

My New School



RAMSEY GRAMMAR SCHOOL

Please note that the information in this booklet is correct at the time of printing.

New Year 7 Welcome Days

Wednesday 7th & Thursday 8th July 2021



Name _____

Form _____

Form Tutor _____

Head of Year _____



Ramsey Grammar School

Way of Being

Respect people's belongings & school property

Don't do or say anything that might be hurtful or disrespectful, even if it's "just funny" or "banter"

RESPECT PEOPLE'S VIEWS & OPINIONS



Respect

NEVER bully, hit or hurt others

Use good manners & language

Treat people how YOU would like to be treated

Have a vision of what you want achieve in life

Work hard and make EFFORT a habit

Have SYSTEMS in place to organise yourself



Responsibility

PRACTISE, PRACTISE, PRACTISE skills until you master them

Have a positive ATTITUDE towards everything

Be responsible for your own actions & own up to your mistakes

Help others if you say you will

DON'T BREAK PROMISES

Try to be a good & decent person



Trustworthiness

Always try to do the right thing

Don't betray trust by talking about people behind their backs or making fun of them

NEVER lie, cheat or steal

Work TOGETHER for the common good

Take responsibility to make a difference to people's lives

INCLUDE PEOPLE



Community

Try new things to help the community & our school

BE CONSIDERATE

Be friendly to people you are not friends with

Try to understand how others feel

Help make things better for people

Look out for people who are having a bad day or feeling upset



Kindness

Help everyone you can -even if someone isn't your friend

Listen to people's problems

DON'T TURN PEOPLE AWAY

Help others if you say you will

DON'T BREAK PROMISES

Try to be a good & decent person



Trustworthiness

Always try to do the right thing

Don't betray trust by talking about people behind their backs or making fun of them

NEVER lie, cheat or steal



RGS Behaviour Code

- Always treat others, their work and their property with respect
- Wear your uniform with pride
- Be proud of your achievements and successes - aim high
- Produce your best work at all times
- Aim to contribute to, and participate fully in, lessons
- Always come to lessons properly equipped to do your work
- Listen to instructions and follow them the first time
- Arrive to lessons on time, wait quietly and enter the room sensibly
- Remain in your seat unless the teacher asks you to move
- Raise your hand before answering or speaking
- Carry your student planner at all times
- Leave your coat in your bag or locker
- Always walk on the left side of corridors and pathways, respecting others

School Holiday Dates for 2021-22

Autumn Term



In service Days	Monday 6 and Tuesday 7 September 2021
Open to students	Wednesday 8 September 2021
Half Term	Monday 25 October to Friday 29 October 2021
Close	Friday 17 December 2021

Spring Term

Open to students	Tuesday 4 January 2022
Half Term	Monday 21 February to Friday 25 February 2022
Close	Friday 8 April 2022



Summer Term

Open to students	Monday 25 April 2022
Bank Holiday	Monday 2 May 2022
Bank Holiday	Monday 30 May 2022
Half Term – TT	Monday 6 to Friday 10 June 2022
Tynwald Day	Tuesday 5 July 2022
Close	Friday 22 July 2022



Form Groups

House	Form
Ayre	7A
Barrule	7B
Cushag	7C
Raven	7R
Snaefell	7S
Vollan	7V

The first letter is the House to which that group belongs. This is used when House Points are awarded and for inter-house activities such as quizzes, Sports Day and the swimming gala. Each House also has its own colour and during your first term, you will be given a House T-shirt, which you will be able to wear for House activities.

There is a Head of Year who is responsible for the staff and students in the year and for Year 7, this year it will be Miss Gell whilst Miss Johnson is on maternity leave. Miss Gell can be contacted through the school office should your parents/carers ever need her. There is also a Deputy Head of Year 7 and Mrs Henery is our Year 6/7 Transition Teacher. Students should get the opportunity to meet their tutor when they visit in July.

The RGS Smartcard

What is the RGS Smartcard?

The school Dining Room operates on a cashless basis and the Smartcard is used for all purchases. Without a card you will not be able to use the Dining Room until the last sitting.



Cashless catering - how does it work?

Quite simply, no cash is exchanged at the till. Cards need to be “loaded” with credit beforehand to give them a value. Cards are then swiped at the till and debited for the value of the meal or purchase. It is possible to limit daily spending on individual cards and students are able to check their balance at the cash loading machines or as they make a purchase at the till.

Students who receive free school meals have their accounts automatically topped up daily. The current amount is £2.90 per day, which is only available to spend at lunchtime. There is no facility to pay for meals at the till with cash – cards must carry a value and be suitably credited prior to use.

How do I load money on to a card?

ParentPay is an online payment service allowing you to add money to lunch cards from a computer at home, work, or elsewhere at any time. You may already be using ParentPay however, you will be sent a new activation code to use your account at RGS. This will be issued towards the end of the summer holidays.



Cash can be loaded on to a card via one of the cash loaders located in each building, one near the East Hall and the other outside the West Office. Ideally the cash loaders should only be used to top up cards thus avoiding the need for students to bring large amounts of money into school

How much should I load on to a card?

The amount that you load is entirely up to you. You should simply decide how much your child can spend daily and then multiply that amount by the number of days in the week, month or term. As a guide, the value of a free school meal is currently £2.90 per day. Balances remaining at the end of the school year carry over to the next year.

What if my child loses their card?

The credit stored on the card is safe, but a charge will be made to cover the cost of the replacement card. Students without cards usually have to wait until last sitting for lunch so please encourage students to keep their cards safe and in good condition.

What if I run out of credit?

Students must check their accounts at the cash loaders, balance readers or tills. Parents/carers can view the account status to ensure that accounts remain in credit. Accounts can be topped up with cash or via ParentPay, but credit cannot be given for lunches.

So what is the benefit of having a Smartcard?

- There are numerous benefits as the cards have several uses both in and out of school.
- Cashless catering reduces the amount of cash being brought into school and therefore has obvious benefits in terms of security.
- You can be assured that money intended for lunches is spent appropriately.
- Healthy eating can be rewarded by a points system.
- The card may be accepted elsewhere as proof of ID.

How are the cards issued?

Cards will be issued to all new students in September. Initially the cards will have a temporary design until school photographs are taken. Students joining at other times will also receive temporary cards until they have a photograph taken and an account set up.

Please ensure that your child always carries their Smartcard as it is an essential part of school life. Students may check their balance at any time and should do so regularly to ensure that there is sufficient credit on their account.

What do I need to do now?

If you do not have a ParentPay account then please contact school via RGSenquiries@sch.im in order to set this up.

If you want your child's account to have a daily spend limit, please advise the school with your first payment, but you should also bear in mind that the cards may also be used at break times.

If you have any queries about the Smartcards, either before or after your child joins the school, please contact Mr J Kneale, Bursar, on 811100.



Personal Property

Students are personally responsible for anything of value that they bring into school. It is important to note that the Department of Education Sport and Culture does not provide insurance cover for loss of, or damage to, personal property.

It is advisable to check that valuable items such as mobile electronic devices, musical instruments or bicycles are covered by parents' own insurance policies.

Lost Property

Lost property is put into a box in each school office and games kit items are put into a container in the Sports Hall entrance.



Students should check these places before reporting a loss to their Head of Year.

Named items will be returned, so please make sure all property is clearly marked with your name.

**PUT YOUR NAME
ON ALL OF YOUR
PROPERTY**

Lockers

Lockers are available for a one-off payment for Year 7 students only and cost £5 for the duration of Year 7. They are a secure place to keep your property and save you from carrying all of your books around with you.



If you would like a locker, they will be available on a first come, first served basis during the first week of term in September and will be issued via the D & T technicians in the South Building.

A limited number of lockers are available in Years 8 & 9

What do I do if I have a problem?

From time to time you may find things are not going as well as you would like them to.



If school work is getting you down or you are having problems with other students, or even something outside school is bothering you, please speak to someone. This may be your Form Tutor, your Head of Year or another teacher you feel you can talk to. We are here to help, so please tell us if there is anything we can do.

Talking to
someone is the first
step towards help...

Ramsey Grammar School Behaviour Ladder

Student Behaviour	Action
Level 3 Reward: Maintains high levels of effort over a significant period of time.	Level 3 Reward: Postcards home, house points, prizes at prize giving.
Level 2 Reward: Produces notably good work, makes consistently great effort and helps others learn.	Level 3 Reward: Maintains high levels of effort over a significant period of time.
Level 1 Reward: Produces good work in class and contributes positively to a lesson, attendance is good and planner is signed.	Level 1 Reward: Verbal praise, a house point or positive comments in planner.
Level 1 Sanction: Low level class disruption preventing other students from learning.	Level 1 Sanction: Verbal warning, moving seats or detention.
Level 2 Sanction: Continued classroom disruption or more significant disruption.	Level 2 Sanction: Detention with team leader, phone call to parents or removal from lesson by duty teacher.
Level 3 Sanction: High level of disruption preventing learning of class or continuous disruption of classes such as multiple removals from lesson by duty teacher or extreme disrespect of staff.	Level 3 Sanction: School detention, isolation or suspension.

Bullying

We believe bullying has no place in school. If you feel that another student is behaving like a bully, you must tell your Form tutor, Head of Year or any adult in school.

We have a clearly stated anti-bullying policy and school staff are determined to do all they can to prevent bullying situations arising and to deal effectively and decisively with any incidents that occur.



School Colours

School Colours are awarded for sport to denote positive achievement and excellent attitude, and a Sportsman and Sportswoman of the Year is awarded at the annual Sports Presentation Evening.

Prizegiving

Prizegiving is held each autumn when some 200 prizes are awarded for academic achievement, progress and outstanding contributions to school.

House Points

We have a House Points based reward system in place at Ramsey Grammar School. Students are awarded House Points for good work, exemplary behaviour, representing the school in sporting and/or arts events, as well as “going the extra mile”. Students can ‘cash in’ these points at various times of the year, trading them in for a variety of different rewards.

How do I earn House Points?

Each subject department has its own criteria for awarding House Points. Your subject teachers will be able to give you more information about this when you start in September. There are also posters in classrooms with more advice about how to earn House Points.

You are most likely to be awarded House Points if you:

- contribute fully in lessons
- make good use of your Planner
- support other students with their work
- produce work that is of a high personal standard



Ramsey Grammar School Association

All parents of students at Ramsey Grammar School are automatically members of the school association.

We have an active and supportive RGSA which, through its school activities, raises substantial amounts of money to support the work of the school.

Details of RGSA events and the AGM, which takes places early in the new academic year, are published on their Facebook page.

RGS Mail

On the first Friday of every month in term time, we will publish an electronic newsletter which can be found on the school website. This newsletter contains up-to-date information about what is going on in school and important forthcoming dates. Please make sure that this publication is read and important dates are noted.

Please also remember to access our school website for up to date school information each week!

School Visits

Off-site visits are an important feature of Ramsey Grammar School life. We believe that getting out of the school environment to learn is important. We hope that those students who are new to the school will join in and participate at every opportunity.

Field trips for many subjects take advantage of numerous locations in the Isle of Man, but sometimes departments travel further afield for extended study.

During the year there is a Modern Foreign Language exchange visit to Spain and in Standalone Week, school parties regularly visit Holland, France and Belgium, as well as locations in the UK.

On a sporting front, as well as regular fixtures against other island schools, the PE department often takes sports teams across to the UK. We have also had sporting trips to Holland and the footballers even go as far as California!



Extra-Curricular Activities

At Ramsey Grammar School, we actively encourage students to take part in extra-curricular activities, either during lunchtimes and/or after school. There are so many exciting clubs you can join which can help you to learn new skills, increase your confidence and help you to make new friends.

Your Form Tutor can help you to find the right club for you and lists of activities can be found in your form room, on Year 7 noticeboards and on the school website. Getting involved in clubs and school life is an excellent way to earn House Points too!



Music

The Music Department provides several opportunities for performance including two Carol Services and concerts throughout the school year.



RGS ensembles have taken part in the Manx Music Festival. The Creative Arts Department also puts on regular productions, which allow students to participate in a number of ways.

Instrumental instruction in strings, brass, woodwind, percussion, both electronic and acoustic guitars and also voice is available from the Department of Education Sport and Culture's team of visiting (peripatetic) teachers.

Students who have already received tuition at primary school should continue to attend lessons as normal, whilst students who are keen to start learning should make themselves known at the start of the year. You will learn more about this from your music teacher when you start in September.

Current Peripatetic Staff (as at April 2021)

Violin and Viola	To be confirmed
Cello and Double Bass	Mr. M Diehl
Flute	Mrs. R Singleton
Oboe, Bassoon, Clarinet & Saxophone	Mrs. C Galka
Brass	Mr. J Wood
Guitar	Mr. P Jennings
Singing	Mrs. A Dube
Drum Kit and Percussion	Mr. J Young

The Library

All students are automatically members of the School Library, with the new Year 7 students having a fun Library Induction at the beginning of the Autumn Term.



The Library is generally a quiet study area during lesson times, but is a very vibrant and friendly space for students to use over lunchtime.

Students have access to laptops, iPads and Kindles, and the Librarian and a team of Student Librarians are there to help with most queries.

Students are encouraged to have say in the purchase of resources for the Library. We believe access to exciting and entertaining reading material is essential in promoting literacy.

Library Opening Times

8.30 am – 4.00 pm daily

Mobile Phones and Electronic Devices

Responsibility

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined below. The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents/carers to understand the capabilities of the phone and the potential use/misuse of those capabilities. Parents/Carers should be aware that the school cannot accept responsibility for any loss, damage or costs incurred due to its use.

The school office remains the most appropriate point of contact for parents/carers for matters concerning their child during school time.

Code of Conduct for using Mobile Phones in School

1. Mobile Phones should be switched off and kept out of sight during lessons and whilst moving between lessons.
2. Students should not use their mobile phones at any time on the school corridors, in the lunch queue or in the school canteen.
3. Mobile Phones should not be used in any manner or place which is disruptive of the normal routine of the school.
4. At the discretion of the individual classroom teacher, mobile phones and electronic devices maybe used as an aid to learning. It is for the individual teacher to make clear what acceptable use is in any particular lesson.
5. Headphones or earphones may be used for the purpose of learning in subjects such as Music or Modern Foreign Languages and by Sixth Form students during private study. Otherwise, headphones should not be worn in school.

Unacceptable Uses

1. Unless express permission is granted, mobile phones should not be used to make calls, send text messages, take photos or use any other application during lesson time except at the discretion of the teacher.
2. Using mobile phones and their applications to bully, threaten or humiliate other students is unacceptable. It is a criminal offence to use a mobile phone to menace, harass or offend another person. Please note that almost all calls, text messages and emails can be traced.
3. Under JCQ Regulations, mobile phones are banned from all examinations. Students **MUST** switch off their mobile phones and hand them to invigilators before entering the exam hall.

Sanctions

In the event of unacceptable use, the following sanctions may be applied:

1. Students who break the rules set out above could face having their phone confiscated by the teacher. If the phone is being used inappropriately, the student must give it to a teacher if requested.
2. On the first infringement of the rules the mobile phone can be confiscated by the teacher and kept by the teacher until the end of the lesson, or until the end of the school day. In either case a record will be made of the incident.
3. On the second infringement parents/carers may be asked to collect the phone from school.
4. Any further infringement of the mobile phone Code of Conduct may result in a ban on bringing a mobile phone to school.

Information for Parents/Carers – School and Home

Personal Information

The information on the SIMS (School Information Management System) Enrolment and Registration Form is very important as it gives us details about students which we may need in case of emergency. Please make sure you inform us of any changes to personal details.

Absence and Holidays

Requests to take students out of school during term-time to go on holiday will not be authorised, except in exceptional circumstances. Permission to attend sporting, family or other events should be requested by completing a Leave of Absence form, available from the West Office, so that these can be considered by the Headteacher on an individual basis.

If your child is ill please contact school to let us know the reason and approximately how long they will be absent. You can either email, absence@rgs.sch.im, or telephone 811100 and leave a message on the absence answerphone. This absence should then be followed by **written confirmation** when your child returns to school.

If your child is out of school for part of a day, please complete the absence slip at the back of your child's planner. Students should sign the 'Student Exit' book at the office on the way out of either building and remember to sign back in when they return to school.

If your child is late for any reason, they should sign the 'Late Book' at the office on the way into school, giving the reason for their lateness.

Health Matters

Students who feel unwell whilst at school must report to the school office, who will then advise the Head of Year and contact home if the student needs to be collected. Most members of staff are qualified first-aiders and, if necessary, the student can be referred to Ramsey Cottage Hospital. Students **should not** contact home before speaking to a member of the office staff or a teacher.

It is important that school has up-to-date contact numbers in case of emergency.

The School Nurse sees students during the course of the year and offers a weekly drop-in session to chat on an informal basis and offer medical advice.

No student should carry **medication** of any sort with them, other than an inhaler. If medicine is needed during the day, it should be taken to the School Office, labelled with the student's name and dose, and arrangements will be made for the necessary administration.

Information for Parents/Carers – The Administration of Medicine in School

Whilst every effort should be made to regulate the timing of medication to avoid the necessity of taking it in school, we realise that this isn't always possible. Should your child require medication to be administered during school hours, we ask you to observe the following conditions in order to ensure his or her wellbeing.

1. The medicine should be delivered to the school office by the parent/carer
2. The medicine container should be clearly labelled with the name of the student, the name of the medication, the dose, the time of administration and the storage instructions
3. Parents must take responsibility to inform the school of any changes
4. A parent should be readily contactable in case of need
5. No student should ever carry medicines around school

Information for Parents/Carers - How to contact RGS

Telephone 811100

Email: RGSEnquiries@sch.im
absence@rgs.sch.im

Website: www.rgs.sch.im

School Office Hours:

Monday – Thursday	8.30 am – 4.30 pm
Friday	8.30 am – 4.00 pm

Contact from RGS

Our preferred method of communicating information to parents is via email, although we can still send information via post if you don't have an email address. Please also remember to access our school website for up to date school information each week.

If your child is unwell, we will telephone the first contact as specified by you followed by the second contact if we don't get an answer.

It is important that the information you give us is accurate and that you keep us informed of any changes.

Information for Parents/Carers – Legislative Framework

Parents' Rights regarding Religious Education and Worship

Parents/Carers may request that their child be wholly or partly excused from attendance at:

- a) Religious, Moral and Philosophical Education (RMPS) in the school
- b) Religious worship in the school, or
- c) Both RMPS and religious worship in the school

The student shall then be excused from such attendance accordingly, until the request is withdrawn.

Relationship and Sex Education

This is a compulsory element of our curriculum as defined in THE EDUCATION (CURRICULUM) (NO. 2) ORDER 2004 of the 2001 Education Act.

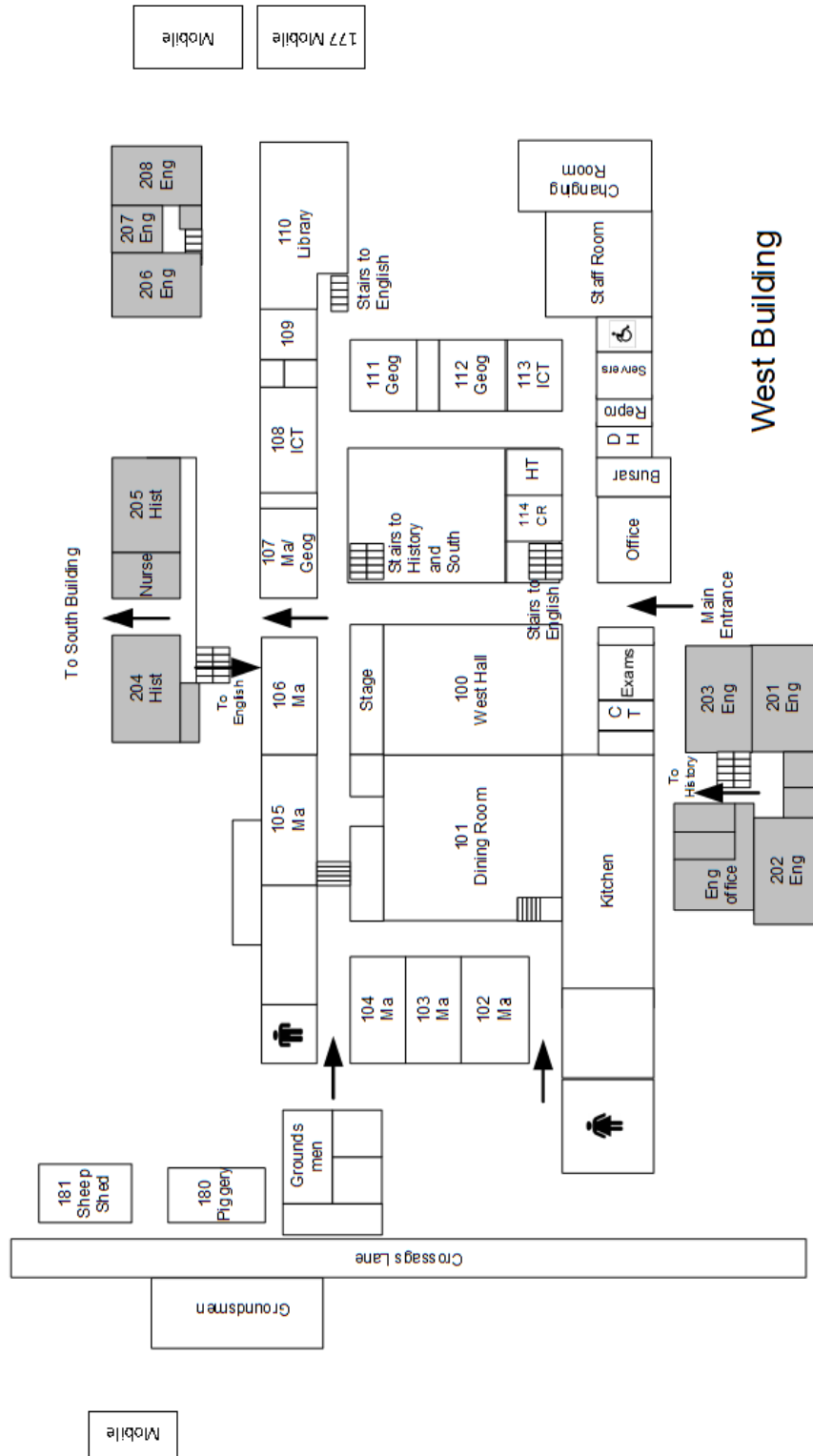
Ramsey Grammar School believes that Sex Education is an educational entitlement of all students and an integral part of each student's emergence into adulthood.

We aim to encourage personal responsibility in all forms of behaviour to:

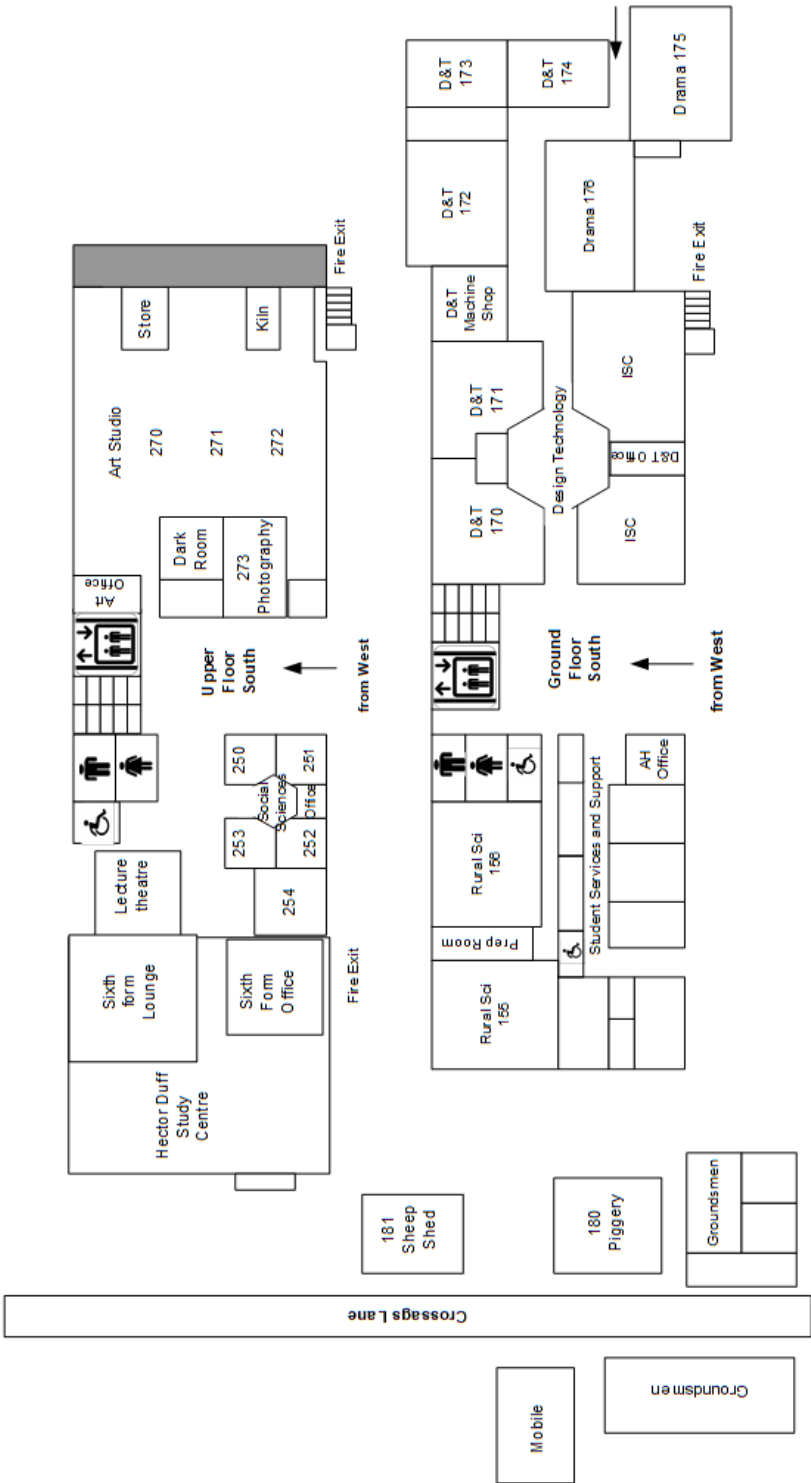
- encourage self-esteem
- encourage respect and consideration for others
- provide support and information for young people and their parents/carers

Relationship and Sex Education provides knowledge and encourages attitudes which will allow students to manage their lives in a responsible way.

West Building Plan

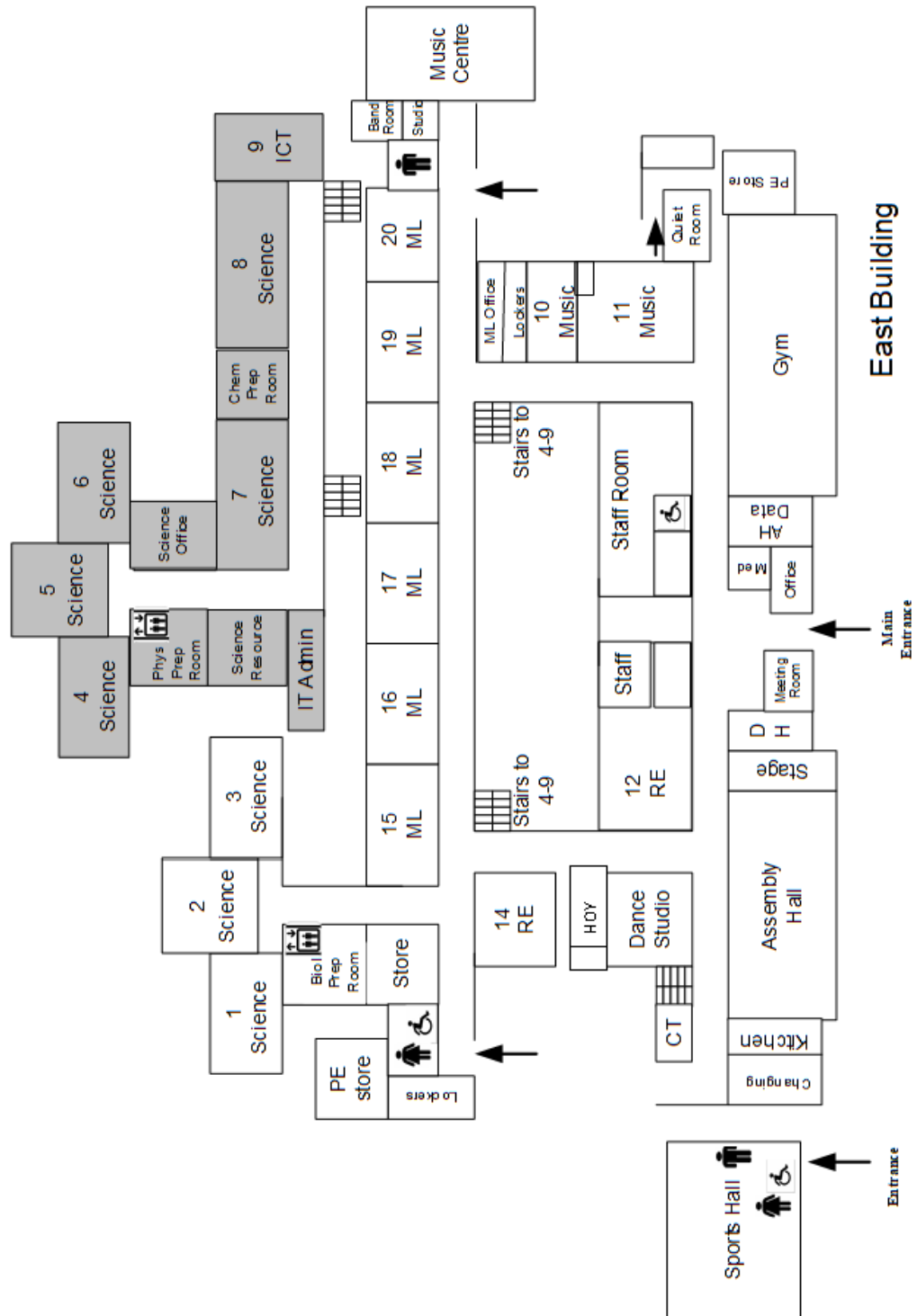


South Building Plan



South Building

East Building Plan



Notes



Where every opportunity is waiting for you