



ROSE BRIDGE
A C A D E M Y



Bridging the Gap

Welcome

Welcome to Rose Bridge Academy. We understand that you will have a number of questions to ask about your new school and we hope that this booklet will answer them. You will probably be feeling nervous about starting your new school but staff will help you to settle in and look after you. Please bring this booklet with you on your first day. Have a nice summer holiday and we look forward to seeing you on Wednesday 2nd September 2015.

Our School Values

Respect... Ourselves, each other and our Academy.

Believe... In ourselves, we can do it and we will never give up.

Achieve... Our very best in all that we do.

Expectations on Your First Day

Your first day at Rose Bridge Academy is Wednesday 2nd September 2015 and you should arrive in school by 8:40 am and wait on the rear yard, outside of the Sports Hall on Holt Street. You will then be escorted to the Small Sports Hall for a short assembly.

Equipment

You should bring all of your equipment to school in a normal school bag so that nothing is misplaced.

Equipment Needed:

- Pencil case
- Pen
- Pencil
- Rubber
- Ruler
- This booklet
- Student Planner

To ensure that you do not lose your belongings make sure that your name is on your uniform, bag and equipment.

Some days you will need to bring your PE kit and trainers for Performing Arts.

Lunch/ Break Time

Break time is from 11:00 am until 11:20 am and lunch time is 1:20 pm until 2:00 pm.

At break time you are allowed to go onto the rear yard or stay inside on the downstairs corridors. All other areas of the school are out of bounds.

At lunch time the school has two canteens which serve a variety of hot and cold meals. In order to buy food from the canteen you will need to have completed and returned a reply slip to school to give permission for you to use the cashless catering system. If you do not want to get food from the canteen you can bring a packed lunch with you and you will be able to eat this in one of the dining rooms. We strongly advise that students follow a healthy and balanced diet.

Once you have eaten your lunch you will go outside until the bell rings and then will make your way to the next lesson. However if the weather is bad you are allowed to sit inside after your lunch. All food must be consumed in the dining rooms. At both break and lunch time you will be supervised by members of staff and their instructions must be followed at all times.

Autumn
Term 2015:

School Holidays

Start	Wednesday 2nd September 2015
School closes for half term	Thursday 22nd October 2015
School opens after half term	Monday 2nd November 2015
Finish	Thursday 17th December 2015

Spring Term
2016:

Start	Tuesday 5th January 2016
School closes for half term	Friday 12th February 2016
School opens after half term	Monday 22nd February 2016
Finish	Wednesday 23rd March 2016

Summer
Term 2016:

Start	Monday 11th April 2016
Bank Holiday	Monday 2nd May 2016
School closes for half term	Friday 27th May 2016
School opens after half term	Monday 6th June 2016
Finish	Wednesday 20th July 2016

The School Day

Form Time	8.45 am – 9.00 am
Lesson 1	9.00 am – 10.00 am
Lesson 2	10.00 am – 11.00 am
Break Time	11.00 am – 11.20 am
Lesson 3	11.20 am – 12.20 pm
Lesson 4	12.20 pm – 1.20 pm
Lunch Time	1.20 pm – 2.00 pm
Lesson 5	2.00 pm – 3.00 pm
Lesson 6	3.00 pm – 4.00 pm

Absences/ Appointments

If you are unable to attend school on any day please remind your parent/ carer to contact the Attendance Office on extension 209. This must be done on the first day of your absence before 8:50 am.

A written note will be required when you return to school, which should be handed in at the Attendance Office. There are perforated slips in your diary for your parents/ carers to complete if you have been absent from school.

If school is not contacted on the first day of your absence then your parents/ carers will be contacted to make sure that your absence is genuine.

Please note that certain absences can not be authorised and will count as an unauthorised absence. These include:

- Truancy for all or part of the day.
- Holidays during term time.

Good attendance will be rewarded!

We understand that there will be times when you have to make an appointment during school hours. If this is the case you need to bring a letter from your parents/ carers, plus any appointment cards to the Attendance Office before 8:50 am on the day of your appointment. You will then be issued with a 'pass out' which you need to show to your teacher at the start of the lesson in which you need to leave school.

Report to the Attendance Office when you are ready to leave school. Please return to school if possible.

If you are late to school for any reason, you must report to the Attendance Office to get your mark and then go straight to your lesson.

School Uniform

We expect all students to wear their uniform with pride, whether they are in school or out in the community and expect them to be smart in appearance at all times.

Uniform:

- Black school jumper with logo
- Black skirt or trousers (no tracksuit bottoms)
- White shirt (no sports/ polo shirts)
- School tie - black with red stripe
- Black formal shoes (no trainers/ plimsolls)

Wearing Our Uniform:

- Shirts should be tucked in at all times
- Sensible, all black, school shoes should be worn. Trainers/ plimsolls will not be permitted
- Footwear with excessive colour, branding or logos will not be permitted
- Make up, nail varnish and false nails are not allowed
- Students may wear one pair of small ear studs (no rings, hoops or other piercings)
- Hair must be of a conventional style and natural colour. 'Mullet' cuts, 'Tramlines' cut into hair or unusual, outlandish colours or extreme styles will not be permitted

PE Kit Expectations

At Rose Bridge Academy we expect students to bring their full PE kit to all PE lessons. If you are unable to practically participate in PE lessons due to illness or injury, you are required to bring a note (signed and dated) and your PE kit.

We ask you to still bring your PE kit to the lesson as you will be asked to act as a coach or official within the lesson. Also, this will prevent your school uniform from getting wet if the class happen to be outside for the lesson. The weather can be really unpredictable at times!

Those students who fail to bring kit on a regular basis will receive after-school detentions for 1 hour.

Boys	Girls
Red polo	
Black rugby top	Black hoodie
Black shorts	
Black socks	
Trainers appropriate for sport	

Homework

Homework is both important and necessary. At the start of the academic year you will be given a student planner to let you and your parents/ carers know when homework is set. Homework can also be noted on your timetable.

Always complete your homework to the best of your ability and hand it in on time.

Mobile Phones

We understand that your parent/ carer like to know you're safe whilst travelling to and from school, so you can bring your phone to school but it must be kept switched off and in your bag during the school day.

If you need to contact home urgently you can ring from either the Attendance Office or the Heads of Year Office.

The misuse of mobile phones during school hours will be dealt with using the academy's disciplinary procedures and will be confiscated and handed in to the Attendance Office for safe keeping and you can collect it as you leave at 3:00 pm.

The academy accepts no responsibility for any loss or damage to mobile phones.

Detentions

Subject Detentions can be held any night from Monday to Friday. School Detentions are on a Wednesday evening and will last for one hour. Detentions are also organised for break and/ or lunchtimes.

If you do not work or misbehave you may:

- Be kept behind or after a lesson
- Be given extra work
- Be given a departmental detention
- Placed in School Detention
- Be placed on full school report
- Be isolated from fellow students for a period of time

Frequently Asked Questions Part 1

Do I have the same teacher every day?	No. You will have a different teacher for each subject. You will soon get to know their names.
Do I have an assembly every day?	No. You will have a year group assembly once a week.
Do I have lessons in the same room?	No. You will have to move around school. You will go to different rooms for different lessons.
Are there Senior Students?	Yes. Some Year 10 and Year 11 students are Senior Students. They are on duty at break times.
Are there any areas that are out of bounds?	The areas that are out of bounds are: front car park, rear of the Sports Hall, area around the mobile classrooms, inside school at lunchtime (unless raining).

Frequently Asked Questions Part 2

What do I do if I feel ill during the day?	You can tell the teacher if you feel ill and they may send you to the Attendance Office. Someone may then decide to contact your parent/ carer to come and collect you.
What do I do if I get lost?	If you get lost you can ask any member of staff or student to point you in the right direction. You need to explain to your teacher why you have arrived to their lesson late.
What do I do if my parents want to go on holiday in term time?	Due to Local Authority regulations we are unable to grant holidays during term time. Any holidays taken in this period will be marked as unauthorised.
What do I do if I have to bring money into school?	Please do not bring large amounts of money or valuables into school. If you have to, then hand them into your personal tutor for safe-keeping and make sure that you arrange to collect them. You must not leave any money or valuables in classrooms or changing rooms.

School Map

