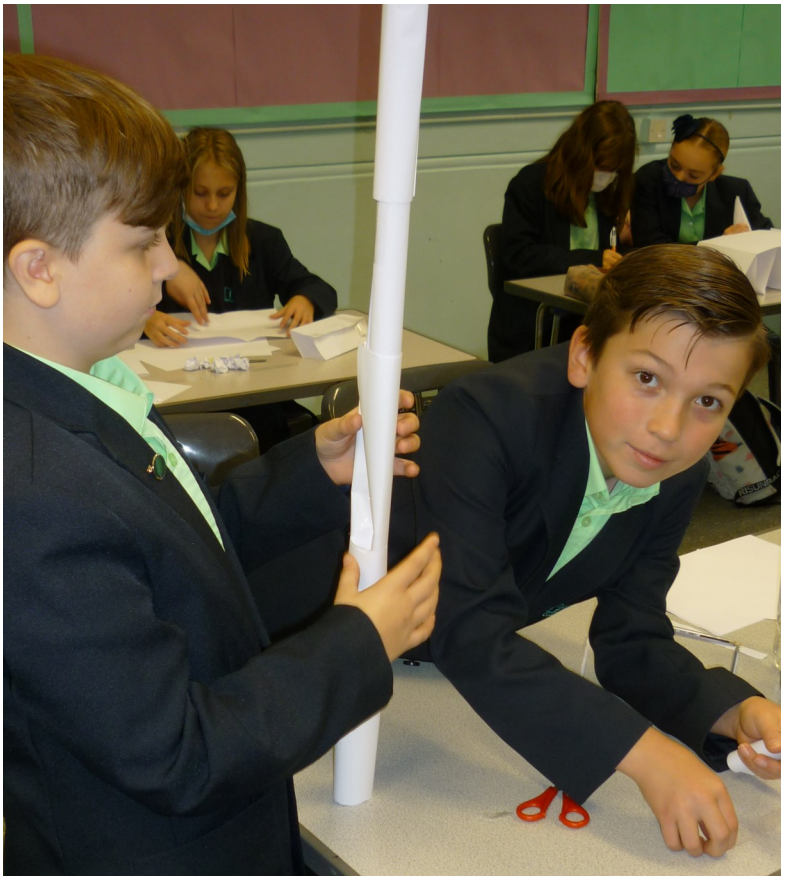
REGENTS PARK
Community College

Welcomes Year 7 2021 - 2022

RPCC: The Next Generation



Can't wait to get started?

Respect **Pride** **Creativity** **Challenge**

Khosh aamadid

خوش آمدید

Bienvenue

Swaagat

સુસ્વાગતમ

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. This year has certainly been different! Despite what has been happening in the wider world, Regents Park has continued to provide quality education, and perhaps more importantly, support for the children in our care. As a new cohort prepares to join us, we are aware that this year additional measures may be needed to help students adapt to life in secondary school.

We have worked closely with primary schools, especially those in our Trust, to share information and make sure we prepare as well as we can for the next generation of Regents Park students. This year our pastoral care will be enhanced to support this year group's particular needs. A recovery curriculum is also being planned to tackle any skills or learning gaps caused by recent school closures.

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.

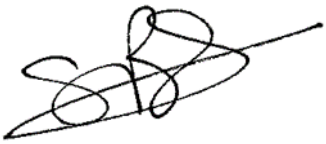
This is a good school and our progress measures have been recognised locally and nationally over the last few years. Our most recent Ofsted recognised the many positive aspects of the school.

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. This quality care is especially important this year because of the more 'remote' transition process.

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

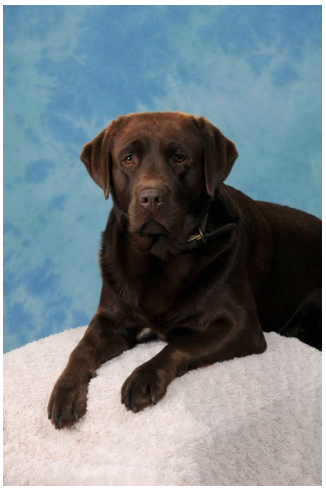
Photo: Mrs Barnes and Spencer the school therapy dog

Who is Who?

Mrs S Barnes
Headteacher

Ms M Webster
Deputy Headteacher

Mr R Ramshaw
Assistant Headteacher - Pastoral



Spencer
RPCC Therapy Dog

Mr D Gates
Head of Year 7

Mrs D Blakely
Head of Year 7 Support

Mr D Strange
Designated Safeguarding Lead

The Student Day

8.00am – 8.20am	Breakfast available in the dining hall
8.20am – 8.30am	Arrival in school and preparation for registration
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 Afternoon registration
1.50pm – 2.40pm	Lesson 6
from 2.40pm	Dismissal Students may be detained until 2.50pm (10 minutes at
2.40pm – 3.40pm	Study support, enrichment activities and clubs

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 7AR/Rg 8 Mr A Russell	Rg 7AR/Rg 8 Mr A Russell	Rg 7AR/Rg 8 Mr A Russell	Rg 7AR/Rg 8 Mr A Russell	Rg 7AR/Rg 8 Mr A Russell
1	Dr 7B4/Dr 23 (Dr Mrs H J Freeman	En 7BW/En 16 Miss K Smith	Sc 7BW/Sc S2 Mr R Ramshaw	Sc 7BW/Sc S2 Mr R Ramshaw	Sc 7BW/Sc 6 Mr R Ramshaw
2	Sp 7B1/Sp 41 Miss E M Kingswel	Ma 7BY/Ma 37 Mr C Selfe	En 7BW/En 16 Miss K Smith	Gg 7B4/Gg 28 Mrs K O'Brien	It 7B4/It 5 Mr P G Winson
3	Dt 7B2/Dt D3 Mr P G Winson	Hi 7B4/Hi 27 Mrs K L Blake	Hi 7B4/Hi 27 Mrs K L Blake	Ma 7BY/Ma 37 Mr C Selfe	Sp 7B1/Sp 41 Miss E M Kingswel
4	Dt 7B2/Dt D3 Mr P G Winson	Ar 7B4/Ar 17 Mrs K Stanness W	Ma 7BY/Ma 37 Mr C Selfe	Re 7B4/Re 7 Mr T M Pine	En 7BW/En 11 Mr A Lucas
5	En 7BW/En 16 Miss K Smith	Gg 7B4/Gg 28 Mrs K O'Brien	Pe 7B2/Pe Gym Mr A Stone	Sp 7B1/Sp 41 Miss E M Kingswel	Ma 7BY/Ma 37 Mr C Selfe
6	Ma 7BY/Ma 37 Mr C Selfe	Sc 7BW/Sc S2 Mr R Ramshaw	Pe 7B2/Pe Gym Mr A Stone	En 7BW/En 11 Mr A Lucas	Mu 7B4/Mu M1 Mr G Barron

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

The House Structure

You will be placed into a house with a progress tutor for registration and tutor time.

Branson	Parks	Rowling
Sir Richard Branson	**Rosa Parks**	**J K Rowling**
White	Sky Blue	Maroon

There are three houses at Regents Park Community College. Each house is named after an important person who has had international success in their field:

Branson house is named after Sir Richard Branson, the billionaire businessman who was the founder and owner of the Virgin Group and who is now pioneering commercial space travel with his new venture Virgin Galactic.

Parks house is named after Rosa Parks, a civil rights activist who refused to surrender her seat on a bus to a white passenger, spurring the Montgomery boycott and other efforts to end segregation in America during the 1950s.

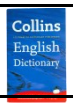
Rowling house is named after J K Rowling, the award-winning author of the Harry Potter series who has gone on to achieve success world-wide and who continues to write and publish novels for all ages.

Your progress tutor will be your first point of contact for you and for your parents.

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 clear bottle/RPCC water bottle		

Note: School bags should be waterproof and should allow A4 sized papers and books to be carried without being folded.

Homework

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

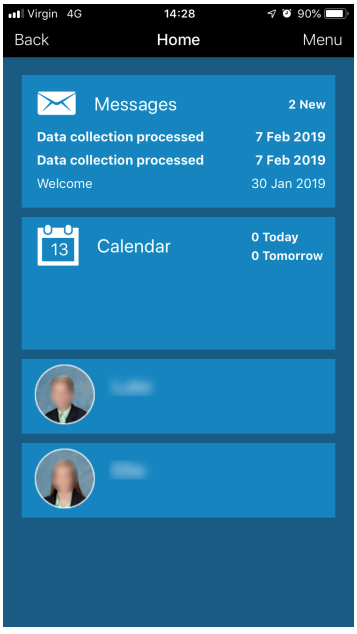
Your subject teachers will set homework that could build on the learning of a lesson or prepare you for future learning. To set homework, we use Google Classroom – an online platform. In September, we will organise for you to get a Google Classroom account. For each subject, you will get a class code. This gives you access to your homework and any resources which your teacher may upload to help or even challenge you. As homework you may be asked to complete written work, online activities, research, worksheets or even prepare a presentation. Homework 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 homework. You can use these at break and lunch as well as before and after school.

SIMS Parent App

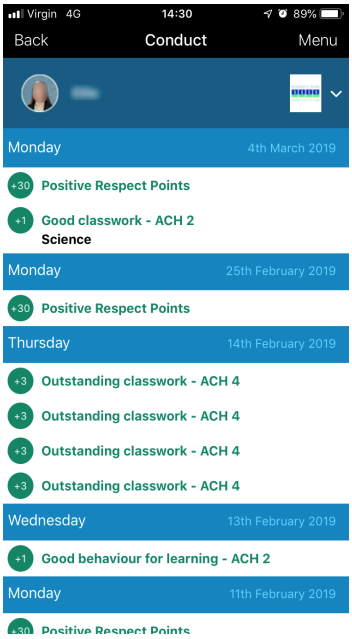
This online tool gives your parents access to information about you. It includes your timetable, your attendance and punctuality record and even your progress data.

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 £2.50 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	£1.95	**Jacket potato**	from £0.80
Pasta/Rice Pot	£1.55	**Standard sandwiches/baps**	from £1.50
Pizza slice	from £1.30	**Baguettes**	from £1.80
Meal deal – main meal or filled jacket potato, piece of fruit or cookie & 185ml Aquajuice or 330ml bottled water £2.50			

(Prices correct as of Spring Term 2021)

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

If you bring a packed lunch you can eat your sandwiches outside on the tables which are under the canopies.

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 is allocated to your account. 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 dining room and buy a snack.

These services are provided by City Catering Southampton

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.

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 then sign it. You must also have any note signed by a senior member of staff. You must sign out in reception and remember to sign back in when you return after the appointment.

Medical Room

If you are feeling unwell, you must 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 after which time they must be returned or get re-stamped. You may also borrow 1 DVD for three nights. The centre is open from 8.15am till 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. You will receive a booklet of all the activities in September and you can keep an eye on the notice boards for any updates.

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.

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 based in Room 12 and Room 19. They are here to help with you settle into school and support you with your leaning including your spelling, reading, and maths skills and sometimes with your feelings and emotions.

The Learning Support Assistants (LSAs) are friendly and approachable and they run different clubs including The Early Bird Club in the mornings, as well as lunchtimes and afterschool 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 also have ELSAs to support you if you need it and they are based in room 19.

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 room 19.

We look forward to seeing you.

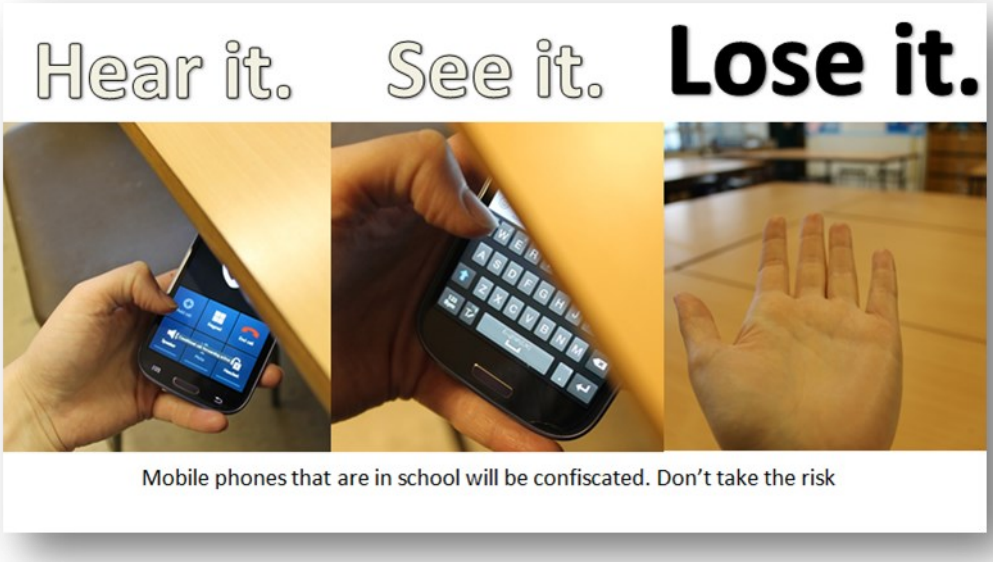
Mobile Phones

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 **during break and lunch times and on arrival to and from** the Regents Park Community College site.

Electronic devices such as tablets, cameras, headphones and wireless earbuds are <u>not</u> 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).

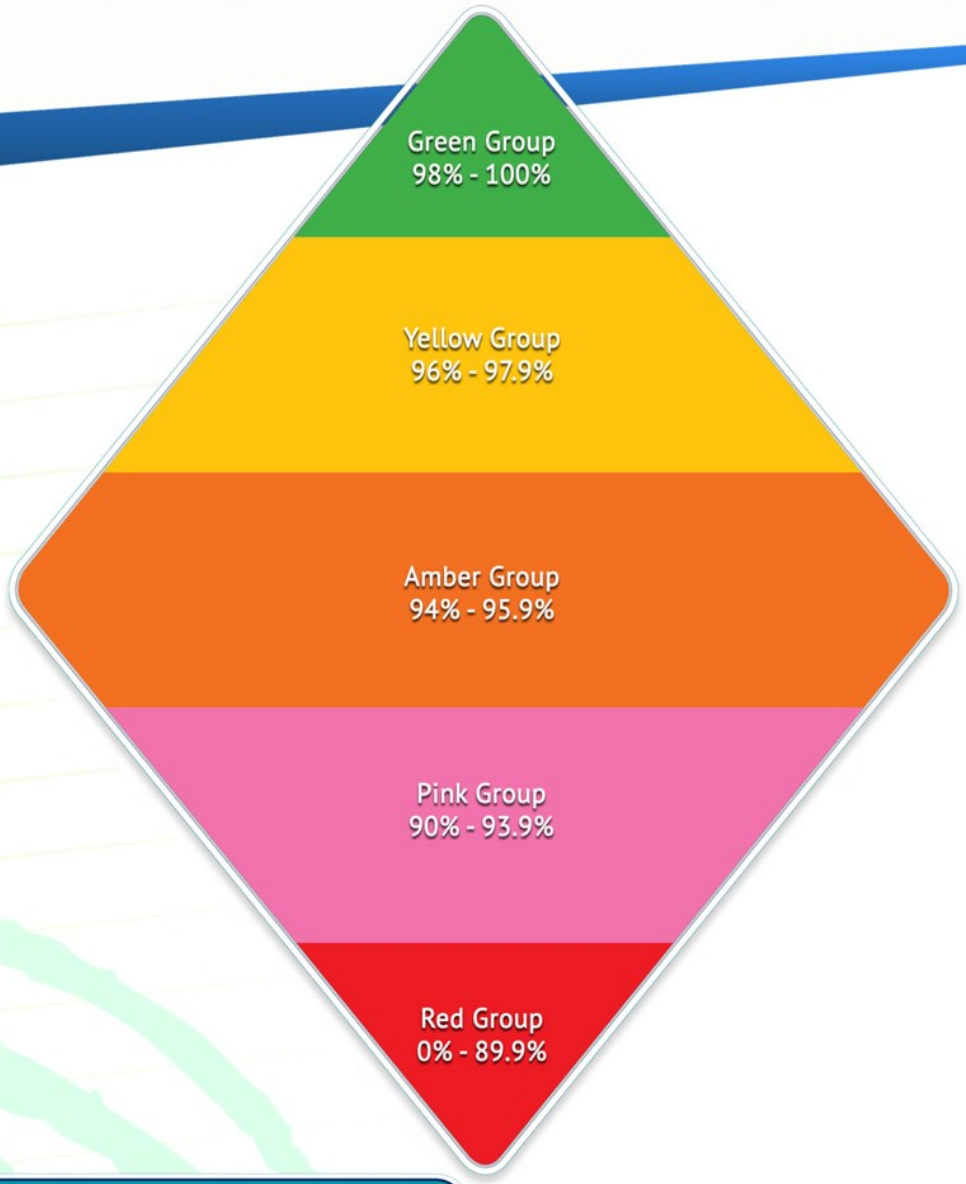
All items are brought onto the Regents Park Community College site at the owner's risk.

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



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

Code of Conduct

REGENTS PARK
Community College

- 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 follow the premises and corridor rules, walking safely on the left following the one way system
- We understand that smoking (including e-cigarettes), 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 exclusion, fixed term external exclusion 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

REGENTS PARK
Community College

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?

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

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Community College

1) START: A negative incident happens in school that you are not happy with, which could involve physical or verbal nastiness

2) You must report the incident to any **TEACHER, LSA** or member of **PASTORAL SUPPORT**

3) Staff will follow the procedures to deal with this incident as **quickly** as possible. As part of the process, **Restorative Practice** could be offered

4) The same, or similar incident happens again. This **WILL** be considered as **bullying**

Procedures:
- Investigate
- Take statements
- Contact home

The incident is not repeated. Although unpleasant, this behaviour was **NOT bullying**

5) Again, you must report the incident to any **TEACHER, LSA** or member of **PASTORAL SUPPORT**

6) After being investigated, staff will treat the incident as bullying

7) The 'bully' will be **sanctioned:** we will treat this very **seriously**

8) You will be carefully supported through the incident

9) You will be offered **Restorative Practice**

10) END: The incident is not repeated, and you have been **supported throughout the process**

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.

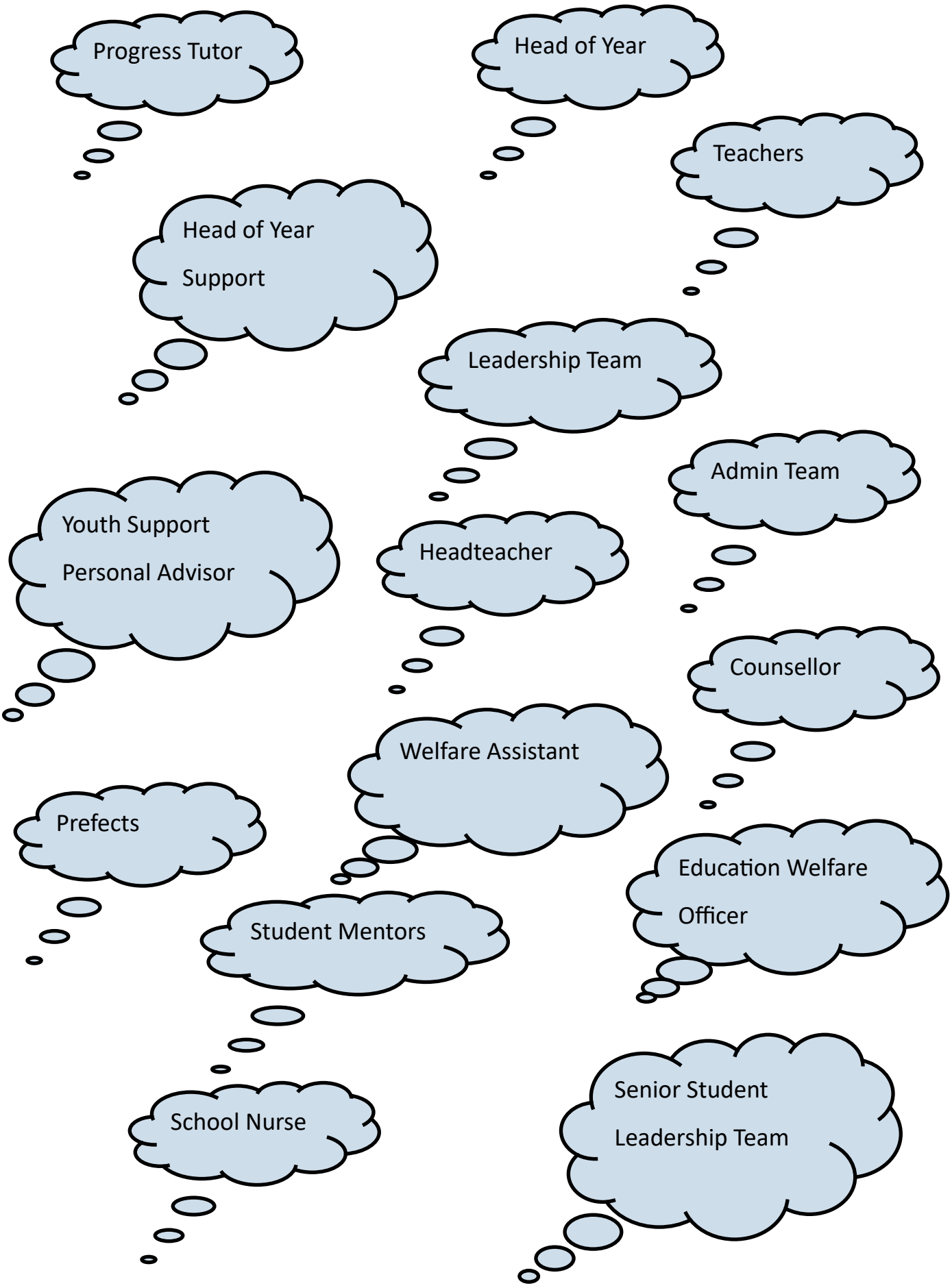
It is recognised that some bullying may be through individual incidents of a relatively minor nature but which assume a greater significance when viewed in context, perhaps through their frequency or reason. It is also important to remember that those witnessing bullying are colluding with it, thereby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



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

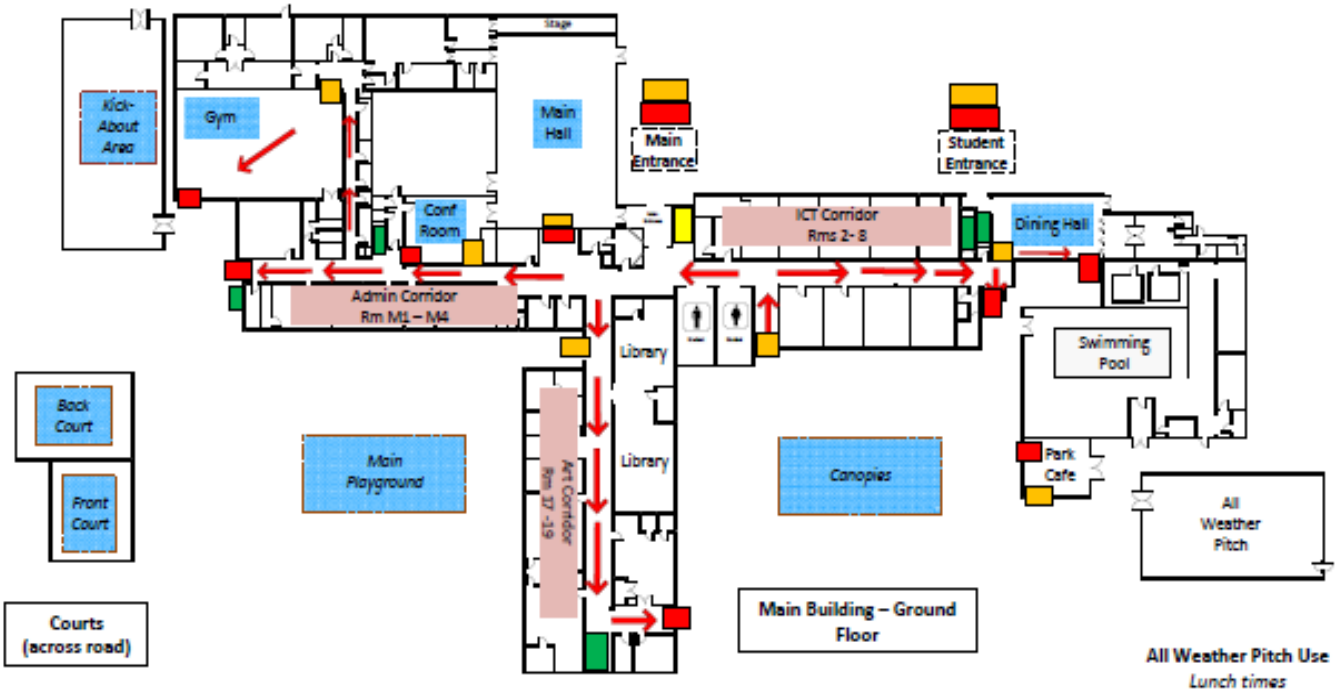
C2
10 min class teacher reflection
Log in SIMS

C1
Reflection same day
Log in SIMS

Warning

Green and Proud

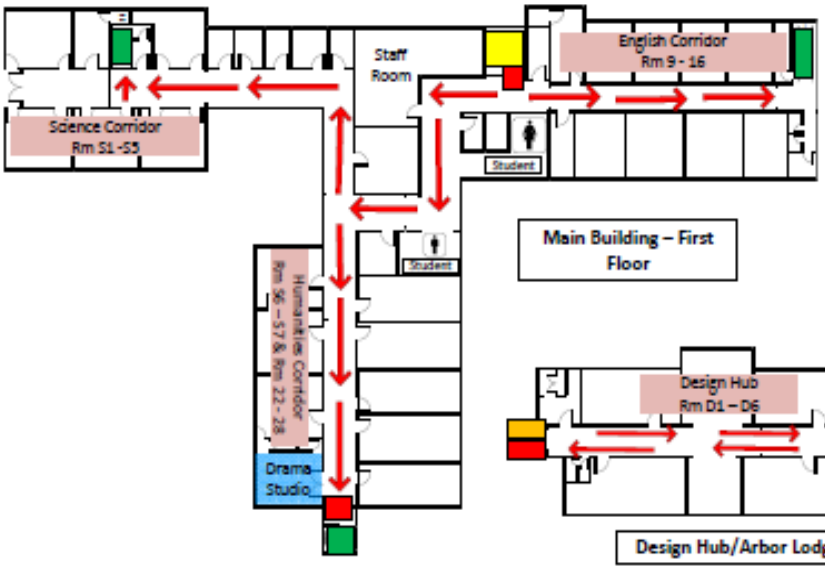
Regents Park Community College — One Way System

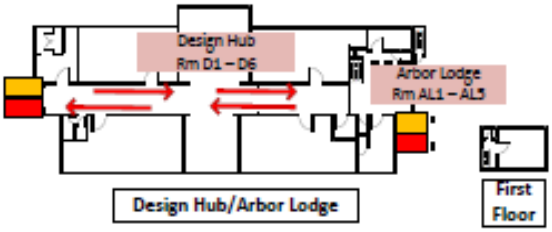


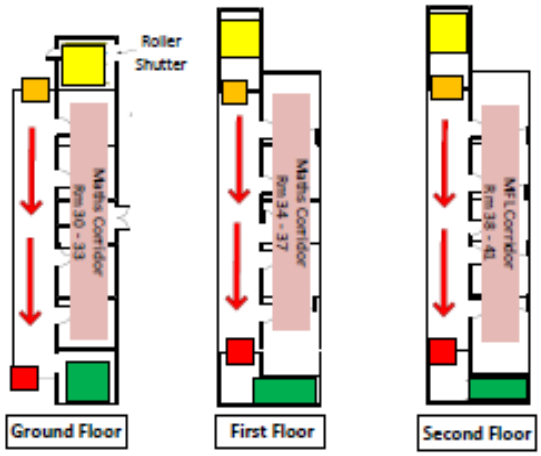
All Weather Pitch Use

Lunch times

Yr 7 - Mon
Yr 8 - Tues
Yr 9 - Weds
Yr 10 - Thurs
Yr 11 - Fri







Lunch Service Areas

Yr - 7 Main Hall
Yr - 8 Dining Room
Yr 9 - Park Café
Yr 10 - Conference Room
Yr 11- Main Playground

	Outside Areas	*Wet Weather Rooms*
Yr 7	Courts (Front)	Main Hall
Yr 8	Courts (Back)	Dining Room
Yr 9	Canopies	Drama Room
Yr 10	Main Playground	Conference Room
Yr 11	Kick-About Area	Gym

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' 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 2021 - 2022

Autumn Term 2020
INSET Day 1: Thursday 2nd September 2021
INSET Day 2: Friday 3rd September 2021
Term starts: **Year 7 students only**: Monday 6th September 2021
Term starts: **Whole school returns**: Tuesday 7th September 2021
INSET Day 3: Friday 22nd October 2021
Half Term: Monday 25th October 2021 – Friday 29th October 2021
Term Ends: Thursday 16th December 2021
INSET Day 4: Friday 17th December 2021

Spring Term 2021
Term starts: Tuesday 4th January 2022
Half Term: Monday 21st February 2022 – Friday 25th February 2022
Term Ends: Friday 8th April 2022

Summer Term 2021
Term Starts: Monday 25th April 2022
Bank Holiday: Monday 2nd May 2022
Half Term: Monday 30th May 2022 – Friday 3rd June 2022
INSET Day 5: Friday 22nd July 2022
Term Ends: Friday 22nd July 2022

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

Please check our website regularly for further updates regarding our Inset Days and the start of term information, due to government guidance in respect of COVID 19.

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 Shoes

Plain black formal school shoes (with no logos, other colours or contrasting soles) and they must be polishable. Laces must be entirely black. Trainers of any kind are not permitted. 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 that 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

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, please note 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 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 and pencil case.

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, however 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 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 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

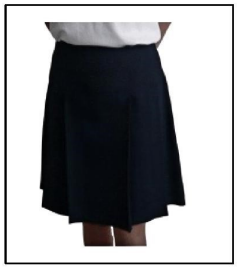
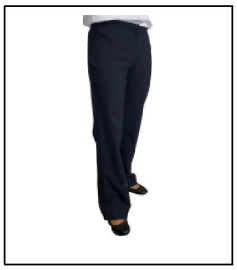
For Muslim students the wearing of the hijab is permitted

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 student's 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 or religious beliefs, will always be considered carefully. A medical note from the doctor or hospital will be required for students in alternative footwear longer than 5 school days.

Acceptable		Unacceptable	
			
			

Attendance and Punctuality

Attendance of 96% is the minimum expected of all students

- Students should arrive on the school site at **8.20am** and be in their tutor base ready for registration by 8.30am
- 100% attendance is rewarded - it is very important students keep a record of their attendance in their planner

Attendance of less than 96% is a cause for concern. Below 90% is of serious concern.

- 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 (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 for their Progress Tutor to sign and then pass to reception
- If students are late for school, they are expected to complete a late slip giving an explanation for lateness 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 receive an automatic parent call
- If students feel unwell or have an accident they are to inform a member of staff straightaway; they will arrange for the student to see a trained first-aider and parents will be contacted if necessary
- Parents are asked to avoid time off during term time; if this cannot be avoided due to exceptional circumstances, please collect an 'Exceptional Circumstance Leave of Absence' form from reception and return the completed form for consideration
- Students are **not** permitted to be absent from school for the purposes of family holidays

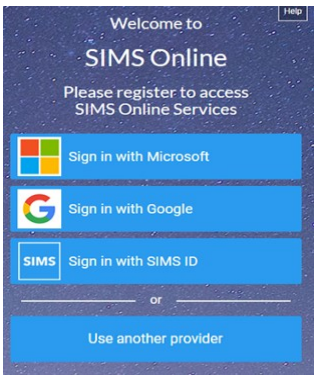
Correct as of Summer 2020

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.

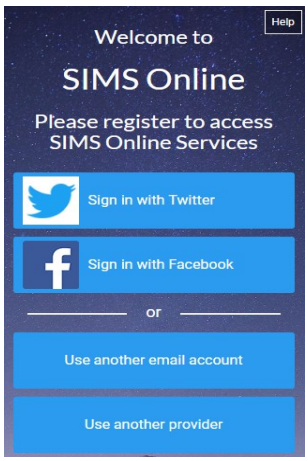
⇒ Follow the link in the email to be directed to the registration page.



⇒ 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.

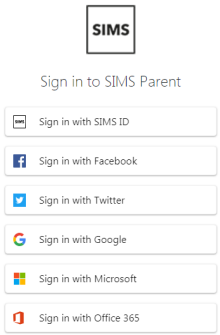
⇒ Having selected your account provider, follow the on-screen registration process.

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.



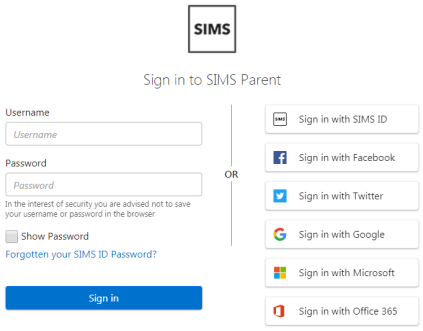
⇒ Click the icon for the account that you registered with.

⇒ 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

Schools Cash Office
Income Administration Software

Quick Reference Guide
Online Payments - Parents Accounts

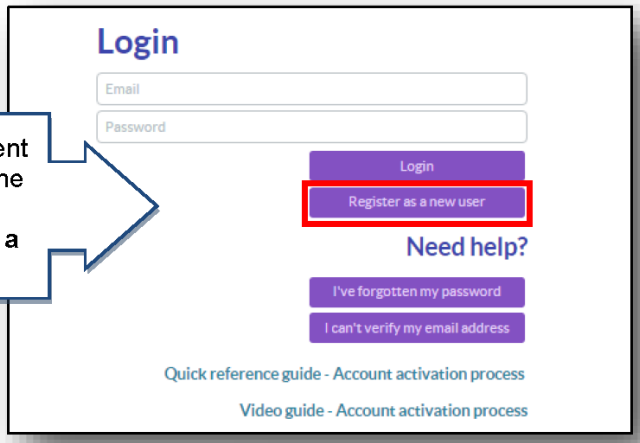
How do I register my child's account?

Important:

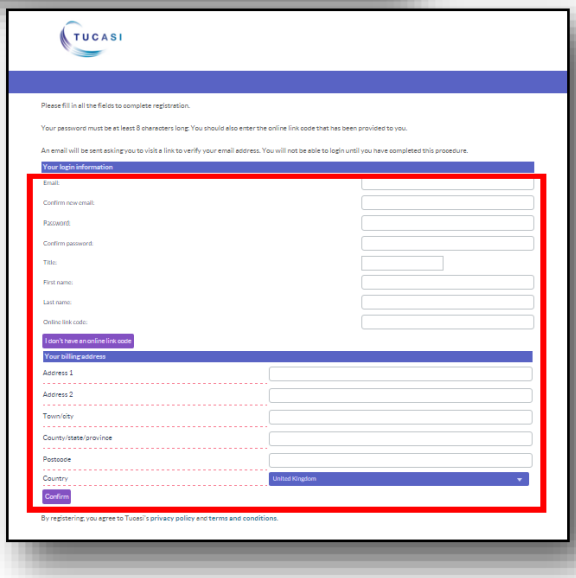
To allow you to use the school Online Payment website you **must** have 'cookies' enabled. The following website gives instructions on how to enable cookies in your web browser: http://www.google.com/cookies.html

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**



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



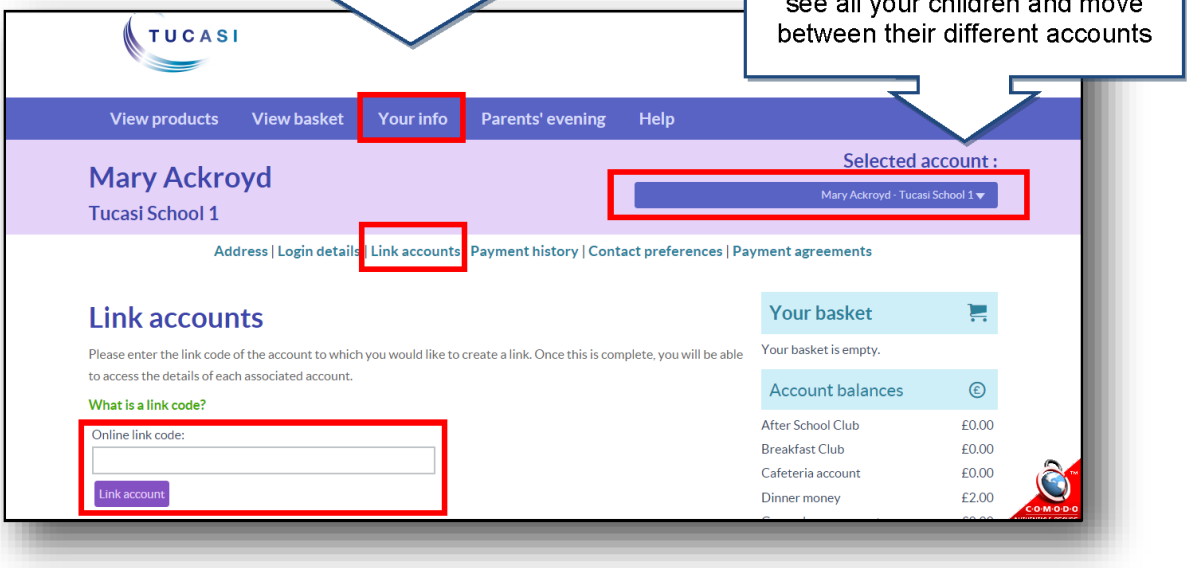
Note: Online link code is for **one time use only**. It is no longer needed once the account has been activated.

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**

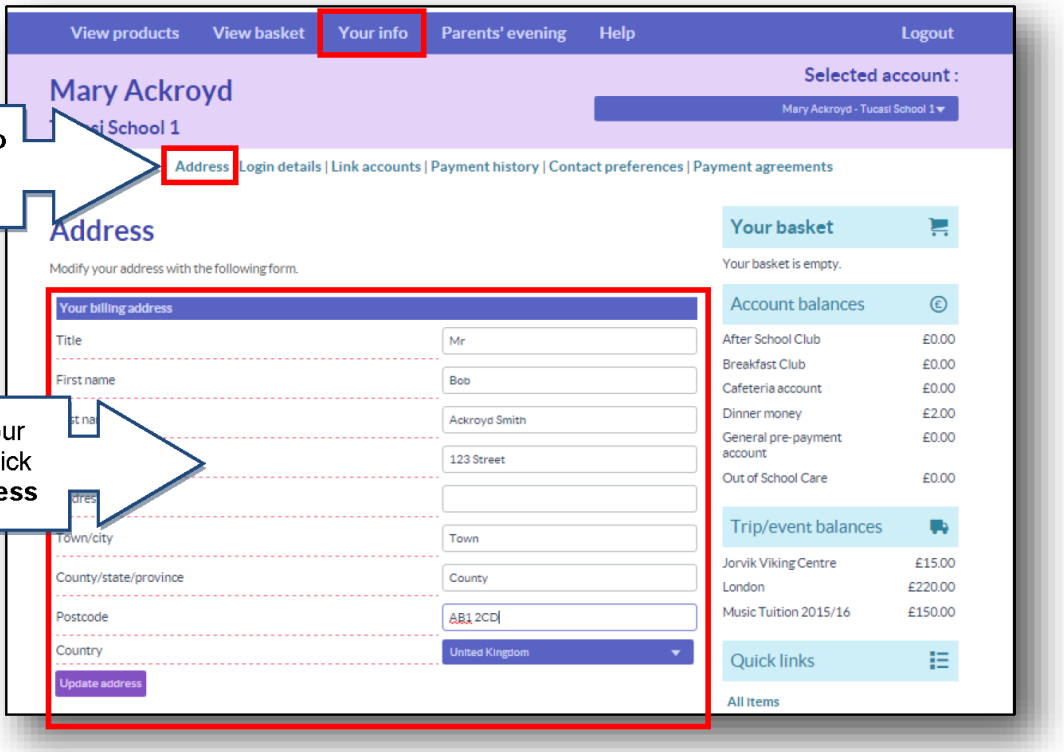
2. Using the drop down you can see all your children and move between their different accounts



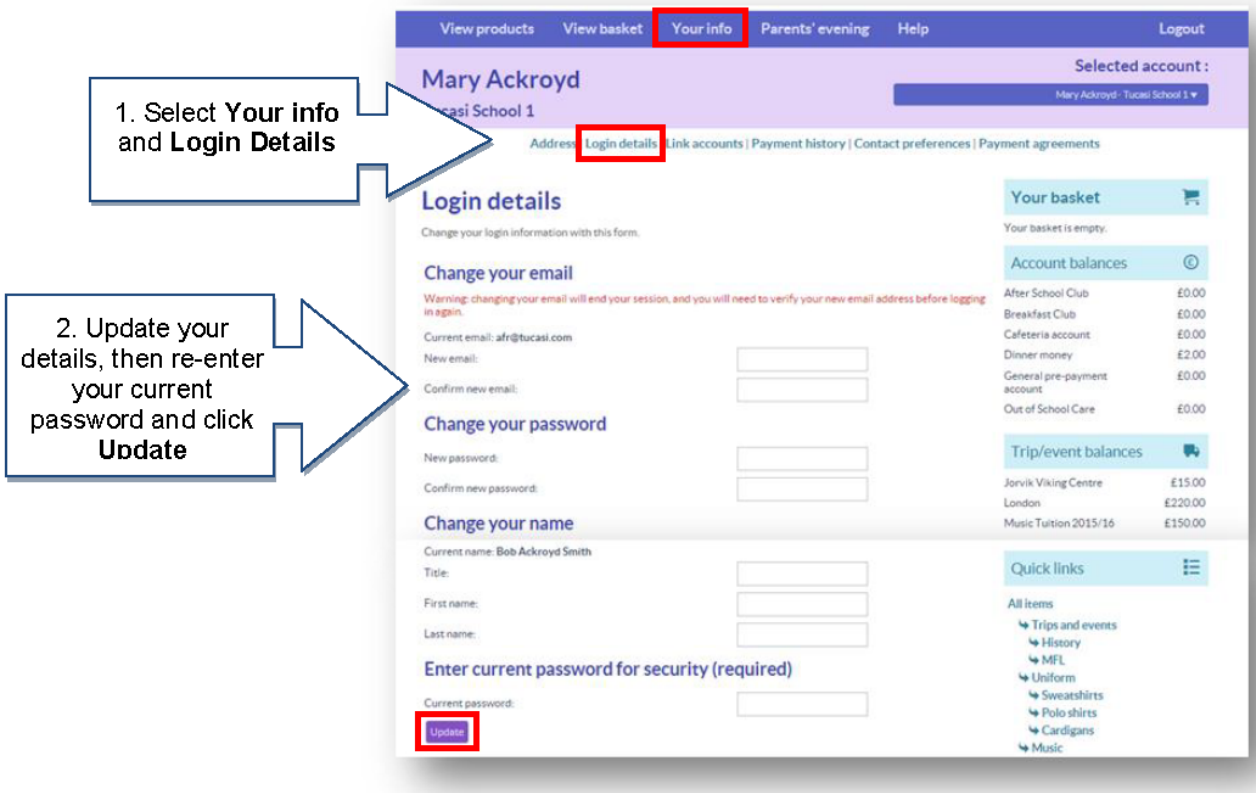
How do I update my billing address details?

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

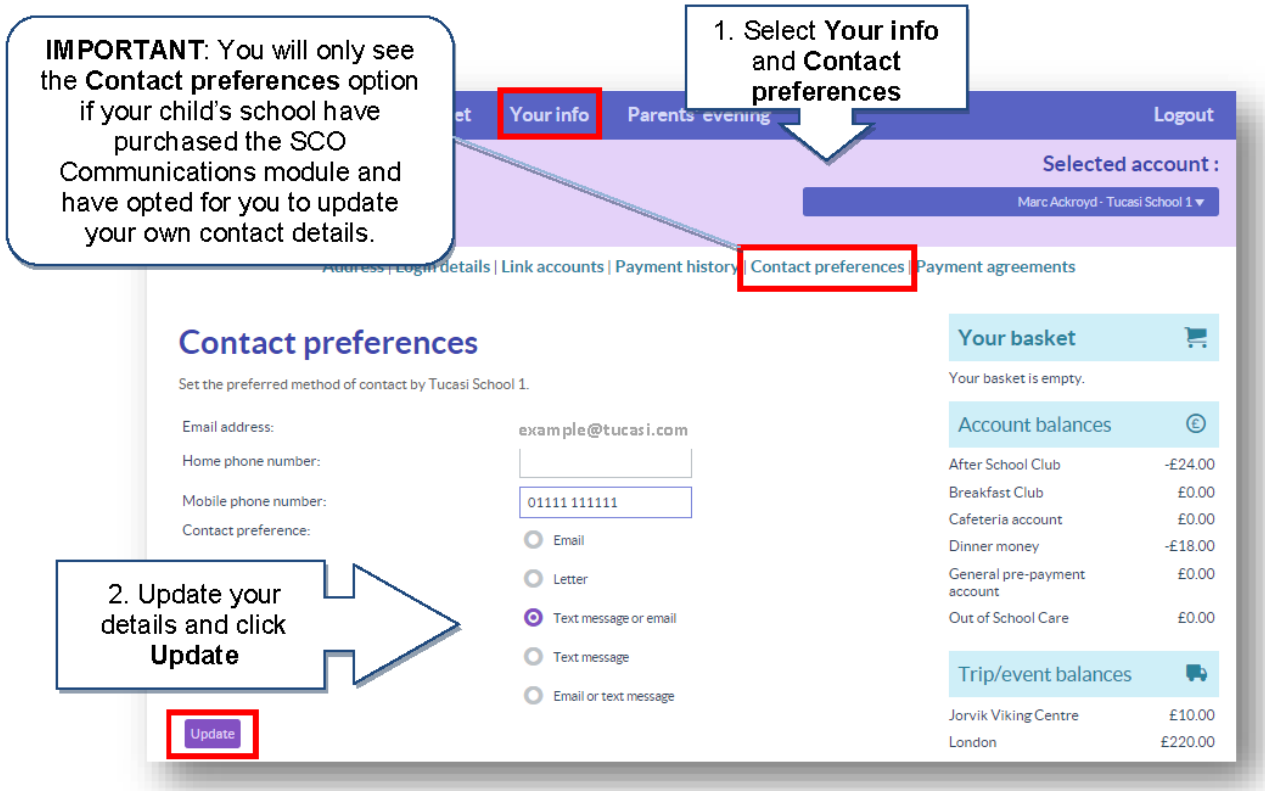
2. Update your details and click **Update address**



How do I change my login details?



How do I change my contact details?



How do I create a second login?

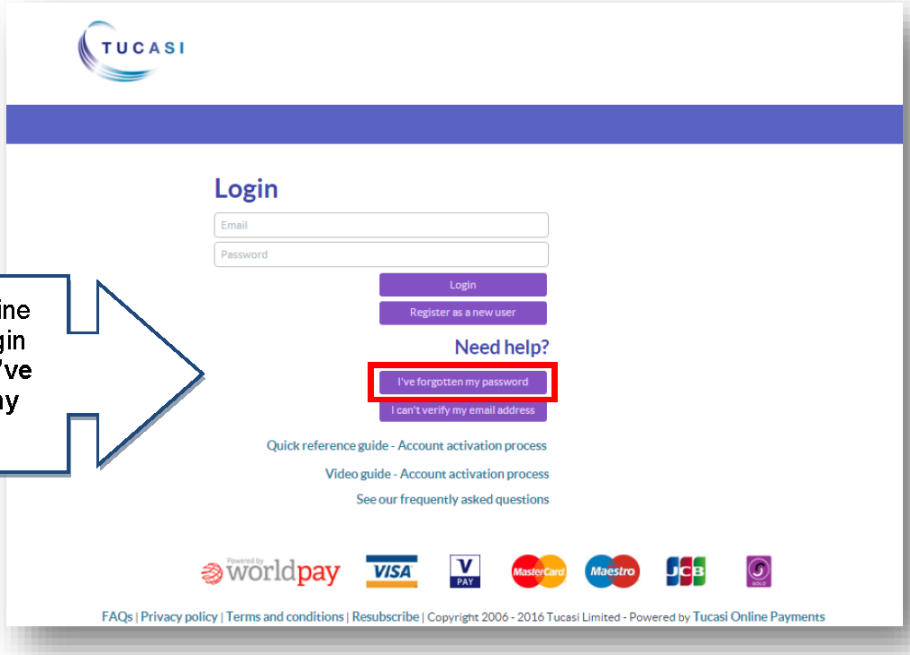
Once you have registered your account you may wish to have a second login. For example, for use by your husband/wife/other family member who wishes to make payments to the school.

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

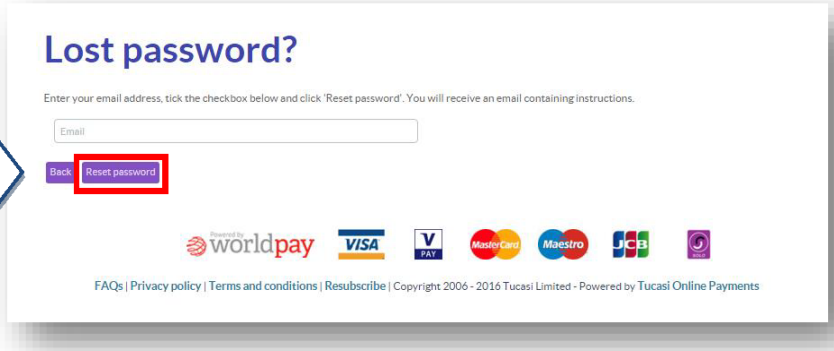
If you have any questions please refer to **See our frequently asked questions** link on the www.scopay.com login screen.

What do I do if I have forgotten my password?

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



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.



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