

THE ROYAL HARBOUR ACADEMY

Parent Handbook

*'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 during their time with us.

Part of helping your son or daughter to succeed at The Royal Harbour Academy is through partnership between ourselves and you as parents, and my staff and I look forward to meeting you as soon as possible.

We hope this handbook provides you with the information you need about your child joining our school, but do please contact us if you need any more guidance or information.

Your sincerely



Simon Pullen
Headteacher

Contact Details



Address	Royal Harbour Academy Lower School: Newlands Lane Ramsgate Kent CT12 6RH Royal Harbour Academy Upper School: Marlowe Way Ramsgate Kent CT12 6FA
Telephone Number	01843 572 500
Email	office@rha.kent.sch.uk
Website	www.rha.kent.sch.uk

SENIOR LEADERSHIP TEAM

Headteacher

Assistant Headteacher / Head of Lower Site

Assistant Headteacher / Head of Upper Site

Assistant Headteacher

Assistant Headteacher

Assistant Headteacher

Assistant Headteacher

Designated Safeguarding Lead

Mr S Pullen

Mr K Lasslett

Mr S Wall

Mrs J Luxmoore

Mrs D Bradford

Mr A Cox

Mr J Stoner

Mr R Sancto

HEADS OF YEAR

Year 7

Year 8

Year 9

Year 10

Year 11

Sixth Form

Miss M Smith

Mrs K Cross

Mr G Watkins

Mr D Cater

Mrs C Tidy

Mr J Stoner

Each year group is overseen by a Head of Year responsible for pastoral support, academic tracking and progress. Additionally we run a house system for extra-curricular activities and competitions. 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.



Lower Site



Upper Site

CURRICULUM AND LEARNING

Lower Site:

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 and 8 curriculum is divided into two main areas, which means your son or daughter will only have two teachers for the majority of their time at the Lower Site. 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 rooms on a Tuesday and Thursday morning.

Year 9 Curriculum:

The Year 9 curriculum has been designed in a bespoke way that continues to encompass and embed the skills learnt at the Lower Site whilst also transforming and furthering these skills to merge with those required for success at Key Stage 4. This includes the use of the Talk for Writing strategy and guided reading being utilised throughout the Year 9 curriculum ensuring that literacy skills remain a key focus in all subject areas, as the year progresses these skills begin to be reshaped and reformed to better suit and support the Key Stage 4 curriculum and preparing our students for responding to examination style questions. This not only aids the way in which the students are able to transition seamlessly from the Lower Site to the Upper Site but also piques their interest in new topics and engages them from the outset as the lessons are tailored to be familiar to them – meaning the only major change they have to adapt to is their physical surroundings.

In Year 9 there are 3 class groups that follow a similar model to the Lower Site by having one core teacher for the English and humanities subjects. These groups are for those students that require additional support to improve their reading ages. This model allows that core teacher to have a good amount of curriculum time with those students to build strong relationships and strengthen their literacy skills.

Key Stage 4 Curriculum:

Our aim is that all students acquire the knowledge and skills needed to succeed in their public examinations, but more importantly, develop a deeper understanding and appreciation of the world around them in order to prepare them for opportunities in later life.

In Years 10 and 11, all students study Maths, English Literature, English Language and Combined Science Trilogy and one EBacc subject, plus three options from a broad range of 11 subjects. In addition, all students also study a Core PE and Citizenship programme. We strongly recommend that students study a Modern Foreign Language and Geography or History to ensure broad and balanced option choices that follow the English Baccalaureate. Throughout, students will receive help and advice concerning the opportunities available to them post-16. We have high aspirations and expectations for all students and we will make appropriate and reasonable provision for an individual's needs within the resources available.

SIXTH FORM



Key Stage 5 Curriculum:

The very essence of the IBCP encourages our students to develop crucial skills that will enable them to enter adulthood as confident, well-rounded and independent people. At The Royal Harbour Academy Sixth Form, we have taken the IB learner profile and the principles of learning to create a curriculum that is tailored to the students in front of us making it a unique experience for each year group.

The teachers we have in our Sixth Form are experts in their subject fields and have taught the IBCP for many years. Whilst imparting their expert knowledge, they also provide students with opportunities to lead discussions, activities and lessons placing them at the centre of the learning experience.

Students study two IBDP Courses, one BTEC at either Diploma or Extended Diploma level, and the IB Core. Students develop the academic strength, international perspective and research skills required for the best start at post 18, whether it be university, employment, apprenticeship or other high education opportunities.

"The Sixth Form continues to be good. Sixth Form students are ambitious and determined. They continue to do well in their studies and benefit from the well-designed programmes of study." - Ofsted 2020

"At The Royal Harbour Academy we are passionate about developing the learner as a whole through the IB learner profile and international mindedness. This qualification has opened many doors for our students and has enabled our students to develop their aspiration and successfully progress on to higher education, apprenticeships and employment." – Mr Stoner, Head of Sixth Form

THE SCHOOL DAY (LOWER SITE)

	Monday	Tuesday	Wednesday	Thursday	Friday
Tutor 8:40-9:05	Assembly	Reading	BYBS	Numeracy	Quiz
1 9:05-10:05	Maths	English	Technology	English	Maths
2 10:05-11:05	Science	Guided Reading	Drama/Music	Guided Reading	Science
Break 11:05-11:30					
3 11:30-12:30	English	Maths	English	Maths	English
4 12:30-13:30	History	Science	EP	Science	History
Lunch 13:30-14:05					
5 14:05-15:15	PE	Geography	PE	Geography	Celebration Assembly/PSHE
End of School 15:15					

Timings of the school day are outlined in this example timetable. Students will be issued with their personal timetable on their first day of school.

THE SCHOOL DAY (UPPER SITE)

08:45 – 09:10	Tutor Time
09:10 – 10:10	Period 1
10:10 – 11:10	Period 2
11:10 – 11:30	Break
11:30 – 12:30	Period 3
12:30 – 13:30	Period 4
13:30 – 14:10	Lunch
14:15 – 15:15	Period 5

FREE Breakfast Club is available at both the Lower and Upper Sites from 8:00am, Monday to Friday.

Your son or daughter should arrive at school by 8.35am but not before 8:00am.

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 3 progress reports, an annual summative report and have a parent consultation meeting.

HOMework

Homework is an important part of the curriculum and success in public examinations depends upon regular work being completed at home. The type and amount of homework will vary according to the requirement of each subject area. Students will be expected to do approximately 30 minutes per night and they can access their homework through Class Charts. Students will be shown how to access their homework and parents and carers will also have access to this information via the Class Charts app.

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. Every week, 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

At The Royal Harbour Academy we believe that everyone has the right to enjoy their learning and leisure time. Occurrences of bullying are rare and usually low-level but do unfortunately occur from time to time. The school will deal with this rigorously but it is important that we know about any bullying issues. Please get your child to report it to a member of staff. Should your child report an incident when he or she returns home, parents are asked to contact the Form Tutor or Head of Year.

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.



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
- Homework
- Report Cards
- School letters
- Other important notices

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



SCHOOL GATEWAY

Schoolgateway

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.

SUPPORTING YOUR CHILD

Mr Lasslett is the school's SENCO for the Lower Site, and Mr McFarnell is the school's SENCO for the Upper Site. They work 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 them.



ATTENDANCE AND PUNCTUALITY

Good attendance of over 97% is one of the keys to success at secondary school.

If a student is absent from school, parents or carers are asked to telephone the school, email 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 8.45am) will be asked to sign in at Student Services. Students arriving late without a valid reason will be expected to make up their time during breaks and lunchtimes. 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.

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
100%	97%	96%	95%	94%	90%	85%	80%
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.

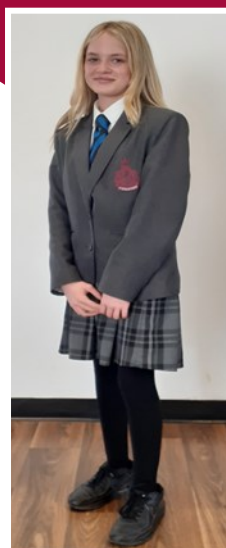
SCHOOL UNIFORM

Uniform can be purchased from The Schoolwear Centre:

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

Check with the school regarding which tie colour your child needs.

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
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

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. We believe this helps students to form friendship groups and to help with their personal development. Please note though that along with other valuable items, the school is unable to take responsibility for personal property.

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
- Pen
- Swash writing pen (blue only) - Lower Site
- 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; a payment of £2.50 will be requested in exchange for the key.

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 8.30am. 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 ARRANGEMENTS

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 their 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.

Our school operates a biometric 'cashless' catering system. Please see the additional information.

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

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.

THE SAFEGUARDING SYSTEM

'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

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, the Special Educational Needs team, Counsellors and the Safeguarding Team, who 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.

Medical Tracker is the service we use to inform parents and carers of first aid incidents and medication administration; this information is sent to parents via email notifications, so please ensure you provide the school with your correct email address.

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 with the main school office for one term. Items that are named will be returned to their owner.

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. Helping them to organise their evening to include time for homework and other interests.
6. 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 PROCEDURE

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. Please do also tell us about successes as well – we love to hear the good news too!

TERM DATES 2023-24

Friday 1st September

Monday 4th September

Monday 4th September – Friday 20th October

Monday 23rd October – Friday 27th October

Monday 30th October – Friday 15th December

Monday 18th December – Monday 1st January

Tuesday 2nd January

Wednesday 3rd January – Thursday 8th February

Friday 9th February

Monday 12th February – Friday 16th February

Monday 19th February – Thursday 28th March

Friday 29th March – Friday 12th April

Monday 15th April – Friday 24th May

Monday 6th May

Monday 27th May – Friday 31st May

Monday 3rd June – Friday 19th July

Monday 22nd July – Tuesday 23rd July

- Inset Day

- Inset Day (Y8-13)

- Term 1

- Holiday

- Term 2

- Holiday

- Inset Day (Y7)

- Term 3

- Inset Day

- Holiday

- Term 4

- Holiday

- Term 5

- Bank Holiday

- Holiday

- Term 6

- Inset Days

**Inset Days are training days for staff – students do not come into school on these days.*