

# Ramsey Grammar School

*Invest, Believe, Achieve Together*



## New Year 7 My New School 3<sup>rd</sup> and 4<sup>th</sup> July 2024



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Ramsey Grammar School  
Lezayre Road,  
Ramsey, Isle of Man,  
IM8 2RG

# Message from the Headteacher



I would like to take this opportunity to welcome you to your first year at Ramsey Grammar School. I may have met many of you when I visited your school earlier this year, and when we had our Open Evening in February, with your parents and carers.

You will find secondary school an exciting, fast-paced environment, which you may feel is daunting to begin with but will find that you quickly settle into secondary school life in no time – finding your way around the buildings, getting to know your teachers, learning new subjects, managing homework, trying new activities, and even having a choice of meals at lunchtime!

Our students come from a wide variety of primary schools from the north of the Island. As well as the friendships that you have already forged with students from your own primary school, you will now have the opportunity to meet students from other schools, some of whom will form your Tutor Group for the academic year. Some of your lessons will also be with different students, which again will give you opportunities to build new friendships.

The last few months have seen some exciting developments for us as a school, and I am extremely proud of the work we are doing to ensure the best education for you.

We have high expectations of both learning and progress, to make sure all students are given the opportunity to reach their full potential. We want everyone to believe in themselves and their abilities, and to aspire to be the best that they can be, so they go on to achieve their ambitions.

Beyond the classroom, we truly value and encourage a wide and varied range of extra-curricular opportunities, including clubs, sporting activities, music lessons, charity work, Duke of Edinburgh awards and much more, all aimed at ensuring you develop the knowledge, skills and attributes to be a confident, well-rounded and successful young adult.

A key aspect of your success is the strong and cohesive partnership between home and school, which is something that we aim to build from the time you start Ramsey Grammar School. We are incredibly fortunate to work with such supportive parents and carers, and this is something we very much value.

I hope you enjoy the remainder of Year 6 and have a lovely break over the summer holidays, and I look forward to welcoming you to our school in September. I'm often walking around the school, so please remember to say hello if you see me, and I may even join one of your lessons during the year to see how you are getting on.

Best wishes,

Mrs Sonia Taylor  
Headteacher





Our Transition Team staff at Ramsey Grammar School look forward to welcoming you to our school. The preparations we have in place are well developed, as a considered and planned transition from Primary to Secondary school is essential in preparing and supporting students for the move into Secondary education. We work closely with parents and carers, as well as our partner Primary schools, to deliver a range of subject-specific lessons and activities, and we provide opportunities for all Year 6 students to visit Ramsey Grammar School prior to starting in September.

Moving from Year 6 to Year 7 is an exciting opportunity to develop social and academic confidence and build resilience. Adjusting to Secondary school sets the stage for future transitions to further and higher education and employment. We know the differences between Primary and Secondary school life can feel overwhelming. The many unknowns, the influx of new faces, new teachers, academic pressures, trying to fit in and make new friends, and going from being the oldest in the school to the youngest again – all of it can be stressful for even the most outgoing young people.

We aim to create an environment in which students will flourish by promoting curriculum continuity and progression, and social and emotional well-being. Throughout, we seek to ensure that the transition experience for each child is as smooth as possible.

Should you have any queries about our transition program, or the Welcome day specifically, please see our school website or contact [RGSEnquiries@sch.im](mailto:RGSEnquiries@sch.im) stating 'Transition Y6' in the subject line.

## Year 7 Pastoral Leadership Team



**Miss W Johnson, Head of Year 7**

Our Head of Year 7 is Miss Johnson, who will always be happy to help, guide or advise students and is in regular contact with families. Students will see her around school a lot, especially in their first few weeks, so be sure to say hello. Miss Johnson is based in the Art Department on the first floor of the South Building, should you have any queries or need support.

# Tutor Groups and Houses



## Tutor Groups

In Year 7 there are 6 tutor groups. Each one has a Form Tutor. Your Form Tutors are there to support and help you as you settle into Ramsey Grammar School. They will register you for attendance and absence every day, and should be your first point of contact if you have any concerns or questions, need to talk about anything to do with your learning or wellbeing, or need to let them know anything that will effect your school day.

Lots of your lessons will take place in your tutor group in Year 7, so it is really important to build strong relationships with the other students in your Form.



Each tutor group is based upon forming a diverse mix of students, so that each group has a balanced spread of ability, gender, personalities, sporting attributes, musical interests, and are drawn from different Primary schools. During the transition period, there is close consultation with the Primary school class teachers to inform this process. Learning is key to our decision making; a secondary consideration will be social groupings where possible, taking particular account of students who work well together. Friendships readily change when students from different schools meet and these friendships will continue to evolve as they move through the school. Students are encouraged to meet old friends and to make new ones during social times and to take a positive approach to their Secondary transition as it is a fresh start for all.

## RGS Houses

Every student in RGS is assigned a House when they join the school. The RGS House names are inspired by items of Manx cultural significance – national landmarks, the Manx national flower, and mythologically significant animals.



Ayre



Barrule



Cushag



Raven



Snaefell



Vollan

Houses are used for inter-house competitions such as Sports Day and the annual Swimming Gala, as well as for the awarding of achievement points. Students are awarded House Points for good work, exemplary behaviour, representing the school in sporting, music and arts events, as well as “going the extra mile” in and around school. Displaying kindness to others and good manners does not go unnoticed.

# RGS Values and Intent



Our school motto:



Our school values that underpin our motto and everything we do are:

## Responsibility | Growth | Success



An effective school needs a clear Statement of Intent that everyone can be inspired by. Our Statement of Intent is to:

- create dynamic and compelling learning environments where the highest quality of learning and teaching leads to excellent standards of achievement and mastery of key skills for all students.
- work together to build a community with ambition, resilience, a sense of self-worth and self-belief where personal growth is encouraged, so that people are equipped to thrive in an ever-evolving world.
- offer highly valuable and memorable curriculum experiences within and beyond the classroom that enhance personal development and academic excellence.
- recognise and celebrate the uniqueness of all students by creating an inclusive school culture where strong relationships are built on mutual respect, belonging, kindness, and acceptance of others.
- empower everyone to take responsibility for striving for personal excellence, whilst also being agents for the growth and success of others.



We have a series of expectations for all students at RGS. Listed below is what is expected of everyone when in lessons, or in public communal areas of the school at the start and end of the day, during lunch and break, and when moving about the school between lessons.

The expectations clarify how achievement points and House Points can be earned, and begins to explain how behaviour points or sanctions are applied within the RGS system.

## Classroom Expectations

- Arrive to lessons on time and have the correct equipment
- Stay on task and do not disturb the learning of others
- Follow instructions
- Speak to others respectfully and listen when being spoken to
- Avoid physical contact with other people or their possessions



## Social Area Expectations

- Walk calmly in the corridors and halls
- Be pleasant and polite
- Act sensibly in the canteen
- Follow the expectations for your area - eating and using mobile phones in designated areas only
- Wear the correct uniform



## What to Expect

- If you follow all the expectations, you will receive achievement points, which lead to rewards
- If you do not follow the expectations, you will receive a warning, and then behaviour points if you continue
- If you continue to disrupt, then the Duty Teacher can be called and this will lead to a lunchtime reflection session
- Home will be informed when you receive achievement or behaviour points
- You will go onto a report card, if you receive a number of behaviour points in any half term



# School Behaviour Ladder



## Rewards

- If you follow all the expectations, you will receive achievement points, which lead to rewards
- Home will be informed when you receive achievement points

## Level 1 Behaviour

- If you do not follow the expectations, you will receive a warning. If you continue, you will receive a Level 1 (L1) behaviour point. L1 results in a discussion with your teacher about your behaviour
- Home will be informed when you receive behaviour points via the parent app
- If you fail to speak with your teacher, it moves to a Level 2 (L2) behaviour
- If you have any concerns which may affect your learning and behaviour, we can provide support for you. Please talk to someone in school about this

## Level 2 & 3 Behaviour

- If you continue to disrupt, you will be removed from the lesson and sent to the Head of Subject, who will discuss your behaviour with you. This is a Level 2 (L2) behaviour
- Home will be informed when you receive a L2 behaviour point
- If the subject leader is still concerned with your behaviour, you may be issued with a Level 3 (L3) behaviour and SLT (Senior Leadership) will be involved. This is a 50 minute reflection session during lunchtime
- If you have any concerns which may affect your learning and behaviour, we can provide support for you. Please talk to someone in school about this



## Uniform & Equipment Policy

Our school uniform plays a valuable role in contributing to the ethos of our school, and promotes a strong, cohesive school identity, supporting the high standards we aspire to. It gives our students a sense of identity and ensures they are ready to learn.

Students in Years 7 – 11 are required to wear a school uniform at all times. We hope that parents will understand the reasons for our school uniform and support us. We want our students to be smartly and sensibly dressed, and despite fashion trends we aim to have a uniform which is practical, comfortable, and fit for purpose, but also reflects the ethos and values of the school. We also want our students to be proud of their uniform and their school. It is widely accepted that a uniform improves a child's attitude to work and allows them to focus on learning, rather than their appearance.

A uniform also helps prepare our students for the world of work, 'dressed for business'; the business being that of learning. Also, a uniform reduces socio-economic differences and instances of bullying based on appearance.

### School Uniform

- White collared shirt with top button that can fasten at the neck. Not a polo shirt or a blouse. Shirts must be tucked in
- School tie worn in a small knot that covers the top button. School ties can be purchased from Top 2 Toe (in Ramsey). The tie must reach the waist in length
- Black blazer with school badge from Top 2 Toe (in Ramsey). School badges can be purchased from the West Office for £5. The blazer is to be worn at all times, unless the Headteacher has given permission for the summer uniform to be worn
- Plain black V-neck woollen style jumper may be worn underneath the blazer, and must not be tucked in
- Plain black tailored regular fit, slim fit or bootcut trousers, black tailored shorts or black knee length pleated skirt with a panel at the top
  - × Trousers must not be skinny fit, hipster, jogging bottoms, leggings, cargo or flared design
  - × Trousers must not be denim/jeans, sweatpants, cord or stretch lycra material, and should not have logos, visible zips or labels showing
  - × Skirts must not be pencil, skater, lycra or bodycon design
  - × Skirts must not have zips, patches or pockets
  - × Skirts must not be rolled at the waist
  - × Jumpers must not be sweatshirts, round neck or contain any logo's
  - × Hoodies are not permitted
- If a skirt is worn, black opaque tights must also be worn

Every item of clothing must be clearly marked with your child's name



- Plain black sensible leather or leather look shoes with a flat sole.
- Plain black trainers with a flat sole can be worn as long as there are no contrasting colours or logos.
- × No boots are permitted
- Plain black, grey or white socks can be worn with trousers. Socks are not to be worn over tights
- Year Group colour specific RGS issued lanyards to hold RGS Smart Cards are to be worn each day by each student as a compulsory part of the uniform

## RGS Uniform



## House T-Shirt

Each student is assigned to a House when they join RGS and a colour-specific House t-shirt should be purchased online from our local provider, Happy Dog Image Solutions

## PE and Games Kit

All items are available to purchase from Jac Stores, The Ramsey Warehouse, 37 Parliament Street, Ramsey. Telephone: 813092

### Compulsory Kit:

- Green collared T-shirt with school logo
- Plain black shorts and/or skort
- Green & white school PE socks
- Shin pads
- One-piece swimming costume/trunks, swimming hat for longer hair and towel
- Trainers
- RGS rugby shirt (Boys' kit)
- Football boots (Boys' kit)



If your child takes part in Inter-School Hockey, **mouth guards** are a compulsory part of the kit. Though not compulsory for Rugby, mouth guards are advisable.

### Additional Optional PE Kit

- Astro boots
- RGS black track pants with school logo
- RGS black zip-top training top with school logo
- RGS black rugby shorts
- Plain black leggings

Students must not wear their school shoes for PE and Games lessons.

**Please note, only the approved RGS additional kit can be worn in lessons. Any other variations will not be allowed.**

Every item of clothing must be clearly marked with your child's name

### Jewellery

Students may wear:-

- Gold/silver ear studs – a maximum of two in each ear worn on the lobule. **No other piercings are allowed**
- one ring
- A watch
- A short necklace (worn under the shirt)
- All jewellery should be removed when taking part in physical activities



### Makeup

- Only discrete makeup is permitted
- No false eyelashes or false nails
- Nail varnish is to be a pale colour

### Hair

- Hair should be neat and tidy
- Only natural colours are permitted – no extreme colours
- For longer hairstyles, it is compulsory to carry a hairband that would allow hair to be tied back when taking part in any activity where health and safety may be affected by long, loose hair

### Equipment required for school:-

Bring with you to School	In your school bag
<ul style="list-style-type: none"> <li>• Suitable school bag that fits all equipment and books in</li> <li>• Sports kit (if doing PE/Games/clubs)</li> <li>• Weatherproof Coat</li> <li>• Lanyard</li> <li>• ID/Lunch card attached to the lanyard</li> <li>• Planner</li> </ul>	Pencil case with: <ul style="list-style-type: none"> <li>• 2 black pens</li> <li>• 1 green pen (self or peer use)</li> <li>• 2 Pencils</li> <li>• Highlighter/s</li> <li>• Ruler</li> <li>• Eraser</li> <li>• Protractor</li> <li>• Compass</li> <li>• Casio FX-83GTCW-W scientific calculator</li> </ul>

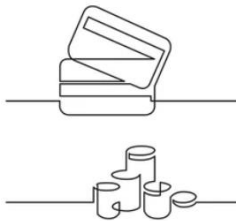
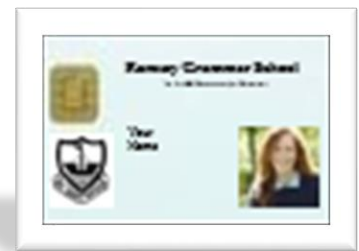
# The RGS Smartcard



**What is the RGS Smartcard?** The school Dining Rooms operate 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. Smartcards need to be “loaded” with credit beforehand to give them a value. The Smartcards 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 Smartcards, and students can check their balance at the cash loading machines in both the West building and East building, or as they make a purchase at the till. **There is no facility to pay for meals at the till with cash** – Smartcards must carry a value and be suitably credited before use

Students who receive free school meals have their accounts automatically topped up daily. The current amount is £3.05 per day, which is only available to spend at lunchtime (not at break time). Any unspent allowance is automatically removed from the account after the lunch hour – it does not carry over to the next day.



**When and how does my child get an RGS Smartcard?** Smartcards will be issued to every Year 7 child as they start RGS. They will be given a year group specific lanyard with a plastic holder for their Smartcard, and this will be a compulsory part of the uniform. The card will be blank to begin with until school photographs are taken at the start of the Autumn Term. We will then exchange their cards for a printed photo Smartcard at a later date, and all funds on the card will be transferred over to the new Smartcard.

## 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 or mobile phone at anytime. You may already be using ParentPay, however, you will be sent a new activation code to use for your RGS account. This will then be visible within your current account profile. Codes will be issued before starting at RGS, once parental consents are received.
- **Cash** can be loaded on to a card via one of the cash loaders located in each building - one in the corridor 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. We would encourage all other top-ups to be done online.

**What if my child loses their card?** Each student is issued with a plastic holder that their Smartcard can clip in to, in order to be worn on their lanyard. The credit stored on the card is safe but a charge of £1 will be made to cover the cost of the replacement card. Your child can go to either office (East or West) to purchase a 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. Please also make sure your child doesn't buy meals for other students on their card, even if their friend has lost their card.

**What if I run out of credit?** Students can 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 (via cash loaders in school) or via ParentPay (online), but credit cannot be given for lunches.

# Personal Property



## Lost Property



There are lost property areas in both the East and West buildings and also in the Sports Hall. Lost property is put into a box by the East or West office, and games kit items are put into a container in the Sports Hall entrance. Lost electronic or higher value items will be kept in the East or West office – please ask at Reception.

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 child's name.**

**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 coverage for loss of, or damage to, personal property.

**Valuables** - It is advisable to check that valuable items such as mobile phones, earpods, headphones, musical instruments or bicycles are covered by parents' own insurance policies.



## Lockers



Lockers are available for a one-off payment for Year 7 students only for an initial cost of £10; £5 of which will be refunded when the key is returned at the end of the school year. Lockers 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. They can be paid for via the ParentPay app and will be issued to students once they indicate they wish to have a locker.

A limited number of lockers are available in Year 8 and Year 9.

Lockers are located in the West building, on the top floor between the Art Department and History rooms.



From time to time you may find things are not going as well as you would like them to. We have lots of support for students who wish to access it for any reason, and will regularly promote these things with the students when they are here with us in school.

If schoolwork is getting you down or you are having problems with other students, or even something outside school is bothering you, please speak to someone. In the first instance, this should be your Form Tutor, but you can also speak to your Head of Year or another teacher you feel comfortable talking to.

We are here to help so please tell us if there is anything we can do. We work with lots of different agencies on the Isle of Man to make sure we can support you as much as possible.



## RGS Anti-Bullying Policy

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.

You can find our anti bullying policy on our website.





We pride ourselves on building strong relationships with our families and the local community, and we value this greatly.

## RGS Parent Newsletter



Each term we issue a school Newsletter which contains up-to-date information about what has been going on in school and important forthcoming dates. Please take time to read the information and ensure important dates are noted. We publish an electronic newsletter which can be found on the school website. You will also receive an email with a link to the Newsletter. Our school website is the place to go for up-to-date school information each week!  
[www.rgs.sch.im](http://www.rgs.sch.im)

**SIMS Parent App** - All Secondary schools on the island use SIMS as an in-school data-management system for all students. This holds contact and consent information, attendance records, allergy and medical information, house points, and behaviour points for each student. Parents/Carers will receive a link to SIMS Parent App before the start of the September term. This app allows you to see that your child is registered as present or absent each day. You can also see their achievement points and behavior points received at the click of a button. This helps parents/carers stay up-to-date and acts as another link between school and home.



If you find you can no longer gain access to SIMS Parent App during the school year, please contact [RGSEnquiries@sch.im](mailto:RGSEnquiries@sch.im) and we can rectify the problem and get you back into your account swiftly.

**Microsoft Teams for Students, Year Groups and Tutor Groups** - Each student gets issued with a school Microsoft log in when they start at Ramsey Grammar School. This links into a Teams account where there are staff-run Microsoft Teams set up for the Year Group as a whole, and for Tutor groups. In these Teams, students can communicate with their subjects and Tutors. This log in also gives access to a suite of Microsoft tools for free, including Word, One Drive, Excel, Powerpoint, etc.



The Microsoft Teams linked to their whole year group and individual Tutor group will be the location where key school documents and messages are shared and saved.

# Beyond The Classroom



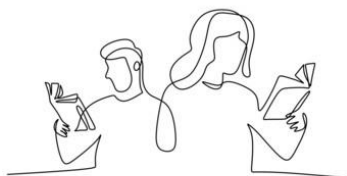
## Extra-Curricular Activities

At Ramsey Grammar School we actively encourage students to take part in extra-curricular activities, either during lunchtime and/or after school. There are 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 tutor room, on Year noticeboards, Microsoft Teams and on the school website. Getting involved in clubs and school life is an excellent way to earn House Points too!

## The Library

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



The Library is a quiet study area; a haven to quietly relax and enjoy a good book at lunchtime. Students have access to laptops and iPads, and the Librarian and a team of Student Librarians are there to help with most queries. The Library is open Monday to Thursday from 08.30 – 16.00, and at lunchtimes on a Friday.

## Music

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

Instrumental instruction in strings, brass, woodwind, percussion, electric 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.

If students have already begun to learn an instrument through the IOM Music Service, they simply continue with those lessons once they get to RGS. Their lessons will be on a weekly timetable, so that they don't miss the same 'school lesson' every week.



# Mobile Phones and Devices



## Phones in School

The widespread ownership of mobile phones among young people requires that teachers, school administrators, students and Parents/Carers take steps to ensure that mobile phones are used responsibly at and within school. The school recognises that personal communication through mobile phones is an accepted part of everyday life, but that such technologies need to be used well.



**Responsible Use** - 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.

**Irresponsible or Unacceptable Use** - If a student breaks the school Mobile Phone & Electronic Device Protocol, they will be asked to hand their phone over to a member of staff for the duration of that lesson. If this is in a common/public area of the school building (and not in a lesson), the device will be handed over for the remainder of the school day. Phones will be given to the nearest office/reception and then placed in a protective bag. The student will be given a receipt, which is to be handed back to the office by the student to reclaim the phone at the end of the school day.

**Community Use of Social Media** – We are a school community and we therefore ask all students and Parents/Carers to help students consider and think about their actions and words when using social media platforms and apps. Ramsey Grammar School takes social media misuse and bullying or harassment of other students very seriously and, in the social media age we live in, we often highlight the importance of using it responsibly to our students through Tutor discussion and assemblies.

## Code of Conduct for using Mobile Phones in School

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

## Unacceptable Uses

- × During lesson time, mobile phones should not be used to make calls, send text messages, take photos or videos, or use any other application, except at the discretion of the teacher.
- × 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
- × Under JCQ Regulations, mobile phones are banned from examinations. Students MUST hand phones to invigilators before entering the exam hall.



# Absence, Lateness and Illness



**Health Matters** - Students who feel unwell whilst at school must report to the nearest office/reception where the school receptionists will advise the Head of Year and contact home if the student needs to be collected. We have many 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.

**Medication in School** - No student should carry medication of any sort with them, other than an inhaler. If a medicine is needed during the day, it should be labelled with the student's name and dosage and taken to either the West or East office, where arrangements will be made for the necessary administration.



**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 during school hours, 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

**Personal Information** - The information on the SIMS (School Information Management System) Enrolment and Registration Tutor Group is very important as it gives us details about students that we may need in case of emergency. Please make sure you inform us of any changes to personal details at the earliest possible convenience. It is important that the school has up-to-date contact numbers in case of emergency.

**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 in the forms section of the RGS website, or from either office/reception. These will be considered by the Headteacher on an individual basis.



**Incidence of Sickness** - If your child is too unwell to attend school, please contact us to let us know the reason and approximately how long they will be absent. You can email [RGSabsence@sch.im](mailto:RGSabsence@sch.im) stating these details or telephone 811100 and leave a message on the Attendance answerphone.

**Lateness** - If your child is late for any reason, they should sign in at either the West or East reception on the way into school, giving the reason for their lateness. Ideally, a phone message or an email to school should have happened before the student gets to school on a day that they are late, so we are aware and can mark registers accordingly.

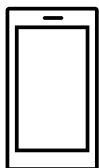


## Families Contacting School

**School Office** - The school offices remain the most appropriate point of contact for Parents/Carers for matters concerning their child during school time.

### School Office Hours:

Monday – Friday	08.30 – 16.00 (term time only)
School Holidays	Closed



**Main Reception Phone Line** - If a matter is URGENT please phone the school office on 01624 811100.



**RGS Enquiries Email** - If a matter is less urgent please email [RGSEnquiries@sch.im](mailto:RGSEnquiries@sch.im)

Please put the student's full name and tutor group in the subject line, along with the staff member or teacher you would like the email sent to (if known). All email contact with teachers at RGS will be sent to and from the RGSEnquiries email only.

**Notification of Absence** - Absences should be notified to the school by **no later than 10 am** on the day the student is off school via [RGSabsence@sch.im](mailto:RGSabsence@sch.im). The absence will be recorded as unauthorised if no notice is given to the school prior to 10 am (or if the notice is received by the school after 10 am). This will appear on your SIMS ParentApp as an unauthorised absence. If there is an issue with anything on the SIMS Parent App, such as a sickness being noted as an unauthorised absence, please phone the school to discuss it with the Attendance Officer, and we will endeavour to get it rectified.

**School Website** - The school website address is [www.rgs.sch.im](http://www.rgs.sch.im)

## School Contacting Families

**Main Contact via Email** - Our preferred method of communicating information to parents is via email, although if necessary we can still send information via post if you don't have an email address.

**SIMS ParentApp** – You are able to see your child's school reports, achievement points, behaviour points and their attendance percentage through the SIMS app. You are also able to update all your personal information.

**InTouch Emails** – the SIMS system holds a record for every student in school with the information provided to us by Parents/Carers. The capacity to email directly from SIMS is done via a system called InTouch. We use the email address(es) provided by Parents/Carers to share letters, information and updates in an efficient and timely manner with our school community. We would encourage Parents/Carers to allow the school to communicate in this method in order to receive all updates and school notifications as soon as they become available.

**School Website Updates** - Please remember to access our school website for up-to-date school information.

**School Letters** - Letters emailed to all school or to whole year groups are also uploaded to the RGS website, so it's always a good starting point if you need to find information quickly!

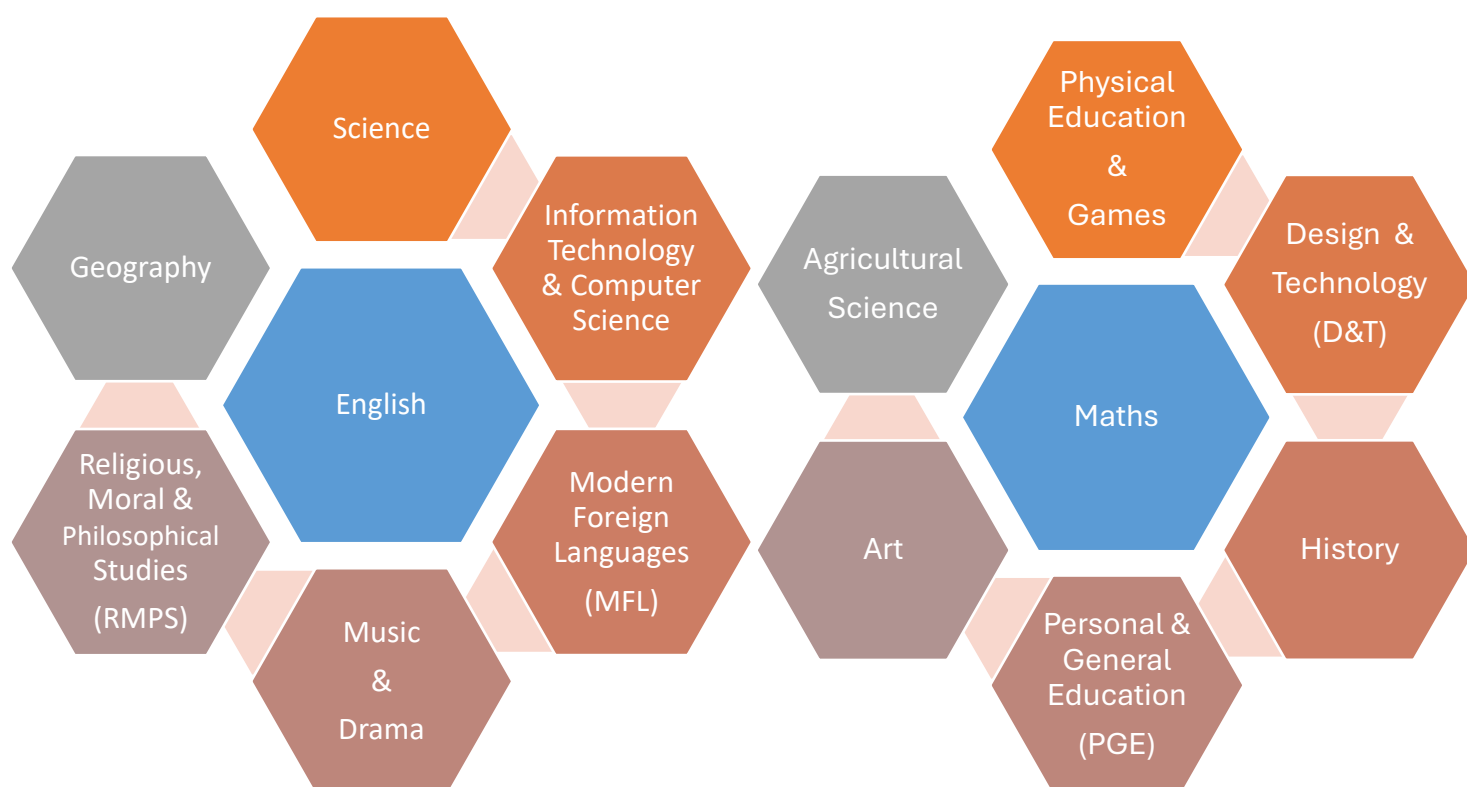
**Absence Support Phone Call** - If your child is unwell we will telephone the first contact as specified by you, followed by the second contact if we don't get an answer.

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



Students have a wide range of subjects that they study while they are in Year 7. Our subject specialist teachers see students each week and follow a carefully mapped curriculum. Our yearly curriculum maps are updated each September and uploaded to the school website for families to follow if they so wish. Students have six 50-minute lessons a day. All of the lessons listed below take place at least once a week with some, such as English and Maths, taking place more often. During lunch hours students are also able to attend extra-curricular activities if they wish, of which we have a wide range. Extra-curricular activities are published each term, so that students can choose if they wish to join sessions.

## RGS Year 7 Curriculum Offering



### The School Day

The RGS day starts at **8.45am** with a Registration taken by your Tutor. This is a great time to touch base or talk to them about any issues you may be experiencing. Two mornings a week, students will go with their Tutor to Assembly either as a Year group or a Key Stage group. Lessons are 50 minutes.

- 08.45 Registration/Assembly (20 mins)
- 09.05 Lesson 1
- 09.55 Lesson 2
- 10.45 Break (20 mins)
- 11.05 Lesson 3
- 11.55 Lesson 4
- 12.45 Lunch (50 mins)
- 13.35 Lesson 5
- 14.25 Lesson 6
- 15.15 End of school day

# Travelling to and from School

**On Foot** – Walking to school is a great option for a lot of our students. There are pavements along the main Lezayre Road, and students can enter the school at the East Building and walk through the site to the West Building (where necessary). If students need to cross Lezayre Road to/from the West Building, it is imperative they use the overhead footbridge located outside Bunscoill Rhumsaa and the West Building.

**Cycling** – If students are cycling to school, we encourage them to wear helmets at all times. We have locked cycle sheds available outside the East and the West Buildings, and suggest students bring their own bike locks as RGS can not be held responsible should any bicycles go missing.



**By Car** – Students travelling by car must **ONLY be dropped off or picked up at the East Building**. There is a layby at the front of the school, next to the road for parent parking. This is the only place students arriving by car are to be dropped off or picked up. For health and safety, please do not drive through the gates onto the school premises.

Please **DO NOT** drop students off at the West Building, as this is a more congested site with a single track for entry and exit, and not conducive to heavy traffic at busy times of the day.

**By Bus** - RGS is proud to serve many communities within the North of the island, and we understand the best way for many of our students to travel to school is by bus. The buses that serve RGS drop students off directly outside the East building. Students can then make their way to the West building via the school paths, if they have registration in that building. School staff monitor bus announcements daily for any delays to routes and ensure staff are informed, should students be late arriving as a result of public transport delays.

Please be aware: RGS is not responsible for the conduct of students while they are travelling on the buses. Whilst we regularly remind students in assemblies and in tutor time discussions about being ambassadors for the school whilst out in the community - including their behaviour on public transport - we would encourage Parents/Carers to do the same to ensure safe and positive journeys for our students and the public alike.

**Keeping us informed** - When students join RGS we ask what their main way of travelling to school will be. Should this change during their time with us please be sure to let us know. This helps us know who may be impacted by bus timetable changes or road closures, and can ensure students are not marked absent, and that they get to the right place at the right time for the journey home.



We recognise one of the concerns we hear most often from students transitioning from Year 6 into Year 7 is ‘how will I ever find my way around?’. We promise that in a few short weeks (if not days!) you will not only know your way from English to Science via the canteen but feel like you’ve always been here!

To ease any worried minds in the meantime though, we have included the plans of the school buildings. These will also be printed and issued to Year 7 students at the start of the Autumn Term to help them find their way when they arrive.

**Our Three Buildings on Our Split Site** - We are a split site school, which means there are two distinct sites – the East and The West. To the back of the West building we also have a joined, newer building called the South building.

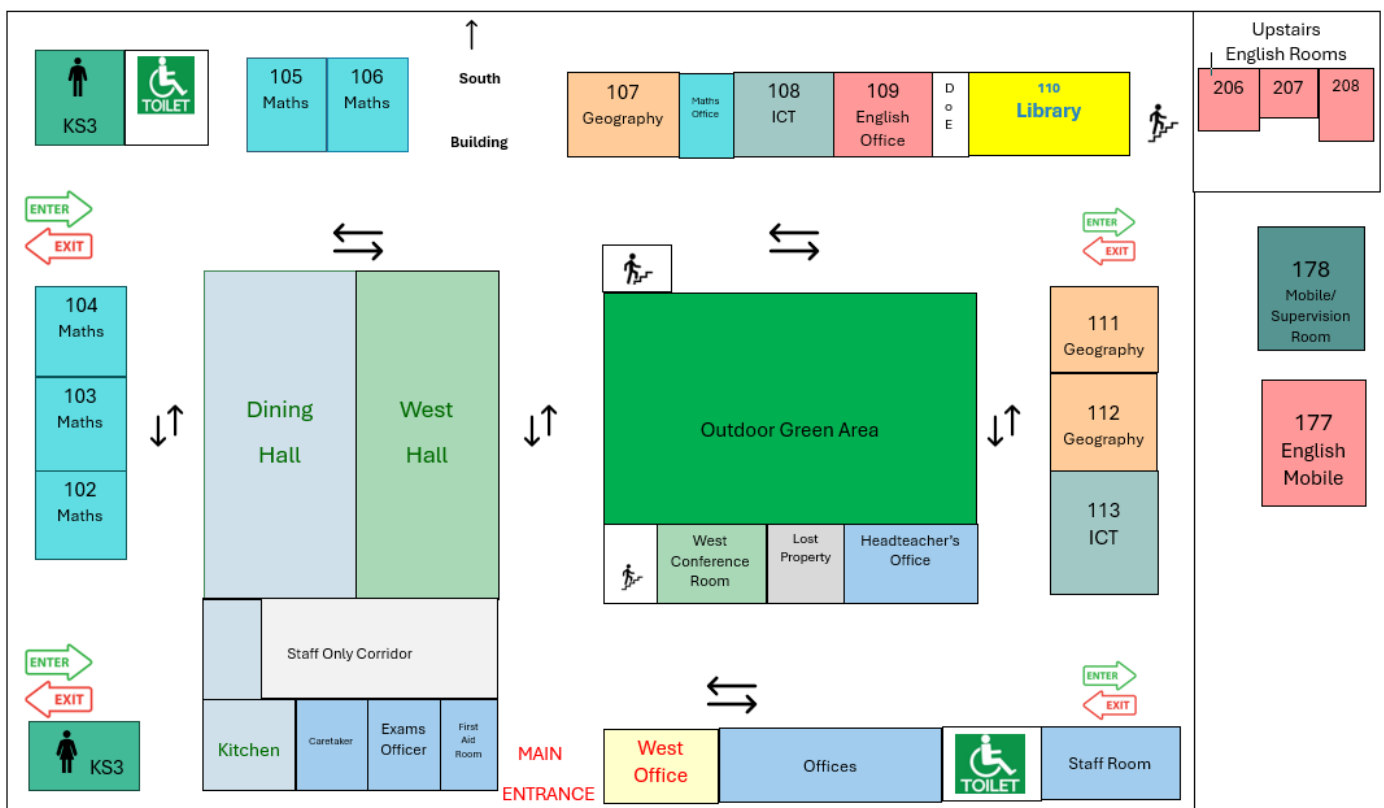
**Arriving at the Buildings from Ramsey – First Site** - As you head out of Ramsey on Lezayre Road (in the direction of Sulby/Ballaugh), the first building you come across is the East Building, housing subjects such as Science, Modern Foreign Languages, Music, RMPS, PE, the East gym and the East canteen. The Sports Hall is also located by the East building.

**Arriving at the Buildings from Ramsey – Second Site** The second building further along Lezayre Road is the West Building and houses subjects such as Maths, English and Geography, as well as the West canteen, and the Library.

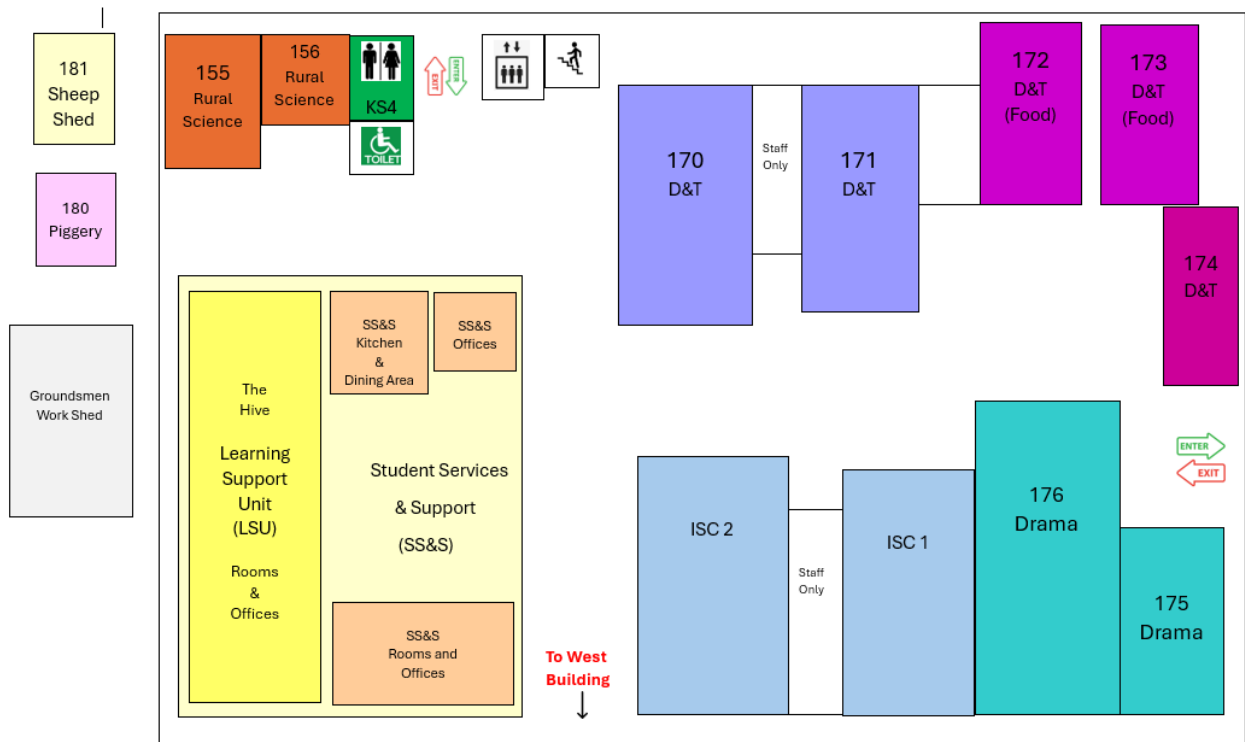
**The transition between the Sites** - The two sites are joined by a walking path, where students can safely transition throughout the day between buildings and subjects. The Astro-turf pitches also sit on the land between the two sites.

## SCHOOL MAPS:-

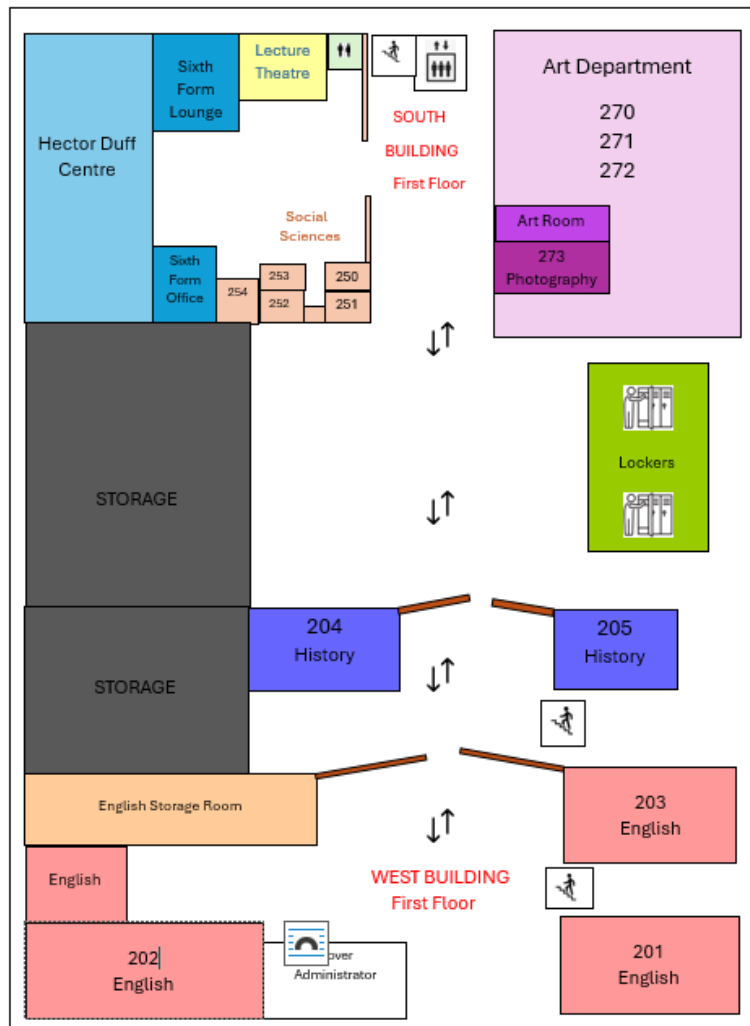
WEST BUILDING – Ground Floor



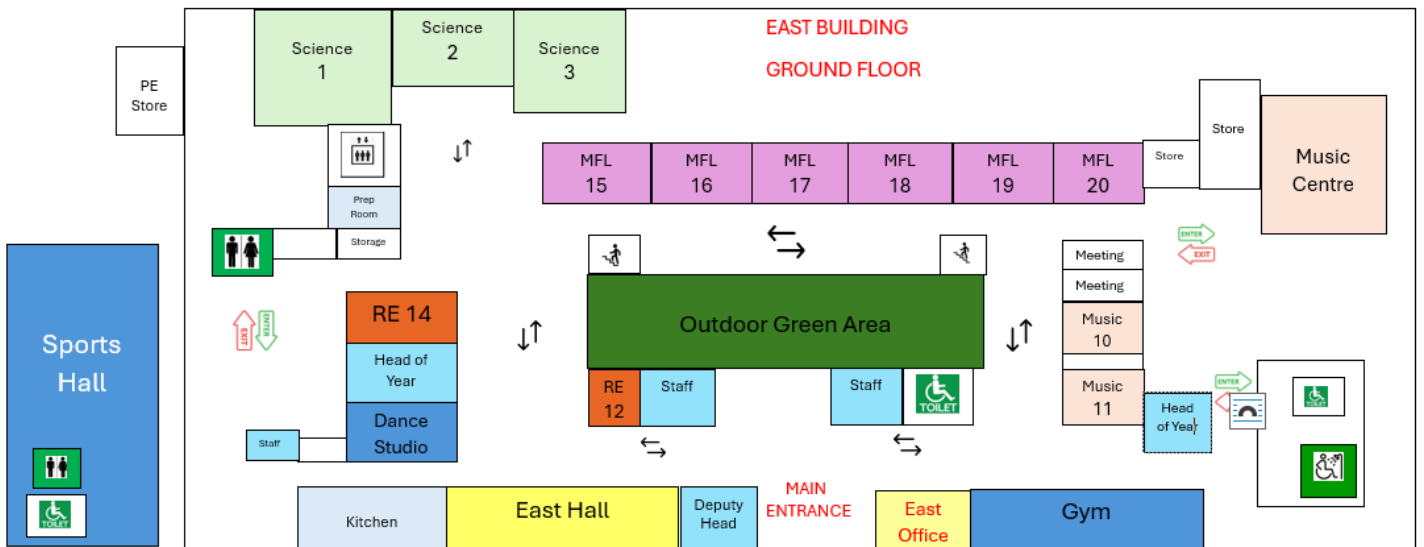
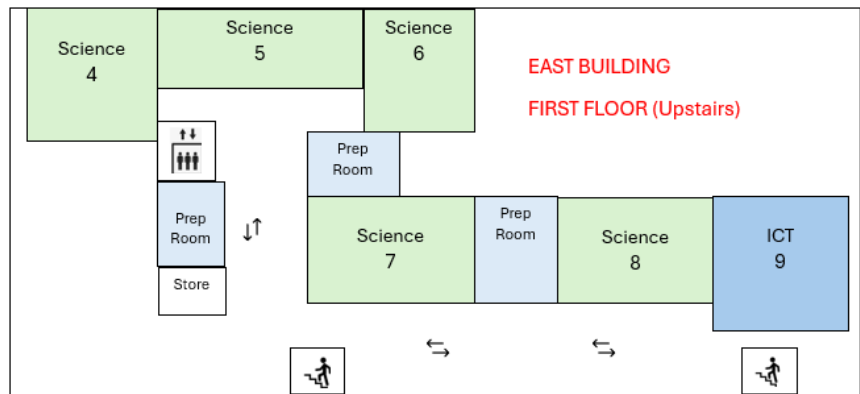
South Building – Ground Floor



WEST + SOUTH BUILDING – FIRST FLOOR



EAST BUILDING



NOTES:-