



Information Booklet 2021

A Quick Guide to Royds



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Introduction

Students and parents have a lot of questions during the transition period therefore, we have put together this guide to answer your questions and provide you with the information that will make the transition period as exciting and stress free as possible.

What happens during transition?

Transition happens over the second half of the summer term. If COVID guidelines allow, there will be an information evening on the 29th and 30th June. Families will be invited to one of these evenings. This will provide parents and students with the opportunity to: meet key staff, look at the curriculum students will be studying, try on uniform and find out information about practical aspects of school life at Royds. We will write to you nearer the time to confirm your allocated date.

In July, if COVID guidelines allow, all Year 6 pupils will join us during the last seven days of the Summer Term; 19th to 27th July. This time is designed to form the final part of the transition process and allow students to set aside any concerns they may have before the summer holidays. During this time students will experience the school at its best and attend a wide range of lessons.

Timings of the School Day

All students must arrive on site by 8.25am, lessons start promptly at 8:30am.

Time	Activity
8.30-9.30	Lesson 1
9.30-10.30	Lesson 2
10.30-10.50	Break
10.50-11.10	Form Time / Assembly
11.10-12.10	Lesson 3
12.10-12.40	Lesson 4: Part 1
12.40-1.10	Lunch
1.10-1.40	Lesson 4: Part 2
1.40-2.40	Lesson 5

What is a normal day at Royds?

Arrival

Students must arrive by 8.30am although you can come earlier and buy breakfast in the canteen if you want. All students go through the Student Entrance gate where you show your planner and uniform is checked.

Lessons

When the bell goes at 8.30am, you go to your first lesson (Period 1). Your timetable will tell you where you need to be. Remember to leave plenty of time to get there as not all classrooms are close together. When the bell goes again, you go to your next lesson for Period 2.

Form Time / Assembly

At 10.30am, you will spend 20 minutes with your form teacher four days a week and on the other day you have assembly. In form time, your form tutor will give you information or check things with you. On your day for assembly, you go to the Performing Arts Hall with the rest of your form.

Break

All students have morning break at the same time. The canteen will be open. After that you return to lessons for Period 3.

Lunch

Lunch is split into three sittings so Period 4 lasts an hour and a half. Year 7 students have lunch by themselves which allows plenty of time and space to get used to the new lunch systems.

End of the Day

When the bell goes at 2.40pm, most students will go home. All buses collect from the main school car park, directly outside the student entrance. It depends which bus you are on as to where you wait. If you walk or get picked up, you leave from different places.

If you go to an afterschool session, club or team or have been issued a sanction then you can get the late bus at 3.45pm. The current cost of the bus for each student is £1.30 (which reflects a single fare on a service bus). This service has a limited number of stops.

Students will need a bus permit. Details of how to apply will be provided on Transition Evening in July.

Do I have a teacher I see every day?

You will have a form tutor who you will get to know well and you should see them every day during form time. You can go and ask them for help whenever you need it. Learning Managers are assigned to each year group together with a member of the school's leadership who will be on hand to support each day.

How do I find my way round?

During the transition week we will show you around the school and give you a map to help find your way. There will be competitions to see which team can navigate the site the best and find hidden items from a series of clues.

What lessons do I have?

In Year 7 all students study English, Maths, Science, PE, Art, Geography, French, Drama, ICT, Music, Technology, History, Life Skills and Religious Education. All lessons last for 60 minutes.

How are my lessons different to primary school?

At secondary school, there are a lot more facilities to use and all teachers are specialists in their own areas.

How will I know which lesson I need to be in?

You will be issued a timetable by your form tutor on your first day at Royds. This will include the subject, teacher and room location. There will be a map of the school in your planner to help you navigate around the school site which you will have practised when you visited Royds during your induction.

Who can I ask for help?

There are lots of different people to help you at school. When you arrive for your transition visit, you will meet key people who will introduce themselves to you and explain what they do. These people will always be around to help and support you.

What homework will I get?

At Royds, homework will be introduced as a gradual process which will build you up to the workload you need for managing GCSEs. It is a good idea to have a quiet space in the house for you to do your homework. You may need access to a computer but you can come to homework club if you don't have one.

What do I need to have with me?

You will need to get:

- a pencil case
- 2 black or blue ball-point pens
- 2 HB pencils
- an eraser
- a pencil sharpener
- a compass
- a protractor
- a 30 cm ruler
- a highlighter pen

How do I make friends?

There will be many students in a similar position to you so don't worry. The chances are some of your current classmates will be joining Royds. We have over 25 primary schools sending Year 6 students to us, so you are lucky, as you will soon know lots of people and have chances to meet lots of new people.

What can I get involved in?

There are lots of opportunities for students and parents/carers to get involved in activities at Royds. More information regarding extra-curricular activities, Student Voice Leadership Team and the Leading Parent Partnership can be obtained on Transition Evening. There is a bus available for anyone staying for enrichment activities.

How do I get the bus?

Royds is served by several bus services which you can read about later in this booklet. Further information can also be found on the school website in the 'Our Parents' section.

What do I wear?

At Royds we have high expectations for uniform. There is more information to follow.

How do I get my lunch?

Food is only to be eaten in the canteen. You can get hot meals, sandwiches or eat packed lunches in there.

School Lunches

We run our own catering and have a highly experienced Catering Manager who makes a variety of delicious, healthy meals. All of our meals meet School Food Standards but we pride ourselves on purchasing locally and ethically sourced ingredients. For example, all meat used is Red Tractor certified.

There are hot meals, e.g. roast dinners, lasagne, curry, pizza or pasta meals and a range of cold options e.g. baguettes, pasta pots etc, as well as hot puddings, bakery items like cookies and brownies and a range of school compliant cream cakes.

Paying for Meals

Royds adopts a cashless catering system. A main meal currently costs £2.00 and a main meal with a drink and a pudding costs £2.65.

The cashless catering system provides a more efficient, faster and ultimately better quality of service.

Student accounts must be managed through Parent Pay – we do not allow money to come into school to pay for lunches. You will be provided with a letter to allow you to activate or transfer an existing account. A detailed 'How to' Guide will be posted on the website.

Packed Lunches

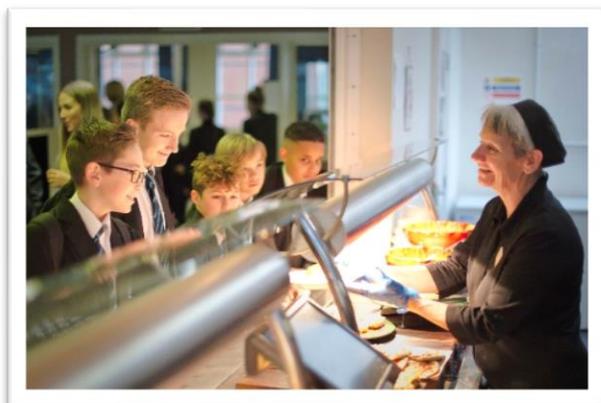
These can be brought from home as an alternative to buying meals from the canteen, however, fizzy and energy drinks are not permitted.

Free School Meals

If you are receiving certain benefits, your child may be entitled to free school meals.

Every day children and young people across Leeds are missing out on their free school meal. Child Friendly Leeds encourages families to check if they are eligible – it could save you £13.25 a week for each child.

To find out if you are eligible call Leeds Revenues and Benefits Service on 0113 222 4404 or fill in the claim form.



Supporting Students

At Royds we want every student to feel safe, secure and happy at school. We recognise that every child is an individual and will have different needs at different times during their time with us. For this reason, we have many different layers to our pastoral system and different specialist areas to support students.

Every year group has the following structure:

- **Progress Leader:** this is a teacher with an overall responsibility for the academic performance of the year group. They will be happy to talk to you about any issues that a form tutor has been unable to resolve.
- **Pastoral Leader:** this is a teacher with an overall responsibility for the welfare, behaviour and attendance of the year group.
- **Form Tutors:** each child has a form tutor who will be their primary source of support. They oversee each child's progress across all of their subjects and will build a strong relationship with them. They will be the first contact for students and parents and will be happy to discuss any concerns.
- **Learning Managers** build strong relationships with students across their year group. Part of their role is focused on managing behaviour but they provide early intervention and support for students experiencing other issues such as bullying.

There are also several support mechanisms for students across the whole school:

- **Haven,** our Learning Support Centre, is there to help any student who has additional needs whether they are educational, emotional or for another reason. Some students may be based in the Haven while others will access it as required.
- **Learning Support Assistants** are deployed within lessons to support students who are identified as requiring additional support with their learning.
- **Mr Forrest** is the School Medical and Welfare Officer. As well as providing first aid, he supports students with managing long term medical conditions such as diabetes or asthma and taking medication at school. He is happy to advise parents if they are unsure whether a child is fit for school.
- **Mrs Bragan** is the Attendance Inclusion Officer and works with students and families to ensure they meet the 95% attendance threshold.
- **Designated Safeguarding Team:** Royds takes its role in safeguarding young people extremely seriously and does all it can to protect young people from harm. The Designated Safeguarding Team are there to address any child protection or safeguarding issues that arise.

How to Get Involved at Royds

Extra-curricular

- Every student is encouraged to take part in extra-curricular activities, which foster initiative and self-reliance, as well as developing interests that may last for the rest of their lives. Many clubs of a musical, technological, sporting, and artistic nature are on offer after school.
- A late bus is provided (current charge of £1.30) to ensure students are able to get home safely and can take full advantage of all opportunities available to them.

Student Council

- Student Leadership is the key to the success of any school. As a student-centred learning community, Royds are keen for students to take an active role in enhancing school life. Listening to the young people at Royds plays a vital role in promoting the views of students, as well as developing their leadership skills.
- To provide a forum for students to share and discuss their views about the school a Student Voice Leadership Team has been established. The team consists of individual form reps, year reps and is led by Prefects.

Attendance and Punctuality

As a school we aim to:

- Maintain an attendance rate of a **minimum of 95%**
- Maintain parents' and pupils' awareness of the importance of regular attendance.

If your child is going to be absent, please telephone
0113 205 9559 or email
attendance@roydsschool.org

Good attendance is important because:

At Royds we recognise that there is a very clear relationship between the regularity with which students attend school and their academic achievement.

Students with good attendance records benefit from:

- The continuity of learning in lessons.
- Improved performance in examinations.
- Support and guidance with coursework.
- Maintaining friendships.
- Developing good habits for adult life.
- References for further education or employment highlighting their reliability.

We therefore ask for your support to keep absenteeism to a minimum, so that we can prepare your son/daughter effectively for their future. We will not normally authorise term time holidays.

Praise and Rewards

Aims of the Rewards System

- To create a positive ethos through effective recognition of achievements. This includes rewarding students who contribute as excellent members of the school community inside the classroom.
- The reward system runs in parallel with the behaviour policy. The system allows for all students regardless of ability, gender or age to be given the opportunity to operate within the rewards framework.

Students collect credits throughout their lessons, for good attendance and for going the extra mile. Their achievements are recognised every half term with different reward activities.

We will explain this fully during the transition week.

What are the rules?

Stages of Behaviour

The Stages programme is central to the way school operates. It helps all members of school community feel secure because we are clear about what behaviour is unacceptable and what the stages will be. It makes everyone feel valued because it is a way of making sure students are rewarded for good behaviour.

- Stages is a consistent, fair and positive system which is applied in all lessons across all subjects.
- Stages means that positive behaviour is praised. However, everyone is clear about the stages for negative behaviour.

We will explain this fully during the transition week.

Parental Involvement

As a parent you can help us by:

- ringing on the first morning of all absences with the reason and saying when the child will return;
- arranging dental and doctor's appointments out of school hours or during school breaks;
- sending a note or doctor's appointment card/letter, explaining the reason for absence on your child's return to school after an illness;
- keeping us updated by telephone or letter if your child has an extended period of absence due to illness;
- letting us know if there are issues arising in school that you think are affecting your child's attendance.
- Friends of Royds are an open, informal and welcoming group of parents and carers who are keen to take an active part in supporting the life of the school. In addition to providing invaluable support at events ranging from Consultation Evenings, Prize Evening and concerts, FOR is a forum for parents and carers to discuss issues relating to learning.
- LPPA
- Royds Alumni



Uniform

At Royds we have extremely high uniform standards. Below we have provided a detailed list of what the school uniform requirements are.

Blazer:	Royds black blazer with school logo. Blazers must be worn at all times in lessons and around school, unless permission has been given by the classroom teacher. Blazers can be removed at break and lunch when students are outside, but they must be put back on when they enter the school building.
Jumper:	Royds V neck jumper with school logo. (Optional, however only Royds School jumpers can be worn).
Tie:	Royds clip-on school tie fastened to the collar. The Class of 2021 will need to purchase a blue tie.
White formal shirt:	Long sleeve or short sleeve; top buttons of shirts must be fastened to the collar and shirts must be tucked into skirts or trousers. Blouses are not allowed.
Trousers:	Plain black and formal. They should be waist high, straight legged and made of plain material. Fitted, black denim, leggings, stretch or tight-fitting styles are not allowed.
Black skirt:	The only skirts that can be purchased are branded Royds skirts. This is to ensure skirts are of an appropriate length. These can be bought from our preferred supplier, Better and Bright in Castleford Market or online from yourschooluniform.com details of which are on our school website.
Socks and Tights:	Socks should be black. Tights should be plain black with no patterns.
Coats:	Plain in colour with no large logos. Large sweaters, cardigans or hoodies are not allowed as outer wear. If students wear a hooded coat the hood must not be worn inside.
Makeup:	Any makeup worn should be discreet and kept to a minimum. Nail polish/varnish, gels, acrylic/false nails, lipstick and false eye lashes are not allowed.
Hairstyles:	Hair styles and colour should be sensible and be natural colour. No patterns should be shaved in. Hair accessories should be discreet and dark in colour. Please check with a member of the Leadership Team before making any dramatic changes.
Accessories:	Wide belts, coloured belts or belts with large buckles should not be worn. Hats and sunglasses are not permitted on site.
Bag:	Students require a school bag that is large enough to contain a Royds planner, A4 workbooks and their equipment for learning.
Jewellery:	The only permitted jewellery is a pair of single metal ear studs, in the ear lobe. A wrist watch and a medical alert necklace or bracelet can be worn. No other piercings are allowed.

Uniform Rules:	If students arrive at school wearing incorrect uniform a sanction will be given and if required, students will be expected to wear clean school replacements for the day. If a student refuses to borrow school uniform, they will be isolated for the day.
Shoes:	Plain black school shoes. For safety reasons shoes should be flat or low heeled. No trainers, boots, pumps, platform soles or canvas shoes will be allowed.



Slip On Styles



Lace Up Styles



Slip On Styles (to be worn with black socks or tights)



Lace Up Styles

The following styles of footwear do NOT meet the school's uniform policy:



UGG Boots



Leather Plimsolls



Deakin Boots



Timberland Boots



Black leather trainers



Gladiator Sandals



Velcro Sports Shoes



Decorative Ballet

Boys PE Kit

Indoor: white polo, black shorts, red socks and trainers

Outdoor: red rugby shirt, black shorts, red socks and trainers

Additional kit: shin pads, football boots

Girls PE Kit

Indoor: white polo, navy shorts, red socks and trainers

Outdoor: red rugby shirt, white polo shirt, navy shorts, red socks and trainers

Additional kit: shin pads, football boots

Uniform Ordering Guide



Better and Bright

Ordering service - Our preferred uniform supplier is Better and Bright. They are offering both a telephone and on-line ordering service. They will have all uniform available.

Once on their website, please click on the school name and all our uniform and PE kit will come up.

Shop - They will have stock in the shop in Castleford if you are unable to use the online or telephone ordering service.

www.betterandbrightschoolwear.co.uk

Pontefract Shop:

- Tel: 07486 140776

Castleford Shop:

- Tel: 01977 557196
- Email: info@betterandbrightschoolwear.co.uk





We have an online supplier that can supply all items except for the tie. Please order in advance as they embroider the logo on uniform to order.

Once on their website, please type the school name into the search box and all our uniform and PE kit will come up, as well as a few other items you may find useful.

Ordering from here is very simple, like shopping on any other retailers' website. www.yourschooluniform.com



Travel to School

Royds has a wide catchment area with students and there are many different ways to travel to school to make sure that you arrive safely and on time. The table below is designed to help you with some of the different transport methods available and further information follows about the school buses.

Service	Pick up/Destination	
446 Wakefield	Royds School - Wakefield - Hall Green	PM only
446 Leeds	Leeds Park Row - Royds School	
153	Royds School - Carlton Post Office	PM route
154	Westerton Frosts Corner - Royds School	AM route
R1	Domestic Street - Royds School	
R2	Low Road (near Balmoral Chase) - Royds School	
R3	Hunslet Shopping Centre - Royds School	
R4	Belle Isle Circus - Royds School	
R5	Lower Mickletown - Royds School (via Woodlesford)	
R7	Jumbles Lane - Royds School	
Late Bus	Methley Cricket Club (if requested), Aberford Road (bottom of North Lane), Woodlesford (top of North Lane), Haigh Road Cemetery, Rothwell Haigh Road, Rothwell Methodist Church, Joseph Priestley College, Robin Hood, Middleton (Sharp Lane), Belle Isle Circus, Hunslet Shopping Centre	3.45PM

To view a copy of the routes and timetable please go to <http://www.generationm.co.uk/your-school/schoolfinder/R/RoydsSchool/#school> . **The times above are currently correct however they will change during the summer so we would advise checking again for September 2021.**

The students who attend Activity Clubs after school will be able to get a bus pass from the teacher running the club. Students who are in detention will be able to get the pass from the staff running detention. Please note there is a charge for the late bus of £1.30.

Please contact Education Transport on 0113 348 1122 or visit www.generationm.co.uk.

For information on non-school services please visit www.wymetro.com or ring Metroline on 0113 2457676.

To apply for a Young Person's PhotoCard:

<http://www.wymetro.com/TicketsAndPasses/Under26/YoungPeople/>

Key Dates

Event	Date(s)	Purpose
Information Booklets distributed	Posted home week beginning 15 th March	This booklet provides detailed information regarding the school and answers many questions you may have.
Admissions Booklets distributed	Posted home week beginning 15 th March	<p>To gain crucial information about your child and family prior to primary school visits by our transition team.</p> <p><u>This can be returned in the following ways:</u></p> <ul style="list-style-type: none"> • Handed into Royds Main Reception. • Handed into the Reception at your child's current Primary School • Downloaded from the Royds website and returned electronically via the dedicated transition email address: year6@roydsschool.org • Please return your admission booklet by Friday 23rd April.
Transition Visits	Late April - June	Our Year 7 team and SENCO will visit primary schools to speak to Year 6 about life at Royds and obtain key information from Year 6 teachers about each individual child in terms of pastoral support, learning needs and hobbies and interests. Once again these are dependent on COVID guidelines.
Transition Evening	Tuesday 29 th June or Wednesday 30 th June (1 night only via invitation)	Meet key members of staff, understand expectations and systems, purchase uniform, ask any questions regarding the transition week. COVID guidelines dependent.
Transition Week	19 th July - 27 th July	To allow students to experience daily life at Royds and familiarise themselves with expectations, new surroundings and build relationships with new peers and members of staff. Students do not need Royds' uniform for this week - primary clothing is fine.

Useful Contact Information

All staff at Royds are keen to help students to settle into school as quickly as possible and we are happy to answer any questions you may have.

Key Staff at Royds		
Mrs Jackson	General Enquiries	year6@roydsschool.org
Mr Faulkner	Assistant Headteacher: Transition Programme Leader	gfaulkner@roydsschool.org
Mrs Booth	KS3 Progress Leader	lbooth@roydsschool.org
Miss Donkin	SENCO	bdonkin@roydsschool.org
Mrs Arnold	Senior Child Protection Officer	darnold@roydsschool.org
Mr Douglas	Finance Manager	ldouglas@roydsschool.org