

# THE ROYAL HARBOUR ACADEMY

Parent Handbook  
2024

*'A proud community built upon success,  
high aspirations and a global outlook.'*

# WELCOME

Dear Parents and Carers

Thank you for choosing The Royal Harbour Academy as your child's secondary school.

We are an inclusive, all ability school where our staff have high expectations and are committed to ensuring that your children are happy and successful in their time with us.

I am sure that this evening's presentations will answer many questions about your child starting with us in September but do please contact us if you need any more guidance or information.

Your sincerely



Simon Pullen  
Headteacher

## Contact Details



<b>Address</b>	Royal Harbour Academy Lower School: Newlands Lane Ramsgate Kent CT12 6RH  Royal Harbour Academy Upper School: Marlowe Way Ramsgate Kent CT12 6FA
<b>Telephone Number</b>	01843 572 500
<b>Email</b>	<a href="mailto:office@rha.kent.sch.uk">office@rha.kent.sch.uk</a>
<b>Website</b>	<a href="http://www.rha.kent.sch.uk">www.rha.kent.sch.uk</a>

# SENIOR LEADERSHIP TEAM

**Headteacher**

Mr S Pullen

**Assistant Headteacher (Learning and Teaching)**

Mrs D Bradford

**Assistant Headteacher (Data and Reports)**

Mr A Cox

**Assistant Headteacher (SENCO)**

Mr K Lasslett

**Assistant Headteacher (Attitudes and Conduct)**

Mrs J Luxmoore

**Assistant Headteacher (Sixth Form and IB)**

Mr J Stoner

**Assistant Headteacher (Personal Development and Aspiration)**

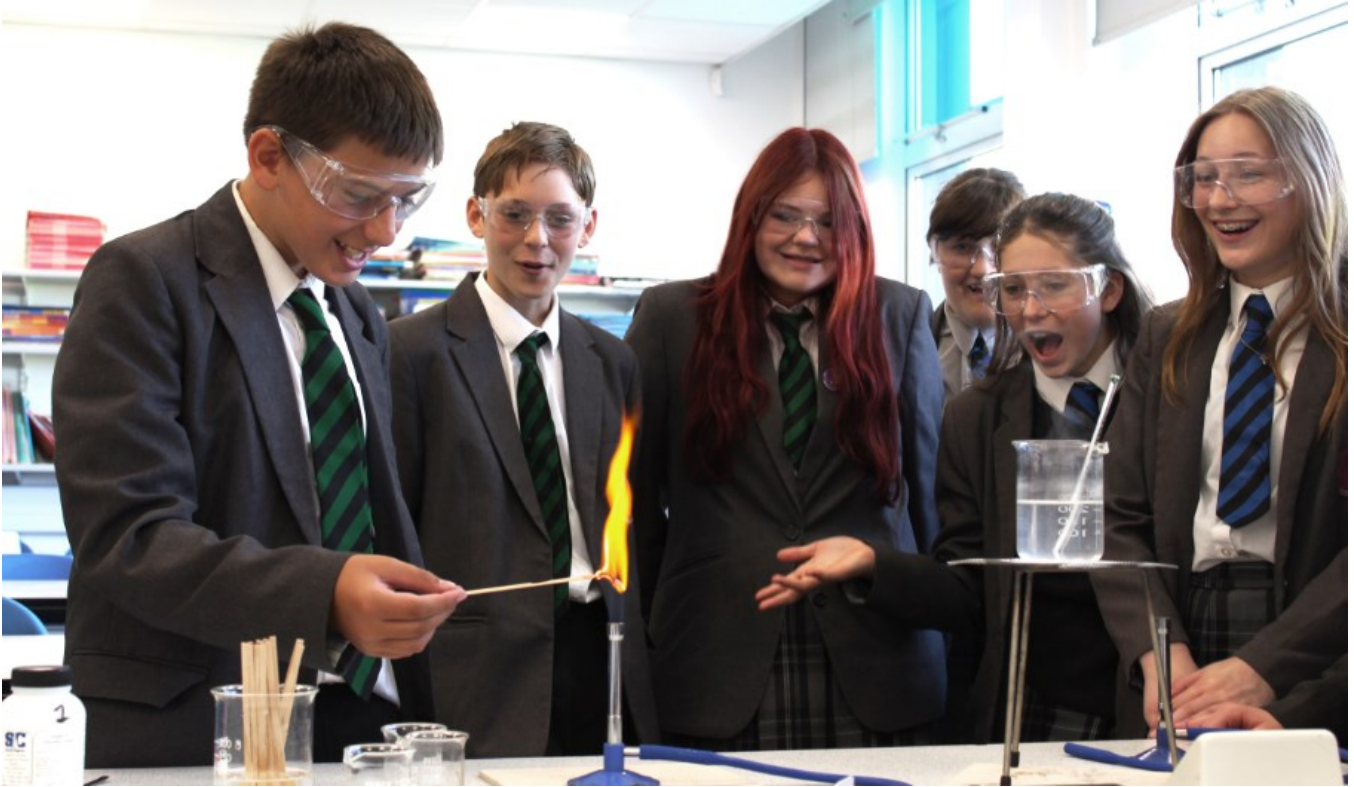
Mr S Wall

**Designated Safeguarding Lead**

Mr R Sancto



# Y7 ORGANISATION



Each year group is overseen by a Head of Year and Assistant Head of Year responsible for academic tracking and progress. All students are assigned a Form Tutor who will be your main point of contact at the school.

All students will have an assembly or form group meeting every day.

# CURRICULUM AND LEARNING

The school has an innovative approach to teaching students in both Years 7 and 8, modelled on the structure used in primary schools.

Our successful Year 7 curriculum is divided into two main areas, which means your son or daughter will only have two teachers for the majority of their time in Year 7. English, History and Religious Education are taught by one teacher and have a strong focus on developing literacy. Mathematics, Science and Geography are taught by another teacher and along with literacy development have an additional focus on numeracy.

The teams are all made up of subject specialists and just like in the primary school, they plan together to deliver outstanding lessons.

The creative and technical subjects such as Design Technology, Food Technology, Art and Physical Education are all taught in specialist facilities.

# THE SCHOOL DAY

## Lower Site Timings of the School Day

08:40 - 08:50	Check in
08:50 - 09:50	Period 1
09:50 - 10:50	Period 2
10:50 - 11:10	Break
11:10 - 12:10	Period 3
12:10 - 13:10	Period 4
13:10 - 13:45	Lunch
13:45 - 14:45	Period 5
14:45 - 15:15	Independent Learning

**Breakfast Club: FREE breakfast is available for all students, Monday to Friday, 8.00 – 8.40**

Students will be issued with their personal timetable on their first day of school.  
*Your son or daughter should arrive at school by 8.35am but not before 8.00am.*

# HOMEWORK

At The Royal Harbour Academy we believe that one very important aspect of growing into a successful, confident learner is the ability to work independently. We also appreciate the pressures that modern life brings, which can pose barriers to students being able to complete homework at home. That is why we have incorporated a supported independent learning session into the school day, where every student will have access to support from their tutor to complete independent learning tasks that have been set by their subject teachers. The purpose of independent learning tasks is for students to either consolidate learning or to prepare for upcoming tasks.

# ASSESSMENT AND REPORTING

Each year you will receive a number of reports, which will provide you with information about how your son or daughter is doing in school. You will receive 2 progress reports, an annual summative report and have a parent consultation meeting. Of course, if you have any questions around the progress of your child, then you can contact your child's tutor at any point.

# REWARDS

At The Royal Harbour Academy students are rewarded for their hard work and effort within subjects and extra-curricular involvement. Students are able to earn achievement points awarded by their teachers, which can be spent at our reward shop. Regular reward assemblies are held to celebrate success with certificates and prizes given out. During the year reward trips are also offered for those students who maintain good effort and behaviour throughout the year.

# SCHOOL ETHOS

The Royal Harbour Academy is passionate about ensuring all students are ready for all aspects of life and value their learning experiences. We work hard as a school community to ensure our students are honourable and doing the right thing, even when no one is watching. Both of these aspects are supported by students developing their aspirations, wanting the best for themselves and knowing they have value in the world. We pride ourselves on our student ethos and ask our students to take pride in themselves.

# COMMUNICATION

The majority of our school to parent communication is done through Class Charts. Class Charts is an online system and App which has a wide range of functions that we can use to communicate your child's progress with you.

We will use Class Charts to communicate the following:

- Behaviour for learning and achievement
- Attendance and absence
- Report Cards
- School letters
- Other important notices

*You will receive further information about how to download and set up your account in September.*



# SCHOOL GATEWAY

This is our payment system for making payments to the school, for example, for trips and school dinners. You will receive more information about how to set this up in September.

Schoolgateway

# ATTENDANCE AND PUNCTUALITY

A whole year has 365 days; a school year has 190 days. That leaves 175 days to spend on family time, visits, holidays, shopping and other appointments.							
No Absence	6 days absence	8 days absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	184 days of education	182 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
Very Good		Good		Worrying		Serious Concern	

## How can parents help?

- ✓ Establish a good routine in the morning and evenings so your child is prepared for the school day ahead.
- ✓ Ensure your child arrives at school on time—not late.
- ✓ Try to arrange dental and medical appointments outside school hours.
- ✓ Always inform the school if your child is absent due to illness
- ✓ Take family holidays outside term time.
- ✓ Talk to your child about school and take an interest in their school and homework.
- ✓ Attend all parents' evenings and school events where possible.
- ✓ Praise and reward your child's achievements at school.
- ✓ Discuss any problems or difficulties with the school—staff are there to help.

## Did you know?

**If a student only has 90% attendance for Years 7-11, by the end of Year 11 they will have missed half a year of school!**

If a student is absent from school, parents or carers are asked to telephone the school, email [attendance@rha.kent.sch.uk](mailto:attendance@rha.kent.sch.uk), or report the absence on Class Charts by 8.30am, so that staff are aware of the circumstances. The school will send an automated call to find out why a student is absent if notification has not been received from home or if you haven't spoken to the school. It is paramount that all reasons for absences are reported to the school (either by phone, email or through Class Charts). If we do not have a reason for your child's absence, this will be recorded as 'unauthorised', which could result in a penalty notice.

Parents are asked to note the school holiday dates and to arrange family holidays within these periods. In line with government instructions, the school will not authorise holidays in term time. A list of school holiday dates can be found at the back of this booklet.

If a student needs to attend a family event such as a wedding or funeral, a note should be given to the Form Tutor prior to the event so that this can be logged in the register as an authorised absence. If you need to collect your child from school during the school day, please do let the office know.

# LATENESS

Students arriving late in the morning (after 8.40am) will be asked to sign in at Student Services. Students arriving late without a valid reason will be required to make up lost learning time. Students who are persistently late without a good reason may be detained after school, during lunch breaks or break times to make up for the lesson times missed.

# MEDICAL APPOINTMENTS

Wherever possible all appointments should be made outside school hours. However sometimes we know this is not possible. In these circumstances, a note should be brought from home. At the appropriate time the student will bring the note to Student Services where he or she will sign out. On return to school after the appointment, the student must sign back in at Student Services. The majority of appointments should only necessitate a student missing part of the school day.

# SUPPORTING YOUR CHILD

Mr Lasslett is the school's SENCO, he deals with all our students who have Special Educational Needs. If you feel your son or daughter has any particular special educational needs then please do contact him.





# SCHOOL UNIFORM

Uniform can be purchased from The Schoolwear Centre:

Weston Dairies, 56 Addington Street, Margate, CT9 1QS / Tel: 01843 293555 / E:sales@schoolshop.uk.net

Please note that the school tie colour for the Year 7 2024 intake is **red**.

Students then keep the same tie for the duration of their time at RHA.

We are proud of our school and we expect all students to wear the full school uniform including to and from school. Jewellery may not be worn with the exception that students with pierced ears may wear one small pair of studs, and hair should only be a natural hair colour if dyed.

If a student comes to school not wearing the correct uniform as outlined on the uniform list, parents or carers will be contacted and they may be sent home to change.

Please see enclosed the uniform list for uniform expectations.



## Girls

### Available from Schoolwear Centre

Grey blazer with school badge  
Black v-neck pullover with school badge (optional)  
Tie (Y7 2024 – Red)  
School skirt  
School trousers

### To purchase elsewhere

White blouse suitable for wearing a tie  
Black / white socks or black plain tights  
Black shoes or black training shoes

### PE Kit

#### Available from Schoolwear Centre

Black games shorts (optional)  
Black tracksuit bottoms (optional)  
Black and burgundy sports t-shirt  
Black and burgundy games sweatshirt  
Burgundy games socks

### To purchase elsewhere

Black games shorts  
Black tracksuit bottoms

## Boys

### Available from Schoolwear Centre

Grey Blazer with school badge  
Black v-neck pullover with school badge (optional)  
Tie (Y7 2024 – Red)

### To purchase elsewhere

Black trousers – school type  
White shirt suitable for wearing a tie  
Black / grey socks  
Black shoes or black training shoes

### PE Kit

#### Available from Schoolwear Centre

Black games shorts (optional)  
Black tracksuit bottoms (optional)  
Black and burgundy sports t-shirt  
Black and burgundy games sweatshirt  
Burgundy games socks

### To purchase elsewhere

Black games shorts  
Black tracksuit bottoms

# PERSONAL PROPERTY

Would parents please note that all items should be clearly labelled. Students should not bring in large sums of money or expensive items of equipment. The Governing Body cannot accept responsibility for any loss or damage to any personal property including mobile phones.

## MOBILE PHONES

We appreciate the importance of using mobile phones for you to communicate with your son or daughter but we ask that they are switched off and in your child's bag during the school day - mobile phones should never be seen, heard or used in school, including social times. We believe this helps students to form friendship groups and to help with their personal development. Please note that along with other valuable items, the school is unable to take responsibility for personal property. Please consult the school's policy regarding phones for more information.

## OTHER EQUIPMENT

Students are expected to come to school with the correct equipment so they have the best opportunities to learn.

All students are asked to have the following items available in their school bag as a minimum:

- Pencil case
- Berol writing pen (blue only)
- Pencil
- Eraser
- Ruler
- Pencil sharpener

We would also recommend students have the following:

- Coloured pencils
- Glue stick
- Casio scientific calculator and geometry set (optional)
- A pocket dictionary
- A food container to carry cooking home. (*Tupperware or ice cream tubs are ideal*)

A good strong bag to carry everything in is essential.

## LOCKERS

Lockers are available for students; students should bring in their own padlocks when they start in September, and they will be issued with a locker by their form tutor.

# BICYCLES

Students may cycle to school. It is recommended that parents and carers check the safety of their child's bicycle before they are brought to school. For safety reasons we recommend that a helmet be worn. A suitable locking device will be required and bicycles that are left at school will be at the owner's risk. Students must walk with their bicycle on the school roadway to avoid risk to pedestrians. We also recommend that your child has passed their cycling proficiency test. There is a large covered bicycle shed at the school. Along with other valuables, the school is unable to take responsibility for bicycles brought into school.

# BREAKFAST CLUB

Breakfast club runs in the school canteen every morning from 8.00am to 8.40am. This is free to every student offering a range of breakfast food.

Through this service we are able to provide students a stress-free morning which contributes to a positive start of the day. This service also provides time for parents and carers who may need that extra time before they start work.



# BREAK & LUNCH

The cafe is open at break and lunchtimes. Snacks can be purchased during these times. If a packed lunch is brought from home, duty staff will instruct students where to eat their meals. We work hard to ensure our meals and snacks are as healthy as possible, and the food is of good quality and popular with staff and students alike. Students are expected to be responsible members of the school and clear their litter and place it in a bin.

If your son or daughter has forgotten or lost their lunch money they should go to Student Services. They will contact home with a request that money is transferred via 'school gateway' or a lunch is brought in and left at the school office. If no one is available we will not let your child go hungry and we will provide them with a lunch.

The cafe serves nutritional and well balanced meals.

# FREE SCHOOL MEALS

Please check eligibility for free school meals by visiting the following website:  
[www.kent.gov.uk/education-andchildren/schools/free-school-meals](http://www.kent.gov.uk/education-andchildren/schools/free-school-meals)

It is extremely important that parents or carers make a claim, even if it is uncertain whether or not the application will be approved. Not only will your child receive a free meal, but we will also receive a higher level of funding, meaning more resources in school that will enhance your child's education.

If you have any questions or queries regarding Free School Meals, then please contact the school office.

# SAFEGUARDING

*'The care and concern that staff demonstrate for student's day in, day out. Pupils speak extremely positively about the way there is always someone looking out for them. This helps them to feel safe.'*

*'Pupils are confident that staff will listen to them and take them seriously if they have any worries. They learn about how to identify risk and keep themselves safe, including online and in the local community.'*

*-OFSTED*

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safeguarding goes beyond the contributions made to child protection in relation to individual children. Our objective is to provide a safe environment for all young people to learn and reach their full potential. If you require further emotional or pastoral support for your child then don't hesitate to contact their Head of Year or one of the safeguarding team.

## MENTAL HEALTH & WELL-BEING

The Royal Harbour Academy is committed to promoting and supporting good mental health and wellbeing for all students and staff. Our aim is for each member of the school to be able to play a positive part in the school community, meeting challenges with resilience and working towards reaching their own potential. To facilitate this, we offer a range of support, education and opportunities.

- The pastoral team includes Tutors, Heads of Year, Assistant Head of Year, the Special Educational Needs team, Counsellors and the Safeguarding Team, all of whom proactively support students.
- The school has raising awareness events, such as Mental Health Day, along with continual staff training around mental health and well-being. Our PSHE programme develops strategies to support good mental health.
- We have a designated well-being room on both sites giving students the opportunity to discuss their concerns confidentially and in a relaxed setting.
- At RHA we work closely with the Emotional Wellbeing Team (EWT) to provide optimal well-being and mental health support for our students. The EWT work with targeted students 1-1 and in small groups and they also deliver some whole class workshops.

For additional information and support please see our website -

<https://www.rha.kent.sch.uk/safeguarding-and-welfare/parents-and-carers/>

# MEDICATION, SICKNESS, INJURY

Please do let us know if your child has a specific medical condition which we need to know about. If a child needs to take prescribed medicine whilst in school this should clearly be labelled and given to the main school office where it will be stored in the medical room and suitable arrangements made for the medicine to be administered at the appropriate time.

If your son or daughter is unwell, he or she should report to the First Aid room at break time or lunch time. Parents will be informed if necessary. First-Aiders are **not** permitted to give out any medication **unless** they are sent in from home with a completed parental permission form. The medication must be in its original packaging with your child's name and correct dosage on it.

If a child gets injured at school, one of a team of qualified first aiders will check the injury and administer the appropriate first-aid. If further medical treatment is needed, parents will be contacted to collect their son or daughter and take them to either hospital or a doctor. If the injury is serious, sometimes as a precaution an ambulance will be called. Students sent to hospital will always be accompanied by a member of staff if a parent or carer cannot be contacted immediately.

It is vitally important that we have up to date contact numbers and email addresses in case of an emergency or school closure. Please ensure you have completed the necessary forms and inform us of any change of details.

# LOST PROPERTY

All property must be marked with your son or daughter's full name. Students are responsible for their own property. The school can accept no responsibility for loss or damage to personal possessions. Students are advised not to bring items of value to school. Valuables such as watches can be left with the teacher in charge during PE lessons for safekeeping. All lost property is kept at Student Services for one term. Items that are named will be returned to their owner.

# STUDENT VOICE

The Royal Harbour Academy encourages all students to take a full part in the life of the school and give them a focus for constructive discussion about ways in which they can make a positive contribution to the improvement of the school.

The Student Voice group reports to the Senior Leadership Team and all students are encouraged to discuss any issues with their Student Voice representatives during their mentoring times and house assemblies.



# YOU CAN HELP YOUR CHILD BY:

1. Checking they have the right equipment.
2. Encouraging them to pack their school bag the night before.
3. Checking that they are wearing the correct uniform and are not wearing make up or jewellery other than what is allowed.
4. Making sure they leave home in plenty of time to get to school.
5. Encouraging them to tell the relevant teacher or their Form Tutor if they have problems understanding the homework or any other aspect of school life.

## COMPLAINTS

We hope you rarely have a reason to complain – but we welcome comments to improve. The most effective way to try to resolve the matter is speaking to the school to get the full picture of the events. The Form Tutor should be the first line of contact.

If the issue is then not resolved please contact the Head of Year who may pass you on to the Senior Leadership Team if it is felt appropriate. If you are still not satisfied with the outcome, please contact the Headteacher.

Please feel free to contact us if a problem arises, but please do also tell us about successes – we love to hear the good news too!

## TERM DATES 2024-25

**Monday 2nd September**

Tuesday 3rd September

Wednesday 4th September – Friday 25th October

**Monday 28th October – Friday 1st November**

Monday 4th November – Friday 20th December

**Monday 25th November**

**Monday 23rd December – Friday 3rd January**

**Monday 6th January**

Tuesday 7th January – Thursday 13th February

**Friday 14th February**

**Monday 17th February – Friday 21st February**

Monday 24th February – Friday 4th April

**Monday 7th April – Monday 21st April**

Tuesday 22nd April – Friday 23rd May

**Monday 5th May**

**Monday 26th May – Friday 30th May**

Monday 2nd June – Tuesday 22nd July

**Friday 27th June**

- **INSET Day**

- **First Day for Year 7 only**

- Term 1

- **Holiday**

- Term 2

- **INSET Day**

- **Holiday**

- **INSET Day (Y7 only)**

- Term 3

- **INSET Day**

- **Holiday**

- Term 4

- **Holiday**

- Term 5

- **Bank Holiday**

- **Holiday**

- Term 6

- **INSET Day**

*(Please note that the INSET Days are provisional, so could be subject to change)*