RUSHCLIFFE
SPENCER ACADEMY

INFORMATION FOR PARENTS & CARERS

YEARS 7 TO 11

2023-24

Updated June 2023

At Rushcliffe, everyone will be given the chance to shine brightly.

Our core values

We try our best.

We support each other.

We keep each other informed.

We listen to different opinions.

We are proud to be part of the school.

We care for our world.

Dear Parents / Carers

I hope that you will find the information in this booklet useful.

An effective partnership between home and school has a big impact on the success of a young person. We are keen for you to understand all that we do as a school so that you are able to support this work with your child at home. However, we understand that it takes time to read policies and other lengthy information on the website or elsewhere. As such, this booklet is designed to give you an overview but also includes links to more detailed information.

If you have any feedback on the information or would find anything additional of use, please do let us know as we will review this booklet each year.

Yours faithfully



Damian Painton

Principal

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**All information correct at time of printing.*

Achievement and Behaviour Points

Pupils are awarded achievement points by their teachers for good work or positive contributions during lessons or form time. Pupils work towards certificates at bronze, silver, gold, platinum and diamond level. There are also a range of additional rewards within year groups designed to acknowledge the positive things that pupils have done. Each year group has a celebration assembly each half term to recognise those pupils 'shining brightly'.

Teachers may issue pupils with behaviour points for negative behaviours in the classroom. Heads of year monitor these and, where there are concerns about a child's conduct, they may be placed onto a form tutor, head of year or senior leader report card as part of our 'steps to success' system. Where pupils pick up repeated behaviour points, detentions may be issued.

You can monitor how many achievement and behaviour points your child is receiving through our Moodle parent portal or our EduLink One app (see later section).

More information is in our managing pupils positively (behaviour) policy.

Achievement Evenings

The school has an achievement evening at the end of the summer term. Parents of those pupils who are receiving an award are invited to attend. Awards are given for effort and attainment in different subject areas as well as outstanding contribution towards the schools' core values, contributions to extra-curricular activities and work done within the school and local communities.

Antisocial Behaviour and Out of Bounds Tiers

We are keen to promote positive behaviour at break and lunchtime as this supports the ethos of the school and ensures that all pupils feel safe and happy around the school site. Where a pupil's behaviour falls below our expectations at these times, they will be issued with a tier warning. On the first occasion, this will simply be a warning and a letter home but, on subsequent occasions, sanctions of increasing seriousness will be issued. Evidence shows us that this graduated approach enables the vast majority of pupils to reflect on their behaviour and change it accordingly.

More information is in our managing pupils positively (behaviour) policy.

Assemblies

Assemblies are an important part of life at Rushcliffe and our ethos. Each year group will have one assembly in a typical week, led either by a member of the leadership team or the head of year. Occasionally, there will be a second assembly to mark a particular occasion or cover a specific theme. Assemblies are linked to our core values and aim to give pupils an understanding of issues affecting society and the world beyond Rushcliffe. They also support heads of year to build a sense of community in the year group, reward pupils' achievements, develop their skills and cover a range of age-related issues.

For 2022-23, week A assemblies will generally be led by a member of the leadership team with week B assemblies led by the Head of Year. These are all held in A Hall.

Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Year 8	Year 9	Year 10	Year 11

Attendance

There are clear links between good attendance to school and achieving well. As a school, we monitor pupil attendance and punctuality closely to try to ensure that pupil attendance remains over 95%. Our attendance officer, Naomi Batley, works closely with the heads of year and is here to support pupils and parents.

More information is available in our attendance policy.

Bicycles

Many pupils cycle to school and we warmly encourage this. We want pupils to be safe and would ask that you support us by reinforcing the need to be responsible when cycling on or close to the roads. Please note that, for all pupils cycling to school, helmets are compulsory. There are secure bike sheds on site. These are locked at the start of morning registration and re-opened at the end of school. However, we do still recommend bringing a good quality lock to ensure the security of any bikes being kept on school site.

The year 7 bike shed for 2022-23 is located at the front of the school on the right-hand side of the main drive way and the second cage along. This is clearly signed and Pupils will be shown where this is on their induction day and a map shared before.

Bright Days

Four times a year, the normal timetable is suspended for Bright Days. These days give pupils the opportunity to explore a range of different issues that support their social, cultural and moral development. They are an opportunity to try new activities and explore relevant issues. The days are led by five different teams:

Bright Team	Focus
Bright Bodies	Physical health, mental health and well-being
Bright Lights	Culture and the Arts
Bright People	Relationships
Bright Sparks	Science, technology, engineering and maths (STEM)
Bright World	Global citizenship and life in modern Britain

More information on Bright Days is here.

Curriculum and Setting

We believe in offering pupils a broad, balanced and carefully sequenced curriculum throughout their time at school.

In years 7 and 8, pupils are taught in mixed ability groups (often just their form groups) for all subjects except mathematics and languages (these subjects tend to be set by ability from around Christmas in year 7). In year 9, pupils are also set by ability in science and English. In years 10 and 11, pupils are set by ability in mathematics, English and science. There may also be some setting in larger option subjects (e.g. Spanish, history) where timetabling allows. Other subjects are taught in mixed ability groups based on the option choices pupils have made. A summary of the subjects studied by pupils is on the next page.

We believe that it is vitally important that our pupils are equipped with the right practical and emotional skills to allow them to make the most of their opportunities and

responsibilities and to flourish in the 21st century. To support this, we have a comprehensive program for the teaching of personal, social, health and economic education and careers guidance; this program is delivered through form time learning activities, assemblies, Bright Days, enrichment lessons and within relevant subjects throughout pupils' time at the school.

Year 7	Years 8 & 9	Year 10 & 11
Art Computing Design Technology Drama English Food & Textiles Geography History Learning Links Mathematics Music Physical Education Philosophy & Ethics (RE) Science Spanish	Art Computing Design Technology Drama English Food & Textiles French* Geography History Mathematics Mandarin* Music Physical Education Philosophy & Ethics (RE) Science Spanish	English Language English Literature Mathematics Combined Science** Physical Education (non-examined) + four option choices

* In year 8, approximately half the cohort will begin the study of a second language (French or Mandarin) and the other half will begin a GCSE or foundation certificate course in Spanish.

** The combined science course results in two GCSEs in science. Pupils can opt to study triple science (biology, chemistry and physics) and achieve three GCSEs.

More information on our curriculum, including the GCSE courses pupils study is here.

Data Protection

Each year, we ask parents/carers to ensure that we have the most up to date information on their child and the most up to date contact details for parents/carers and other emergency contacts. We would ask for your support in ensuring that this information is returned in a timely fashion and that you keep us informed of any changes (via data@rushcliffe.notts.sch.uk). All information is stored securely on our management information system.

We use your child's information, including the contact details provided, in the event of an emergency and/or to discuss matters affecting the progress and wellbeing of your child. We are required by law to share some data with the Department for Education and Nottinghamshire County Council (local education authority). Some pupil data is also shared with a number of third parties in order for us to exercise our official duties and obligations.

More information on data protection across the Spencer Academies Trust is here.

Detentions

Occasionally, it may be necessary for a member of staff to issue a pupil with a detention. Most detentions are with the subject teacher but, in the event that a pupil does not attend or for more serious incidents, the detention may be with a Head of Faculty, Head of Year or the Senior Leadership Team. Detentions are issued to pupils through satchel one and home is notified through Satchel One.

More information is in our managing pupils positively (behaviour) policy.

Duke of Edinburgh

We offer bronze, silver and gold level Duke of Edinburgh award schemes. Bronze is undertaken in year 9, silver in year 10 and Gold in year 12. The scheme is led by Mr Witts and is one of the largest in the county in terms of participation and success rates.

The D of E programme is split into four sections: volunteering (helping other people in the local community); skills (covering almost any hobby, skill or interest); physical (sports, dance and fitness); and expedition (training for, planning and completing on foot two weekend expeditions, camping overnight and a one-day training walk). Pupils register at the start of the relevant academic year when more details are made available to both pupils and parents.

More information is available on the DofE Website or, for Rushcliffe specifically here.

Equipment

Clearly, it is crucial for pupils to come to school with the appropriate equipment. Below is a list of the things we would expect pupils to bring:

- Pens and pencils
- Ruler, protractor and compass
- Calculator
- PE kit (on days that they have PE lessons)
- Food ingredients (on days where they have practical food lessons)
- A bottle for water or juice.

  Please note that for environmental reasons our canteen does not serve bottled water. We do have machines that dispense sugar free flavoured water for a cost and many water fountains located around the site, but a bottle is not provided.

First Aid and Medical

We have a team of first aiders in school to ensure that pupils are kept safe and well. Our first aid room is run by the school nurse, Nicola Roberts. In the event that a pupil is unwell or injured, they need to report to this room (they are expected to get a note from the teacher whose lesson they leave). If they are not able to get to the first aid room, a first aider will be called to come to them. If appropriate, contact will be made with home and you may be asked to come and collect your child.

If you wish to discuss any specific medical issues, health care plans or support with your child's medication, please contact Nicola via the school telephone number. Nicola also provides a regular drop in clinic for pupils who want confidential medical advice.

The school nurses team also come into school to administer routine school-age immunisations; more details and consent forms are provided in advance in each instance.

Form Groups and Form Tutor

All pupils are placed in a form group prior to starting at Rushcliffe. Form groups are allocated based on information provided by pupils' primary schools (or current secondary school for those joining the school later).

We do occasionally move pupils from one form group to another and, if this is the case, there will be plenty of communication with parents. However, this is rare because of the disruption it can cause to a pupil's friendship groups and learning (not least because

different groups may cover different topics at different times of year in some subjects). Where problems occur, we will investigate a range of other solutions before we consider a form group move.

Each form group has a form tutor who they see and are supported by every day. Form tutors lead form time learning. Heads of year lead the teams of form tutors and oversee your child's overall progress in school. Form tutors and heads of year generally remain with pupils throughout their time in years 7 to 11.

Pupils will register with tutors during form time in their form room. Alongside this, each pupil is required to wear a coloured badge that identifies their year group.

Year	Badge Colour
7	Green
8	Blue
9	Orange
10	Red
11	Yellow

Form Time Learning

Between 08.40am and 09.00am, pupils attend form time. These sessions at the start of the day allow pupils to build the relationships with each other, with form tutors and with the head of year. Form time learning is a crucial part of our curriculum and provides opportunities to:

- develop a wide range of skills to support their learning in school and at home;
- explore a range of cultural and social issues relevant to young people growing up in the modern world;
- develop pupils' emotional understanding, health and wellbeing;
- engage in pupil voice activities (supported by form representatives who sit on the year councils);
- and reflect on their progress in school.

A significant portion of form time learning focuses on personal, social, health and economic education as well as statutory relationships and sex education (RSE). The delivery is structured into four main themes: health; relationships; living in the wider world; and the opportunity to shine brightly.

- 'Health' covers the physical and mental health of ourselves, our families and our friends.
- 'Relationships' helps pupils to consider what it means to have safe, healthy and equitable relationships. Respect for ourselves and those around us is a central theme. It is from some sections of this area of the RSE course that parents and guardians have the legal right to withdraw their child.
- 'Living in the wider world' looks at our place with society, including economic wellbeing, careers, local and global issues and politics.
- 'The opportunity to shine brightly' is a theme at the core of what we believe in at Rushcliffe. It includes an understanding of the Arts and culture as well as the role of technology in the world.

More information and our RSE policy can be found on our school website.

Homework

We believe that homework is an important part of learning for pupils. We set homework in order for pupils to:

- show progress and understanding;
- consolidate and extend work covered in class or prepare for new learning activities;
- access resources not available in the classroom;
- develop core skills and effective study habits;
- have an opportunity for independent work or to pursue areas of individual interest;
- experience new and varied challenges;
- and be actively supported in their learning by parents and carers.

At key stage 3 (years 7, 8 and 9), students will complete a range of tasks that deepen and extend their learning. Physical Education do not set homework at key stage 3 but, instead, encourage pupils to participate in extra-curricular activities to extend their learning and provide "optional extras" that students may wish to engage with.

At key stage 4 (years 10 and 11), all subjects (except non-examined, core physical education) set homework weekly.

All pupils and parents can view homework set on online and further details will be provided in September.

A homework club runs every night after school in the Learning Resource Centre, and all students are welcome to attend if they need access to computers or would like some help. In addition to this, students who do not complete homework as expected will be required to attend homework club to ensure they do not fall behind with this important aspect of their learning.

More information is in our homework policy.

Individual Music Tuition

At Rushcliffe we offer private tuition for a range of musical instruments. Our peripatetic staff are all experienced musicians and educational practitioners who have performed at the highest level in their chosen field.

From September, the cost of each 20-minute lesson will be £13.40 per week. Lessons are available for pupils who currently play an instrument and also for those who are beginners. If you require a musical instrument, these can be hired at a small charge; all instruments are in good working order and are of a high standard.

We currently offer tuition on the following instruments:

Strings - Violin / viola - Cello / double bass - Guitar (classical / modern) - Bass Guitar

Brass - Cornet / trumpet - Trombone / French horn - Euphonium / tuba

Woodwind - Clarinet / saxophone - Flute / piccolo - Oboe / bassoon

Percussion - Drum kit (standard) - Orchestral percussion

Others - Piano / keyboard - Singing (modern / classical)

An expression of interest survey link is included below and this should be completed prior to pupils joining in year 7 (31st August). If an instrument is required, please specify this on the survey and an additional letter will be provided along with a contract in September. Lessons are operated first come, first served basis. If we are not able to offer a particular

instrument due to the level of demand, we will inform you ahead of September. Lessons will be arranged in the first four weeks of term.

To register your interest in individual music lessons, please complete this form.

Isolation Room

For serious one off incidents, persistent negative behaviour or failure to attend detention, a pupil may be required to spend the day in our isolation room. This is designed to give them time away from their peers in a quiet, focussed environment so that they can reflect on their behaviour. Pupils work in individual booths for the day.

Often, teachers will send the work that is being done in class for pupils to complete but, where this isn't appropriate or possible, pupils are provided with relevant work for each of the subjects they would normally have on that day. Pupils have access to water throughout the day and are able to take toilet breaks. Pupils are able to take a break from work and have some food during break and lunchtime (although they are not permitted to leave the room). For pupils who have school lunches, food is brought to them at lunchtime.

Parents will be contacted in advance by the Head of Year, pupil support unit or a member of the senior leadership team to inform them that their child will be in isolation.

More information is in our Managing pupils positively (behaviour) policy.

Learning Resource Centre (Library)

We are a school who firmly believe in the importance of reading, both as a tool to support learning and for pleasure. We have a large and vibrant learning resource centre (LRC) which is open every day at break, lunch and after school for pupils who want to access computer resources, to study, to read or to borrow books. It also hosts our Book Club and a range of events, including visits from authors and World Book Day. Pupils will access the LRC during English lessons as part of our 'Rushcliffe Reads' Key Stage 3 programme and may also visit during lessons in other subjects to make use of the learning resources. Some pupils in years 7 and 8 will also be invited to be part of the Accelerated Reader scheme designed to boost literacy and inspire pupils to read.

Learning Support

We recognise that many pupils may require additional help during their time at school. For pupils with special educational needs, our highly skilled learning support team are on hand to offer the provision these pupils need. This can include in-class support, targeted one-to-one sessions, availability of supportive technology and fantastic extra-curricular opportunities. The Learning Support Faculty (LSF) is staffed at tutor time, break-time and lunchtime so pupils can arrange to drop in, to take advantage of the safe and welcoming environment.

If you have any queries related to special educational needs, please contact Mrs Miles (SENDCo) or Mrs Hart (Assistant SENDCo).

More information on learning support, including policies, links and details of our school offer, is here.

Lockers

Pupils lockers enable pupils to know that their belongings are safe and to support them with the challenges of managing lots of books and other equipment. Once obtained, pupils may continue to use a locker from year 7 to year 11 (there is a separate issuing process for lockers in the Sixth Form). There is no charge for hiring lockers; however, we do ask for a £5 refundable deposit for the locker key.

We aim to provide this important facility for all pupils who wish to have a locker but, if demand is particularly high, may not be able to provide a locker for everyone. Therefore, keys will be issued to pupils on a first come, first served basis. Rushcliffe operates an online payment facility (see section on online payments). Payment will need to be made via this system to reserve a locker and prior to issue of keys. We do ask that all lockers are kept clean and free of graffiti, stickers or pictures of any kind.

Please note that it is not appropriate for pupils to share lockers with friends as only one key is issued per locker. If the named key holder is not in school we are unable to open lockers to retrieve another pupil's belongings.

Should a pupil decide that they no longer wish to use a locker they should inform the school reception, at which time their deposit will be refunded, providing the key is returned and the locker has been emptied, is clean and is free of stickers or graffiti.

Please note that there are enough lockers for every new to Rushcliffe student (Year 6 into year 7) who wishes to have one. We will let you know when the appropriate time is to pay the deposit and secure one.

Lunchtime and After School Clubs

We believe wholeheartedly in the importance of pupils taking part in extra-curricular activities. Not only does it help to relieve the stresses of studying but it also enables pupils to try new activities and develop a vast range of skills. Very often, lifelong passions start from a lunchtime or after school club at school.

There is a broad range on offer and a timetable is published weekly via form tutors, on the website and by email (as part of our weekly parent/carer update). To support pupils who normally travel home on the school buses to Ruddington in attending after school clubs, there is a free minibus service from school back to Ruddington at 4.30pm on Tuesdays, Wednesday and Thursdays; places are limited on this service and can be booked by pupils on a first come, first served basis in the pupil support unit.

The latest copy of the extra-curricular activities timetable is always uploaded here

Mobile Phones

Pupils' mobile phones must not be seen or heard at all on school site at any time (the boundary is the green fence line). This is because they can distract pupils from learning and, if pupils choose to take photos/videos or access social media, can pose a safeguarding risk. We do understand that parents may wish for their children to have a mobile phone for safety reasons on the journey to and from school but ask that, if this is the case, they are kept in the pupil's bag switched off.

Mobile phones that are seen or heard at any point (including before school, after school, break and lunchtimes) will be confiscated and taken to the pupil support unit. On the first occasion, pupils can collect them at the end of the day. On the second occasion, pupils will need to wait until the end of the following day to collect them. On the third and any subsequent occasions (very rare), we ask that parents come into school to collect them.

This also applies to ear pods/buds, head phones and smart watches that are being used to access mobile phone functions.

Satchel One & EduLink One App – *This May Change for September 2023 -Updates will follow*

Satchel One is school's online learning platform and where pupils are able to access a range of resources to support learning. It is also where homework tasks are uploaded so that both the student and parent can assess them, alongside being the location where detention information set can be found.

Edulink one is a communication tool for the school. This is where parents can find a range of information about their child including:

- their timetable;
- details of any achievement and/or behaviour points issued to them;
- a summary of their attendance to school;
- copies of their progress reviews;
- and a copy of their examination timetable.

Parents are able to also access both applications through either a computer or via an application on an electronic device, such as a phone.

New year 7 parents are provided with login details early in the autumn term by email. For help and support with Satchel One or the EduLink One, parents can contact IT support via admin.office@rushcliffe.notts.sch.uk.

Online Payments

We provide parents with a secure online payment system (ScoPay) that allows you to more easily send money into school for range of purposes, including paying for trips, topping up your child's catering account or making a donation to school fundraising.

As well as allowing payments to be made by debit or credit card at your convenience (24 hours a day, 7 days a week) it removes the need for pupils to bring cash into school.

The online payment system is accessed here.

New year 7 parents will be supplied with login details by email prior to the summer holidays and before your child starts school. For help and support with ScoPay, please contact our finance team via finance@rushcliffe.notts.sch.uk.

Although we try to discourage pupils from bringing cash into school, there is also one 'revaluer' machines located in B Block entrance that enable pupils to top up their catering accounts. Accounts are updated as soon as cash is loaded into the machine.

Orchard Centre

The Orchard Centre is our inclusion centre. The Orchard Centre team, led by Mr Bruce, provide support to a wide range of pupils to help them fulfil their potential. Strategies are bespoke and tailored to the needs of each individual; pupils access specialist help, support and mentoring from the Orchard Centre team on issues such as building self-esteem, developing positive relationships, controlling emotions, wellbeing and improving attendance. The centre also supports pupils for whom accessing the main school is challenging on a medium or long term basis. Staff in the centre are highly skilled specialists

in their field and work closely with heads of year, senior leaders, the wider school inclusion team, and a range of agencies and support services outside of school.

Parents' Evenings and Information

Throughout the year there will be a number of opportunities to meet school staff and to receive information. This will be a combination of virtual events, on site events and written communication.

Early in the autumn term, there are information evenings for each year group to introduce parents to the specific aspects of provision in those year groups. There is also an opportunity for parents to meet form tutors (via an online video system called SchoolCloud) in October to review how their child is settling into the school year.

Each year group has a virtual progress evening (again, via SchoolCloud) at which parents can meet with each subject teacher to discuss their child's progress. Prior to these events each child is sent a progress report and then all information is shared with parents/carers via email.

Year 9 options evening, which takes place on site early in the Spring term, gives pupils and parents an opportunity to explore the various courses on offer in years 10 and 11 before pupils make their subject choices.

Each week, we send an update email to all parents/carers with key information. Members of staff will make individual contact home as needed and parents/carers are, of course, welcome to contact school at any time if they have a concern or query.

Progress Reviews and Reports

Progress reviews take place once each term and provide an update of your child's progress in school. At each progress review, you are provided with information from each subject on:

- your child's target grade;
- your child's predicted end of year or end of course performance;
- your child's behaviour & attitude, effort & resilience and their performance on homework

As part of one of these progress reviews, there will usually be summative comments from form tutors and senior leaders.

More information on progress reviews and reports is here.

Pupil Support Unit (PSU)

The Pupil Support Unit is the first port of call for support for both pupils and parents. Staff in the PSU provide a safe and caring environment so that pupils are able to seek help on a range of issues from friendship fallouts to general worries about aspects of school. The Assistant Heads of Year are located in the PSU and work closely with Heads of Year, form tutors, teachers, senior leaders and a range of other staff to ensure that pupils are well supported and that parents feel fully informed about issues affecting their child. Details of key contacts in the pupil support unit are in the staff section of this booklet.

Safeguarding and Child Protection

We recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers, have a full and active part to play in providing early help protecting pupils from harm. We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all pupils' social, physical, emotional and moral development.

Our policies and practice reflect current legislation, accepted best practice and comply with the most up to date government guidance (particularly a document called "Keeping Children Safe in Education"). We provide ongoing training for all staff to ensure that they are able to recognise signs that suggest a child is at risk, understand relevant issues and are able to respond in line with the school's policy.

The school's safeguarding officers are Helen Thorpe (Pupil wellbeing leader), Abigail Parker (Pupil wellbeing officer) and Marrisa Cowan (Pupil wellbeing support worker). Their offices are located near to the Pupil Support Unit and they can be contacted via the school telephone number. The Senior Designated Safeguarding Lead for the school is Mrs Frost (Assistant Principal).

More information on safeguarding, including policies and online safety, is here.

School Buses

The Ruddington school bus operate on a year group specific basis (All year 7 on one bus, all year 8 on a separate bus and so on). The exception to this is the Sixth Form who will need to request to be allocated a bus.
Details of pick up / drop off locations are as follows:

Year Group	Y7	Y8	Y9	Y10	Y11
Journey to School					
Pick Up Point	Pasture Lane	Church street near the Co-op	Ruddington Green, The Green	Barleylands	Clifton Lane, uniform shop.
Time	8.05 – 8.15	8.05 – 8.15	8.05 – 8.15	8.05 – 8.15	8.05 – 8.15
	All buses will depart at **8.15am** so pupils must arrive in plenty of time				
Additional stop	Rufford Road, Ashworth avenue near St Peters Primary School			Wilford Road Dentist	Wilford Road near the park
Time	8:20			8:20	8:20
Terminate	Rushcliffe Spencer Academy				
Time	8:30				

Journey from School					
Pick up from Rushcliffe Spencer Academy					
Departing at Leave **3:27**					
Drop off	Rufford Road, Ashworth avenue near St Peters Primary School	Church street near the Co-op	Ruddington Green, The Green	Wilford Road Dentist	Wilford Road near the park
Time	3.40	3.40	3.40	3.40	3.40
Drop off	Pasture Lane			Barleylands	Clifton Lane, uniform shop.
Time	3:45			3.45	3.45

Pupils wishing to travel on this service can obtain a free bus pass from Nottinghamshire County Council (link below) provided that their journey to/from school is more than 3 miles.

More information on bus passes and routes is available on the school website, via Nottinghamshire County Council

School Day

Our school day consists of a staggered break and lunchtime; this helps with dining capacity but also give pupils more space a calmer environment at social times. The timings are as follows:

<table>
<tr><th>Start</th><th>End</th><th>Year 7 / 9 / 11 / 13</th><th>Year 8 / 10 / 12</th></tr>
<tr><td>08:40</td><td>09:00</td><td colspan="2">Form Time / Assembly</td></tr>
<tr><td>09:00</td><td>09:05</td><td colspan="2">Movement time</td></tr>
<tr><td>09:05</td><td>10:05</td><td colspan="2">Lesson 1</td></tr>
<tr><td>10:05</td><td>10:30</td><td>Break</td><td rowspan="2">Lesson 2</td></tr>
<tr><td>10:30</td><td>11:05</td><td rowspan="2">Lesson 2</td></tr>
<tr><td>11:05</td><td>11:30</td><td>Break</td></tr>
<tr><td>11:30</td><td>12:30</td><td colspan="2">Lesson 3</td></tr>
<tr><td>12:30</td><td>13:15</td><td>Lunch</td><td rowspan="2">Lesson 4</td></tr>
<tr><td>13:15</td><td>13:30</td><td rowspan="2">Lesson 4</td></tr>
<tr><td>13:30</td><td>14:15</td><td>Lunch</td></tr>
<tr><td>14:15</td><td>15:15</td><td colspan="2">Lesson 5</td></tr>
</table>

School Holidays and INSET Days 2021-22

In 2023 - 24, the autumn term starts for year 7 on Wednesday 6th September and on Thursday 7th September for all other years.

Autumn Half Term	Monday 23rd October to Sunday 5th November	Return Monday 6th November
Christmas	Monday 25th December to Wednesday 3rd January	Return Tuesday 9th January* *January 4th, 5th and 8th are Inset Days
Spring Half Term	Monday 12th to Sunday 18th February	Return Monday 19th February
Easter	Monday 1st April to Sunday 14th April	Return Monday 15th April
Summer Half Term	Monday 27th May to Sunday 2nd June	Return Monday 3rd June

The summer term finishes on Friday 26th July 2024 for pupils.

The INSET days for 2023-24 (school closed to pupils) are as follows:

- Monday 4th September 2023
- Tuesday 5th September 2023
- Thursday 5th January 2024
- Friday 6th January 2024
- Monday 8th January 2024

The school year planner and school calendar are available on the school website.

School Dinners

In EATZ, our school canteen, pupils can access a broad range of food options including:

- the hot meal of the day (includes a pudding and drink);
- tot take away options including pasta pots, jacket potatoes, noodles etc;
- sandwiches and baguettes;
- a salad bar;
- and fresh fruit, snacks and drinks.

There are also sandwich and take away service points elsewhere in school. Plenty of table space is available for pupils.

At morning break, a range of hot / cold snacks and drinks can be purchased from EATZ.

The kitchen staff will cater for specific dietary requirements and Louise Woodward, the kitchen manager, is happy to talk to you directly about your child's needs.

The school is committed to healthy eating; the catering team work hard to make sure that they are using fresh ingredients, offering plenty of fruit and vegetables, using wholemeal pastas etc. and minimising any fried or unhealthy ingredients.

EATZ is cashless; it operates on a biometric finger system. Money can be loaded onto pupil accounts via the online payment system or via revaluer machines (see separate section on online payments).

For break and lunchtime, each year group is assigned some specific indoor areas for them to socialise and eat food.

Year	Location	Break and Lunch Slot
7	EATZ or A Hall	First
8	B Hall or A Hall	Second
9	B Hall or A Hall	First
10	EATZ or A Hall	Second
11	EATZ or A Hall	First

Pupils can also access the learning resource centre (library) and, weather permitting, a number of outdoor areas (including space for balls games) at break and lunchtimes.

More information on school catering is here.

School Trips

School trips are a big part of the pupil experience at Rushcliffe and support our core purpose of giving everyone the chance to shine brightly. They provide learning and cultural experiences that pupils cannot get by being in the classroom alone and, of course, add hugely to pupils' enjoyment of school.

We run a broad range of trips across the school. Lots are free or low cost. There are opportunities to visit local places but also to go abroad. Some trips are set up to be able to accommodate as many pupils as want to go. However, this isn't always possible. In the event that places are limited, trips are either allocated on a first come, first served basis or through a random draw. For over-subscribed overnight visits, we try to consider whether or not pupils have been previously selected for similar trips to ensure fairness.

Payment for trips is via our online payment system (see earlier section). We provide financial support for pupil premium pupils to attend all day trips (please contact one of the

pupil premium team if you have any queries). Pupils in receipt of free school meals are provided with lunch on any trips that take them out of school during lunchtime.

In order for pupils to go on day trips that do not include adventurous activity, parents must have returned the annual consent form (which is usually sent out during the summer term). For overnight, overseas or adventurous visits, a separate consent form is required and is issued by the member of staff leading the trip.

If you have any specific queries regarding trips, please contact Mr Crawley (Assistant Principal).

Staff

The list below does not contain all members of staff but should give an indication of key members of staff in school. Generally, the first port of call for queries is the pupil support unit, your child's form tutor or, for specific subject-related queries, your child's subject teachers.

All members of staff can be contacted through our main office on 0115 9744040 or via admin.office@rushcliffe.notts.sch.uk.

Senior Leadership Team

- Mr Painton – Principal
- Ms Sismey – Vice Principal (Standards)
- Mr Ward – Vice Principal (Pastoral)
- Ms Carter-Cooke – Assistant Principal (Staff Development)
- Mr Crawley – Assistant Principal (Inclusion)
- Ms Desai – Assistant Principal (Futures)
- Mrs Frost – Assistant Principal (Post 16 & Safeguarding)
- Mr Peel – Assistant Principal (Achievement)

Heads of Faculty

- Mr Pitts – Head of Arts
- Mr Cottee – Head of Computing
- Ms Allen – Head of English
- Ms Purnell – Head of Humanities
- Ms Vicente – Head of Languages
- Mr Dunning – Head of Learning Support / SENDCo
- Ms Berry– Head of Mathematics
- Mr Malloney – Head of Science
- Mr Young – Head of Social Sciences
- Mr Paling – Head of Physical Education
- Ms Hobbs – Head of Technology

Heads of Year

- Mr Vickers – Head of Year 7
- Ms Richardson– Head of Year 8
- Mrs Staiano - Head of Year 9
- Mr Crew – Head of Year 10
- Mr Morin – Head of Year 11

Pupil Support Unit Team/Assistant Head or Years

- Kirsty Baugh - Year 7
- Laura Wilde – Year 8
- Emily Owen – Year 9
- Molly Campion – Year 10
- Dawn Downs – Year 11
- Naomi Batley– Attendance Officer
- Helen Thorpe – Pupil Wellbeing Co-ordinator and Safeguarding Lead
- Abigail Parker – Pupil Wellbeing Officer
- Natalie Plau – Pupil Wellbeing Support Worker

Admin and Other Support

- Helene Brinklow – Finance Assistant (including online payments)
- Amy Parkes – Examinations Officer
- Nicola Roberts – School Nurse/ First Aid / Medical Lead

Uniform and PE Kit

Item	Image	School Expectations	We Do Not Wear
BLAZER & TIE Rushcliffe embroidered (left and right fastening available)		Plain black blazer with school logo Black and red tie At least 6 stripes showing on tie	Plain black jacket instead of blazer
SHIRT OR BLOUSE Plain white shirt		Plain white with collar Cotton or polyester Long or short sleeves Buttoned front Plain style Tucked in at the waist Top button done up	T Shirt Polo shirt Round collar Coloured/logoed tops/polo shirts under shirts
TROUSERS		Black loose fitting/boot cut school trousers worn at the waist Plain style covering the ankle and the sock. Must touch the top of the shoe.	Denim Jean material Leggings/footless tights Skinny trousers/Slim-fit/cropped/ankle grazers chinos/culottes/low-rise trousers
SKIRT		School tartan skirt length 20” or 22” Worn on the waist	A rolled up skirt to change its length Wear the skirt excessivly high

JUMPER OR CARDIGAN Black jumper or cardigan embroidered with school logo			Plain jumpers or cardigans including black Hoodies or other fleeced fabric jackets
SHOES		Plain black leather school shoe Practical and safe style	Trainers, logoed Trainers, boots, canvas shows or leather Converse/Vans plimsoll 'Decorated' black shoes Any logos

Other uniform Items		
Item	**School Expectations**	**We Do Not Wear**
TOP COAT	Plain colour Warm and weatherproof To be removed in lessons, registration and assembly Summer black caps can be worn on the school field only Coat that enables blazer to be worn underneath	An extra sweater or hoodie worn instead of a topcoat Denim Any type of fur coat and faux fur Hats/caps with logo
SOCKS / TIGHTS	Plain black or natural tights Black ankle socks	Leggings/footless tights, patterned tights, knee high socks, Bright coloured or patterned socks
JEWELLRY / ACCESSORIES	Watch For pierced ears, one pair of plain flat studs on the lower part of the ear only. These must be removed for PE Piercings must only be done during the summer holidays Hair must be one natural colour.	Bracelets / necklaces Rings Non-stud earrings/stretchers Facial piercings (on health and safety grounds) Unnatural coloured hair/dip-dyed hair Nail varnish, false nails, make-up No tramlines or shaven in designs to the hair

The wearing of baseball caps and 'hoodies' is not acceptable. These will be confiscated. Hairstyles/colours which draw undue attention to an individual are not acceptable. Black "trainer type shoes" manufactured by sports companies, e.g.: Nike, Adidas, Puma, Lonsdale, Converse, Vans etc. will not be accepted as school shoes. Pupils may be sent home for any of the above.

The school will be the final arbiter on what is deemed to be acceptable as school uniform.

Naming of pupil property is important for clear identification if it is misplaced or lost. In exceptional circumstances, where pupils are unable to wear correct school dress, parents are asked to provide a note for the form tutor to consider.

PE Kit Requirements

<table>
<tr><th colspan="4">Compulsory Items</th></tr>
<tr><td>Polo Shirt

Rushcliffe red polo shirt with school logo</td><td>Shorts

Rushcliffe black shorts with red stripe</td><td>Socks

Plain* Red football socks</td><td>Trainer

Sports Trainers</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><th colspan="4">Highly recommended Items</th></tr>
<tr><td colspan="2">Football Boots</td><td>Rushcliffe Rugby Shirt</td><td>Mouth Guard</td></tr>
<tr><td colspan="2"></td><td></td><td></td></tr>
<tr><td colspan="2">Used for Rugby, Football and Cross Country
With moulded studs or plastics blades
Metal studs are not suitable for the all-weather pitch</td><td colspan="2">All pupils will play rugby. This will include progress from tag to contact if appropriate.
Therefore, as per the guidance by the RFU and Safe Practice in PE, we strongly recommend that all pupils have a mouth guard.</td></tr>
<tr><th colspan="4">Optional items</th></tr>
<tr><td colspan="2">Jumper
Rushcliffe Black ¼ Zip jumper with red stripe and school logo
</td><td colspan="2">Leggings
Plain black sports leggings/base layer bottoms
</td></tr>
<tr><th colspan="4">COLD WEATHER (OPTIONAL ITEMS)
These items are for cold weather only</th></tr>
<tr><td colspan="2">Base Layer
Plain* Black or red Under Armour/Skins/Base layer

</td><td colspan="2">Tracksuit Bottoms
Plain* black sports tracksuit bottoms (Not Joggers)



</td></tr>
<tr><td colspan="4">*Plain - Only a small brand logo is acceptable. No stripes, excessively sized logo or patterns</td></tr>
<tr><td colspan="4">Please contact the school if you unsure or need clarification on any of the above.</td></tr>
</table>

Pupils are expected to arrive at lessons with the appropriate kit, so that the learning environment is positive and safe.

All pupils must bring their PE kit, including those who are injured or cannot participate.

Pupils must also bring a note and will be expected to participate as fully as their injury/ailment allows. This may include them; coaching, refereeing or officiating.

All pupils are made aware of these expectations when they begin school and are further reminded every September.

Pupils are not permitted to wear earings for PE. They must be removed. Any peicings should be done in the summer holidays to allow the ears time to heal. Failure to remove earings will result in pupils being removed from the lesson for safety