

# **ROYAL GRAMMAR SCHOOL**

## **JUNIOR SCHOOL**

***'ONE SCHOOL, ONE TEAM'***

## **FAMILY HANDBOOK 2019-20**

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**RGS**

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Date: June 2019

Ref: RJC/AN

Dear Parent,

This handbook has been designed to assist your children in making a smooth transfer from their current school to the Junior School of the Royal Grammar School. The following pages provide details, policies and procedures which you will need to be familiar with in order to support your child during their transfer.

The Junior School is a pleasant and relatively relaxed environment, and children generally settle in quickly. New friends are soon made and the organisation of the school is such that the children are guided carefully and given clear advice in all requirements. This handbook is my attempt to get you off on the best of beginnings with us.

I should point out, however, that it does not cover everything there is to know about us and you should visit the RGS website in order to make yourself familiar with other policies that help make our school a safe and also busy place in which to learn.

I would urge that you discuss this handbook with your child and use it as a handy reference in the weeks to come and beyond into their first year at our school. If you need clarification on the contents of the handbook then please contact me or Karen Wall (Pastoral Care Coordinator on the Junior School Leadership Team), on the telephone number below or via email [k.wall@rgs.newcastle.sch.uk](mailto:k.wall@rgs.newcastle.sch.uk). In addition, Amanda Noble or Alison Gravely, school secretaries, are also available on the telephone number below or via email [a.noble@rgs.newcastle.sch.uk](mailto:a.noble@rgs.newcastle.sch.uk) or [a.gravely@rgs.newcastle.sch.uk](mailto:a.gravely@rgs.newcastle.sch.uk) (part time).

My main priority at this time is to ensure that your family is fully prepared for joining us in September and that we do our best, as partners, school and home, to get your child off to a brilliant start.

Yours sincerely,



R J Craig  
**Junior School Headmaster**

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## **INTRODUCTORY MORNING FOR NEW STUDENTS – Wednesday 4<sup>th</sup> September 2019, 8.30am – 1.00pm**

All new students should come to Fenwick Hall in Brandling House for **8.30am - in school uniform**. They will begin their day with play on the play area before going to classrooms.

Parents are invited to take refreshments before they depart and members of the Junior School Family Group will be on hand to greet you and pass on their positive experiences of school.

During the introductory morning, in addition to spending time in the classroom, children will be:

- welcomed in an assembly;
- given a tour of the Junior School;
- introduced to staff and personnel with special responsibilities;
- informed about the different daily routines;
- reminded of the stationery they will need every day;
- taken to visit the following facilities shared (if time allows):
  - a) games changing rooms,
  - b) sports centre,
  - c) swimming pool,
  - d) medical room,
  - e) Performing Arts Centre (PAC).

The morning concludes after lunch at **1.00pm** when you should collect your child from their classroom (Lambton House for Years 3 and 4; Brandling House for Years 5 and 6).

## **FIRST FULL DAY AT SCHOOL FOR ALL STUDENTS Thursday 5<sup>th</sup> September 2019, 8.30am – 3.30pm**

### **On arrival**

Please plan to arrive each day before 8.30am (see Arrival and Departure, page 7, for more details.) Children should go to their classroom where their teacher will show them their work area and where to put their coat and playtime trainers.

### **What to bring**

Children should bring the following stationery kit in a named pencil case:

- 4 HB pencils,
- a 30cm ruler,
- a set of coloured pencils,
- a set of felt-tip pens,
- a pencil sharpener,
- a rubber,
- a glue stick,
- a document wallet in which to carry work to and from school.



Year 4 will need a non-disposable ink pen (see page 6 for further details).

In addition, Year 5 and 6 children will need:

- a fountain pen (see page 6 for further details),
- a Collins pocket thesaurus (ISBN: 978-0008141806),
- a Collins pocket dictionary (ISBN: 978-0008141820),
- a basic calculator,
- a protractor,
- a pair of compasses (for use at home with homework only).

These items should be **clearly named** and kept permanently at school in your child's desk/tray and a similar set of equipment available at home ([www.mullberrybush.co.uk](http://www.mullberrybush.co.uk) provide named stationery in a variety of colours). A pair of outdoor trainers is also needed for use every break and lunch-time on the playground. In Year 3 and 4, a named 'shoe bag' to keep them in should be ordered on-line at Schoolblazer ([www.schoolblazer.com](http://www.schoolblazer.com)) with the rest of your child's uniform. Year 5 and 6 have shoe racks outside each classroom, therefore shoe bags are not needed.

Games kit should be brought to school on the first day of term, and every Monday thereafter. During good weather the kit can be kept in the bag rack during the week, but if your child takes part in a lesson or outdoor practice during inclement weather it will be necessary to take the kit home for washing. Very active children place great demands upon the family washing machine and in poor weather they will need to be reminded to bring kit home regularly. Please do all you can to ensure that your child takes responsibility for kit and please have every piece named.

All items should be clearly named, including trainers and boots. In order that all 'found' items can be returned promptly to their owners, clothes and shoe labels need to be applied and you might find the following website to be useful: [www.wovenlabelsuk.com](http://www.wovenlabelsuk.com)

A satchel or small case for transporting school equipment is also needed. Year 5 and 6 children should purchase their own but please avoid anything expensive.

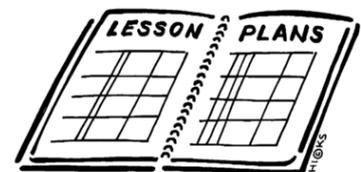
### **What not to bring** (yes, here's the first 'DO NOT' rule!)

Please help us run a happy school by leaving at home:

- un-named items of clothing or equipment;
- expensive items which are unnecessary for school activities;
- electronic games;
- large sums of money;
- collection crazes – every few years this becomes a problem when children begin to spend excessive amounts on certain items and arguments tend to be the result. If I need to ban any such items from school I will inform you in the Bulletin (see page 11). Please support my decision;
- items to swap or to sell to friends.

### **Homework**

In the first week children will be given two copies of their timetable, one for inside the **Student Planner** the other to take home to 'stick on the fridge door'. Each day children write details of their homework in their planner, both as a reminder when they arrive home and so parents can see what needs to be done. It is also used to send informal messages between parent and teacher and therefore it must be brought to school each day. Parents should sign the planner daily.



Homework is set for most evenings and we regard it as an invaluable part of a child's development. The home routine is very important and if homework has not been completed, we appreciate a brief note explaining why. The importance of monitoring and signing the planner to show that parents have seen the work cannot be understated. Parents are welcome to add positive comments. Each teacher ensures that homework details are recorded in the planner so that parents should be in no doubt as to the nature of the work.

Good communication is important with this matter and my experience is that well organised homework routines help the student develop an enthusiastic, responsible attitude towards their education. (Additional information about homework can be found on page 9).

## Reading

The Student Planner also contains the **Reading Record** and it is used daily; it needs to be signed **every evening** by an adult. It is the child's responsibility to be organised, fill in all the sections and present it to parents. Please ensure that a good routine is established early on.

As well as giving children the opportunity to read independently, it is still important that **you listen to your child read on a weekly basis**: this helps with fluency, accuracy, confidence and expression; it also helps children to further develop their comprehension skills and their understanding of punctuation and language. It is also a wonderful opportunity to strengthen that parent and child bond. The planner includes a section to indicate whether reading has been aloud or done independently each day. Reading aloud should be continued through all years in the Junior School, not just in Year 3.

During the school holidays, daily reading should continue and the books that have been read (along with the author and genre) should be recorded in the school planner on the holiday reading pages.

A recommended reading list will be issued separately and this should be the main focus of the child's reading, although reading from other sources is also to be encouraged. (Further information can be found on page 15).

## Handwriting Pens

In Year 3, children write using a pencil for much of the year before progressing to a pen for some written work in the summer term. We recommend the Dex pen for Years 3 and 4, which is available from the Pen Shop, online or in Eldon Gardens. We prefer the 'soft ink liner'. Other pens can be used but please, not biro, felt tip or eraser pens. Blue ink is the colour of choice.

Once children reach Years 5 and 6, they are encouraged to develop their handwriting skills further by using a fountain pen. We recommend the Dex 'soft fountain pen'. Incidentally, if your child is left-handed then the Dex pen can be adapted with a left-handed nib. (Advice for left-handed students can be found at <http://www.anythingleft-handed.co.uk>). Other ink pens can be used providing they are of reasonable quality.

## Spellings

In the first week of term, your child will be given a spelling booklet with the spelling lists to be learned. We teach the children to learn their spellings using the **look, say, cover, write, check** method, which will be explained to your child by their teacher.

Spellings must be learnt on a nightly basis, using the method above. Once a column has been completed a parent or guardian must sign and date that column to say that they have seen and checked the spellings.

This booklet is used for doing each week's spelling tests and teachers will also check spelling lists on a regular basis through the week, therefore, the booklet should be carried in your child's book bag every day.

## Settling in

During the first couple of weeks of the term it is important that parents get to know their child's teacher. It is a time for sorting out **any** questions about school and for ensuring that each child settles into RGS life. We strongly encourage an open door policy and we want to hear of any difficulties so that we can quickly attend to them. Mr Craig is usually at the entrance to Lambton House from 3.30-3.40pm and is always willing to meet parents.

## Code of Conduct

A very important aspect of our School is the **Code of Conduct** which you will find at the end of this handbook. On the first day each child will be issued with a copy; please read it through together. Your child will receive a copy of this at the start of term which they will need to sign before it is returned to school (you will find this in the student planner). Teachers mention the Code of Conduct frequently and children are expected to understand it and adhere to it. The Code is central to life at the Junior School and is the very first aspect of school which is referred to in our first assembly – why not pin it up at home? We are determined to ensure that our pastoral care is second to none and we want everyone to know that their time at our school is shared with others who will respect their individuality.

## ARRIVAL AND DEPARTURE

### Before School

Children are expected to be on site and ready for the start of the school day by **8.30am**, in practise, this means they should arrive a little earlier in order to get organised.

Parents bringing their child to school by car should park on Lambton Road or Brandling Park and come into school. Older children can be dropped off close to school and allowed to walk in on their own, if parents wish. A few children cycle or scooter to school and leave their mode of transport in the cycle shed. We want to encourage this!

In the early weeks, parents are welcome to accompany their child into the classroom. Once routines are established, children should be able to take charge of their own organisation after they enter school... but we still welcome parents!

Some children come by Metro and the recommended pedestrian (safer) route from Jesmond Station to the Junior School is to enter the Senior School by the main door and then come through the main school. This route will be explained at school.

The main doors into school and the entry gate from Lambton Road are fitted with number code locks for security (as are the doors into Senior School). If you have any difficulty gaining access, there is a bell button adjacent to each doorway to summon assistance.

Please note that, we do not want children to arrive earlier than **7.45am**. In 'good' weather, children play on the Brandling House site until 8.15am.

Those in Years 5 and 6 are asked to store their bags in the wooden bag racks in the alley between zones 1 and 2. In inclement weather the doors are open from 7.45am when the children are welcomed into the school halls. Those in Y3 and Y4 that arrive before 8.15am take their bags to the play areas across the road. From 8.15am, students and parents will have access to the classrooms where supervision is provided.

From 8.15am on particular days, teachers meet for a briefing and to talk through topical issues. If you are eager to meet with a teacher, then please interrupt the meeting or discuss your need first of all with Miss Noble, Miss Gravely, a duty teacher, teaching assistant or supervisor. The meeting timetable for teachers is:

Monday: Brandling House common room, 8.15 – 8.30am  
Tuesday: Brandling House common room, 8.15 – 8.30am  
Wednesday: Brandling House common room for Year 5 & 6 staff, 8.15 – 8.30am  
Wednesday: Lambton House common room for Year 3 & 4 staff, 8.15 – 8.30am  
Thursday: Lambton House common room, 8.15 – 8.30am  
Friday: Lambton House common room, 8.15 – 8.30am

Registration begins in classrooms at 8.30am. The first fifteen minutes of the day, from 8.30am are very important; please be punctual. Prior to registration, children go to their classroom to unpack their bags before putting them neatly in the bag-racks. They should also hand in homework and any notes, and make sure they are ready for the start of the day at

8.30am. Brandling House reception is staffed by Mrs Evans from 9.30am until 5.30pm.

## **After School Supervision**

### **Lambton House, Years 3 and 4.**

At 3.30pm, Miss Noble (secretary) or Mr Craig will invite parents to enter Lambton House so that they can collect children from classrooms at 3.30pm.

At 3.45pm, those children who have not been collected are taken to Brandling House by staff to be supervised by Mrs Sisterson and Mrs Shaw (after-school supervisor).

Parents should come to late room through the Lambton Road gate so to collect their child so Mrs Evans can operate a sign in policy and Mrs Sisterson and Mrs Shaw can record the departure of all children. Please note that the Lambton Road gate entrance to Brandling House is locked at 6.00pm.

### **Brandling House, Years 5 and 6.**

The school day ends at 3.30pm and parents are welcome to come in to school to collect from the classrooms at that time. Children expecting to be collected promptly can wait in Zone 1 until 3.45pm. Please note that we do not allow children to wait on the pavement beyond the school gate for collection nor can they go to the shops. The play area is used solely as a waiting area, even if teachers are there supervising. Those staying for later collection wait in the 'Late Room' until collected.

**Please do not park on the 'School Keep Clear' lines, even for a moment to make a pick-up or drop off. The safety of all of our children is paramount.**

**It is important that children behave appropriately during all stages of after school care.**

**Please note that after school supervision ends at 6.00pm.**

## **Homework in Late Room**

Children staying late in school are allowed to do some of their written homework at their parents' request and once teacher permission has been given; however, it is the responsibility of parents to ensure that the work is of an acceptable standard in advance of being handed in for marking. We compile a register of those with parental permission to do homework, so please contact Mrs Sisterson, Mrs Shaw, Miss Noble or the class teacher, if you want your child's name on the register. Children who regularly stay late and those travelling a long distance are particularly welcome to use their time in Late Room wisely by doing some of their homework. Please note that we are unable to allow computer-based homework in school during after-school supervision.

## THE SCHOOL DAY

The school day begins with registration at 8.30am but please plan to arrive in time for your child can get organised for the day and hand in homework and notes.

### Lesson times are as follows:

| LESSON        | FROM    | TO      |
|---------------|---------|---------|
| Registration  | 8.30am  | 8.45am  |
| Lesson 1      | 8.45am  | 9.15am  |
| Lesson 2      | 9.15am  | 9.45am  |
| Morning Break | 9.45am  | 10.05am |
| Lesson 3      | 10.05am | 10.35am |
| Lesson 4      | 10.35am | 11.05am |
| Lesson 5      | 11.05am | 11.35am |
| Lesson 6      | 11.35am | 12.05pm |
| Lunch Break   | 12.05pm | 1.15pm  |
| Registration  | 1.15pm  | 1.20pm  |
| Lesson 7      | 1.20pm  | 1.50pm  |
| Lesson 8      | 1.50pm  | 2.20pm  |
| Lesson 9      | 2.20pm  | 2.50pm  |
| Lesson 10     | 2.50pm  | 3.20pm  |
| Form Period   | 3.20pm  | 3.30pm  |
| Lesson 11*    | 3.20pm  | 3.50pm  |

\* Year 6, Mondays only

### Break

Children are welcome to bring a healthy snack from home, perhaps a 'health' bar or fruit. This can be especially beneficial if they have a long journey to school from home. Children are also encouraged to bring in a named water bottle, which they can top up at the water cooler.

Boys and girls in Years 5 and 6 can purchase a sausage or bacon sandwich from the Dining Hall 'Tuck Shop'. We do not make these available to the younger children as we have found that it prevents many from eating all of their lunch at mid-day.

Please do not send **sweets, crisps, chocolate, or fizzy drinks**: we discourage their regular consumption in the health element of our Personal Social and Health Education (PSHE).

Each year group has an 'ATP' day when they can spend break and lunch playing on the astro turf. On their day, before going out to play, children are expected to change into a pair of trainers.

In Years 3 and 4 these are kept in a shoe bag on hooks outside the classrooms, whilst in Years 5 and 6, shoe racks are available.

We have three dedicated play areas and a variety of equipment for the children to enjoy; however, imagination is often the best equipment! In the first assembly, they meet the, 'Hey can I play?' policy, so that children join in games around the playground whilst also giving them a chance to expand their circle of friends beyond their own class.

## HOMework AND READING

### Homework

There are many good reasons for setting homework and it is very important that children learn to work at home in a sensible and disciplined way. Details of each night's work will be written by each child in their planner and a timetable for homework for each class will be brought

home early in the term. **Parents are asked to monitor homework and sign the planner each day.** Please add useful comments if relevant e.g. too hard, too easy, too short, too long, spent hours, didn't understand, please help!

As a general guideline, each piece of homework should not take longer than 20-30 minutes.

Teachers, sometimes, allow more than one evening to complete work. A copy of the homework timetable for 2018-19 can be found below as an example. A copy of the 2019-20 homework timetable will be circulated at the beginning of the autumn term.

It might include additional subjects. There is also space in the student planner where the timetable can be written.

Homework Table 2018-2019

|           | 3C      | 3N      | 3S      | 4C      | 4T      | 4W      | 5B                | 5S                | 5W               | 6L                | 6M                | 6W                |
|-----------|---------|---------|---------|---------|---------|---------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|
| Monday    | English | English | English | English | English | English | Maths<br>Science  | Maths             | Maths<br>Science | Maths             | Maths             | Maths             |
| Tuesday   |         |         |         | Maths   | Maths   | Maths   | English           | English           | English          | English           | English           | English           |
| Wednesday | Maths   | Maths   | Maths   |         |         |         |                   | Science           | French           | Science<br>French | Science<br>French | Science<br>French |
| Thursday  |         |         |         | Maths   | Maths   | Maths   | Maths             | Maths             | Maths            | Maths             | Maths             | Maths             |
| Friday    | Topic   | Topic   | Topic   | English | English | English | English<br>French | English<br>French | English          | English           | English           | English           |

Reading and spellings should be done each night.

A night's homework might be finished in 15 minutes or take 5/10 minutes longer than the guideline: children work at different speeds. Generally, this is acceptable, but if it takes appreciably longer, parents should tell staff. Informing the class teacher of this can easily be done through the planner or, better still, call in to discuss any difficulty.

Gentle support during homework is fine - although different systems work for different families - but we don't want parents to do the homework or for home to become a battleground over this topic. (See P15 for Homework in Late Room).

## Reading

Children are expected to read every night; this is a very important part of their academic development and at the beginning of the year they will receive a recommended reading list. Details of each day's reading should be written in the reading record section of the planner and, **as with homework, parents are asked to monitor this and sign it nightly.** Please remember that children should read aloud to their parents on a regular basis, and that throughout the year they should be encouraged to read different styles of literature.

Some nights are busier than others and common sense should prevail. If there is no time for reading one night then this should be made up on another or at the weekend. Equally, if homework is quickly finished, then more reading can be done.

All children should read for between 10 and 20 minutes per night. Further guidance on how long children should read for every night is given in the student planner.

## **Recommended Reading List**

As most of our children at the RGS are generally literate well beyond their chronological age, we believe that a structured reading scheme is not appropriate. In addition, as there is such a wide variety of reading material available today, we have decided it is appropriate to publish a recommended reading list. This list has been compiled using the expertise of staff, in particular that of Mrs Karen Wall, subject leader for English. It is regularly updated. We have kept each list to a manageable size and tried to select books that represent good literature. We have also included non-fiction books in the list, which appeal particularly to the technically-minded, and a selection of poetry books. All books on the list can be found in the Junior School library. There are, in addition, a wide variety of other books also held in the library that are suitable for Junior School students. Teachers are only too happy to help with recommending books.

Throughout term time and with your support, we want to direct children's reading to material that is on the recommended reading list. We hope you will help your child to choose a good selection of books - guidance can also be given by your child's teachers. Reading books selected from different genres is very important and we would also ask you to monitor your child's choices - a diet of one type of book is not particularly healthy. The regular act of reading is vitally important to academic development. It is too often seen as the homework that isn't marked/checked or monitored, and therefore not noticed if it is not done. Parental involvement in daily reading, and recording that it is done, is absolutely vital to a child's academic progress in future years.

## **JUNIOR SCHOOL LIBRARY**

There are libraries in both Brandling House and Lambton House. The libraries contain all of the fiction books listed on the recommended reading list; the libraries also contain the non-fiction books and poetry listed on the sheet which are specific to a child's particular academic year. In addition, there can also be found a wide variety of other fiction and non-fiction books, all of which are suitable for Junior School reading.

Children are encouraged to read books from the library on a regular basis and teachers monitor this carefully using their planner.

Children are given access to the library in English lessons, and can also visit at other times of the day with permission from a member of staff.

Books in the libraries are issued using a computerised borrowing system. Every child is given their own library number when they join the school and they use that in order to borrow books. Children can borrow up to three books at any one time. Teachers are able to issue and return books using the computers in the libraries or their own classroom computers.

## **COMMUNICATION**

Communication between school and home is a vital two-way process. If you have anything you need to talk about then please bring it to our attention. The Junior School is a happy and caring school, and staff and existing pupils will do everything they can to help your child settle quickly. The form teacher gets to know the child best and all children are encouraged to share any concerns with their teacher and ask for help when necessary. Parents are asked to make contact with the form teacher or subject teacher as soon as there is a need, and brief contact with all staff is often possible before or after school without an appointment. Mr Craig is usually in his office from 8.00am and, if parents need to discuss an urgent matter, they are welcome to call him on the direct line number of 0191 2128901. The Junior School secretary,

Miss Noble, is in the reception office from 7.45am until 3.45pm and will be able to help you with most of your enquiries on 0191 2818955. Miss Gravely, Assistant Secretary, is in the office between 7.45am – 1.45pm and Mrs Evans, Receptionist, is in between 9.30am and 5.30pm.

Another point of contact is the Senior School office which is staffed from 8.30am until 5.30pm; telephone number 0191 2815711. Please use this number if your call is urgent and you are unable to get through on the Junior School number.

## Calendar

To keep parents fully informed about all aspects of life at the Royal Grammar Junior School, copies of the calendar are given out at the beginning of each term. It contains details of what will be happening during the term and it will help you with future planning. Details of events can also be found on the school's website: [www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk).

## The Friday Bulletin

Each week in term time we issue a newsletter, called 'The Bulletin', both as a paper version and via email. Its purpose is, amongst other things, to celebrate participation, effort and success, to remind you of certain events or add items to the calendar. Copies of recent bulletins can also be found on the school's website.

## Letters – “Friday is Post Day!”

If a child is involved in any sporting fixture or educational trip, parents will receive a letter via their child giving full event details, time of departure and expected arrival back at the Junior School. Sometimes pupils forget to pass these on to parents ...who might find it useful to go through their child's pockets and bags every Friday when the Bulletin is issued! Our aim is to advise you of event details two weeks in advance so that you can prepare and, in particular, contact your individual music teacher if you need to rearrange a lesson. Please be alert to potential clashes between individual music lessons and events in the school calendar. Parents can be charged by the music teacher if children miss their lesson without prior notice.

## General Notices

Most correspondence will be displayed on the "**General Notices**" board closest to the front door in both Lambton House and Brandling House. If "pupil post" fails to deliver a letter and you need a copy, you should send a note in the student planner or ask for one from the form teacher.

## Home Contact

With such a sizeable and active school, it is inevitable that we will need to contact home from time to time. In any one week, we might need to make a large number of telephone calls to different homes and occasionally a call is urgent due to illness at school. Will you kindly ensure that you keep us informed of any change of your telephone number or address so that we can up-date our records. The office staff might also contact you via email or text.

## Mobile Telephones

The use of smartphones (those which can run apps) is **not permitted** in Junior School. We do allow the use of feature phones (phones simply with text and call functionality), particularly for those children who use public transport and or travel longer distances.

Here are some recommendations of the types of phone we will allow:

- Alcatel 20.23 £9 (pay as you go)
- Doro 5516 £5 (pay as you go)
- Alcatel 30.25x £19 (pay as you go)

Those using a phone, must sign the mobile phone contract in their planner and must adhere to

the rules set out within it.

## Electronic Readers

Electronic readers, such as Kindles, are becoming an increasingly popular method of reading with children. We are always happy to encourage reading and therefore children who are using these can bring them into school. Please note that electronic tablets, such as iPads and Kindle Fires, are not allowed in school.

## E Safety

During computing lessons, RGS pupils regularly discuss and explore different areas of E-Safety which include: top tips for internet safety, how to prevent cyber bullying and the risks of social media networking. Computing teachers refer to many useful E-Safety websites during lessons such as: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.netsmartzkids.org](http://www.netsmartzkids.org), [www.childnet.com](http://www.childnet.com), as well as others. Children are then encouraged to revisit these websites at home with their parents.

As well as this, 'Safer Internet Day' is celebrated within computing lessons during the month of February. We also hold an 'E-Safety Parents' Presentation' which highlights online safety issues. During the evening, we provide up-to-date practical advice on how to talk to your children about online issues as well as how your child can get the most out of the Internet whilst using it both positively and safely.

A copy of the school's Rules for Responsible Use of iPads, Computers and the Internet, which is signed by every child at the beginning of the year, can be found at the back of this booklet. A copy is also included in the school planner.

## MUSIC

Music at the RGS enjoys an outstandingly illustrious tradition. Children in both the Junior and Senior Schools are taught by music specialists and over 20 visiting instrumental tutors. A comprehensive programme of class music overflows into an extensive range of activities which take place before school, in lunch breaks and after school.

At the Junior School, all children are encouraged to become involved in musical activities, even if they have had no previous experience. All groups meet regularly and perform in concerts throughout the school year. The musical groups vary from year to year, but in 2018-2019 they were as follows:

|                             |                          |
|-----------------------------|--------------------------|
| Junior Orchestra:           | Mondays, 8.00 - 8.30am   |
| Chamber Choir:              | Mondays, 4.00 - 5.00pm   |
| Guitar Group                | Tuesdays, 8.00 - 8.30am  |
| Junior Choir (Years 3 & 4): | Tuesdays, 8.00 - 8.30am  |
| Wind Ensemble               | Mondays, 12.30 - 1.00pm  |
| String Group                | Mondays, 12.30-1.00pm    |
| Junior Choir (Years 5 & 6): | Thursdays, 8.00 - 8.30am |
| Recorder Group:             | Thursday, 12.30 - 1.00pm |
| Brass Ensemble              | Fridays, 12.30 - 1.00pm  |

Instrumental tuition is available on a full range of orchestral, jazz and rock instruments. Speech and Drama (LAMDA) lessons are also available on this system. Year 3 students who are seriously considering taking up a musical instrument, are given the opportunity to play a stringed instrument on a trial scheme, free of charge. Year 5 students who have not done so before may also take advantage of this, or a parallel scheme for wind or brass instruments. Trial lessons take place during the autumn term, after which students can opt to continue tuition on an individual basis at a cost of £19.80 per 30 minute lesson. Pupils already receiving instrumental tuition on entry to the school can opt to remain with their present teacher or receive tuition from one of the RGS tutors. **If your child would like to take advantage of individual instrumental tuition at the RGS, parents are asked to contact the Director of Performing Arts, Mr Z Fazlic or Mrs K Clappison (Head of Junior**

**School Music) at the New Parents' Meeting in June or by telephone or email soon after. Instrumental timetables are usually drawn up over the summer holiday for the following September.** Mr Fazlic and Mrs Clappison can be contacted in writing, via your child or via email: k.clappison@rgs.newcastle.sch.uk or z.fazlic@rgs.newcastle.sch.uk.

Music lessons in school take place during school time and a rota is established so that children do not miss the same academic lesson every week. Lessons are held in dedicated music rooms in either Lambton Road or the Performing Arts Centre.

Music is very important aspect of life in the Junior School. There are opportunities for children to be involved in musicals, the annual House Music Competition, Junior School Spring Concert, the Friday Café and a variety of chamber concerts which take place throughout the school year.

Above all else, we hope that your child's experience of music making will be full, varied and fun. To ensure this is so, please do not hesitate to contact Mr Fazlic or Mrs Clappison if you would like to know further details of any aspect of music provision.

## REPORTING, ASSESSMENT & CONSULTATION

### Reports

The following table indicates when different year groups receive their reports and when Parents' Conferences take place. Reports are either in the form of a grade sheet or a full written report. The dates of when you will receive these will be published in the calendar and a letter sent at the start of term. The chart below highlights the reporting cycle for the coming year.

| Year Group | Autumn Half Term 1          | Autumn Half Term 2           | Spring Half Term 1                              | Spring Half Term 2                             | Summer Half Term 1       | Summer Half Term 2         |
|------------|-----------------------------|------------------------------|---|--|--------------------------|----------------------------|
| 3          | Parents' Conference October | Summary Report               |   | Performance Indicators plus Student Reflection | Parents' Conference June | Full Written Report (July) |
| 4          | Summary Report              | Parents' Conference November | Performance Indicators plus Student Reflection  | Parents' Conference March                      |                          | Full Written Report (July) |
| 5          | Summary Report              | Parents' Conference November | Performance Indicators plus Student Reflection  | Parents' Conference (students invited) March   |                          | Full Written Report (July) |
| 6          | Parents' Conference October | Summary Report               | Parents' Conference (students invited) February |  | SATS                     | Full Written Report (July) |

### Assessment

This is an ongoing process designed to facilitate the educational development of each child. Assessment takes place whenever a piece of work is marked and throughout lessons when a child responds to a teacher, collaborates in group work, or works independently. In these ways, the teacher learns how well a child is doing. Assessment also takes place in certain

subjects when a topic is completed, and at set times in the year when formal exams take place. We do not want our young children to feel unduly pressurised or fearful of exams and time is spent within class, in assemblies and in PSHE, to gently present the message that, although we want children to prepare for exams, they must not worry about the outcome.

## **Consultation & Parents' Conferences**

You are welcome to come into school at any time to discuss your child's progress. Formal parents' conferences are held according to the timetable on the previous page and you will receive an invitation near to the date when you will be asked to select a time when it is convenient for you to attend.

Parents of **new** starters will be invited to attend a social gathering in October with form teachers where the focus of the evening is getting to know staff and parents of other new starters. Further information about the philosophy and aims of the parents' conference schedule, dates and times will be issued at the start of term.

## **SCHOOL ACTIVITIES**

Extra-curricular activities are a very important part of RGS life and we pride ourselves on the range of activities on offer. We believe that, in addition to play-time, they help to enrich the lives of the children, help to foster links between children in other classes and also enable them to develop social skills and emotional qualities.

Many of the activities involve children of different ages and exposure to children from other year groups is valuable for both younger and older children.

Children are made aware of what is available at the beginning of the term via a clubs' list. It is important that they join activities and parents should discuss what is on offer with their children. Where places are limited, we operate a rota to ensure everyone who wants to, has an opportunity to try the activity.

Here are just some of the clubs offered this year: swimming, rugby, gymnastics, cricket, tennis, chess, computing, orchestra, choir, athletics, art, drama, football, judo, fencing, rounders, dance, cookery, netball, ballet, story corner and eco-club.

Some activities take place before school, some during lunch-break and some after school. Some are seasonal.

Do encourage your child to sign up to these – they will benefit in so many differing ways. **There will be a list of all extra activities on the notice board in the foyer, a copy will be emailed home and your child will bring a list home at the beginning of the term.**

Those children who are selected for teams in order to represent the school are encouraged and expected to attend the associated practices.

The table on the next page shows the activities that were offered in the autumn of 2018; it is anticipated that it will be similar this year. If there are any changes to be made they will be highlighted when the list is printed at the start of term.

# AUTUMN TERM CLUBS AND ACTIVITIES

|                      | MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY  | FRIDAY  |
|----------------------|---|---|--|---|---|
| <b>Before School</b> | <p><b>Junior Orchestra</b><br/>Fenwick Hall 8.00 (KC)</p> <p><b>Football – Yr 5</b><br/>ATP 7.45 – 8.15 (JAP/AC)</p> <p><b>Pentathlon Laser Invitational</b><br/>Senior Sports Facility<br/>7.50 – 8.20 (IA)</p>  | <p><b>Junior Choir - Yrs 3 &amp; 4</b><br/>Lambton Hall 8.00 – 8.30 (KC)</p> <p><b>Girls' Hockey - All Years</b><br/>ATP 7.45 – 8.15 (AJW)</p> <p><b>Football - Yr 6</b><br/>ATP 7.45 – 8.15 (JAP/AC)</p> <p><b>Biathlon – All Years</b><br/>Swimming Pool 7.50 - 8.20 (CLB/TE)</p>   | <p><b>Football - Yrs 3 &amp; 4</b><br/>ATP 7.45 – 8.15 (JAP/JNM)</p> <p><b>Fencing – Yr 3 – 6</b><br/>Senior Sports Facility<br/>7.50 – 8.20 (IA)</p>  | <p><b>Junior Choir – Yrs 5 &amp; 6</b><br/>Fenwick Hall 8.00 (KC)</p>   | <p><b>Fitness - all years</b><br/>ATP 7.45 – 8.15 (JNM)</p> <p><b>Boys Hockey ATP</b><br/>7.45 – 8.15 (JAP/EB)</p>  |
| <b>Lunchtime</b>     | <p><b>English Work Shop - Yr 6</b> 6W Classroom<br/>12.30 – 1.00 (KW)</p> <p><b>Dance - Yrs 3 &amp; 4</b><br/>Fenwick Hall<br/>12.35 – 1.00 (JR)</p> <p><b>Swimming - Yrs 5 &amp; 6</b><br/>12.35 – 1.05 (CLB/RS/EB)</p> <p><b>eCadets and Digital Leaders</b><br/>Computer Room<br/>12.30 – 1.00 (RT/TL)</p> <p><b>Climbing – Yr 6</b><br/>Climbing Wall<br/>12.30 – 1.05 after ½ term (AJW)</p> <p><b>Art - all years</b><br/>Art Room<br/>12.30 – 1.00 (MN/SM)</p> | <p><b>Hockey – Yr 3 &amp; 4 Boys &amp; girls</b> ATP<br/>12.30 - 1.00 (EB)</p> <p><b>Cookery Yrs 5 &amp; 6</b><br/>Teaching Kitchen<br/>12.20 – 1.00 (MN)</p> <p><b>Drama Yrs 3 &amp; 4</b><br/>Fenwick Hall<br/>12.20 – 1.00 (RS)</p> <p><b>Top Trumps All Years</b><br/>6L Classroom<br/>12.30 – 1.05 (TL)</p> <p><b>Board Game playing and designing all years</b><br/>3C classroom<br/>12:30-1:00 (HC)</p>                        | <p><b>Rugby - Yr 6</b><br/>Field 12.35 – 1.05 (JAP)</p> <p><b>Netball – Yr 3 and 4</b><br/>Sports Hall 12.30 – 1.00 (EB/SM/RT)</p> <p><b>Free Reading – All Years</b><br/>6W Classroom (KW)<br/>12.30 – 1.00</p>   | <p><b>Hockey - Yr 5 &amp; 6</b><br/>ATP 12.30 – 1.00 (EB/AJW)</p> <p><b>Fencing – Yrs 3 – 6</b><br/>Sports Hall 12.30 – 1.05 (IA)</p> <p><b>Eco - all years</b><br/>Science Lab Brandling House<br/>12.30 – 1.00 (AJS)</p> <p><b>Reading Group – Goth Girl</b><br/>6W Classroom (KW)<br/>12.30 – 1.00</p> <p><b>Sewing – Y4, 5 and 6</b><br/>5W Classroom<br/>12.30 – 1.00 (LW/CC)</p> <p><b>Recorder Group - all years</b> Fenwick Hall<br/>12.30 – 1.00 (KC)</p> <p><b>Cookery – Y3 and 4</b><br/>Teaching Kitchen<br/>INVITATION ONLY<br/>12.20 – 1.00 (RT/IF)</p> | <p><b>Free Reading/Story Corner All Years</b><br/>6W Classroom<br/>12.30 – 1.00 (KW)</p> <p><b>Swimming – Yrs 3 &amp; 4</b><br/>12.35 – 1.05 (CLB/RJC)</p> <p><b>Origami Club Yrs 5 &amp; 6</b><br/>12.30 – 1.00<br/>5RS Classroom (RS)</p> <p><b>Dance 2 - Yrs 5 &amp; 6</b><br/>Fenwick Hall<br/>12.30 – 1.00 (JR)</p> <p><b>Pentathlon - Laser Y3 – 6</b><br/>Venue TBC 12.30 - 1.00 (IA)</p> <p><b>Pottery - all years</b><br/><i>You will need to apply following a letter.</i><br/>12.30 – 1.00 (MN/SM)</p> <p><b>Girls Rugby Y5 and 6</b><br/>Field<br/>12.30 – 1.05 (JAP)</p> |
| <b>After School</b>  | <p><b>Gym Club – 3N</b><br/>Sports Hall<br/>3.30 – 4.20 (RVM)</p> <p><b>Gym Team training (invitation only)</b><br/>3.30 - 5.30 (RVM)</p> <p><b>Girls' Chess – All years</b><br/>5B Classroom 3.30 – 4.30 (DE)</p> <p><b>Junior Chamber Choir Invitation Only</b><br/>Fenwick Hall<br/>4.00 – 5.00 (ZF)</p> <p><i>Please note: Chess will not begin until Tuesday 12<sup>th</sup> September.</i></p>  | <p><b>Maths – Y3 and 4 (Invitation only)</b><br/>3S Classroom<br/>3.30 – 4.15 (LMS)</p> <p><b>Fencing – Yrs 3 - 6</b><br/>Sports Hall 3.20 – 5.45 (IA)</p> <p><b>Chess - Yr 5 and 6</b><br/>6L Classroom<br/>3.30 – 4.30 (DE)</p> <p><b>Girls' Hockey - Yr 5 &amp; 6 ATP</b><br/>3.30 – 4.30 (AJW/EB)</p> <p><b>Rugby - Yr 3</b><br/>Field<br/>3.30 – 4.20 (JAP/TL)</p> <p><b>Rugby - Yr 4</b><br/>Field<br/>3.30 – 4.20 (RJC/AC)</p> | <p><b>Computer - Yr 6</b><br/>3.30 – 4.15 (TL)</p> <p><b>Chess - Yr 3</b><br/>5W Classroom<br/>3.30 – 4.30 (DE)</p> <p><b>Gym Team training invitation only</b><br/>Sports Hall 4.00 – 5.30 (RVM)</p> <p><b>Spelling – Y3 &amp; 4 Invitation only please</b><br/>3S Classroom<br/>3.30 – 4.15 (LMS)</p> <p><b>Swimming training invitation only</b><br/>3.30 – 4.30 (TE/CLB/RJC)</p> | <p><b>Chess – Yr 4</b><br/>5S Classroom<br/>3.30 – 4.30 (DE)</p> <p><b>Netball – Y5 and 6</b><br/>Sports Hall 3.30 – 4.30 (RS/EB)</p> <p><b>Rugby - Yrs 5 &amp; 6</b><br/>Field 3.30 – 4.30 (JAP/JNM)</p> <p><b>Ballet – All Years</b><br/>Fenwick Hall<br/>3.30 – 4.30 (JR)</p>  | <p><b>Chess – Yr 5 and 6</b><br/>5W Classroom<br/>3.30 – 4.30 (DE)</p> <p><b>Gym Club - 3C &amp; 3S</b><br/>Sports Hall<br/>3.30 – 4.20 (RVM)</p> <p><b>Gym Team training (invitation only)</b><br/>Sports Hall 3.30 – 5.30 (RVM/CC)</p> <p><b>French - Yrs 3 &amp; 4</b><br/>3S Classroom 3.45 – 4.20 (LMS)</p>  |

**Staff initials:** IA= Mr I Aberdeen, KC = Mrs K Clappison, CLB = Miss C Bolam, RT = Mrs R Towers, RJC = Mr R Craig, TL = Mr T Lloyd, DE = Mr D Eggleston, TE = Mrs T Etherington, IF = Mr I Flowers, AC = Mr A Cragg, RVM = Mr R Mackay, JNM = Mr J N Miller, JAP = Mr J Pollock, RS = Miss R Scott, CC = Mrs C Cree, AJS = Dr A Spencer, LMS = Mrs L Stairmand, KW = Mrs K Wall, AJW = Miss A Whitney, SM = Mrs S McCulloch  
MW = Mr M Walton, MN = Miss M Noble, LJ = Mrs L Johnston, HC = Miss H Close, LW = Miss L Wood, JR = Miss J Richardson, EB = Mrs E Barlow

## **MEDICAL MATTERS**

There are medical staff on site every day, and the school doctor visits regularly. Those who are involved in accidents or taken ill are quickly seen by the school nurses, Mrs Victoria Duns and Mrs Mo Thorniley-Walker, or by a first-aid trained member of staff. Where treatment or the nature of injury warrant contact with home, we will do so via telephone or note, but we will not trouble you with information about everyday 'bumps and scrapes'.

Any medication that you would like us to administer to your child during the day should be clearly named and handed to either reception where you will be asked to complete a form.

Please keep us suitably informed of any medical requirements or conditions concerning your child. Confidentiality is respected.

Contact for Mrs Duns and Mrs Thorniley-Walker is via the Main Office on 0191 2815711.

## **ABSENCE**

If your child is to be absent, then please let Miss Noble or Miss Gravely, School Secretaries, know via email or telephone before 9.30am. After this time, the school will contact you.

Leave of absence must be requested in writing, or by email, in advance of the anticipated date, but please note that holidays during term time do not qualify for leave of absence. It is the school policy that requests for such holidays should not normally be accepted. Requests are given reasonable consideration by the Headmaster. If you have children in both Junior and Senior School then please send your request directly to Mr Fern.

## **PHYSICAL EDUCATION**

Year 3 and 4 children have four periods of games per week and a double PE lesson every week. In addition to this, they have a 60 minute swimming lesson every week. This is beyond the level of provision for physical education in the National Curriculum, but we believe it to be appropriate as it helps to develop physical fitness, skill levels and team spirit amongst the youngest children. There are inter-school competitive fixtures in Year 3 and 4, and we try to ensure that everybody is selected to compete in rugby, cricket and soccer, or hockey, netball and rounders, on at least one occasion every year.

Children in Years 5 and 6 have a double lesson of PE, a 60 minute swimming lesson and three periods of games. In Years 5 and 6, we are able to offer a more extensive programme of fixtures for our students.

All children are encouraged to take advantage of the wide range of extra-curricular sports and clubs.

Parents are invited to watch any sporting event and travel with our teams when playing away. They must sign in to the office on arrival. A letter is issued for each fixture (usually two weeks in advance), giving full details and advising those that need to re-arrange individual music lessons to contact their VMT (visiting music teacher) directly. Please note that if parents do not give their VMT one week's notice of the need to change the scheduled lesson, they might be charged for it.

## **MOUTHGUARDS**

Children are not allowed to play in rugby or hockey lessons unless they are wearing a mouth guard. These can be purchased from sports shops but we would recommend that you use the services of a dentist to ensure that the guard is properly fitted for your child.

## **LUNCHES**

Lunch at the RGS is taken in the dining hall in Brandling House. There is an extensive menu (including vegetarian and halal options which are regularly available), and all children are encouraged to take lunch at school. However, lunches are not compulsory and those who prefer to bring their own packed lunch can do so. Those who wish to bring packed lunch should contact the Bursar's Department so that the charge for lunch is cancelled. Any special dietary requests should be directed to the Catering Manager, Mr Bulch, via email ([b.bulch@rgs.newcastle.sch.uk](mailto:b.bulch@rgs.newcastle.sch.uk)) or telephone (0191 2128929).

## **BIRTHDAYS**

Birthdays are an exciting time for children and staff are happy to help celebrate by distributing birthday cakes; however, we would be grateful if cakes were already cut into the required number of pieces (individual cupcakes are also ideal) and sent with napkins. Please note that we do have children with nut allergies, so it is important not to include any nuts within the cakes.

## **CHESS**

The Chess Club in the Junior School meets five days a week between 3:30pm and 4:30pm. It is held on Tuesdays and Fridays for Years 5 and 6, Thursdays for Year 4 and Wednesdays for Year 3. Mondays are 'girls only' chess club for the first 2 terms of the school year, and for the summer term, only those pupils going on the trip to Prestatyn can come on Mondays.

Here at the RGS we give the children a chance to play chess competitively in three national competitions: one for individuals (The UK Chess Challenge) and two for school teams (English Primary Schools Chess Association Championships and English Chess Federation's U11 schools' championships). The ECF event is only for children in Years 5 and 6. There are also many other more local competitions.

Our chess coach is Mr David Eggleston. He is currently ranked at 40<sup>th</sup> nationally. Mr Eggleston enters our teams into numerous regional competitions as well as in national competitions. He is available by private arrangements for individual chess tuition.

## **SCHOOL VISITS**

We have regular trips to places of interest which help develop and enrich our curriculum and they are an important part of school life. These range from part day or full day visits, returning in school time, to fully residential occasions. Parents will be informed of these and are sometimes given the opportunity to come along and help to staff them. The school usually meets the cost of transport and entry costs for day visits, although for a few visits a charge is necessary. Residential trips costs for outdoor activities, are met by the school budget except for the summer holiday Patterdale visit.

The coach firms we use are reputable and experienced. All school staff driving a school minibus must be over 25, have a minimum of 2 years driving experience and have passed a driver's competence test designed to comply with the School's Health and Safety Policy.

## **Outdoor Activities Programme**

The school has a well-developed outdoors activity programme with trips or activities in every year in order to develop the pupils' independence, resilience in the face of challenges and love of the countryside. In Year 3, children have an overnight trip to the Cheviots with lots of exciting activities planned.

In Year 4, the children visit the Lake District for a two night stay. During this time, they go canoeing, walking, griffin hunting and complete outdoor problem solving activities alongside other activities.

In Year 5, the children visit Ford Castle for a two night stay, with a range of activities to stimulate both the mind and the body.

In Year 6, the children take part in a 2 night residential trip to the Cheviots where they will be immersed in the countryside of the North East, learning new skills. Weather permitting, they camp and are involved in valuable reliance skills like preparing meals etc. Quite a challenge!

At the end of Year 6, to round off their time in the Junior School, the children have the opportunity to join a five day trip, during the holidays, to the Lake District. This incorporates a night's camping, a day walk, climbing and abseiling, sailing and much more in the tranquil surroundings of Glenridding. The cost of this trip, it being voluntary and in the holidays, is met by parents (see following list).

This list is typical of visits during the year, but there will be variations. A few of the trips incur charges which will be made known nearer the time (\*)

### **Autumn Term**

|               |  |               |  |
|---------------|--|---------------|--|
| <u>Year 3</u> | War Memorial Walk<br>Great North Museum<br>Christmas Theatre (*) | <u>Year 4</u> | Bede's World<br>York residential visit<br>Christmas Theatre (*)  |
| <u>Year 5</u> | Ford Castle residential visit<br>Christmas Theatre (*)           | <u>Year 6</u> | Ingram Valley<br>Christmas Theatre (*)<br>Kirknewton Residential |

### **Spring Term**

|               |   |               |  |
|---------------|---|---------------|--|
| <u>Year 3</u> | Great North Museum<br>Laing Art Gallery                 | <u>Year 4</u> | Hindu Temple<br>Whitley Bay<br>Great North Museum<br>Patterdale Hall residential<br>Skiing, France (approx £950) |
| <u>Year 5</u> | Walking tour of Newcastle<br>Skiing, France (see above) | <u>Year 6</u> | Skiing, France (see above)   |

### **Summer Term**

|               |   |               |   |
|---------------|---|---------------|---|
| <u>Year 3</u> | Jesmond Walk<br>Arbeia<br>Ouseburn Farm<br>Kirknewton Residential | <u>Year 4</u> | Great North Museum  |
| <u>Year 5</u> | Beamish   | <u>Year 6</u> | Beamish & Victoria Tunnels<br>London Trip<br>Activity holiday (*) |

\* Lake District, Patterdale Hall, in holiday time for those choosing to attend - approx £400

### **Visitors to School**

As well as enriching the curriculum through educational visits, we also invite people into school to help develop skills and interests. In recent years, the children have met: *Steve Judge (paralympic athlete), The Salvation Army, Rob Lloyd Jones (author), Piers Torday (author), Robin Stevens (author), Emma Carrol (author), Chris Cook (Olympic swimmer), Technology Tom, LEGO Wedo, Ian Roberts (director of music at St. Nicholas Cathedral), Anna Turnbull (silk painter), Barclay Bank (money skills team), NSPCC, Newcastle City Council (road safety team).*

## THE HOUSE SYSTEM AND MERITS

In order for children to feel like part of one big family, as well as part of a class and year group, everyone joins one of the school houses that compete for trophies in activities throughout the year. These include events such as house assemblies, a general knowledge quiz, sporting events and the house poetry competition. The main aim is to help each individual child feel part of a large, supportive group that spans the age range within the school. At particular times of the year children take lunch together in house groups.

You will have already been asked to alert us to any preference for a particular house and your son/daughter has now been put into one of the four houses listed below.

| <u>House</u> | <u>Colour</u> | <u>Teachers in Charge</u>                                      |
|--------------|---------------|--|
| Horsley      | Blue          | Dr Spencer, Mrs McCulloch, Miss Close, Mrs Towers, Mrs Gilmore |
| Eldon        | Green         | Miss Whitney, Miss Noble, Mrs Cree, Miss Wood, Mrs Sisterson   |
| Stowell      | Red           | Mrs Stairmand, Mr Miller, Miss Scott, Mr Lloyd, Mrs Johnston   |
| Collingwood  | Yellow        | Mrs Wall, Mrs Baker, Mrs Hogg, Miss Robinson                   |

Non-affiliated – Mr Craig, Mrs Barlow and Mr Cragg.

Pupils stay in their allocated house until they leave senior school.

The main on-going academic house competition is the merit system. Children are awarded a merit certificate for an outstanding piece of work that has been completed at school and for non-academic acts that impress teachers (for example: acts of kindness towards others).

Headmaster's merits are awarded for a variety of reasons, ranging from private research following a question posed in assembly or the Bulletin, to good behaviour or acts of care which are especially worthy of reward. They are awarded at the Headmaster's discretion and they recognise an individual's contribution to school life.

Every half-term the children who have collected the largest number of merits in each year group are awarded a book token.

At the end of the academic year, the House Merit Trophy is awarded in the Prize Giving ceremony to the house with the largest number of merits. At the same ceremony, a variety of prizes are awarded which celebrate many aspects of the school life, including effort, achievement and improvement in certain areas of school life. As this is the final event of the year, we celebrate the year, the children and their many achievements and successes at the RGS – Mr Craig's common theme in assembly is, '**One School, One Team**'.

## PREFECTS

In Year 6, all children are invited to be prefects. As the oldest children in the school, they are already expected to set a good example and this allows them to take a leading role in acts of service to the school community. The duties performed are designed to give the Year 6 children additional responsibility around school.

## STUDENT COUNCIL

Every year, two children from each class are nominated by their classmates to represent them at student council meetings. Meetings are held regularly throughout the year and two Year 6 students are chosen by their peers to be the chair and secretary. Whilst staff are on hand to help with the meetings, they are largely lead by the students. This is a time when children can put forward their questions and suggestions about school and then follow-up these ideas. In recent years, Student Council have been responsible for helping to choose new equipment for the playground, suggesting stalls for the summer fair and were involved in a recent review of school lunches. They have even been asked to interview, and then comment, on prospective teachers!

## **TRANSFER TO THE SENIOR SCHOOL**

It is only rarely that we find we cannot recommend pupils for a place at the Senior School. Consequently, in the spring of the year in which your child is in Year 6, you should receive a letter from the Senior School Headmaster, Mr John Fern, confirming your child's place in the Senior School.

This offer is not dependent upon performance in an entrance examination, but it is dependent upon progress and effort during time in the Junior School.

Our system of continuous assessment and regular feedback to parents should ensure that any problems with educational progress are quickly identified and brought to the attention of all concerned. In that way, we are able to support the industry and ambitions of the children. However, if someone chooses not to work to the best of their ability and then fails to respond to encouragement and direction, it could jeopardise this offer of a Year 7 place. If for any other reason we have concerns about the ability of a student to cope with life in Senior School, we shall discuss them with parents at the earliest possible date. So, entry to the Senior School is not automatic but it is expected as a consequence of satisfactory progress.

## **LOST PROPERTY**

Some children in the Junior School do tend to lose things! Our system for returning items is fairly good: there are lost property containers in the Junior School and prefects check these twice a week, returning all named items. Items left in the Senior School take a little longer to return, but usually do eventually turn up if named.

**If an item is named then it is easier to trace its owner.**

If you are anxious about something that has been lost on the Senior School site, you can go to the Lost Property Office where found property is stored. This is situated in the main school corridor between the maths block and the Senior School hall. The office is open daily at the following times:

8.30 – 8.50am

1.30 – 2.00pm

4.00 – 4.45pm

**Please remember: all items must be clearly named.**

## **JUNIOR SCHOOL FAMILY EVENTS**

We have a number of 'family events' during the year, depending on level of interest and, there are occasions when staff, students and parents come together at school or an external venue to raise funds or to simply have fun together.

In May a good number of students and their families ran at the Children's Cancer Run in the Gosforth Park. This is one of our favourite events and we hope you will sign up for that event in particular. We have held discos for the children, 'Friday Cafes', and, at the end of the year, a Summer Fayre at the RGS Day. Sometimes the events are organized by small groups of parents and we have also had, over the years, formally created associations of parents to plan and introduce a broader range of activities. Mr Craig will be very pleased to discuss events that individuals or groups might wish to organize.

A Junior School Family Group is planning events for the coming year.

### **Events held in recent years:**

**October:** **Year 3 and 4 disco** – fancy dress, a fun disco comprising dancing and traditional party games for the lower years, 'entertainment' by Mr Miller.

**November:** **Christmas Panto**

**March: Family Quiz Night with Mr Craig as quizmaster**

**April: Film Night**

**May: Greggs Fun Run** – a truly memorable experience for all competitors, often very muddy!

**May: Year 5 and 6 disco** – Post SATS/exam disco, 'entertainment' by Mr Miller; a splendid, hot and tiring dancing experience!

**June: RGS Junior School Summer Fair** – all the fun of the fair. Traditional stalls and old fashioned fun – including: raffles, tombola, candy floss, wet sponge throwing at the staff, football tournament, pet show.

**Threadaware** – Threadware is a scheme available to new or existing RGS parents who are able to quickly and easily access good quality second hand uniforms and sports kit at substantially discounted prices. The money raised from the sales goes towards the Bursary Fund. If you have any questions, please contact me via: Miss Gravely (a.gravely@rgs.newcastle.sch.uk) or Miss Noble (a.noble@rgs.newcastle.sch.uk)

Samena Syed

## STAFF PHOTOS

It is always useful to be able to put a name to a face so we've put together staff 'photo shot' pages to help you recognise members of staff and so you know who's who around school.

We hope they don't scare you too much!

|   |   |  |
|---|---|--|
|    |    |   |
| <p style="text-align: center;"><b>Mr Roland Craig</b><br/>Junior School Headmaster<br/>Swimming &amp; Games</p>   | <p style="text-align: center;"><b>Mr James N Miller</b><br/>Deputy Head<br/>Class Teacher 6M<br/>Assessment &amp; Reporting</p> | <p style="text-align: center;"><b>Dr Tony Spencer</b><br/>Deputy Head<br/>Subject Leader: Science</p>  |
|   |    |    |
| <p style="text-align: center;"><b>Mrs Karen Wall</b><br/>Leadership Team<br/>Pastoral Care Leader<br/>Class Teacher 6W<br/>Subject Leader: English, Library</p> | <p style="text-align: center;"><b>Mr Thomas Lloyd</b><br/>Class Teacher 6L<br/>Subject Leader: Maths</p>                        | <p style="text-align: center;"><b>Mrs Claire Baker</b><br/>Class Teacher 5B<br/>Subject Leader: History, Geography,<br/>Swimming<br/>Charitable Events Coordinator</p> |
|    |    |   |
| <p style="text-align: center;"><b>Miss Helen Close</b><br/>Class Teacher 5C</p>   | <p style="text-align: center;"><b>Miss Rachel Scott</b><br/>Class Teacher 5S<br/>Subject Leader: PSHE, RE,<br/>Drama</p>        | <p style="text-align: center;"><b>Miss Alison Whitney</b><br/>Class Teacher 4W<br/>Subject Leader: Outdoor Education</p>   |

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|            |                                      |     |
| <p><b>Mrs Samantha McCulloch</b><br/>Subject Leader: Art &amp; DT<br/>Class Teacher: 4M</p> | <p><b>Mrs Linsey Hogg</b><br/>Class Teacher: 4M (Part time)</p>  | <p><b>Miss Lucie Wood</b><br/>Class Teacher 4LW</p>                                   |
|            |                                     |    |
| <p><b>Miss Michaela Noble</b><br/>Class Teacher 3N</p>                                      | <p><b>Mrs Louise Stairmand</b><br/>Deputy Designated Safeguarding Lead<br/>Learning Support<br/>Class Teacher 3S</p> | <p><b>Mrs Rachel Towers</b><br/>Class Teacher 3T<br/>Subject Leader: Computing</p>    |
|          |                                   |  |
| <p><b>Mrs Katherine Clappison</b><br/>Junior School Head of Music</p>                       | <p><b>Mrs Catherine Cree</b><br/>Science<br/>French</p>  | <p><b>Mrs Cate O'Hanlon</b><br/>Languages</p>   |
|          |                                   |  |
| <p><b>Mr Adam Cragg</b><br/>Head of Boys' Games</p>   | <p><b>Mrs Erin Barlow</b><br/>Head of Girls' Games</p>   | <p><b>Mr Roddy Mackay</b><br/>PE, Swimming &amp; Gymnastics Coach</p>                 |

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|    |    |    |
| <p><b>Ms Tracey Etherington</b><br/>Swimming Coach</p>                              | <p><b>Mrs Lesley Johnston</b><br/>Teaching Assistant</p>  | <p><b>Mrs Alaina Gilmore</b><br/>Teaching Assistant</p>                               |
|    |    |    |
| <p><b>Mrs Helen Dearing</b><br/>Teaching Assistant</p>                              | <p><b>Mrs Helen Sisterson</b><br/>Teaching Assistant<br/>After School Supervisor</p>  | <p><b>Miss Charlotte Robinson</b><br/>Teaching Assistant</p>                          |
|  |    |  |
| <p><b>Mrs Sabina Shaw</b><br/>After School Supervisor</p>                           | <p><b>Miss Amanda Noble</b><br/>Junior School Secretary</p>   | <p><b>Miss Alison Gravely</b><br/>Junior School Assistant Secretary</p>               |
|  | <p><b>Additional Staff:</b></p> <p>Ms Alice Lee - Director of Student Development &amp; Learning Support<br/> Mr Zlatan Fazlić - Director of Music &amp; Performing Arts<br/> Mrs Victoria Duns &amp; Mrs Mo Thorniley Walker - School Nurses<br/> Mr David Eggleston - Chess Coach</p> |   |
| <p><b>Mrs Emma Evans</b><br/>Junior School Receptionist</p>                         |   |   |

**On the next few pages you will find a copy of the Code of Conduct and the ICT agreement. These important documents are in school planners and should be signed by your child. These copies are for your own records and to refer to at home.**

## **CODE OF CONDUCT – school Rules for children**

Remember that it is important to treat others as you would like to be treated yourself; show respect to those around you and remember that the impression we give both inside and outside school is important. Be proud of yourself and your school.

As a pupil of the Royal Grammar Junior School, I agree to:

1. be COURTEOUS and CONSIDERATE at all times, open doors for adults and younger children, speak quietly, behave in an orderly manner in and around class and around school.
2. be POLITE at all times, using 'please' and 'thank you'; address people politely and call staff by their name.
3. be CONSIDERATE towards:
  - a) OTHERS. I will treat them as we would wish to be treated and I will always be honest.
  - b) PERSONAL BELONGINGS AND PROPERTY. I will be responsible for property and belongings. If I borrow something I will return it in the same condition that I borrowed it. I will not use other people's property without permission.
  - c) THE SCHOOL BUILDINGS. I must be careful with school property, look after it carefully and take pride in helping to keep the building tidy.
4. be PROMPT to lessons and quiet if asked to line up outside a classroom. If for any reason the class is unsupervised, I shall get a book out and read quietly.
5. be SENSIBLE in the classroom, make good use of our time and always be ready for lessons. I must pay attention in lessons, and make a note of all homework in my Homework Diary.
6. be aware of my CONDUCT around school and during playtime. I will not spoil other children's games.
7. be smart and well-presented and wear my uniform correctly. I shall always try hard and produce neat, accurate work.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

R J Craig  
Junior School Head



## **Royal Grammar School Junior School**

### **Rules for Responsible Use of iPads, Computers and the Internet**

**The School has iPads, computers and Internet access to help our learning.  
These rules will keep everyone safe and help us be fair to others.**

- I will use only my own login and password when using a computer;
- I will use the computers only for schoolwork and homework;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people a teacher has approved;
- The messages I send will be polite and sensible;
- I will not give my home address or phone number;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive a message I do not like;
- I understand that the school can check my computer files and the Internet sites I visit.
- I will take great care with all ICT equipment.

#### iPad/tablet specific rules

- I will not access other people's files on the iPads/tablets;
- I will always hold the iPad/tablet with two hands;
- I will always keep food and drink away from the iPads/tablets;
- I will remember to turn off my iPad/tablet screen when the teacher is talking;
- I will only use the apps my teacher has given me permission to use.

#### Parent/carer's permission

I give permission for use of computers, iPads/tablets and access to the Internet on the terms set out in the above rules.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

#### **Pupil's agreement**

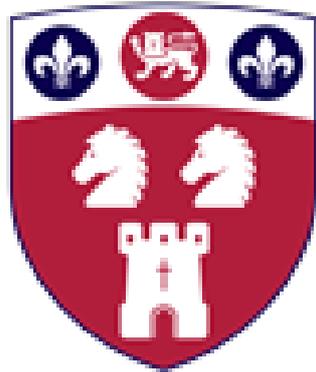
I agree to follow the Rules for Responsible Use of Computers and the Internet

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Class: \_\_\_\_\_

Please return this form to your ICT teacher.



**RGS**

**2019 - 2020**