Prospectus September 2014

SCHOOL ORGANISATION

DAILY ROUTINE

The school day consists of five periods, four in the morning and one in the afternoon, with a break mid-morning. The school day is organised as follows;

8.30am     Start
8.35am     Registration / Assembly
8.50am     Period 1
9.50am     Period 2
10.50am    Break
11.05am    Period 3
12.05pm    Period 4

1.05pm     Lunch
1.40pm     Period 5 (Registration)
2.40pm     Close of school

We ask pupils to arrive on site by 8.20am and leave before 2.50pm unless they are involved in an activity with a teacher.

SCHOOL ASSEMBLY

The school meets the Collective Act of Worship requirements of the 1988 Education Reform Act. In assemblies we focus on issues designed to foster the spiritual, moral and cultural development of our pupils.

Our approach is broadly Christian as laid down in the 1988 Education Reform Act.

Parents who are considering whether to withdraw their children from the Collective Act of Worship are asked to contact the Headteacher to discuss the matter.

LINKS WITH PARENTS

We believe that a strong partnership between school and home is a key ingredient in ensuring a successful and happy school. We encourage parental involvement in a variety of ways.

ASSESSMENT AND REPORTING

We monitor achievement and progress in a variety of ways including collection of information on pupil performance, continuous assessment, regular tests and formal examinations. Each term you will receive a copy of your child’s progress towards challenging Baseline Targets that are set for each Key Stage.
You are also asked to attend an annual Parents’ Evening. The date is published on the school website and nearer the time you will receive an invitation and appointment sheet. We believe this consultation to be extremely important and if you are unable to attend, there is the opportunity to make an appointment with the Year Manager or Form Tutor shortly afterwards.

VISITING THE SCHOOL

We are always pleased to see parents to discuss progress, answer questions or deal with any issues or concerns. Indeed we prefer to deal with issues at a very early stage rather than wait until the situation has become serious. Very often a telephone call will suffice, but if you do need to speak to someone in person please feel free to do so. However, we do ask you to make an appointment first since that will ensure that the member of staff concerned, usually the Year Manager is available to see you.

All Visitors to the school are required to report to the Gatehouse on arrival from which they are directed to Reception to sign in. There, they are provided with a distinctive yellow ‘Visitor’ pass which they are required to wear at all times when on the school site, and hand in at Reception on signing out at departure. Visitors are also provided with a leaflet that provides guidance for adults when visiting the school site.

LETTERS TO PARENTS

Our Newsletters and Press Releases are published on the school website and provide information about news, school events and activities. A School Calendar is also issued via the school’s website giving dates of all major functions including examinations and Parents’ Evenings. Throughout the year you will also receive letters and circulars on specific matters. These will be included on the school website.

CONTACTING SCHOOL

Royton and Crompton School takes its responsibility for children seriously, and values the support and partnership of parents and carers. We try very hard to ensure that we get things right and it is important that our pupils, parents and carers feel able to raise issues of concern informally with members of staff, usually your child’s Form Tutor or Year Manager, without having to resort to formal procedures. We will guarantee to make contact with you within 24 hours and would hope to solve the problem as quickly as possible.

However on those occasions when a complaint is received, we will ensure that the complainant receives information about the school complaints procedure and what will happen to their complaint.

CODES OF CONDUCT
HIGH STANDARDS OF CONDUCT ARE EXPECTED OF ALL PUPILS

Positive Discipline

What are we trying to do?

In class our aim is to provide high standards of teaching and learning for all pupils to enable them to achieve the highest academic standards. In and out of class we provide the necessary support and guidance to enable all pupils to achieve the highest standards in their personal development. We encourage all pupils to make choices which allow themselves and others to concentrate on their learning and personal development.

How are we trying to achieve our aims?

To achieve these aims we support pupils by teaching them how to make the right choices.
We praise pupils who make the right choices and do not allow pupils who make poor choices to distract us from our aim.

Pupils agree to:

1. Follow instructions
2. Keep hands, feet and objects to ourselves
3. No name-calling, teasing or bad language

When pupils follow classroom rules in lessons and around school they are rewarded.

**SCHOOL OPERATES A NO SMOKING POLICY ON THE SITE AND WITHIN THE BUILDINGS.**

Pupils are responsible for their own property at all times. In particular, valuables should be left at home. We cannot take responsibility for expensive items such as, Smart phones, iPods, computer games and other mobile telephones. **Mobile telephones and other digital devices must be switched off and remain out of sight at all times within the school building and school grounds. The use of mobile telephones and other digital devices to record sound, take pictures and record videos is strictly prohibited at all times. Mobile phones and digital devices will be confiscated and kept until a parent collects them.**

We expect pupils to show care and consideration for others. A successful school depends upon good relationships. We must respect one another. Any bullying, verbal or physical abuse will be viewed very seriously indeed. (See the Anti-Bullying Policy for further details).

Pupils must not do anything which breaks the law of the land. In particular, pupils must not possess exchange or use any drugs, alcohol or illegal substances in school or on your way to and from school. Malicious sounding of the fire alarm either by breaking a call point glass or deliberately raising dust may be referred to the Governing Body and lead to permanent exclusion from school.

**LUNCHTIME ARRANGEMENTS**

We operate a cashless catering service provided by an external company, Taylor Shaw. The food is excellent and there is a wide choice including cooked meals, snacks and vegetarian dishes.

Pupils whose parents are on Income Support or other means tested benefit will be eligible for free school meals. Please ring the school office if you would like more information.

Pupils may also bring packed lunches. Pupils are encouraged to eat in school and they are expected to stay on site throughout the lunch break. Parents who wish their children to go home for lunch are asked to state this in writing and these pupils are issued with a pass. Parents are then responsible for them during the entire lunch break. Pupils are expected to go to their own homes and should not return to school late. We hope that parents will support us wherever possible in keeping pupils on site at lunch times.

**MEDICAL CARE**

This is provided by a qualified first aider, who deals with any pupil who is taken ill or has an accident whilst in school.

Pupils who are ill or injured should not be sent to school to receive treatment. We in turn will not send sick or injured pupils home unless we have consulted you.
PUPIL WELFARE

In school we employ two Education Support and Welfare Officers, who work as a liaison between school and home and offer advice and support on a range of issues.

In addition there is assistance available for families on Income Support and Job Seekers Allowance (income based/means tested). Pupils in these cases are also eligible for free school meals.

School has a Charging and Remission Policy and such cases of hardship are considered at the discretion of the Headteacher. (see page 7).

SCHOOL UNIFORM

At Royton and Crompton School, pupils are expected to wear the correct uniform in the correct manner at all times in school. Failure to comply with the uniform code is a serious breach of school discipline and may lead to sanctions. The full Royton and Crompton school uniform appears on the following page.

PUPIL HOLIDAY PATTERN ACADEMIC YEAR 2014 / 2015

Oldham School Year

<table>
<thead>
<tr>
<th>Opening Dates</th>
<th>Closing Dates</th>
<th>Number of School Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 3rd September 2014</td>
<td>Thursday 23rd October 2014</td>
<td>37</td>
</tr>
<tr>
<td>Monday 3rd November 2014</td>
<td>Friday 19th December 2014</td>
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<td>Monday 5th January 2015</td>
<td>Friday 13th February 2015</td>
<td>30</td>
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<tr>
<td>Monday 23rd February 2015</td>
<td>Thursday 2nd April 2015</td>
<td>29</td>
</tr>
<tr>
<td>Monday 20th April 2015</td>
<td>Friday 22nd May 2015</td>
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<td>Monday 1st June 2015</td>
<td>Friday 17th July 2015</td>
<td>35</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>190</strong></td>
</tr>
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ADMISSIONS POLICY

Royton & Crompton School, a Specialist Science College, is a Foundation School for pupils aged 11 – 16 years.

The Governors have adopted the following 3 principles to support its Foundation status:

- Royton and Crompton School is for everybody; everybody is welcome
- Royton and Crompton School is committed to public service and is a school for the whole community
- Royton and Crompton school works to high standards for all

These are summarised as:

- Public Service
- Community
- High Standards
The number of pupil places available for admission into Year 7 for September 2015 will be 240. The governing body is the Admission Authority and as such has the right to determine an individual admission policy for the school and apply criteria for entry via the Local Authority’s co-ordinated scheme. In this respect, all applications for admission to the school must be completed on the appropriate form and submitted to the Local Authority in all cases.

Our Admissions Policy is and appendix appear on the school website.

Due to the popularity and success of Royton and Crompton School, there is a pressure on places. Parents are advised to acquaint themselves thoroughly with Local Authority admissions procedure.

NATIONAL CHANGES TO THE ATTENDANCE REGULATIONS

On 1st September 2013 new regulations came into force, which change the legislation relating to authorising absence for family holidays. Previously headteachers could grant leave of absence for the purpose of a family holiday during term time in “special circumstances”. However, the revised regulations make no reference to family holidays and make clear that a leave of absence can only be approved in exceptional circumstances. In other words, all holidays during term time become unauthorised absences and there is no procedure for applying for any type of family holiday. Every year, when we review exam results, there is a clear correlation between high attendance and high achievement-students who attend school achieve more.

CHARGING AND REMISSIONS POLICY

This policy reinforces the objectives of the charging provision of the 1988 Education Reform Act. In addition it follows the guidelines offered by the Local Authority.

CURRICULUM ACTIVITIES AND MATERIALS

All pupils have equal right of access to the whole curriculum which will be delivered without charge. However the following points must be noted;

Where parents indicate in advance that they would like to keep a finished product (a dish in Food Technology or artefact in SciTech) the school may charge for the cost of ingredients/materials.

The curriculum may be enriched by certain activities and materials which could not be made freely available within the scope of existing resources. Their provision will depend on voluntary contributions from parents.
EDUCATIONAL VISITS AND TRIPS

Where these are part of a prescribed school/examination syllabus there will be no compulsory charge, except for board and lodging costs where a residential stay is involved. However, the Governors recognise that such activities cannot be met from existing resources and will therefore ask for voluntary contributions from parents to cover the costs. If these contributions are not forthcoming, then alternative syllabuses/curriculum schemes which do not involve such activities will be identified.

EXTRA CURRICULAR ACTIVITIES

There are many activities which take place outside the formal curriculum but which are of great value to pupils. Participation in these activities is largely a matter of parental choice. Where they take place mainly outside school hours parents will be expected to pay the full cost of pupils’ participation. Where they take place mainly inside school hours they will be open to pupils regardless of ability/willingness to pay. However, voluntary contributions will be sought and the activity may be cancelled if the contributions do not cover the full cost of the activity.

PUPIL EXAMINATION ENTRY

No charge will be made for pupils’ entry into a public examination. Parents will be asked to signify their agreement to the entries and if a pupil fails to attend the examination (or complete the required coursework) other than reason of illness, they will be responsible for the payment of the examination fees.

DAMAGE TO SCHOOL PROPERTY

Parents will be expected to pay towards the replacement of school property which has been damaged by a pupil through negligence or maliciousness.

CONCLUSION

The Governors re-affirm their commitment to providing the best possible education for all our pupils regardless of their financial situation. Any parent experiencing difficulty in funding a particular activity is asked to contact school. All discussions will be handled sensitively and in confidence and every effort will be made to help, although of course, financial constraints make it impossible to guarantee support in every case.

Royton and Crompton School
Blackshaw Lane
Royton
Oldham   OL2 6NT

Email ;    info@roytoncrompton.oldham.sch.uk

Telephone Number    01706 846474
Fax Number           01706 842874