



King's Academy Ringmer

A Guide to Successful Transition 2022/23



Dear Parent/Carer,

I am very pleased to welcome you and your child to King's Academy Ringmer. Starting at secondary school is an important time. You join us now at a particularly exciting point in our journey. We have spent the last four year rapidly transforming the school and we are delighted that your son or daughter will be an important part of how we continue to establish ourselves as a high achieving school that also has a firm foundation as part of the community. Our future is an exciting one based around academic success, good discipline and strong supportive relationships. I look forward to working closely with you and getting to know you over the next few years, so that together we can support your child in their journey to becoming an exceptional young adult.

At King's Academy Ringmer, success is based on partnership and a clear focus on progress for all students. Our students have a strong sense of belonging to King's Academy Ringmer's community. There is a highly effective system of pastoral care, where students are well known to teachers; students develop a firm identity with school values and a sense of responsibility for one another. We promote excellence, personal achievement and the ability for all students to develop the vital skills they need to thrive and excel in their life beyond school. We do this through a rich balanced range of experiences which develop young people equipped to achieve the very best in their future lives.

There is a fantastic range of opportunities available and all students are encouraged to participate fully in school life. We have the highest expectations of all our students as we work to ensure that every individual student succeeds in all their studies and thrives in our care. Therefore, to ensure a flying start I hope you will spend some time going through this guide with your child so that you are fully aware of both the opportunities and expectations across the school.

We look forward to you joining us.

Mrs S Williams

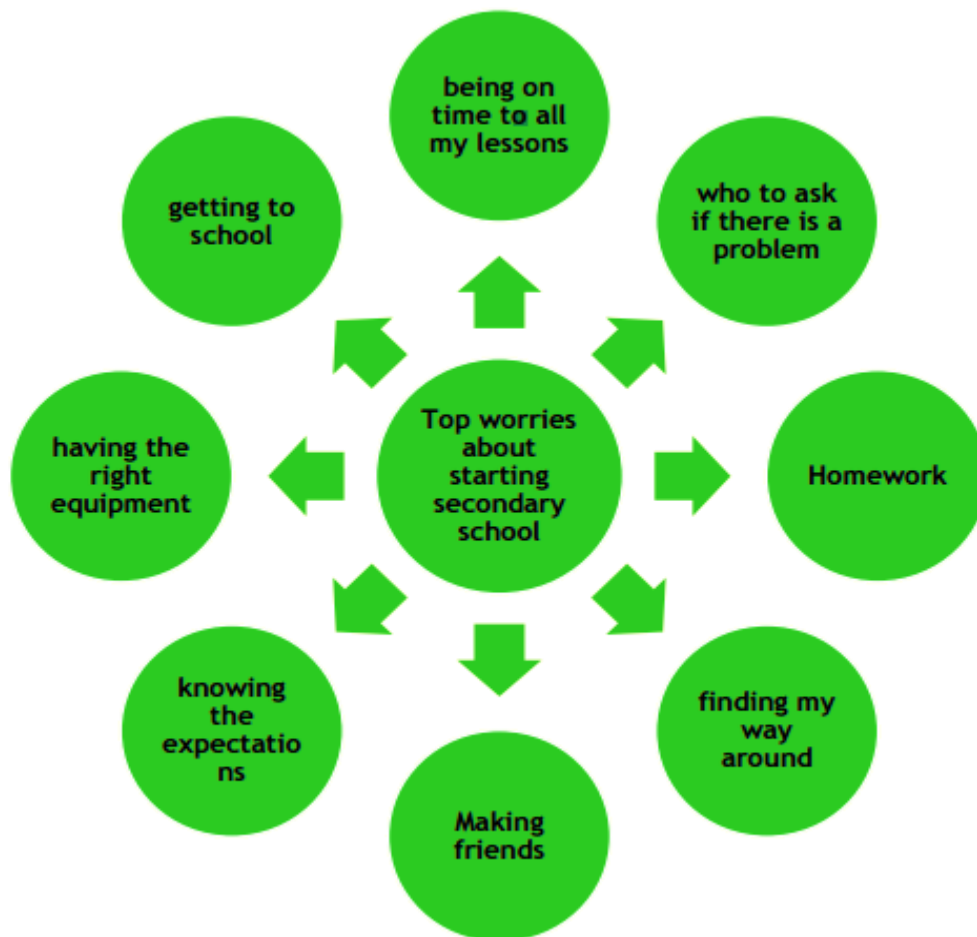


Principal
King's Academy Ringmer

HOW YOU CAN HELP YOUR CHILD?

The transition from primary school to King's Academy Ringmer is exciting, important and can be a little anxious for both you and your child. It is the start of a new journey in which your child will be offered a variety of experiences and changes, many of which require skills and abilities that they may not have had to use before.

But these skills do not naturally develop over the summer holidays prior to starting Year 7, they have to be taught, encouraged and developed. Parents, naturally, want to encourage and reassure their child about transition and support them in developing these skills, but may feel they lack the experience and information to do so. The aim of this booklet is to provide you with the information you need to support a smooth and positive transition to King's Academy Ringmer.



The main worries that Year 6 students express about starting secondary school are to do with social concerns, organising themselves and the support systems available for them. These therefore are all explained in this booklet with advice and practical tips to help them succeed.

WHAT IS DIFFERENT ABOUT KING'S ACADEMY RINGMER?

King's Academy Ringmer offers all students:

- A well-planned, broad and balanced curriculum
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities

King's Academy Ringmer Aims:

- To ensure that all students achieve their full potential in a disciplined caring and stimulating environment
- To foster the love of learning and develop students who are game changers, not afraid to take risks in order to learn
- To develop sensitivity and respect for one another and the environment
- To provide a balanced curriculum in order to develop the skills and promote the flexibility essential for a changing world

Attendance:

At King's Academy Ringmer we expect the highest level of attendance from all our students so that they may develop their full potential during their time at school and the right habits for the future. There is a clear link between higher attendance and more successful academic achievement. The whole school target is 100% attendance and anything less than 90% for an individual is a cause for serious concern because it equates to a missed day every fortnight.

Please try to avoid medical appointments during the school day. If it is unavoidable, try to ensure your son/daughter returns to school to continue their education after their appointment. Please do not book holidays during term time as they will not be authorized. Requests for removal from learning during term time will only be approved under exceptional circumstances.



To report a pupil absence due to illness please contact the school on the first and each subsequent day(s) of your child's absence. Please leave a message on the attendance line: 01273 812220 option one.

THE JOURNEY TO SCHOOL

Your child may have to travel further to school and may make this journey independently for the first time. We support sustainable methods of transport as they are good for the environment and student's health.

As a school within our local community we need to manage drop off and pick up by car to minimise disruption to others.

Many students catch the bus as they are travelling from the local villages and towns. Those who live close by often walk into school, however there are places to store bikes with an adequate lock.

Tips on Travel

- Be sure your child is clear about what time they are expected to be home and what to do if they are held up for any reason.
- Make sure they have your contact numbers.
- Agree a routine for the mornings and after school which encourages your child to organise themselves easily and calmly!
- Agree a bed time for school days with your child that ensures they get enough sleep.
- If possible, be around for your child for the first few days/weeks to help where needed but praising and encouraging independence too.
- Insist on your agreed routines being kept to - this may save hours in the long run.

OUR UNIFORM

Uniform with an * (logo) must be purchased online at www.sussexuniforms.co.uk

Uniform List

Compulsory

- Black formal suit style **trousers** (no jeans, chinos, sweatpants, leggings, jeggings etc.) or **pleated kilt** – for all year groups *
- Black **blazer**, with embroidered Logo *
- White **shirts**, which button to the neck, either short or long sleeved, with a collar
- School **tie** *
- **Shirts** are to be tucked in and ties worn at a sensible length to show the King's logo
- Tights are to be black opaque or flesh coloured or plain black or plain white socks – no leggings are allowed under skirts. White or coloured socks are not to be worn over black tights
- Plain black socks
- Plain leather or leather style polish able black school shoes **No** ankle or knee high boots. **No** trainers **No** canvas style shoes or logoed trainers (Vans, Air Force Ones, Converse and leather plimsoles are unacceptable).

Optional

- Black v neck sweater with embroidered logo (optional for colder days under blazer) **No** Hooded tops allowed
- Overcoat/raincoat if needed to wear to and from school (NO other outerwear, such as hooded jumpers)

PE Wear with logo

Compulsory

- Polo shirt with logo – blue * with a choice of the following:
- PE Shorts *
- Skort *
- Tracksuit bottoms*
- Leggings *
- Navy blue PE socks

Optional

- Rugby shirt – blue *
- Shin pads
- Gum shield

Other requirements

- Swimwear
- Black T shirt for dance
- Technology apron
- Water bottle

Uniform with an * (logo) must be purchased online at www.sussexuniforms.co.uk

Jewellery is not allowed except for a plain gold/silver stud or small hoop in pierced ears (one per ear). Studs/hoops for any other piercings are not allowed and should be removed or covered with a plaster. Retainers are not permitted.

Necklaces, bracelets, Charity Bands, Friendship Bracelets etc are not allowed (with the exception of specified charity weeks).

Hair should be **natural colour** in simple hairstyles and should be tied back and away from the face for health and safety reasons if necessary. Extraordinary hair colours or styles are unacceptable.

Make up should not be worn by years 7 – 9 and only discreet make up is allowed in years 10 and 11. Nails should be clean and clear of any polish or beauty products (for example: gels, acrylics etc)

Tips on Uniform

- Encourage your child to put everything out the night before.
- Name everything – even shoes - you would not believe what ends up in lost property!
- A marker pen is as good as labels.
- Display your child's timetable with PE lessons coloured clearly, so they can see when they will need their PE kit.
- Contact King's Academy Ringmer if you may be entitled to financial help for buying school uniform.



GETTING ORGANISED

The School Day

Activity	Start	Finish	Length
Reg: a.m.	08:45	09:05	20 mins
Period 1	09:05	09:55	50 mins
Period 2	09:55	10:50	50 mins
Break	10:50	11:15	15 mins
Period 3	11:10	12:00	50 mins
Period 4	12:00	12:50	50 mins
Lunch	12:50	13:30	40 mins
Period 5	13:35	14:25	50 mins
Period 6	14:25	15:15	50 mins

Extra-Curricular activities will mainly be held Tuesday – Thursday between 3:30 and 4:30 pm.

Students are expected to come to school ready to learn, with the following basic equipment for their lessons:

- Pens
- Pencils
- Rubber
- Pencil Case
- Ruler
- Pencil Sharpener
- Protractor
- Scientific Calculator
- Coloured Pencils
- Compass

Tips on Organisation

- Encourage your child to get everything ready and prepared the night before.
- Check your child has all necessary equipment for the day ahead.
- Go through their timetable with them helping them to learn to take responsibility.

THE KING'S ACADEMY RINGMER SITE

The school site has a simple layout which you will soon learn in the first week. Students will have to move around between lessons with bags and equipment. There will be key operated lockers available for a £5 fee for the year, however organisation is important and students will need to check their timetable and make sure they have the books associated with their lessons for the day. It is important students are equipped with PE and other specialist kit on the correct days.

The outline below shows the layout of the main school Teachers will be understanding about new students trying to find their way around in the early weeks.

School Site Map



KEY CONTACTS

- Your son/daughter will have a different teacher for each subject they learn, as well as a Form Tutor, Pastoral intervention lead, Progress leader and a whole range of other adults to support them in the school community.
- Every student belongs to a mixed ability Tutor Group. Tutor groups meet in the morning and Tutors are the first point of contact for students and parents; Tutor groups are carefully organised from our feeder primary schools. Tutors provide ongoing support and individual monitoring and reviewing.
- Information is sent home to parents via our 'Intouch' email service. If you do not have access to email then information is delivered to students via their Form Tutor.
- Insight portal provides a parent portal that has been designed to significantly improve the quality and accessibility of information for parents and carers. How does it work? It's a secure on-line system which means that parents/carers are able to log onto the website using a personal email address (as supplied to the school), you will be issued password to log in and access up to date information about your child's progress in school. Through a number of screens you will be able to see, at a glance, information about attendance, timetable and behavior. Details on how to create your account will be sent to parents once term has started.

CONTACT US

You can contact the school by phone, email or post. Please do not hesitate to contact the school if you are concerned about your child's welfare or progress.

To contact the school by email: reception.ringmer@kingsacademies.uk

- To report a pupil absence –phone the attendance line: 01273 812220- option 1
- For administration (including the Principal) – 01273 812220
- For individual staff e-mails – please see list on school website

The main office is open 8:00 am - 4:30 pm Monday to Thursday and until 4:00 pm on Friday.

The school website contains a wealth of key information: www.kgaringmer.uk

LEARNING AND TEACHING

- Learning and Teaching is an important focus at King's Academy Ringmer. We aim to develop strategies that are varied, engaging, challenging, student-centred and which encourage independent, self-sufficient learners.
- Student engagement and achievement will be tracked and monitored closely to ensure progress is made by every KS3 student against their individual, aspirational targets.
- For our new Y7 we have created groups based on prior data from the feeder schools. Wherever banding occurs there are shared assessment points during the year which allow students to move class if appropriate.
- Students who are identified as needing long or short term support with their learning will receive appropriate help from a range of strategies and staff under the guidance of our SENCO. Academically more able students are stretched through their lesson content and also extra-curricular enrichment.

TIPS ON LEARNING AND TEACHING

Talk to your son or daughter about what they are doing at school, taking an interest can help to prevent problems building up and allow you to inform the school of any concerns that might need addressing.

Supporting your child's writing:

- Encouragement: be positive and look to praise hard work. Try to avoid pointing out every error or mistake
- Purpose: ask what they are doing and why. Help them to plan using bullet points to organise thoughts and suggest extra detail.
- Presentation: encourage them to take pride in the presentation of their work. The most brilliant essay is worthless if nobody can read it.
- Accuracy: try to encourage grammatical accuracy and correct punctuation. Deal with this progressively starting with full stops, capitals and spellings then moving on to speech marks, apostrophes and commas. Encourage the correct use of sentences and paragraphs.
- Drafting: longer pieces of writing such as essays and stories can improved with successful drafting and structure which can be supported at home.

Supporting your child's numeracy:

- Practice numeracy skills as often as possible – adding up total prices, working out percentage reductions, working out time taken, doing tables from memory.
- Workings: these should always be shown before the answer.
- Encourage: be as positive as possible. Avoid letting your own experiences of numeracy cloud your son or daughter's experiences.

INDEPENDENT LEARNING AT KING'S ACADEMY RINGMER

- We refer to work that a student does at home as independent learning. Students will come to King's Academy Ringmer with a varying experience of independent learning. As different groups do different subjects on different days there is not an independent learning timetable. As a rule of thumb the core subjects of English, Maths and Science are likely to set work weekly for up to 45 minutes whilst other subjects would set shorter tasks weekly or a longer piece fortnightly.
- All independent learning tasks are put onto Google Classroom for the students.
- Parents and Carers can choose to receive either daily or weekly email notifications from Google Classroom, and these include the work that has been set and any deadlines that have been missed.
- Students login to Google Classroom with their school login, and this gives them access to the Google Suite for Education (including Gmail, Calendar, Drive and Classroom).
- Independent learning is given for a variety of purposes to reinforce, check or confirm learning, to prepare for lesson content or assessments, to develop habits of independent learning and to develop research skills in order to extend learning.

Tips on Independent Learning

- Agree a routine with your child from the beginning. Work at home becomes an increasingly important part of the curriculum as your child goes through school, so help to set positive values and a workable routine.
- A good time to work is after a short break when your child returns home. This leaves the rest of the evening free and prevents the work becoming a real stress
- Try to ensure your child does their work on the night it is set, when it is fresh in their memory and if necessary they can ask for help. This also prevents a buildup of deadlines and work.
- Recognise how hard it is to work unsupervised. Help your child to structure their time usefully in a quiet place where they will be undisturbed and where temptations of computers, phones and television are kept at bay.
- Be around to give support where needed, but don't establish a pattern of always doing the work with them. This is unsustainable and they won't learn to work independently.
- Take an interest in the marks and comments on your child's work. Celebrate success and give a clear message that independent learning is important and valuable.
- Insist on your agreed routines – this may save you time and energy in the long run.

SOCIAL TIME AND CATERING

- At break and lunchtimes students will be able to choose from a range of healthy foods. We use a cashless account system where parents are able to add value and check balances on student accounts via a convenient and secure online solution through Parentpay.
- Please note chewing gum and fizzy drinks are not permitted on site. Although sweets are sometimes given out in school, it is not appropriate for students to bring sweets in to school as food.
- Engaging extra-curricular activities and clubs run at lunch times and after school, such as art club; singing and various music workshops; a full range of sport; science; computing; dance and drama.
- We encourage students to engage fully with the life of the school to develop new interests, make new friends and gain confidence in a safe and stimulating environment. Social time is for socialising and we would not expect students to spend this time on phones or other electronic devices.
- Students will also have the opportunity to make new friends in their Tutor Groups and their lessons. Whilst appreciating that there is important security gained in spending time with old friends and familiar faces, we fully encourage students to mix within their year group and beyond.
- Sometimes students will fall out with friends. This is normal and requires good calm advice and your time to listen. Most friendship issues sort themselves out without adults getting too involved emotionally or practically. But do contact the Form Tutor or Achievement Coordinator should friendship concerns persist.

Here are some pointers about making new friends from previous students who have moved to secondary school.

'Just be yourself and be friendly to everyone' (*Ellie*)

'Smile and be a happy person' (*Jack*)

'Be kind to everyone' (*Sonny*)

Join a club you have an interest in and meet new people who like the same things as you!' (*Jasmine*)

'Try to be confident and if you're shy, take a friend from primary school with you to a club or to talk to a new group of people' (*Ben*)

'Don't just stick with who you know already - there are so many fun and new friends waiting to be made!' (*Poppy*)

EMERGENCY SCHOOL CLOSURE

In the event of a School closure due to weather conditions, power failure, lack of water, flooding or other emergency the following procedure will take place:

- The Principal will alert the local authority as early as possible
- The Local Authority will automatically circulate details on their website and local radio stations will make announcements
- An e-mail message will be sent to all parents informing them of the closure
- A message will go on the School website
- Regular updates will be posted on the School website including when the School will re-open

Details regarding an emergency School closure during the school day will be as follows:

- An e-mail message will be sent informing parents of the reason for the closure and pick up arrangements
- A message will be put on the School website
- The School will liaise with bus, coach and taxi companies to ensure for relevant students that they have routes home
- Regular updates will be posted on the School website

FREQUENTLY ASKED QUESTIONS:

1. What happens if my child is off sick; how do they know if there is classwork or independent learning that they need to catch up on before the next subject lesson?

If your child is off sick please phone or email the main school number and leave a message stating their name, year and tutor group. Upon their return we place the responsibility on the student to find out about missed lessons. This can be done by talking to fellow students from their classes (their tutor can help with some of this during tutor time), visiting the subject area during break or lunch to see the member of staff or sending an email to the teacher. As a parent you can supply a note which they can show to staff detailing the absence and that work set will be caught up on within a reasonable time. If an absence is for more than a few days please contact the tutor to discuss how catching up can be organised.

2. Is it possible to e-mail any of my child's teachers directly?

Staff e-mail addresses are available on the school website.

3. Does my child need to cover all his/her books with sticky back plastic or is it down to what individual teachers prefer?

Students are only required to cover books if a subject teacher requests this. Covering all books does, however, protect them and is a good idea. Exercise books are a vital part of developing a student's understanding and should be kept free from graffiti. If a book is lost, a new book can be obtained from the teacher but may involve copying out important lost work.

4. If my child doesn't seem to be eating at either break or lunchtime and doesn't offer much in the way of an explanation or says the queues are too long, who is the best person to talk to about this?

Cashless catering enables you to see what your child is purchasing and when. It is also very fast so the queuing system will rarely result in a student having to wait more than 10 minutes. If you have concerns, in the first instance contact your child's tutor.

5. After school clubs – How do I or my child find out what clubs are running and when?

In the early weeks as clubs get up and running announcements are made to relevant students through tutor time and assemblies. Once the pattern has settled down a summative document will be posted on the website and emailed to parents. The vast majority of clubs run Tuesday to Thursday. We expect all students to sign up to at least one club. There is a homework club everyday after school in the LSU with a member of staff until 4.30pm.

6. If they miss the first few weeks of a club can they go along later?

This is usually not a problem for most clubs; however, if there is a concern it is best that the student talks to the member of staff who runs the club.

7. I haven't been receiving school e-mails or text messages. Who do I contact to check that my contact details are correct?

We will do an annual data check. However, if you are concerned your details are incorrect at any time please e-mail reception.ringmer@kingsacademies.uk

9. Why does my child's independent learning sometimes not get marked?

Not all work is set with a view to it being marked by the teacher – sometimes it is research/preparation for the next lesson or it might be a task that the class will peer or self-assess. If, however, you have any concerns regarding independent learning, please contact the class teacher.

10. What is the school policy on mobile phones?

We accept that students need mobile phones to stay in touch with parents before and after school. However during school hours we do not expect phones to be used by students. For safety reasons any contact with home that your son or daughter wishes to make during the school day should be done through the school office. Phones should be switched off during the day and remain in their bags. If a phone goes off or is seen in the first instance it will be confiscated and logged for collection from the school office at the end of the day. A second instance will result in confiscation for the week and contact with parents.

11. What should my child do if they feel ill at school?

Your child should always inform a member of staff if they feel unwell. If necessary they will be sent to the General Office which is where the medical room is situated. If appropriate, parents will then be contacted to collect their child.

12. Will the school be supporting Charities?

We feel it is important for our students to look beyond themselves and so each year we will adopt different charities and fundraise for them. We will also encourage the students to be a part of supporting national events such as Comic Relief and Children in Need.

What bus do I get?

318 Seaford & District from Heathfield, Cross in Hand, Blackboys, Framfield, New Town, Uckfield, Halland, East Hoathly, Whitesmith, Muddles Green, Golden Cross and Laughton.

142 Seaford & District from Polgate, Hailsham, Upper Horsebridge, Lower Dicker, The Golden Cross and East Hoathly.

125 Compass from Polegate, Wilmington, Berwick, Alfriston, Selmeston, Charleston, Firle, Glynde

28 Brighton & Hove from Brighton Churchill Sq, Old Steine, Lewes Road Garage, Brighton University, Coldean Lane/A270, University/A27, Lewes Prison, Lewes (Waitrose), Tesco Lewes, Police HQ, Malling (Church Lane)