



LAURUS
RYECROFT

**Year 7
Information
Booklet
2021**

**Laurus Ryecroft
Lumb Lane
Droylsden
M43 7LJ**

Telephone: 0161 507 5500 (08.00am–4.30pm Mon-Thur and 08.00am–4.00pm Fri)

Email: enquiries@laurusryecroft.org.uk

Website: www.laurusryecroft.org.uk

Contacting School

Please see below the names of staff you may need to contact at Laurus Ryecroft

Mr R Carling	Deputy Head of School/Safeguarding Lead
Miss L Pryce	Deputy Safeguarding Lead
Ms E Warrington	SEND Lead

Timings of the School Day

Students must be at school by 08.20 and can finish school at 15.15 every day except Wednesday - when students may choose to finish at 13.25 if they are not participating in electives on that day.

All students must participate in at least 2 hours of electives (extra-curricular activities) per week out of the 5 hours offered. Some parents and students may choose not to participate on a Wednesday afternoon and alternatively select to participate in electives offered after the school day on Monday, Tuesday and Thursday.

The school term dates and holidays can be found on the school website in the Parents & Carers section.

Key Staff Roles

Year 7 Personal Tutors

To be confirmed on Induction Day – Summer 2021

Laurus Ryecroft Houses

There are four Houses at Laurus Ryecroft:

House Name	Colour
Citius	Red
Altius	Green
Fortius	Blue
Magnus	Yellow

These Houses are created using a vertical system whereby Personal Tutor groups from across all years are grouped to form a House team. This engages the students with their older and younger peers and develops a competitive inter-House spirit through academic, sporting and charity activities. Students will find out which House they have been assigned to on Induction day.

An equally important element of the House system is the pastoral and academic support of the students. The priority of each Head of House is to ensure that students at Laurus Ryecroft remain on track to reach their potential.

It is important that our students develop the skills, motivation and focus in Years 7, 8 and 9 (Key Stage 3) to do well and achieve in Years 10 and 11 (Key Stage 4).

The House team aim to motivate, reward and inspire students to want to do well. They track student performance and implement intervention strategies, which students who are experiencing academic difficulties require.

Examples of intervention strategies may be:

- Individual learning conversations.
- Group learning conversations.
- Progression monitoring.
- Introducing new learning styles and techniques.
- Feeding back student needs to class teachers and form tutors.
- Student mentoring.
- Ensuring parents/carers are involved in intervention strategies whenever necessary.

Head of Year

The Head of Year is expected to effectively provide pastoral support and create a positive ethos within the year group. The role ensures the provision of a safe environment to maximise the learning of all students and the inclusion of all.

The Head of Year works closely with the students and their personal tutors to build a sense of pride in the school and the students' own achievements. The role establishes good communication with both parents/carers and students by operating an 'open door' policy. Teachers at Laurus Ryecroft work together with students to help them understand the importance of learning.

Assessment for Learning

All teachers at the school encourage students to make the connection between the impact of what they learn now and their future.

How do we achieve this? By:

- Sharing learning intentions with students.
- Developing excellent working relationships with students.
- Helping students understand the individual standards they should be aiming for.
- Involving students in the assessment of their own work.
- Providing students with feedback and advice.
- Promoting self-confidence.
- Teaching students the importance of reviewing and reflecting on work and progress.
- Sharing ideas on steps to improve.
- Encouraging students to be autonomous learners.
- Setting PP&R tasks – Preparation, Practice and Retrieval tasks (homework) that engage students in a cycle of continual self-assessment to aid long-term retention of knowledge.

This helps students;

- 1 – Learn new skills.**
- 2 – Use new skills.**
- 3 – Improve new skills.**

Assessment for Learning can be supported by parents/carers at home. You do not need to be an expert in a particular or specific subject to support your child. See our Parent and Student Guide to PP&R on the Assessment section of our website for further information and guidance.

By simply understanding the Assessment for Learning process you can greatly support your child at home.

Reporting Home

Each term you will be given access to your child's Knowledge, Attitudes, Skills and Habits (KASH) report. These reports allow you to see the latest 'snapshot' of your child's progress in all four areas of KASH. Your child's development in each area is judged by the subject teacher on the progress being made when compared with curriculum expectations. Each member of staff conducts a learning conversation with your child. This conversation includes current strengths and areas for improvement within the subject.

At Key Stage 3, Foundation Stage levels are given to your child termly in each subject to allow you to benchmark current attainment. Full details of Foundation Stage levels are available on our website under Assessment. At Key Stages 4 and 5 we will report GCSE/A-Level grades which your child is expected to achieve based on current progress.

School Uniform List

A high standard of personal appearance is expected of all students. Any student arriving at school in the incorrect uniform may be sent home to get changed or be kept in isolation for the day.

- Hair colour and style must be appropriate for school – no shaved heads (minimum number 2), no patterns in the hair or radical hair colour.
- For reasons of health and safety we do not allow students to wear jewellery in our school. We are aware that there may be occasions when some students request to wear religious symbols. These will be considered on an individual basis.
- Watches may be worn but must not have internet connectivity such as a SmartWatch.
- Medical alert tags must be worn at all times.
- Make up must not be worn in Years 7 – 9.
- Coats and outdoor clothing must not be worn in school.
- Students must wear suitable shoes in school at all times. Boots, trainers and canvas footwear are not allowed, including sports branded footwear.

Uniform September 2021

Uniform Requirements from September 2021

- Black, suit jacket with Laurus Ryecroft logo
- White shirt, long or short sleeved, with pointed collar. Shirts must be tucked in at all times.
- School tie
- Plain black pullover or plain black cardigan
- Plain black shoes. Trainers and boots are not acceptable, nor is canvas footwear.
- Black trousers or black pleated skirt (no shorter than knee-length and no longer than mid-calf)
- Trousers and shoes must be practical and formal, not fashion items. Trousers must be tailored; neither tight nor baggy; nor excessively flared; not denim or corduroy
- Black socks, black or neutral tights must be worn
- Hijabs must be plain black or plain white
- House T-shirt – will be purchased from the school (details to follow)

Black PE Kit from September 2021

- Black polo shirt – embroidered school crest
- Black shorts or skort
- Black sports socks or white ankle/trainer socks
- Training shoes – pumps/Vans/Converse footwear will not be allowed for PE lessons
- Plastic or rubber studded football boots
- Shin pads for football/hockey
- A mouth guard is recommended for Hockey
- LR games jersey (optional)
- Black tracksuit bottoms (optional)
- Black fitness leggings (optional)

Uniform Suppliers

Monkhouse Schoolwear Specialists

217 Chestergate, Stockport, SK3 0AN

Telephone: 0161 4883411

Website: www.monkhouse.com

TopForm Oldham (Part of Monkhouse Schoolwear Specialists)

27 Union Street

Oldham

OL1 1XS

Telephone: 0161 627 0417

MCS STORES

32 Market Street, Ashton-Under-Lyne, OL6 6ER

Telephone: 0161 339 9845

Website: www.mcsstores.co.uk

Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

- Black or blue ball point pen (and a spare!)
- Pencil
- Pencil eraser
- Pencil sharpener
- Calculator
- Ruler 12"/30cm
- Protractor

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.

Textbooks and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

School Bags

All students at Laurus Ryecroft need a school bag. Children will find it very hard to organise themselves, and not lose their books and equipment, if they do not. The bag must be of a suitable size and durable enough to carry all the things they need for every lesson in a school day.

Organised students are successful students!

Personal Property and Mobile Technology

Students are not allowed to use mobile phones, smart watches or music players during the school day. Students will be issued with a locker in which they can store their digital devices for the duration of their school day. Mobile phones may be used to contact home after electives. We cannot be held responsible for personal property.

Rewards

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

When your child does something well his/her teacher will recognise this by speaking to your child in class, writing comments on his/her work, giving House Points and sending home Praise Postcards.

Rewards will be awarded for:

- Good work.
- High quality PP&R .
- Positive attitude.
- Contributions to departments.
- Participation in Extra Curricular Activities.
- Good attendance and punctuality.
- Consistently high standards of uniform and being equipped for all learning.

Departmental badges are awarded for outstanding work. Additionally, badges are awarded for achievement in the following areas; Engagement, Citizenship, Academic Achievement and Attendance.

Behaviour

We adopt a firm but fair Behaviour Policy in Laurus Ryecroft. The system we adhere to is the consequence system:

C1 – Formal Warning

C2 – 10 Minute detention at break or lunchtime

C3 – 30 Minute detention at lunchtime or after school

C4 – 1 hour detention and withdrawal from the lesson

C5 – Serious incident.

If a student receives three or more C2 or above in one week they will also receive an hour Head of Year detention after school. Your child's teachers will record any consequence points electronically and you will receive a text/email home each week if your child has received any C2, C3 or C4s.

Behaviour for Learning

We will monitor closely 'Behaviour for Learning' in lessons. This will involve; how well equipped students are; how quickly they start their work and how they continue to work throughout lessons. Additional rewards will be given to students who show consistently good 'Behaviour for Learning'. We will record instances where we believe that a student's behaviour for learning is preventing them from making good progress. This will allow the Heads of Houses to put intervention strategies in place and alert parents/carers to this at an early stage. Students who receive five or more Bs in any week will receive a 30 minute lunch time detention.

Prohibited Items in school

These include

- Energy Drinks/High Glucose Drinks
- Aerosols
- Chewing gum

Exclusions

- Fixed-term exclusions and permanent exclusions can be applied as a sanction either for one-off serious incidents or for an accumulation of unacceptable behaviour.
- All cases will be considered on an individual basis.

Attendance

At Laurus Ryecroft we are committed to promoting the welfare of our students through regular school attendance. We know that every day of education lost can have a serious impact on students' attainments and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students.

We expect that parents/carers will ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff and parents/carers and this must be evident in our interactions with students. The school's Attendance Policy states that 'parents/carers will not take their child/children on holiday in term time'.

Aims

- To promote good attendance and punctuality.
- To deal promptly with the causes of poor attendance and lateness.
- To reward good attendance and punctuality.
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.

If your child is to be absent for any reason, please contact the school, before **8.20am**.

It is necessary for you to contact school **each morning** your child is absent unless we have a doctor's note regarding longer term illnesses. If we do not receive a text/email/call then the absence will be recorded as unauthorised.

In respect of communication home, we use the email option on a regular basis to inform parents/carers of events in school. It is therefore important that we have an email address that you check regularly on our records.

Punctuality

- Students who arrive late to school will be required to report to their Head of Year at break time for a maximum of 15 minutes.
- Persistent latecomers will be issued with an additional after school detention

Student Enquiries

Student Enquiries is based at the main student entrance. If your child needs to leave school for any reason e.g. a medical appointment, they must **always** have a note in their school journal. This must then be shown to the teacher to leave class and then your child must sign out at Student Enquiries. Again, when your child returns to school following an appointment, they must sign back in to school.

If a student does not have written permission, they will be sent to the Head of Year and a phone call may have to be made to the parent/carer.

If your child is late to school in the morning, for any reason, they must always sign in at Student Enquiries before going to registration or a lesson. If they do not sign in, then the school absence text may be sent to the parent/carer.

Student Enquiries is also where students can ask for timetables, copies of letters or any other general enquiries.

First Aid

We have dedicated First Aiders in school. Many other staff in school are also first aid trained including our Head of Year.

At Laurus Ryecroft we compile a list of students detailing all emergency medical conditions that we have been made aware of. This is regularly updated, distributed to all members of staff and shared with the school nursing team where appropriate.

Please note that we would never send a student home ill without firstly speaking to a parent/carer or one of the contact names on our system. We would always check how the student would be travelling home before signing them out of school.

Students must never contact home re illness. They must always see our First Aider or their Head of Year. The student must always sign out at Student Enquiries before leaving school with the parent/carer.

What can you do at home to support your child to become independent and succeed at secondary school?

The aim of this page is to provide you with the information you need to help your child achieve independence, whilst supporting them in getting there. To achieve the balance of doing too much or too little for your child is hard – a useful rule of thumb is:

‘Never do anything regularly for your child that they are capable of doing for themselves.’

How can you help your child to settle into their new environment and learn the required skills to be successful at Laurus Ryecroft?

- Establish a routine which your child is expected to follow. If necessary, provide a tick-list to help them.
- Be involved; praise and encourage independence.
- Encourage him/her to arrive at school on time in the morning and at the start of all lessons.
- Each student will be expected to have the correct books and equipment for lessons every day. Having a copy of their timetable at home will help you make sure your child is taking what is required for the school day.
- Make sure your child knows what to do if they are late or if they get lost.
- Your child should always have a suitable school bag.
- Check and sign your child’s journal on a weekly basis. If you can set this standard, your child will see the importance of it.
- Agree a routine for your child for PP&R and out of class learning and stick to it!
- Point out the rewards of establishing independence and a routine.
- Ensure your child has the correct uniform and equipment EVERY DAY. They may need a checklist for each day at first to ensure they don’t forget any essentials.
- It is useful to have all the necessary equipment at home as well as a set for school. This way the student can keep their school equipment in their bag to ensure they have it every day, whilst still being able to do their homework with the equipment they have at home.
- Encourage your child to check their journal for any PP&R or reminders each night.
- Try to be available for a set time each day to help with homework until the routine is established – it will be time well spent.

Students who satisfy these requirements tend to achieve more in secondary school.

Electives

All students at Laurus Ryecroft participate in a minimum of two electives per week. The Electives are based around our four cornerstones of:

- Academic Aspiration;
- Competition and Physical Endeavour;
- Leadership and Service
- Culture, Creativity and Rhetoric.

Some typical examples of Electives are given below. Students are issued with an Electives booklet for the start of each term and they, in consultation with parents/carers, must select their preferred choices. They will have the chance to change electives three times per year. Examples of possible electives are given below:



Beyond the Electives programme, many Departments also offer clubs and activities during lunchtimes and the House system affords many opportunities for events and competitions, both as extra-curricular activities and in curriculum time. We also organise events and activities throughout the year to celebrate international events and festivals.

Payments

You may need to make payments to school for items such as dinner money, trips, and other resources. Please note that Laurus Ryecroft operates a cashless system. Parents/carers are asked to make payments either online via a secure website called ParentPay or by making cash payments at local convenience stores displaying the PayPoint logo. We will be issuing more details re ParentPay/PayPoint in due course.

Free School Meals

If you believe your child may be entitled to free school meals please submit an application on <https://www.cloudforedu.org.uk/ofsm/sims>

March 2021