

Welcome to Rossett



Year 6 to 7 Transition Information 2025

Welcome to Rossett School

We understand that starting a new school can be both confusing and overwhelming... and that's just for the students!

In this booklet we have tried to cover everything you need to know, to make your child's progression to Rossett School as smooth as possible.

If there is anything not included that you would like to know then please do not hesitate to contact us on:

01423 564444

or email:

transition@rs.rklt.co.uk

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Look out for the 'checklist' logo throughout this booklet, this highlights the online forms that need to be completed by **Monday 7th July 2025**.



Headteacher's Message

I would like to take this opportunity to warmly welcome you and your child to Rossett School and to introduce myself as the Headteacher. As a former Rossett student, I know what a special school Rossett is and appreciate its long history in serving our local community.

It is now your turn to join us and become part of the school's history. We want to do all we can to make sure you are fully prepared and supported for a September start.

A big part of this is about getting to know you. Our staff are really excited about meeting you and your child over the next few weeks and months. We pride ourselves on our inclusive approach to education and that is why we have been communicating with your child's teachers to gain a thorough insight into their time at primary school including their academic performance, personal achievements, and any support they may need to fulfil their potential and thrive in the secondary setting. The Year 7 team will be reviewing this information and using it to ensure we have the right provision in place for your child for when they start with us in September 2025.

Our Year 6 Induction Days are taking place on Wednesday 9th and Thursday 10th July 2025 and a Parents' Information Evening will be taking place on Wednesday 9th July at 6.30pm. Further information will be sent out via email.

We want you to feel supported and informed about your child's next steps to Rossett School. This information booklet should provide the answers to many of the questions you have, but if not please contact us at our dedicated transition email address set up specifically for you to do this – transition@rs.rklt.co.uk. We will be delighted to help you and look forward to meeting you.

I wish you and your family a safe and happy end to this academic year and look forward to meeting you all soon.

T Milburn
Headteacher



Transition Timeline

March 2025

- Welcome Evening for parents and children – **Thursday 20th March**

May 2025

- Primary school visits taking place throughout May by Miss Mooney (Achievement and Progress Leader Year 6/7), Miss Charlton (Pastoral Manager Year 6/7) and our Headteacher, Mr Milburn, to meet children and teachers.
- Parent information evening for parents / carers only – **Thursday 1st May**

June 2025

- Sports Morning - **Saturday 14th June** from 10am to 2pm. A letter will be sent out in May containing a link to allow you to book a place for your child.

July 2025

- Induction Days – **Wednesday 9th July and Thursday 10th July, 8.40am-3.00pm** – Year 6 students spend two induction days at Rossett experiencing lessons and break times, meeting staff and other students. There will be a variety of activities organised to allow us time to assess their strengths so that we are well prepared to meet their needs in September.
- Parents' evening (for parents / carers only) – **Wednesday 9th July at 6.30pm** – a chance to meet your child's Form Tutor.

September 2025

- Staff training day – school closed to students – **Monday 1st September**
- First day of secondary school – **Tuesday 2nd September**

October 2025

- Settling in evening for parents / carers – a further chance to meet your child's Form Tutor – **Thursday 16th October**

Induction Days

INDUCTION DAYS FOR STUDENTS

Wednesday 9th July and Thursday 10th July 2025

PARENTS' EVENING

Wednesday 9th July 2025 at 6.30pm (for parents / carers only)

- It is the responsibility of parents / carers to transport children to and from Rossett School on Induction Days. It may be possible for children in Harrogate to catch a school bus and further information can be found on the North Yorkshire Council transport information website [here](#). A summary of the bus routes serving Rossett School is included on page 8 of this booklet. Parents living in the Leeds area will be contacted separately regarding the travel provision available.
- Parents who are driving their children to and from school are asked to use the Sports Centre car park (off Pannal Ash Road) for safety reasons, as the front of school is used by the school buses.
- Children should arrive at school between 8.25am and 8.40am and should make their way to the Blue Dining Hall. There will be student guides available to escort the students at the main school entrance (for those travelling by school bus) and the Sports Centre entrance (for those being dropped off by car). Parents should not accompany their child onto the school site – the student guides will do this.
- Children should attend in their primary school uniform.
- A pair of trainers will be required for some activities during the two induction days.
- Children will need to bring their pencil case.
- Year 6 students will have their own dining room on the two induction days. Children should bring £10 in an envelope marked 'school lunch', with their name on it, this will cover the two days to allow them to sample what is on offer at break and lunch. It is possible for your child to bring their own snack/lunch if you prefer. Students in receipt of Free School Meals will be provided with lunch free of charge.
- The induction days will end at 3.00pm and those leaving by school bus will be escorted to and supervised at the appropriate waiting area at the front of school. Those expecting to be picked up by car will be escorted to and supervised at the Sports Centre car park.

School Transport

Most students at Rossett School use school transport to get to school. Such students fall into one of three categories and this booklet includes information for students in each category. Please ignore information which does not apply to your child:

1. Students living in North Yorkshire who live more than 3 miles from school (measured by the shortest safe walking route)

The Local Authority is required by law to provide free transport to a student's local school. Rossett can be considered the local school for anyone living in the Harrogate Town or Rural areas. The North Yorkshire website contains all the relevant information [here](#). On this website there are frequently asked questions, the Local Authority's policy document, all the timetables of routes serving Rossett and downloadable forms, along with lots more useful information. If you live more than 3 miles away you will automatically be sent the appropriate bus pass as the beginning of the school year approaches.

2. Students living in North Yorkshire who live less than 3 miles from school (measured by the shortest safe walking route)

North Yorkshire Council has a policy whereby students not eligible for free school transport can still use some school bus services provided there is spare capacity, however, this is a paid service.

The bus timetables can be found on the North Yorkshire Council [here](#) and these timetables clearly indicate upon which buses students can pay by the designation "Permits and Fares". Only students with free passes can use buses labelled "Permits only". Information is also available at the Harrogate Bus Company website [Timetables & Maps - The Harrogate Bus Company \(transdevbus.co.uk\)](https://transdevbus.co.uk). For services provided by the Harrogate Bus Company, it is possible to buy a weekly pass online "Harrogate 7 U-19" for £12.70 (as at April 2025) which can be used at any time.

If you know that the area in which you live is served by school buses which come to Rossett, the best thing to do is to speak with other students who already attend Rossett to find out which buses come nearby. You can then check the timetables to confirm that you can pay to use the service and to get the details of route and timings. Alternatively, you can simply look through the timetables to see if a service runs close to your house.

3. Students living in Leeds who pay to use a bus service organised by the school on behalf of parents, with Tetley's Coaches of Leeds.

Whilst parents of students living in Leeds may transport their child/children to school by whatever means they choose, the majority of students travelling from Leeds use the transport service operated by Tetley's Coaches, Leeds. If you wish to book a place on one of the Leeds buses please purchase your tickets by contacting sales@tetleyscoaches.co.uk.

Bus Routes Serving Rossett School – September 2025

| Route Number | Route Details | Operator |
|--------------|--|--|
| S1 (DD) | RIPLEY , Killinghall, New Park, Jennyfield, White Hart Hotel, Rossett | The Harrogate Bus Company (01423 553567) |
| S2 (DD) | BILTON , King Edwards Drive Top, Community Centre, Knox Way, Harrogate Bus Station, Rossett | The Harrogate Bus Company (01423 553567) |
| S3 (DD) | PENNYPOT , King Edwin Park, Jennyfield, White Hart Hotel, Rossett | The Harrogate Bus Company (01423 553567) |
| S8 (DD) | WOODLANDS CORNER , Starbeck (Swarcliffe Road), Hookstone Chase, Leadhall Corner, Rossett, Harrogate Bus Station | The Harrogate Bus Company (01423 553567) |
| 610H | RIPLEY , Killinghall, Jennyfield, New Park, West Park, Harlow Moor, Pannal Ash, Rossett | The Harrogate Bus Company (01423 553567) |
| 611H | SPOFFORTH , Aketon, Follifoot, Pannal, Burn Bridge, Rossett, HGS | York Pullman (01904 622992) |
| 613H | RIGTON Lane End, Huby, North Rigton, Rossett, HGS | Abbotts of Leeming (01677 422858) |
| 614H | WEETON , Castley, Huby, Rossett, HGS | PNP Coaches (01765 635262) |
| 615H | SICKLINGHALL , Kearby Lane End, Netherby Lane End, Kirkby Overblow, Pannal Station, Burn Bridge, Rossett, HGS | York Pullman (01904 622992) |
| 616H | LEATHLEY , Beckwithshaw, HGS, Rossett | 21 Transport Ltd (01757 212121) |
| 619H | KETTLESING , High Birstwith, Blubberhouses, Harrogate, HGS, Rossett | Fusion Private Hire (01943 463874) |
| 620H (SD) | DACRE BANKS , Dacre, Darley, Birstwith, Clapham Green, Hampsthwaite, Saltergate Drive, Ripon Road, White Hart Hotel, Rossett | 21 Transport Ltd (01757 212121) |
| 621H | KILLINGHALL , Hampsthwaite, Burley Avenue, Pennypot Camp, Rossett, HGS | Abbotts of Leeming (01677 422858) |
| 623H | BISHOP THORNTON , Shaw Mills, Burnt Yates. Bedlam, Scarah Mills, Rossett, HGS | York Pullman (01904 622992) |
| R10 Coach | NORTH LEEDS , Aldi York Road, Oakwood Roundabout, Scott Hall Road/Carr Manor Parade, Shadwell Lane, Shadwell Terminus, East Keswick, Wetherby | Tetleys of Leeds (0113 276 2276) |

SD=Single Decker, DD = Double Decker

Information correct as at April 2025, please check with the individual bus companies for more details.

<https://northyorkstravel.info/place/rossett-high-school/>

Term Dates

| AUTUMN TERM 2025 | |
|--|---|
| Monday 1 st September | Staff Development Day (school closed to students) |
| Tuesday 2 nd September | School open to all students |
| Monday 29 th September | Staff Development Day (school closed to students) |
| Thursday 23 rd October | School closes for half term |
| Friday 24 th October | Staff Development Day (school closed to students) |
| Half Term Holiday: Monday 27 th to Friday 31 st October 2025 | |
| Monday 3 rd November | School re-opens |
| Friday 21 st November | Staff Development Day (school closed to students) |
| Friday 19 th December | School closes at 2.15pm for Christmas holidays |
| Christmas Holiday: Monday 22 nd December 2025 – Friday 2 nd January 2026 | |
| SPRING TERM 2026 | |
| Monday 5 th January | School re-opens |
| Friday 13 th February | School closes for half term |
| Half Term Holiday: Monday 16 th February – Friday 20 th February 2026 | |
| Monday 23 rd February | School re-opens |
| Friday 27 th March | School closes for Easter holidays |
| Easter Holiday: Monday 30 th March – Friday 10 th April 2026 | |
| SUMMER TERM 2026 | |
| Monday 13 th April | School re-opens |
| Monday 4 th May | May Day Bank Holiday (school closed) |
| Friday 22 nd May | School closes for half term |
| Half Term Holiday: Monday 25 th May – Friday 29 th May 2026 | |
| Monday 1 st June | School re-opens |
| Friday 3 rd July | Staff Development Day (school closed to students) |
| Friday 17 th July | School closes at 2.15pm for Summer holidays |
| Monday 20 th July | Staff Development Day (school closed to students) |

The School Day

| Time | Activity |
|-------------------|----------------------|
| 8.45am – 8.55am | Morning registration |
| 8.55am – 9.00am | Transition time |
| 9.00am – 9.55am | Period 1 |
| 9.55am – 10.00am | Transition time |
| 10.00am – 10.55am | Period 2 |
| 10.55am – 11.15am | Break |
| 11.15am – 12.10pm | Period 3 |
| 12.10pm – 12.15pm | Transition time |
| 12.15pm – 1.10pm | Period 4 |
| 1.10pm – 1.55pm | Lunch |
| 1.55pm – 2.15pm | Form Time |
| 2.15pm – 2.20pm | Transition time |
| 2.20pm – 3.15pm | Period 5 |
| 3.15pm | End of school day |

Absence and Attendance

Please encourage your child to be punctual; it is good training for future life. Our school day starts at 8.45am and school finishes at 3.15pm.

If your child is ill or unavoidably absent, please contact the Absence Line (01423 564444 option 2) before 8.30am. This must be done on each day of the absence, followed by a written reason for the absence.

If a student feels unwell during a lesson, they should inform their class teacher who will arrange for a member of the support team to take them to the first aid office if necessary. Students should not use their mobile phone to contact parents or carers if they feel unwell. If a student is too unwell to remain in school, we will contact you to arrange for them to be collected or to receive appropriate medical care.

Extra-curricular Activities

At Rossett we pride ourselves on providing a wide variety of extra-curricular activities, including sport, technology, languages and performing arts, as well as a homework club. Please [click here](#) to see our latest timetable.

Home Learning

All students are set homework, which is both purposeful and beneficial to their academic progress. There is an expectation that this is completed fully and on time, to allow feedback to be provided where necessary. The amount of homework will vary, but increases during each Key Stage. The demands of GCSE and A Levels are likely to increase the amount of homework set.

Parents/carers play an important part in the success of homework, by taking an active interest in work their children do at home and by providing a quiet working environment for them.

The Learning Resource Centre is available for those students who wish to use this quiet space to engage with their home learning tasks.

The 5Rs Culture of Learning

As a school, we work together to ensure that all students develop the necessary skills to enable them to enjoy and participate in their learning, deal with the challenges that come their way and be successful.

By focusing on the key skills of Respectful, Responsibility, Ready, Resilience and Reflectiveness, both within and outside the classroom, we will ensure that students make the most of their time at Rossett and leave us well equipped for the future.

The 5Rs are our shared values. They belong to everyone within the Rossett School community. They enable us to uphold the highest of standards in all that we do, for ourselves and each other.



Dress Code

At Rossett School we believe that all students should attend school smartly dressed in a distinctive way and we expect all our students to wear the clothes specified properly as this communicates a sense of pride in our school. The Uniform Policy should be followed at all times when in school or when representing the school. It symbolises good standards and, in preparing young people for the world of work, it is important for them to recognise the need for appropriate dress.

When selecting uniform the school has ensured that the choice is simple and unambiguous so that the requirements are easily understood without confusion by students, parents and staff. The uniform also takes into account cost and ensures that the items are easily obtainable without undue strain on family budgets.

Our Rossett branded school uniform is available to purchase from Rawcliffes in Harrogate. Other items may be purchased from high street shops.

- It is possible to order uniform online for home delivery or click and collect from the Harrogate shop – please click the link to [Rawcliffes website](#) for further details.
- Rawcliffes will do their best to ensure that your items are with you as soon as possible but parents are asked to allow for possible delays with delivery. We would encourage parents to shop early in the Summer to ensure orders can be met.
- If you buy early but the clothing does not fit as Summer is drawing to a close, Rawcliffes will exchange any items (as long as tags have not been removed).
- If you have special requirements with uniform, e.g. long or short length school trousers, please order in advance and expect longer delivery times.



For further information on our School Uniform policy please check our website:

[Rossett School Dress Code](#)










All uniform must be named.

Please note: The uniform details listed on the following pages show what is currently acceptable in school. However, we reserve the right to respond to changes in supply and to alter the policy as necessary. We also reserve the right to check departures from the accepted norms and to take appropriate action. Any parent who is unclear about our requirements must, in their own interests, contact school before making a purchase








Second Hand Uniform

Please note that good quality, second hand uniform is also available from the school via Rossett PTA. There will be an opportunity to buy second hand uniform at the Parent Information Evening on 1st May 2025.

What and where to buy

| Item | Description | Where to buy | |
|-----------------------------|--|---------------------------|---|
| Blazer or Sweatshirt | Black school blazer with Rossett logo | Rawcliffes |  |
| | Black v-neck sweatshirt with school logo | Rawcliffes |  |
| Shirt | Plain white unfitted shirt, worn with a tie. Shirts must always be tucked in, and the top button fastened | Rawcliffes or High Street |  |
| Tie | Rossett clip-on tie The tie must be worn at all times | Rawcliffes |  |
| Skirt | Black, traditional, near knee-length skirt. No stretch materials | High Street |  |
| Trousers | Plain black traditional style trousers. Low rise trousers, jeans, jeggings or leggings are not permitted. | High Street |  |
| Socks or Tights | Plain black socks under trousers or white socks with skirt Black or flesh coloured tights with skirt | High Street |  |
| Footwear | All black, leather/leather, flat shoes – no logos | High Street |  |
| School bag | Suitable for carrying books, equipment, PE kit and iPad | High Street |  |

PE kit

| Item | Description | Where to buy | |
|-------------------------------------|--|--------------|---|
| Rossett PE Polo shirt | Rossett unisex polo shirt or fitted girl's polo shirt | Rawcliffes |  |
| Shorts/skort/training pants | Choice of one item from: <ul style="list-style-type: none"> Rossett shorts (5 inch) Rossett training pants Rossett skort Rossett leggings (under shorts) | Rawcliffes |  |
| Socks | Rossett long socks (outdoor) White socks (indoor) | Rawcliffes |  |
| Training shoes and shin pads | Purchased on the high street | High Street |  |
| Rossett PE hoodie | Unisex – optional | Rawcliffes |  |
| Rugby top | Boys – optional | Rawcliffes |  |
| Mid Layer | Unisex – optional | Rawcliffes |  |

Other items

Equipment

All students should arrive at school every day with the following items:

- Planner
- Black or blue pen
- Green pen
- Pencil
- Rubber
- Ruler
- Calculator
- Fully charged iPad

Outdoor clothing

We do not specify particular outdoor clothing, but we do not allow any coats or bags which carry slogans or pictures which could be seen as offensive, or which appear to be supporting illegal activities. 'Hoodies' are not allowed in school and will be confiscated, if necessary.

Headwear

Plain black or plain white religious headwear can be worn.

Jewellery

Students can wear a maximum of:

- two plain studs in each ear,
- two rings
- two bracelets
- one nose stud.

No other jewellery is allowed.

Make up

Make up must be discrete, including nail varnish.

No false nails or false eyelashes.

Natural hair colours only.

General Information

Communication

Year 7 have a dedicated Achievement and Progress Leader, Miss Mooney, and a Pastoral Manager, Miss Charlton. They are your main point of contact with school.

Should you wish to get in touch, please contact the school office in the first instance on 01423 564444 or via email at office@rs.rkt.co.uk.

The school uses our management information system, Arbor, to communicate with parents. Emails will be sent to parents who are highlighted as priority 1 on the Rossett admissions forms that you complete.

Please keep us updated with any changes to parental contact details and also the names of any additional contacts (without parental responsibility) who you choose to name (e.g. partners or grandparents). Emails are our main contact method for any school closure (e.g. snow days or other emergency closures) before or during the school day, along with [Facebook](#).

We will contact you with information relating to school and PTA events / calendar dates / school closure details and general updates.

Please also follow our [Facebook](#) page for regular posts and updates about what our students have been getting up to.

Website

Our school website can be found at www.rossettschool.co.uk There is a lot of information held here: news, events, policies etc.

Rossett News Update

Our [weekly news update](#) for parents/carers is published online every Friday. You can read it either through the link emailed to you each week or on our website under 'Latest News'.

We will begin emailing you a link to Rossett News after May half term.

Rossett School PTA

All parents are invited to join the Parent Teacher Association, which works tirelessly on behalf of the school and raises extra funds to enhance students' opportunities. The PTA also takes an interest in other aspects of school life and your active support would be very welcome. Please visit www.rossettpa.co.uk for more details.

Online payment system

Rossett School is a cashless school and uses an online payment system, SCOPAY, which allows parents to pay securely for food, music tuition, school trips and events. You can also view your balance online as well as checking what your child has been eating. The security and ease of use of this system makes it the school's preferred method of payment.

The following spending limits apply and are programmed into the system:

£5 for breakfast*

£5 for morning break*

£6 for lunch*

*£8 is the overall daily spending limit

This can be varied for an individual student by making a written request to our Finance Office.

Catering

Rossett School recognises the importance of good quality, nutritious meals to ensure good health and maximum educational achievement for our students. Our catering is provided in-house by a dedicated catering team who are passionate in sourcing local and seasonal produce ensuring exciting dishes are made with the freshest ingredients. We listen carefully to the views of students as we design new menus from around the world whilst meeting and exceeding the Government's school food standards.

We have two main dining halls. Year 7 and Sixth Form have their own dedicated areas. This allows students to eat with their peers in a pleasant, sociable environment.

Please click [here](#) for details of the services available and weekly menus.

Free school meals

If you believe your child is eligible for free school meals (FSM), please complete the online application form which can be found on our website: <https://www.rossettschool.co.uk/support/free-school-meals/>. If the system identifies your child as qualifying for FSM, the school will automatically be notified. If you do not have access to the internet please contact the Finance Office by calling 01423 564444.

Lost Property

All personal property should be **named**, even shoes! Named items will be returned to the rightful owner as soon as possible. Non-named items will be stored for a limited period of time, at Student Reception, after which they will be washed and sold second hand or used as loan items in school.

Valuables

We advise parents that items of significant value should not be brought into school, this includes mobile phones and other expensive items. Whilst we endeavour to ensure the security of students' possessions, students are responsible for keeping their items with them at all times and the school cannot accept liability for their loss or theft. Lost Property is located at Student Reception. If your child loses anything, the sooner they look for it, the more likely they are to find it.

Mobile phones – not seen, not heard, not taken

Students can bring mobile phones to school but we **do not** encourage this. If students do bring mobile phones to school, they **must** be turned off and kept in school bags for the duration of the school day. This includes headphones. If mobile phones or headphones are seen or heard during the school day, they will be confiscated and students can collect them at the end of the day.

Bikes

The use of bikes to travel to school is encouraged. Students should wear a cycle helmet and reflective clothing. Bicycle stands are provided at the Sports Centre and students should provide a secure locking device to lock their bikes to the stands.

Assessment of Students

Assessment is integral to the curriculum at Rossett. Students are assessed in a variety of ways during day-to-day teaching, for example quizzes, self and peer assessment and teacher verbal questioning. These low stake assessments enable the identification of knowledge gaps/misconceptions so that a teacher can be responsive and adapt teaching as necessary.

Students will also be assessed periodically on core knowledge and skills through key assessments identified by the subject leaders. These may be at the end of a topic/unit or at appropriate points within the curriculum.

Students will receive regular feedback on these pieces of assessment so that they are aware of key strengths and areas to develop. Students are involved in the assessment process; teachers create structured opportunities for DIRT (Directed Improvement and Reflection Time). During this time students are expected to improve their work and deepen their knowledge as part of an ongoing feedback cycle.

At Rossett there will also be end of year assessments that will be used to assess students' understanding of the knowledge covered over the course of the year.

Students' progress linked to these assessments will be reported to parents during the reporting cycles.

Data Protection

Rossett School has strong data protection practices and policies in place to protect all our students, parents, carers and staff data.

Please find below a link to the school's Privacy Notice which explains what data we collect, why we collect it, how we use it and who we share it with.

This Privacy Notice has been written to inform parents, guardians and pupils of Rossett School about how and why we process your personal data.



Please read our Privacy Notice by clicking [here](#).

Biometric Data

Rossett School uses biometric technology for its cashless catering system and for borrowing/returning books in the Learning Resource Centre.

These systems use a scan of a student's thumb or fingerprint to create a unique algorithm from the scanned points. This data is then encrypted and serves no purpose other than identification by the systems within the school. The biometric systems do not store fingerprints and it is not possible to re-create the fingerprint from the algorithm. Furthermore, the encrypted data cannot be accessed by any person within the school or by any outside third party. When a student leaves Rossett, all associated personal and biometric data is removed and deleted.

The advantages of using this system are that there is no need for students to carry money in school and there are no identity cards to lose or break (with the associated cost and inconvenience of replacing them).

Under current data protection legislation, it is a requirement that schools obtain consent for the processing of this data. I would therefore be grateful if you would complete the electronic consent form below if you consent to your child's biometric data being processed in this way. If you withhold consent, your child will still be able to use the cashless system as a PIN number can be issued, however this system is not as secure. A 'Biometrics FAQ' and further information is available on the school website [here](#).

Class Charts

Positive Points

Class Charts enables parents to keep track of their child's conduct including rewards, sanctions and detentions. Class Charts for parents can be accessed via the Class Charts website or app and you will receive an email from school with your login details. Students will also be provided with a separate login via their school email address.

Your child can achieve **positive points** in Class Charts throughout each week at school. These points will build up over time giving them an overall total. Below is a breakdown of the different types of achievement points they can receive:

| REWARD | POINT | DESCRIPTION |
|---------------------------|-------|---|
| Readiness Point | 1 | Punctual, dressed correctly and fully equipped |
| Responsible Point | 1 | Good effort, good progress, good collaboration, good classwork, good homework |
| Commitment Point | 1 | Attendance at an Extra-Curricular activity |
| Homework Point | 1 | Completion of homework in line with expectations |
| Exceptional Learner Token | 5 | Being the exceptional learner in a lesson (minimum 1 per lesson) |
| Respect Token | 5 | Demonstrating respect to members of our school community |
| Responsible Token | 5 | Being a responsible Rossett student |
| Ready Token | 5 | Always punctual, correctly dressed and fully equipped |
| Resilient Token | 5 | Willing to persevere in the face of challenge |
| Reflective Token | 5 | Reflecting and improving learning, relationships, conduct |
| Headteacher Token | 10 | Outstanding achievement |
| Bronze Award | 50 | 1000 ClassCharts points collected |
| Silver Award | 75 | 1500 ClassCharts points collected |
| Gold Award | 100 | 2000 ClassCharts points collected |

Negative Points

Class Charts will also be used to record any **negative conduct**. Below is a breakdown of the different types of sanction that may be issued:

| MISBEHAVIOUR | POINT | DESCRIPTION |
|----------------------------|-------|---|
| Poor Punctuality | -1 | Arriving late to a Form Period or Lesson |
| Incorrect Uniform | -1 | Failing to wear the full and correct uniform |
| Missing Equipment | -1 | Failing to be fully equipped for each lesson |
| Misbehaviour in Class | -1 | Disruptive or defiant behaviour in a lesson |
| Inadequate Work | -1 | Failure to produce the required volume or quality of work |
| Mobile Phone Misuse | -1 | Using a Mobile Phone, iPad or Earphones without the permission of the teacher, or using them inappropriately |
| Misbehaviour Out of Class | -1 | Disruptive or defiant behaviour at a Social Time or between lessons |
| Missing Homework | -1 | Failing to complete Homework by the required deadline |
| Missing Uniform | -3 | Arriving at school with an item(s) of uniform missing |
| Persistent Misbehaviour | -3 | Repeatedly failing to meet Rossett behaviour expectations during a Form Period, Lesson, Break or Lunch |
| Persistent Inadequate Work | -3 | Repeatedly failing to produce the required volume or quality of work |
| Serious Misbehaviour | -5 | Serious breaches of Rossett's Behaviour Policy e.g. Verbal Abuse, Threatening Behaviour, Assault, Bullying, Prejudiced Comments, Smoking, Theft |
| Missing from Lesson | -5 | Failing to attend, or missing a significant part of a Form Period or Lesson without permission |
| Out of Bounds | -5 | Being in an area of the school site that students do not have access to |

After School Detentions

You will be notified via Class Charts if your child has been issued with an After School Detention. After School Detentions take place on the following days:

Wednesday – 3:15pm to 3:45pm:

Students receiving 3 x -1 Misbehaviour Incidents in a week.

Thursday – 3:15pm to 3:45pm:

Students receiving 1x -3 Persistent Misbehaviour Incident in a week.

Friday – 3:15pm to 4:15pm (SLT Detention):

Students failing to attend a Wednesday or Thursday Detention, or for incidents of Serious Misbehaviour.

A copy of our Respectful Relationships and Behaviour Policy can be found [here](#).

iPads for Learning

Rossett is an iPad school. Its aim is that each student has access to an iPad to allow learning to be enriched and extended both at school and at home. Our schemes have been well supported by parents/carers in the past, and the programme has considerably enhanced teaching and learning within the classroom.

We offer a Gift-Aided scheme through the Digital Poverty Alliance (formerly the Learning Foundation).

Please note that it is not possible for personal iPads to be used by Y7 students starting with us in September. Where a student does not join up to the scheme, a loan iPad will be provided instead. All iPads will be issued soon after the start of the Autumn term.

Please [click here](#) for information about how iPads enhance learning at Rossett. The invitation letter and documentation will be available on our website shortly.

In order to ensure appropriate use of iPads in school at all times, we have produced protocols which will apply. We know that teachers will use the iPads more in some lessons than in others and that use throughout the year will vary depending on the topic and, for example, examination demands. The use of the iPad will always be at the teacher's discretion and at all other times students must keep the iPad out of sight, otherwise our usual disciplinary sanctions will apply. It is important that we work together to ensure that any potential risks are minimised and your child gains maximum educational benefit from their iPad.

The school iPad programme includes a case, charger, damage insurance cover (subject to payment of a repair fee), maintenance and software support.

If you have any questions relating to the iPad scheme please email rsipads@rs.rklt.co.uk.

Computer Network & Electronic Resources

Acceptable Use Policy for Students

The following points and information are the accepted protocol regarding student use of the school network and electronic teaching aids and will assist in protecting our school network and electronic teaching resources.

DO

- Ask for assistance from technical staff if you believe that there is a problem with any of the computers or electrical equipment in school.
- Report all faults as soon as possible to your teacher or a technician.
- Use ICT equipment responsibly and carefully.
- Regularly change your password and inform the Network Office if you suspect that someone has been using your account.
- Keep your password secret and keep it safe.
- Log off the network at the end of each lesson.
- Save evidence of cyber bullying (see below).

DO NOT

- Tamper with any computer, or any electrical equipment.
- Unplug any cables from the computers.
- Attempt to fix any hardware faults yourself.
- Attempt to access other users' network space.
- Tell anyone your password.
- Allow other people to use your username and password.
- Play internet games or attempt to play internet games. This slows the network down for everyone and is unacceptable.
- Download music, videos or software.
- Install/attempt to install software on any school device, (Desktop, Notebook or iPad).
- Access or attempt to access material of a pornographic or sexually explicit, racist, violent or extremist nature.
- Attempt to by-pass or circumvent any of the security or filtering systems installed on the network for the protection of all.
- Publish or attempt to publish hurtful or offensive material.
- Send threatening or offensive messages, including pictures, to anyone. This is **CYBER BULLYING** – deliberately setting out to upset another person through using modern technologies.
- Send email messages to more than one person unless instructed to do so by a member of staff.
- Use computers without adult supervision.
- Use printers unless told to by a member of staff.
- Open links or attachments in emails from unknown senders.
- Sign up to social networks with your school email address.

The School Computer Network



This includes desktop PCs and mobile computers such as notebooks and iPads, an e-mail system and internet connection; they are provided as a resource for education.

Other electronic teaching resources such as DVD, projectors and TVs may also be provided.

All network and internet activity is monitored and logged. We may use this as evidence in disciplinary proceedings to prove inappropriate use of the network and/or school resources.

Internet access within school is filtered, we can block sites that are inappropriate or may interfere with the smooth operation of the network. Every effort is made to ensure a safe environment for our students; however, it is not possible to filter every web site that may be inappropriate.

We believe that the benefits to students in the form of information resources and opportunities for collaboration exceed the disadvantages; however, we regard the use of ICT equipment as a privilege which will be removed if a student is found to have acted inappropriately.

The following sanctions can be applied:

- **Physical damage to equipment** – parents will be asked to reimburse the school.
- **Abuse of email system**, including sending of abusive or threatening messages – removal of email access for half a term (six weeks). School may consider that police involvement is necessary.
Repeat offences – may lead to permanent removal of network access.
- **Abuse of internet**, including accessing or attempting to access inappropriate material – removal of internet access for half a term (six weeks).
Repeat offences – permanent removal of privilege.

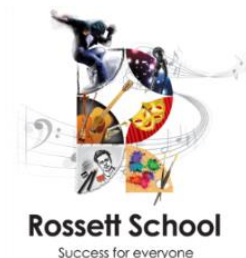
Serious abuse of the rules around Network use may also result in further punishment under the school's Respectful Relationships and Behaviour Policy. The school reserves the right to vary the particular sanction if access to the system is required for study.

Rossett Instrumental and Vocal Music Tuition

We provide instrumental and vocal music tuition at Rossett School. It has been especially designed to provide an easy transition for all students to continue with or start instrumental and/or vocal lessons.

Who is eligible?

Any student is eligible for instrumental and/or vocal lessons. You do not have to have had previous music lessons elsewhere or be particularly gifted at music to take part. Our emphasis is on providing quality tuition for all year groups and all standards of students. If you have always wanted to try your hand at playing something or singing, have a go!



Which instruments can I learn?

| | |
|-------------------|--|
| Vocals | Musical Theatre, Pop, Classical |
| Woodwind | Flute, Clarinet, Saxophone |
| Strings | Violin, Viola, Cello, Double Bass |
| Percussion | Drum Kit & Tuned Percussion including Timpani & Glockenspiel |
| Piano | Piano & Electric Keyboard |
| Guitar | Electric or classical |

If the instrument your child wants to learn is not listed, please select 'other' when you complete the registration form and if there is sufficient uptake, we will try to accommodate them.

Who are the lessons with?

We have selected a group of talented professional musicians and tutors to work in partnership with us that are committed to raising the profile of music here at Rossett School. They all undergo an enhanced DBS check before starting work.

When do the lessons take place?

Lessons take place during the normal school day (8.45am until 3.15pm) with the option of before and after school lessons offered subject to availability. Lessons will be timetabled so that minimal disruption is caused to your normal school timetable. In most circumstances you will not miss part of the same school lesson more than twice during the same half-term. Lesson times will be communicated via email by your child's tutor. All lessons take place within the music department.

How do I know that I will enjoy it?

All our instrumental tutors will demonstrate the instruments to you and will give you the opportunity to have a go! You sign up for lessons on a termly basis and may stop at the end of any term. We also run discounted trials at various points in the year.

What if I do not have my own instrument?

We own a large number of instruments that are available for loan to students who are taking lessons with Rossett Instrumental Tuition. Please ask us for more details on the availability of specific instruments. Loan periods are capped to a year. You might like to buy your own instrument, and we have access to greatly reduced prices. Please ask at the Music Office for more details. Please bear in mind that the cheapest instruments do not always offer the greatest opportunities for learning. If in doubt, ask the instrumental tutor first, who will be able to give buying advice.

How much does it cost?

We offer two lesson lengths – 20 minutes at £14 per lesson or 30 minutes at £19.50 per lesson – and fees are payable a term in advance. All lessons are on a one-to-one basis. There is no difference in price to study different instruments.

How is it paid for?

Payment is made directly to your child's instrumental tutor, the terms of which are agreed with them.

I want my child to learn an instrument but will struggle to pay for lessons – is there help available?

Students eligible for Free School Meals will be entitled to a 75% discount on lessons. Pupil Premium students (excluding Free School Meals) will be entitled to a 50% discount on lessons. If multiple instruments are taken, the discount will be applied to the cheapest set of lessons.

Should a student not meet the attendance requirements during any one term the school reserves the right to withhold this discount option for the following term, reinstating this discount if attendance improves.

Please email the Finance Office (rsfinance@rs.rkt.co.uk) to confirm eligibility.

When do lessons start?

Instrumental lessons are available from the start of each half term. Lessons will usually begin in the first or second week of each term and parents are encouraged to register and pay well in advance so as to maximise the number of weekly lessons taken. Late applications will be accepted subject to tutor availability.

What do I do next?

Please click [here](#) to complete the request form by **Monday 14th July 2025** for lessons beginning in September. The Instrumental tutor will then be in touch with you regarding your lessons and when they will start. Payment is required in full.

Please ensure you have read and fully understand the terms and conditions below before signing up for lessons.

Terms and Conditions for Instrumental and Vocal Music Tuition

1. Full payment is required termly in advance.
2. Payment constitutes an agreement to proceed with lessons for the term. No refunds will be given.
3. Where applicable, discounts are offered only at the point of purchase. One discount per student per term for one set of lessons. Discounts cannot be applied retrospectively or offered after payment has been made.
4. Proof of entitlement must be provided to the Finance Office before a discount can be added.
5. If a student is unable to attend their timetabled lesson, no refund will be issued.
6. If a tutor is unavailable, the tutor will arrange for the lesson to be caught up.
7. Students are expected to attend all timetabled lessons. Parents will be informed of all missed lessons by the instrumental tutor via email. Regular absence where the student is in school may result in ineligibility for lessons or discounted fees the following term.
8. Any discounts for the following term's lessons are subject to satisfactory attendance (i.e. poor attendance may result in the discount option being withdrawn).
9. Students are expected to attend all lessons with suitable equipment and music.

Forms

The following pages contain information on the forms, consents and agreements we need from you as parents/carers and from our students.

Admissions Form



Please click [here](#) to complete our Admissions form which captures important information including your contact details and emergency contact information.

Consent Form



Please click [here](#) to complete a General Data Protection Regulations (GDPR) consent form regarding your child's personal data, including photos, videos and biometric data. Please make it clear to your child that they must inform any member of staff of your wishes, should a situation arise that involves them being photographed.

Home School Agreement



Please click [here](#) to complete our Home School Student Agreement.

Medical Form



Please click [here](#) to complete the medicine authorisation / medical information record.

Computer Network and Electronic Acceptable Use Policy



Please click [here](#) to confirm acceptance of the policy.