SCHOOL ORGANISATION

DAILY ROUTINE

The school day consists of five periods, four in the morning and one in the afternoon, with a break mid-morning. The school day is organised as follows;

Monday/Tuesday/Thursday/Friday			**Wednesday**		
P1	08.30-09.30	60 minutes	P1	08.30-09.30	60 minutes
P2	09.30-10.30	60 minutes	P2	09.30-10.20	50 minutes
TUTOR	10.30-10.50	20 minutes	BREAK	10.20-10.35	20 minutes
BREAK	10.50-11.05	15 minutes	P3	10.35-11.25	50 minutes
P3	11.05-12.05	60 minutes	P4	11.25-12.25	60 minutes
P4	12.05-13.05	60 minutes	LUNCH	12.25-13.00	35 minutes
LUNCH	13.05-13.40	35 minutes	P5	13.00-14.00	60 minutes
P5	13.40-14.40	60 minutes	STAFF CPD	14.00-16.00	

We ask pupils to arrive on site by 8.20am and leave before 2.50pm unless they are involved in an activity with a teacher.

SCHOOL ASSEMBLY

The school meets the Collective Act of Worship requirements of the 1988 Education Reform Act. In assemblies we focus on issues designed to foster the spiritual, moral and cultural development of our pupils.

Our approach is broadly Christian as laid down in the 1988 Education Reform Act.

Parents and carers who are considering whether to withdraw their children from the Collective Act of Worship are asked to contact the Headteacher to discuss the matter.

LINKS WITH PARENTS AND CARERS

We believe that a strong partnership between school and home is a key ingredient in ensuring a successful and happy school and parental involvement is actively encouraged.

ASSESSMENT AND REPORTING

We monitor achievement and progress in a variety of ways including collection of information on pupil performance, continuous assessment, regular tests and formal examinations. Each term parents and carers receive a copy of their child's progress towards challenging target grades that are set for the end of Key Stage 4.

Parents and carers are invited to attend an annual Parents' Evening. The date is published on the school website and letters of invitation and appointment sheets are issued in advance. We believe this consultation to be extremely important and if parental attendance is not possible for any reason, an opportunity is afforded for them to make an appointment with the Head of Year / Year Manager or Form Tutor shortly afterwards.

VISITING THE SCHOOL

We are always pleased to see parents/carers to discuss progress, answer questions or deal with any issues or concerns. Indeed we prefer to deal with issues at a very early stage rather than wait until the situation has become serious. Very often a telephone call will suffice, but if a meeting is requested we do ask parents and carers to make an appointment first since that will ensure that the member of staff concerned, usually the Head of Year/Year Manager, is available to meet with them.

All Visitors to the school are required to report to the Gatehouse on arrival from which they are directed to Reception to sign in. There, they are provided with a distinctive yellow 'Visitor' pass which they are required to wear at all times when on the school site, and hand in at Reception on signing out at departure. Visitors are also provided with a leaflet that provides guidance for adults when visiting the school site.

LETTERS TO PARENTS AND CARERS

Our Newsletters and Press Releases are published on the school website and provide information about news, school events and activities. A School Calendar is also issued via the school's website giving dates of all major functions including examinations and Parents' Evenings. Throughout the year letters and circulars on specific matters are also included on the school website.

CONTACTING SCHOOL

Royton and Crompton School takes its responsibility for children seriously, and values the support and partnership of parents and carers. We try very hard to ensure that we get things right and it is important that our pupils, parents and carers feel able to raise issues of concern informally with members of staff, usually the child's Form Tutor or Head of Year / Year Manager, without having to resort to formal procedures. We will guarantee to make contact with the parent or carer within 24 hours and would hope to solve the problem as quickly as possible.

However on those occasions when a complaint is received, we will ensure that the complainant receives information about the school's Complaints Procedure and what will happen to their complaint.

CODES OF CONDUCT
HIGH STANDARDS OF CONDUCT ARE EXPECTED OF ALL PUPILS