



The John Roan School

The best in everyone™

Part of United Learning

NEW ADMISSIONS HANDBOOK

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WELCOME





I am delighted to welcome you to The John Roan School. You and your child are now becoming part of the long and rich history of the school. We are one of the oldest state schools in the country and very proud of all that this means.

We are an ambitious learning community whose own **PRIDE** values bring out the best in everyone.

Our ambition is to deliver a purposeful curriculum in an environment that brings out the best in everyone. We want every John Roan student to grow and thrive, both academically and socially, and to reach the destination of their dreams.

A successful partnership between home and school is vital for your child's success. This handbook will provide you with all the information you need to get your child off to the best start with us.

Open communication is also important and I urge you to keep in contact with your child's Form Tutor and Head of Year if you feel that there is anything that they need to know in order to provide the best support for your child at school.

Thank you for choosing The John Roan School for your child. I look forward to working with you to secure a great future for your child as they progress through the secondary stage of their life in education.



Dr Jennie Sanderson
Principal

The John Roan School is a great place to be: it is a happy and forward looking and thinking school. The staff are caring and committed to nurturing the achievement and positive development of our students.

We are proud to be a part of The John Roan School and our school values reflect this. Our students thrive because we respect and encourage each other in a climate which prides itself on everyone doing their best.

P **PROUD** - I will be proud of myself, my work, my school, my friends and my family. I will be proud of my history and my environment. I will be a role model to other young people.

R **RESPECTFUL** - I will be respectful of difference and diversity. I will consistently show consideration and thoughtfulness to others. I will behave safely at all times. I will treat everyone and everything with respect.

I **INVOLVED** - I will show zest and curiosity. I will have a thirst for knowledge and skills and be a valued member of the community. I will participate fully in lessons, learning opportunities and the life of the school.

D **DETERMINED** - I will strive to reach my goals. I will be resilient, independent and positive in finding ways to overcome barriers to my success. I will demonstrate a commitment to success.

E **EXCELLENT** - I will aspire and strive to be excellent in all I do. I will consistently have a positive impact on other people and do my best at all times. I will work to the best of my ability in every lesson.



OUR VALUES



COMMUNICATION



Good and regular home to school communication is vital.

Our website is the best source of the latest information - particularly the Parent pages. You can also find curriculum maps showing what students will be studying throughout the year, term dates, and links to all the other websites that we work with on our website.



We send out a **Weekly Newsletter** with news and important information to all parents and carers.

We will contact you via **email or telephone** if we need to reach you directly, so please ensure that we always have the correct contact details to be able to reach you.

Much of our homework is set online using carefully selected learning platforms including Satchel One - an online platform to which parents/carers have their own log in details, so you can see what has been set for your child and when it is due.

The Arbor Parent App enables you to view your child's attendance, attainment and details of rewards or sanctions they receive, you can download it via our website, or from the App Store or Google Play.

Academic progress reports are issued twice per year, and each year group has a parent/subject teacher meeting once a year.

PARENTPAY

The John Roan School is a cashless school. All parents/carers, students and staff are able to use a cashless method to pay for food in the dining hall, for school trips and for other items. This is done online using a very secure website called ParentPay.

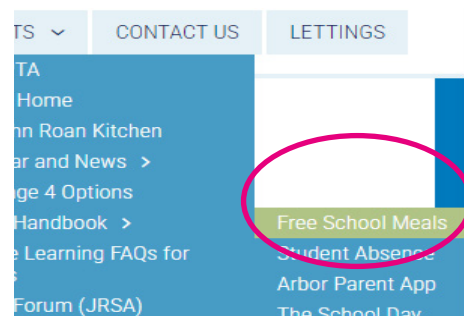
All parents/carers will receive an activation code to allow them online access to their child's account. You will also be given setting up instructions with the code. If you want to credit your child's account without using the internet, we are able to provide you with a barcode letter enabling you to top up at any Pay Point location.

If you already have a ParentPay account via another ParentPay school, you can simply login to that account and add your children via the Add a Child tab on your home page. If you are new to ParentPay, you can activate your account by using a unique activation username and password. If you have two or more children at a ParentPay school, you only need to activate one account.

Further information and details of your username and password will be sent to you in a separate letter.

FREE SCHOOL MEALS

If your child is entitled to Free School Meals, please complete the application form which is available on the School Website.



MONEY AND VALUABLES

We discourage the bringing to school of cash or other valuables. Students who must carry money should keep it on their person at all times, e.g. they should have a pocket with a zip. Purses should have a clear name label inside.

Valuables are the responsibility of the child and the school cannot be responsible for loss, damage or theft. We will not accept responsibility for the loss or damage to unauthorised items brought into the school.

MOBILE PHONES

Students may bring mobile phones to school but they must be turned off and placed at the bottom of their bag when they enter the school gates. If a phone is seen, it will be confiscated and a parent/carer must come to collect the phone. The school is a phone free zone so that phones do not distract from their learning.

The school is particularly aware of the growing national problem of cyber-bullying. We take a strong stance against any form of cyber-bullying and we rely on parents/carers to support us in carrying out our policy against bullying.



ESSENTIAL INFORMATION

PASTORAL CARE





FORM TUTOR

Tutors meet with their tutor groups daily. The Tutor is a very important person in your child's school life and it is their role to provide support educationally, personally and socially. They will help your child to make the most of the opportunities the school offers. Tutors also monitor progress, attendance and punctuality and generally help your child to fulfil their potential.

HEADS OF YEAR

The Head of Year co-ordinates the team of Tutors and has overall responsibility for the children in their year group.

The role of the Head of Year is to provide pastoral support and guidance to students. They also monitor the progress of the year group and ensure that all students are achieving their potential. If a student is not achieving their potential, the Head of Year may contact you and meet to discuss how your child can be supported to make progress.

HEADS OF DEPARTMENT

The Heads of Department are teachers who are in charge of a subject area, e.g. mathematics or english. They lead a team of subject teachers and organise the curriculum, resources, teaching and assessment in that subject.

Heads of Department and subject teachers monitor the academic progress of students within a curriculum area. If you have any questions about a subject area, please contact your child's subject teacher or Head of Department.

If you wish to speak to a member of staff, you are always welcome to contact them via email. Please allow 48 hours for a response as teaching timetables mean that staff are often away from their desk.



Teachers set a wide array of home learning tasks. The aims are to reinforce learning, to help children to organise and work by themselves and to develop enough confidence to tackle problems. We actively encourage parents/carers to be fully involved with supporting and checking their child's home learning. We use 'Satchel One' to set, track and monitor homework. What has been set for your child and when it is due. We expect all students to have a laptop or computer at home and can lend you a Chromebook if your child needs one.

Students and parents/carers are given their own individual logins which allows parents/carers to check what homework is being set and when it is due. Links to all the online learning platforms, plus user guides and details on how to retrieve logins can be found in the Student area of the website.



One of the biggest initial challenges for students starting secondary school is the level of independence that is expected of them. Please encourage your child to take responsibility for their own learning by checking in with them the night before to ensure that they have completed all the homework due for the next day, and packed their bags with everything they need. Try to resist the urge to do it for them so that they get used to being responsible.

Reading, writing and spelling are essential skills. We are committed to raising standards of literacy for all students. There are opportunities for students to work on their literacy skills during and after school.

READING AT THE JOHN ROAN SCHOOL

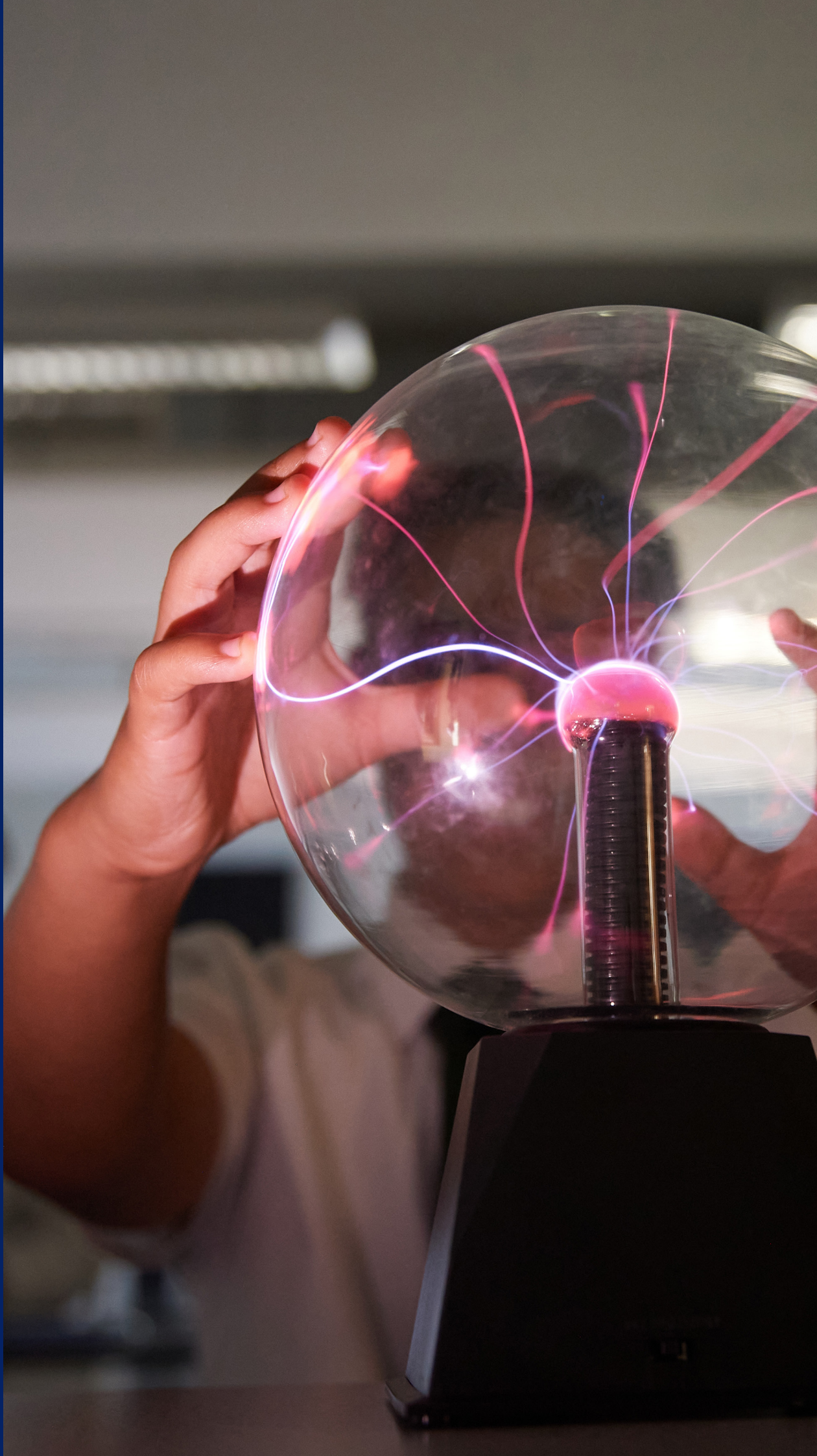
Research shows that there are clear links between independent readers and academic outcomes. Our aim is to enrich and broaden students' education through the power of reading. We provide regular opportunities in tutor times for students to read fiction and non-fiction and we have a well stocked library on each site.

Every student should have a reading book with them at all times. Students should read regularly at home, as well as in school. All students are able to join the school library.

Students in Key Stage 3 are set weekly reading tasks on SPARX READER.

We encourage students to revise the spellings of key words after every lesson. We recommend that you purchase a small pocket dictionary which can be used to support learning on a daily basis.

INCLUSION & SEND





The SEND Department supports students with additional needs to improve their academic progress, attendance and behaviour as appropriate. We work with a range of statutory, voluntary and community groups to ensure that students and families have swift and easy access to appropriate resources.

Our Learning Coaches are highly skilled in the specialist areas they support.

Students who have special educational needs or disabilities (SEND) have access to a range of specialist interventions. The SEND Team provide additional support for students with literacy and numeracy needs, or specific learning difficulties (SpLDs) such as dyslexia. We can refer students to CAMHS (Children and Adolescent Mental Health Services). The school also works in partnership with external services to support students with complex needs, e.g. Speech and Language Therapy services (SALT).

CENTRE FOR AUTISM (CfA)

The John Roan School has a designated specialist provision for students with Autism, known as the Centre For Autism (CfA). Referrals for admission to the Centre For Autism are made through the local authority secondary ASD/DSP Admissions Panel.

The criteria for application are:

- a diagnosis of Autism
- the capacity to access 50% of the curriculum in line with their peers given the right level of support

Our Centre for Autism caters for up to 16 students across Key Stages 3 and 4. Parents or professionals who are considering a placement at our Centre for Autism should discuss whether a designated specialist provision place is required with their SENCo, and if so, make an application through the local authority SEND Department.

Full school uniform must be worn at all times and should be kept neat and tidy. All items should be marked with the owner's name, as this will support us in returning mislaid items correctly.

No jewellery should be worn for Games/PE. Students may wear one small ring and one pair of stud earrings for pierced ears. On the grounds of health and safety and for security reasons, jewellery is restricted to these items only. No make-up, nail varnish or false nails should be worn. Hair should be of a natural colour. Please consult the uniform list for full details of The John Roan School uniform.

Items marked with an asterisk (*) are available from Khalsa Schoolwear or JK Clothing. More information is available on the school website.

GIRLS

- The John Roan School green blazer with The John Roan School crest*
- Plain white collared shirt
- Plain black school skirt* OR plain black tailored trousers
- The John Roan School tie* (each year group has a different coloured stripe)
- Plain black v-necked long-sleeved jumper (optional)
- Plain black socks or tights
- Plain black flat shoes. No coloured laces

BOYS

- The John Roan School green blazer with The John Roan School crest*
- Plain white collared shirt
- Plain black tailored trousers
- The John Roan School tie* (each year group has a different coloured stripe)
- Plain black v-necked long-sleeved jumper (optional)
- Plain black socks
- Plain black flat shoes. No coloured laces or logos

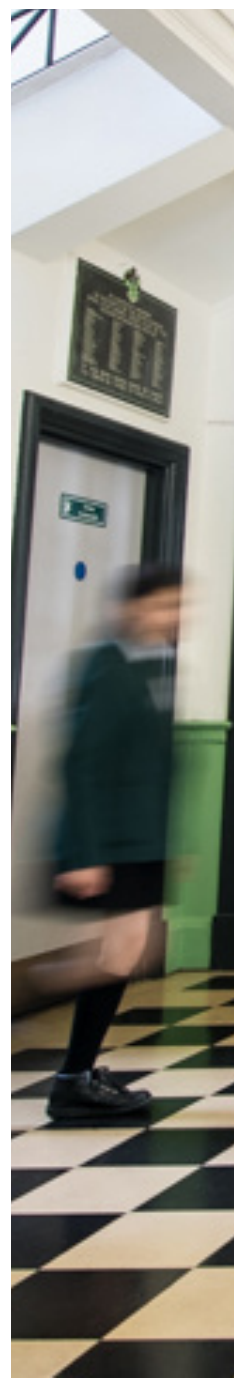
PE GAMES AND UNIFORM

- PE Outer top with the John Roan School logo* (optional)
- PE top with The John Roan School crest (green for KS3 and black for KS4)*
- Plain black Shorts - No stripes or coloured panels
- Black tracksuit bottoms - No stripes or coloured panels
- White sports socks (PE)
- Black Football / Rugby socks
- Sports trainers or Football / Rugby boots
- No jewellery

EQUIPMENT

A school bag is essential. It should be large enough to carry school books and equipment. Students should always have the following equipment:

- Several pens (colours: green and black)
- Several pencils, and pencil sharpener
- Erasers, Ruler, Glue stick
- Protractor
- Scientific calculator (we recommend Casio FX-83GTPLUS or Casio FX-5GTPLUS)
- Reading book
- Mini-whiteboard & pen (first set is provided by the school)



UNIFORM SUPPLIERS

Khalsa Schoolwear

388 Bethnal Green Road

Dagenham London E2 0AH

Tel: 020 7729 3286

Website: <https://khalsaschoolwear.co.uk/school/john-roan-school/>

JK Clothing

148 Well Hall Road

Eltham SE9 6SN

Tel: 020 8859 4004

Website: www.jkclothing.net/

Password: jrs876

Please note:

Boots, trainers, plimsolls and canvas shoes are not permitted.

Hats, caps and hooded tops are not allowed on site.



UNIFORM & EQUIPMENT

MUSIC TUITION





At The John Roan School we have a long and proud tradition of making instrumental and singing lessons available to all students. The John Roan Foundation enables this by generously financing the provision of free singing or instrumental lessons on one instrument.

With this funding, students receive ten lessons of twenty minutes per term delivered by qualified and experienced peripatetic teachers who plan and deliver engaging lessons and give students the opportunity to enter external grade exams. We also loan instruments for students who do not own one at a minimal cost of £5 per term.

Currently we offer lessons on piano, violin, cello, flute, clarinet, saxophone, guitar, bass guitar, drums, steel pans and singing. If a student wishes to learn more than one instrument, then there is cost for the additional instrument. In return for the free instrumental lessons, we ask that students attend all lessons at the correct time, practice for between 10 minutes and 2 hours per day, depending on age/level, and attend one school ensemble per week.

Our school ensembles include School Orchestra, Jazz Band, Steel Pans Groups, String Group, Junior Choir, Senior Choir, Piano/Keyboard Club and Rock Band.

Good attendance is at the core of good learning and achievement. We record and monitor attendance as a legal requirement and expect a minimum of 97% attendance.

Please do not make dental/medical appointments during school hours.

We urge you not to take your child on holiday during term time. It makes it difficult for your child to catch up with their work when they return. Term time absence will only be authorised in exceptional circumstances; otherwise the absence will be unauthorised. Taking your child on holiday during term time without permission from the Principal could result in a Fixed Penalty Notice (FPN).

REPORTING ABSENCE

In the event that your child is unable to attend school, please contact the Attendance Officer before 8.30am on each day of absence.

Email: absence@thejohnroanschool.org.uk

Telephone: 020 8516 7558

Absence from school will not automatically be authorised and medical evidence* may be required to ensure absence due to illness is authorised.

**Medical evidence:* A Doctor's letter, a copy of a prescription for medicine, or the prescribed medicine packaging, which must be supplied to the school.

PUNCTUALITY

Students should arrive for roll-call at 8:20am, ready to begin the school day. Students arriving after 8:25am will be marked as late and will be kept in detention. If there is a valid reason for lateness, please contact the Attendance Officer on the contact details above.



ATTENDANCE



THE JOHN ROAN FAMILY





THE JOHN ROAN FOUNDATION

The John Roan Foundation is an important part of The John Roan School. The Board of Trustees oversees the legacy of John Roan, ensuring that his wish to provide an education to the children of Greenwich is fulfilled. The Foundation own the Maze Hill site, as well as the School Playing Fields and our students benefit each year from the considerable additional funding that they provide for the school. In particular, the Foundation supports PE and Music, as well as providing additional funds to the school to support students and their families to participate in events that they would otherwise not be able to afford; with the top achievers each year receiving a generous £1,000 a year bursary for their time at university. The Foundation also provides grants towards uniform and for residential visits.

THE JOHN ROAN SCHOOL ASSOCIATION

As a parent/carer of a child at The John Roan School, you are also a member of The John Roan School Association (JRSA). The JRSA provides an important function in the school as a forum for parents/carers to discuss matters linked to the school, as well as being a great way to network with other families. The JRSA are often present at school events - so do look out for them and find out more.

The John Roan School Association (JRSA) is the parent/teacher body for the school. Its main functions are:

- To act as a forum for parents/carers to raise issues of concern or interest concerning educational and school life matters for discussion with other parents/carers, teachers and members of the Governing Board
- To disseminate information between the school and parents/carers
- To facilitate participation by parents/carers in school life by organising and offering support for activities such as special events, day trips and school journeys
- To organise events to promote a sense of community at the school between parents/carers, teachers and students
- To organise fundraising events to raise money for school activities.

BRAITHWAITE CENTRE



HOPE MEMORIAL TRUST

The John Roan School has priority access to an outdoor activity centre in the Lake District.

Built on 40 acres of land left in trust by Arthur Hope, a former Headteacher of The John Roan School, the Hope Memorial Centre in Braithwaite is the focus for outdoor activities allowing students to follow a wide variety of outdoor pursuits. Here, students can experience the beauty of spectacular countryside and the challenge and excitement of outdoor life.

Students from each year group regularly visit the Braithwaite Centre and subject specific trips are also organised.

During a visit, students take part in a variety of activities including rock climbing, hill walking, orienteering, nature rambles, canoeing, swimming and ghyll scrambling. The students cook, clean and play together whilst enjoying the outdoor life and learning how to work collaboratively in teams. For many students, a visit to Braithwaite is a life changing experience and the memory stays with them for the rest of their lives.

KEEPING IN TOUCH

Follow us for more news,
student successes and useful
information for parents/carers



@TheJohnRoan



@JohnRoanSchoolOfficial



@TheJohnRoan

If you have any questions, please get in touch:

info@thejohnroanschool.org.uk

For more detailed information about the curriculum
and to keep up to date with activities at the school,
visit our website. The weekly newsletter is posted
on the website, and you will find plenty of other
information about the school.

www.thejohnroanschool.org.uk



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