



# The Roundhill Academy

A Specialist Science School

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**Handbook for Parents 2016/2017**

# Attendance

Research shows that there is a clear link between attendance and educational achievement. The Roundhill Academy prides itself on an excellent attendance rate and we take care to ensure that every absence is checked and verified. We undertake to follow up any unexplained absences as quickly as possible and the co-operation of parents is greatly appreciated. **Since these are regarded as truancy, it is vital that you contact the school to let us know the reason for absence.** The percentage of unauthorised absence at The Roundhill Academy is very low indeed and we work hard to maintain our excellent record, in partnership with our parents. Following recent government guidelines, the school is unable to authorise any leave from learning for holidays. Where there are exceptional circumstances each case will be reviewed individually and parents are requested to complete the exceptional leave form found on the school website.

Parents, or those who take on parental responsibility are responsible in law for ensuring that their children attend school regularly. This means attending school punctually on every day during term time unless there is a good reason for absence, such as illness. **The school has adopted a policy of first day absence texting using the Keep Kids Safe system.** This means that if your child has not been registered in the morning and we have received no reason for absence, the Office will send you a text message to find out the reason. **A child who has been absent from school must, on return, bring a note explaining their absence;** this ensures that no student can be absent without the knowledge of parents. If a child is expected to be absent for more than three days, it would be helpful if parents would let us know rather than waiting for the child's return to school.

The Assistant Principal will be notified if a child has been frequently late arriving to school. Furthermore if a student is late on two occasions in a week then this results in an after school detention.

**Parents are asked not to send their children to school if they are feeling unwell in the morning;** If a child falls ill or has an accident while at school we need to contact parents so that the child can be collected or sent home, or in very rare circumstances, to be accompanied to hospital. It is vital for us to have an emergency contact number at which parents or another family member can be reached. **Please inform us promptly of any change of telephone number or address.**

## Care & Guidance

**The school offers high quality support to support the social and emotional needs of students.** A dedicated pastoral team are available to counsel and advise students at appropriate times during the school day. This team investigates issues and concerns quickly, efficiently and effectively. Parents are informed of outcomes by phone, and staff are always able to meet and discuss matters further at a mutually convenient time.

**The school has an effective anti-bullying policy with proactive procedures in place to ensure the well-being and safety of all students.** Staff are well trained and greatly experienced in supporting students to resolve conflicts and disagreements. Students are taught the skills and strategies needed to be confident, assertive and respectful individuals, able to manage their own feelings and be emotionally secure. The school uses a hierarchy of sanctions with reference to bullying and these are made clear to all students.

**We believe in rewarding students for their good behaviour and excellent work.** The school has recently introduced a positive and negative points scoring system to motivate and reward good behaviour and progress. Where students perform exceptionally well in lessons, staff reward students with certificates or a postcard home. The success of students is celebrated at the end of each year at a Presentation Evening and achievement assemblies where students perform and receive prizes for their hard work.

**The school follows an inclusive model of teaching to meet the individual and personal needs of all students.** A simple but strict behaviour code is in place to ensure lack of disruption in lessons and around the school. If behaviour affects Teaching and Learning in classrooms, disruptive students are removed to limit the effect on others. A range of sanctions are used to allow students to reflect on and modify poor behaviour. This is supported through a system of mentoring and use of external agencies to support students with specific behaviour issues.

# **Child Protection: Safeguarding students**

## **Information for Parents/Carers**

Our school feels it is of the utmost importance to have robust and rigorous systems for protecting students and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every student, and to report these in a proper fashion. The school has a safeguarding policy: parents may request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer students to the relevant Social Services Department for students to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussion between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to the Social Services Department if it is thought that this might put the child at risk.
- The Social Services Department tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you can contact the Social Services Department or the Local Authority's Access & Welfare Service direct. If you think the abuse may have happened in school, contact the Principal or one of the Designated Safeguarding Leaders for Child Protection. If you think your child has been hurt, arrange to visit your Doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to the Social Services Department, it is understood that this can cause distress or anger for the child's parents. It is important that all parties - parents and school staff - try to discuss these matters as calmly and sensibly as possible.

Please contact the School Office should you wish to see the Child Protection Policy.

# School Terms and Holidays

## Academic Year 2016/2017

### **Autumn Term 2016**

School Opens - Tuesday 30th August 2016

Mid-Term-Break - Monday 17th to Friday 21st October 2016

School Closes - Friday 16th December 2016

### **Spring Term 2017**

School Opens - Wednesday 4th January 2017

Mid -Term Break- Monday 13th to Friday 17th February 2017

School Closes—Friday 7th April 2017

### **Summer Term 2017**

School Opens - Monday 24th April 2017

May Day Bank Holiday -Monday 1st May 2017

Mid-Term Break - Monday 29th May to Friday 2nd June 2017

School Closes- Friday 14th July 2017

### **Teacher Days**

Wednesday 24th August 2016

Tuesday 3rd January 2017

Friday 10th February 2017

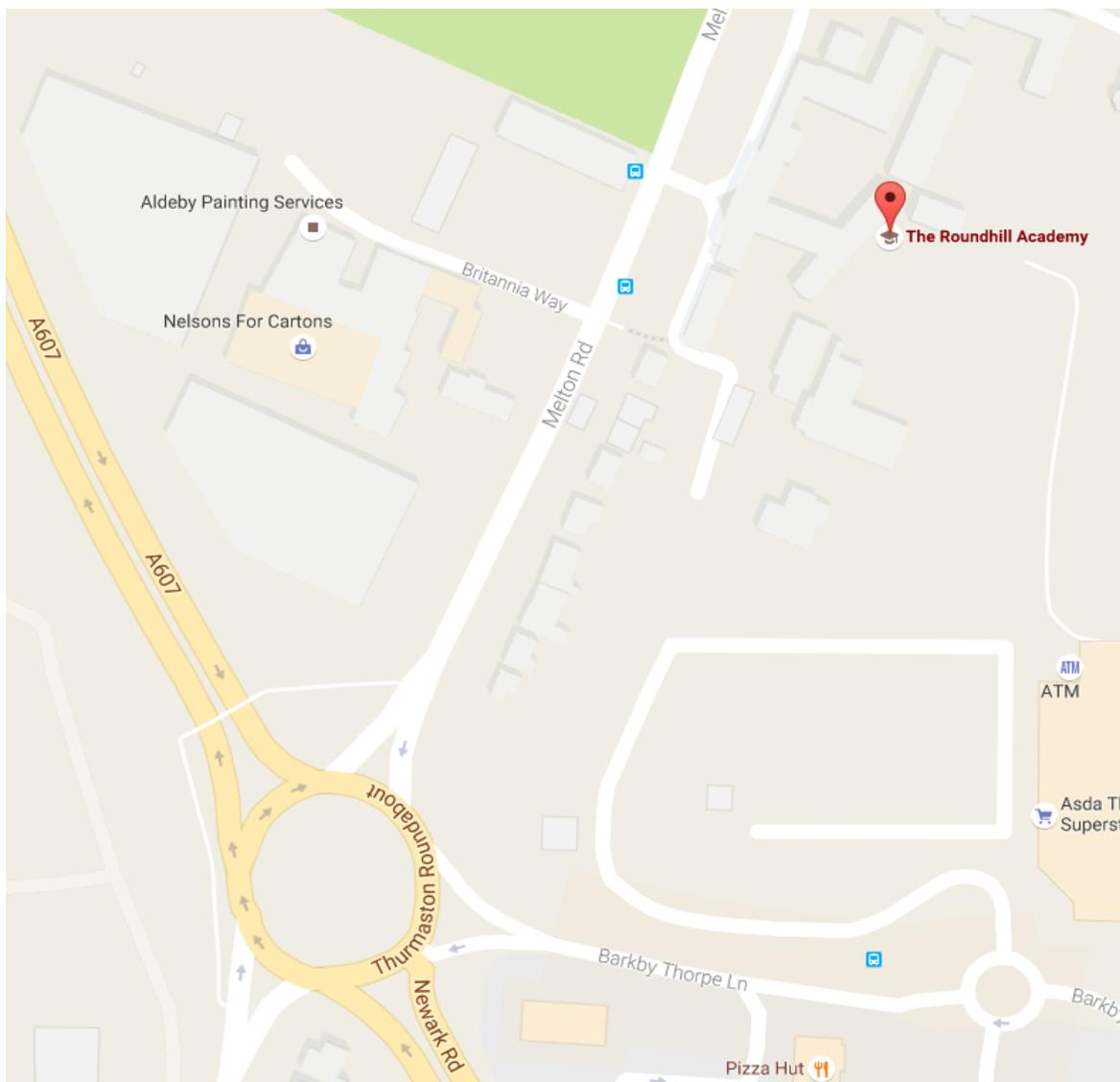
### **School Day Times**

Arrive at School	08:30
Assembly/Tutor Time	08:35—09:00
Lesson 1	09:00—10:00
Lesson 2	10:00—11:00
Break	11:00—11:20
Lesson 3	11:20—12:20
Lesson 4	12:20—13:20
Lunch	13:20—14:00
Lesson 5	14:00—15:00

# School Bus

Parents of students who live in the Rushey Mead and Hamilton areas may be interested to learn that a bus service is available for children living in these areas. This is a 'pay as you use' service provided independently by Abbey Travel where students pay the driver as they enter. The service bus drops and collects students from our overflow car park, which is located opposite the school.

There are service buses to Syston, Thurmaston and into the city.



## School Uniform List

The Governing Body requires each student to wear our distinctive school uniform at all times. This consists of the following:

<b>SWEATER (Compulsory)</b>	<b>Dark navy/silver V-neck with school name*</b>
<b>TROUSERS</b>	Mid grey, full length plain school style (Plain grey or black belt to be worn with trousers)
<b>SKIRT</b>	Mid grey, knee length plain school style (Plain grey or black belt only to be worn with skirts)
<b>SHIRT</b>	White, plain school style, buttoned to the collar
<b>TIE</b>	<b>Clip on school tie*</b>
<b>SOCKS</b>	Plain black, grey, white or navy
<b>TIGHTS</b>	Plain black, natural, grey or navy
<b>FOOTWEAR</b>	Plain black footwear
<b>PE KIT</b>	<p><b>BOYS – Navy/sky reversible long sleeved rugby shirt*</b></p> <p><b>GIRLS – Navy/sky quarter zip fleece*</b></p> <p>Polo shirt in your child's House colour:</p> <ul style="list-style-type: none"> <li>• Bradgate – Red</li> <li>• Charnwood—White</li> <li>• Swithland—Navy</li> <li>• Watermead—Sky Blue</li> </ul> <p>Navy shorts or tracksuit bottoms Navy sports socks Training shoes Football boots (Boys only) (Parents may also wish to consider purchasing a navy tracksuit) A separate bag for PE kit should be used</p>

**\*ITEMS IN BOLD ARE AVAILABLE TO BUY THROUGH THE SCHOOL**

# School Uniform Guidelines

**Jewellery** Two small studs or earrings in plain gold or silver  
One nose stud

**Make-up** KS3 - Make-up and nail varnish are not to be worn to school  
KS4 - Girls are permitted to wear a natural look foundation and mascara. Only clear nail varnish is permitted on a natural nail for school.

**Bag** School bag to carry A4 books and all equipment

**Headwear** Certain items of clothing/headwear are acceptable if they form part of religious observance. Parents should contact the school if they wish to discuss this with a senior member of staff.

## **We do not allow the following:**

**Hairstyles** Unnatural hair styles or colour

**Headwear** Caps are not to be worn on the school site

**Jewellery** Tongue or belly piercings

## **Home School Agreement**

From September 1999 all maintained Schools have been required to adopt a Home/School Agreement. We believe that the Home/School Agreement is another way of cementing the partnership between parents, students and the School.

This agreement is a statement which explains the School's responsibility towards our students, the parent's responsibilities and our expectation of the students. Our agreement has a section which students are invited to sign after the expectations have been clearly explained to them. We have found that the signing of this agreement by our students gives them ownership and reinforces their responsibility within the partnership.

# House System

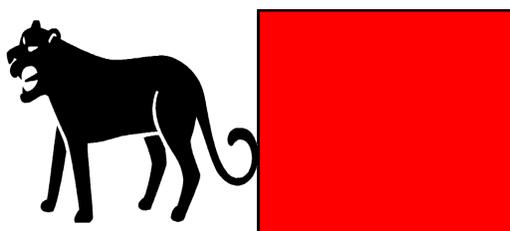
There are four houses at The Roundhill Academy; Bradgate Panthers, Charnwood Lions, Swithland Foxes and Watermead Tigers. A house system is used to enhance the students sense of community and working for each other.

Throughout the year a house ethos is fostered through assemblies, house sporting events, competitions, fundraising and work within the vertical tutor groups.

Here at The Roundhill Academy each house is headed by a member of the Senior Leadership Team and every child belongs to a House. House Points are awarded throughout the year for academic excellence, sporting achievement, behaviour, community work and Enrichment Activities.

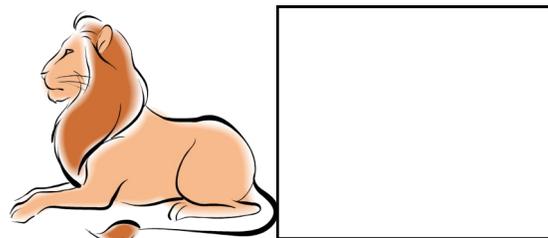
## Bradgate Panthers

Head of House: Helen Blythe



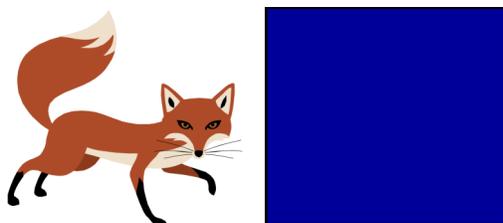
## Charnwood Lions

Head of House: Jenny Gladney



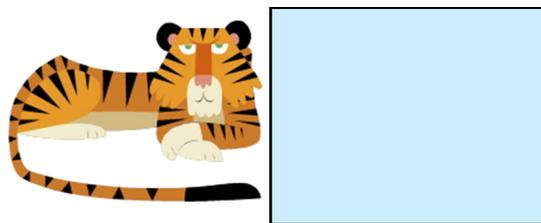
## Swithland Foxes

Head of House: Stuart Hinds



## Watermead Tigers

Head of House: Susan Pike



## **Pastoral Care**

Every Student at The Roundhill Academy is placed in a house and tutor group and the group tutor is the first link in the pastoral chain for students and parents. Tutors see the student daily at registration. The tutor has an overview of the students' progress and welfare, and receives feedback and information from all staff within the school. The tutor can easily be contacted via the student planner or by telephone.

Each student is assigned a Student Support Worker (SSW) for their year group. These are non-teaching members of staff who are available throughout the whole day to help and advise students if they experience any personal difficulties. The work of the SSW is organised and monitored by The Head of Student Services. Again, this is a non-teaching role dedicated totally to student welfare.

In addition to tutors, the SSW's, HOSS, the SENDCO, Teaching Assistants and Learning Support Assistants also support students. The School Nurse, and School Counsellor also provide additional support for students. Where appropriate peripatetic services and other agencies are used to meet specific needs.

The Assistant Principal, Helen Blythe, has oversight of the pastoral care of students.

The Designated Safeguarding Leaders for Child Protection are, the Assistant Principal, Helen Blythe, Assistant Principal, Jenny Gladney, the Head of Student Services, Joanna Parfitt and Michaela Reuben. The School has a Policy for Child Protection which is reviewed annually.

## Reporting to Parents on Student Progress

Student attainment and progress is determined from a range of assessments and criteria relating to learning behaviour. Parents receive information at three points during the academic year. This comprises of two reports and one parents evening.

In Year 10 parents will receive information at four points during the year, three reports and one parents evening.

In addition, where staff are concerned about student progress, there will be contact via the student planner or telephone at any point during the academic year. Where parents are concerned they are welcome to contact subject teachers, student progress leaders or Stuart Hindes, the Vice Principal, at any time to discuss the progress of students.

The dates of reports being published and parents evenings are as follows:-

Year 11	Parents Evening Parents Evening 1st Report	Late September Early January Late March
Year 10	1st Report Parents Evening 2nd Report 3rd Report	Early November Late November Mid March End of June/ Early July
Year 9	1st Report Parents Evening 2nd Report	Mid November End January End July
Year 8	1st Report Parents Evening 2nd Report	Early December Mid—End March Mid June
Year 7	1st Report Parents Evening 2nd Report	End November End February / Early March Mid May

The points of contact are spread as evenly as possible throughout the academic year and timed to correspond with key events such as transition and option choices. Year seven report data is gathered late in the autumn term to allow teachers time to assess accurately and know the children.

# Staff List 2016/17

## SENIOR LEADERSHIP TEAM

James Tickle	Principal
Susan Pike	Vice Principal
Stuart Hindes	Vice Principal
Helen Blythe	Assistant Principal
Jenny Gladney	Assistant Principal
Steve McDonald	School Business Manager

## THE ARTS

Jo Chapman	Head of Faculty The Arts
Dave Hill	Deputy Head of Faculty The Arts
Kate Knaggs	Deputy Head of Faculty The Arts
Liz Coltman	Teacher Drama/ Transition Coordinator
Emily Nicholson	Teacher Textiles
Samantha Holme	Teacher Art
Beth Jordan	Teacher Art
Michaela Rueben	Teacher Food
Gemma Sharpe	Teacher Food
Faye Scharenheuval-Lewitt	Design Technician
Celia Jones	Design Technician

## ENGLISH/MODERN FOREIGN LANGUAGES

Vanee Permal	Head of Faculty English/MFL
Samantha Auger	Deputy Head of Faculty English/MFL
Marie Bonsall	Deputy Head of Faculty English/MFL
Helen Doherty	Deputy Head of Faculty English/MFL
Aanchal Phakey	Teacher English
Michelle Chapman	Lead Teacher
Leeann Rana	Teacher English
Hannah Pinkus	Lead Teacher
Suzy Williams	Teacher English
Esther Taylor	Teacher MFL

## HUMANITIES

Sonia Pope	Head of Faculty Humanities
Cheryl Henson	Deputy Head of Faculty Humanities
Lucy Sloneczny	Deputy Head of Faculty Humanities
George Georgiou	Deputy Head of Faculty Humanities
Charlotte Casey	Teacher Humanities
Chloe Ford	Teacher Humanities
Abigale Wileman	Teacher Humanities

**MATHS/ICT**

Rachel Wright	Head of Faculty Maths/ICT
Lucy Griffin	Deputy Head of Faculty Maths/ICT
Ashleigh Sherriff-Lavender	Deputy Head of Faculty Maths/ICT
Paul Meakin	Deputy Head of Faculty Maths/ICT
Natalie Barsby	Teacher Maths
Sunny Patel	Teacher Maths
Mel Smith	Teacher Maths
Max Dayaram	Teacher Maths
Ryan Gamble	Teacher Maths

**SCIENCE/P.E.**

John Lindley	Head of Faculty Science/PE
Glyn Devaney	Deputy Head of Faculty Science/PE
Sarah Hopkinson	Deputy Head of Faculty Science/PE
Nicola Attwood	Teacher PE
Adrian Pope	Teacher PE
Bethany Davenport	Teacher Science
Dan Hargrave	Teacher Science
Dan Becker	Teacher Science
Charlie Hardy	Lead Teacher
Nisha Karia	Teacher Science/Careers KS5 Coordinator
Sharon Rushin	Science Technician/HLTA

**ADMINISTRATION TEAM**

Sarah Berridge	Resources Manager
Davina Spence	Operations Manager
Amanda Beresford	Administrative Assistant
Estelle Skinner	Administrative Assistant
Claire Edwards	Finance Officer
Jennifer Ellis	Data Assistant
Julie Coleman	Receptionist
Suzanne Marshall	Resources Officer
Tania Taylor	Exams & Data Manager

**COVER TEAM**

Jenny Leeson	Cover Supervisor
Richard Lawson	Cover Supervisor

**LEARNING SUPPORT TEAM**

Beverley Ashwin	Assistant SENDCO
Sue Lander	Learning Support Assistant
Mina Pancholi	Learning Support Assistant
Pina Patel	HLTA Learning Support
Karen Towell	Teaching Assistant

## **PASTORAL TEAM**

Joanna Parfitt	Head of Student Services
Michaela Rueben	Head of Student Services/Teacher Food
Donna Anastassiades	Student Support Worker
Vickie Booth	Student Support Worker
Karen Glover	Student Support Worker
Laura Franklin	Student Support Worker
Karen Lunn	Student Support Worker
Natasha Williams	Student Support Worker
Karen Coles	School Counsellor
Rory Cahill	School Counsellor

Liam Brookes	PE Technician
Sandip Surti	ICT Technician
David Snowden	Enrichment Co-ordinator
Bev Croft	One to One Tuition Teacher/Invigilator
Rob Hills	One to One Tuition Teacher/Invigilator
Helen Preston	One to One Tuition Teacher/Invigilator
Brian Rose	One to One Tuition Teacher/Invigilator
Sue Rose	Invigilator
Jan Styles	Invigilator

## **PREMISES TEAM**

Howard Craston	Premises Officer
Gordon Nairn	Premises Officer
Darren Walford	Duty Premises Officer
Diane Nairn	Cleaner

## **Governing Body**

### **LA REPRESENTATIVES**

### **COMMUNITY GOVERNORS**

Hanif Asmal (Chair)  
Dipti Thakrar  
David Monk  
Bob Payne

### **PARENT GOVERNORS**

Paula Greatorex  
Annie Strowger (Vice Chair)  
Linda James

### **STAFF GOVERNORS**

James Tickle  
Liz Coltman  
Kate Knaggs  
Sharon Rushin