

18th July 2025

Dear Parent/Carer,

September 2025: 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 2025, 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, as well as information about the return to school in September.

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 2nd September 2025** 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 8.25am (ready for Form time to start at 8:35am). Year 8-11 will be expected in school for 10.30am and the school day will finish at 3pm as normal.**

From Wednesday 3rd September all students will follow the normal school start time of 8:25am arrival (ready for Form time to start at 8:35am).

Breakfast club:

We offer a free Breakfast club from 7:30am-8:20am, (**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

Communication with school:

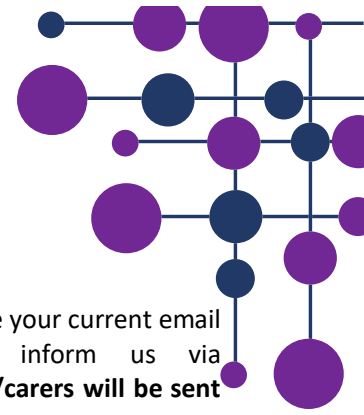
The first point of contact for parents with any questions or concerns, should be your child's form tutor (except when reporting absence- please see the attendance section below). Your child will be informed who their form tutor will be on the first day of term in September. All our staff emails are composed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

Heads of Year:

Mr. Hall is the Associate Deputy Headteacher for Pastoral and Mr. Morrell is the Assistant Head for Behaviour and Attitudes. 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
Year 8: Miss Simpson	carisha.simpson@sharemat.co.uk
Year 9: Miss Murray	katie.murray@sharemat.co.uk
Year 10: Mr. Douglas	anthony.douglas@sharemat.co.uk
Year 11: Mr. Lee	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 samantha.garlinge@sharemat.co.uk or Michaela.lockwood@sharemat.co.uk. **Letters to parents/carers will be sent via email rather than the postal system.**

Arbor:

The school uses Arbor to record positive and negative behaviours for each student. We expect every parent to check the Arbor Parent portal and their emails regularly. Arbor email notifications are also used to inform parents of our same day, after school detentions. Achievement points are awarded by staff 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 the Arbor Parent Portal, including new Year 7 parents in September, if you have not got your your Arbor log in details, please contact the Administration Manager on royds.office@sharemat.co.uk. **Year 6-9 students have been issued student Arbor portal log ins and have logged in during the final week of term. Y10 students will receive these in September.**

Homework:

The school will also be using Arbor to set homework from September. Students and parents will be able to see homework set and when the homework must be completed by. It is crucial that students check this regularly. Further guidance for how to do this will be provided to students and parents/carers 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 samantha.garlinge@sharemat.co.uk or Michaela.lockwood@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.

Student planners:

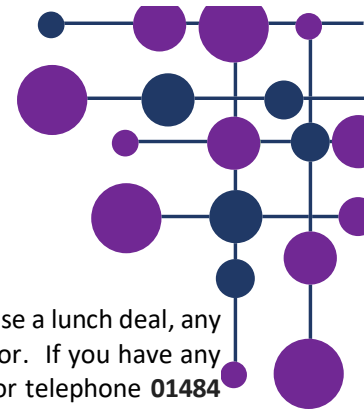
The student planner is an important form of home- school communication at Royds Hall. It also contains a range of important information about the school policies, careers, wellbeing and mental health and Attitude to Learning grade criteria. Students use their planner to record their attendance, punctuality and positive and negative behaviour points, complete work in form time and log homework details. 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 5th September 2024.**

Arbor 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 Arbor Pay account is kept in credit. If your child



is eligible for Free school meals, their Arbor 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 Arbor Pay, please contact the school reception on 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 and is checked by staff every day, including throughout the holidays. Students can also report concerns for themselves or peers on our website [Royds Hall, A SHARE Academy - Tell us something or report an incident](#) at 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](#)

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 [Royds Hall, A SHARE Academy - Uniform & Equipment](#). and in the student planner. Equipment will be checked by form tutors every morning and parents/carers will be made aware if their child arrives without the correct equipment

Uniform:

We expect our students to present themselves dressed appropriately for the working day, in correct school uniform. Details of our uniform expectations are available on the school website [Royds Hall, A SHARE Academy - Uniform & Equipment](#) and in the student planner.

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.

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 Arbor Pay only. Replacement keys cost £3. Locker keys are available to be collected from Student Services, once payment has been made via Arbor 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. Further details are available on our website.

As we have a student with a severe airborne nut allergy, all staff and students are not permitted to bring any items into school which contain any nuts. This includes ingredients for Food Technology lessons.



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 with 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. Please see our website for more details about our behaviour system and detentions.

Mobile Phones and Smart watches:

Please see [Royds Hall, A SHARE Academy - Uniform & Equipment](#) for more information on our policy on mobile phones.

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

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. Further details are on our website

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
Associate Headteacher