



2020/2021

Induction

Name:

The Aims of Riverside School

The Riverside School aims to enable every student to realise his or her full potential and make a positive contribution to the local community and society:

- by valuing every student as an individual;
- by promoting an environment which is disciplined, caring and safe;
- by the sustainable management of its resources and
- through genuine co-operation between the school, the parents and all other stakeholders who contribute to the education of the student.

As partners in the education process it is important that parents and students are clear about what they can expect from the school and what the school expects from them.

Expectations

The School expects:

Standard of Education

- each student to respond positively to all aspects of learning, to work to the highest possible individual standard;
- parents to attend meetings to discuss the progress of their child;
- parents to inform staff of any problem or other factor which may affect their child's academic progress.

Discipline and Behaviour

- students to co-operate with all parts of the School Code of Conduct;
- parents to support the school in insisting that the School Code is followed;
- parents to support the school if disciplinary action needs to be taken against their child (for example, ensuring that their child attends detentions if set);
- parents to attend meetings to discuss their child's behaviour;
- parents to play a part in modifying any instances of their child's behaviour (for example, by monitoring and signing reports).

Attendance

- parents to fulfil their legal obligation to make sure that their child attends school punctually every day;
- parents to inform the school by telephone or MyEd app if their child is unavoidably absent from school through illness. The child must also bring a letter of explanation with them on their return to school after illness;
- parents NOT taking family holidays during the school term and to understand that the school has the legal right to refuse any such request. Parents to be aware that any child's attendance which falls below 97% is unsatisfactory;
- parents to support the school in the application of appropriate sanctions and strategies concerning their child if attendance and punctuality standards are not met.

Homework

- students to record all homework set in their Riverside planner;
- students will complete homework by the date set and to an appropriate standard;
- parents to monitor homework set in their child's planner (also available on ClassCharts) and to sign the diary weekly to indicate that they are aware of homework set and that it has been appropriately completed.

As a parent you should expect:

Standard of Education

- to have your children taught in a way which encourages the highest possible individual success;
- to receive termly reports of your child's progress and have the opportunity to discuss progress with staff at Progress Meetings;
- to be informed of any factors affecting your child's academic progress.

Ethos and Discipline

- to be aware of the School Code of Conduct and expect that the school will ensure that it is followed by all students;
- to expect the school to take appropriate disciplinary action against students who infringe the Code and monitor and modify any lapses in good behaviour;
- to expect the school to have appropriate strategies to deal with any instances of bullying or intimidation;
- to be informed of any problems with your child's behaviour and have the opportunity to discuss these with staff at mutually convenient times;
- the school to operate a system of rewards and other strategies to promote successful learners, good behaviour and a positive ethos.

Homework aka "Knowledge Organisers"

- most homework at Riverside to be in the form of Knowledge Organisers (KOs), given to students on a half termly basis
- that the format and usage of KOs will be fully explained to students when they start at Riverside School
- that your son or daughter will be asked to present their homework neatly and accurately in their "100% Books" on the date specified by their class teacher
- that homework deadlines, where possible, will be put on to the ClassCharts application

Communication

- to receive an academic progress report four times per year
- to receive prompt notification of any detentions set (all detentions are sat the same day after school for a period of one hour)
- to receive regular updates on your child's behaviour in school through ClassCharts – both positive and negative
- to be able to easily report your child's absence to the school

To enable the above, we ask parents to download two free-to-use applications on their phones to simplify communication with us. These are:

'ClassCharts Parents' which gives you an up-to-date overview of your child's conduct and notifies you of any detentions that have been issued. The app also enables you to see any homework tasks your child has been set, helping you to monitor and support your child's independent study at home. You will be issued a unique code to access your child's profile when they start.

'My Ed' which gives you a detailed overview of your child's attendance. It also lets you easily communicate with our attendance team when your child is absent, saving you the hassle of leaving messages on answer machines or using up your text allowance. The system will automatically register link you to your child's profile within 24 hours of you registering. It uses your mobile number, so please ensure school have your correct details.

The School Code of Conduct for Students

We expect students to share in the responsibility for their learning and progress:

- by coming to school EVERY DAY; arriving promptly at school and at all lessons;
- by wearing only school uniform and not wearing outdoor clothing in lessons and assembly;
- by wearing NO make-up or jewellery;
- by bringing to school and carrying to all lessons pens, pencils, ruler, rubber, sharpener, planner, reading book, PE kit on the appropriate days, and all appropriate books and equipment for each lesson: by carrying all books and equipment in a strong bag which can be fastened;
- by co-operating with teachers and other adults and obeying instructions;
- by undertaking all the homework set and taking time to read, organise, revise, research, practise and in any other way enhance learning at home.

We expect students to show respect and consideration for others:

- by behaving appropriately in lessons;
- by moving silently, respectfully and purposefully about the building during lesson transitions
- by deploring and avoiding all forms of aggression, violence or unnecessary physical contact, including wrestling, grabbing, pushing, kicking or fighting;
- by refraining from using insults, verbal abuse and bad language (including swearing, sexist, homophobic or racist comments);
- by not bringing on to school premises any object which could be dangerous or harmful (e.g. aerosol sprays, weapons, cigarettes, matches and lighters);
- by not bringing on to school premises personal stereos, radios, computer games or mobile phones;
- by being aware of health and safety issues and quickly reporting anything likely to be disruptive;
- by reporting any instances of bullying, intimidation or theft;
- by respecting students from all different cultures and backgrounds.

We expect students to share in the care of the building and school equipment:

- by putting all litter in a bin;
- by eating and drinking only in the playground or designated dining areas;
- by NOT chewing any form of gum on the school premises;
- by refraining from vandalism of any kind to the building or its contents and by reporting any vandalism seen;
- by taking proper care of all school equipment, including books.

We expect to students to promote the good name of the school in the community:

- by demonstrating exemplary behaviour at all times, with consideration for others in the local area at all times, particularly when coming to and leaving school;
- by not congregating in groups outside the school or blocking the pavements; by refraining from using of bad language, smoking, or any other undesirable behaviour;
- by queuing properly to get on buses or coaches and once on, sitting quietly;
- by showing the highest standards of behaviour and courtesy when participating in any school journey, extracurricular activity or event or when representing the school in, for instance a team, or on work experience and by achieving the highest standards of success in all aspects of school.

Times of the School Day

The School day starts at 8:35am by students entering the premises via the back gate. The gate is then closed and locked at this time and students will then be required to enter through reception. At this stage, the pupil will be classed as late and will receive a detention.

Period	Time
Registration	8:40-9:00
P1	9:00-10:00
P2	10:00-11:100
Break 1	11:00-11:30
P3	11:30-12:30
P4	12:30-1:30
Break 2	1:30-2:00
P5	2:00-3:00
Afterschool activities	3:00-4:00

Equipment

Compulsory Equipment

2x black handwriting pens
2x green handwriting pens
2x black whiteboard dry wipe marker pens
2x HB pencils

15cm+ ruler
Rubber
Pencil sharpener

Scientific Calculator

Pencil case – provided by school

Reading book – available from school library
Planner – provided by school
Appropriate school bag
PE kit (on correct day)

Uniform

School uniform is compulsory for all students. All uniform marked with an asterisk * is only available from School Uniform Direct. Alternative items cannot be worn instead. Any items without an asterisk can be purchased from an alternative retailer if desired.

Blazer* – maroon, with embroidered school crest

School blazers are compulsory. They are only available for the official school supplier. (No other jacket, jumper, hooded top or cardigan may be worn in school instead of a blazer).

Trousers or skirt – plain black

Trousers should be of a straight “classic” cut and be full-length. Skirts should be slightly flared or pleated and should be knee length. Denim, corduroy or pattern material is not allowed and very narrow cut or very wide cut trousers or skirts are forbidden, as are culottes, leggings, jogging bottoms etc.

School polo shirt* – light grey, with embroidered school crest

School polo shirts are compulsory. Any under garments must NOT be visible. All polo shirts must have the embroidered school crest. No other emblem or logo is allowed. The polo shirt can only be obtained from the school supplier, colour grey.

School jumper (or cardigan for girls) * – light grey, with embroidered school crest (*optional items*)

School jumpers are not compulsory. Only the official school jumper / cardigan may be worn. They are only obtainable from the school supplier.

Socks/tights – plain black

If your daughter wishes to wear tights they must also be plain black – patterned tights of any kind are not allowed.

Shoes

Black, flat formal shoes of a plain design with no obvious branding or coloured laces. Sling or open backed shoes should not be worn. Trainers and canvass style plimsolls / pumps are not allowed. Smart low-top boots such as Kickers are permitted.

Religious head scarf

These must be plain black.

Outdoor wear

Students are permitted to wear outdoor wear such as a coat, hat, scarf, gloves etc. in our outdoor spaces at break times and before and after school. Coats should preferably be black and should be suitable for school and in keeping with school uniform. It should provide protection from wind and rain. No other jacket, jumper, hooded top or cardigan may be worn on the school premises instead of an outdoor coat. All outdoor wear must be removed before entering the school building.

Hair

Extreme hairstyles are not allowed. Plain black headbands or headscarves may be worn.

Jewellery

No jewellery (including studs) is allowed and will be confiscated.

Make up

Make up, including nail varnish and false nails, is not allowed.

Mobile Phones

Mobile phones and any electronic devices are not allowed and will be confiscated.

PE Kit

School PE Shorts*

Plain black shorts with the school logo. Tights are not to be worn underneath shorts or tracksuit bottoms.

School PE T- shirt*

Maroon polo shirt with the school logo.

School PE socks*

Maroon sports socks.

School PE leggings* (Optional)

If worn, **must** be in combination with School PE Shorts

School PE jumper* (Optional)

No other sports jumper may be worn.

Tracksuit bottoms* (Optional)

Plain black tracksuit bottoms with the school logo.

Trainers

These should be supportive, have a non-marking sole and should be clean as they will be used in the Sports Hall.

Students not participating

If a student is unable to take part in PE due to illness or minor short term injury then a note from the parent/carer needs to be given to the teacher and the student **MUST** still bring in and **WEAR** their PE kit. Failure to do so will result in detention. They will not physically participate and will adopt a coaching, umpiring or refer role instead. If it is a major long term injury we must receive a copy of the doctor/physiotherapy letter and the same rules will apply above.

School uniform listed below can be purchased directly from our supplier, School Uniform Direct. For information or questions please contact School Uniform Direct on:-

School Uniform Directwww.schooluniformdirect.org.uk

Telephone: 01992 763679 / 07880 838732

Email: info@schooluniformdirect.org.uk

Item	Colour/Description	Sizes	Price
Blazer	Maroon with embroidered school motif	30, 32, 34, 36, 38	£30.00
		40, 42, 44, 46, 48	£32.50
Uniform Polo Shirt	Grey - Embroidered with school motif	9-10, 11-13	£6.50
		XS, S, M, L, XL	£8.50
V-neck Sweatshirt or Cardigan	Black with embroidered school motif	9-10, 11-12, 13	£13.00
		S, M, L, XL	£16.00

PE T-Shirt	Maroon with school motif (emb)	9-10, 30-32, 32-34,34-36	£9.00
		38-40, 42-44, 46-48	£10.50
PE Shorts	Black with school motif (emb)	9-10, 11-13	£8.50
		28-30,30-32,34-36,38-40	£10.00
PE Socks	Maroon	11-13 (small) 1-5, 6-11	£3.50
PE Qtr Zip Training Top	Black with school motif (emb)	9-10, 30-32, 32-34,34-36	£15.00
		38-40, 42-44, 46-48	£18.00
PE Track Bottoms	Black with school motif (emb)	9-10, 11-13	£13.50
		28-30,30-32,34-36,38-40	£16.00
PE Leggings	Black with school motif (emb)	9-10, 11-13	£13.00
		28-30,30-32,34-36,38-40	£15.00

School Uniform Direct will be selling and taking orders on all uniform from the school on the following dates/times over the summer break:-

Day	Date	School		Time
Tuesday	28-Jul	Riverside	1	11am to 3pm
Friday	07-Aug	Riverside	2	10am to 3pm
Wednesday	19-Aug	Riverside	3	10am to 3pm
Tuesday	25-Aug	Riverside	4	10am to 3pm

****Please note we do not stock uniform in the school office****

Trips and Visits

When students enrol with us, we ask parents to give written parental consent for their child to:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- all visits (including residential trips and those which take place during the holidays or a weekend)
- adventure activities at any time
- off-site sporting fixtures outside the school day.

The school will send you information about each trip or activity before it takes place. If a trip is optional and has a financial cost attached, parental permission would be sought when payment is taken. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Medical information

Details of any medical condition that your child suffers from and any medication they should take during off-site visits must be included in the medical section of the Student Information Form

Responsible Internet Use

Riverside School acknowledges that the use of the internet is a very valuable resource and can make a positive contribution to education and learning. Access to the internet is filtered to ensure, as far as possible, that unsuitable material cannot be accessed. However, all of those who access on-line services through the schools network must be aware of the disciplinary and legal consequences attached to the inappropriate use of those services. We expect all school users of Riverside School ICT facilities to agree and comply with the school rules, terms and conditions.

The IT system is owned by the school. This purpose of this code of conduct is to help protect students, staff and the school by stating what use of the computer resources and internet is acceptable and what is not.

- Irresponsible use of IT may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which should not be given to any other person.
- Create a strong password – include a mixture of upper and lower case letters, numbers and special characters e.g. lh2r!FS.
- School computer and internet use must be appropriate to the student's education.
- Copyright and intellectual property rights must be respected. The use of someone else's work without attributing due accreditation is plagiarism and can result in sanctions.
- Electronic communications should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- The schools IT system security must be respected. Using the IT system to gain unauthorised access to computer material is a criminal offence under the Computer Misuse Act 1990.

The school may exercise the right to monitor the use of the school's IT systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's IT system may be taking place, or the system may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Photograph and Media Image

We may from time to time produce web pages, ICT presentations, educational or interest articles for magazines or similar publications and therefore we may decide to use/publish students' work. Students may also be featured from time to time in local or national media items about the school, or partake in video conferencing activities. Please rest assured the child's safety will always be of paramount importance; no personal information will be made public. Your child's photography or media image may be used in Riverside School's literature (including the website), and that there will be a possibility that your child will have their photograph taken during activities such as plays and sports days etc. Photographs used may or may not have your child's name with them.

Cashless Payments and Biometric System

In order to ensure maximum efficiency when taking payment for food and drinks, we use a cashless system with biometrics for payment at the tills. This means that instead of paying by card your child simply places their finger onto the reader and their ID will be verified. Money will then be taken from their ParentPay account which you can top-up online or at a local shop with PayPoint.

If your child is entitled to Free School Meals their allocation will automatically be credited to their account each day.

The biometric/card system will also be used to identify students for the purpose of lending library books. There are many advantages to the biometric system:

- a finger, unlike a card, cannot be lost, mislaid or stolen. This means that you can be sure the money you allocate to your child is safe;
- students cannot use one another's account; and
- a faster service will reduce queues and enable students to have longer free time at break.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students:

- (a) The school must tell you what it intends to do with the information and cannot use it for any other purpose;
- (b) The school must ensure that the information is stored securely;
- (c) Unless the law allows it, the school cannot disclose personal Information to another person/body.

Please also note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

NB: If you **DO NOT** wish your child's biometric information to be used by the school, you must object in writing and arrange for the purchase of a card for £5. Students without a payment card or biometric registration will be unable to purchase food from the school caterers.

Agreement Form

Please sign to confirm that as the Parent/Carer you have read and support the Home School Agreement and give the following consents:

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School Aims and Expectations	
The School Code of Conduct for students	
School uniform	
School Trips and Visits	
Responsible Internet Use	
Photographs and media image	
Biometric information collection and use	

Parent/Carer Signature:.....

Date:.....

Student Signature:.....

Date:.....

Interviewer Signature:.....

Date:.....