

21<sup>st</sup> July 2023

Dear Parent/Carer,

### **September 2023: Expectations of students at Royds Hall, A SHARE MAT Academy**

So that your child is fully prepared to start the new academic year in September 2023. I would like to provide you with a reminder of key information about the school and to clarify the school's expectations in a number of key areas.

#### **Communication with school:**

The first point of contact for parents with any questions or concerns, should be your child's form tutor (except when reporting absence- please see below). Your child will be informed who their form tutor will be on the first day of term in September. All our staff emails are composed of the first name. second name of the staff member@sharemat.co.uk

#### **Heads of Year:**

Mr. Hall is the Assistant Headteacher for Behaviour and Attitudes and each year group also has a Head of Year. The Heads of Year are as follows:

Year 7: Miss Moxom- [Lyndsey.moxom@sharemat.co.uk](mailto:Lyndsey.moxom@sharemat.co.uk)

Year 8: Mr. Douglas – [anthony.douglas@sharemat.co.uk](mailto:anthony.douglas@sharemat.co.uk)

Year 9: Mr. Kitterick – [noel.kitterick@sharemat.co.uk](mailto:noel.kitterick@sharemat.co.uk)

Year 10: Mr. Jagggar- [nick.jagggar@sharemat.co.uk](mailto:nick.jagggar@sharemat.co.uk)

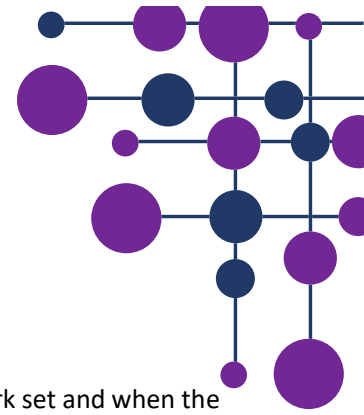
Year 11: Mr. Lee- [craig.lee@sharemat.co.uk](mailto:craig.lee@sharemat.co.uk)

The school expectation is that staff respond to parents/carers within 48 hours. Therefore, if you need to speak to a member of staff more urgently, please contact the school reception on **01484 463366**. Parents must make an appointment if they wish to meet with a member of staff. May we also remind parents to please ensure that all communication with Royds Hall staff is in a polite and respectful manner.

**Our main form of communication with parents is via email**, it is therefore essential that we have your current email address. If there have been any changes to your contact details, please inform us via [Emily.moran@sharemat.co.uk](mailto:Emily.moran@sharemat.co.uk) .  
**Letters to parents/carers will be sent via email rather than the postal system.**

#### **ClassCharts:**

The school uses ClassCharts to record positive and negative behaviours for each student. We expect every parent to check ClassCharts regularly throughout the day, the easiest way to do this is via the ClassCharts App which is free to download. ClassCharts is also used to notify parents of our same day, after school detentions. Achievement points are awarded by form tutors and subject teachers, for demonstrating personal best around school and in extra-curricular activities. Full details of the school behaviour policy is available on the school website [Royds Hall, A SHARE Academy - Policies & Documents](#). Each parent/carers has been issued log in details for ClassCharts (this can be accessed via the website or the App). New Year 7 parents will have log in details issued on the first day of term in September. If you are the parent/carers of a new Year 8-11 student and do not currently have ClassCharts log in details, please contact the Administration Manager on [royds.office@sharemat.co.uk](mailto:royds.office@sharemat.co.uk)



### **Homework:**

The school also uses ClassCharts to set homework. Students and parents are able to see homework set and when the homework must be completed by. It is crucial that students check regularly. Further guidance for how to do this will be provided to new Year 7 students when they join us in September.

### **Contact details and medical information:**

It is a **legal requirement** for Royds Hall to have the name and contact details for **two** emergency contacts for each student (including address, email address and phone number). As previously mentioned, we must be informed immediately if any of these contact details change. This can be done by informing [Emily.moran@sharemat.co.uk](mailto:Emily.moran@sharemat.co.uk). If you have not already provided the school with the details of two emergency contacts, please do this immediately.

You should have already informed us if your child has any medical conditions. If any new medical conditions arise, please inform the school immediately via [royds.office@sharemat.co.uk](mailto:royds.office@sharemat.co.uk). In this year's student planner and on the data collection form that you completed when your child joined the school, there is a Medication Consent Form for you to sign. The form indicates to us which medication (paracetamol or anti-histamines) that you allow the school to administer for minor illness such as headaches and hay fever symptoms. We will only be able to provide this medication if we have parental consent. We have also asked for this consent on the data collection forms sent to the new Year 7 parents. All medication must be kept in reception and our reception team must be made aware of any prescribed medication that needs to be taken during school hours.

### **Student planners:**

The student planner is an important form of home- school communication at Royds Hall. It also contains a range of important information about the school policies, careers, wellbeing and mental health and Attitude to learning grade criteria. Students use their planner to record their attendance, punctuality and positive and negative behaviour points. It should also be used for parents to write notes for school staff and for teachers to write notes for parents. Therefore, it is vital that parents/carers check planners daily.

### **Home school agreement:**

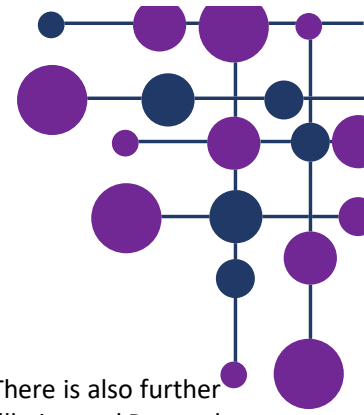
The Home School Agreement is a document that can be found in your child's planner. It must be read with care and signed by yourself and your child. The Home School Agreement is a pledge made by Royds Hall of the commitments we will make as a school, along with the commitments you as a parent will make in helping to support your child's education and the school. **This will need to be signed and dated no later than Friday 8th September 2023.**

### **Parent Pay:**

Royds Hall operates a cashless payment system for all items in school, including school meals, visits, educational resources etc. All parents are responsible for ensuring that their child's Parent Pay account is kept in credit. All parents have been provided with a letter detailing the log in details for Parent Pay, before their child joined the school. If your child is eligible for Free school meals, their Parent Pay account will be credited each day with funds to purchase a lunch deal, any items purchased at break are not included in the free school meal allowance and must be paid for. If you have any queries about Parent Pay, please contact the school reception on [royds.office@sharemat.co.uk](mailto:royds.office@sharemat.co.uk) or telephone **01484 463366**.

### **Safeguarding:**

We also have a dedicated email address for students and parents to report any concerns they have about themselves or another student. This email address is [royds.help@sharemat.co.uk](mailto:royds.help@sharemat.co.uk) and is checked by staff every day, including throughout the holidays. If you have any concerns or require further support, the following numbers may be of use;



**Kirklees Safeguarding Children Partnership- 01484 456848** (9am –5pm) **Child Line: 0800 1111**. There is also further information on our website at [Royds Hall, A SHARE Academy - Safeguarding](#). Details about our Wellbeing and Pastoral support is also on our website at [Royds Hall, A SHARE Academy - Wellbeing & Pastoral Care](#)

### **The School Day**

Royds Hall has a 2-week timetable (week A and week B). The first week back in September will be week A. The new academic term starts on **Tuesday 5<sup>th</sup> September 2023** and we look forward to students returning to school after the holidays. All students in **Year 7 will return to school for the normal time of 8.30am** and **Year 8-11 will be expected in school for 10.45am**. From Wednesday 7<sup>th</sup> September all students will follow the normal school start time. The timings of the day for each year group are attached

#### **Breakfast club:**

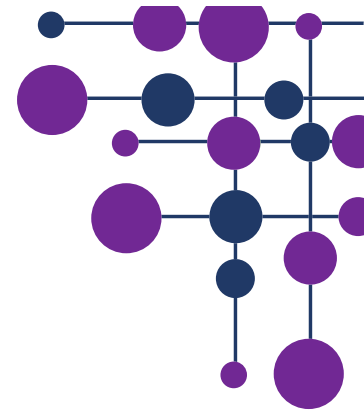
We offer a free Breakfast club from 7:30am-8:25am, (students must arrive no later than 8am), which all students are able to attend. If your child would like to attend, please email [royds.office@sharemat.co.uk](mailto:royds.office@sharemat.co.uk)

### **Equipment and Uniform**

#### **Equipment:**

To ensure students are ready to learn in every lesson, we expect them to come to school with the full equipment (the list is on the school website, student planner and is shown below). [Royds Hall, A SHARE Academy - Uniform & Equipment](#)

- Student Planner (will be provided by school)
- Pencil case
- Pens (black/blue and a purple pen)
- Pencil
- Rubber
- Pencil Sharpener
- Ruler
- Scientific Calculator
- Protractor
- Pair of compasses
- Whiteboard pen
- Water bottle



**Uniform:**

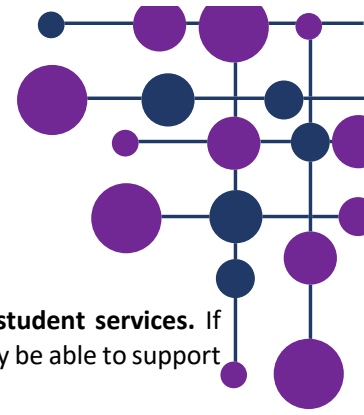
We expect our students to present themselves dressed appropriately for the working day, in correct school uniform as listed below (details of our uniform expectations are also available on the school website and in the student planner). Hair should be of a natural colour and style. **Unnatural brightly coloured hair or various coloured hair is not permitted.**

**General Uniform:**

Images of our correct uniform are available on the uniform page of the website [Royds Hall, A SHARE Academy - Uniform & Equipment](#)

Uniform	Details
Navy 'Trutex' Blazer with school logo	This must be a blazer with the school badge
Plain black tailored trousers or knee length tailored skirt	Trousers should be tailored and straight legged. Cropped trousers, leggings, jeans or jeggings are <b>NOT</b> permitted  Skirts must be tailored and to the knee, they must <b>NOT</b> be made of stretchy or thin material.  No decorative/coloured zips, patch pockets or studs
Plain white collared shirt	This must be tucked in and the top button fastened.
Shalwar-Kameez – black	White shirt and tie to be worn under this
Clip on tie	Navy/Green for Year 11  Navy/Sky Blue for Years 7-10
Black socks or black tights	No trainer socks (ankles must not be visible).  Black tights must be 60 denier or higher.
Shoes – plain back which are of a formal style	Shoes must have no sports branding. Trainers, canvas shoes (including Vans), pumps or boots that sit above the ankle are <b>NOT</b> allowed. Students should be wearing school shoes at all times within the main school building.  If you need to clarify footwear before September, please contact your child's Head of Year.

A School bag to be of a suitable size to carry all school equipment. Outdoor clothing (coats, jumpers etc.) are not to be worn inside the school building, they must be kept in lockers.



**Students attending school in the incorrect uniform will be loaned the correct uniform from student services.** If purchasing uniform is an issue, please email your child's Head of Year to discuss how the school may be able to support you.

**Jewellery and Make up:**

- Jewellery must be kept to a minimum and will need to be removed for PE and other practical work
- Up to one small ring, watch, charity band, clear nose stud
- Earrings – one pair of stud/sleeper earrings (less than 5mm in diameter). Hoop earrings are not permitted
- Necklaces should not be visible
- Only clear nose studs may be worn (or the nose stud must be removed/covered by a plaster).
- No acrylic or painted nails for Health and Safety reasons
- Natural make up only

**PE kit:**

**(PE kit with the old Royds logo will be permitted. Any new purchases should have the new school logo)**

- PE polo shirt with school logo
- Half-zip fleece with school badge OR Reversible Rugby shirt with the school logo for outdoor lessons
- Black shorts, Black / Navy tracksuit bottoms or plain black leggings
- Plain black football socks or white sports socks
- Trainers
- Football boots for outdoor lessons
- Plain black skins may also be worn

**All students with long hair will also need a bobble to tie their hair back in PE.**

**Lockers:**

Every student **must have** their own locker to store coats (and other outdoor clothing), their PE kit and school books in during the school day. Students are **not permitted** to share lockers with other students. Locker keys cost £5 (non-refundable), which covers the full 5 years from Year 7-11. Payment for locker keys is via Parent Pay only. Replacement keys cost £3. Locker keys are available to be collected from Student Services, once payment has been made via Parent pay.

**Healthy Lifestyles and nut free school**

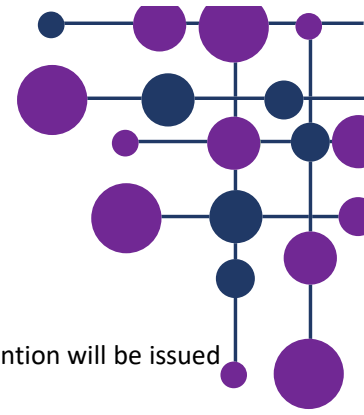
At Royds Hall we promote healthy lifestyle choices to ensure that all our students are able to make informed and responsible choices later in life.

**Drinks:**

The school dining room sell still water, sugar free flavoured sparkling water. Students are permitted to bring their own:

- Still water
- Milk
- Fruit juice drinks

These drinks can be consumed in the school dining room and playground at break and lunchtime. **Students can drink still, unflavoured water only in lessons. Energy drinks, fizzy drinks and drinks in glass bottles are not permitted anywhere on the school site.** If students are found consuming these drinks on the school site, the drink will be



confiscated. Drinks are not to be consumed in the corridors and a B3 30 minute after school detention will be issued for any students found doing this.

**Chewing gum:**

To protect the school environment, chewing gum is not permitted anywhere on the school grounds. If students are found to be consuming chewing gum, they will be asked to put it in the bin and will receive a B3 30 minute after school detention.

**Food:**

The school dining room serves a range of healthy, hot and cold meals. Students are also welcome to bring their own packed lunch to school, provided it is of a balanced and healthy nature and represents the “Eat well” plate (for more information please visit <https://www.nhs.uk/live-well/eat-well/the-eatwell-guide/>). Items such as pot noodles, sharing bags of crisps and tubes of Pringles and high sugar foods, such as sweets and sharing bags/bars of chocolate are not permitted anywhere on the school site.

**We are a nut free school:**

**Royds Hall is a nut free school. As a result, staff and students are not permitted to bring any items into school which contain any nuts. This includes ingredients for Food Technology lessons.**

**Behaviour expectations and sanctions**

**The School Behaviour Policy:**

The school behaviour policy is available on our school website at [Royds Hall, A SHARE Academy - Policies & Documents](#). There are also details of our behaviour expectations in the student planner. We expect all our students to always strive to achieve their personal best and to treat staff and other students will respect at all times. Students will be awarded attitude to learning grades at each Monitoring point and these reflect their behaviour and engagement in lessons and around school.

**Detentions:**

The school issues detentions where students do not meet expectations regarding punctuality and conduct. These are up to 60 minutes in duration and always take place on the same day as the issue occurred, after school. **Parents/carers are notified that their child has a detention via ClassCharts** so it is vital that parents/carers have downloaded the ClassCharts app.

**Mobile Phones and Smart watches:**

We recognise that our students bring mobile devices into school for their safety to and from school. Therefore, students are permitted to bring mobile devices to school but they must be switched off and out of sight at all times in the school building. The school accepts no responsibility for any loss or damage to these devices in school. If students are using their mobile device or it is switched on in the school building, the device will be confiscated and parents/carers will be asked to collect the mobile device after school.

**Attendance and Punctuality:**

At Royds Hall we strive to prepare students for college, university and employment, by developing their employability skills. A crucial employability skill is excellent attendance and punctuality. We need the support from parents/carers to ensure that all students leave the school with this attribute.



### Attendance Processes at Royds Hall:

This information is also available on our school website. [Royds Hall, A SHARE Academy - Attendance](#)

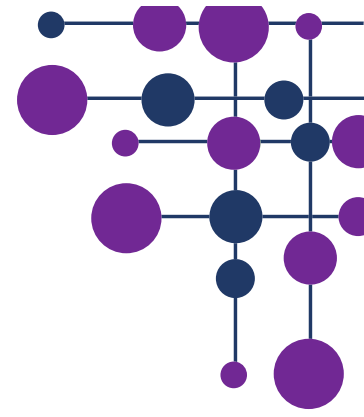
- **All requests for holidays in term-time will be unauthorised** and may result in a fine being issued by the Local Authority. A form to request holidays and/or absence for exceptional circumstances is available from: our website, school reception or the attendance office. Please check our full attendance policy on our website for guidance on absence in term-time.
- If your child feels ill in the morning, please provide them with appropriate pain relief/medication and send them to school. Any medication that needs to be taken in school should be handed into reception and can only be administered if the appropriate written parent/carer consent is signed. Your child should attend school if they have a minor illness such as a headache, cold, sore throat or period pain. If your child has an ongoing medical condition, please contact the Head of Year or Attendance Officer.
- **If your child is ill i.e. to the extent that they cannot get out of bed, then please ring the school before 8.00am** (voicemail available 24 hours) to notify the attendance officer on [01484 463366 option 1](tel:01484463366) or via email at [royds.attendance@sharemat.co.uk](mailto:royds.attendance@sharemat.co.uk). Please clearly advise the students name, form group and reason for absence. Please call to update the attendance officer on each and every day of absence
- On occasions, throughout the week members of the Pastoral team, Attendance Officer or other school staff may visit any child at home who is absent from school.
- Please arrange all appointments outside of the school day. If an appointment during the school day is unavoidable, the school expects your child to attend before and after the appointment. If your child has a medical appointment (e.g. doctors, dentist, hospital, CAMHS) please forward to the attendance office a copy of any appointments (text, appointment card, letter or prescription) which will be added to the students file.
- **A full day's absence will not be authorised for a medical appointment.** Any full day's absence will be marked as parentally condoned truancy (unless in exceptional circumstances).
- The school doors open at **8:25am and all students are expected to arrive no later than 8:30am** to ensure that they are sat in their classroom seats, ready to learn by 8:35am. Any student arriving at 8:30 am or later, will be receive a late mark and a detention (even if their parent calls in to say that their child will be late due to traffic etc)

**Please be aware that any student, who does not meet the school's minimum attendance expectation of 96.5 %, will not be eligible for annual rewards related to attendance.**

Royds Hall, A SHAREMAT Academy shares the Government's determination to raise the level of student attendance to give the best future opportunity for all Students. If you are experiencing any difficulty with your child's attendance, please contact the appropriate Head of Year or Attendance Officer immediately on [01484 463366](tel:01484463366) or via email at [royds.attendance@sharemat.co.uk](mailto:royds.attendance@sharemat.co.uk)

### Social Media:

The school supports and provides necessary interventions for students around the use of social media, and we are happy to help educate our learners on appropriate and acceptable ways to use social media. However, many of our investigations into the inappropriate use of social media, have stemmed from KS3 students, who are legally not of age to use social media platforms such as Snap Chat and Instagram. As a school, we kindly ask that parents monitor their child's social media accounts to help support appropriate use. We are happy to support any student or family with this. Please see the legal age restrictions chart below for the use of popular social media platforms. Please do not hesitate to contact us if you require any further information regarding this.



Age Restrictions On Social Media					
<b>13</b>	<b>14</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>18</b>
Twitter Facebook Instagram Pinterest Google+ Tumblr Reddit Snapchat	LinkedIn	WhatsApp	Vine Tinder	Path	(13 with parents consent) YouTube Keek Foursquare WeChat Kik Flickr

If you require any further information, please do not hesitate to contact your son/daughter's form tutor via email.

Yours faithfully,

*E. Devane*

Miss E. Devane

Senior Deputy Headteacher