



**Welcome to
The Roseland Academy**

Welcome To The Roseland Academy

It will not be long now before our next cohort of Year 7 students join The Roseland Academy and we are looking forward to welcoming them to our school. We have created this booklet to give students and families information about the school and answer any questions that you may have in anticipation of joining us.

Our Ethos

The Roseland Academy is an outstanding school where we nurture, challenge and inspire every child to reach their potential. We believe that students achieve their best when they enjoy their learning. All students have talents and it is our duty to guide and support each individual on their journey towards greatness. Exceptional examination outcomes, self-confidence and positive life experiences are gained through our school life and enrichment opportunities and are the hallmarks of a Roseland Academy education.

The Roseland Multi Academy Trust

We are proud to be part of a partnership of schools across Cornwall, called The Roseland Multi Academy Trust.

Our Mission – The Roseland Multi Academy Trust provides outstanding education for our communities where everyone succeeds.

Our Vision – To inspire a love of learning within environments that are happy, respectful and challenging, where everyone feels valued and able to reach their full potential.

Our Values – Kindness-Responsibility-Ambition

Exceptional Teaching and Learning

The quality of teaching and learning at The Roseland Academy is extremely high and we are very proud of it. Our last Ofsted inspection stated that, throughout the school, our students benefit from high-quality teaching, enabling them to make excellent progress. Ofsted also noted that our teachers know their students exceptionally well and plan learning activities thoroughly so that everyone is supported to progress in line with their capabilities.

Behaviour and Attitudes

At The Roseland Academy, we have high aspirations and our staff, parents/carers and students aim high with us. We unashamedly promote traditional values of respect, good manners and hard work and offer our students a positive environment to prepare them for the challenges and opportunities they will face in their future. Whilst maintaining our position as one of the country's top performing secondary schools, we remain a small, inclusive community-centred school.

Personal Development

Each person at The Roseland Academy is respected and valued equally, irrespective of gender, faith, ability, heritage, race or other characteristics. Our curriculum and ethos helps our students to find out about themselves and others, giving them a sense of their place in the world. We place great emphasis on providing students with opportunities to participate in clubs, events and celebrations to broaden their life experiences.

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Stay up to date with the latest school news and events happening at
The Roseland Academy by:

- following our Facebook page **@TheRoselandAcademy**
or
- visiting the school website **www.theroseland.co.uk**

Further information about The Roseland Multi Academy Trust can be found on
www.theroselandmat.co.uk

Who to Contact

School Secretaries When you visit or telephone the School (01872 530675 or 530583) a secretary will be on duty during school hours to help with general enquiries or appointments.

The Form Tutor/Co-Tutor In most instances your child's form tutor/co-tutor is your first contact. They are called "tutors" because they take a keen interest in each of their form's education and well being. The form tutor will know your child well and will be able to advise you on their social and academic progress.

Learning Leader Miss Hare is the Learning Leader for Years 7 and 8 and can be contacted if you have any enquiries about learning, progress, social issues or factors affecting performance at school.

The Wellbeing Team are there to address any safeguarding concerns or to support with student emotional or physical health.
Contact email **wellbeing@theroseland.co.uk**

What will be different for me?

Finding your way around

Our Year 7 students sometimes feel concerned about finding their way around the school site and worry that they may get lost so to support with this we put the following procedures in place:

- You will be moving around the school with your tutor group or teaching group for the first few days before the bell goes so the corridors will not be busy with students from other year groups.
- You will be given a map of the school which you may find useful.
- There are plenty of blue directional signs on the corridor walls. Every classroom is numbered.
- Anyone is available to ask and will be happy to help!

Planner

Every student gets provided with a planner to use and you will get a new one each academic year. This will have useful information in it and your form tutor will explain how to use it. The planner is a very important item that you must look after and utilise as much as you can. It will mostly be used to write your homework in along with deadline information.

Your tutor group and lessons

Every student is placed in a tutor group with about 25 other Year 7 students. We will make sure that you are with at least one of your friends. If you are the only student coming from your primary school, please do not worry! Moving to secondary school is a great opportunity to meet new friends and your form tutor will help you to do this.

You will go to your tutor group every morning at 8.45am for registration. Sometimes you will stay in your tutor base and undertake some tutor-led activities until first lesson which starts at 9.05am. Sometimes during the registration period, you will go to the Hall for assembly or to the eLC or BASE to take part in some small group work tasks to help with your learning.

Your form tutor is a great person to talk to if you have any problems or feel frustrated or upset by something.

You will be given your own timetable when you start here in September which you can stick into your planner to refer to.

There are some differences between primary school lessons and lessons here at The Roseland:

- You will move classrooms between lessons and have different teachers for each subject. Sometimes you may have more than one teacher for a subject.
- A bell rings at the end of each changeover time to remind everybody that it is time to move on. The teacher will also tell you when it is time to pack up your belongings for the next lesson.

Equipment

Your timetable will help you to identify what you need to bring to school each day. This will vary depending on what subjects you have. Some things will need to be brought in every day, such as your 'Ready To Learn' equipment: black pens, pencils, colouring pencils, a ruler, a rubber and a pencil sharpener. Other items will only be needed on specific days. For example, you will only need to bring your PE kit on days when you have a PE lesson or if you are staying for a sporting after school club. Lockers are also available if you want one, details on how to obtain one will be outlined in your planner.

The Mathematics GCSE, consisting of three exams, requires a student to use a scientific calculator to complete two of the papers. The correct and most effective scientific calculator for GCSE Mathematics is the Casio fx-83GTX which can be purchased from most major supermarkets.

Homework

Being organised helps so writing your homework clearly in your planner with the date that it is due back is really important. Ask your teacher to help you to do this if need to.

How much time will I need to spend on homework tasks each evening?

This can vary but usually aim for 30-45 minutes each evening. This should include at least 10 minutes of reading from a book of your choice. Reading is very important and it helps if you are interested in what you are reading. Books are also available to borrow from our eLC at school. We have a great selection including dyslexia friendly books.

What can I do if I can't remember what homework I have?

Remember to write your homework task in your planner. If you have forgotten, try asking a friend in tutor time to remind you what you have to do or find your teacher that set the homework and ask them to write the homework task in your planner.

What do I do if I find the homework difficult?

Have a go – spend 30 minutes trying your best and then ask your parent/carer to put a note on your piece of homework explaining that you have found the task difficult to understand.

Social Time

During break and lunch time, you will be able to see and spend time with your friends, purchase food from the Dining Hall, play football or participate in our school lunch time clubs which includes looking after our animals at the Roseland Community Farm in Farm Club.

What food is available?

Fresh and healthy meals are served up daily in the Dining Hall and the Covered Court and menus are revised regularly. We have many items available to cater for all diets. There is a selection of hot and cold food available. If you have any dietary requirements or allergies, please ensure that this is outlined when you set up a cashless catering account. Students are also welcome to bring in their own packed lunches.

e-Safety

Each student will be provided with their own unique Roseland log-in when they join. It is important that you do not share your password with other students and follow the school's internet guidance at all times. Parents are able to monitor homework by becoming a 'Google Guardian', which you can sign up to in our Family Learning Sessions.

Family Learning Sessions

Occasionally, we will invite you and your parents into school after school hours to learn how we use different software from primary schools. The aim of these sessions is to best support students by using the same techniques at home and at school. These events will be advertised in a timely manner prior to the event via school communications, the school website and Facebook.

Our Farm

Our Roseland Community Farm is an important part of The Roseland Academy and we are very proud of it. Students have the opportunity to look after and learn about a wide range of animals, including goats, chickens, birds, rabbits and mice. We also have reptiles who live at the farm, such as bearded dragons, a terrapin and two snakes. Students are also allowed at the farm during lunch time Farm Club to undertake animal handling or to learn more about our special animals' behaviour patterns.

Student Voice

The Roseland Academy has an established and active student Student Leadership Team. They lead on a number of initiatives such as raising awareness of climate change and undertaking direct action in school to reduce our environmental impact. They also deal with any student concerns.

Parental Frequently Asked Questions

Q: My child has had sickness and diarrhoea. When can they return to school?

The 48 hour rule does not apply in Secondary School. If your child has had a sickness bug, they can return to school as soon as they feel well enough.

Q: My child has a medical appointment – how do I inform the school?

If your child has a medical appointment, please provide the school with a copy of the appointment letter in advance. Should you not have an appointment letter, please complete a Notice of Absence form in advance which can be downloaded from our website or collected from the school Reception.

Q: Can my child contact me using their mobile phone?

No. Student’s mobile phones should be turned off and in the bottom of their bags during the school day. Should a student need to contact home or a parent need to get a message to their child, please do this through the school Reception.

Q: What if my child feels unwell at school?

If your child feels unwell, they must come to the medical room for advice. Under no circumstance should a student ask parents to come and collect them if they are feeling unwell. If your child makes contact with you, please ask them to visit the Medical Room.

Q: My child has lost their PE kit/water bottle/pencil case etc.

Please ensure all of your child’s items are named. Should anything get lost, it is much easier to return them if they have a name on them. Should your child lose anything, they can ask at Reception in the first instance if it has been handed in.

Q: My child has medication that needs to be taken during the school day. What shall I do?

If your child requires their own medication to be taken in school, this must be handed in at Reception where it will be kept in a locked cabinet. There is also a blue form which will need to be completed by the parent.

Q: Why I am not getting notifications through School Gateway?

Ensure that notifications are switched on for this App. The mobile number and email address you use for School Gateway must match what the school has on its system. Should this change, please contact Reception to let them know.

Q: What extra-curricular activities are available?

Students are encouraged to nurture their own interests and we offer a wide range of clubs and activities that take place over the academic year to suit all tastes. This is a lovely way to interact with students across different year groups and develop friendships through shared interests.

The Clubs list will change termly and will be shared in tutor groups, be put up on display in the Hall and be available on the school website and Facebook page. Instrumental music lessons include guitar, drums, piano keyboard, voice, woodwind, strings and brass. Lessons are delivered by our dedicated team of visiting music specialists. We encourage complete beginners as well as more experienced young musicians to sign up for music lessons on arrival at The Roseland Academy. For more details on instrumental music lessons, please contact Miss Polley on wpolley@theroseland.co.uk.



Student Attendance

For a student to reach their full educational potential, a high level of school attendance is essential. We consistently work towards a goal of 100% attendance for all students, however, we do accept that illness is inevitable occasionally.

We ask that medical appointments are arranged for outside of school hours. Where this is not possible, parents are requested to opt for appointment times either at the start or end of the day so students do not miss a whole day of school. Parents must collect children from the school Reception as students are not permitted to leave the premises during the day unaccompanied.

Registration is taken at 8.45am. If a student is absent, their parent must make the school aware of the reason by 9.15am and provide any further information that the school needs.

If no message has been received by 9.30am the school will phone or text the student’s parent for confirmation of absence and reason.

Parents can make the school aware of absence via a letter, telephone call, email (enquiries@theroseland.co.uk) or by visiting the school Reception.

Leave of Absence requests must be made in writing to the Headteacher where they will be considered. We would request that these are handed in with a minimum of two weeks’ notice where possible to allow time to process requests in a timely manner.

Notice of Appointment and Leave of Absence forms can be collected from the School Reception or downloaded from the school website.

[Attendance Leave Request form](#)

FORBIDDEN TO RETURN TO SCHOOL WITH A MINIMUM OF TWO WEEKS' NOTICE

Attendance for the Education Children Registration (England) Regulations 2006 which came into force on 1 September 2005 state that Headteachers may not permit your absence for holidays during term time. Absence may be granted where exceptional circumstances are demonstrated. It is the Headteacher who determines the number of days a child can be away from school if the leave is granted. Please ensure you detail below the **justified** reasons for requesting to take your child out of school and attach supporting documents where appropriate.

At the Roseland we wish to support all students and their families to achieve their best under their studies and under achievement. An important aspect of this work is ensuring that each and every student has excellent attendance. This is because students with poor attendance are vulnerable to falling behind and tend to achieve less. Parents has a central effect on our ability to work together with you to ensure that your child reaches or exceeds their educational potential.

Requests for leave of absence will be granted when:

- A student's attendance is currently under 80% or where by granting the leave would the net result in their attendance being below 80%.
- A student has earned their class award, or they are in Year 10 or 11.
- A request is not based on an "exceptional circumstance", ie a family holiday.
- A student has completed their work to assessment needs.
- The school has organised and planned specific activities to enhance the curriculum and learning experience for all, ie work experience, activities week.
- The local authority has legal proceedings.
- A student is seriously injured in their work and is awaiting required progress.

Please complete a separate form for each time you are requesting leave for:

Name of student	Date of birth
Home address	Postcode
Mobile telephone number	Home telephone number
Number of school days that your child will be absent from school	
Do you have a sibling/relative in another school? If so, please state which school:	
Support for term time leave request. Please describe in a separate sheet if necessary.	
Name of Parent/Carer	
Signature	Date

Absences (where which have not been agreed will be marked as unauthorised, these may be referred to the local authority for consideration of a penalty notice or other action.

We follow the:

Days	Attendance	%
1-5	100%	100%
6-10	90%	90%
11-15	80%	80%
16-20	70%	70%
21-25	60%	60%
26-30	50%	50%
31-35	40%	40%
36-40	30%	30%
41-45	20%	20%
46-50	10%	10%
51-55	0%	0%

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Notice of Appointment

The form is the responsibility of the parent or guardian of the child.

Name of child	Date of birth	Date of appointment	Date of return	Reason for absence

Please ensure that you attach a copy of the appointment card/letter to the form.

For all notices:
 Parental consent
 Appointment card/letter attached
 If the appointment is for a child under 16, it must be supported by the school.

The Roseland Academy Dress Code

We are very proud of our uniform which was updated in collaboration with students, parents and staff. You may notice different jumpers - Years 7, 8 and 9 wear blue and Years 10 and 11 wear black. Some students choose to wear a blazer, this is optional and can be worn in all years.

The Roseland Academy expects every student to maintain high standards of appearance at all times, both when in school or representing the school in public. Our uniform supplier, Keywear, is based in Truro.

Please ensure that all items of clothing and items such as pencil cases are clearly named so that if any items get misplaced, we can quickly return them to their owner.

Compulsory Uniform:

- Plain white school shirt or blouse with either short or long sleeves – tucked in at all times unless designed to be worn outside.
- Trousers should be full length, plain black, smart and formal.
- The Roseland tartan school skirt.
- The Roseland tartan clip-on school tie.
- Blue V neck jumper and/or slip-over with embroidered The Roseland logo (for Years 7, 8 and 9 only).
- Black V neck jumper and/or slip-over with embroidered The Roseland logo (for Years 10 and 11 only).
- Socks below knee length plain black or white socks (unless tights are worn).
- Tights must be plain black or natural – no patterns (unless socks are worn).

Shoes:

- Must be plain black low-heeled formal shoes with black soles. **Trainers or van-like shoes are prohibited.**

Optional Uniform:

- Shorts – formal, plain black.
- Black jacket with embroidered logo. Separate styles for boys and girls.
- Outdoor coat – please consider warmth and visibility for winter months – hoodies, sweatshirts or jumpers are not considered an alternative to an outdoor coat.

Hair, Make-up and Jewellery:

- Hair should be clean, tidy and of a natural colour only. Extreme hairstyles are not permitted.
- Long hair should be tied back when requested for health and safety reasons.
- Make-up should be natural. Nail varnish is not to be worn.
- Eyelash or nail extensions are not permitted.
- A wrist watch and/or one plain small stud in each ear is permitted, all other jewellery is prohibited for health and safety reasons.
- Body piercing of any other type is not permitted.



PE Kit is available to order online from AGAME Sports Limited. A link to their website can be found on the school website.



Compulsory PE Kit:

- Roseland PE top
- Roseland socks
- Navy blue shorts or tracksuit bottoms
- Navy blue or black sports trousers/leggings
- Football boots
- Trainers
- Shin pads
- Gum shield
- Hairbands where appropriate

We go outside whenever possible and students may also wear the following extra clothes in inclement weather.

These items can be purchased from the shop of your choice:

- Woolly/beanie hat
- Navy blue sweatshirt
- Navy blue waterproof top
- Gloves



Please note, the school remains the arbiter of what is considered appropriate.

This is also the case in non-uniform days. Students must wear sensible and appropriate clothing.

School Gateway & Cashless Catering

An online payment system is in operation at The Roseland Academy.

This system allows you to pay for school trips, events, musical tuition, non-uniform days, school dinners and more.

The system is a Biometric Trust-e Cashless System supplied by Nationwide Retail Systems Ltd, which incorporates the latest technology and eliminates the need for students to carry cash throughout the day.

As per current legislation we will be operating an 'Opt In' policy. If you choose not to have your child registered on the Biometric System a 4-digit PIN code will be allocated. **Please note that PIN codes will be given at this moment in time due to Covid-19 measures and that it will be your child's responsibility to remember the code and keep it secure at all times.**

As it is biometric there is no need for students to carry a card as the system will recognise the thumbprint of your child or their allocated 4-digit PIN number at the tills.

A daily 'spend limit' of £5.00 will be programmed into the system. This can be increased or decreased for an individual student by making a request to the school Reception Office.

All payment options are explained within the FAQ on the next page. Any money spent on food and drink will be deducted on a daily basis.

Making Online Payments

To register for online payments, we will require your email address and mobile telephone number. Please note that there is a minimum payment limit of £1.00.

1. Go to www.schoolgateway.com. Alternatively, you can register via our website at www.theroseland.co.uk by clicking on the Schoolgateway logo, which can be found on the right hand side of our homepage.

2. When you visit the Schoolgateway website for the first time, please select 'New User' and enter your email address and mobile number that you have registered with the school.

3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

As soon as you have set yourself up on the system, you will be able to pay money to the school online. All Gateway accounts will be live from the beginning of September.

We encourage all parents to sign up to and the School Gateway application which is available on the App Store and Google Play. Please contact finance@theroseland.co.uk or telephone 01872 530675 if you require assistance.

Frequently Asked Questions about Cashless Catering:

What are the benefits of a cashless system?

- Increased speed of service reducing queuing times.
- Facility to pay online.
- No need to carry cash preventing loss/theft.
- Anonymity on Free School Meals.
- A printed report can be requested to review.
- Automatic alerts to stop students purchasing allergy trigger items.
- Students learn about important lifestyle control by monitoring their own accounts.
- Reporting facilities help decrease wastage and improve the overall efficiency of the meal service.

What is 'biometric'?

Biometric is simply a method of identifying an individual person. The Trust-e Cashless System uses an algorithm based on scan, which reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is only of use in the Cashless system.

How does my child register on the biometric system?

Your child will attend at a requested time and will be required to place their finger/thumb on the Biometric reader twice to obtain a matching template, which only takes a few seconds. Your child will also be presented with a 4-digit PIN code in line with Covid-19 measures in place at the moment.

What methods of payment can be used to credit an account?

Money can be credited to an account by either of the following methods. Once an account has been credited the monies cannot be withdrawn and must be spent on the school meal/break services.

Online Payments

Please go to www.schoolgateway.com

How can I check the credit on the account?

This can be accessed via the school's online payment facility.

Can I change my child's 'daily spent limit'?

Yes via written request to the school's Reception Office.

What happens if my child's account is not in credit?

Your child can ask the Finance Office for a one-day meal payment loan, the Finance Office will obtain permission from you to loan the price of a school meal.

My child has an allergy - what do I do?

All allergy records registered with the school will be entered on the Cashless System. The system alerts the operator when a student attempts to purchase an item containing that ingredient. The system allows you to register any items that your child cannot consume, any items must be confirmed in writing by the parent/carer and addressed to the school Reception.

Can anyone else use the account?

No, due to the extensive security on biometric templates. Also, where a photo image is allocated to a student, the photograph is shown on the EPOS Terminal also for the operator to confirm. It is also your child's responsibility to keep their PIN secure at all times.

Thanks for reading. If you have any further questions, please do not hesitate to contact us.

We are looking forward to welcoming you to The Roseland Academy in September 2022!

