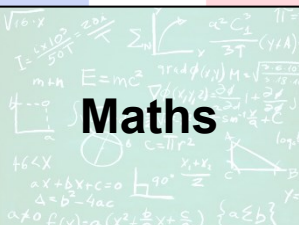
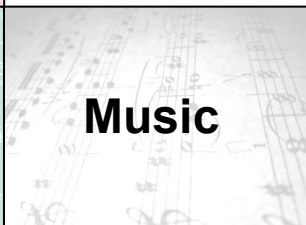




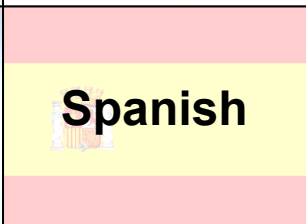



	Mon	Tues	Wed	Thurs	Fri
Reg	Rg 15 Miss G Donovan	Rg 15 Miss G Donovan	Rg 15 Miss G Donovan	Rg 15 Miss G Donovan	Rg 15 Miss G Donovan
1	Maths 30 Mrs B T Morrissey	Science S3 Ms K Bundy	Music M1 Mr G Barron	Science S3 Ms K Bundy	History 19 Mr P Jones
2	It 5 Mr P G Winson	Geog 25 Miss N Harrison	English 16 Miss K A Smith	English 16 Miss K A Smith	Science S3 Ms K Bundy
3	History 19 Mr P Jones	Drama 23 Mrs H J Freeman	Geog 25 Miss N Harrison	Pe Hall Mrs K Anibaba	English 16 Miss K A Smith
4	English 14 Miss J Fison	French 39 Ms V Loubler	Science S3 Ms K Bundy	Pe Hall Mrs K Anibaba	Maths 30 Mrs B T Morrissey
5	Dt D2 Mr G Barron	English 14 Miss J Fison	French 39 Ms V Loubler	Maths 30 Mrs B T Morrissey	French 39 Ms V Loubler
6	Dt D2 Mr G Barron	Maths 30 Mrs B T Morrissey	Maths 30 Mrs B T Morrissey	Art D1 Mrs J F Timmlis	Re 2 Miss P West



The Curriculum

Regents Park works on a 6 period day and each lesson is 50 minutes long. During a weekly cycle of lessons Year 7 students will study the following subjects.












 Art	 Careers	 Drama	 English
 French	 Geography	 History	 Information Technology
 Maths	 Music	 P.E.	 PSHE
 Religious Education	 Science	 Spanish	 Technology

Respect
Pride
Creativity
Challenge

Student Expectations

At Regents Park Community College we want you to become independent learners who make excellent progress. We expect you to respect your exercise books and take pride in the presentation of your work. The date and title should be written at the start of each new piece of work and these should be underlined. Written work should be in blue or black pen and any drawings, diagrams or tables should be in pencil. We want you to develop positive learning habits.

Use the list below to check that you have the right equipment. It is your responsibility to be equipped for your lessons.

You must always have:		
Item		Tick
2 black/blue biros		
Pencil		
Pencil sharpener		
Eraser		
Ruler		
Protractor		
It is strongly recommended that students have:		
Dictionary		
A pair of compasses		
Scientific calculator		
Highlighting pens		
A water bottle		

Note: School bags should be waterproof and large enough for school equipment and PE kit.





Home-Learning

Home-learning is an important part of your learning and progress at Regents Park.

Your subject teachers will set home-learning that could build on the learning of a lesson or prepare you for future learning. To set homework, we use Google Classroom – an online platform. In September, we will organise for you to get a Google Classroom account. For each subject, you will get a class code. This gives you access to your home-learning and any resources which your teacher may upload to help or even challenge you. As home-learning you may be asked to complete written work, online activities, research, worksheets or even prepare a presentation. Home-learning can be submitted online through Google Classroom or handed in to your classroom teacher.

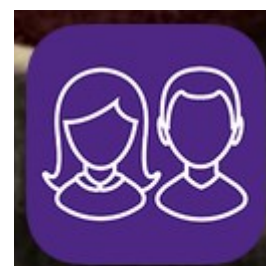
Don't worry if you don't have access to the internet at home, the school library has computers dedicated to Google Classroom and home-learning. You can use these at break and lunch as well as before and after school.



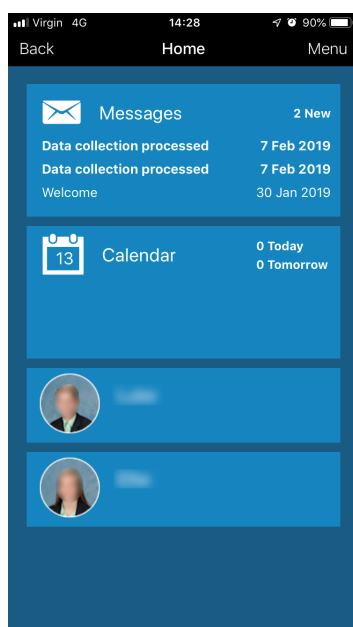
Google Classroom

SIMS Parent App

This online tool gives your parents access to information about you. It includes your timetable, your attendance and punctuality record and even your progress data.

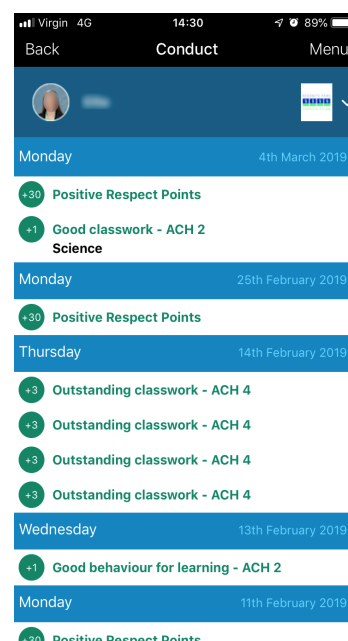


One of the most important uses of the SIMS Parent App is to let your parents know when you do well at school. Your achievements are recorded by staff on SIMs and your parents can see this. Depending on their chosen settings, your parents can even be alerted when you get an achievement.



We also use SIMs Parent App to inform parents of behaviour incidents, so just like we inform them about your achievements, parents can also get alerts should you receive any behaviour points.

SIMs Parent App is a great way for your parents to help you be successful at Regents Park!



Regents Park Dining Room



At school you will need to pay for your lunch as you have it. You can choose what you would like to eat.



A meal deal will cost you £2.90 per day. If you register with SwiftOrder by VeriCool then you will be able to pre-order lunches up to 2 weeks in advance

Here are a few examples of things you can eat in the dining room:

Main meal	£2.05	Jacket potato	from £0.90
Pasta/Rice Pot	£1.85	Standard sandwiches/baps	from £1.65
Pizza slice	from £1.15	Hot Sandwich	from £1.90
Meal deal – main meal or filled jacket potato, piece of fruit or cookie & 185ml Aquajoice or 330ml bottled water			£2.90

(Prices correct as of Spring Term 2023)

Cashless Catering

The school operates a 'Cashless Catering' system. At the start of the new term you will be added onto the system and issued with a contactless lunch card with a coloured lanyard for Year 7s (each year group has a different colour) - money needs to be added to your account via SCOPay (online) and you then pay for lunch and snacks using your contactless card.

Packed Lunches

You can bring a packed lunch if you prefer. You can eat your sandwiches in the Year 7 break areas.

Free School Lunch

Applications for Free School Meals are online at

<https://www.cloudforedu.org.uk/ofsm/southampton/>

If you are eligible for Free School Meals, this will be registered on the cashless catering system and the daily allowance of £2.90 is allocated to your account on a daily basis. This amount is reset each day but can only be used at lunchtime.

Snacks

You may feel a bit peckish and not be able to last until lunchtime, so at morning break you can visit the Year 7 break room and buy a snack. Please note that the Free School Meal balance can only be used at lunch time but you can add additional funds if required.

Student Entrances and Exits



Students use this front entrance from King Edward Avenue. This entrance will take you through to the dining hall.

Students can also enter school through the back gates on Richville Road, where we have organised for road closures to support safety. Please remember to take care on all roads.

Students do not use the main entrance. The main foyer entrance is only to be used as an entrance if you are arriving late following an appointment or as an exit at the end of the day if you have stayed after school for a club or class. It is not to be used at any other time during the school day.

Cycling/Scooters/Skateboards

If you choose to cycle, you must wear a helmet and have your bike postcoded. Bikes must be stored in the cycle rack which is positioned in front of South Block in the courtyard. This will be locked during the school day. You must dismount from your bike before you enter the Regents Park Community College site.

You can arrive and exit the school via Richville Road. You must not cycle across the playground area when arriving or leaving the site.





Student Reception



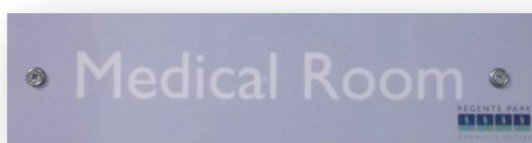
Doctor, dental or other medical appointments are to be made for times after the close of the school day or during school closures. In the event of an emergency appointment unavoidably made during school hours, please bring the appointment card or a note from your parents into school. You must show this at student reception in advance of your appointment and then show this to your progress tutor who will sign it. Please sign out at reception when you leave and remember to sign back in when you return after the appointment.

Medical Room

If you are feeling unwell, you should speak to a member of staff. If you are in a lesson, your teacher may give you a lesson pass to go to the medical room or student reception where you will be seen by a staff member. If it is decided that you need to go home, a member of staff will contact someone to arrange this.

Students requiring medication during school hours must hand in their medication, with a signed parental consent form, to the student reception at the start of the school day. Students then report to student reception when they require the medication.

STUDENTS SHOULD NOT CARRY MEDICATION WITH THEM - Please contact the Welfare Officer should you have any queries or concerns about this.



Library and Learning Resource Centre

Our Library and Learning Resource Centre at Regents Park has ICT facilities and a study area. The library has an extensive collection of books, magazines, newspapers and DVDs. You will go to the library as part of your lessons however you may also use the library during break and lunchtimes and at the end of the school day. You may borrow 3 books for up to two weeks and 1 DVD for three nights. The centre is open from 8.15am until 4.00pm on Monday to Friday. School bags must be left on the shelves just inside the centre's door.



Extra-Curricular Clubs and Classes

There are many exciting opportunities to get involved with the clubs and classes programme at Regents Park. Whether you are interested in sport, languages or music, you will be able to find a club that suits you. All the activities are on the website — keep an eye on our clubs and classes page for updates. There is also a student noticeboard which is updated termly with any new clubs.

You can also learn to play a musical instrument through individual lessons with teachers provided through Southampton Music Services.

Fire Alarm

When you hear the fire bell everyone must make their way to the courts area and line up in tutor groups.

Your progress tutors will explain more when you start at Regents Park in September.



Learning Support

At Regents Park we recognise that every student is an individual, and some may need extra help when moving to here from primary school. We strive to support all children and want to enable them to make the best possible start, make progress and achieve well.

To help you we have a learning support department which is currently based in Room 12 and Nurture, but we will be moving to an exciting new area over the summer. We are here to help you settle into school and support you with academic skills as well as independence, life skills and sometimes with your feelings and emotions.



The Learning Support Assistants (LSAs) are friendly and approachable. They run different interventions, as well as break and lunch clubs and afterschool twilight sessions to help you with homework. Students are made to feel welcome and encouraged to support each other and make friends.

You may have had support from an Emotional Literacy Support Assistant (ELSA) in your previous school. At Regents Park we have a creative selection of interventions to support you to thrive at secondary school.

The learning support department works closely with teachers and you may see them in lessons to give you or your class support or to help you settle in.

We are in contact with primary schools and some may have told us that you need some help, however, if you feel you may have been missed out you can inform your tutor or come and see us in nurture.

We look forward to seeing you.

Mobile Phones

Whilst on the school grounds or undertaking school activities off-site, phones **must be switched off and put away and they must not be seen**. Any mobile phone seen or heard during the school day, or during a school activity, will be confiscated until the end of the day. This includes **break and lunch times and as soon as students enter** the Regents Park Community College site. If you forget to bring your phone and a parent brings it in during the day, we will keep it safe in reception for you to collect at the end of the day before you go home.

Electronic devices such as tablets, cameras, headphones and wireless earbuds are not permitted on the school site. The equipment will be confiscated until your parents make arrangements for an adult to collect it from the school during office hours (8.00am – 4.00pm).

All items are brought onto the Regents Park Community College site at the owner's risk.

It is the student's responsibility to keep safe any items of value, including money and phones.

Hear it.


See it.


Lose it.




Phones, headphones or earphones seen in school will be confiscated.

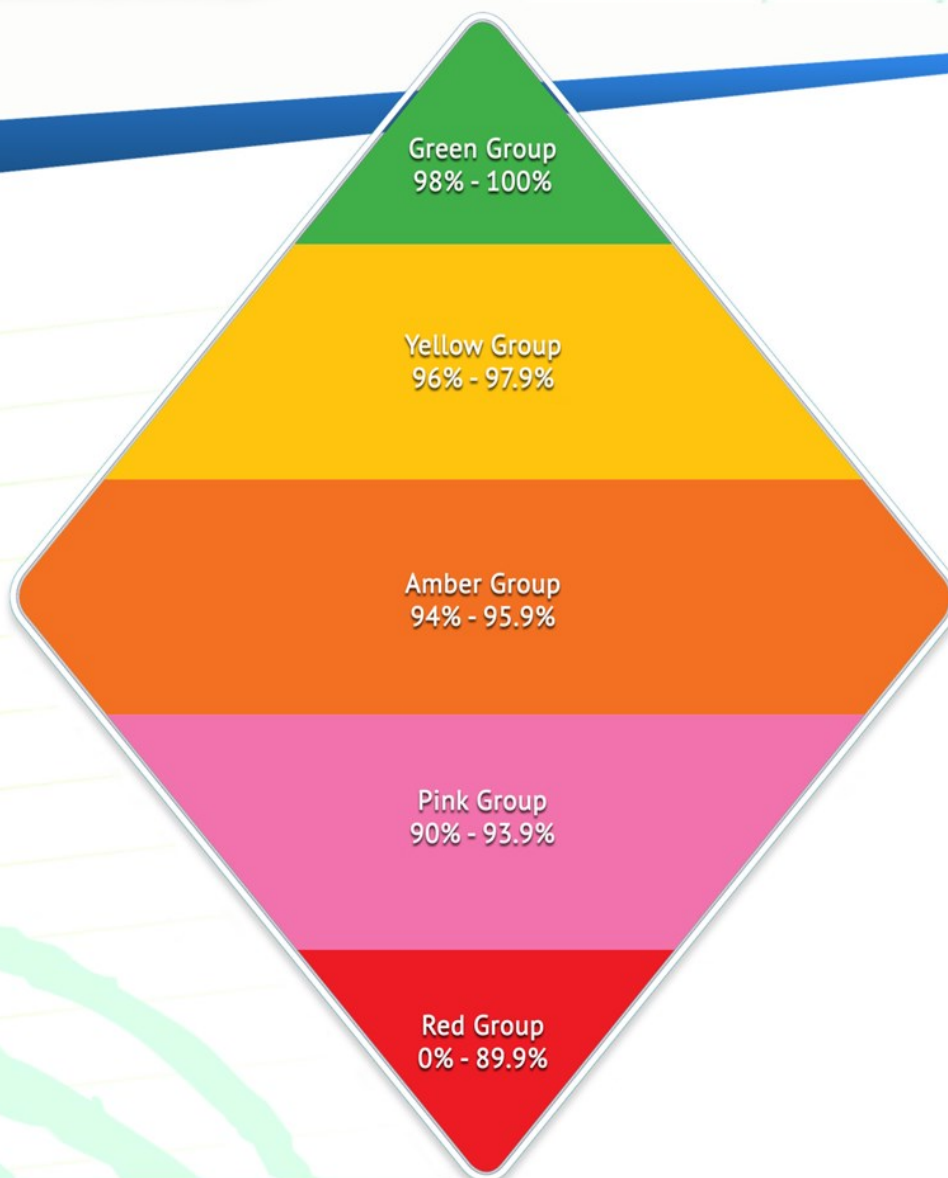
Don't take the risk.

Attendance Diamond

REGENTS PARK



Community College



Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

Attendance and Punctuality

Attendance and punctuality affect students' learning and progress.

Attendance of 96% is the minimum expected of all students

- Students should arrive at the school at 8.20am and be in their tutor base ready for registration by 8.30am
- Student attendance is rewarded and attendance data also contributes to our end of term 'Hot 50'

Attendance of less than 96% is a cause for concern and would trigger internal actions. Below 90% is a serious concern and would trigger formal procedures, potentially leading to fines.

- If students are not in school for a good reason, parents need to contact the school office before 8.30am on each day of absence on 023 8072 5712 (answer phone available 24 hours)
- Students must bring in a written note from their parents when they return to school, after any absence and pass them to their progress tutor
- Students will be in a colour coded group according to their attendance
- Medical appointments should be out of school hours – if this is not possible students are to bring in a note and a copy of the appointment for their progress Tutor to sign and then pass to reception.
- If students are late for school, they are expected to sign in at the main reception desk after 8.30am
- Students must never leave school or go home without permission. At lunchtime students are not allowed off-site
- If students are not in school or do not sign in and no parental contact has been made, parents will received an automated call or text message
- If a student feels unwell or has an accident, they are to inform a member of staff straight away; the student will then be allowed to visit the medical room and parents will be contacted if required
- Parents are asked to avoid time off during term time. If this cannot be avoided due to exceptional circumstances, please collect a Leave of Absence Application Form from reception and return the completed form with as much prior notice as possible
- Students are not permitted to be absent from school for the purpose of family holidays

Punctuality

- Students are expected to be punctual to school and lessons:
- If students arrive after 8.30am, they are considered late and must enter through the main reception and sign in.
- If students are late three times in a week, they are given a late detention after school.
- Punctuality to lessons is also monitored and will be sanctioned as appropriate.



Code of Conduct



- We respect each other. We do not bully, verbally or physically, nor discriminate against others
- We work in a positive way in lessons
- We are organised and work either silently or actively for the benefit of ourselves and others
- We behave in a safe and sensible manner around school and in our community
- We are on time for school and for our lessons
- We respect and care for the property of the others and for the school environment
- We should wear our correct school uniform proudly knowing we represent the school
- We follow the lunch and break time rules
- We do not use mobile phones when in school
- We follow the premises and corridor rules, walking safely on the left following the one way system
- We understand that smoking (including e-cigarettes/Vapes), the possession of illegal substances or alcohol is forbidden on the premises and on the way to and from school
- We understand that the possession of an offensive weapon, or an item that could be perceived as an offensive weapon, is forbidden on the premises and on the way to and from school

We understand that:

- **if we are aware of a breach of the school's Code of Conduct we are to inform a member of staff promptly**
- **a breach of the code of conduct will result in a sanction and in the case of a serious breach will result in an internal suspension, fixed term external suspension or potentially a permanent exclusion**
- **the Code of Conduct applies when participating in Educational Visits, Off-site Activities and on our way to and from school**

#Green&Proud

Respect

Pride

Creativity

Challenge

Achievement Ladder

Headteacher's Hot Chocolate
Deputy Headteacher Positive Phone Call
Leadership Opportunities
End of Term Prizes, Treats and Shows
End of Year Award Assembly
HOT 50

Green and Proud

Assistant Headteacher Positive Phone Call
Deputy Headteacher Homework Certificate and Prize
Deputy Headteacher Gold Sticker

Green and Proud

Head of Year Positive Phone Call
Head of Year Certificates: Attendance; Achievement Points and Progress
Achievement Assemblies
Ethos Badges

Green and Proud

Curriculum Leader Positive Phone Call
Department Certificates and Postcards
'Get Caught Doing Something Good': Weekly Prize Draw
Curriculum Prizes

Green and Proud

Achievement Points
Teacher Reward Box
Teacher and Tutor Positive Phone Calls
Tutor and Teacher Certificates and Postcards
Praise, Stamps and Stickers

How many achievement points do you have?

Which ladder will you choose?

REGENTS PARK



Consequence Ladder

OC

40 Min detention same day
On Call text & call home
Log in SIMS
(2 OC in a day, removed to
HOY & 1 Hr ASDT)

C3

Parked in another classroom
20 min Dept Sanction
Log in SIMS
Call home

C2

10 min class teacher reflection
Log in SIMS

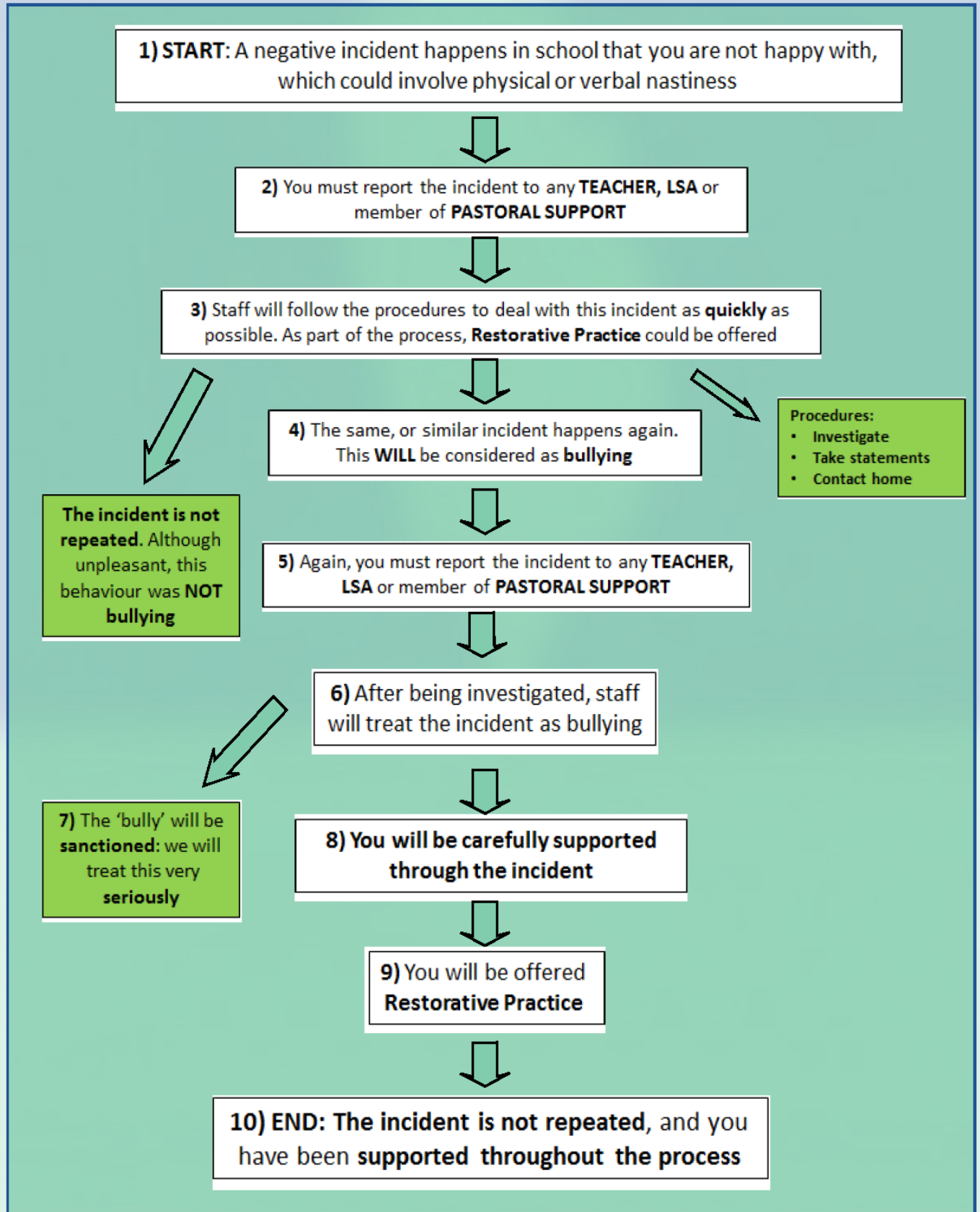
C1

Reflection same day
Log in SIMS

Warning

Green and Proud

What can I do if I think I'm being bullied?



Anti- Bullying Policy

Statement

The staff at Regents Park believe that all students are entitled to a safe and secure working environment and consequently view bullying very seriously. Whilst bullying is not a significant issue at Regents Park we acknowledge that it can occur.

The students of Regents Park are not expected to tolerate bullying or to suffer in silence. They are encouraged to disclose problems in an environment in which they feel safe and confident. Early intervention is important if behaviour is to be changed.

It is therefore crucial that **all** staff accept the responsibility to act to tackle bullying.

Working Definition

“The wilful, conscious desire to hurt, threaten, upset or frighten anyone”

Bullying is carried out with the intention of causing distress and usually takes place over a period of time.

It is recognised that some bullying may be through individual incidents of a relatively minor nature but which assume a greater significance when viewed in context, perhaps through their frequency or reason. It is also important to remember that those witnessing bullying are colluding with it, thereby making a contribution.

It is important in the initial stages of concerns raised by a student to determine whether it is a bullying issue or a friendship problem. Friendship problems occur from time to time and it is important for the student and the parent to understand the differences between them. This is addressed for the students through the PSHE programme and, following discussion with the tutor, appropriate action will be taken.

Regents Park also endeavours to ensure that:

- Where bullying does occur students and parents are encouraged to report all incidents.
- All reports will be followed up
- account is taken of the evidence and views of all parties
- all reports are dealt with speedily, fairly and positively
- a reporting and recording system is in operation
- advice and support is offered to both the victim and bully
- all those involved are kept informed, as appropriate,
- all staff have a consistent approach and that this is evident in their attitudes and actions.
- school sanctions are applied where appropriate which will reflect the context of the situation for all parties.

Who can help you at Regents Park?

Progress Tutor

Head of Year

Teachers

Head of Year
Support

Leadership Team

Admin Team

Youth Support
Personal Advisor

Headteacher

Counsellor

Welfare Assistant

Prefects

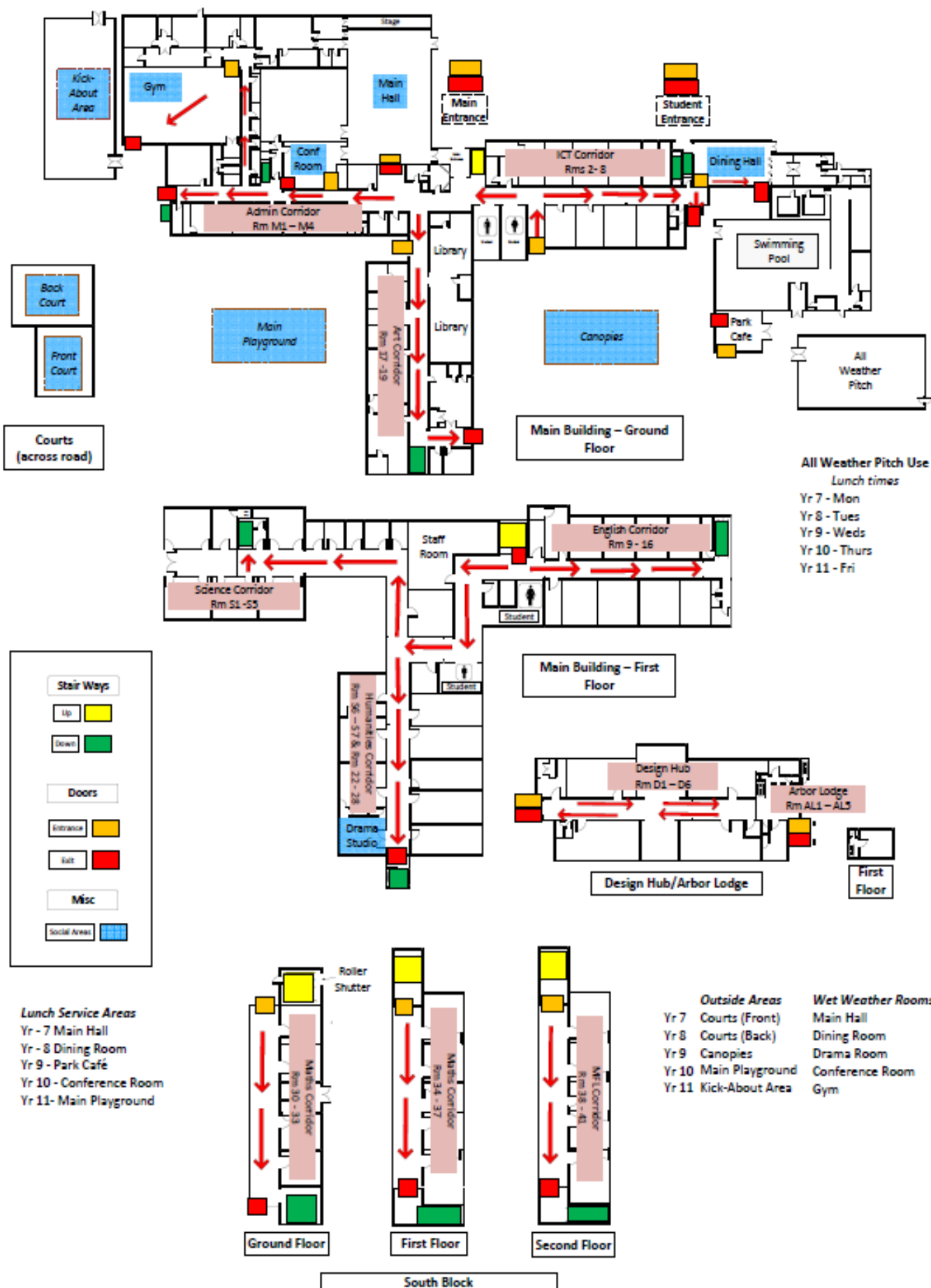
Education Welfare
Officer

Student Mentors

School Nurse

Senior Student
Leadership Team

Regents Park Community College — One Way System



Year 7 Timetable for Parental Contact

“Keeping in Touch”

At Regents Park, we believe parents play a crucial role in supporting their children's education. That's why we believe regular contact is essential. From meeting tutors and subject teachers to receiving data sheets and reports we will try to ensure you are fully informed about your child's progress and well-being whilst at Regents Park Community College. Of course, teachers, tutors and Heads of Year can be contacted outside of these allocated times, should you have any concerns or require additional information or support.

Year 6	Autumn Term	Spring & Summer Term
Transition Evening	First Day of Term Year 7s Only	Year 7 Report
Transition Day	Year 7 Parents' Welcome Evening	Year 7 Subject Parents' Evening

**You can visit our website
www.regentsparkcollege.org.uk/
or follow us on Facebook and/or Twitter for up-to-date
information**

Provisional Term and Holiday Dates 2023 - 2024

Autumn Term 2023
INSET Day 1: Monday 4 th September 2023
INSET Day 2: Tuesday 5 th September 2023
Term starts: Year 7 students only: Wednesday 6 th September 2023
Term starts: Whole school returns: Thursday 7 th September 2023
Half Term: Monday 23 rd October 2023 – Friday 27 th October 2023
Term Ends: Friday 15 th December 2023

Spring Term 2024
Term starts: Tuesday 2 nd January 2024
Half Term: Monday 12 th February 2024 – Friday 16 th February 2024
Term Ends: Thursday 28 th March 2024

Summer Term 2024
Term Starts: Monday 15 th April 2024
Bank Holiday: Monday 6 th May 2024
Half Term: Monday 27 th May 2024 – Friday 31 st May 2024
Term Ends: Wednesday 24 th July 2024

There are 3 remaining INSET days TBC

Family holidays may only be taken during periods of school closure

Please note holidays will not be authorised and a fixed penalty notice for any unauthorised holiday may be issued

School Uniform Policy

Regents Park Community College uniform policy promotes our 'Green' and 'Proud' ethos.

The aim of the policy is to:

- encourage a sense of equality to reduce unkind behaviour amongst students
- help students feel connected to the school and feel a sense of pride
- help students to feel safe
- help prepare students for the world of work and to raise their aspirations
- Improve behaviour and reduce distractions

This is so that the all areas of the school environment are safe and happy. This also enables progress and attainment to be improved across the school.

The agreed uniform is affordable, comfortable, smart and practical.

Cost is also carefully considered in deciding on uniform design and uniform suppliers, and we review the contract arrangements with our supplier regularly so that parents continue to get value for money. We have tried to ensure that everything required is simple and hardwearing. In order to assist with lost property, please ensure the students name is located on each item of their uniform.

All of our uniform with our required logo can be purchased from Skoolkit online, at their shop in Totton or at KoolSkool in Shirley. Please note that some parents may be eligible for a grant towards 'School Uniform'. Uniform grant forms for Year 7 and Year 9 students are available from school reception.

A full detailed list of uniform requirements and prices is readily available on our website or at reception. The other items listed on our dress code can be purchased from most main retailers.

Dress Code

All students are required to wear:

- A blue blazer bearing the school logo
- Our green school shirt (not a polo shirt)

School Footwear

Plain black footwear (with no logos, other colours or contrasting soles). Laces must be entirely black. Plimsolls will be issued by the school, should the student arrive in unsuitable footwear.

School Trousers

Full-length plain black, grey or navy smart/tailored trousers (not tight-fitting, lycra, leather or denim and not leggings or any kind).

Any student whose trousers do not adhere to the uniform policy, will be isolated internally until the uniform issue is rectified.

School Skirts

A smart plain black, grey or navy pleated or a-line skirt. Pencil skirts must be no more than 10cms above the knee. This must not be a lycra tight fitted tube skirt.

Any student whose skirt does not adhere to the uniform policy, will be isolated internally until the uniform issue is rectified.

Plain tights or ankle socks (navy, black, grey or white) are to be worn with a skirt. Knee high socks are not permitted.

School Jumper

An optional navy blue school jumper is also available to be purchased, this can be purchased with or without the school logo. This should not be worn instead of the school blazer, more as an additional layer for warmth. Plain black or grey jumpers may also be worn under the blazer (only the school logo is permitted and if a student has any other logo on their jumpers they will be asked to remove them) Hooded tops are not permitted at anytime.

PE/Sports – only available from Skoolkit

Compulsory RPCC logo polo shirt (green/blue)

Optional RPCC logo shorts/training trousers

Optional – RPCC logo ¼ zip sweatshirt

Optional – RPCC BTEC Sport polo shirt (for BTEC Sport students only)

PE/Sports – available from any main retailer

Black or navy shorts/training trousers or performance leggings

Swim shorts/one piece swimsuit

Trainers – non marking soles

Optional – blue/black base layer or non hooded sweatshirt

Football boots without metal studs for use on All Weather Pitch

Summer Uniform

Black or grey tailored shorts may also be worn. These must not be casual or sportswear and must be of an appropriate length.

School Bag

All students must have a suitable school bag that can carry books, a pencil case and PE kit.

Stationery

All students must have a minimum of two pens, a pencil, a ruler, a rubber and a pencil sharpener and a scientific calculator.

Jewellery

Students are permitted to wear:

One small pair of discreet stud earrings may be worn

A watch (Smart watches are not advisable due to the cost, distraction and their breach of exam rules, please note expensive items such as smart watches may be required to be removed for practical lessons and the school cannot accept responsibility for such items)

One discreet nose piercing is allowed but for health and safety reasons only a small stud is permissible. Any hoops will need to be removed. All other body and facial piercings (including additional ear piercings, lip, nose and tongue piercings) are not permitted

Necklaces, bracelets, bangles, sweatbands are not permitted and will need to be removed

All jewellery (including watches unless authorised by the teacher) must be removed for practical and PE/Sports activities

Hair

No extremes of hair style or colours are allowed. Hair must be no shorter than Grade 1; tram tracks/ tram lines/ razor cuts/ beading are not acceptable. Only natural hair colours and styles are acceptable. (Students with extreme haircuts or colours will be isolated until an acceptable change can be made).

Students with shoulder length hair must have their hair tied back during practical and PE lessons.

Makeup and Nails

Discretely applied make-up is acceptable for students in Year 11 only. If makeup is deemed inappropriate, students will be asked to remove it.

Finger nails must be short and not be coloured. Extreme false nails and eyelashes will have to be removed.

Uniform reminders

Shirts must be tucked into the waist band

Any under layers worn underneath uniform must not be visible

Suitable coats and jackets can be worn outside **in addition** to the blazer but must be removed in lessons

Hooded sports tops, tracksuit tops and sweatshirts and other non-uniform items are not acceptable substitutes for coats and jackets. Students wearing such items will be asked to remove them when in the building

Hats and other headgear are not permitted









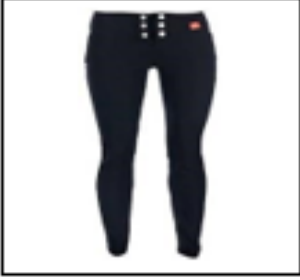

















For Muslim students the wearing of the hijab is permitted

Enforcement of the uniform policy

It is the responsibility of all staff to enforce the uniform policy throughout the day as part of the day to day running of the school. Students found not to be in the correct uniform will be asked to remedy the situation immediately. This may include borrowing uniform from school. If they cannot they will be placed in internal isolation with their tutor or year leader. Persistent refusal to follow school uniform rules may result in further sanctions. If there are genuine and exceptional reasons why a student is not in correct uniform parents and carers are encouraged to write a note explaining why their child is not in uniform and the student should show this to the HOY and the Pastoral Assistant Headteacher. If the reason is deemed appropriate, a temporary uniform pass will be issued.

Issues arising from the uniform policy

Requests to vary the uniform requirements for particular reasons, such as medical needs, special educational needs and disabilities or religious beliefs, will always be considered carefully.

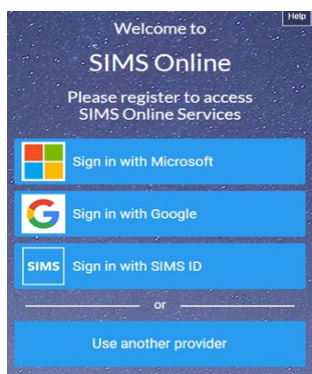
Acceptable 		Unacceptable 	
			
			
			
			
			
			

How to register for SIMS Parent App

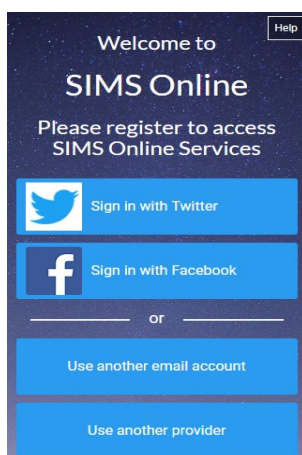
- ⇒ You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your SPAM folder before contacting your school.

IMPORTANT NOTE: To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook or Twitter.

- ⇒ Follow the link in the email to be directed to the registration page.



- ⇒ Click the button for your preferred account and you will be directed to sign in.
- Users who do not have a SIMS ID account should register with a Microsoft (including Office 365), Google, Facebook or Twitter account.
- To use Facebook or Twitter, click the **Use another provider** button.



The **Use another email account** button launches the **Microsoft Create account** page (<https://signup.live.com/>), where you can create a Hotmail account.

The **Use another provider** button returns you to the previous screen.

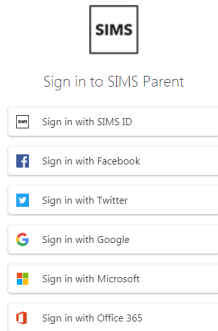
- ⇒ Having selected your account provider, follow the on-screen registration process.

How to sign in to SIMS Parent App

Once the registration process is complete, users can sign in via the following URLs.

<https://www.sims-parent.co.uk> or via the SIMS Parent app*

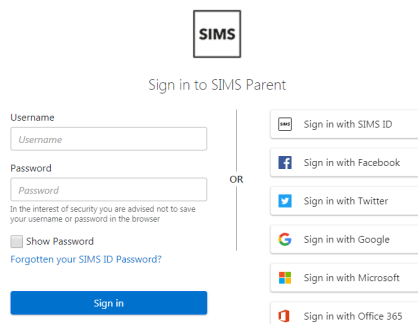
* The apps are available for iOS and Android devices via the Play Store or iTunes.



- ⇒ Click the icon for the account that you registered with.
- ⇒ A new window will open.
- ⇒ Enter your sign in details.

SIMS Parent App - troubleshooting

You should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details. If you try to enter your Microsoft, Office 365, Google, Facebook or Twitter details in the SIMS ID **Username** and Password fields, the following error will be displayed.



Before completing the registration process, users should be signed out from *all* accounts. Alternatively, the registration process should be carried out in a private browser window.

If you have forgotten your password, please contact Microsoft, Office 365, Google, Facebook or Twitter and request a new password.

You have not received your registration email - Please check your junk email folder from noreply@sims.co.uk

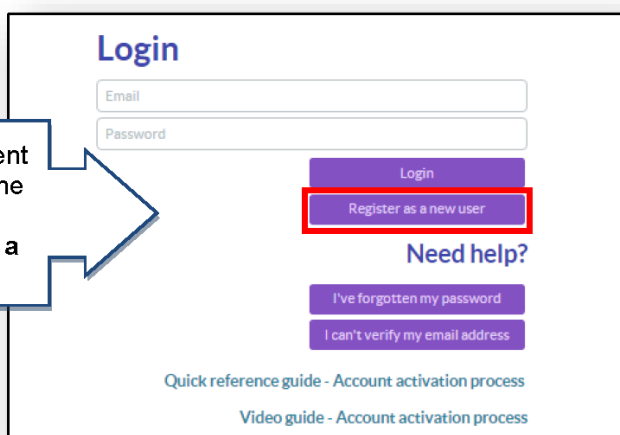
How do I register my child's account?

Important:

To allow you to use the school Online Payment website you **must** have 'cookies' enabled. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>

You **do not** need to register your child's account if you already have a Tucasi online payments account for a child at this or any other school. Please refer to "How do I link my children to my existing account" section below.

1. Using the letter sent by the school load the scopay website
Select **Register as a new user**



Login

Email

Password

Login

Register as a new user

Need help?

I've forgotten my password

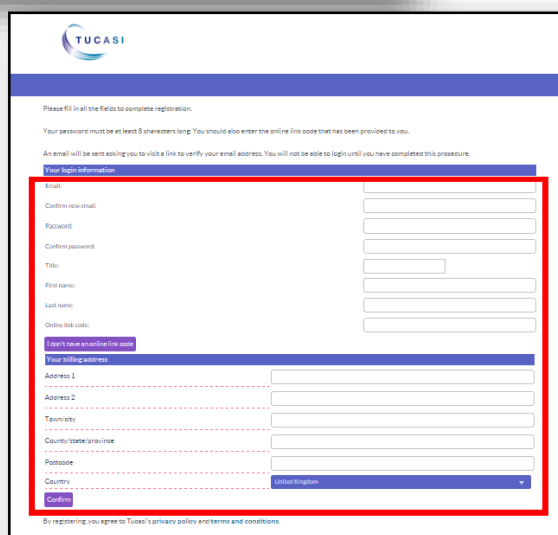
I can't verify my email address

Quick reference guide - Account activation process

Video guide - Account activation process

2. Enter your email and password details.
Enter the link code provided in the letter
Now enter your billing details and click **Confirm**

Note: Online link code is for **one time use only**. It is no longer needed once the account has been activated.



TUCASI

Please fill in all the fields to complete registration.

Your password must be at least 8 characters long. You should also enter the online link code that has been provided to you.

An email will be sent asking you to visit a link to verify your email address. You will not be able to login until you have completed this procedure.

Your login information

Email

Confirm new email

Password

Confirm password

Title

First name

Last name

Online link code

Don't have an online link code

Your billing address

Address 1

Address 2

Town/city

County/state/province

Postcode

Country

Confirm

By registering, you agree to Tucasi's privacy policy and terms and conditions.

You will receive an email with an activation link
(this may go directly to your spam/junk email)

How do I link my children to my existing account?

1. Select **Your info** and **Link accounts**
Enter the link code for your other child/ren in **Online link code** and click **Link account**

2. Using the drop down you can see all your children and move between their different accounts

TUCASI

View products | View basket | **Your info** | Parents' evening | Help

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1 ▼

Address | Login details | **Link accounts** | Payment history | Contact preferences | Payment agreements

Link accounts

Please enter the link code of the account to which you would like to create a link. Once this is complete, you will be able to access the details of each associated account.

What is a link code?

Online link code:

Link account

Your basket
Your basket is empty.

Account balances

After School Club	£0.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	£2.00

COMODO

How do I update my billing address details?

1. Select **Your info** and **Address**

2. Update your details and click **Update address**

View products | View basket | **Your info** | Parents' evening | Help | Logout

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1 ▼

Address | Login details | Link accounts | Payment history | Contact preferences | Payment agreements

Address

Modify your address with the following form.

Your billing address

Title: Mr
First name: Bob
Last name: Ackroyd Smith
Address line 1: 123 Street
Address line 2:
Town/city: Town
County/state/province: County
Postcode: AB1 2CD
Country: United Kingdom

Update address

Your basket
Your basket is empty.

Account balances

After School Club	£0.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	£2.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£15.00
London	£220.00
Music Tuition 2015/16	£150.00

Quick links
All items

How do I change my login details?

1. Select **Your info** and **Login Details**

2. Update your details, then re-enter your current password and click **Update**

View products View basket **Your info** Parents' evening Help Logout

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1

Address **Login details** Link accounts Payment history Contact preferences Payment agreements

Login details

Change your login information with this form.

Change your email

Warning: changing your email will end your session, and you will need to verify your new email address before logging in again.

Current email: afr@tucasi.com

New email:

Confirm new email:

Change your password

New password:

Confirm new password:

Change your name

Current name: Bob Ackroyd Smith

Title:

First name:

Last name:

Enter current password for security (required)

Current password:

Update

Your basket

Your basket is empty.

Account balances

After School Club	£0.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	£2.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£15.00
London	£220.00
Music Tuition 2015/16	£150.00

Quick links

- All items
- Trips and events
- History
- MFL
- Uniform
- Sweatshirts
- Polo shirts
- Cardigans
- Music

How do I change my contact details?

IMPORTANT: You will only see the **Contact preferences** option if your child's school have purchased the SCO Communications module and have opted for you to update your own contact details.

1. Select **Your info** and **Contact preferences**

2. Update your details and click **Update**

et **Your info** Parents' evening Logout

Selected account :
Marc Ackroyd - Tucasi School 1

Address Login details Link accounts Payment history **Contact preferences** Payment agreements

Contact preferences

Set the preferred method of contact by Tucasi School 1.

Email address: example@tucasi.com

Home phone number:

Mobile phone number: 01111 111111

Contact preference:

- ☐ Email
- ☐ Letter
- ☒ Text message or email
- ☐ Text message
- ☐ Email or text message

Update

Your basket

Your basket is empty.

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	-£18.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£10.00
London	£220.00

How do I create a second login?

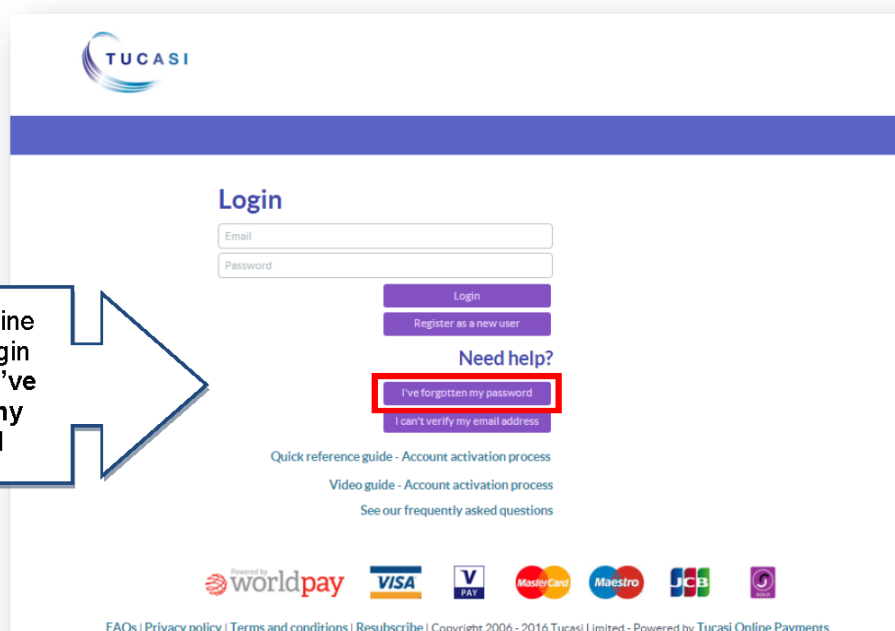
Once you have registered your account you may wish to have a second login. For example, for use by your husband/wife/other family member who wishes to make payments to the school.

Contact your school and they will issue you with a new letter with a different code.

If you have any questions please refer to [See our frequently asked questions](#) link on the [www.scopay.com](#) login screen.

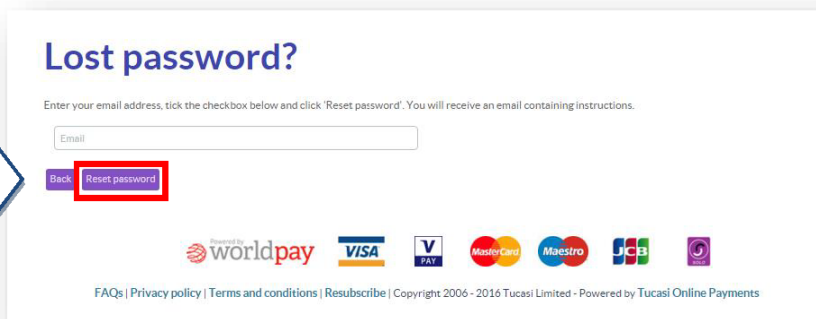
What do I do if I have forgotten my password?

1. On the online payments login screen click I've forgotten my password



The screenshot shows the Tucasi Login page. At the top is the Tucasi logo. Below it is a blue header bar. The main heading is 'Login'. There are two input fields: 'Email' and 'Password'. Below these are three buttons: 'Login', 'Register as a new user', and 'Need help?'. The 'Need help?' button is highlighted with a red box. Below it are two more buttons: 'I've forgotten my password' (highlighted with a red box) and 'I can't verify my email address'. At the bottom, there are links for 'Quick reference guide - Account activation process', 'Video guide - Account activation process', and 'See our frequently asked questions'. The footer contains logos for 'Powered by worldpay', 'VISA', 'V PAY', 'MasterCard', 'Maestro', 'JCB', and 'UnionPay', followed by a copyright notice: 'Copyright 2006 - 2016 Tucasi Limited - Powered by Tucasi Online Payments'.

2. Enter your Email and click **Reset password**. You will shortly receive an email with a link through which you will be able to set up your new password.



The screenshot shows the Tucasi 'Lost password?' page. The heading is 'Lost password?'. Below it is a sub-heading: 'Enter your email address, tick the checkbox below and click 'Reset password'. You will receive an email containing instructions.' There is an 'Email' input field. Below it are two buttons: 'Back' and 'Reset password' (highlighted with a red box). The footer contains logos for 'Powered by worldpay', 'VISA', 'V PAY', 'MasterCard', 'Maestro', 'JCB', and 'UnionPay', followed by a copyright notice: 'Copyright 2006 - 2016 Tucasi Limited - Powered by Tucasi Online Payments'.



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Notes



Notes

