

Sir Roger Manwood's School

Engage... Explore... Excel...



Student Planner

Name:

Form:

House:

School Contacts

Attendance Officer (to report absences)	Email: attendance@srms.kent.sch.uk Telephone: 01304 610202
Reception	Email: reception@srms.kent.sch.uk Telephone: 01304 610200
Student Receptionist	Email: StudentReception1@srms.kent.sch.uk Telephone: 01304 610204
Finance Office	Email: finance@srms.kent.sch.uk Telephone: 01304 610212
Designated Safeguarding Lead	K Hurst – safeguarding@srms.kent.sch.uk
Headteacher	head@srms.kent.sch.uk
Heads of Departments: AEN Manager Art Biology Business & Economics Chemistry Computer Science Drama English & Film Studies French Geography German History Mathematics Music Physics Politics Product Design PSHCE Psychology PE Religious Studies Sociology Spanish	Aen@srms.kent.sch.uk S Grimshaw – s.grimshaw@srms.kent.sch.uk D McGuinness – d.mcguinness@srms.kent.sch.uk H Parfitt – h.parfitt@srms.kent.sch.uk A Lawrence – a.lawrence@srms.kent.sch.uk D Mitchell – d.mitchell@srms.kent.sch.uk S Mount – s.mount@srms.kent.sch.uk J Poole – j.poole@srms.kent.sch.uk P Leroy – p.leroy@srms.kent.sch.uk D Anderson – d.anderson@srms.kent.sch.uk M Sullivan – m.sullivan@srms.kent.sch.uk S Acourt – s.acourt@srms.kent.sch.uk W Wilkening – w.wilkening@srms.kent.sch.uk D Smith – d.smith@srms.kent.sch.uk S Bowman – s.bowman@srms.kent.sch.uk M Vere – m.vere@srms.kent.sch.uk S Neame – s.neame@srms.kent.sch.uk V Hall – v.hall@srms.kent.sch.uk G O'Dell – g.odell@srms.kent.sch.uk D Riordan – d.riordan@srms.kent.sch.uk S Jones – s.jones@srms.kent.sch.uk J Farrow-House – j.farrow-house@srms.kent.sch.uk C Morgan – c.morgan@srms.kent.sch.uk
Pastoral Support: Head of Lower School Deputy Head of Lower School Lower School Administrator Head of Upper School Acting Deputy Head of Upper School Upper School Administrator Head of Sixth Form Deputy Head of Sixth Form Sixth Form Administrator	M Vere – m.vere@srms.kent.sch.uk J Deveson – j.deveson@srms.kent.sch.uk lowerschooladmin@srms.kent.sch.uk J Ross – j.ross@srms.kent.sch.uk K Borg – k.borg@srms.kent.sch.uk UpperSchooladmin@srms.kent.sch.uk M Stedman – m.stedman@srms.kent.sch.uk T Outen – t.outen@srms.kent.sch.uk 6thformadmin@srms.kent.sch.uk



Where can I find Support?

Remember: We are right here to support and help you too. Don't hesitate to contact your Form Tutor, Head of School, Deputy Head of School, the Support Room, or any other trusted member of staff.	Childline If you're under 19 you can confidentially chat online or email about any problem big or small. Sign up for a free Childline locker (real name or email address not needed) to use their free 1-2-1 counsellor chat or email support service. Phone number: 0800 11 11
Kooth Free, safe, and anonymous mental health wellbeing support. Website: www.kooth.com	The Mix Everything from homelessness to finding a job, from money to mental health. We're here providing support for under 25's. Website: themix.org.uk Phone Number: 0808 808 4994
Young Minds "Whether you want to understand more about how you're feeling and find ways to feel better, we can help." Website: youngminds.org.uk	Samaritans A registered charity aimed at providing emotional support to anyone in emotional distress, struggling to cope or at risk of suicide. Phone Number: 116 123 Website: samaritans.org.uk
Shout Shout offers you free, 24/7 text messaging support wherever you are in the UK. If you need someone to talk to about how you're feeling or even feel as if you're in a crisis, text SHOUT to 85258	

Timings of the School Day

Time	Activity
7.45 – 8.40	Gates open and close
8.40 – 9.00	AM Registration
9.00 – 10.00	Period 1
10.05 – 11.05	Period 2
11.05 – 11.25	Break
11.25 – 12.25	Period 3
12.30 – 13.30	Period 4
13.30 – 14.15	Lunch
14.15 – 14.20	PM Registration
14.20 – 15.20	Period 5
15.10 – 17.30	Gates open and close

Y7-Y11 Home School Agreement

At Sir Roger Manwood's School we provide a broad curriculum which is balanced, relevant, enjoyable and challenging to all students. We also seek to provide a caring community which encourages concern and respect for the welfare of others. The School recognises the importance of the partnership between pupils, parents, staff and governors in achieving these goals.

Pupils will

- behave in a manner that reflects the school ethos and values and does not harm the well-being of others or bring the school name in disrepute.
- attend school, arrive punctually and with all the appropriate equipment;
- wear uniform properly, including to and from school, and with pride;
- conform to School Rules;
- work to a standard reflecting their ability and meet deadlines;
- be polite and helpful to others;
- try to be involved in a range of extra-curricular activities;
- respect the school environment;
- support the school's approach to online safety and not upload or add any pictures, video or text to the internet that could upset, offend or threaten the safety of others.

Parents will

- ensure that their children will attend school, be on time and be properly equipped;
- let the School know about reasons for absence;
- ensure that the correct school uniform is worn;
- support the aims of the school, including its rules and behaviour and discipline policy;
- support their children in homework and check and sign homework diaries weekly;
- keep the school informed about issues relating to their children;
- make every effort to attend consultations with the staff;
- endeavour to support their children's interest in extra-curricular activities.
- contact the school directly and follow the Complaints Policy, if they have a concern, and not use social media to voice their concerns.

The School will

- provide a well ordered and safe environment which supports learning;
- offer a broad and balanced curriculum;
- set and assess completed tasks and provide regular feedback to pupils;
- recognise and encourage achievement and effort;
- expect the highest standards of work and behaviour;
- keep parents informed regularly about progress and other matters of concern as they arise;
- encourage participation in extra-curricular activities;
- encourage pupils to develop independent learning self-discipline and to take responsibility for others as well as themselves;
- welcome parental feedback and involvement.

Student name (print) _____

Tutor Group _____

Parent/Carer's signature _____

Date _____

Student's signature _____

Signed _____
(Head of School)

Sixth Form Student Learning Agreement

The Student Learning Agreement is intended to give students a clear understanding of what they can expect from the Sixth Form and what will be expected of them in return. You should read this agreement in conjunction with the guidance which you have been given in your Sixth Form Handbook. By signing this agreement, you agree to abide by our rules and guidance.

Sir Roger Manwood's School will provide you as far as possible, with:

- a friendly, caring and supportive learning environment
- a programme of A Level courses that is delivered by qualified and effective members of staff using appropriate facilities and learning resources
- support for any additional learning, emotional or medical needs you may have
- a form tutor who monitors your academic progress, provides guidance and helps you set targets for improvement
- advice and guidance for the use of your independent study periods
- support in developing good study skills
- the opportunity to take part in extra curricular activities
- a careers programme suited to meet your needs with easy access to expert careers advice
- advice and guidance on university applications
- opportunities each year for your parents/carers to come into school to discuss your academic progress
- regular assessments during Year 12 and 13. Termly assessments in the Autumn and Spring terms in Year 12 and 13 and a full academic report in Year 13 (as per sixth form handbook)

In return, you will be expected to:

- attend morning registration punctually every day at 8:40am
- attend afternoon registration punctually every day at 2:10pm
- sign out if you are leaving the school site for an agreed study period at home or for other authorised reason
- provide a letter/email from a parent/carer regarding any planned absences or to explain any unplanned absences
- comply with the Sixth Form dress code at all times
- attend all lessons punctually
- bring all the required textbooks, stationery and learning resources to every lesson
- have a positive attitude towards learning at all times both inside and outside the classroom
- contact subject leaders if you have been absent from a lesson to catch up on any work missed
- complete all homework tasks/activities to a high standard and on time
- keep your mobile phone away, during registrations and lessons unless directed otherwise by your teacher
- spend 5-10 hours per week studying independently for each of your subjects outside of lessons
- take responsibility for your autonomous study periods, always using them effectively and wisely
- act as a positive role model for the younger students in the school
- respect the individual rights of all members of the school community and behave according to the whole school code of conduct
- contribute to the positive learning environment at Sir Roger Manwood's School through enrichment activities and by taking on responsibilities
- maintain your attendance above 95% unless absence is for a reason certified by a medical professional.

Student's Name (print): Tutor Group:

Signed: Date:
(Student)

Signed: Signed:
(Parent/Carer) (Head of Sixth Form)

Responsible Network, Internet and Online Learning Platform Use

As part of your child's curriculum and the development of ICT skills, Sir Roger Manwood's School provides pupils with access to the Internet. We believe that the use of the World Wide Web and email is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use, and sign and return the consent form so that your child may use the Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Responsible Network and Internet Use

Rules for Students

The school computer system provides Internet access to students and staff. This Responsible Network and Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

You should:

- Only make access via your authorised account and password, which must not be given to any other person.
- Only access websites that are appropriate for use in school.
- Maintain a quiet working atmosphere.
- Respect copyright and trademarks. (You cannot copy material without giving credit to the person or the company that owns it).
- Check with a teacher before opening email attachments or completing on-line questionnaires or subscription forms.
- Preview documents before printing to conserve ink, toner, paper and your printer credits.

You must not:

- Attempt to install any software.
- Switch off a PC, unless instructed to do so by a teacher.
- Adjust or move PCs, unless instructed to do so by the ICT technician.
- Download games or other programs from the Internet.
- Use chat-lines or web-based email services (e.g. Hotmail).
- Send, access or display offensive messages or pictures.
- Give your name, address, telephone number or any other personal information about yourself or others to anyone you write to.
- Use or send bad language.
- Intentionally waste resources thus preventing use by others.
- Eat or drink in the computer rooms.

Prohibited Activities:

- Possession on site of any device that enables someone to connect to another device without the permission of the owner of that other device, is strictly prohibited. Distribution, sale, or promotion of any such device within the school premises is also prohibited. Any attempt to circumvent or bypass this policy by concealing or disguising such a device, or engaging in unauthorized activities related to such a device, is also strictly prohibited. Possession

of such a device on site will be seen as a major infringement of the school's ICT AUP and therefore sanctions at the highest level are likely to be deemed appropriate, in accordance with the School's Behaviour Policy.

Please note:

- User areas and email on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.
- Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate.
- If applicable, external agencies may be involved, as certain activities may constitute a criminal offence.

Pupil Agreement

I have read and understood the rules for Responsible Network, Internet and On-Line Learning Platform Use. I will use the computer system, internet and learning platforms in a responsible way and obey these rules at all times.

Name of Pupil: Form:

Signed: Date:

Parental Consent for Network, Internet and Online Learning Platform Access

I have read and understood the school rules for Responsible Network, Internet and Online Platform Use and give permission for my child to access these facilities. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet and learning platform facilities.

Signed: Date:

Please print name:

As part of the ongoing ICT improvements within the school, we would like to take this opportunity to record how many of our students have Internet access from home and your electronic details.

Internet access at home: Yes ☐ No ☐

Access to shared device at home: Yes ☐ No ☐

Mobile Device Policy

Definition

Any reference to 'mobile device' includes: mobile phones, music devices, tablets, watches, ear buds or phones, and any other device using the same technologies.

Rationale

Personal communication through mobile technologies is an everyday part of life, but such technologies need to be used effectively and appropriately. Personal safety is key to students and staff at Sir Roger Manwood's School alongside a focus on engaging in learning. This code of conduct outlines the conditions upon which permission is granted to bring mobile devices into school and addresses safeguarding concerns raised in the government's *Keeping Children Safe in Education* document.

Purpose

This Policy is in place as a measure to support the well-being, social skills, academic performance and behaviour of our students.

As a school we are aware that young people:

- can display worrying addictive/attachment behaviour to mobile devices;
- are increasingly distracted by social media and mobile phone communication;
- are susceptible to harm through cyber bullying;
- are damaging their own social development through over-reliance on their devices rather than conversing with their friends.

Through the actions described in this Policy the School is endeavouring to give its students respite from their mobile devices whilst at the same time educating them on the safe and positive use of such technology.

Implementation

Year 7 to Year 11 students are not allowed to use their mobile devices in school within any school building at any time, unless given express permission to do so by a member of staff.

The school recognises that Sixth Form students, who are developing into young adults, should be allowed greater flexibility in the use of mobile devices. Although Sixth Form students, like students in the Lower and Upper Schools, are not allowed to use their mobile devices in school within any school building at any time, unless given express permission to do so by a member of staff, they are allowed to use them when in the Sixth Form Centre or when working in a room during a private study period as long as it is for study purposes. Sixth Form students are also encouraged to bring in laptops if they wish, in order to be able to do their work wherever they are in the School. However, if a sixth form student does not use their device responsibly the School reserves the right to withdraw their privilege of bringing such a device to School.

Mobile devices are banned from all tests, assessments and examinations, whether an internal or external examination other than for students with Additional Educational Needs who have formal Access Arrangements in place. Any student found in possession of a mobile device during a test, assessment or examination (whether internal or external) will have their paper disqualified. Such an incident may also result in other papers sat also being disqualified.

Safeguarding

During the school day if a student needs to contact their parent/carer they should report to the Student Receptionist, who will help where appropriate. This represents no change in existing school policy. They should not contact their parent/carer on their mobile device.

Parents/carers are reminded that in cases of emergency, Reception is, and always has been, their first point of contact. Passing on urgent messages via Reception reduces the likelihood of lessons being inadvertently disrupted, plus students should not be checking their mobile devices frequently during the day, and never when in a building. This also applies for clubs and activities that take place after school hours.

Unacceptable Uses of A Mobile Device

These are detailed in Appendix 1 - the Code of Conduct that students using mobile devices must adhere to. It should be noted that this list is not exhaustive. The School's Behaviour Policy will be followed should a student misuse their mobile device, including its inappropriate use outside of School that has an impact on another member of the School community.

Confiscation of a mobile phone

If a student uses a mobile device in a building without the express permission of a member of staff, a member of staff will confiscate the device and store it securely alongside the student's name and form, and then hand the phone and student's details to Reception at the earliest convenient opportunity.

Reception staff will record clearly the name, form and date that the device was confiscated and the initials of the staff member who confiscated it. Reception staff will keep a tally of confiscations against a student list. The tally will begin anew each half term.

The same procedure will be followed if a student misuses their mobile device in any other way – see the Code of Conduct in Appendix 1 for examples.

Sanctions

The first time a student is found using their mobile device in a building without the express permission of a member of staff, their phone will be confiscated as per the above section, and the student can collect their device at 3.25pm the same day. If a member of staff confiscates a device during afternoon registration or Period 5, they can return it to the student at the end of Period 5 but

they need to inform Reception they confiscated the phone so that the confiscation can be added to the student's tally for the half term.

If a student's device is confiscated for a second time in a half term, they will need to hand their devices in each morning before 8.40am to their key stage administrator, and collect it from them at 3.30pm, every day for a week.

If a student's device is confiscated for a third time in a half term, their device will be retained in Reception until it is collected by their parent/carer from Reception during Reception's opening hours of 8am to 4pm.

For repeated offenders for which the above do not appear to be a deterrent, it will be at the discretion of the Heads of Lower, Upper and Senior School to decide whether the offender's device is to be handed in each morning upon arrival at school and then returned at 3.25pm.

The School's Behaviour Policy will be followed when deciding upon sanctions to be applied if a student misuses their mobile device in any other way, including breaches of the Code of Conduct that take place outside of School.

Sanctions in accordance with the School's Behaviour Policy will be applied if a student refuses to hand over their device - as a minimum they can expect to be withdrawn from lessons as a consequence of their defiance.

If a serious misuse of a mobile device is found to have taken place, the School reserves the right to ban a student from bringing any mobile device onto the School site and to ban them from participating in school trips or other activities.

Liability

Parents/carers should be aware that if their child brings a mobile device to school, it is their responsibility to ensure that they have the appropriate insurance cover in place for it. The School will not accept responsibility for any loss or damage, or costs incurred due to its use or misuse. The School also accepts no responsibility for students who lose or have their mobile device stolen while travelling to and from School.

APPENDIX 1 - MOBILE DEVICE CODE OF CONDUCT FOR STUDENTS

Implementation

Year 7 to Year 11 students are not allowed to use their mobile devices in school within any school building at any time, unless given express permission to do so by a member of staff.

Sixth Form students, are not allowed to use their mobile devices in school within any school building at any time, unless given express permission to do so by a member of staff, other than when they are in the Sixth Form Centre or working in a room during a private study period and using the device for study purposes.

During the school day if a student needs to contact their parent/carer they should report to the Student Receptionist who will help where appropriate. Similarly, during the school day parents/carers should contact Reception, not a student, if they need to speak to their child urgently. Passing on messages via Reception reduces the likelihood of disrupting lessons, clubs and activities that take place after school hours.

Unacceptable Uses

In addition to using a mobile device inside a school building, this Code of Conduct also covers their use outside of school hours in certain circumstances. The following gives examples of unacceptable uses of a mobile device but is not exhaustive. It is also worth remembering that it is a criminal offence to use a mobile device to menace, harass or offend another person.

1. Using a mobile device inside a school building without the express permission of a member of staff.
2. Using a mobile device to bully or threaten anyone is totally unacceptable - cyber bullying will not be tolerated. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable regardless of whether consent was given or not.
3. Students must not join together to target anyone or to use their mobile device to take videos/images of anyone in order to humiliate or mock. Sharing, sending or uploading images/videos to others, or making them publicly available, is totally unacceptable. This also includes using mobile devices to photograph or film anyone without their consent. If this does happen, the student will be asked, and expected, to delete those images, unless a criminal offence has potentially been committed and we are advised otherwise. The School will liaise and cooperate with outside agencies in such a circumstance. The student's phone will also be confiscated.
4. Mobile devices are banned from all tests, assessments and examinations, whether an internal or external examination. Any student found in possession of a mobile device during any of the above will have their paper disqualified. Such an incident may result in all other papers sat also being disqualified.

The sanctions to be applied if a student misuses their mobile device, are detailed in the Mobile Device Policy. More serious breaches of this code including breaches of this Code that take place outside of School will be dealt with by following the School's Behaviour Policy.

Agreement to this Code of Conduct

Student name (print): Student signature:

Houses

Atlas House, represents the school's international links and Award, our overseas members of the boarding community and Manwood's general global outlook. Atlas House colour is red.

Carmarthen House, recognises the town that Manwood's pupils were evacuated to in the Second World War. Carmarthen House colour is orange.

Founders House, represents the historic link to the various people who were involved in the founding of the School and its re-establishment in 1895 on our current site. Founders House colour is green.

Stour House, recognises one of Sandwich's key geographical features, and the reason why it was, and still is, a Cinque Port. Stour House colour is light blue.

Ypres House, recognises Sandwich as a staging post for troops being transferred to Ypres in Belgium on the Western Front in the First World War. It is also a way of remembering those OM's who have died in various conflicts. Ypres House colour is dark blue.

School Rules

All members of the school are expected to observe the following rules, which are drawn up solely for the good running of the school.

Common sense, good manners, good discipline and a smart appearance are at all times essential.

General

1. Students must not bring the name of the school into disrepute either by their words or actions whether these are physical, verbal or electronic.
2. All visitors to the school and staff should be greeted courteously.
3. School uniform must be worn on all occasions and when coming to and going from school.
4. Tobacco, e-cigarettes, shisha pens, alcohol and all recreational, legal high and illegal drugs and associated paraphernalia are forbidden. They must not be brought or consumed on to the school premises.
5. Chewing gum is not allowed.
6. No dangerous articles may be brought onto the school site e.g. catapults, darts, knives, air pistols, fireworks, lighters, laserpens etc.
7. Every effort must be made to keep the grounds and premises free from litter. All litter must be put into the bins provided to ensure a litter free environment.
8. Snowballing is forbidden in the grounds and on the local roads (Manwood Road, St George's Road and Sandwown Road) to and from school.
9. The highest standard of behaviour is expected in the towns and on trains and buses.
10. Sixth Form who use motor vehicles for journeys to and from school should park with due care and attention for our neighbours and the environment and aim to park on St Georges Road.
11. Pupils in Year 7 to Year 11, may not leave the school premises at any time during the school day without special permission from the member of staff on duty or member of SLT. Pupils must sign out at the School Office if they are given permission.
12. The use of aerosols is banned on the School site for health and safety reasons
13. Although not a nut-free school, students and staff are encouraged not to bring anything on to the site that contains nuts due to the high number of members of our community who are allergic to them.
14. All students must follow the Mobile Device Policy (See page 12)

In School Buildings

15. Within school buildings pupils must conduct themselves in a polite, courteous and considerate manner, pupils waiting to go into laboratories must line up outside in an orderly fashion.
16. When moving along corridors or stairways pupils must keep to the left, be quiet and not run. All one-way systems must be followed.
17. The main entrance is out of bounds to pupils unless they need to go to the School Office or Student Reception.
18. The School Hall and Stage are out of bounds except for activities which are authorised by a member of staff.
19. Food should not be eaten in classrooms. Waste from any food/drink should be disposed of in the bins provided.

Grounds

20. Pupils must keep to the paths when moving around the grounds.
21. Cycling, boarding and scooting are forbidden anywhere inside the school grounds.
22. The old swimming pool and its surround is out of bounds.
23. Ball games are not permitted in any car parking areas, or areas close to a school building.
24. The Farrer and Peto fields are out of bounds except for organised games periods.
25. All wooded areas are out of bounds at all times unless staff have given expressed permission.
26. No student should, under any circumstances, be on either the mini or full size AstroTurf pitches unless a member of staff is present. If a ball goes over the fence then students need to contact the Premises Team, who will collect it for them next time it is convenient for the Premises Team.

Absence

No student may be absent for any reason other than illness without specific permission in advance from the Headteacher. Leave of absence will only be considered after a note has been received from a parent. Absence requests can only be authorised if the circumstances are deemed exceptional. Unauthorised absence may lead to a Penalty Notice. (Further details are on the form available from the School Office or school website).

Games

27. Students will only be excused from games on written request from their parents. Only sound medical reasons can be accepted.
28. Students must bring the correct school clothing for whatever games they may be playing and shirts and socks of other colours are not allowed.
29. Studded or spiked footwear must be removed after games, before a student enters a building.
30. During PE lessons all valuables must be placed in the valuable box provided. Valuables should not be left unattended in the changing rooms.

Property

31. In exceptional circumstances parents/students may arrange with the Office to leave very expensive items or large quantities of cash with the Office for collection at a specified time. Otherwise all students must take responsibility for their own property and valuables (especially wallets, money, mobile phones and laptops/tablets). The school accepts no responsibility for loss of, or damage to, personal property e.g. musical instruments, mobile phones, iPads and laptops. Parents should take out appropriate insurance to cover any loss or breakage, as the School insurance does not cover this. All property must be clearly marked with its owner's name.
32. Losses should be reported at once to a member of staff. Any articles found should be handed in to the School Office, or to a member of staff. Lost property may be reclaimed from the caretaker at the published times only.
33. Any damage to school property must be reported at once to a Caretaker or any member of Staff. Any malicious damage to school property must be paid for by the parents of the student causing the damage. Where possible this will be a repair charge but where the damage is so severe that replacement is needed then the full cost of the replacement will be charged.
34. Books that belong to the school must be paid for if they are lost.
35. Textbooks and covers of exercise books must not be defaced. If a book is damaged in any way which indicates that more than fair wear and tear has taken place, the student will pay for a new textbook but may retain the damaged one.

36. Mobile devices must not be used during lessons, without express permission from a member of staff. (see Mobile device Policy on page 12)

Dress

37. All dress must be in accordance with the official uniform lists on pages 17 and 18 be kept in good order and worn in an appropriate manner.
38. Hair must be of a natural colour and kept in a tidy condition.
39. Students are expected to observe high standards of personal hygiene. (No facial hair, no hair below a grade 2)
40. Only a small pair of stud earrings is allowed. No other jewellery should be worn in school. Other than 1 pair of stud earrings no other body piercing and associated jewellery should be visible.
41. Make up, if worn, must be discrete and natural in appearance.
42. No outdoor clothing must be worn in lessons, unless the member of staff gives express permission.

Behaviour and Discipline

43. Students are expected to demonstrate respect towards all members of the community and to follow the school systems and procedures.
44. If students do not live up to expectations, there will be consequences for their actions. Consequences include detentions.

Lunchtime Detentions

These are held every day during the school day. Detentions can be for homework, misbehaviour or uniform. The names of students and the reason they are in detention are recorded by a member of staff. Students are then notified of the time and day that they are expected to attend detention. Staff will endeavour to have students record their detentions in their homework diaries. Detention takes priority over other school events.

After School Detention

After school detentions run from 3.25 – 4.25 pm on a Tuesday. These are used for severe or persistent infringements of discipline. Parents will be informed of an after-school detention but should note that the school is no longer required to give 24 hours' notice. Failure to attend this serious sanction will lead to suspension.

SLT Detention

These detentions are organised on an individual basis are held on a Friday from 3.25pm and may last up to 2 hours. Please see the School's Behaviour Policy on the website for more information.

A member of staff will be present to supervise each detention.

Expectations of Students

Attendance

The proper place for students to be on a school day is at school. If they are not in school, then they must have a justifiable reason and parents should telephone the school office on each day of absence. Parents are requested not to arrange family holidays during term time. Leave of Absence can only be authorised in exceptional circumstances and parents must submit a formal request to the Headteacher in advance of the absence. The Leave of Absence Request form can be found on the school website. In the event of unauthorised absence, a Penalty Notice may be issued.

Punctuality

Punctuality is an important part of self-discipline and is essential to good time management.

Students must make sure that they are in the appropriate classroom no later than the times shown at the beginning of this Student Planner. If they arrive after registration they must sign the late book inside the office. Should they arrive after the register has closed they must sign in at the office and bring a note to explain their lateness. Unless there are exceptional circumstances lateness will be recorded as unauthorised absence. Repeated lateness can result in referral to the Attendance and Behaviour Service and may lead to a Penalty Notice being issued.

General Organisation

1. Students should always attempt to complete work to the best of their ability. If they experience any difficulty, they should ask their teacher. If this concerns homework, they must see the teacher preferably before the handing-in date.
2. All classwork/homework should be completed by the date set. This Student Planner should be used for recording all homework. This will be checked on a regular basis by form tutors and parents/carers.
3. If any classwork/homework is missed it is the student's responsibility to ensure work is caught up within a reasonable time.
4. Students must remember to bring all books, textbooks and relevant materials their lessons.
5. Students must arrive at lessons promptly. They are expected to be at their next lesson by the end of a break time – not be moving towards the next lesson at the end of break. (Warning bells give notice of the end of a break)

Presentation of Work

1. Books and folders are to be clearly labelled with a student's name, form and subject.
2. There should be no graffiti or any other unnecessary markings anywhere on any school exercise, text book or other school property. Students may be asked to cover their books for some subjects or to replace text books that they have damaged. (See point 30 on page 9)
3. All headings and dates are to be underlined neatly with a ruler.
4. Only black or blue ink/biro should be used for the bulk of writing.
5. Diagrams should always be drawn in pencil and coloured pencils – not felt-tip or ball-point pens, unless directed by the class teacher.
6. Work should always be presented as neatly as possible. The way work is presented says much about someone's attitude towards it.

Illness, Accidents & Signing Out

Illness and Accidents

If a student feels unwell or has an accident they must tell a teacher straight away. Normally they will be sent to the office. If they are too ill to remain at school, or if hospital treatment is necessary, then parents will be contacted to make suitable arrangements. This is why it is so important to have an emergency contact number. **Under no circumstances should a student leave the school or go home without permission. They must not telephone their family to ask to be collected; the Office will telephone if necessary.**

Medicines

If a student needs to take medicine at school, parents should complete the appropriate forms and then return the forms with their child's medicine to the Student Receptionist. Further details are available from the Student Receptionist (the email can be found on the inside cover of this Planner).

Signing Out

It is best to make medical appointments outside school hours. If a student must leave school during the day for any reason they need to bring a note from their parents, and they must sign out at the office. If they return to school later on the same day, then they must sign in again. It is expected that parents, or other named adult, will meet them at Reception.

If a student loses their train or bus fare they may borrow money from the Office, but this is **only** for emergencies and **must** be repaid the next day.

Bullying

All students have the right to be educated in an environment where there is mutual respect and co-operation. Bullying is contrary to this approach and the school does everything possible to discourage it.

Bullying is when someone deliberately goes out of their way to **threaten, frighten, abuse, or hurt** someone else. It is also **taunting or name calling** as well as **damaging a person's property, clothing or school work**. It is ganging up on someone and isolating them. These actions are repeated, often over a long period of time and are difficult for victims to defend themselves against.

Any student who bullies another student by acting in any of these ways outlined will be dealt with.

ALL REPORTED INCIDENTS WILL BE INVESTIGATED.

If a student thinks they are being bullied, or witnesses another student being bullied, they should **TELL SOMEONE**.

If necessary, they should ask their parents to contact the school. Reporting bullying is not tale-telling. If students do not report it, it may get worse.

APPROPRIATE ACTIONS WILL BE TAKEN!

School Uniform

School uniform is compulsory in Years 7-11

Acceptance of a place at Sir Roger Manwood's School implies an acceptance of the school uniform regulations in accordance with the detail given below. If there is any doubt as to the uniform requirements please do not hesitate to contact the assigned Head of School for clarification before you purchase, wear or present yourself in school.

Uniform is to be worn at all times while attending school or school functions, and while travelling to and from school. It is expected that uniform should be clean and in good repair and worn smartly, conventionally and with pride. Students who fail to wear the school uniform correctly are likely to be disciplined and may be sent home. If temporarily unable to wear full school uniform, parents should send a dated letter with explanation to their sons or daughters' form tutor. The explanation will be considered sympathetically but it does not negate a member of the Senior Leadership's right to send a student home if it is judged that the reason and explanation is unacceptable.

The Headteacher, Deputy Headteacher or other member of the Senior Leadership Team will make the final decision about what is and is not acceptable dress and/or appearance.

All clothing should be clearly marked with the student's name.

*Blazer	Traditional dark navy blue blazer with school badge. <i>(Recycled Eco-fabric)</i>
*Tie	School house tie.
*Jumper	Dark navy blue traditional V-neck pullover with embroidered school badge. No other jumpers are acceptable. <i>(Cardigans are not part of our school uniform.)</i>
Shirt	Traditional pale blue shirt to be worn with the school tie of appropriate house colour. <i>(All shirts should be worn tucked into trousers or skirts.)</i>
*Trousers	Dark navy traditional tailored style (there are two styles available from our suppliers).
*Skirt	Tailored blue tartan pleated kilt/skirt. Must be worn as designed not rolled over at the waist.
Socks/tights	Plain black, navy or dark grey. Tights may also be skin-tone. <i>(Bare feet in shoes are not acceptable.)</i>
Shoes	Lace up, slip on or Velcro-fastening plain black, sensible, leather or faux leather shoe with no obvious branding. Boots, kitten heels, pumps and stilettos are not acceptable.

School uniform is compulsory

If you are having financial difficulties purchasing uniform and/or in receipt of Free Schools Meals/Pupil Premium, please contact the school office as we may be able to offer some assistance.

Unless otherwise stated, items are compulsory.

The official uniform suppliers are:

- The Schoolwear Centre, 56 Addington Street, Margate, CT9 1QS
Tel: 01843 293555 www.schoolwearcentre.net
- Ambition Sport, Ozengell Place, Ramsgate, CT12 6PB
Tel: 0800 018 0262 www.ambitionsport.com

General Clarification

School Bags	All students are expected to provide a serviceable bag(s) for books, stationery, sportswear, apron etc.
Make-up	Any make-up worn should be discrete and natural in appearance. Nail polish and fake nails are not allowed.
Jewellery	Maximum of only 1 pair of studs in each ear lobe. No other visible piercings or jewellery should be worn in school.
Lapel badges	These are only permitted after specific individual approval from the appropriate Head of School.
Hair	Should be well kept, cut and coloured in manner in keeping with the school ethos e.g. not likely to draw attention; no shorter than grade 2; or ostentatious spikes. Colour should be of a natural shade and dyed in no more than one colour. Excessively long hair is expected to be tied up.
Beards/Moustaches	No beards/moustaches are acceptable.
Outdoor Clothing	Should be in keeping with the school uniform. Coats, hats and scarves worn to or from school should not be worn during the school day. Jackets of an unconventional style or with studs or garish or offensive slogans are not allowed. Hoodies are not permitted.
Summer Uniform	Students will be allowed to remove their blazer, jumper and tie, from the first day after the last day of their end of year internal examinations. The Headteacher has discretion to allow this earlier if the weather is particularly warm during the exam period. However, full uniform must be worn for formal occasions such as assembly.
Non-uniform	To raise money for charity there will be the occasional day when students are allowed to choose, via an accompanying donation, whether they wear school uniform or not. If they choose not to, this is the dress code they should abide by: no headgear, shorts/skirts/dresses no shorter than mid-high. All tops should cover the edge of the shoulders, avoid showing an excessive amount of cleavage, and not allow any midriff to be visible. The intention is to provide an opportunity to wear sensible, casual items.

SRMS PE Kit List

SRMS House polo shirt
 SRMS reversible games shirt
 SRMS navy blue leggings **and/or** SRMS navy blue shorts (*wearing one of these is compulsory, wearing both together is also acceptable*)
 SRMS tracksuit bottoms (*optional*)
 SRMS football socks
 White sport socks
 Shin pads
 Trainers suitable for sport
 Football or Rugby boots
 Mouthguards (*highly recommended for rugby and hockey*)
 SRMS Cricket white shirt and trousers (*optional*)

Other SRMS PE items can be purchased from our suppliers as required

NB. The use of aerosols is banned in school (See School Rules, point 12, on page 12)

Sixth Form Dress Code

As Sixth Formers you are required to follow a dress code. Your dress code is designed to promote a positive and a respectable image of yourself and the school whilst also allowing you flexibility. It is also designed to remove any peer pressure that might be felt to wear the latest, best or most expensive clothing or footwear.

The overriding requirement is that your appearance should be **smart and professional** at all times. A Sixth Former is expected to set a good example with their attire (and their attitude of course!). As well as being model students when it comes to the dress code, School Prefects and Captains must wear their respective badges at all times so that junior students can identify them.

If you do not follow the dress code below you will be sent home. You will be allowed to return once dressed appropriately. If you continually do not follow the dress code, there will be more serious sanctions and this could result in forfeiting your place in the Sixth Form. If there is any discussion over whether or not what a Sixth Former is wearing conforms to the dress code or not, members of the Senior Leadership or Sixth Form pastoral teams will be the judges and their decision will be final.

The Dress Code

- Either tailored trousers, a skirt or a dress must be worn. These should be of sober colour and design, and skirts and dresses must be of an appropriate length for a working environment.
- A smart long or short sleeved shirt or blouse, polo shirt, polo neck or jumper must be worn.
- Footwear must be smart, with a closed toe, and suitable for a place of work.
- Hair must not be outrageous or extreme in either style or colour and must be smart in appearance.

Important Clarifications

- On formal occasions (e.g. Speech Day, Founder's Day, Remembrance Assembly, Carol Service) Sixth Formers must wear a smart shirt and tie, or a long sleeved blouse and a jacket
- Tailored knee length shorts may worn from the first day back after the May half term holiday.
- No item of clothing should have a slogan or large logo on it
- Sports jackets and biker-style leather jackets are not allowed
- No hoodies, apart from Year 13 Leavers hoodies in the last two weeks before study leave, are allowed (and if worn, the Leavers' hoodie should be worn over a top that conforms to the dress code).
- No leather or ripped trousers are allowed
- No strappy or revealing tops are allowed
- No bare chests or midriffs are allowed

Sports Fixtures

When a Sixth Former takes part in an away sports fixture, they are expected to change into their P.E. kit at the nearest break before departure. Under no circumstances should a Sixth Former come into school dressed in their sports kit, unless leaving for a fixture or leading a sports event at the beginning of the day and they have been so instructed to do by a member of PE.

Diary Pages

2nd September 2024 – 18th July 2025

Diary Pages

To be the Best Learner I can be, these are the skills I need to work on ...

Improving my understanding by ...

Questioning

Getting below the surface. Always wanting to know more

Making Links

Seeking coherence, relevance and meaning

Thinking Flexibly

Visualising and being able to change perspectives generate alternatives, consider options

Thinking Logically

Thinking rigorously, methodically and carefully

Being Resourceful

Making good use of all available resources



Engage...

Managing my learning ...

Planning

Working learning out in advance

Keeping track

Monitoring and adapting along the way

Apply Past Knowledge

Learning from experience

Individuality

Understanding yourself as a learner

Taking Responsible Risks

Willing to try new things constantly

Reflecting

Looking back on your learning, finding ways to improve and setting high standards

Improving how I learn with others by ...

Being Interdependent

Being flexible and able to work alone or in teams

Collaborating

The skills of learning to work together, contributing and building on ideas in a team

Empathising and Listening

Understanding others' thoughts and ideas

Learning from others

Picking up others' habits and values

Explore...

Excel ...

Staying focussed by ...

Engaging

Being absorbed in learning

Self-control

Avoiding distractions and thinking before acting

Noticing

Being aware of detail and the bigger picture

Perseverance

Dealing with difficulty and following tasks through to a conclusion

Humour

Using humour to help learning

Amazement

Being enthused by my learning

September Targets

My Targets for this term:

1.

2.

3.

Actions I need to take to help achieve my targets:

Evidence to share my progress towards meeting my targets:

Personal achievements in/outside the classroom:

Parental Signature

Post Assessment 1 Targets

My Targets for this term:

1.

2.

3.

Actions I need to take to help achieve my targets:

Evidence to share my progress towards meeting my targets:

Personal achievements in/outside the classroom:

Parental Signature

Post Assessment 2 Targets

My Targets for this term:

1.

2.

3.

Actions I need to take to help achieve my targets:

Evidence to share my progress towards meeting my targets:

Personal achievements in/outside the classroom:

Parental Signature

Post Assessment 3 Targets

My Targets for this term:

1.

2.

3.

Actions I need to take to help achieve my targets:

Evidence to share my progress towards meeting my targets:

Personal achievements in/outside the classroom:

Parental Signature

Literacy Matters

In all your writing **you need to communicate your ideas and understanding clearly.**

Punctuation

Using punctuation correctly helps the reader to understand your meaning.

Here are **some** of the many conventions you need to know:

Full stops(.)

Use a full stop at the end of a **complete sentence**. (see below for more details)

Commas (,)

Use commas **to separate words in a list or a series of adjectives**:

My favourite films are Harry Potter and the Order of the Phoenix, The Pirates of the Caribbean, St Trinian's and Son of Rambow.

This is a deep, meandering part of the river.

Use commas **to separate out clauses**:

When Magnesium is burnt in oxygen, magnesium oxide is formed.

Monet, whose house is in Giverny, was famous for his Water Lily paintings.

The River Thames, which runs through London, stretches for 215 miles.

Mathematicians have proved that, however many decimal places you calculate, you will never get the exact value of π .

Colons (:)

Use a colon after a complete sentence to introduce a list:

Before making the pastry, you will need to weigh out the following ingredients: 100g plain flour, 50 butter, 1 tbs sugar and a pinch of salt.

Semi-colons (;)

Use a semi-colon to separate lists of items of more than one word:

When you travel abroad you need to check your passport is still in date; take out travel insurance to protect your belongings; make sure you have enough currency to get you through the first few days and charge up your mobile phone.

Apostrophes (')

These **are not needed for plural words!**

eg There are lots of ~~cow's~~ in the field. **WRONG**

There are lots of cows in the field. **CORRECT!**

Use an apostrophe **to indicate possession**:

This is the boy's [belonging to the boy] bicycle.

These are the boys' [belonging to the boys] bicycles.

Use an apostrophe **to indicate that letters have been omitted**:

I don't [do not] like Marmite.

We should've [should have] left before it started to rain.

Writing sentences

If you write grammatically correct sentences your meaning will be clear. Using a variety of different types of sentences will make your writing more interesting and more sophisticated:

The basic **simple sentence** contains one subject, one verb *and* one idea:

The volcano erupted.

The experiment worked.

Plants photosynthesize.

Henry VIII had six wives.

The sum of two consecutive integers is always even.

You can create **complex sentences** by linking **two or more ideas** together.:

*There is likely to be a hose-pipe ban this summer **because** there has been so little rainfall.*

***Although** there have been large storms this winter, the sea defenses have remained intact.*

Here there are **two separate clauses** which could form simple sentences, but they have been linked with the words "because" and "although" to create a connection.

Other useful linking words (**conjunctions**) are: **after, when, as, before, unless, if**

You could also try adding in a piece of extra information using words such as **who, whose, which** and **that**:

*Henry VIII, **who** had divorced Catherine of Aragon, was now free to marry Anne Boleyn.*

*Easter, **which** focusses on the Crucifixion, is traditionally the most important time in the Christian Calender.*

Try varying the way you begin your sentences using **-ed, -ly, and -ing** words:

-ed: Exhausted by the harsh winter, the troops were not strong enough to defeat the invading army;

-ly: Carefully lifting the last handful of straw that covered the tortoise, the children watched for any sign of life;

-ing: Running from its source in the Andes to the Atlantic Ocean, the Amazon is the second longest river in the world.

Writing Style

Each subject area has its own **writing conventions** and you should become familiar with these:

What is the conventional way of writing up a scientific experiment?

How do you describe and analyze a painting?

How do you write a formal letter?

How do you explore the significance of a historical source?

How do you describe and explain a mathematical process?

*In most **academic writing** - such as writing essays or writing up experiments - the convention is to use an **impersonal voice**: “It seems that....” or “It suggests that...” rather than “I think that...”
“When Magnesium is burnt” rather than “When you burn Magnesium...” **Try to avoid using “I”, “we” and “you”.***

REMEMBER: Your writing in each subject area will be **more fluent** and **more impressive** if you can **use a range of grammatically correct sentences** that are clearly punctuated.

Use academic sounding words:

To draw conclusions: because... therefore ... thus ... so that ... due to ... as ... since

To explain the effect: therefore...

which leads to...

as a result ...

this means that/ this suggest that/ this indicates that.../ it seems that ...

To draw contrasts:

however...

although..

unlike ...

compared to ...

despite ...

To add in additional information

In addition...

moreover...

furthermore

A word on using computers:

When you type your work on a computer, many of you make use of spell check. This is fine - but

remember many computers use American spelling conventions, so you may need to use your dictionary too.

Always print off a draft copy of your work and **check it manually**.

It is very easy to make mistakes as you cut and paste, but not always easy to spot them when your eyes are tired after a long time staring at the screen.

Never hand in work that you have not read through and edited.

Never hand in work that doesn't sound fluent.

Proof-reading

Check all your work for:

- Spelling
- Punctuation
- Sentence construction
- Typing errors
- A writing style that is appropriate to the subject matter

Safeguarding Log

Date	Topic	What we did	What I learnt	Tutor Signature

Notes

Notes

TERM DATES FOR THE 2024-25 ACADEMIC YEAR

AUTUMN TERM

Monday 2 September	Staff Training Day
Tuesday 3 September	Staff Training Day
Wednesday 4 September	Induction day for Y7 & Y12
Thursday 5 September	School starts for all year groups
Wednesday 23 October	Half term holiday starts after end of school day (normal dismissal)
Monday 4 November	School starts for all year groups
Friday 20 December	Last day of term (early dismissal)

SPRING TERM

Monday 6 January	School starts for all year groups
Friday 14 February	Half term starts after school (normal dismissal)
Monday 24 February	School starts for all year groups
Friday 4 April	End of term (normal dismissal)
Friday 18 April	Good Friday Bank Holiday
Sunday 20 April	Easter Sunday
Monday 21 April	Easter Monday Bank Holiday

SUMMER TERM

Tuesday 22 April	School starts for all year groups
Monday 5 May	Bank Holiday
Friday 23 May	Half term begins after school (normal dismissal)
Monday 2 June	School starts for all year groups
Friday 18 July	Last day of the academic year (early dismissal)

Lesson/Daily Timetable

Week A

Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Week B

Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Homework Timetable

Week A

Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Week B

Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Assessments

Acknowledgement of receipt

Assessment 1:

Parent / Carer signature:.....

Comments:

Assessment 2:

Parent / Carer signature:.....

Comments:

Assessment 3:

Parent /Carer signature:.....

Comments:

Parents' Evening Appointment Form

Below are the appointments that your child has made for you on
It is essential that you adhere to the timings of your appointments so that the evening run smoothly.

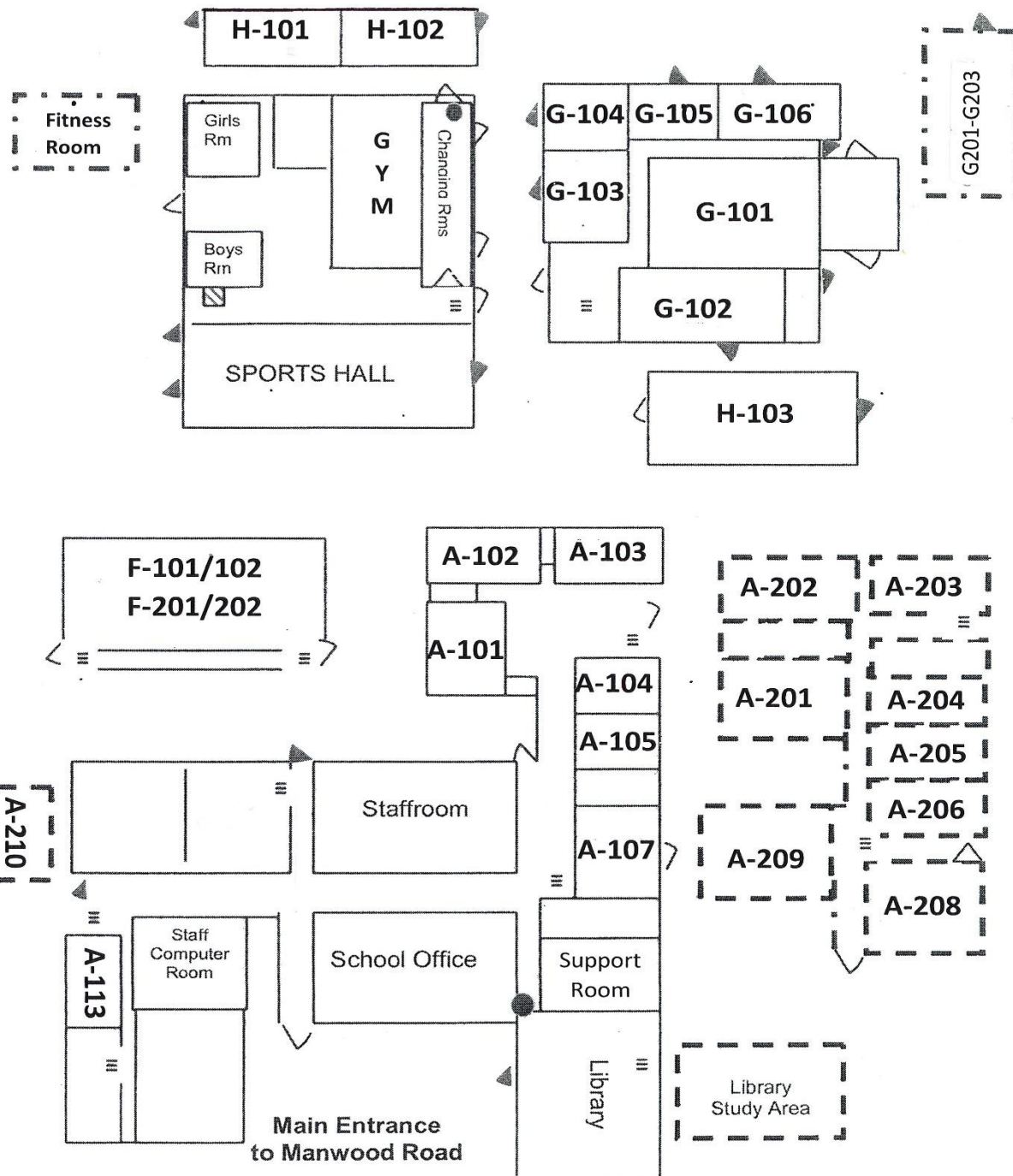
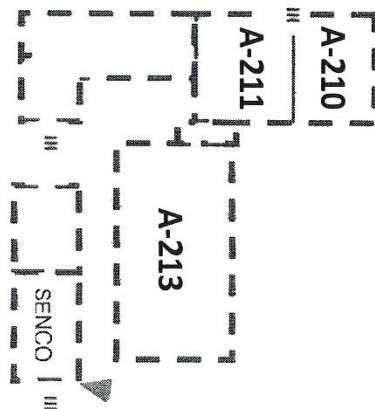
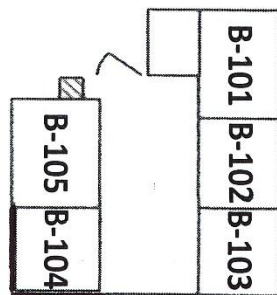
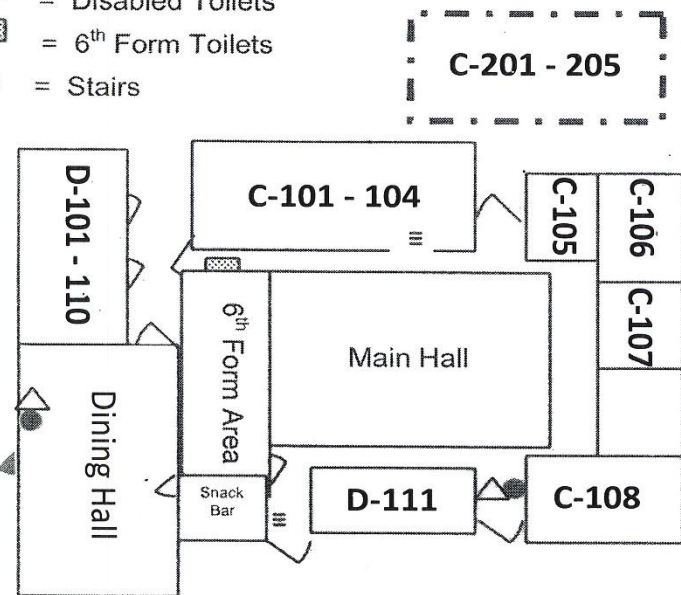
3.45	5.20
3.50	5.25
3.55	5.30
4.00	5.35
4.05	5.40
4.10	5.45
4.15	5.50
4.20	5.55
4.25	6.00
4.30	6.05
4.45	6.10
4.50	6.15
4.55	6.20
5.00	6.25
5.05	6.30
5.10	6.35
5.15	6.40

Please note that Parent's Evening will end at 6.45pm sharp as staff will have done 3 hours straight.

Sir Roger Manwood's School



- - - = First Floor
- > = Door
- ▲ = Fire Exits
- = Girls' Toilets
- △ = Boys' Toilets
- ▨ = Disabled Toilets
- ▤ = 6th Form Toilets
- ≡ = Stairs



Sir Roger Manwood's School

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