

# *Reigate School*

## Year 7 Handbook 2022-2023



*Reigate School*



## **Welcome**

Welcome to Reigate School today marks the start of your Reigate School journey and there is so much to look forward to over the next five years from meeting new friends, trying out new subjects, going to extra-curricular clubs and trips! Year 7 camp is a particular highlight that generations of Reigate students have loved and we know you will too!

In this booklet we have all the information you need for a successful five years at Reigate School. Your form tutors are going to be your first point of call and they are here to support and help you. We also have lots of other people around school who are always happy to help you be the best version of yourself.

## **Key Staff**

### **Mr Alexander - Head teacher**



### **Mr Strachan - Associate Assistant Head - Head of KS3**



### **Mrs Brathwaite - KS3 Support Assistant**



**Mr Jones - Head of Year 7 R Population**



**Miss Skinner - Head of Year 7 T Population**



**Ms Wesby - Head of Year 7 S Population**





## **Student Appearance**

At Reigate School we have high expectations of all, in everything we do and this includes personal appearance. Uniform plays an important role in establishing the ethos of our school. At Reigate School we believe that our uniform policy benefits the school in a number of ways.

- It encourages identification with the school and contributes to a sense of community.
- It protects students from social pressures to dress in a particular way.
- It supports good behaviour and ensures the health and safety of students.
- It promotes more effective learning and teaching.

Full cooperation with our dress code enables your teachers to concentrate their time and effort on learning and teaching. The decision about what is and is not acceptable will always remain with the school. Students are expected to adhere to the uniform rules on the journey to and from school as well.

Anyone arriving at school in non-uniform clothing will be expected to collect alternative items to be worn from reception upon arrival. Students found to be wearing inappropriate clothing after the start of the day will have the item(s) confiscated, and will be withdrawn from circulation during breaks and lunchtimes.

## **SCHOOL UNIFORM POLICY**

Reigate School is very proud of the high standards of appearance set by our children. We expect children to wear the school uniform and PE kit smartly and with pride.

School jumpers, school blouses and skirts, ties and any optional items with school logos should be purchased from SWOTS. All other items may be purchased from high street retailers or the Internet.

### **School Uniform**

- Royal blue v-necked pullover with Reigate School logo (to be purchased from SWOTS).
- Plain white shirt with a top button to be worn with Reigate School tie (tie to be purchased from SWOTS).
- Reigate School blue and white striped blouse (to be purchased from SWOTS) - no tie necessary.
- Plain black tailored trousers with no embellishments. Denim style trousers are not permitted.
- Reigate School plain black skirt with logo (to be purchased from SWOTS).
- Opaque black plain tights or black or white socks.
- Sensible plain black leather, flat-heeled shoes, which can be polished. Lace up shoes

must have plain black laces, no other colour must be visible, no logos. 'Van' style footwear, trainers, boots, sandals, sling-backs and open-toed shoes are not permitted. For examples of acceptable footwear, please refer to the school website under the heading School Information and Uniform.

- Plain black headbands are permitted.

#### PE Kit

- Plain navy blue shorts or leggings
- Plain navy blue t-shirt or polo shirt without any embellishments or logos OR Plain navy blue t-shirt or polo shirt with Reigate School logo (to be purchased from SWOTS).
- Plain navy blue sweatshirt with no embellishments or logos
- Plain long navy blue socks or white ankle sports socks.
- Trainers.

#### OPTIONAL EXTRA ITEMS

Plain navy blue jogging bottoms without logos.

Plain navy blue leggings with Reigate School logo (to be purchased from SWOTS)

Football boots.

#### Please Note:

- The Reigate School jumper should be worn at all times, unless permission is given for children to remove them whilst in class.
- Shirts should be tucked in. Sleeves should not be rolled up on polo shirts or short sleeved shirts.
- Skirts should not be rolled up.
- No jewellery should be worn in school with the exceptions being a wristwatch (inexpensive), a discreet necklace, one ring and one pair of very small hoop or stud earrings worn in the earlobe. No other piercing including top of ear, nose, belly button, eye brow or tongue is permitted.
- Extremes of fashion and hairstyle are not permitted (hair for example: unnatural hair colours; patterns; tramlines or extensions). Faded/blended haircuts will be permitted at lengths of 0.5 and above.
- If makeup is worn it must be discreet - no bright eye shadows, eye liner, false eyelashes or heavy coatings of mascara. No heavy foundation or tanning products.
- Hair longer than collar length must be tied back in PE, Dance, Food Technology, Resistant Material and practical Science lessons.
- Fingernails should be natural and kept at a length appropriate for safe participation in PE. A clear, colourless nail varnish is acceptable but no other nail varnish is permitted.
- Only plain black belts are allowed.
- No t-shirts visible under school uniform.
- It is compulsory for children to bring and wear kit for their PE lesson whether they are participating or not.

We strongly recommend you do not allow your child to come to school in items of clothing that, if lost or taken, would cause upset as the school will not be liable. If you are experiencing any financial difficulties in purchasing school uniform, please contact the School. This list is not exhaustive and from time to time these criteria are open to interpretation. It will be for the Head of School to determine acceptability.

The school reserves the right to review this policy throughout the year.

### **Reigate School – Equipment List**

**A bag large enough to hold:**

- Exercise books of various sizes including A4
- Text Books

**A PE bag large enough to hold full PE kit and appropriate footwear.**

**It is your responsibility to have a pencil case containing the following items:**

- Black pens (including spares), red and green pens
- HB Pencils
- Ruler
- Eraser
- Pencil Sharpener
- Coloured Pencils
- Protractor
- Pair of compasses
- Scientific calculator

**The Form Tutor, Head of Population/Year and Subject Teachers will regularly check your pencil case to make sure that you have all of the items on the checklist.**

## **Attendance**

Children are expected to attend 100% of the time, be punctual every day and show good behaviour in lessons. This will be rewarded in line with the School's reward system.

**As a school, we expect a minimum of 98% attendance**

### **Absence**

There are certain circumstances where a child may not attend school and absence may be authorised by the Head teacher/Head of Year/Head of Population or other designated members of staff: a) sickness covered by medical evidence; b) with the permission of the Head teacher/Head of Year/Head of Population or designated staff; c) to take part in a day of religious observance by the persuasion to which the parents belong; d) parents can apply for exceptional leave of absence for sporting or other educational activities and these will be considered by the Head of School. If approved, these can be coded as authorised absences or approved sporting activities. Parents need to complete the Leave of Absence form and return it to the school for consideration.

### **Persistent Absence**

Schools are required to record when a child is persistently absent and the way this is measured has changed. At Reigate School persistent absence is monitored closely and parents will be contacted if their child is likely to become persistently absent. The updated Government guidelines on persistent absence are as follows:

Persistent Absentee Thresholds - In 2015, the government has reduced the persistent absence threshold from 15 per cent to 10 per cent. The following table shows estimated cumulative absent sessions thresholds for around 15 per cent and 10 per cent:

	<b>15 per cent</b>	<b>10 per cent</b>
Half-term 1	10 or more sessions	7 or more sessions
Half-term 1-2 (autumn term)	22 or more sessions	14 or more sessions
Half-term 1-3	30 or more sessions	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	38 or more sessions	25 or more sessions
Half-term 1-5	46 or more sessions	31 or more sessions
Half-term 1-6 (full academic year)	56 or more sessions	38 or more sessions

NB: There are two sessions per school day (AM and PM)



**Punctuality**

Students should also be punctual to school and individual lessons. Registration is at 8.45am. Students arriving after this will be marked as late. If students arrive between 8.50am and 9.05am and the tutor group is in assembly, they must sign in at Student Services. Students who arrive after 9.05am must sign in at Student Services and they will be marked late for the session. Students who arrive after 9.30am will be marked as absent for the session. Sanctions may be imposed on students who are persistently late to school or lessons. Telephone calls and/or text messages may well be sent to parents of those who are late and they may be referred to the Education Welfare Officer. Parents and carers of students who are persistently late after the close of register may be issued with a penalty notice (fine) by the Education Welfare Service. Parents must pay £60 per parent per child within 21 days, or £120 per parent per child within 28 days. If a student is late on more than three occasions or arrives at school after 9.30am, the School may inform parents and carers in writing.

If a student arrives late then they will be given a slip with a reminder to attend a lunch detention on that day. Failure to attend will result in a longer detention.

## Reigate School Values



- Our new school values were launched in the 2020-2021 academic year.
- These were voted on by children, staff, parents, carers & Governors.
- They are Kindness, Resilience, Friendship, Curiosity & Respect.
- Last year, we began to 'embed' these into our daily way of working so we can 'live' the values each day.
- A character programme runs through tutor time to help teach the values, as well as our life skills and SMSC programmes.

Value	Definition	Examples in practice
Respect	Understanding others views and showing consideration at school.	Accepting others rights, needs and differences Being polite Apologising when needed Attentive listening when other are speaking Listening to and accepting feedback Respecting yourself
Kindness	The quality of being friendly, generous, and considerate	Offering to help someone Giving honest compliments Generous acts
Resilience	Overcoming an obstacle in learning and demonstrating courage.	Being aware of your emotions Thinking of new ways to tackle problems view a difficulty as a challenge committed to their lives and their goals Showing optimism
Curiosity	Showing a strong desire to know or learn something	Asking good questions Trying something new Removing all distractions Making mistakes

Friendship	A bond based on mutual respect, honesty and support	Listening to others Helping others Not judging others Showing loyalty
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### **Achievement and values points**

Achievement and values points are to be awarded to those going above basic expectations. These are added via SIMS. Achievement points enable staff to acknowledge a student's positive contribution as well as advising the parent/carer via the school INSIGHT app. Achievement points may be added for a variety of reasons, which include the following:

- ❖ **Kindness:** Exhibiting model citizenship e.g. demonstrating kindness, including others, being helpful, responding maturely to situations, politeness.
- ❖ **Curiosity:** Showing a strong desire to know or learn something
- ❖ **Resilience:** Overcoming an obstacle in learning and demonstrating courage.
- ❖ **Friendship:** A bond based on mutual respect, honesty and support
- ❖ **Respect:** Understanding others views and showing consideration at school.
- ❖ 100% Attendance
- ❖ Correct uniform and equipment
- ❖ Extra curricular commitment

## Reigate Expectations

Students are awarded 5 achievement points each week if they complete the following requirements. Tutors should add these via Sims in the 'Reigate Expectations' tutor session.

1. Attendance of 100% for the past 5 days. If they are ill they do not get the points. You can be lenient for things like funerals etc.
2. Perfect uniform for the past week (checked on the door each morning).
3. Always have the right equipment (checked on the door each morning).
4. Good behaviour - no detentions etc.
5. Punctuality - not being late for school or lessons.

## Positive emails home

Staff are encouraged to regularly contact parents/carers in order to highlight and recognise a student's consistently positive attitude.

## Praise postcards



Students will receive praise postcards at the end of each half term. They will receive one if they have not received any behaviour points since September and have 98% or above attendance.

### Jump the lunch queue tickets



Children will receive jump the lunch queue tickets for consistent positive attendance and behaviour.

### End of year awards ceremony



Top performers throughout school including subjects will attend an end of year awards ceremony.

### Values Awards

- To help embed the Reigate School Values into school, all staff will be given a set of raffle tickets to help 'catch' examples of when children show exemplary examples of the values.
- For example, if a child opens the door for you in the corridor, you may give them a ticket for showing 'Kindness'.
- These will go into a central draw for children to win prizes each half term, and should be added to SIMS by the teacher giving out the points. Ideally, this would include a description in the comments section detailing the positive action the

child has shown. The ticket should be given to the child who should then pass it to their tutor, who will store all tickets ready for the end of term draw.

### **Termly Achievement Awards**

Year 7 - 10 children

At the end of each term children have the chance to win one of five £10 gift vouchers per year group in a prize draw.

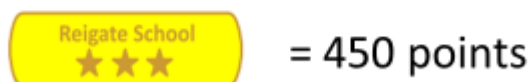
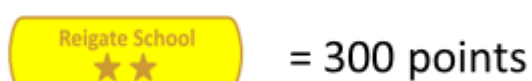
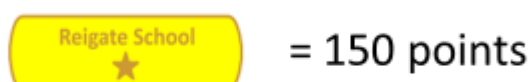
The more points you have the more times your name goes into the draw:

25 points - name in the draw once

50 points - name in the draw twice

75 points - name in the draw three times etc.

## **Achievement Badges – Year 7 and 8**



## House system



As a result of a student vote we now have our 4 new House names: PARKS, TURING, CURIE & ATTENBOROUGH. These are named after positive role models; Rosa Parks, Alan Turing, Marie Curie and David Attenborough. There was an excellent turnout on the voting, and after a wide number of suggestions from the student voice these were the clear winners. The House system will underpin and further embed our school Values, and form an important part of how we develop character in our students. Further information on the backgrounds of each of these people is found below.

In tandem with this, the launch of the House system will start the process of student leadership applications for House Leaders and Captains, which will create 40 visible and high profile student leaders across the school. All children and staff will be allocated to a House.

### Structure:

- Students are placed into one of 4 Houses.
- Each tutor group divided by the 4 Houses.
- Staff put into 1 of the 4 Houses
- 4 Staff will be Heads of House - they are the visible faces of each House, alongside the Student Leadership Team.

### Identity:

All children and staff will receive House badges (below) as a visible representation of their House. These will incorporate the school values which underpin the House system:



# PARKS

**Ms Claydon:**

Head of Parks  
house and  
history  
teacher.



**Rosa Parks** (born February 4, 1913, Tuskegee, Alabama, U.S.—died October 24, 2005, Detroit, Michigan). American civil rights activist who helped initiate the civil rights movement in the United States when she refused to give up her seat to a white man on a Montgomery, Alabama bus in 1955. Her actions inspired the leaders of the local Black community to organise the Montgomery Bus Boycott. Parks became a globally recognised symbol of dignity and strength in the struggle to end entrenched racial segregation. She spent her life promoting civil rights and helping those suffering from discrimination and injustice.



# TURING

**Mr Junkinson**

Head of Turing house and science teacher.



**Alan Turing** (born June 23, 1912, London, England—died June 7, 1954, Wilmslow, Cheshire) was a British mathematician and logician who made major contributions to mathematics, philosophy, computer science, artificial intelligence and artificial life. His ideas led to early versions of modern computing and helped win World War II. He is famous for his key role in the breaking of the German Enigma code during the Second World War. Turing is the first LGBT+ figure to appear on an English banknote (£50).

# **CURIE**

**Ms Williams**

Head of Curie house  
and English teacher.



**Marie Curie** (7 November 1867 – 4 July 1934) is remembered for her discovery of radium and polonium, and her huge contribution to finding treatments for cancer. Marie Curie was a Polish-born physicist and chemist and one of the most famous scientists of her time. Curie was the first woman to be she awarded the Nobel Prize in 1903, and she went on to win another in 1911. The Curies worked together investigating radioactivity. The Curie's research was crucial in the development of x-rays in surgery. During World War One Curie helped to equip ambulances with x-ray equipment, which she herself drove to the front lines. The International Red Cross made her head of its radiological service and she held training courses for medical orderlies and doctors in the new techniques. Curie has regularly topped polls for being amongst the most influential women to have changed the world.

# ATTENBOROUGH

**Mrs Crisfield**

Head of  
Attenborough  
house and PE  
teacher.



**Sir David Attenborough** (born May 8, 1926, London, England), English broadcaster, writer, and naturalist noted for his innovative educational television programs, especially the nine-part Life series. Attenborough oversaw the first ever-colour TV broadcasts in Europe. As the world's most famous and greatest naturalist, Sir David Attenborough has brought amazing wildlife (from around the world) to television screens for over 50 years. From series such as Life on Earth to Frozen Planet, his documentaries have inspired generations to learn more about the natural World. The work of this distinguished naturalist has transcended the world of television and made him one of the leading voices to defend the natural world and urge action on climate change.

### **House Leadership responsibilities**



Each House has 2 House Leaders from each year. All Houses will have House captains and vice-captains chosen from Years 10/11.

### **House Leader Responsibilities (2 in each Year):**

- To help organise and select teams for your year groups' competitions
- To ensure ALL team members know when they are playing
- To ensure fairness and equal opportunity for all irrespective of ability
- To display team lists on the House notice boards
- To receive trophies at end of term assemblies
- To collect the views of your year group and pass them to House Captains when requested
- To bring any issues affecting your year group to the attention of the House Captains

### **Captains' & Vice Captains' Responsibilities (2 per House - from Years 10&11):**

- To meet with Heads of Houses/Mr Harvey to plan each terms' competitions
- To lead house assemblies with staff support
- To provide officials to support staff with the running of competitions
- To provide inspiration and motivation to all pupils in their house
- To manage year captains to ensure they are ready to compete
- To provide information for their year captains such as dates, times and team sheets
- To ensure the house notice boards are informative and well maintained (results and photos)
- To collate the views of year groups gathered by the year captains when requested

In the end of year assembly (summer term) the House with the highest number of house points will be awarded with the house school trophy.

## **Behaviour**

Positive behaviour contributes to an effective learning environment. The core principles and expectations are for students to:

- arrive on time
- wear the correct uniform
- have the appropriate equipment
- be polite and respectful to everyone
- respect the school environment

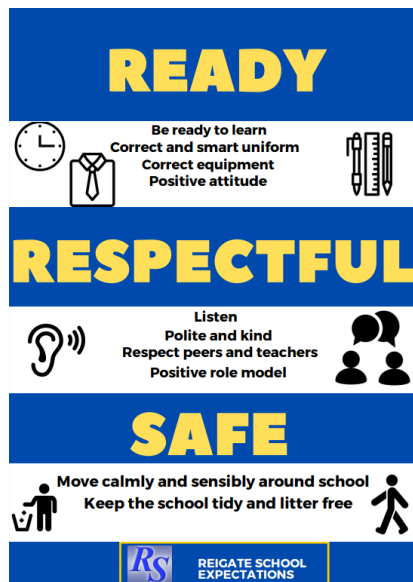
### **The school has 3 simple rules for behaviour:**

- *Be **READY*** to learn and participate in school life
- *Be **RESPECTFUL*** of the individual differences, opinions and values of other learners and adults in school, and
- *Be **SAFE*** in our behaviours towards others and ourselves, in the school environment and community

## **Behaviour and Achievement Points**

Behaviour and Achievement points are recorded on SIMS for all children and they link to the school's reporting and assessment structure. The Head of Population/Year (HOP/HOY) and wider Pastoral team regularly monitor and review the individual student's points and implement rewards, interventions or sanctions as necessary.

## What is Ready, Respectful, Safe?



- Students need to understand the purpose of the rules and why they exist.
- Over the course of next term, we will be reintroducing our children to the new simplified school rules and values. '**Ready, Respectful, Safe**' will be the 3 clear statements to which we will all work within.
- Children should be **READY** to learn and participate in school life, **RESPECTFUL** of the individual differences, opinions and values of other learners and adults in school, and **SAFE** in their actions and behaviours towards others and themselves. These three concepts will drive everything we do at Reigate and help shape the positive culture we want to see for our young people.

## **READY, RESPECTFUL, SAFE**

<b><i>READY</i></b>	<b><i>RESPECTFUL</i></b>	<b><i>SAFE</i></b>
<p>Examples:</p> <p><i>Wear correct and smart uniform at all times</i></p> <p><i>Attend all lessons on time</i></p> <p><i>Being ready to listening</i></p> <p><i>Bring your PE kit</i></p> <p><i>Ready to learn</i></p> <p><i>Ready with your equipment</i></p>	<p>Examples:</p> <p><i>Listen to others</i></p> <p><i>Use good manners and be kind to everyone at all times</i></p> <p><i>Use appropriate language and tone – ‘Right voice, Right time’</i></p> <p><i>Look after the building, displays and equipment</i></p> <p><i>Keep the school tidy and litter free</i></p> <p><i>Represent the school</i></p> <p><i>Speak respectfully to adults and your peers, acting as a positive role model</i></p> <p><i>Always follow instructions ‘first time, every time’</i></p>	<p>Examples:</p> <p><i>Keep hands, feet, objects and unkind words to yourself</i></p> <p><i>Always walk quietly, calmly and purposefully</i></p> <p><i>Be in the right place at the right time</i></p> <p><i>Follow the rules when using the internet and electronic equipment both inside and outside of school</i></p> <p><i>Report any problems to an adult</i></p>



## Mobile Phones

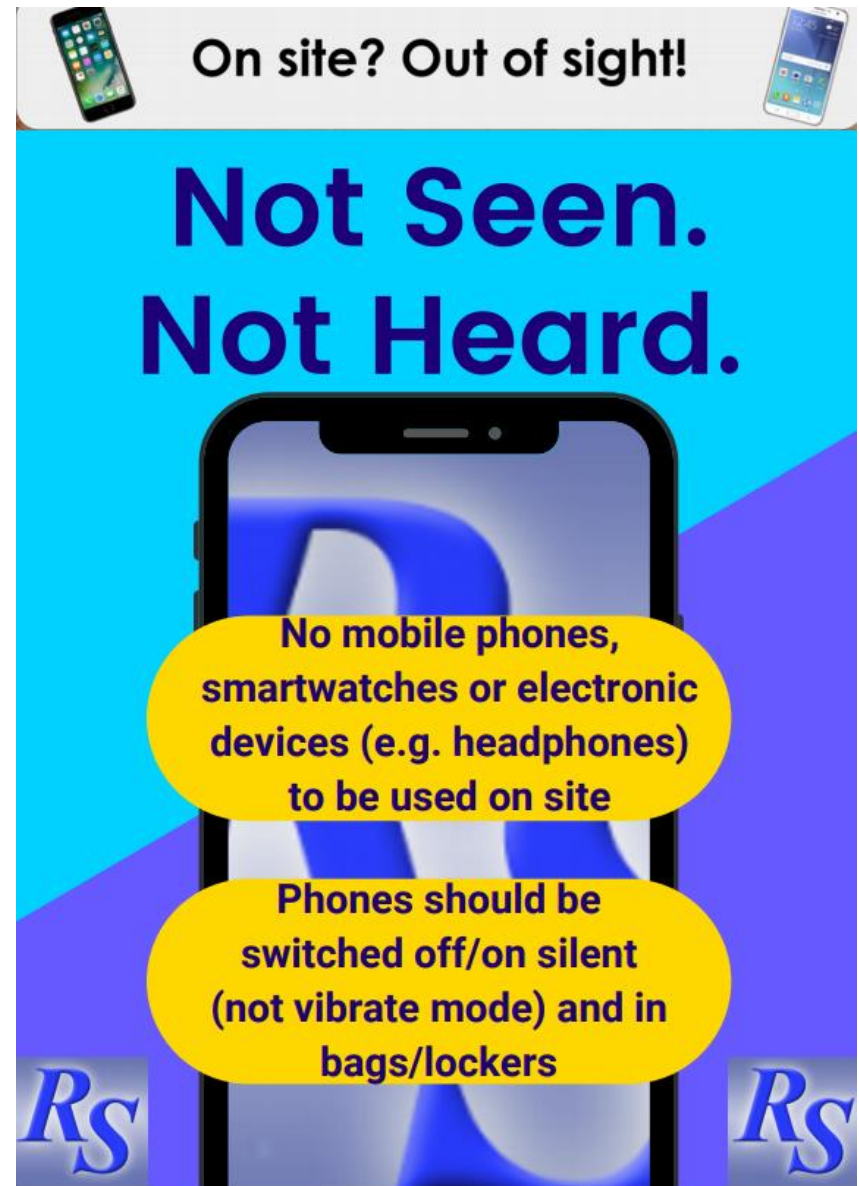
As of September 2021, the school has moved to a 'Not See, Not heard' policy for all mobile phones, smartwatches and electronic devices (including headphones).

The key points of the policy is as follows:

- No mobile phones, smartwatches or electronic devices to be used on site (unless at teachers discretion)
- Phones should be switched off/on silent (not vibrate mode) and in bags and lockers

### What happens if a phone is out?

- Any child found using or known to have used their phone during the school day will have the phone confiscated and returned at the end of the day via Student Services. Parents will be informed via Student Services. Children will be asked to sign for their phone.
- Student Services will log this on Sims (teachers should only log incident if another altercation has occurred).
- If the child is a repeat offender (3 times or more) the school will request a parent/carer to come in and collect the phone from the school.
- Any refusal to hand a phone over to members of staff will result in a follow up sanction in line with the school's Behaviour & Rewards Policy. This would constitute the refusal of a reasonable request by a member of staff.







## **RESTORE SESSIONS - 2020-2021**

### **AIM**

- To deal with behaviour on the day it occurs, and adopt a restorative approach to improving behaviour.

### **OVERVIEW**

- If staff have used the 3 step process in the classroom (Verbal Reminder, Verbal Warning, On-call linked to Ready, Respectful, Safe), then a child will be placed in an after school restore session for 30 minutes on the day.
- Daily Restore is 30 minutes. The emphasis will be the restorative discussion with the teachers and HOD/HOY on duty.
- To ensure clarity of communication, parents are notified by text in these circumstances.
- The time offers space for the child to complete some reflection exercises, along with the opportunity to have a discussion with a pastoral member of staff and the teacher involved in the incident.
- If the student has a positive discussion with the teacher, the teacher can allow them to leave immediately. This accentuates the restorative approach and means that if children are taking ownership of their behaviour, there is no need to keep them for the 30 minutes. We have seen that this can sometimes turn a positive into a negative.
- If the teacher feels that the discussion has not been positive and the issue not resolved, then the teacher reserves the autonomy to advise that they will need to remain for the remaining time (up to 30 minutes). This will then be picked up by the HOD/HOY on duty, who will work on some reflection exercises/structure for these scenarios.

# Reigate School

