



RGS

JUNIOR SCHOOL

Family Handbook

'There's More to Life at RGS'



RGS

WELCOME TO THE RGS JUNIOR SCHOOL

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WELCOME FROM MR MILLER

Dear Parent

Welcome to the RGS family! We are delighted to have you, and this handbook is your reference point; please use it in combination with the website and your communications with us.

If you haven't already felt them, you will soon discover our 4 core values (love for learning, ambition to succeed, belief in each other and sense of belonging) which drive what we do. We want you to feel part of your child's voyage, because RGS is about opportunity and community.

If you need clarification on the contents of the handbook then please do get in touch, you can contact me or Amanda Noble, Emma Evans or Jessica Bryson from the support team, via the contact information on the back of the handbook.

In Junior School we are constantly working on our 4 superpowers : able, strong, calm and kind;



With best wishes,

James Miller
Head of Junior School



THE SCHOOL DAY – ARRIVAL & DEPARTURE

BEFORE SCHOOL

Children are expected to be on site and ready for the start of the school day by 8.30am, in practise, this means they should arrive a little earlier in order to get organised. Those who arrived between 8.30am and 8.45am will be marked as 'unofficially late' and an accumulation of these will trigger contact from school. Those arriving after 8.45am will be marked as 'officially late', the statistics of which will be monitored. We ask that parents drop children at the door/gate in the morning.

A few children cycle or scooter to school and leave their mode of transport in the cycle shed. We want to encourage this!

The main doors into school and the entry gates on Lambton Road are fitted with number code locks for security. If you have any difficulty gaining access, there is a bell adjacent to each doorway to summon assistance.

Please note that we do not want children to arrive earlier than 7.45am. In 'good' weather, children play on the Brandling House site until 8.15am. In inclement weather, the children are welcomed into the school halls (Y3/4 Lambton House, Y5/6 Brandling House) from 7.45am, from 8.15am, students will have access to the classrooms where supervision is provided.

AFTER SCHOOL SUPERVISION

Lambton House, Years 3 and 4.

At 3.30pm, Miss Noble (secretary) or Mr Miller will invite parents to enter Lambton House so that they can collect children from classrooms at 3.30pm.

At 3.45pm, those children who have not been collected are taken to Brandling House by staff to be supervised by Mrs Colley or Mr Hails (after-school supervisors).

Parents should come to late room through the Brandling House gate to collect their child. Mrs Colley or Mr Hails will record the departure of all children.

Brandling House, Years 5 and 6

The school day ends at 3.30pm (3.50pm every Monday for Y6). Children expecting to be collected promptly can wait in Zone 1 until 3.45pm, after this time children will go to late room.

Please note that we do not allow children to wait on the pavement beyond the school gate for collection nor can they go to the shops. Those staying for later collection wait in the Late Room until collected.

Please note that after school supervision ends at 5.45pm.

ABSENCE

If your child is to be absent, then please let Miss Noble or Mrs Evans know

via email or telephone before 9.30am. After this time, the school will contact you.

Leave of absence/holidays must be requested in writing, or by email, in advance of the anticipated date, but please note that holidays during term time do not qualify for leave of absence. It is the school policy that requests for such holidays should not normally be accepted. Requests are given reasonable consideration by the Headmaster. If you have children in both Junior and Senior School then please send your request directly to Mr Stanford.

THE SCHOOL DAY

WHAT TO BRING

Children should bring the following stationery kit in a named pencil case:

4 HB pencils	a rubber
a 30cm ruler	a glue stick
a set of coloured pencils	a document wallet - to carry work to and from school
a set of felt-tip pens	scissors
a pencil sharpener	a non-disposable ink pen – Y4, 5 & 6 only

In addition, Year 5 and 6 children will need:

- a Collins pocket thesaurus (ISBN: 978-0008141806),
- a Collins pocket dictionary (ISBN: 978-0008141820),
- a protractor,
- a pair of compasses (for use at home with homework only).

These items should be clearly named and kept permanently at school in your child's desk/tray and a similar set of equipment available at home. A pair of outdoor trainers is also needed. In Years 3 and 4, a named 'shoe bag' to keep them in should be ordered on-line at schoolblazer (www.Schoolblazer.Com) with the rest of your child's uniform. Years 5 and 6 have shoe racks outside each classroom, therefore shoe bags are not needed. A backpack for transporting school equipment is also needed. Year 5 and 6 children should purchase their own but please avoid anything expensive.

HANDWRITING PENS

In Year 3, children write using a pencil for much of the year before progressing to a pen for some written work in the summer term. Years 4, 5 & 6 should have a re-usable pen in blue ink; this can be a rollerball, fountain pen or biro but must NOT be an eraser pen. Blue ink is the colour of choice.

SUPERPOWER CODE

A very important aspect of our School is the Superpower Code. A copy can be found in each student planner – please read it together and help your child to sign it. We are determined to ensure that our pastoral care is second to none and we want everyone to know that their time at our school is shared with others who will respect their individuality.

BREAK - SNACKS

Children are welcome to bring a healthy snack from home, perhaps some fruit. This can be especially beneficial if they have a long journey to school from home. Children are also asked to bring in a named water bottle, which they can top up at the water cooler.

Please do not send sweets, crisps, chocolate, anything with nuts or fizzy drinks: we discourage their regular consumption in the health element of our personal social and health education (PSHE).

LUNCHES

Lunch at the RGS is taken in the dining hall in Brandling House. There is an extensive menu (including vegetarian and halal options), and all children are encouraged to take lunch at school. However, lunches are not compulsory and those who prefer to bring their own packed lunch can do so. Those who wish to bring packed lunch should contact the Finance Department so that the charge for lunch is cancelled.

Any special dietary requests should be directed to the Catering Manager, Mr Bulch, via email at b.bulch@rgs.newcastle.sch.uk or telephone 0191 2128929.

READING

Children are expected to read every night; this is a very important part of their academic development and at the beginning of the year they will receive a recommended reading list. Details of each day's reading should be written in the reading record section of the planner and, as with homework, parents are asked to monitor this and sign it nightly. Please remember that children should be encouraged to read different styles of literature.

As well as giving children the opportunity to read independently, it is still important that you listen to your child read on a weekly basis: this helps with fluency, accuracy, confidence and expression; it also helps children to further develop their comprehension skills and their understanding of punctuation and language. It is also a wonderful opportunity to strengthen that parent and child bond. The planner includes a section to indicate whether reading has been aloud or done independently each day. Reading aloud should be continued through all years in the Junior School, not just in Year 3.

Electronic readers, such as Kindles, are becoming an increasingly popular method of reading with children. We are always happy to encourage reading and therefore children who are using these can bring them into school. Please note that electronic tablets, such as iPads and Kindle Fires, are not allowed in school.

THE SCHOOL DAY CONTINUED

RECOMMENDED READING LIST

As most of our children at the RGS are generally literate well beyond their chronological age, we believe that a structured reading scheme is not appropriate. In addition, as there is such a wide variety of reading material available today, we have decided it is appropriate to publish a recommended reading list. This list has been compiled using the expertise of staff. We have kept each list to a manageable size and tried to select books that represent good literature. Teachers are only too happy to help with recommending books.

Once a month, Mrs Wall produces a reading newsletter (Bonkers About Books) which is shared electronically with parents and children. It recommends new books as well as including reviews from children of books they have read.

E SAFETY

During computing lessons, RGS pupils regularly discuss and explore different areas of E-Safety which include: top tips for internet safety, how to prevent cyber bullying and the risks of social media networking. Computing teachers refer to many useful E-Safety websites during lessons such as: www.thinkuknow.co.uk, www.netsmartkids.org, www.childnet.com, as well as others. Children are then encouraged to revisit these websites at home with their parents.

PHYSICAL EDUCATION

All children have three periods of games, a double PE lesson and swimming lesson every week. This is beyond the level of provision for physical education in the National Curriculum, but we believe it to be appropriate as it helps to develop physical fitness, skill levels and team spirit. There are inter-school competitive fixtures in all years and we try to ensure that everybody is selected to compete on at least one occasion every year.

Children are not allowed to play in rugby or hockey lessons unless they are wearing a mouth guard. This can be purchased from a sports shop or your dentist.

THE SCHOOL DAY CONTINUED

MUSIC

Music at the RGS enjoys an outstandingly illustrious tradition. Children in both the Junior and Senior Schools are taught by music specialists and over 20 visiting instrumental tutors. A comprehensive programme of class music overflows into an extensive range of activities which take place before school, in lunch breaks and after school.

At the Junior School, all children are encouraged to become involved in musical activities, even if they have had no previous experience. All groups meet regularly and perform in concerts throughout the school year.

Instrumental tuition and Speech and Drama (LAMDA) lessons are also available, further information will be sent home accordingly.

HOMEWORK

Details of each night's work will be written by each child in their planner and a timetable for homework for each class will be brought home early in the term. Parents are asked to monitor homework and sign the planner each day. Please add useful comments if relevant e.g. too hard, too easy, too short, too long, spent hours, didn't understand, please help! As a general guideline, each piece of homework should not take longer than 20-30 minutes. Teachers, sometimes, allow more than one evening to complete work. It might include additional subjects. There is also space in the student planner where the timetable can be written.

Maths homework is all computer based. All children are expected to do 5 minutes Doodlemaths every night. Other tasks will be set in Times Tables Rock Stars (TTRS).

LOST PROPERTY

Some children in the Junior School do tend to lose things! Our system for returning items is fairly good: there are lost property containers in the Junior School. Items left in the Senior School take a little longer to return, but usually do eventually turn up if named. **Named items are easier to return to you!**

THE SCHOOL DAY CONTINUED

MOBILE TELEPHONES

The use of smartphones (those which can run apps) is not permitted in Junior School. We do allow the use of feature phones (phones simply with text and call functionality), particularly for those children who use public transport and/or travel longer distances.

CLUBS & ACTIVITIES

Co-curricular activities are a very important part of RGS life and we pride ourselves on the range of activities on offer. We believe that, in addition to playtime, they help to enrich the lives of the children, help to foster links between children in other classes and also enable them to develop social skills and emotional qualities. Many of the activities involve children of different ages and exposure to children from other year groups is valuable for both younger and older children. Some activities take place before school, some during lunchbreak and some after school. Some are seasonal. It is important that they join activities and parents should discuss what is on offer with their children. Where places are limited, we operate a rota to ensure everyone who wants to, has an opportunity to try the activity.

SCHOOL LIFE

PREFECTS

In Year 6, all children are invited to be prefects. As the oldest children in the school, they are already expected to set a good example and this allows them to take a leading role in acts of service to the school community. The duties performed are designed to give the Year 6 children additional responsibility around school.

STUDENT COUNCIL

Every year, two children from each class are nominated by their classmates to represent them at student council meetings. Meetings are held regularly throughout the year and two Year 6 students are chosen by their peers to be the chair and secretary. Whilst staff are on hand to help with the meetings, they are largely led by the students.

OUTDOOR ACTIVITIES PROGRAMME

The school has a well-developed outdoors activity programme with trips or activities in every year in order to develop the pupils' independence, resilience in the face of challenges and love of the countryside, for example:

- Year 3:** an overnight trip to the Cheviots.
- Year 4:** a two-night stay at the Lake District.
- Year 5:** a two-night stay at Robinwood.
- Year 6:** a two-night residential trip to the Cheviots and, if they want, a five-day trip, during the holidays, to the Lake District.

BIRTHDAYS

Birthdays are an exciting time for children and staff are happy to help celebrate by distributing birthday cakes; however, we would be grateful if cakes were already cut into the required number of pieces (individual cupcakes are also ideal) and sent with napkins. Please note that we do have children with nut allergies, so it is important **not** to include any nuts within the cakes.

SCHOOL LIFE CONTINUED

TRANSFER TO THE SENIOR SCHOOL

It is only rarely that we find we cannot recommend pupils for a place at the Senior School. Consequently, in the spring of the year in which your child is in Year 6, you should receive a letter from the Senior School Headmaster confirming your child's place in the Senior School.

Entry into Senior School isn't automatic but is expected on a consequence of progress and effort during time in the Junior School and respect for our values.

THREADAWARE UNIFORM

Threadaware is a scheme available to new or existing RGS parents who are able to quickly and easily access good quality second-hand uniforms and sports kit at substantially discounted prices. The money raised from the sales goes towards the Bursary Fund. If you have any questions, please contact me via: Mrs Evans (e.evans@rgs.newcastle.sch.uk).

Uniform can be purchased during the school term between the hours of 9.30am and 3.00pm. If you require to view or purchase uniform during the school holidays, appointments must be made with either Miss Noble (a.noble@rgs.newcastle.sch.uk) or Mrs Evans (e.evans@rgs.newcastle.sch.uk).

MEDICAL MATTERS

There are medical staff on site every day, and the school doctor visits regularly. Those who are involved in accidents or taken ill are quickly seen by the school nurses, Mrs Duns and Mrs Thorniley-Walker, or by a first aid trained member of staff. Where treatment or the nature of injury warrant contact with home, we will do so via telephone or note, but we will not trouble you with information about everyday 'bumps and scrapes'.

Any medication that you would like us to administer to your child during the day should be prescribed, clearly named and handed to either reception where you will be asked to complete a form.

Please keep us informed of any medical requirements or conditions concerning your child. Confidentiality is respected.

COMMUNICATION

Communication between school and home is a vital two-way process. If you have anything you need to talk about then please bring it to our attention. The Junior School is a happy and caring school, and staff and existing pupils will do everything they can to help your child settle quickly. The form teacher gets to know the child best and all children are encouraged to share any concerns with their teacher and ask for help when necessary. Parents are asked to make contact with the form teacher or subject teacher as soon as there is a need, and brief contact with all staff is often possible before or after school without an appointment.

The Junior School secretary, Miss Noble, is in the office from 7.45am until 4.15pm and will be able to help you with most of your enquiries on 0191 2818955. Miss Bryson, Receptionist/Administrative Assistant, is in the office between 11.30am – 5.30pm and Mrs Evans, Receptionist, is in between 7.45am and 3.45pm.

THE FRIDAY BULLETIN & SPORTS MAGAZINE

During term time we issue a newsletter, 'The Bulletin', and a sports magazine via email. Their purpose is, amongst other things, to celebrate participation, effort and success, to remind you of certain events or add items to the calendar.

REPORTING, ASSESSMENT & CONSULTATION

REPORTS

The following table indicates when different year groups receive their reports and when Parents' Conferences take place. The chart below highlights the reporting cycle for the coming year.

Year Group	Autumn Half Term 1	Autumn Half Term 2	Spring Half Term 1	Spring Half Term 2	Summer Half Term 1	Summer Half Term 2
3	Parents' Conference October	Summary Report		Performance Indicators plus Student Reflection	Parents' Conference June	Full Written Report (July)
4	Summary Report	Parents' Conference November	Performance Indicators plus Student Reflection	Parents' Conference March		Full Written Report (July)
5	Summary Report	Parents' Conference November	Performance Indicators plus Student Reflection	Parents' Conference (students invited) March		Full Written Report (July)
6	Parents' Conference October	Summary Report	Parents' Conference (students invited) February	Performance Indicators plus Student Reflection		Full Written Report (July)

CONSULTATION & PARENTS' CONFERENCES

You are welcome to come into school at any time to discuss your child's progress. Formal parents' conferences are held according to the timetable above and you will receive an invitation near to the date when you will be asked to select a time when it is convenient for you to attend.

At the end of the academic year, the House Merit Trophy is awarded in the Prize Giving ceremony to the house with the largest number of merits. At the same ceremony, a variety of prizes are awarded which celebrate many aspects of the school life, including effort, achievement and improvement in certain areas of school life. As this is the final event, we celebrate the year, the children and their many achievements and successes at the RGS, wrapped up in our superpowers : able, strong, calm and kind.

REPORTING, ASSESSMENT & CONSULTATION

CONTINUED...

CONSULTATION & PARENTS' CONFERENCES CONTINUED...

Encouraging classes to work as a team and to promote a sense of calm around school, we have a token system in school. Class tokens enable each class to receive rewards to celebrate excellent behaviour. Tokens are awarded for classes who move quietly and calmly through communal areas of the school, for lining up smartly and quietly at the end of play, for politeness and table manners in the dining hall and for tidy classrooms.

On a bi-weekly basis (alternating between Year 3 and 4 in Lambton House, and Year 5 and 6 in Brandling House), the winning class are rewarded with a class breakfast on Friday morning.

In addition to this, all tokens awarded throughout the year are accumulated, the winning class from Lambton House and the winning class from Brandling House rewarded with an end of year cinema trip.

JUNIOR SCHOOL STAFF

It is always useful to be able to put a name to a face so we've put together a staff 'photo shoot' pages to help you recognise members of staff and so you know who's who around school. We hope they don't scare you too much! They are arranged alphabetically by surname.

		
Mrs Claire Baker Class Teacher 5B Subject Leader: History and Swimming Charitable Events Coordinator	Ms Jessica Bryson Receptionist/Administrator	Mrs Lorraine Castle SENDCo
		
Mrs Susan Charlton Playground Supervisor	Mrs Katherine Clappison Assistant Head (Academic) Junior School Head of Music	Miss Helen Close Class Teacher 5C
		
Mrs Caroline Colley Late Room Supervisor	Mr Adam Cragg Head of Games	Mrs Catherine Cree Class Teacher
		
Mrs Shirleyann Davison Playground Supervisor	Mrs Heather Dean Class Teacher 3D	Mrs Tracey Etherington Swimming Coach

		
Miss Ruth Embley Care Assistant	Mrs Emma Evans Junior School Receptionist	Mrs Alaina Gilmore Teaching Assistant
		
Mr Steve Hails After School Supervisor	Mrs Lindsey Hogg Class Teacher 4MH	Mrs Lesley Johnston Lead Teaching Assistant
		
Mr Thomas Lloyd Class Teacher 6L Subject Leader: Maths	Mr Roddy Mackay PE, Swimming & Gymnastics	Mrs Samantha McCulloch Class Teacher 4MH Subject Leader: Art & Design Technology
		
Mrs Rachel Milligan Class Teacher 5M Subject Leader: PSHE, RE & Drama	Mr James Miller Junior School Headteacher	Miss Noble Junior School Secretary

JUNIOR SCHOOL STAFF CONTINUED...

		
<p>Miss Michaela Noble Class Teacher 6N</p>	<p>Mrs Cate O'Hanlon French & Spanish Teacher</p>	<p>Mrs Helen Sisterson Teaching Assistant</p>
		
<p>Mrs Lucy Smalley Games Teacher</p>	<p>Miss Tracy Smith Playground Supervisor</p>	<p>Mrs Shirley Spearman Student Support Assistant</p>
		
<p>Dr Tony Spencer Deputy Head Subject Leader: Science</p>	<p>Mrs Rachel Towers Class Teacher 3T Subject Leader: Computing</p>	<p>Mrs Karen Wall Assistant Head (Pastoral) Class Teacher 6W Subject Leader: English, French Deputy Designated Safeguarding Officer</p>
		
<p>Miss Alison Whitney Class Teacher 4W Subject Leader: Outdoor Education</p>	<p>Miss Ashley Williamson Class Teacher 3W</p>	<p>Miss Lucie Wood Class Teacher 4W Subject Leader: Geography</p>



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