



Welcome to Roundwood Park School

New Starter Information Booklet

Website: www.roundwoodpark.co.uk

Email: admin@roundwoodpark.co.uk

Tel: 01582 765344

THE SCHOOL YEAR

2023-2024



<u>Autumn Term 2023</u>	Term Starts: Inset day: Half Term: Occasional Day: Inset Day: Term Ends:	Monday 4 September 2023 (Yr 7 and 12 only) Tuesday 5 September 2023 (whole school return) Friday 29 September 2023 Monday 23 October to Friday 27 October 2023 Monday 4 December 2023 Tuesday 5 December 2023 Tuesday 19 December 2023 – 12.10pm
<u>Spring Term 2024</u>	Term Starts: Inset day: Half Term: Term Ends:	Thursday 4 January 2024 Friday 16 February 2024 Monday 19 February to Friday 23 February 2024 Thursday 28 March 2024 – 3.20pm
<u>Summer Term 2024</u>	Term Starts: Bank Holiday: Half Term: Term Ends:	Monday 15 April 2024 Monday 6 May 2024 Monday 27 May to Friday 31 May 2024 Friday 19 July 2024 – 12.10pm

INSET Days

Friday 1 September 2023
Friday 29 September 2023
Tuesday 5th December 2023
Wednesday 20 December 2023
Friday 16 February 2024
Monday 22 July 2024
Tuesday 23 July 2024

Occasional Day

Monday 4 December 2023

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 – 8.55am	Registration
8.55 – 9.55am	Period 1
9.55 – 10.55am	Period 2
10.55 – 11.20am	Break
11.20 – 12.20pm	Period 3
12.20 – 1.20pm	Period 4
1.20 – 2.20pm	Lunch
2.20 – 3.20pm	Registration and 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 Sixth Form Student Leadership 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 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 Behaviour Policy at Roundwood Park School (available on our website <https://roundwoodpark.co.uk/policies/>) 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 of The Roundwood Park Leaver, as outlined on our website and 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 would be really valuable if parents and carers, as well as new students to the school, were familiar with some key information called 'Standards and Expectations', under the 'School Life' section on the school website. In this section are our Three School Rules of Be Respectful, Be Responsible, Be Safe – with exemplars under each heading of what this will look like at Roundwood Park when your child arrives. It also details our Recognition, Rewards and Consequences system as well as Attendance procedures.

All of these, contribute to help ensure that our community is kind, considerate and caring in our relationships – making school a happy and safe place for everyone to flourish!

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 Senior Person for Safeguarding:

Hannah Semple (DSP)

Sue Wilkins (Deputy DSP)

Jennie Hall (Deputy DSP)

Laura Davies (Deputy DSP)

Tracey McAlinney (Deputy DSP)

Paula Cunningham (Deputy DSP)

Holly Jackson (Deputy DSP)

Carl Rowlands (Deputy DSP)

Fiona Bridgman (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 L.carroll@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.

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 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 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 home learning. We also welcome students wanting to engage in more peaceful activities away from the hustle and bustle of break and lunch times. The library environment is designed to support these activities with a silent study area, collaborative work pod and a variety of different workspaces and seating.

We have a wide range of resources on offer to challenge, inspire and focus our students' learning. As well as a suite of Chromebooks, we also have two Chromeboxes with large, high resolution screens for collaborative or detailed work and a fully interactive TV screen in our study pod for larger joint projects. We also have everything you need to put together your home learning 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.

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 with 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 Accessit. This provides a powerful interface for 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 Mrs Gregory are always on hand to support, advise and help students in whatever way they can. They run our book club Book Babble, an informal book review group as well as running a Carnegie Medal shadowing club when the shortlist is announced in March. The library also hosts our very popular Dungeons and Dragons club. They also run various literacy and wellbeing events 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 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 AND APPEARANCE POLICY

At Roundwood Park School we believe that wearing a smart uniform underpins our school identity and strengthens our feeling of community. Attending school, dressed smartly in school uniform, is the foundation of our high standards in all aspects of school life, supporting a positive work ethic and promoting good conduct and behaviour, in and around school. The school encourages students to develop a sense of pride in themselves. We thank parents in advance for actively supporting our school uniform expectations.

In accordance with DfE guidance, our intention is to ensure that students look smart but not at the undue expense of families. No student should be prevented from attending Roundwood Park due to the cost of uniform. We also comply with the requirements of the Equality Act to ensure our uniform is inclusive. The school has a long-standing partnership with Beat School Uniforms and Stevensons and has worked with them to secure the best value for money for our parents, carers, and families. We have also reduced the number of official core school uniform items.

All **core** items (blazer, jumper, tie, summer shirt and some items of PE kit) are only available from our uniform suppliers. All other items must conform to the **precise descriptions** given in the Uniform and PE Kit Lists but can now be purchased from either of our suppliers OR other clothing stores and supermarkets.

We also have a second-hand service run by our Parent Teacher Association, which many parents take advantage of to keep costs down. It is also a great opportunity to recycle old uniform and purchase additional uniform items at a low cost as students grow - with all profits going back to the school. Many uniform and PE kit items, including 3G pitch boots/shoes, are returned nearly new or in very good condition. Further information about purchasing items in this way can be obtained via **'The PTA'** page of the school website, where you can see the latest on-sale date, with one sale held every term.

Purchasing the correct uniform and ensuring a child arrives at school dressed appropriately can be stressful for families. Our uniform guidance is designed to support families with the process and help them to understand what is expected of their child by clearly outlining our expectations. We hope the images below, the Uniform List and the information provided under General Uniform and Appearance Matters, provides both students and families with clarity around our uniform expectations.



MAIN SCHOOL UNIFORM



PHYSICAL EDUCATION KIT



RPS polo shirt, fitted games shorts and white socks.



New mid-layer top (with ¼ zip) and sports style leggings.

games



Rugby shirt, football style games shorts and long

socks - plain black.

ROUNDWOOD PARK SCHOOL - UNIFORM LIST

Requirements	Item	Description	Guidance
Core Uniform for all students	School Blazer*	Black with the Roundwood Park badge.	
	Skirt	Black school skirt that must be worn at the knee. Stitched down, with wide box pleats [10cms in width minimum], all the way around; the pleat stitching should extend a minimum of 12cm in depth from the bottom of the waistband.	This type of skirt is available from Beat School Uniforms and Stevensons and many other stockists e.g. M&S. If you are not sure on the style it is worth checking with these suppliers first although you do not have to purchase the skirt from them.
	Trousers	Black, traditional school fabric trousers with a plain or pleated front, trousers should have a waistband and sit on the natural waist.	<i>Not acceptable - tightly fitting [skinny] school trousers, jean style, flares, leggings, culottes, shorts or large buckled belts.</i>
	Shirt	White school shirt with standard closed collar and top button, without an advertising logo, either long or short sleeved.	A white vest or T-shirt can be worn underneath for warmth, <i>but must not be visible.</i>
	Tie*	Roundwood Park tie in House colour.	A different colour stripe for each House.
	Socks or Tights	Black or grey, plain and ankle length or trainer style. Black or flesh coloured opaque tights.	<i>No white socks. No patterned styles. Not acceptable to wear socks or leg-warmers over tights.</i>
	Shoes	Black smart, plain, shoes with enclosed heel and toe; any laces should be black. Heels must be 5cm or less. <u>Please follow this link to see some examples of what is not permitted.</u>	<i>Not acceptable - Platform soles, boots, black trainers or trainer style shoes usually with rubber soles, broad laces, made of fabric such as canvas or plimsoles; the shoe should not cover the ankle bone and should not have any prominent logos.</i>
Optional for students	Jumper*	Roundwood Park black V neck jumper with school badge.	
	Summer Shirt*	The white summer shirt with the Roundwood Park badge may be worn from Easter without a tie. Alternatively, students can continue to wear full school uniform to the normal high standards, but without a blazer if they wish.	Must be tucked in if the student chooses to wear their blazer or jumper.
	Outdoor Coat	Plain and dark coloured.	<i>Not acceptable – dominant logos, multi-coloured, leather and denim jackets. Hoodies, sweatshirts or cardigans of any description.</i>

*These items must be purchased directly from one of our school suppliers only, Beat School Uniforms or Stevensons.

ROUNDWOOD PARK SCHOOL – PE KIT LIST

Requirements	Item	Description	Guidance
Core PE Kit for all students	School RPS Polo Shirt*	Red with the Roundwood Park badge.	
	Games RPS Shorts*	Black with the Roundwood Park badge.	Two styles – loose fitting football style or fitted.
	Long Games Socks	Plain black, knee length (football/rugby style), polyester.	<i>No logos or other markings.</i>
	White Socks	White, plain, ankle or trainer style.	
	Trainers	Sports trainers for indoor or outdoor activities.	
	Hair Tie	Black, plain.	Must be worn by students with long hair.
Sport specific items, some compulsory, some optional	Football Shin Pads	Compulsory: Must be worn for football lessons and extra-curricular club.	
	Rugby Gum Shield	Compulsory: Must be worn for rugby lessons and extra-curricular club.	
	Football/Rugby Boots	Compulsory: Students are required to have studded or moulded boots for use on the 3G astro-turf pitch.	Used for football and rugby and a condition of the FA Foundation who helped fund the pitch.
	Rugby RPS Shirt*	Red and black reversible with the Roundwood Park badge Compulsory for students following boys' sport curriculum. Optional for students following the girls' sport curriculum.	If bought, shirt can be worn as warm layer for all activities. The boys' sports curriculum includes full contact rugby and takes place through all years. Girls' rugby curriculum is non-contact until Yr 9.
	Rugby Shorts ¹	Optional: Black, plain, heavy duty.	<i>No logos or other markings.</i>
	Skort*	Optional: Plain black with Roundwood Park badge.	
Optional for all students	Mid-layer Top*	Predominantly red with ¼ zip with Roundwood badge.	
	Rain Jacket*	Predominantly red with Roundwood Park badge.	
	Sport style leggings	Plain black high waisted sports leggings with full leg. Available from our suppliers although you do not have to purchase these from them.	Worn with shorts for games activities, without for aesthetic or athletic activities. <i>No cotton or woollen leggings. No large logos or markings.</i>
	Tracksuit Bottoms	Plain black.	<i>No large logos, stripes or other colours. No sweat bottoms.</i>

*These items must be purchased directly from one of our school suppliers only, Beat School Uniforms or Stevensons.

¹ These items would be the PE department's preference for those representing the school in specific sports. Rugby shorts for rugby, skort for netball.

GENERAL MATTERS FOR UNIFORM AND APPEARANCE –

ALL STUDENTS IN YEARS 7-11

This documentation provides clear guidance to parents to assist them when making purchases. However, there is also a “spirit” to the uniform requirements, which is much more difficult to convey on paper. Hence, there is also an attempt to explain how the uniform is to be worn, here below. Experience tells us that skirts, shoes, hairstyle, jewellery piercings and make-up are the most common causes of conflict between students and the rules around uniform that staff will enforce. We do have the highest expectations of our students and, throughout the academic year, students should expect to be challenged by staff where they fail to meet our expectations with regard to school uniform. Hopefully, the Uniform List itself and further guidance will enable parents to anticipate which choice of smart shoes or skirt style and length, for example, would be appropriate, reducing the potential for breaches of the uniform list and guidance. *If ever in doubt about any issue, please speak to the school before purchasing or making a decision about uniform and appearance.*

Suppliers

Uniform items are available from Beat School Uniforms in Harpenden at <https://beatschooluniforms.co.uk/> or from Stevensons in Harpenden at <https://www.stevensons.co.uk/>, and our suppliers politely ask parents to book appointments in advance where possible. Many standard items are also available from chain stores such as John Lewis, Marks & Spencer and so on. The PTA operates a second-hand uniform shop, as detailed on page 1 of this guidance.

Variations

It is occasionally necessary, for protected characteristics such as for gender, medical, cultural or religious reasons, for permission to be given for other items to be worn or other adaptations to be made. In such cases, all reasonable requests will be considered. Please contact the senior leader responsible for pastoral guidance and support.

Naming of Clothing and School Bags

Parents and carers are strongly advised to ensure all articles, including school bags, are clearly marked with the student’s name. There is a lost property system, but the number of unmarked (and therefore unclaimed) items remains high.

Blazer

The blazer is a symbol of our school identity. Students are expected to wear their school blazers every day to and from school. They should also wear the blazer at all times around the site and inside the school buildings, unless in class, on the field area or playing ‘sport’ during break or lunchtime. The school jumper, an optional item of uniform, cannot be worn in place of the blazer.

Skirt

The bottom hem of the skirt is to be worn at the knee, throughout its time worn in school, and the waistband must not be rolled over.

Trousers

Denim, corduroy, chino, tapered, skinny-jean style or skin-tight style trousers are not permitted. Students are expected to wear black trousers which sit smartly at the waist and on the ankle/shoe line.

Top button and Tie

Top buttons should be done up at all times when full [winter] uniform is in place and the coloured House stripe should be clearly visible well below the tie's knot.

Unacceptable Shoes or Footwear

The school expects students to wear 'formal' leather shoes as part of our uniform. This can cause some confusion since the term can be subjective. However, to avoid any confusion or embarrassment we have included a number of examples which are **not** appropriate for school. If you have any queries about footwear, then please do not hesitate to get in touch with the school, before you purchase new ones. There will be consequences in place for students who wear unacceptable footwear. This will include being asked to wear plimsoles provided by the school until the matter is resolved. Therefore, please help support us by ensuring your child attends school wearing acceptable shoes.

Images of unacceptable shoes



Coats

We encourage students to wear a coat to school, when required. However, coats should not be worn inside any building.

Jewellery

Students may wear **one small metal stud or a plain hoop (worn tight to the ear), in each ear, but neither with gemstones**. Students may also wear a wristwatch, but **not a smartwatch**, e.g.: Apple watch, so as to avoid distractions to learning. A single pendant on a short chain is also permissible, worn underneath the uniform. **No other jewellery is allowed** and all jewellery must be removed for PE lessons. If students choose to have facial piercings or piercings elsewhere (e.g. nose, tongue, eyebrow or other parts of the ear) then they must ensure that they plan this with sufficient time to ensure that the piercing has healed enough to remove this jewellery before coming into school. It is not acceptable to wear a plastic retainer in the piercing nor to have it covered with a plaster. The recommended healing time seems to vary from 2-6 weeks depending on the nature

of the piercing and **parents and students are strongly advised to consider and check this before going ahead.**

Jewellery which does not comply with the uniform policy will be confiscated and retained according to the school's confiscation procedures (see appendix 4 of the Behaviour Policy). **If a student is unable to remove jewellery themselves due to a very recent piercing, they will be removed from lessons until such time as it has been removed, professionally or otherwise.**

Make-up

We would prefer students not to wear make-up, but discreet and natural facial make-up is allowed. However, false eye lashes (of any type), lipstick, lip gloss and coloured nail-varnish (including false/acrylic nails) vibrant make up e.g. intense eye make-up are not acceptable. **Students will be required to remove make-up that is not discreet.**

Hairstyle and fastenings

Hair must be appropriate for a smart office environment and extreme, unusual or exaggerated hairstyles are not acceptable. This includes, for example, hair length, two-tone styles (balayage), 'artificial' colours, e.g. red tints, and shaved or partially shaved styles, such as lines and patterns (including in the eye brows). Students are permitted to have a 'fade' but it must not start at less than a number 1. If in doubt, parents or students should consult the Head of Year before changing to a style that may bring students into conflict with this rule. Students may wear plain, functional and safe hair accessories. All hair ties, clips, grips and small slides must be in the plain school colours and long hair must be securely fastened when health and safety is a consideration, e.g. science, technology, PE and other occasions.

Headgear

Hats, caps and other headgear should never be worn indoors, except to and from school or at break and lunchtime. They should only be worn to keep warm in the winter or to protect from the sun in the summer.

Cyclists

All students cycling to school must wear an appropriate safety helmet and abide by the school's cycling code of conduct. They may wear any amount of additional plain reflective material to help with visibility.

This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.

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

The school canteen is open to all students and staff every school day, alongside a sixth form café and coffee shop.

Break time service provides over 500 covers and the lunchtime service regularly exceeds 900.

All our dishes are freshly prepared on site, on a daily basis. "In house" created menus are seasonal and carefully balanced nutritionally for the 'Meal of the day'.

We provide a wide selection of Halal and vegetarian choices and also offer vegan and gluten free options. Menus can be found on the website [here](#).

Please 'Ask us' if you have any allergies or dietary needs.

Firm favourites are our home-made paninis and ciabattas with pesto and mozzarella or cheese and ham.

Students can visit the wrap bar for a made to order experience choosing marinated or crispy chicken with a choice of sauces including BBQ and garlic mayo paired with salad and cheese.

Our self-service salad bar offers a wide choice of colourful, nutritional and 'on trend' dishes loaded with fresh herbs and spices for students to choose from using sustainable takeaway containers.

Sandwiches, crusty baguettes and wraps are available to purchase at a range of price points from prawn marie rose to plain cheese. A meal deal packed lunch option is also available with a home baked cookie, carton and FREE fruit (Halal options available).

Two portion sizes to suit any taste at the daily pasta bar with traditional bolognaise, tomato pasta, pesto pasta or mac & cheese or just plain are available.

Curries range from Tikka, Korma, Madras, Balti and Thai to name a few.

Rice dishes like chicken and chorizo Jambalaya, seafood Paella, Jollof rice & Bao buns are popular additions to look out for.

A wide array of sweet and savoury, hot and cold snacks compliments our offer. This ranges from breakfast bagels, pork or vegan sausage rolls, pies, blueberry muffins, cookies and continental breakfast pastries.

Booking is essential for Roundwood Park's Christmas lunches with fresh vegetables and proper roast potatoes being prepped in the early hours to cover over 1000 student and staff orders.

Traditional butchers and fruiterers make up some of our suppliers with a focus on supporting local business. All other grocery items are purchased through companies that provide a buying source guarantee.

We regularly review our ranges, and ask for student feedback and forums to give variety and new ideas and encourage our students to make healthy, educated choices.

The school was awarded "Healthy School" status and has the top award from Environmental Health.

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 as a daily amount is automatically 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 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 6th form. For example, in the past year we have helped out with costs for the Year 7 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**
- **Income-related Employment and Support Allowance**

- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- **younger than the compulsory age for starting school**
- **in full-time education**

To apply please follow the link [here](#).

or contact the Herts Education Benefits Team by email:

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:

Animation Club	Drama	Philosophy	Science
Athletics	Flute Group	Pi Club	Spanish
Basketball	Football	Pokemon Club	STEM club
Book Club	French	Reading clubs	Table tennis
Chess	Glee Choir	Rock School	Trampolining
Climate Action Group	Homework Club	Rounders	Training Concert Band
Dance	Netball	Rugby	Warhammer

ADMINISTRATION OF MEDICATION AT SCHOOL

Roundwood Park School understands 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 a parent's written consent. A Request for School to Administer Medication form is completed by parents.

- Whenever a student requires medication which is held in school, full details are noted on the Medication Administered form.
- The Medical Welfare Officer and Receptionists are all first aid trained. The Medical Welfare Officer is 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 999 or 111 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 a wider care plan for a condition and their use has been prescribed by a medical practitioner.
- The school does not hold a supply of non-prescribed or over the counter medication for students' use.

LIMITED DISCRETION ALLOWED TO STUDENTS TO CARRY MEDICINES FOR PERSONAL USE

Those students who have a long term need to carry personal insulin, inhalers or epipens are permitted to carry their own medication, and are responsible for keeping it secure from other students if they do so. Parents should notify the school of this need. Any student may carry a single dose of their own prescription medication or an over the counter medication during the school day for their own personal use, and are responsible for keeping it secure from other students if they do so. Such items can be lodged with reception for safe keeping if preferred.

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 FX-83GT-X or FX-85GTX) – used for maths & science

A set of ear/headphones that are compatible with your Chromebook/device for listening practice in languages lessons.

If possible students should also have:

A small French dictionary

A small German dictionary

For Year 7s, a pack is available to purchase directly from the school which contains essential equipment for art. You will receive information on 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 will be added to Operoo and sets out the details of our partnership. Please read and sign it 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 [here](#).

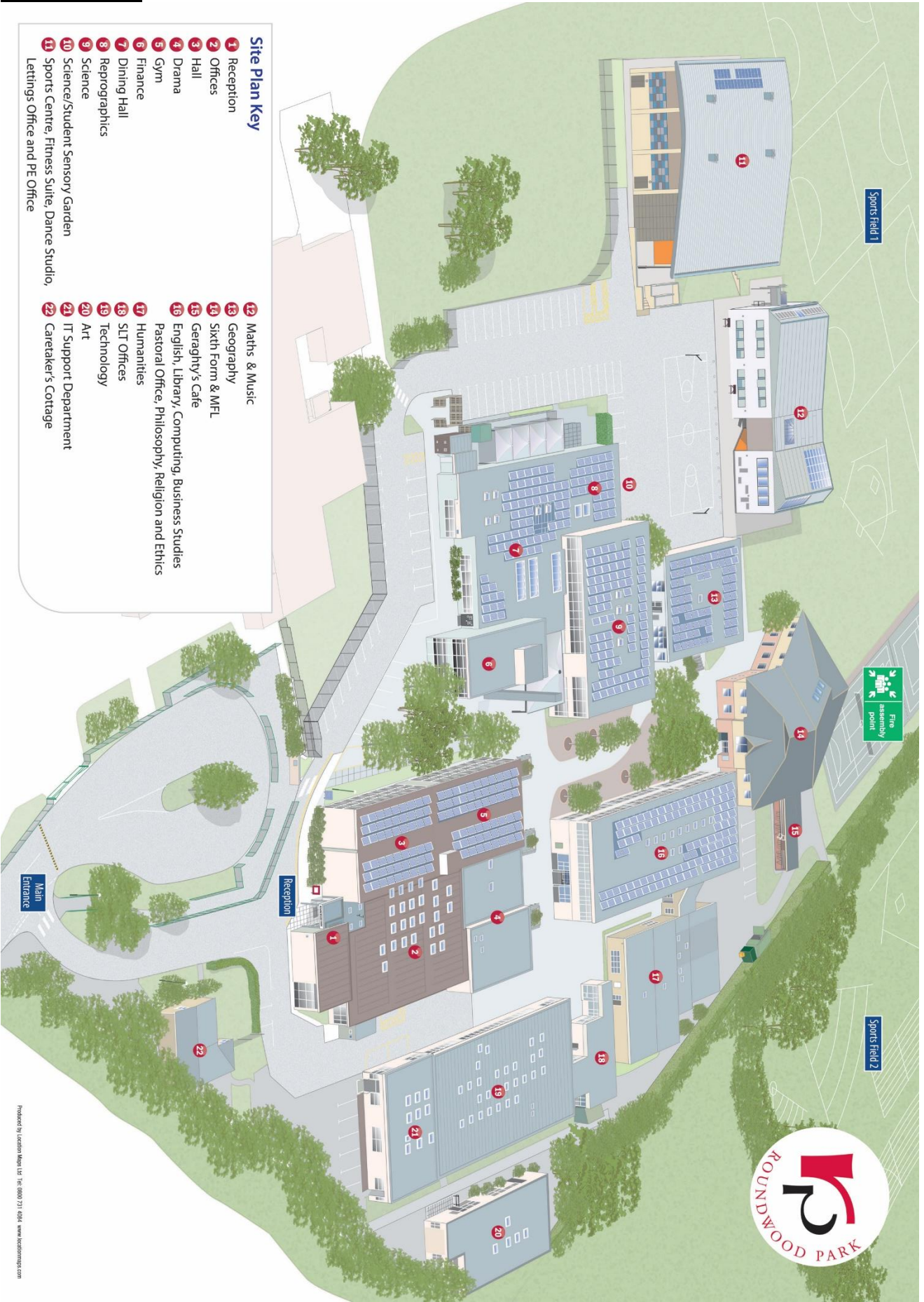
You can also call the Customer Service Centre at Hertfordshire County Council on 0300 123 4043 or the local public bus service providers.

OTHER POLICIES & DOCUMENTS

A comprehensive and up to date version of our policies can be found on our website [here](#). We would particularly encourage parents to familiarise themselves with the following:

- Parent Privacy Notice
- Student Privacy Notice
- Relationships and Sex Education Policy
- Behaviour Policy
- Charging Policy
- Drugs and Substance Abuse Policy

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 Lettings Office and PE Office
 - 12 Maths & Music
 - 13 Geography
 - 14 Sixth Form & MFL
 - 15 Geraghty'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

