

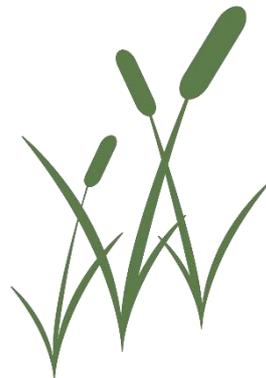


Rushey Mead Academy



A Guide for Parents New to the Academy 2018-19

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Rushey Mead Academy



Frequently asked questions and answers.

Parents and carers have many questions when their child transfers to a secondary school. This guide seeks to answer some of the most common questions asked about life at Rushey Mead Academy. So, whether you are a parent/carer new to Rushey Mead Academy or are already familiar with our routines, we hope this guide will help you to support your son/daughter in making a smooth transition from primary to secondary school.

When does school start for my son/daughter?

This academic year, school starts on **Wednesday 29th August 2018.**

Your child should arrive by 8.20 am for an 8:30 am start. Students and staff will be on hand to help Year 7s line up in form groups and take them into assembly. Only Year 7 will be in school that day. Staff will go through the 'Rushey Way!' Students will be dismissed at 2.30 p.m. just on that day.

What is the best way for my son/daughter to get to school?

We urge all students to **walk, cycle or use public transport** to get to and from school as part of our promotion of a healthy lifestyle. Travelling to and from school in a car is not desirable. If you do drop off or collect your child from school, **please park well away from the site** as there is very bad congestion at the start and end of the day which is a hazard to all members of the school community and local residents, and it is very important that the bus lane on Melton Road is not used as a drop-off point. Cycle sheds are provided to store bikes during the school day. We ask that bikes are regularly checked and maintained in good working order.

The Home – School agreement

A Home – School agreement outlines the responsibilities which the school and parents/carers will undertake to ensure that each student is able to achieve their best. This is available on the academy website.

What are the times of day?

Students should be on site by 8.20am. The school day will follow this pattern:

8:27 am	First bell: students make their way to registration
8:30 am	Registration and Tutor period
8:50 am	Lesson 1
9:50 am	Lesson 2
9.50am – 10.10 am	Break 1
10.50am – 11.10am	Break 2
11:10 am	Lesson 3
12:10 pm – 1.55 pm	Lunch: a 45 minute lunch will be taken in this period and Lesson 4
2:05 pm	Lesson 5
2:55 pm	End of school



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**Rushey Mead Academy
Road Safety Awareness**
The police, council and members of the public have all expressed increasing concern about road safety outside the academy. Please help keep your child safe by following the guidelines below.



DON'T

DO



DO NOT DROP OR COLLECT AT THE ROUNDABOUT



DO DROP YOUR CHILD OFF IN THE SIDE STREETS



DO NOT DROP OR COLLECT FROM THE BUS LANE



DO NOT DROP OR COLLECT AT THE TRAFFIC LIGHTS



DO ENCOURAGE YOUR CHILD TO WEAR REFLECTIVE ACCESSORIES/CLOTHING DURING DARK NIGHTS



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What is the school uniform?



Our uniform is:

- Grey suit blazer from Uniform Direct.
- White shirt/blouse, long or short sleeved. Loose fitting, worn without obviously visible coloured clothing underneath.
- Grey suit trousers from Uniform Direct.
- Grey kilt skirt from Uniform Direct.
- A tie with the Rushey Mead logo available from Uniform Direct.
- Flat black shoes (heel no higher than 3 cm) or completely black trainers. No logos, branding or contrasting coloured soles.
- Black tights or socks.
- An outdoor coat is allowed during bad weather. However, this must be removed when arriving for lessons, the assembly hall, in the dining room, etc. The coat should be in addition to, not instead of, a school blazer.
- **No hoodies or jumpers** to be worn under the blazer. **No sports logo tops** will be permitted.



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These items are also allowed:

- Plain black or grey head scarves or head coverings worn for religious observance, without beading or embroidery.
- Girls are able to wear black leggings or trousers under the long kilt skirt.
- **Jewellery** will be small and discreet with **stud ear rings only**.
- A single nose stud (permission letter required to wear a nose stud in PE). The academy's preference is for no other facial piercings. If a student has any other piercings, then the academy will decide whether they are acceptable.

What is the PE kit for boys?

Long sleeve black/red reversible top (compulsory)

Short sleeve black & red polo (optional but recommended for summer activities)

Black shorts

Black tracksuit top (advisable for winter activities)

Plain black joggers (advisable for winter activities – no logos or stripes)

Plain black football socks

Indoor trainers

Outdoor trainers

Football boots

Shin Pads

What is the PE kit for girls?

Black polo shirt with logo

Black shorts with logo OR plain black jogging bottoms

White socks

Tracksuit top with logo (advisable for winter activities)

Trainers for outdoor PE

Trainers/plimsolls for indoor PE

Where can I buy the uniform and PE kit?

54-56 Humberstone Gate, Leicester LE1 3PJ, [0116 251 1844](tel:01162511844). Opening hours 9.00am – 5.00pm Monday to Saturday. Open 11:00am till 4:00pm on Sundays during the Summer Holidays. Uniform Direct is located next to Sainsbury's on Humberstone Gate in Leicester.

<http://www.uniform-direct.com/>

Uniform Direct will also be having a special open evening for Year 6 Rushey Mead parents on **Wednesday 11th July 2018 and Thursday 12th July 2018, 5.30pm – 8.30pm. This will be at the shop.** Uniform will not be available to purchase from Rushey Mead Academy directly. If you are unable to attend the allocated slot, you will be able to buy uniform directly from **Uniform Direct** anytime during their opening hours.



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What are the arrangements at lunchtime?

All students are required to stay on site at lunchtime. They can purchase a hot meal from the restaurant for £2.05 or sandwiches from the Sports Cafe or bring a packed lunch. Hot Pasta can also be purchased from our Pasta Shack.

How is the identity card used?

All staff and students are issued with a free ID card when they join the academy. The card allows students to print from the academy computer network and borrow books from the library. It is also a key part of the cashless lunch system, which the academy operates.

Payment for School Lunches

If your child is entitled to free school meals, the card is automatically credited with the correct amount each day. (Note that the free school meals allowance cannot be carried over into the next day). If they use up their allowance at breakfast or break time, you will need to provide additional funds for lunchtime. If your child pays for their lunch, they need to bring in money to top up their card regularly or preferably use the SchoolComms online payment system which means you can top the card up for them from home. £2.05 is a sufficient amount for a balanced and healthy school meal.

What happens if a student loses their ID card?

If the identity card is lost, a new one has to be purchased as it is not possible to function in school without one.

A charge of £3 will be made for a replacement card

Free School Meals

Are you claiming your free school meal for your child?

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earning income of no more than £7,400
- Income Support
- Income-based Job Seekers Allowance
- Income -related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credits (with no Working Tax Credit) with an annual income of no more than £16,190

How to Apply for Free School Meals

- Apply online at www.leicester.gov.uk/freeschoolmeals
- By telephone on 0116 454 1009. Make sure you have your National Insurance number to hand.
- By post - You can also pick up an application form from Rushey Mead Academy, or from any of Leicester City Council [Customer Service Centres](#)



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What if my child is ill?

If your child is unwell, please telephone the academy to let us know on each day of absence. If you have not phoned in and your child is not in the academy, an automatic text message will be sent to you to alert you to the absence.

What about holidays in term time?

From September 1st 2013, changes to the law relating to school attendance came into force. The reference in law to Head teachers being able (at their discretion) to agree up to 10 days of leave of absence has been removed. **This means that holidays in term time will not be granted.** If there is ever an exceptional reason why your child needs a leave of absence then parents/carers will have to complete an "exceptional student leave" form explaining the necessity for that request, including any necessary evidence.

Full attendance is extremely important for the next five years of your child's education. All subjects follow a lesson by lesson programme that does not allow for repetition and so a lesson missed has been effectively "lost" for ever.

The timetable.

On his / her first day, your child will be issued with a timetable of lessons for each week, covering all the National Curriculum subjects. Each day, they will need to bring in a pencil case with basic stationery. Individual subjects will also issue exercise and workbooks. Subjects vary in what is required; each subject teacher will give out information for what is needed. Please help your child to get into good habits by reviewing each evening which lessons they have the following day so that they can pack their bag appropriately.

Here is the outline of a Year 7 timetable:

Subject	Number of 1 hour sessions
English	4
Maths	3
Science	3
Humanities	4
Religious Education	1
Languages	3
Design Technology (including Food)	2
Computing	1
Art	1
Creative Arts	1
PE	2



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Show My Homework

Homework is set online via Show My Homework.

Each student is issued with a PIN number at the start of the year. Students will be shown how to use Show My Homework in their computing lesson.

Parents will also receive a PIN number to see what homework their child has been set. A general overview for all homework set by the school can also be seen by all parents.

<https://rusheymead.showmyhomework.co.uk/school/homeworks/calendar>

Students do not have to worry about lost worksheets or forgotten homework details. All homework deadlines are online on their to-do list, ready to check off.

Essential Equipment

Each day your child should bring the following:

- A good sized school bag for carrying books and equipment
- ID card
- Lunch money or packed lunch
- A pencil case with basic stationery
- Books and equipment needed for that day according to his / her timetable.
- PE kit (if he / she has PE on that day)
- A reading book

Homework

A KS3 student is expected to receive on average 1 hour of homework per evening with up to 5 hours of homework over a week. Where homework has been completed, your child should read for the remaining time.

Homework subject allocation guidelines – currently under review but in September will be:

KEY STAGE 3 Over A Two Week Period			
Subject	Year 7	Year 8	Year 9
English	3 X 30 minutes	3 X 30 minutes	4 X 30 minutes
Maths	3 X 30 minutes	3 X 30 minutes	4 X 30 minutes
Science	3 X 30 minutes	3 X 30 minutes	4 X 30 minutes
Humanities	2 X 30 minutes	2 X 30 minutes	2 X 30 minutes
MFL	2 X 30 minutes	2 X 30 minutes	2 X 30 minutes
Other Subjects	1 or 2 X 30 minutes	1 or 2 X 30 minutes	1 or 2 X 30 minutes



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The academy library

We have an excellent library filled with a huge variety of fiction and non-fiction books. This large and airy room also has computers available for research. A student is allowed to borrow two books at a time and the library is open until 4 pm Monday – Thursday and 3:30 pm Friday to enable students to read and complete homework after school.

What about extra-curricular activities and afterschool clubs?

Clubs and activities are offered at lunchtime and afterschool. Details of these are regularly updated on the school website and in the newsletters.

What if my child is interested in learning to play a musical instrument?

In music lessons students have the opportunity to learn about different musical traditions and instruments. In practical lessons they have the opportunity to play keyboard, percussion instruments and guitar and there are various afterschool clubs for students to take part in. If you would like your son/daughter to have lessons to learn to play an instrument please contact Mr Bacon, our music teacher: pbacon@rushey-rmet.org.uk

What about rewards and sanctions?

Rushey Rewards

The academy operates a system called Rushey Rewards. Students are given rewards points to acknowledge effort, achievement and good conduct. Students are awarded 18 reward points each day if they have met all expectations with regard to uniform, equipment and conduct in lessons. Points are deducted for conduct which falls short of expectations through our BfL system (see below); more points are awarded for extra effort and achievement. Bronze, silver and gold certificates are awarded as points accumulate. This culminates in a Principal's award and badges for the highest achievers.

Behaviour for Learning (BfL)

To ensure an orderly atmosphere in lessons and around the academy, we operate a system called Behaviour for Learning. As part of this, students are issued with warnings or consequences if they are disturbing the learning of others. After two such consequences (C1 and C2) within a lesson, Consequence 3 (C3) will be issued which results in an hour's detention after school. If this happens, parents are informed via a text message on the day of the detention and students are expected to discuss the matter with their parents/carers.



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Use of electronic mobile devices

- Phones and mobile devices may only be used at break and lunchtimes only.
- In classrooms mobile devices may only be used with the permission of the subject teacher if they are part of the learning objectives set within that lesson.
- Phones must be switched off or at the very least on silent and in bags or deep within pockets.
- If a student's phone rings in a lesson they will be asked to switch it off and put it in a secure place. They will not be allowed to answer the call.
- Outside buildings, any responsible use of mobile devices is allowed, except between lessons or after the bell has rung for the end of lunchtime, break time or the beginning of the school day.
- Inappropriate video footage, using inappropriate language, using phones to threaten or bully, taking images of others without their agreement and uploading images to social media sites will lead to confiscation of devices.

To protect students from theft we recommend that:

- Students do not bring an expensive phone or any other electronic device into the academy; the school cannot be held responsible if they are stolen.
- In PE changing rooms, students must give all valuables to their teacher along with their ID card to be held in a secure place.

Please note that it is not necessary for students to bring mobile phones to school. In an emergency, the student will be allowed to use the academy telephone to phone home; parents can likewise phone school with a message, which will be passed on to their child.

Who should I contact if I have a query about my child?

If you wish to discuss any issue relating to your child's progress or wellbeing at school, please phone the school and ask for Mr Furniss, the Year 7 Pastoral Coordinator (PASCO) or Mr Lohar (Head of Year 7) who will deal with your query.

To help us get in touch with you quickly and efficiently, please let us have all your contact details on the personal information form. If your contact details change over the year, please let us know in writing by asking your son/ daughter to bring in a note with the new details.

School Policy on Bullying

Neither physical nor verbal harassment of another member of the academy \ community will be tolerated. All staff will take immediate action with any case of bullying. A school Anti Bullying policy is in place and available to view on our website.

How will I be kept informed of my child's progress and conduct?

A report is sent out to parents each term, giving details of your child's attainment in each subject. A parents evening will be held Thursday 15 November 2018 to enable you to meet teachers and have a detailed conversation about your child's progress. At the parents evening, expected and current attainment grades are discussed and targets for improvement are agreed. The number of Rushey Rewards and Consequences are also shared with parents.



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How does the school help my child settle in?

Year 7s are tracked and closely monitored in the first few weeks of term by members of the Inclusion team who go into lessons to observe and identify any learning needs. Form tutors and subject teachers also monitor Year 7 closely and pass on comments to the Pastoral team.

To help Year 7 find their way around the site in the first two weeks, two **Year 10 “Starter Buddies”** are allocated to each tutor group to collect Year 7 from their lessons and take them to their next lesson.

A ‘Meet the Tutor’ evening will be held on **Thursday 13 September 2018**. This is to enable parents to meet with their child’s tutor to ensure they are settling in well.

Top 5 Tips for Parents

1. Ensure your child arrives on time.
2. Ensure your child is in uniform.
3. Ensure lunch money is available on their card unless FSM.
4. Check their timetable and ensure they are equipped for the next day.
5. Check Show My Homework and support them to complete their homework.

Safeguarding children in school is paramount and if it is in the best interests of the young person we will share information with other agencies to ensure all students are safeguarded. At transition points, if a student moves from Rushey Mead Academy and if students are educated off site we do also share any relevant details with other schools and agencies.

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