

Parent/Carer Handbook

2020 – 2021



Rosebery School

Excellence. Endeavour. Opportunity.

Rosebery School Ethos and Values

Our Mission

Excellence. Endeavour. Opportunity.

At Rosebery we strive to inspire and support every member of our community to achieve **excellence** through a love of learning, and a desire to succeed. We challenge ourselves to continually improve and understand that **endeavour** and effort are central to meeting the highest of expectations.

We are committed to creating a happy, purposeful and secure environment which provides the **opportunity** for all to develop and grow; to build confidence and self-belief; and to be enriched and stimulated so that we can all contribute significantly and positively to the Rosebery community and beyond.

Our values are encapsulated in the Rosebery Way which we encourage all members of our community to follow every day:

1. All members of our community are shown the level of respect and kindness that we would expect for a member of our family.
2. High expectations are never set by creating a fear of failure; they are set by demonstrating belief in each other's ability to achieve.
3. Members of our community who do not meet our expectations are supported to help them to do so.
4. We never ask anyone to do anything that we would not be prepared to do ourselves.
5. We act with integrity by doing the right thing whether or not anyone is watching.

Attendance

Attendance and academic success are closely linked and it is very important that your child attends school every day. Students should not be absent from school without previously obtaining the permission of the Headteacher, except in the case of illness, or emergency.

Our Attendance Officer oversees the school's registration system. Schools are legally required to keep accurate records of pupil attendance; registers are legal documents and can be submitted as evidence in court.

Punctuality

Employers insist on punctuality and so do we. Please see that your children are in bed early enough to get a good night's sleep, and that they get up in time to arrive at school by 8.25am.

Illness

If your child is unwell, and unable to attend school, you should telephone the attendance line on 01372 845469 (24 hour answerphone) before 9.00am on each morning of absence. On your child's return, please supply a letter to your child's Form Tutor listing the days of the absence and the reason for the absence.

Lateness

If students arrive at school after 8.30am, but before 8.50am, they will be signed in by a member of staff at the gate. A late detention is given for lunchtime the same day on the second occasion of being late.

Medical Appointments

Please make these appointments out of school time wherever possible. However, if your child needs to leave school for a medical or dental appointment, please provide a letter detailing the date and time of the appointment. The student must show this letter to the Form Tutor, then hand it to the Attendance Officer, when signing out; it is essential that students sign in and/or out with the Attendance Officer so that we know which students are in school at all times.

Holidays

The Headteacher cannot authorise leave of absence for the purpose of a holiday during the school term and would ask that families avoid planning periods of time away during the term because of the clear link between excellent attendance at school and excellent progress. 90% attendance means that a student has missed a day each fortnight from school, a rate of absence which raises significant concerns. Penalty notices may be issued by the local authority.

Careers Education, Information, Advice & Guidance (CEIAG)

CEIAG is delivered in Key Stage 3, Key Stage 4 and Key Stage 5, across all eight Gatsby Benchmarks, via a programme of activities during tutor time and enrichment opportunities.

There are three main areas – self-development through careers, employability and enterprise education, learning about careers and the world of work and developing skills for career wellbeing and management.

Celebration Evening

This is an annual event where nominated students are individually rewarded for their achievements and progress. Parents of nominated students are invited to this event.

Complaints

The Education Reform Act 1988 requires all schools to publicise channels which enable parents of students attending school to register complaints about the delivery of the curriculum, including Religious Education. If such a complaint arises, it should be discussed informally with the Headteacher in the first instance but, if circumstances prevent this, the complaint should be brought to the notice of the Chair of Governors/School Strategy Board, or the Area Education Office. The Complaints Policy and Procedure can be found on our website under 'Policies'.

Contact between Parents/Carers and the School

It is hoped parents/carers will contact the school if there is a concern about any aspect of their child's welfare, just as the school will contact parents/carers to convey and discuss any concerns staff have about students. In the first instance parents should contact their child's Form Tutor.

The student planner is a useful means of communication between parents/carers and tutors/subject teachers and email may also be used where appropriate - please see staff details on our website, under 'Contact'.

We send all communication to parents/carers via email so it is essential that we have your up-to-date contact details, including emergency contact numbers, mobile phone number and email addresses. Please inform us in writing of any address and/or telephone number changes. Changes can also be emailed to pupildata@rosebery.surrey.sch.uk.

Eating Arrangements

Our canteen and catering service is run on a cafeteria basis by Cucina. As the school is a cash free school, students must be registered to use biometric scanning in order to purchase food using the cashless catering system; please see 'ParentPay' for more details. The canteen is open before school serving hot and cold snacks for breakfast and then at break and lunchtime. Healthy eating, halal and vegetarian options are always available and there is also a 'meal of the day'. The canteen is nut free. Provision for children with significant allergies are welcome to contact the Cucina Chef at rosebery@impactfood.co.uk. Students prefer to bring in a packed lunch they can eat this in the canteen alongside their friends.

Educational Visits

Rosebery School is delighted to be able to offer the opportunity to visit many different countries. Our students have been fortunate enough to visit China, Japan, America, Poland, Hungary, Italy and Iceland in recent years. These trips provide a broad cultural experience and offer our students the opportunity to broaden their horizons, forge friendships with their peers and take home some wonderful memories. As well as overseas trips, Rosebery provides a varied programme of visits, field trips and off-timetable activities, all of which support the curriculum.

Essential Equipment

The school provides all resources and exercise books necessary for lessons. Here are some additional things your child will need:

- large and strong school bag;
- pencil case with pencils, selection of coloured pencils, highlighter pens, felt tip pens, eraser, pencil sharpener, glue stick, ruler and scissors;
- biros including blue, black, red and green;
- whiteboard pen;
- Mathematics set including protractor and a pair of compasses;
- Scientific calculator eg. Casio FX-83 model;
- hair ties for all practical lessons eg. DT, Science and PE;
- English/foreign language dictionaries; and
- large padlock for locker (preferably combination).

Please ensure your child brings the correct books for the day's lessons and any necessary additional requirements, such as PE or Dance kit and Food Technology ingredients.

Extra curricular Activities

There is a wide variety of activities and clubs on offer, including public speaking, drama, art, music clubs, English, photography, hockey, football, badminton, basketball, netball, street dance and many more. Please see the school website for an up-to-date list of all activities.

Homework/Independent Learning

Your child will be given a homework timetable and will be expected to complete out-of-class tasks for all subjects. In Year 7 we increase the amount of homework incrementally, with no homework set initially to allow students to settle into school life. Increasingly homework will be set on Google Classroom, an online platform accessible to you and your child. These tasks may be given to consolidate or extend work that has taken place in class, or to prepare for work that is to come; teachers will give full details of what is expected. The student planner should be used to make notes but if your child is still uncertain what to do, we recommend emailing the teacher as soon as possible to ask for more guidance.

House System

Rosebery is divided into four houses - Curie, Elizabeth, Malala and Pankhurst. House ethos is strong and this is encouraged by competitions, events and trips, which are organised throughout the year.

Junior Leadership Team

The Junior Leadership Team is led by the Sixth Form Deputy Head Girls and is organized into 4 committee's; Teaching and Learning, Community, the Environment and Wellbeing. Over 50 students from across years 7-10 are elected each year to serve on that team.

LAMDA Tuition

LAMDA is the oldest drama school in the UK and it is now the largest and most highly recognised speech and drama awarding body in the country. Rosebery students can sign up for individual or shared lessons (shared lessons must be taken with a student from the same year group). The students will also be able to present their work at regular showcases run by the Drama Department. Lessons are for half an hour and payment is made direct to the LAMDA coach. Students can take a maximum of two peripatetic lessons including music and LAMDA.

Learning Resources Centre (LRC)

The LRC is open and supervised from 8.00am until 4.30pm daily. Students are very welcome and encouraged to use the facilities at any time before school, during break or after school for homework, private study, research projects and group work.

Library

We have a fully equipped library holding over 16,000 books. The non-fiction stock covers all curriculum subjects and the fiction section caters for a wide range of reading abilities and tastes. Students are allowed to borrow three books at a time for two weeks or longer, subject to library rules.

Lockers

Students will be issued a locker at the start of the year, for which they need to bring their own padlock. Combination locks are recommended as this avoids the worry that misplaced keys cause. There is a non-refundable charge of £25 which will cover a student's use of a locker for five years.

Mobile Phones

Mobile phones are not permitted during the school day for Years 7-10. They should put their phone away in their bags on entering the school and will only have access to them again after 3.00pm. Year 11 are permitted to use their mobile phone in their tutor room during break and at lunch time and sixth formers in the sixth form common room and study area and, if permitted by the teacher, for learning activities during lessons. If students are found to have a mobile phone out during the school day it will be confiscated and returned to them at the end of the day.

Music Lessons

The Music Department offers private tuition in a wide range of instruments and in singing and we hope our students will take advantage of the many musical opportunities available. Half hour music lessons are delivered by peripatetic teachers and can be individual or shared. We currently have over twenty peripatetic teachers delivering around five hundred music lessons per week; payment is made direct to the peripatetic teachers.

At Key Stage 3, students will go out of lessons for their half hour instrument tuition and this is on a rotational basis so they miss a different lesson each week. At Key Stages 4 and 5, students have lessons during lunch time, before or after school, or in free periods so they do not miss any timetabled lessons.

Further details about music lessons and the online application form can be found on our website on the following page <http://www.roseberyschool.co.uk/music-lessons/>. Students may take a maximum of two peripatetic lessons including music and LAMDA.

Parents' Evenings & Progress Reporting

We keep you informed about your child's progress in a variety of ways. We produce termly Progress Reports, offer Parents' Evenings for each year group and we have dedicated Information Evenings for specific year groups regarding the curriculum and student options.

Parent Staff Association (PSA)

We have an active and well supported PSA who fund facilities and equipment not available within the school budget, eg. our PSA have purchased a laser cutter, digital cameras, sewing machines, benches and recorders, the PSA also help fund the running of the school minibuses.

Rosebery School's PSA hold several events throughout the year to raise funds including the Christmas Fair, which is a highlight of the school year. If you would like to support or find out more about the Rosebery PSA contact roseberypsa@hotmail.co.uk.

ParentPay

This system allows you to provide your consent and pay online for your child's school trips and extra curricular activities. It is a cashless system where parents/carers can add lunch money, pay for additional text books/subject equipment, if required, and pay for trips. Every parent/carer will receive login details to set up their child's account. It is important to keep your child's ParentPay account for the canteen topped up; the canteen cannot operate a credit system.

Prefects

Students can become Prefects in the Sixth Form. We also have House, Year and Subject Prefects.

Rewards & Sanctions

Rewards

Achievement points are given to individuals and/or tutor groups for good academic progress, sustained effort and good behaviour which supports learning. Prizes are given to the students and tutor groups with the most accumulated points and these are presented at special achievement assemblies. Other rewards include verbal and written praise, certificates, reports, Headteacher Commendations, phone calls or letters home and invitations to the Celebration Evening.

Sanctions

Our Behaviour for Learning Policy clearly sets out our expectations for behaviour and the range of sanctions which will apply if students disrupt learning in the classroom or behave inappropriately around the school. Sanctions include the issuing of behaviour points, detentions, conduct report, contact with parents/carers and meetings with parents/carers. In very serious cases, internal or external exclusions may be applicable.

Rosebery Hub

The Rosebery Hub provides access online to student emails, information from teachers in subject pages, and Office 365 features including One Drive. It can be accessed in school or at home. Students will be shown how to access Rosebery Hub in their first few weeks at Rosebery in induction and computing lessons.

Rosebery News

Rosebery News is a weekly newsletter sent to all parents/carers via email on Friday afternoon. It is full of information about school events that have taken place both in and out of school, lists important diary dates and gives news on any special achievements made by our students over the previous week; Headteacher Commendations are also listed for parents/carers.

School Day

Our school day begins at 8.30am and ends at 3.00pm. **Please note that students can be asked to stay until 3.15pm without prior notice from the teacher or school.**

Registration/Assembly	8.30am
Period 1	8.50am (1 hour)
Period 2	9.50am (1 hour)
Break	10.50am (20 minutes)
Period 3	11.10am (1 hour)
Period 4	12.10pm (1 hour)
Lunch	1.10pm (50 minutes)
Period 5	2.00pm (1 hour)
End of school day	3.00pm

School Fund

The School Fund provides money for 'extras' that add to the quality of life and enrich the educational experience of pupils at Rosebery over and above the normal educational programme. In recent years the fund has contributed to the purchase of a new minibus, furniture for the Sixth Form, curtains for our Drama Studio and iPads.

We ask families to make an annual voluntary contribution to Rosebery's School Fund of £60 per student, although we are grateful for any and every donation; we are also happy to receive payments in monthly or termly instalments.

Sickness at School

If your child is unwell at school and unable to continue in lessons the student will need to be signed out of the lesson by the teacher and report to Student Services. If appropriate, your child may be given pain relief medication, if you have signed the permission form, and sent back to lesson. If a student is too unwell to continue at school the parent/carer will be contacted and asked to collect the child. It is therefore vital that your contact details are up to date. **Under no circumstances should your child contact you directly by telephone or text.**

Sixth Form

With over 250 students, Rosebery Sixth Form is a happy, purposeful and vibrant community. A large number of our Year 11 students stay on at Rosebery for A Levels and we also welcome an increasing number of new students every year from other schools. The excellent teaching and facilities on offer at Rosebery continues into the Sixth Form where we offer a diverse choice of subjects, personalised student support and a wide range of enrichment activities.

Special Educational Needs & Disabilities (SEND)

It is very important that the school is aware of any special educational needs a student may have; please ensure that you have advised the school via the Admissions Registration Form. Our Learning Support Team works closely with parents/carers, students and outside agencies to ensure that a student's needs are identified and the necessary provision is put in place.

Student Planner

All students are given a student planner at the beginning of the autumn term. They must use this to record their homework; the planner is a vital communication link between home and school and we urge you to look in and sign the planner on a weekly basis.

Student Leadership Award

The Student Leadership Award recognises and rewards those students who take on considerable responsibility in their Tutor Group, Year Group and House. Students can achieve a Bronze, Silver or Gold Leadership Award and are encouraged to log anything that they do in and out of lessons which will contribute to the achievement of these awards.

Travelling to school

Rosebery School is well served by public transport and several buses stop on the Dorking Road at the end of Whitehorse Drive. Punctuality is vital so please ensure you are familiar with the bus timetable and ensure sufficient time is allowed for the journey. Please ensure you have alternative travel plans in the event of roadworks or traffic congestion.

Cycle racks are available in the school grounds if your child wishes to cycle to school. Please provide a padlock and ensure that a cycle helmet is worn at all times when cycling.

If you are driving your child to school, please do not drive down Whitehorse Drive - this causes a great deal of disruption for our neighbours and is also potentially hazardous to our students, staff and the general public.

Uniform

All students must wear the correct school uniform. If a child comes to school incorrectly dressed the student may be excluded from lessons.

Please note that:

- a watch and a single small pair of stud earrings, worn in the ear lobes only, are permitted (no additional jewellery, facial or otherwise, is allowed) and these must be removed for PE;
- school coats must be plain black, or navy blue, with no logos (leather, suede, sheepskin, fur, denim, sports tops, hoodies or large jumpers are not suitable and must not be worn);
- uniform regulations apply on the journey to and from school and on school trips, unless otherwise advised; and
- shoes must be plain, low-heeled leather or leather-look smart shoes (boots, canvas or leather plimsolls are not permitted (eg. VANS)).

Make-Up & Nail Varnish

Nail varnish is not permitted in school and girls will be instructed to remove it. In Key Stage 3, students are not permitted to wear make-up, in Key Stage 4 students can wear light make-up only.

The main items of our uniform can only be purchased from our supplier Stevensons at Lester Bowden, The Old Spread Eagle, 109-113 High Street, Epsom and online at <https://www.stevensons.co.uk/>. Full details of the school uniform are below, on our website (under the 'Parents' tab) and in the student planner.

School Uniform

Rosebery blazer with school logo	Available only from Stevensons at Lester Bowden.
Rosebery jumper with school logo	Available only from Stevensons at Lester Bowden.
Rosebery kilt or Rosebery trousers	Available only from Stevensons at Lester Bowden.
Plain white blouse	Open collar and long or short sleeves.
Black or navy socks Plain tan, navy or black tights	No sports socks or socks with logo's or contrast trim should be worn.
Black low heeled shoes	These must not be in a trainer/plimsoll style. No Vans, boots, backless or open-toed shoes should be worn.
Plain blue or black outdoor coat/jacket	Logos are not allowed. Leather, denim, sheepskin, sports tops, hoodies or large jumpers must not be worn instead of a coat.
Hairstyle	Hair must be a natural colour and not cut into a severe style. Long hair should be tied back.
Make up	Should be minimal and nail varnish or acrylic nails should not be worn.
Jewellery	A watch may be worn and one small stud like earring in each earlobe is permitted. Rings, necklaces and bracelets should be left at home.

PE Kit

Rosebery Skort or Shorts <i>Compulsory</i>	Available only from Stevensons at Lester Bowden.
Rosebery PE top <i>Compulsory</i>	Available only from Stevensons at Lester Bowden.
Rosebery PE socks <i>Compulsory</i>	Available only from Stevensons at Lester Bowden.
Trainers <i>Compulsory</i>	With non-marking soles.
Rosebery base-layer leggings, base-layer top, PE sweatshirt, PE tracksuit bottoms <i>Optional</i>	Available only from Stevensons at Lester Bowden. Please note that students cannot wear their own navy leggings/tracksuit bottoms with the Rosebery PE kit
Shin pads <i>Compulsory</i>	Any.
Mouth guard <i>Strongly advised, compulsory for club hockey</i>	Any.
Bag for PE kit	Any colour.



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Contact Details

Rosebery School
Whitehorse Drive
Epsom
Surrey
KT18 7NQ

School Telephone:
01372 720439

Student Attendance Line:
01372 845469

Email:
info@rosebery.surrey.sch.uk

Email address to update contact details:
pupildata@rosebery.surrey.sch.uk

Website:
www.roseberyschool.co.uk

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