

"Turn up on time, every day. Be prepared, nice to people and work hard!

It's not rocket science is it?"



MOTIVATED
RESPECTFUL
SUCCESSFUL



The school day

Admission to School	8.15am
Registration + Tutor Time	8.30 - 9.00
Period 1	9.00 - 10.00
Period 2	10.00 - 11.00
Break	11.00 - 11.20
Period 3	11.20 - 12.20
Period 4	12.20 - 1.20
Lunch	1.20 - 2.00
Period 5	2.00 - 3.00
Tutor time	3.00 - 3.10

Punctuality is a life skill and employers/university will ask the school about attendance and punctuality.

Work out what time they need to get up in the morning to get into school on time.

Access to the school site is from 8.15 (although the canteen is open from 7.45 for breakfast. If students choose to access this facility they must remain there until 8.15 when the rest of the site is open).

If you are bringing your child by car please do not drive onto the school site.

Students need to be on the A block playground when the first bell goes at 8.25 and line up in their tutor groups for the first few weeks.

School finishes at 3.10pm – if you are meeting your child arrange with them before hand which exit gate – we usually recommend the one nearest the bike sheds (nearest the rugby club)



Morning routines – tutor time

- Access to school is from 8.15
- Every morning students are expected to line up in their tutor group on the A block playground at 8.25 when the warning bell rings.
- The tutor/member of staff will escort them to their tutor base.
- The above will only be done for the first half term to establish positive routines.
- Mobile phones (if they have one) will be taken in and stored securely for the day in safes – they must be turned off.
- The tutor will check that their tutees have come prepared for the day – checking uniform, making sure they are equipped and go through the Daily News.
- Depending on the day there may be an assembly or an activity to do.



Attendance

If your child is unwell telephone the school on (01234) 290200 and leave a message on the Absence Hotline. Please aim to do this in the morning.

Every day counts!

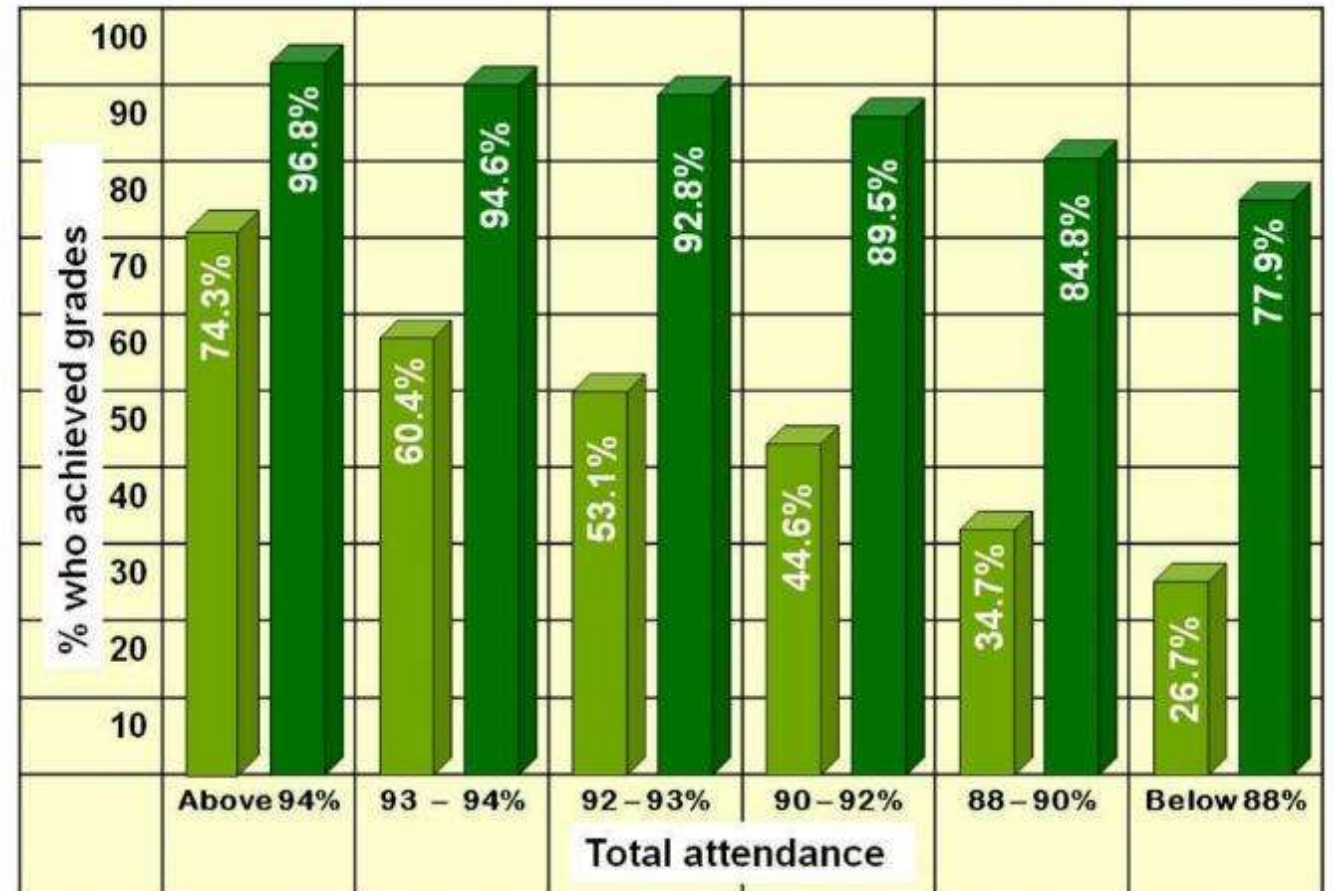
Every lesson counts!

Attendance is a major factor in achievement in exams

It is one of the main factors employers will look at when applying for a job.

95% attendance is a maximum of 3 days off per term so you must only stay home if you are really ill.

GCSE achievements for Year 11 by total attendance %



5+ 9-1 grades



5+ 9-4 grades

Supporting your child in those first few weeks

The first few weeks will probably be the most worrying for your child. Supporting them by alleviating concerns will really help. We want them to develop resilience and to become more independent but it may take some a bit more time than others.

Encourage them to join extra-curricular clubs on offer (this will be communicated as soon as we start in September and is on our website). This is a great way to meet new friends who have similar interests.

They will be very tired in the first few weeks – try to establish good bedtime routines before they start in September and keep them going.

There will be an opportunity to meet with the tutor in October so we can make sure everything has started positively and address any concerns (if there are any)

In September you and your child will be given access to ‘classcharts’. Parent/carers will also be given details on parent pay (for paying for trips/school dinners etc) which will also be used for paying for school dinners (if you would like to).

Classcharts

This will give you access to:

- Timetable
- Homework
- Reward points
- Any sanctions

The school will also use this platform to send announcements so please monitor regularly.

The image displays the ClassCharts platform interface across multiple devices and views:

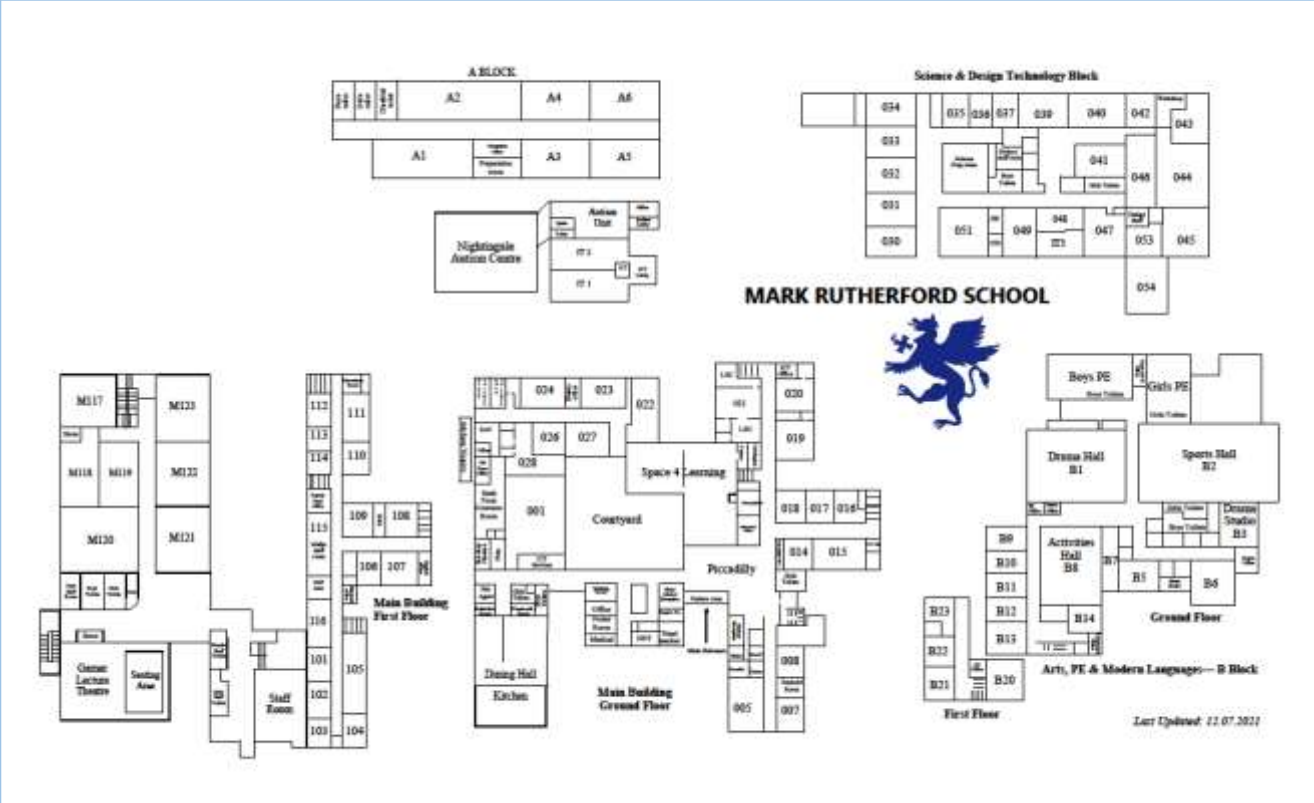
- Smartphone View:** Shows a 'HOMEWORK' section with a 'REWARDS' tab. It lists items like 'Renewable Energy' (Science, due May 6, 2018), 'Macbeth Review' (English Literature, due May 12, 2018), and 'Revise for Maths Test' (Maths, due May 14, 2018).
- Desktop View (Top):** Shows a 'High School' timetable for the week of May 7-13, 2018, with columns for each day and rows for different classes.
- Desktop View (Middle):** A navigation menu with 'Parent account' highlighted in a red box. Other options include 'Print', 'Pupil account', 'BEHAVIOUR', 'ATTENDANCE', 'HOMEWORK', 'ACTIVITY', and 'CLASSES'.
- Desktop View (Bottom):** A 'Behaviour' report page. It features a 'Behaviour score breakdown' donut chart and a 'Weekly Behaviour Breakdown' line chart. The donut chart shows categories like 'Hide me! -2', 'Caring +1', 'Kindness +1', 'Perseverance +1', 'Good progress +2', 'Reading +2', 'On task +3', and 'Detention -3'. The line chart shows 'Behaviour points' (Positive in green, Negative in red) and 'Ratio' (blue line) over a period from 14/5/2018 to 18/6/2018.



Having a copy of their timetable and checking with them (especially until they can manage themselves) that they have what they need for the following day ready the evening before will mean a less stressful morning. We have a 2 week timetable so it is important they know which week they are on.

	1Mon	1Tue	1Wed	1Thu	1Fri	
1	Humanities AMN 022	Modern Languages ARO B10	Science AS 039	Art LLD B21	Art LLD B21	← Subject
2	Humanities OB A4	English LE 017	Mathematics AMO 113	English LE 017	English JMR 026	← Room
3	Science NB A1	Science AS 039	Design Technolog SJS 043	Physical Educ LTR Field 2	Design Technolog DC 051	← Teacher
4	Mathematics AMO 113	Computing VM 111	Humanities OB A4	Computing VM 111	Physical Educ LTR Field 2	
5	Modern Languages ARO B10	Humanities AMN 022	English LE 017	Humanities AMN 022	English LE 017	

They will get lost in the first few days/weeks but will quickly find their way around with lots of staff and students around to help them. Reassure them that this is expected and they won't get into trouble for being late (in the first couple of weeks)



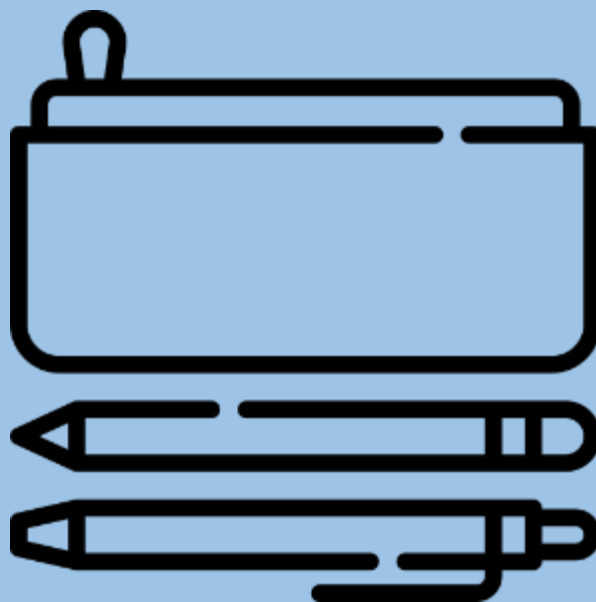


The basics for every day

Uniform



Equipment



School bag





School uniform: Please label everything!

Encourage them to get their uniform ready the night before
Know the school rules about uniform and **do not accept their word that it has changed. Any changes to uniform policy will be communicated to parents**

Black plain skirt	It has to be knee length. No lycra, contour. Plain black opaque tights in the winter or plain, non-branded black or white ankle socks in the summer.
Black trousers	No jeans, leggings, jegging, cropped, jogging bottoms, cargo
Sky Blue polo shirt with blue logo	To be worn all year round.
Black V-neck jumper with the school logo	Jumpers to be worn traveling to and from school and between lessons. The Jumper is compulsory unless the school emails parents in case of warm weather.
Black shoes	These must be suitable for school (trainers may only be worn for PE), no plimsolls or trainers look like shoes
Coat	We would expect all students to wear a coat outside when the weather is cold. Coats do not need to be purchased from our suppliers No hoodies/sports sweatshirts/zipped sports top to be brought on to and/or worn on school site.



Equipment – needed for every day

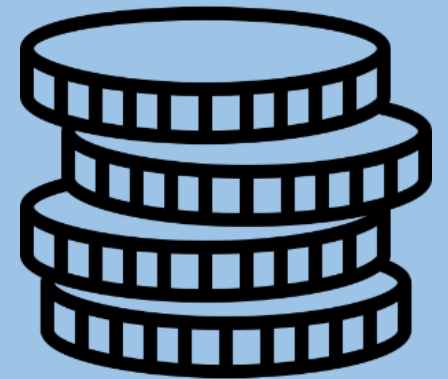
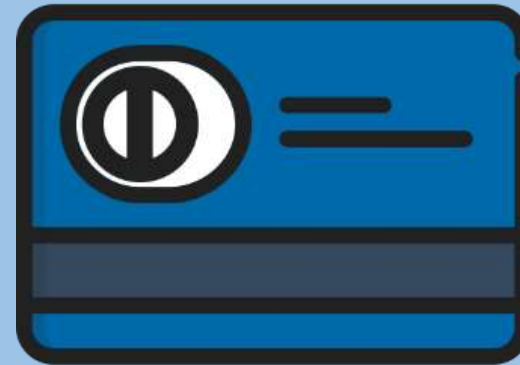
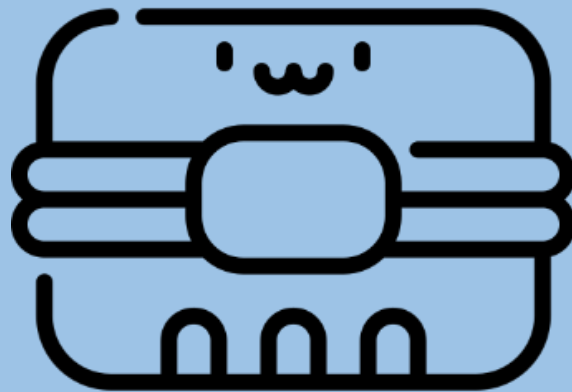
- Pens
- Pencils
- Rubber
- Ruler
- Highlighter pen
- Glue stick
- Calculator (essential for all maths lessons – also a protractor)
- A sturdy bag, suitable for carrying books and equipment – not a handbag
- Reading book

- This is a **minimum** that each student will require for their daily work.

- Specialist equipment for practical lessons (eg PE kit or ingredients for food technology lessons) should be brought to school on the appropriate day as required.

Lunchtime: Students can either bring in a packed lunch or buy food from the canteen (or both). The canteen is open in the morning, break and lunchtime and serves a variety of snacks and meals from sandwiches to jacket potatoes and hot meals. Our menu is on the school website and is updated regularly. Prices will vary but the current price for a main meal is £2.75. Students can eat lunch in the canteen and some food they are able to take outside to eat on the picnic tables in the A block playground or grass area. Packed lunches may be eaten in the canteen (although sometimes priority may have be given to students with hot meals).

Students can pay using biometrics (new for September), contactless card or with cash.





Who do you go to if you have concerns

- Students and parents first point of contact is the tutor. If they cannot deal with the problem they will forward to the relevant member of staff.
- Tutors teach a significant proportion of the time so are unlikely to be able to be contactable by phone – our preferred method of contact is via email but please allow up to 48 hours for a reply.
- If necessary the Head of Year Miss Bradley or assistant Head of Year Miss Larsson may also need to become involved



We are a partnership. We all want what is best for your child.

Students must be respectful to members of staff and peers

Good behaviour will be rewarded

We also want your child to aspire to be the best they can be and to challenge themselves





**Hard Work
Beats Talent
When Talent
Doesn't Work
Hard**

- We want your child (as we're sure you also do) to strive for excellence in everything they do
- We want them to get involved in the life of the school. Joining extra curricular clubs is a great way to make new friends with the same interests as them. Encourage them to get involved – the timetable of activities is on our website and will be advertised in tutor bases.

Extra curricular/trips

There are lots of opportunities for students to take part in a wide variety of extra curricular and trips which will be advertised throughout the year and on our website.

The music department will shortly be sending you information about peripatetic lessons which students can either continue from their primary school or may want to take up something – eg drumming, guitar or singing.



Yr 7 Blue Peris



Music tour – range of year groups



Yr 7
Pantomime
trip



Rewards for positive behaviours



- Students will be rewarded regularly for positive behaviours in lessons and around the school. Reward points will be based on our core values of Motivated, Respectful and Successful.
- The number of points can be monitored by students and parents on classcharts.
- The students with the most amount of points will be recognised in assemblies, invited on extra reward trips and tutor groups with the most also regularly have 'pizza Friday'.

To demonstrate that I am motivated, I need...



**MOTIVATED
RESPECTFUL
SUCCESSFUL**

To be organised:

I will...

- Attend on time and be consistently punctual
- Wear the correct uniform
- Have the correct equipment
- Complete homework on time
- Catch up on any missed work

To be an Inquisitive learner:

I will...

- Ask questions to support my learning
- Read about and research into topics I am learning
- Show initiative in learning
- Have strong independent learning skills

To be Resilient:

I will...

- Respond positively to feedback
- Try hard when things are difficult
- Believe in myself

To be ambitious:

I will...

- Follow presentation expectations in my work
- Engage in extra-curricular clubs
- Complete challenge tasks in lessons
- Have high aspirations for my future

To demonstrate that I am respectful, I need...



**MOTIVATED
RESPECTFUL
SUCCESSFUL**

To respect myself:

I will...

- Make first impressions count
- Engage with positive influences
- Know my worth
- Learn from my mistakes
- Set personal boundaries
- Manage my emotions
- Be self-disciplined
- Do the right thing

To respect others:

I will...

- Interact with others politely
- Address staff with Sir or Miss
- Follow school rules consistently
- Respond immediately to staff instructions
- Celebrate each other's successes
- Respect others personal boundaries
- Respect our differences
- Listen respectfully to the views of others
- Be helpful and supportive

To respect my school:

I will...

- Leave classrooms tidy
- Pick up litter
- Report any damages
- Speak at an appropriate volume
- Adhere to up and down staircases
- Walk on the left
- Not sit on tables or lean back on chairs
- Represent our school positively in the local community

To demonstrate that I am
successful, I need...



**MOTIVATED
RESPECTFUL
SUCCESSFUL**

To be a positive role model:

I will...

- Follow school rules
- Become a student leader
- Volunteer at school events
- Earn rewards and recognition

To represent the school positively:

I will...

- Engage in extra-curricular opportunities
- Take part in school events
- Wear my school uniform with pride
- Welcome visitors to the school

To achieve to the best of my ability:

I will...

- Work hard to achieve and exceed my target grades
- Produce work, that I am proud of

**To be prepared for life beyond Mark
Rutherford:**

I will...

- Attend information evenings
- Attend parents' evenings
- Proactively engage with careers advice/information
- Take part in transition events



Collective responsibility: the reputation of our school depends on all of our students

As soon as they put on their uniform and are outside of the house they are a Mark Rutherford student

We expect them to behave courteously, with care and consideration in school and in the outside community.

On their way to school, on the way home, during extra-curricular activities (lunch, after-school, sports, school trips etc), we expect them to be an ambassador for the school at all times.

However students can sometimes make mistakes.

Students will not get into trouble in the first few weeks if they are late to lessons as they are still finding their way around and staff will make some allowances as they are settling in.

However we expect all students to be making the right choices to allow themselves and the others around them to be able to learn and achieve.

Our behaviour policy (on website and reviewed regularly) has an escalation of sanctions depending on the behaviour – for example.



All sanctions are recorded on classcharts and the tutor will monitor and if necessary contact the parent/carer to discuss if there are concerns/behaviour does not improve.

Last but not least

Staff at the presentation will be available to answer any questions you may still have in the SP4L – please come and have some drinks and food before you go.

Some of the school governors will also be there and are looking for more parents to support.

We look forward to working with you over these next 5-7 years to support your child in being as successful as we possibly can.