



# Welcome to Roundwood Park School

## New Starter Information Booklet

Website: [www.roundwoodpark.co.uk](http://www.roundwoodpark.co.uk)

Email: [admin@roundwoodpark.co.uk](mailto:admin@roundwoodpark.co.uk)

Tel: 01582 765344

# THE SCHOOL YEAR

## 2019-20

<b><u>Autumn Term 2019</u></b>	Term Starts:  Half Term  Term Ends:	Yr 7 and 12 start Tuesday 3rd September 2019  Whole school returns Wednesday 4th September 2019  Monday 28th October to Friday 1st November 2019  Friday 20th December 2019 – 12.10pm
<b><u>Spring Term 2020</u></b>	Term Starts:  Half Term  Term Ends:	Monday 6th January 2020  Thursday 13th February to Friday 21st February 2020  Friday 3rd April 2020 – 3.20pm
<b><u>Summer Term 2020</u></b>	Term Starts:  Half Term:  Term Ends:	Monday 20th April 2020  Monday 25th May to Friday 29th May 2020  May Bank Holiday: 4 <sup>th</sup> May 2020  Friday 17th July 2020 – 12.10pm

### **INSET Days**

Monday 2 September 2019

Friday 27 September 2019

Thursday 13 February 2020

Friday 14 February 2020

Monday 20 July 2020 (disaggregated Inset)

Tuesday 21 July 2020 (disaggregated Inset)

### **Occasional Day**

Friday 29 November 2019

## THE SCHOOL DAY

Students should ensure that they arrive in good time to begin the school day.

8.30am	Final time for arriving at school
8.30 to 8.40am	Registration
8.40 to 9.40am	Period 1
9.40 to 10.40am	Period 2
10.40 to 11.00am	Break
11.00 to 12.00pm	Period 3
12.00 to 1.00pm	Period 4
1.00 to 2.00pm	Lunch
2.00 to 2.20pm	Afternoon form time or assembly
2.20 to 3.20pm	Period 5

## YOUR TIMETABLE

During the school day you will follow a set timetable which will look something like this:

	Mo	Tu	We	Th	Fr
1	Dr REL DR2	Sc LJA SL2	Se SHI HU6	Mu NGR Music 1	En NAD LIB
2	Ma TLA M1	Ma TLA ML7	Cp AHU IT2	Pe MRO SPORTS HALL	Fr LDA ML1
3	Gg RPL HU7	En GHM E3	En KBR E3	Sc PBA SL2	Gm JGA ML4
4	Ma TLA M1	Sc LJA SL2	Hi KDU HU1	Ar JDU AR3	Ma JTU M1
5	Pr BGI HU3	Pd ALI T4	En KBR E3	Fr LDA ML1	Pe MRO SPORTS HALL

## **HOUSE SYSTEM**

At the start of Year 7 students will be placed into a House according to form group:

Cadbury (C)	House colour is purple
Frank (F)	House colour is pink
Grey-Thompson (GT)	House colour is blue
Mandela (M)	House colour is orange
Owens (O)	House colour is yellow
Scott (S)	House colour is green
Wilberforce (W)	House colour is red

Roundwood Park has a rich and varied curricular and extra curricular programme for students to participate in, ranging from enterprise, community and charitable work, to musical, dramatic, sporting and artistic endeavours. There are so many ways in which our students involve themselves in the wider life of the school that it seems only fitting to ensure that the house system is used as a vehicle to reward student participation. The House system is about rewarding the school body for the exceptional work that goes on. It aims to foster a sense of pride and encourages students to take on the leadership of all house activity, and a chance to give back to school life.

One notable feature of the house system is the nomination and election, or appointment, of house captains, whose job it is to run the entire house, with staff assigned to the house serving only as advisors and mentors. The 6th form prefect team play an important role in organising events and leading assemblies.

## **ATTENDANCE & PUNCTUALITY**

The importance of attending school both regularly and punctually cannot be overstated, and it is fair to say that students can only make the most of the educational opportunities available to them at Roundwood Park if they maintain a good attendance record. Regular and punctual attendance is a habit and one that all parents should encourage; the link with standards of achievement is well proven. Good attendance means that students establish good educational habits and routines, keep up with work more easily, develop well socially and have a good attendance record to show prospective employers. Students who do not do well often have patterns of non-attendance or poor punctuality and fail to achieve as well as they could. Poor attendance often means that students feel unsettled at school, struggle to keep up to date with their work and lose their place in their social group. We will obviously do all that we can to support students in such circumstances, but there really is no substitute for being in the classroom.

### **Attendance**

We would like to inform all parents and students of our expectations relating to attendance:

- Please give plenty of notice for any planned absence, for example, hospital appointments. We would appreciate all dental and non-urgent doctor appointments being made out of school hours.
- If your child is unable to attend school due to illness, urgent appointments or other reasons please telephone the 24hr school absence line (01582 714049) or email [absence@roundwoodpark.co.uk](mailto:absence@roundwoodpark.co.uk) leaving your name, your child's name, tutor group and reason for absence. This must be done prior to 8.30am. If this is not done the school is

forced to record an Unauthorised Absence and this in turn may lead to a referral to the Attendance Improvement Officer. Unauthorised absences may ultimately result in legal action being taken.

### **Punctuality**

We understand that adverse circumstances will very occasionally force students to arrive late at school but would ask that all parents and carers remind students of the school rules regarding punctuality:

- Students should arrive at school, and be in their form rooms before 8.30am and should register with their Form Tutor.
- Students arriving late should sign in at the Pastoral Office and explain their lateness to their tutor at the next registration.

Students who are persistently late (late three times in a term, and each subsequent late thereafter) will be placed in after school detention. Where necessary please refine travel arrangements to ensure they arrive in plenty of time.

### **Holiday Requests**

We would ask parents and carers **not** to take children out of school during term time for holidays. Whilst we appreciate that it can be more expensive to go away in the holiday periods, ultimately losing valuable school time is at the expense of your child's education. Leave of absence for holiday purposes is only authorised under very exceptional circumstances. **At Roundwood Park we do not believe that children should be removed from school during term time for this purpose and parents and carers should certainly not expect such leave to be granted as of right.**

If you feel that the circumstances are exceptional then an application should be made to the Headteacher, **prior** to any arrangements being made. The Headteacher will then decide whether or not the absence can be authorised.

## **BEHAVIOUR**

The Student Discipline (Behaviour for Learning) Policy at Roundwood Park School (available on our website) establishes the ways in which all members of the school community will contribute to the learning environment. Students are expected to attend school, be well motivated to learn and to behave well. In order to achieve these high standards, it is very important that all students are aware of behaviour expectations which have been established by the school. The conduct of students around the school should be a clear reflection of the policy and also our "vision" for Roundwood Park School, as outlined in our school prospectus. Roundwood Park will be a place where individuals feel valued and learning is enjoyed. It sets out to be a well ordered, disciplined school, with very high expectations of students. It keeps in mind the school's values of **LIFE@Roundwoodpark – Learning, Integrity, Friendship, Excellence**. It is a policy based on self respect and respect.

## **CONTACT BETWEEN PARENTS AND STAFF**

For all enquiries please telephone 01582 765344. The switchboard is manned from 8.30am to 4.30pm Monday – Thursday, and 8.30am to 4pm on Friday. There is an answer phone for messages outside of these times.

Roundwood Park works closely with its parent and carer body and values the support it gets from parents and carers. We will always seek to make at least an initial response to any concerns within two working days during term time. We may need to investigate any concern and respond more fully later if appropriate or necessary. Staff are not expected to respond to requests in the evenings, at weekends or during school holidays unless it is an emergency such as a child protection issue or a bereavement. Please remember that some staff work part-time and may not be able to respond within 48 hours. Our advice on these occasions is to copy in the Headteacher. During August, enquiries about exams will be taken at various times as published on our website.

If it is an issue with a class or subject, please email the subject teacher and copy in the head of subject if you wish.

If it is a personal or social issue, please contact your child's form tutor and copy in the head of year if you wish.

If it is a child protection issue, please contact the Designated Teachers for Safeguarding:

Martina Mansfield (DSP)

Glen Pettengell (Deputy DSP)

Gina Oduro (Deputy DSP)

Jennie Hall (Deputy DSP)

Laura Davies (Deputy DSP)

Tracey McAlinney (Deputy DSP)

In all correspondence between staff and parents we ask both parties to be courteous at all times. Our staff are professionals and deserve to be treated with respect and dignity, even if there is disagreement over the best way forward.

NB: We advise colleagues that good practice would be to copy in their line manager in any response they make via email or letter.

email addresses for all staff follow the same pattern:

forename initial.surname@roundwoodpark.co.uk e.g [k.barton@roundwoodpark.co.uk](mailto:k.barton@roundwoodpark.co.uk)

You can find a list of all staff on our website.

## **COMMUNICATIONS FROM SCHOOL**

At Roundwood Park we aim to keep parents regularly informed about what is going on at school regarding trips, reports, exams, newsletters, etc. We have found that paper letters often get lost between school and home, so the most efficient and quickest way to communicate with you is by email and text message. It also allows us to reduce the amount of time and the environmental impact associated with the amount of photocopying and paper involved.

We use a system called InTouch, linked to our school database, to communicate with parents by email and text. We send newsletters, parents' evening letters, attendance notifications, student timetables, reports etc.

We will ask you to complete a form to confirm the main email and mobile numbers that you would like us to use to communicate with you as part of the transition paperwork. The details that you provide will be kept private and used for school business purposes only.

## **HOME LEARNING**

At Roundwood Park School home learning is set regularly for a number of excellent reasons:

1. To encourage good patterns of study and independent learning.
2. To check that important knowledge and skills have been understood.
3. To prepare for tests, projects or other class-based activities.
4. To enable students to undertake longer individual study than is possible in class.
5. To provide students with the opportunity to relate their school learning to everyday life.
6. To help parents know what their children are studying.

At Roundwood Park we use the innovative tool and website called Show My Homework which is an easy to use, online home learning calendar for schools. Teachers set home learning; this appears on the home learning calendar with all the relevant details such as deadlines and resources. Students and parents can access this at any time via the web or their mobile phone, making home learning accessible and transparent for everyone. All log in details will be given to students and parents when they start at Roundwood.

The home learning timetable is a general guide to when home learning will be set, although the timing may vary in order that it links effectively with classwork. Parents are encouraged to support their children's work by providing a suitable space for study at home and by taking an interest in the work. We are very happy for parents to aid students with home learning, provided this helps the student's understanding of the work. We ask you to do your best to ensure that students do not copy or have the work done for them! In particular, we would suggest that you could be most helpful by:

1. Arranging for a regular de-briefing session with your son or daughter about their work in school, especially home learning.
2. Providing a study space which:
  1. Is free from interruptions
  2. Has a good table and comfortable upright chair
  3. Has space to organise books, dictionaries, pens etc.
  4. Has good light
  5. Has no television within sight or hearing!
3. Please stop your child from doing unreasonable amounts of work and let us know by writing in the journal or in the exercise book what you have done. Home learning will not always be easy and may on occasions require some extended study. We would not however, wish any student to become stressed or over-anxious about their work and we do rely on you letting us know if this is the case.

4. Do let us know if your son or daughter does not appear to be doing enough home learning. Sometimes this is due to a 'quality' problem (the same home learning can take some students 10 minutes and others two hours!), sometimes it may mean that it is not being recorded. There should not normally be any period of more than a day or so without home learning.
5. Please write a note to the form teacher or subject teacher in the exercise book if there is any good reason why your child has not been able to complete the home learning. Teachers will normally initial to say that they have seen a note.

## **SCHOOL LIBRARY**

The library is very much the heart of the school. It is open every day from 8.15am and closes at 4.30pm Monday to Thursday and 2.30pm on Fridays. It's a vibrant and dynamic place with a steady stream of students visiting it throughout the day.

The primary role of the library is to support independent learning. It is a place for students to read, study and collaborate on homework. We also welcome students wanting to engage in more peaceful activities away from the hustle and bustle of break and lunch times. The four library zones have been created to accommodate these different activities. The ever popular 'Book Nooks' give students a quiet corner for reading or reflection. We have a wide range of resources on offer to challenge, inspire and focus our students' learning. There are 20 PC's and 8 ipads available for study and research which are bookable a day in advance. We also have everything you need to put together your homework projects including glue, scissors, paper and a guillotine! During the day, as well as regular lessons, the library provides a silent study space for our sixth form students. The two display areas showcase topical themes and books throughout the year as well as providing a platform for student driven projects and initiatives. We also have a range of lighter activities available such as, chess, cards and puzzles.

Our students really appreciate our extensive, fiction selection which is always kept up to date with new and popular titles. The YA selection includes a wide range of genres and has reading levels to suit all abilities. Some of the most popular sections are the Graphic Novel and Manga books. As a result, due to popular demand, this is a constantly expanding collection! We also have a well-stocked Adult fiction section for our older readers and staff. The non-fiction collection includes books, DVDs, magazines and periodicals. We also have a variety of reference materials to support different aspects of the curriculum.

All our collections are supported by our catalogue system Access-it. This provides a powerful interface to our physical and digital collections. It is accessed through a Web application which is available on multiple platforms including, ipads, android and Apple phones.

Our librarian Mrs Craig, and her assistants Mrs O'Brien and Ms Kosa are always on hand to support, advise and help students in whatever way they can. They run the two library clubs: **Book Babble**, an informal book review group and **Book Hackers**, our student librarian group.

They also run various literacy themed events and reading challenges throughout the year. We're active online, so please follow us on Twitter, [@RPS Library](#).

## **TRIPS & VISITS**

Roundwood Park School prides itself on providing its students with opportunities for personal and educational enrichment through a varied programme of day and residential trips. These trips are overwhelmingly in support of the curriculum and encompass most departments, but they are also valuable in encouraging independence and intellectual curiosity in our young people. The year 7 multi-activity trip is organised purely to provide more general growth and personal development opportunities and provides an invaluable bonding experience for our youngest students, preparing them for future trips with a curriculum purpose.

## **UNIFORM**

All uniform is available to purchase from [Harpenden Uniforms.co.uk](http://HarpendenUniforms.co.uk) or **Stevensons** in St Albans

### **GIRLS' WINTER UNIFORM**

<b>School Blazer</b>	Black with school logo.
<b>Skirt</b>	Black with two front pleats and no waistband, school regulation. Length must be at the knee.
<b>Trousers</b>	Black, with embroidered school logo, school regulation.
<b>Blouse</b>	Plain white, long sleeves with a suitable collar for a tie.
<b>Tie</b>	School regulation in house colours.
<b>V Neck Jumper</b>	Black with embroidered school logo. School regulation. May be worn beneath the blazer.
<b>Socks/tights</b>	White or black socks. Black, white or flesh coloured tights.
<b>Shoes</b>	Black formal shoe with enclosed heel and toe. On grounds of safety to cope with stairs and busy corridors heels must be up to 5cm in height only. (No trainer style shoes, trainers or laced plimsolls)
<b>Outer coat</b>	Plain colour, not leather or denim. No hoodies. No large logos.

### **BOYS' WINTER UNIFORM**

<b>School Blazer</b>	Black with school logo
<b>Trousers</b>	Black, school regulation styles only.
<b>Shirt</b>	Plain white, long sleeves with a suitable collar for a tie.
<b>Tie</b>	School regulation in house colours
<b>V Neck Jumper</b>	Black with embroidered school logo. School regulation. May be worn beneath the blazer.
<b>Socks</b>	Grey or black socks.
<b>Shoes</b>	Black, plain formal shoe. (No trainer style shoes, trainers or laced plimsolls)
<b>Outer coat</b>	Plain colour, not leather or denim. No hoodies. No large logos.

## **BOYS' & GIRLS' SUMMER UNIFORM**

<b>Skirt/Trousers</b>	As per winter uniform.
<b>Shirt/Blouse</b>	Short sleeve shirt or blouse with embroidered school logo, school regulation
<b>V Neck Jumper</b>	Optional, Black with embroidered school logo. School regulation Blazer Optional, black with school logo.

### **Summer Uniform Further Guidance**

1. Only summer uniform can be worn during the summer term.
2. If jumpers or blazers are worn, then shirts **must** be tucked into trousers/skirts.
3. If wearing only a summer shirt, then this can be worn outside and not tucked in.
4. A plain white cotton vest may be worn under the summer shirt but must not be visible at the neck line or the sleeve

***NOTE: In most cases students will wear the uniform specified above exclusively but exceptions to this can be explored on a case by case basis***

## **GIRLS' PE Kit**

<b>Polo Shirt</b>	<b>(Compulsory)</b> Red polo shirt with embroidered school logo.
<b>Rugby Shirt</b>	<b>(Optional)</b> Red/Black reversible rugby/hockey shirt with embroidered school logo.

<b>Football Shorts</b>	<b>(Compulsory)</b> Black polyester with embroidered school logo.
<b>Red Skort</b>	<b>(Compulsory)</b> Red skort with embroidered school logo.

### **White Sports Socks (Compulsory)**

<b>Games Socks</b>	<b>(Compulsory)</b> School regulation knee high, black with red trim.
--------------------	---

<b>Football Boots</b>	<b>(Compulsory)</b> Students are required to have plastic studded or moulded boots for use on the 3G Astro turf.
-----------------------	--

<b>Trainers</b>	<b>(Compulsory)</b> Trainers for indoor / Gym / outside.
-----------------	--

### **Football Shin pads(Compulsory)**

<b>Gum Shield</b>	<b>(Compulsory)</b>
-------------------	---------------------

<b>Hair tie</b>	<b>(Compulsory)</b> For girls with long hair.
-----------------	---

<b>Rain Jacket</b>	<b>(Recommended)</b> School regulation with embroidered school logo.
--------------------	--

<b>Tracksuit Bottoms</b>	<b>(Recommended)</b> School regulation with embroidered school logo.
--------------------------	--

Note: Students representing the school will be expected to attend fixtures in RPS rain jacket and track suit bottoms

## **BOYS' PE Kit**

<b>Polo Shirt</b>	<b>(Compulsory)</b> Red polo shirt with embroidered school logo.
<b>Rugby Shirt</b>	<b>(Compulsory)</b> Red/Black reversible rugby/hockey shirt with embroidered school logo.
<b>Football Shorts</b>	<b>(Compulsory)</b> Black polyester with embroidered school logo.
<b>Rugby Shorts</b>	<b>(Compulsory)</b> Black heavy duty 100% cotton with embroidered school logo.
<b>Games Socks</b>	<b>(Compulsory)</b> School regulation knee high, black with red trim.
<b>White Sports Socks</b>	<b>(Compulsory)</b>
<b>Football Boots</b>	<b>(Compulsory)</b> Students are required to have plastic studded or moulded boots for use on the 3G Astro turf.
<b>Trainers</b>	<b>(Compulsory)</b> Trainers for indoor / Gym / outside wear.
<b>Football Shin Pads</b>	<b>(Compulsory)</b>
<b>Gum Shield</b>	<b>(Compulsory)</b>
<b>Rain Jacket</b>	<b>(Recommended)</b> School regulation with embroidered school logo.
<b>Tracksuit Bottoms</b>	<b>(Recommended)</b> School regulation with embroidered school logo.

Note: Students representing the school will be expected to attend fixtures in RPS rain jacket and track suit bottoms

## **Accessories**

**Drawstring Sports Bag**

**Boot Bag**

**Sports Holdall**

**Base layer leggings** Plain black, unbranded.

**Base layer shorts** Plain black, unbranded.

**Base layer tops** Plain black, unbranded.

## **GUIDANCE NOTES:**

**Top Button and Tie** Top buttons should be done up at all times when winter uniform is in place and the tie should have a minimum of ten stripes showing beneath the knot and should touch the waistband of the trousers or skirt.

**Hair** Hair must be appropriate for a smart office environment and must not be extreme in style or length. It should not be cut shorter than a "number two" and must not be shave-patterned in any way. This also applies to shaved eyebrows. Very long hair or elaborate styles can be dangerous especially when children are working with machinery or with Bunsen Burners. Hair must be natural colour.

<b>Hair Fastenings</b>	Only plain functional and safe hair accessories are allowed. All clips, grips, slides, etc must be plain and in school colours only (red, black or white.) Long hair must be securely fastened.
<b>Make up/Nails</b>	Make-up (including eye make-up or lipstick) is not encouraged in school and certainly if worn it should not be obvious. Cosmetics can often cause or exacerbate skin problems during adolescence. Nail polish & acrylic nails are not permitted
<b>Jewellery</b>	A single pendant on a short chain is permissible. No other necklaces, bracelets, bangles etc to be worn. No badges, novelty clips or brooches – with the exception of school awarded badges of office or school colours. No rings.
<b>Earrings</b>	Earrings are not permitted in school. However, students whose ears are pierced may wear a single discreet gold or silver stud (no gem stones) in one or both ears (2mm max). No loops or rings are permitted. NB No other form of body piercing is allowed - e.g. nose, belly button or tongue studs
<b>Other Items</b>	Hooded tops, large buckled belts, hats and gloves are not to be worn during the school day.

**Uniform regulations and guidance apply from the time students leave home in the morning, during the school day and until they arrive home at the end of the school day.**

**Please also refer to further guidance on the issues of Uniform, Jewellery / Make-up and Inappropriate Haircuts which are paragraphs 3, 4 and 5 from our Behaviour Policy.**

**Clearly no set of regulations or guidelines can cover every possible variation or fashion trend. We ask parents / carers to support us in promoting our school regulation uniform and guidance notes on general appearance.**

**For any students arriving at school in non-school regulation uniform parents will be contacted to resolve the situation.**

**In the case of incorrect footwear, we will provide black plimsolls to wear during the school day until regulation shoes can be worn.**

**Trousers and skirts can be purchased through the school.**

**Unacceptable haircuts or styles will result in isolation for the student until the matter can be resolved.**

**Medical issues need to be referred to the Form Tutor.**

## **LOCKERS**

Lockers are offered to students at Roundwood Park for the duration of their attendance at the school for a one-off, non-refundable payment. They are particularly useful for storing books, PE kits and packed lunches and reduce the chance of these items being lost during the course of the day.

Lockers will be allocated to students on the first day of the Autumn term. You will need to provide your son/daughter with a sturdy padlock and it is a good idea to use a combination lock or keep a spare key at home.

You will receive more information on lockers as part of the transition paperwork.

## **CATERING**

Our catering team produce a wide choice of popular nourishing food for our students which is freshly prepared on site on a daily basis.

Choices include:

**Crusty bread rolls**

**Fresh salads**

**Sandwiches, wraps and rolls**

**Jacket potatoes and fillings**

**Pasta bar with at least 3 choices of hot and cold fillings**

**Meal of the day**

**Wide choice of snacks which comply to the new nutritional standards**

**Curry bar**

**Wrap bar – variety of chicken and vegetarian hot filling with a selection of salads to choose from**

Fresh meat and fresh vegetables are sourced locally and all other grocery items are purchased through companies who can provide their food buying source. New products are continually tried out to offer variety. We aim to offer a theme day each term so students can try food from other countries and cultures.

The aim of the catering department is to provide and maintain a high standard and variety of quality foods to encourage students to make a healthy choice. We have introduced a scheme in which points are awarded to students on a traffic light system i.e.

**Salads, fruits, yogurts – green = 5 points**

**Meal of the day – green = 5 points**

**Panini – amber = 3 points**

**Sausages, pastries – red = 0 points**

Students are awarded points depending on their choices. At the end of the term the students with the highest number of healthy eating points are put into a draw for a gift voucher.

Despite the introduction of healthier food and the complete removal of many unhealthy items we have not seen a decline in the number of students using the canteen. 85% of our students use the canteen on a daily basis, which is a far higher figure than most schools in the area. Menu choices are constantly being reviewed to encourage healthier choices.

### **Payment**

At Roundwood Park School, we operate a cashless catering payment system in our school canteen. Money is paid directly onto the students' lunch accounts and the balance is used to purchase food/bottled drinks (therefore eliminating the need for cash handling in the canteen). There are many other benefits including:

1. Using our online payment system ParentPay means that the money you allocate for meals cannot be misappropriated elsewhere.
2. A daily spend limit can be put onto your son/daughter's account to ensure that they only spend up to a set amount each day. (The daily spend limit includes break time snacks).
3. It provides a considerably quicker service and reduces queues – all students are pleased about this!
4. If you are entitled to free school meals no one is aware of this and a daily amount is credited to your son/daughter's account each day for lunch.

In order for the cashless catering system to work as efficiently as possible, we prefer to receive payment via ParentPay (details of which will be sent to you by post). It is also beneficial to you as parents as you are able to see the balance of your son/daughter's lunch account on your home screen to check when it needs topping up. Your ParentPay home screen also details your son/daughter's menu choices which are shown within an hour of purchase. Should you wish to amend the daily spend limit at a later date, you can either type a message in the 'notes' section of ParentPay when making a payment, forward an email to [finance@roundwoodpark.co.uk](mailto:finance@roundwoodpark.co.uk) or send in a signed letter to the Finance Office with your request. If you do not have current access to a computer, an alternative method of payment is via a cheque made payable to 'Roundwood Park School'. Please ensure that your son/daughter's name is recorded on the back of the cheque together with the words 'lunch money' or put into an envelope with their name on. This needs to be handed into the Finance Office.

Lunch accounts can also be topped up by cash and we have a cash loader for students to use. **However, this is not a recommended method of payment as cash can be lost or misappropriated and the school cannot be held responsible for any cash given to your son /daughter which is then lost.** The cash loader accepts denominations of 50p, £1 and £2 coins, £5, £10 and £20 notes. Please note the Finance Office is not able to give change.

The system operates using a biometric fingerprint of the student as a means of identification. Biometric data is information about an individual's physical or behavioural characteristics that can be used to identify them. The system takes measurements of

your son/daughter's finger and converts these measurements into a template (a string of numbers), which is then encrypted. The data held cannot be used to recreate a fingerprint image, nor can it be used in a forensic investigation. Please be assured that an image of your son/daughter's fingerprint is not stored. The template is used to permit your son/daughter access to the catering service by placing their finger on a scanner at the point of sale and at two machines which allow the students to check their catering balances. One machine is in the Science block and one machine is in the MFL block.

In order to initiate the biometric system, we require the written approval of at least one parent. You will be asked to complete a form and return it to the school. For your information, approval has been received by 99% of the parents whose children currently use the canteen.

Consent given by one parent can be overridden if the other parent objects in writing. Similarly, if your son/daughter objects, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system. You can also object in writing at a later stage and/or withdraw any consent you have previously given. Once your son/daughter ceases to use the biometric recognition system, his/her biometric information will be securely deleted.

## **FREE SCHOOL MEALS**

Registering your child for FSM not only benefits your child and you but also generates additional financial help for the school to spend on eligible students. It is also the criteria we use to help determine eligibility for additional financial assistance for trips, equipment and financial assistance in 6<sup>th</sup> form. For example in the past year we have helped out with costs for the Y7 residential trip, day visits, music tuition, revision materials, extra tuition in maths and English and the costs involved in taking part in the Duke of Edinburgh award. Registering for FSM is confidential. While taking a meal is free, they are optional. Registering will help you access additional financial support even if your child does not eat the free meal regularly.

If you think that one or more of the following criteria applies to you then please register. Parents in England do not have to pay for school meals if they receive any of the following:

- Income Support
- Income Based Jobseekers Allowance
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Parents receiving Working Tax Credit for four weeks after their employment finishes are entitled to free school meals during that period. This also applies to parents who start working less than 16 hours per week.

Children who receive Income Support or income-based Job Seeker's Allowance in their own right qualify as well.

To apply please follow this link <https://beta.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>

or contact the Herts Education Benefits Team by email:

[howcanwehelp@hertfordshire.gov.uk](mailto:howcanwehelp@hertfordshire.gov.uk) or call 0300 123 4048.

## **EXTRA-CURRICULAR**

Roundwood Park offers a wide range of extra-curricular activities, which are open to everyone. In most of the sporting activities there is the opportunity for students to experience competition by playing in the schools' district events.

School clubs include:

- |                    |                 |                |                       |
|--------------------|-----------------|----------------|-----------------------|
| •Art               | •Dance          | •Nerdfighters  | •Science              |
| •Athletics         | •Drama          | •Netball       | •Spanish              |
| •Basketball        | •Football       | •Pi club       | •STEM club            |
| •Brass Band        | •French         | •Reading clubs | •Table tennis         |
| •Chamber Orchestra | •Guitar group   | •Rock school   | •Technology workshops |
| •Cheerleading      | •Jazz band      | •Rounders      | •Tennis               |
| •Christian Union   | •Minecraft club | •Rugby         | •Trampolining         |

## **ADMINISTRATION OF MEDICATION AT SCHOOL**

At Roundwood Park we understand the importance of medication being taken as prescribed. In the vast majority of cases, students will be able to administer their own medication during the school day. Medicines will only be administered by the school when it is detrimental to the child's health or school attendance not to do so. The school will hold emergency medication where it is appropriate to do so and other medications on medical advice. It may be appropriate in some cases for students to be supervised when taking medication.

•Staff will only administer medication to a student with parental consent. A **Request for School to Administer Medication** form must be completed by parents.

•Whenever a student requires medication which is held in school, full details are noted on the **Medication Administered** form.

•Receptionists are all first aid trained and are responsible for medication held at school. Students are aware of where their medication is held so that they can seek access to them at any time.

•All medication is supplied and stored in their original containers. The designated member of staff, along with the parents/carers of students with medical conditions, ensure all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name of the medication, prescriber's instructions for administration, dose and frequency and the expiry date of the medication.

- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. All medication is held at reception in a locked cupboard apart from those which need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. The lockable fridge used for the storage of medication is within a defined staffing area.
- It is the parent/carer's responsibility to ensure that the school is provided with an adequate supply of in-date medication at the start of each term together with the appropriate instructions.
- Designated members of staff ensure the correct storage of medication at school. The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- In some circumstances, medication will only be administered by an adult of the same gender as the student, and preferably witnessed by a second adult.
- If a student's medication changes or is discontinued, or the dose or administration method changes, parents/carers are responsible for notifying the school immediately. Parents/carers must provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital via the **Request for School to Administer Medication** form.
- If a student refuses their medication, staff will record this. Parents/carers will be informed of this non-compliance as soon as possible.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- If a student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing local Accident and Emergency at Luton and Dunstable Hospital if this situation arises. In such circumstances, students will be subject to the school's usual disciplinary procedures.
- Staff will not administer any non-prescribed or over the counter medication during the course of the normal school day (e.g. paracetamol, ibuprofen) unless they are part of wider care plan for a condition and their use has been prescribed by a medical practitioner.

## **EQUIPMENT LIST**

All students are expected to be equipped with a pencil case containing basic stationery:

Pens (blue, black & red)

Pencils

Coloured pencils

Pencil sharpener

Eraser

Glue stick

Highlighters

Ruler (with a measuring scale)

Protractor (either 180 degree or 360 degree)

Compass

Calculator (Casio FX85GT PLUS) – used for maths & science

If possible students should also have:

A small French dictionary

A small German dictionary

A pack is available to purchase directly from the school which contains essential equipment for art. You will receive an order form for this as part of the transition paperwork.

## **LOST PROPERTY**

If your son or daughter tells you that an item has been “lost”, please urge them to check in Lost Property (at Reception) and on the bag racks around school before you buy a replacement. Make sure that all bags and contents are **clearly named**, and that bags are identifiable (as students often have the same bags).

The PTA have regular second hand uniform sales. These are advertised in our newsletter, RoundUp.

## **HOME SCHOOL AGREEMENT**

All students and their parents/carers joining Roundwood Park are asked to sign a Home School Agreement. This sets out the details of our partnership and will be given to you in your pack at the Parents Information Evening in June if your child is joining Year 7 in September, or at the point of admission if joining in-year. Please read, sign and return it to us by the date given.

## **TRANSPORT**

Some school buses are organised by Hertfordshire County Council, but other routes are public services. Information on school specific bus and coach routes running to secondary and upper schools can be found by following the link below:

<http://www.hertfordshire.gov.uk/services/edlearn/admissions/links/schadhtst/buscoachroutesosecschools1/>

You can also call the Customer Service Centre at Hertfordshire County Council on 0300 123 4043 or the local public bus service providers.

## **YEAR 7 COFFEE MORNINGS**

Year 7 Coffee Mornings are an opportunity for parents to get to know both the school and other parents. The sessions run approximately once a month on Tuesday mornings. They start formally at 8.55am with tea/coffee available from 8.40am. There is a theme for each session which covers an area of the curriculum and is run by a specialist teacher. The sessions include ideas for parents on how they can best support their children.

Information from the sessions is uploaded onto the website. We will send you details of the coffee mornings by email.

## **OTHER POLICIES & DOCUMENTS**

A comprehensive and up to date version of our policies can be found on our website (<https://roundwoodpark.co.uk/policies/>). We would particularly encourage parents to familiarize themselves with the following:

[Parent Privacy Notice – May 2018](#)

[Student Privacy Notice – May 2018](#)

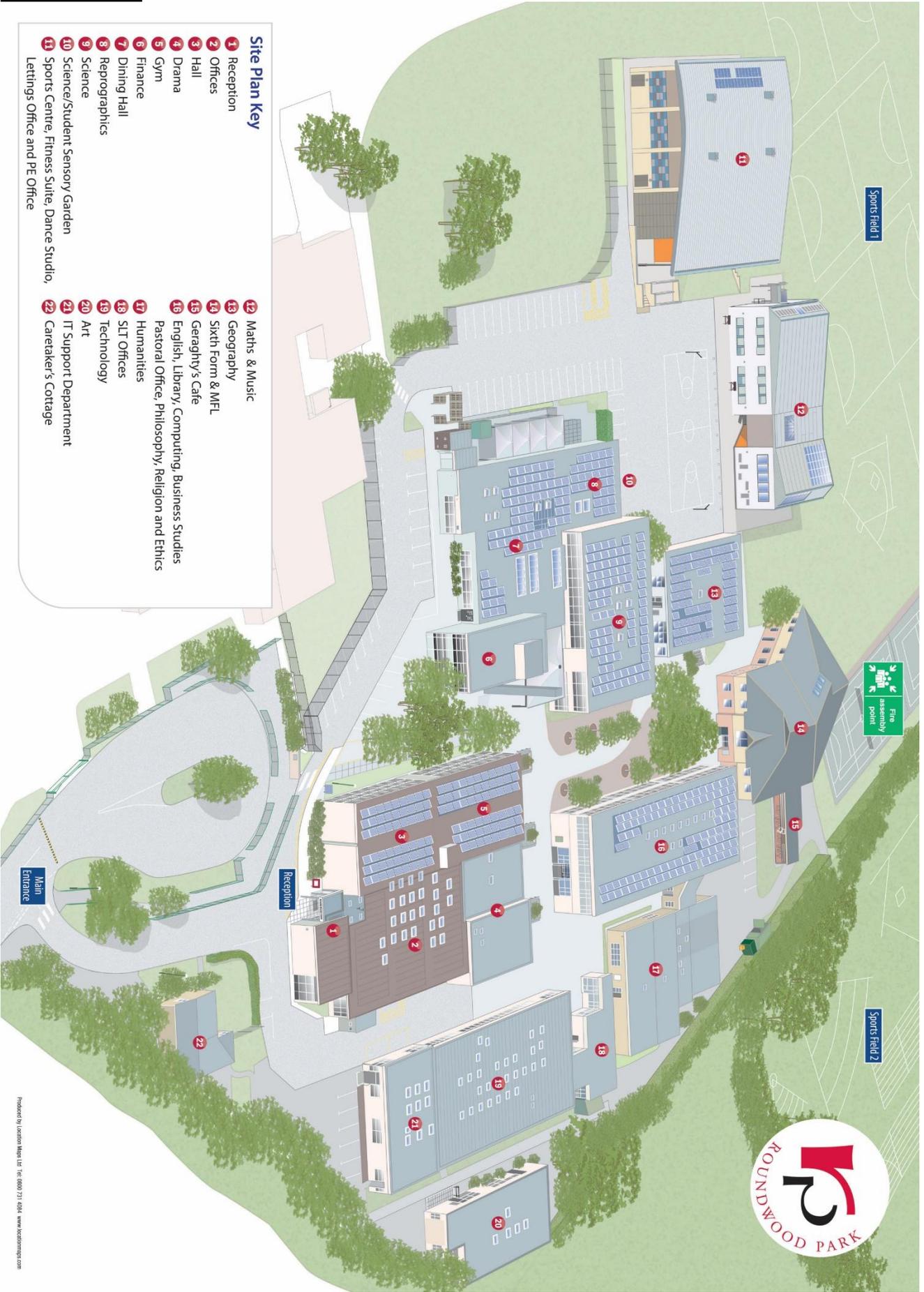
[Sex and Relationships Education Policy](#)

[Behaviour Policy](#)

[Charging Policy : March 2019](#)

[Drugs & Substance Abuse Policy : May 2018](#)

# SITE MAP



- Site Plan Key**
- 1 Reception
  - 2 Offices
  - 3 Hall
  - 4 Drama
  - 5 Gym
  - 6 Finance
  - 7 Dining Hall
  - 8 Reprographics
  - 9 Science
  - 10 Science/Student Sensory Garden
  - 11 Sports Centre, Fitness Suite, Dance Studio, Lettings Office and PE Office
  - 12 Maths & Music
  - 13 Geography
  - 14 Sixth Form & MFL
  - 15 Gearaghy's Cafe
  - 16 English, Library, Computing, Business Studies
  - 17 Pastoral Office, Philosophy, Religion and Ethics
  - 18 Humanities
  - 19 SLT Offices
  - 20 Technology
  - 21 Art
  - 22 IT Support Department
  - 23 Caretaker's Cottage

