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# WELCOME

## Form Tutor Presentation



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# Introductions



Senior Pastoral Leader  
Mrs Dwight



Associate Assistant Headteacher  
Mr Middleton



Head of Year  
Mr Corrigan

## Form Tutor



Assistant Head of Year  
Mrs Hitchman



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# What is a form group?

- ☐ Administrative organisation – 8 forms in 2 groups of 4
- ☐ Morning check in – 35 minutes
- ☐ Will support organisation and encourage independence
- ☐ Specific adult – first port of call
- ☐ Not necessarily a teaching group

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# Communication

8am to 4pm (3.30pm Fridays)

- ☐ You can write a note in your child's planner
- ☐ Call and speak to the pastoral administrator – Mrs Garnett – who will take a message

**0113 5323810 option 2** or **email [garnettj@ca.rklt.co.uk](mailto:garnettj@ca.rklt.co.uk)**

- ☐ Head of Year
- ☐ Assistant Head of Year **[Hitchmana@ca.rklt.co.uk](mailto:Hitchmana@ca.rklt.co.uk)**
- ☐ Email your child's form tutor – **[surnameinitial@ca.rklt.co.uk](mailto:surnameinitial@ca.rklt.co.uk)**
- ☐ **We will aim to get back to you within 48 hours**



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# Communication

Arbor Parent Portal  
**Website or app**



- ☐ **Data checking – 3 emergency contacts**
- ☐ Receive important information from school
- ☐ View your child's attendance
- ☐ Pay for school meals, trips and visits
- ☐ Sign up for trips, visits and events
- ☐ Check your child's timetable
- ☐ Access your child's report (when released)
- ☐ In-app messaging



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# Communication

Classcharts  
**Website or app**



- ☐ View your child's behaviour and conduct
- ☐ View assigned homework and completion
- ☐ View school announcements



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# Student Wellbeing

- ❑ Always let school know if there is something that you think may affect your child's day.
- ❑ Form tutor, Assistant Head of Year – contact to discuss
- ❑ Wellbeing Officer – Miss Helm – referral system for appointments
- ❑ Attendance Improvement Officer – Mrs Kendall
- ❑ Senior Safeguarding Officer – Mrs Potter
- ❑ External Support – referrals through the Head of Year/ Assistant Head of Year
- ❑ SENDCO – Assistant Headteacher, Mrs Ghataurhae



Miss Helm



Mrs Potter



Mrs Kendall



Assistant Headteacher  
SENDCO  
Mrs Ghataurhae



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# Expectations

It is the responsibility of every student to:

- ☐ Be considerate and respectful towards all members of our school community
- ☐ Attend school on time, in the correct school uniform with all their equipment
- ☐ Turn phones off and keep them in their bag
- ☐ Refrain from having any chewing gum or fizzy/energy drinks
- ☐ Stand behind desks when entering a room and wait to be seated
- ☐ Answer all registers politely
- ☐ Participate in all lessons and always try their best
- ☐ Follow instructions first time, every time



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# Attendance

Attendance is crucial for success – absence causes gaps in learning

**Minimum expectation is 96%**

190 days in a school year – please use the other 175 for events and holidays

- ☐ If a student is absent, please ring before 8.15am on the first day of absence and send a letter to explain when they return
- ☐ Letters to request absence – school's decision to authorise or not
- ☐ Doctor/dentist appointment cards/screenshot for evidence
- ☐ Communicate with the Attendance Team



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# Uniform

Uniform is checked each morning

Shoes, not trainers

Ties with **green stripe**

Optional grey V neck jumper

## PE Kit

Polo shirt

Black bottoms

Trainers – any colour

Blue quarter zip

Apron for Food and Nutrition  
(students cook every fortnight)



## Shirt

Plain white,  
collared  
with a top  
button



## Tie

Clip-on with  
coloured  
stripe to  
match year  
group



## Trousers

Plain black,  
smart fit.  
Must be straight  
and not tight  
at the ankle



Please let us know if you need support with uniform

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# Equipment



**A bag** – which will fit A4 size books

PE kit on PE days

Apron and ingredients for food and nutrition

## **Pencil Case**

- ☐ Black pens
- ☐ Green pens
- ☐ Pencils
- ☐ Ruler
- ☐ Rubber
- ☐ Highlighters – pink, yellow, green
- ☐ Dry wipe marker (for whiteboards)
- ☐ Scientific calculator
- ☐ Wired headphones – for use with school PCs



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# Planners

STRIVE: RESPECT – INTEGRITY – DETERMINATION		Week A	
September 2025	Home Learning	Due?	Done
Mon 1			
Tue 2			
Wed 3			
Thu 4			
Fri 5			

Positive Recognition Points	This week:	Year to Date:
Attendance Year to Date:		
Lates last week:		
Parent/Carer Signature:		
Tutor Signature:		

- ☐ Sign each week
- ☐ Check positive points, attendance and lates
- ☐ View any homework notes (also on Classcharts)



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# Catering

- ☐ Cashless – add credit to your child's account via Arbor Parent Portal – please keep this in credit
- ☐ 3 sittings – breakfast, break and lunch. Break with Year 10, lunch with Year 10/11
- ☐ Pre order system available for a grab and go
- ☐ 3 service points – sandwiches; jacket potatoes and pasta; and hot food servery with 3 hot main meals including a vegetarian option
- ☐ Menu posted on the website, Facebook and Instagram each week
- ☐ Any dietary questions/feedback to [kitchen@ca.rklt.co.uk](mailto:kitchen@ca.rklt.co.uk)



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# How you can support

- ☐ Encourage independence and taking responsibility
- ☐ Check progress on a daily basis – Classcharts – discuss this with your child
- ☐ Communicate any concerns to school through the correct channels
- ☐ Sign your child's planner every weekend ready for Monday morning
- ☐ Discuss attendance and academic progress on a regular basis
- ☐ Provide a suitable place, materials and resources for them to work at home
- ☐ Notify school of any changes in circumstances or anything that may impact your child's attainment or behaviour



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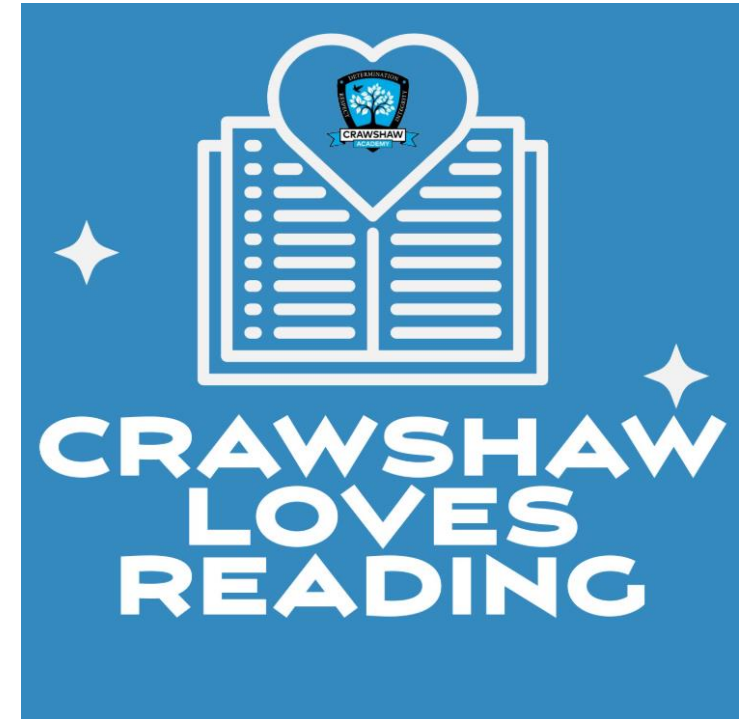


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# Reading

- ☐ Encourage reading at every opportunity.
- ☐ Fluent readers can access the curriculum more easily
- ☐ GCSE exam papers have a reading age of 16
- ☐ If your child doesn't continue to read, their reading age will remain where it is now.



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# Year 6 visit day

- ☐ Thursday 26<sup>th</sup> June
- ☐ 8.45am to 2.45pm – no earlier/later
- ☐ Student entrance – parents drop off and collect at the top gates
- ☐ Juice and a cookie will be provided at break
- ☐ Lunch will be provided, packed lunches can be brought
- ☐ Wear primary school uniform –footwear for active play
- ☐ Students will be dismissed at 2.45pm to make their own way off site



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# Residential

- ☐ April 22nd/23rd/24th 2026
- ☐ PGL Newby Whisk
- ☐ £325
- ☐ All food and activities
- ☐ Payments open now on Arbor to budget – little and often – 3 check points
- ☐ Deposit books a place – £125 by 1<sup>st</sup> October
- ☐ Final balance by 1<sup>st</sup> January 2026



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# Thank you



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