



# Transition Booklet

Year 6 Students, Parents and Carers



OPENING  
MINDS  
OPENING  
DOORS

HONESTY • EXCELLENCE • ASPIRATION



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# WELCOME

Dear Parents/carers and students

It is a pleasure to welcome all new parents/carers and students into our community at this exciting time of transition. At E-ACT Royton and Crompton Academy, we have a culture of high aspiration, high expectation and success. Our ethos Honesty, Excellence and Aspiration underpins everything that we do.

Our aim is to ensure that all students have access to outstanding teaching and learning. This will develop them as individuals and prepare them for their future. We believe that it is crucial to develop excellent partnerships with parents. By sharing the same educational goals and working together, we are able to form the solid foundation needed to cultivate the highest levels of achievement for your sons and daughters.

Transition and induction can be difficult times for students, as they move to the next stage in their education. We aim to ensure that the transition to E-ACT Royton and Crompton Academy is a positive experience for everyone involved. We take particular care in helping new students settle quickly into the larger community of a high school and we have worked closely with all our feeder primary schools to support this move. Our transition team have already visited students in primary schools, spoken to their teachers and headteachers and we have started to develop relationships with them.

This information booklet is for the benefit of both parents and students. It explains many things about E-ACT Royton and Crompton Academy, including the way it is managed and organised, our systems and structures, our commitment to you and your commitment to us.

We hope that you and your child are as excited as we are to welcome you to our academy where over the next 5 years we will provide not only academic excellence through quality first teaching and learning but we will ensure that through enrichment and cultural experiences we will help develop well rounded individuals who are ready for the many challenges for the future.

Mrs A Atkinson  
Executive Headteacher



**ROYTON  
& CROMPTON**

Honesty • Excellence • Aspiration

E-ACT ACADEMY

# OUR COMMITMENT TO YOUR FUTURE

## Mission Statement

To provide an inspirational, inclusive learning environment, with outstanding teaching and learning which develops a love of learning, a culture of high aspiration, achievement and equality of opportunity to unlock the potential in all our children so equipping them for the future to be the very best they can be.  
No child left behind.

**“Together we will achieve excellence”**



Honesty

Honesty

We will all respect the building and everyone in it. All students will follow instructions from Royton and Crompton staff the first time.

Excellence

Excellence

We put our learning first; above everything else. We all model excellence and take pride in all that we do.

Aspiration

Aspiration

We have high aspirations and urge each other to aspire to greatness.

# The Senior Leadership and Management Team



**Mrs A Atkinson**  
Executive Headteacher



**Mrs G Cottingham**  
Headteacher



**Mr S Lewis**  
Deputy Headteacher  
Designated Safeguard Lead



**Mrs L Markendale**  
Deputy Headteacher



**Miss A Jacob**  
Deputy Headteacher



**Mr P Ogden**  
Assistant Headteacher



**Dr D Burns**  
Assistant Headteacher



**Mrs L Ashton Smith**  
Assistant Headteacher



**Miss L Pitchford**  
Assistant Headteacher



**Mrs S Davies**  
Assistant Headteacher

# SEND Department

Here at E-ACT Royton and Crompton Academy, we have a SEND base, which we call The Bridge. The Bridge is a calm, happy and safe space.

We run different interventions in The Bridge, including Literacy, Numeracy and Resilience interventions.

The Bridge is also a place for you to come to if you feel a little bit overwhelmed and need some time-out from a busy school day. It is also a place where you can come and talk to staff about how you are feeling (if you want to).

As part of the school's SEND provision, all students on the SEND register have their own keyworker who will check in with you and your parents/carers throughout the term; they will set you meaningful targets and make sure that your attendance is good! You will also have a Pupil Passport, which informs teachers of how they can support you in your lessons and how you learn more effectively.



**Mrs McDermott:  
SENCO**



**Mr S Worsley  
Inclusion Manager/  
Deputy SENDCO**

We look forward to meeting you!  
The SEND Team

Contact information for parents:  
School phone number: 01706 846474  
SENCO: [stacey.mcdermott@rca.e-act.org.uk](mailto:stacey.mcdermott@rca.e-act.org.uk)

# Individual Curricula

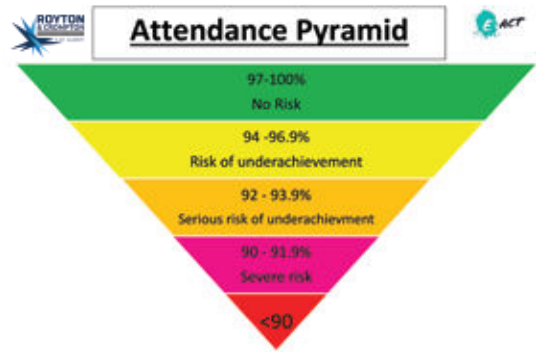
At E-ACT Royton and Crompton Academy we understand that all students are different. We designate a large proportion of our time to planning for a differentiated curriculum, ensuring that every student has access to a range of challenging and exciting lessons.

We will provide you with more information regarding your timetable and explain how we will measure your progress when you arrive and after Christmas in Year 7. We are committed to supporting all of our students to ensure success at every level.

Students are placed into ability sets for the core subjects (English, Maths and Science). However, for most foundation subjects, students will be in mixed ability classes. Each faculty will assess and respond to students needs to ensure they have everything needed to fulfil their potential.

All students will study the following subjects:

- Maths
- English
- Science
- Spanish
- History
- Geography
- Food Technology
- Art
- Computing and Digital Literacy
- Design Technology
- PE
- Religious Studies
- Music
- Drama
- Life Skills (PSHCE/RSE)



# Attendance

For a student to reach their full educational achievement a high level of school attendance is essential. We at E-ACT Royton and Crompton Academy should all consistently work towards a goal of 100% attendance for all children.

Every opportunity will be used, to convey to students and their parents or carers the importance of regular and punctual attendance and we make no apologies for being relentless in our task to do so.

## Absence

If a student is absent, parents/carers should call the academy on the first day of absence and each subsequent day, stating the reason for the absence. A note should then be sent into school on the day the student returns explaining the absence.

If no contact is made by parents/carers explaining the absence, the academy will try to phone and/or text you to secure an explanation. Where we are unable to make contact by phone a letter will be sent.

If attendance falls below 96% for any student, a letter will be sent home by the Headteacher outlining the importance of good attendance and offering support. If the attendance rate does not improve, the Headteacher will liaise with Heads of Year, Progress Leaders, SLT links and the Attendance Manger.

## Lateness

Morning registration will take place at 8.30am. Any student arriving after this time will be marked late unless there is an acceptable explanation e.g. transport was delayed.

In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Students who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with the relevant staff will be arranged to discuss what support can be offered.

## Holidays in term time

Due to the legal change in the DfE legislation, term time holidays and extended leave are not allowed and parents/carers are discouraged from arranging them in term time.

- \* The academy will only grant leave of absence in exceptional circumstances that are not related to holidays.
- \* Parents/carers must write directly to the Headteacher at least 6 weeks before a trip, for permission to take their child out of school during term time. The 6 week time period is necessary in order for the school to give due consideration to the request.
- \* If the request is denied, the academy will inform the parent/carer of the reason by letter. If the parents/carers choose to continue with the planned holiday it will be taken as an **unauthorised absence** and could result in a penalty notice.

**Additional information regarding attendance and our term dates can be found on our website.**



# Uniform Standards

The academy has a uniform policy in order to prevent some young people from feeling pressured to wear brands or items of clothing that they cannot afford. Uniform also helps young people to feel a sense of belonging to E-ACT Royton and Crompton Academy.

Our uniform policy must be followed at all times during the academic year. We are proud of our uniform and we expect students to wear it with pride. As students represent the academy whilst wearing it, it is imperative that all students uphold our high uniform standards. We do not negotiate on our principles and our expectations are clearly outlined as follows:

## Uniform

Uniform gives a sense of 'belonging' and by dressing correctly, students can show pride in their academy. Students are required to wear uniform at all times unless specifically stated so by the academy (e.g. non- uniform days, activities, trips). We believe that well-presented uniform allows students to demonstrate their self-respect and their pride in the academy. We would like to take this opportunity to remind you of the academy uniform:

## Outerwear

- Academy uniform blazers should be worn by all.
- Coats and jackets must not be worn inside the academy.
- Hooded tops, sweatshirts and tracksuit tops must not be worn and will be confiscated.
- Students should wear ties at all times.
- Black trousers with the official academy logo on should be worn.
- All students should wear black socks.
- Trainer socks and coloured socks are not permitted.
- Students should wear plain black appropriate shoes, not boots or shoes with sporting logos.
- Trainers of any type are not permitted and should not be worn.

## Hair, makeup and jewellery

- Hair should be of natural colour and patterns shaved into hair, or closely shaved haircuts are not allowed. Nothing grade 1 or below.
- Boys should be clean shaven, unless it is a requirement of their religion.
- Make-up, acrylic nails and nail varnish are not permitted.
- The only forms of jewellery that can be worn are wristwatches and a single stud in each earlobe.
- Hooped or drop earring are not permitted. Students should not wear rings or bracelets.
- No facial piercings.
- No tattoos.

# Uniform Standards

## **Navy blue blazer**

Available to purchase from Zutti\* - (code-Ziggy 1UB) £25.00.

An alternative affordable option (if required) is available from Asda on-line, as follows:

Regular fit blazer, navy blue, size range from 9-10 years up to 17-18 years (price: from £10.00).

An iron on school badge is available to buy from Zutti\*.

## **Black tailored trousers**

Available to purchase from Zutti\* - (code-3832/Trutex TVT- BLK/Trutex TFF-BLK) £15.00

or any suppliers which have this stock or a similar style. Tight fitting trousers are not permitted.

An iron on school badge is available to buy from Zutti\*.

## **White shirt**

Plain white school shirt with top neck fastening button from any school uniform outlet (not a polo shirt)

## ***Navy blue fine knit jumper or tank top***

Available to purchase from Zutti\*- (code- Trutex CGV/CBV) £18.00

## **Tie**

Available to purchase from Zutti - £3.50.

Colour/design specific to year group: Zutti have colour/year information.

## **Socks**

Plain white or black if worn with a skirt.

Plain black if worn with trousers.

## **Coat**

Plain dark coat: no leather, denim jackets or hooded tops. No large emblems or slogans.

Non-uniform sweaters, cardigans or shirts are not allowed as coats.

## **Black shoes**

Sensible plain leather or leather look black shoes, less than 2inch/5cm heels.

Black Kickers are permitted.

No trainers, platforms, boots, trainer type footwear, canvas or converse footwear of any description is permitted. Please see website for clarification on shoes.

***Please conform to the uniform code by buying only approved styles. Advice is available on the school website in the event of any doubt about what is permitted.***

***\*Zutti Clothing Store - Yorkshire St, Oldham OL1 3ST***

***\*Please note: We recognise that school uniform can be expensive. We have a community hub which is open during the summer months, containing re-loved uniform which parents can have access to if needed.***

# Uniform Standards

## Remember

- Boots of any type – must **not** be worn.
- shoes – must be sensible, plain & black **They must** protect feet against wet weather.
- No trainers or canvas shoes of any description are permitted.



- School shoes allowed



## Banned Hairstyles

- Extremes of colour and style are **NOT** acceptable. Hair must be natural in colour.
- Shaved/ No. 1 and 0 cut are **NOT** acceptable.
- **No** tramlines, swirls or patterns.



# Physical Education Kit

Navy Blue and White PE top - £12.00

Available to purchase from Zutti\* (code-3RG) or any E-ACT Royton and Crompton Academy uniform supplier.

Plain Navy Blue shorts

Available from any school uniform outlet.

Navy Blue/White socks - £4.00

Available to purchase from Zutti\*.

Suitable footwear

Trainers, football boots or plimsolls.

Towel for showering

Optional additional items are available to be purchased from Zutti: sweatshirt, wind/wet-proof jacket, RCA sport leggings or track pants.

It is school policy that students unable to take part in PE e.g. due to injury supported by a medical note, will be required to change into their PE kit. They will be included in an appropriate way into the lessons e.g. by carrying out timekeeping responsibilities or recording results. Students who arrive without their kit will be provided with a kit on loan for that lesson and will also face a sanction for failing to bring their own kit into the academy.

***Please conform to the uniform code by buying only approved styles. Advice is available on the school website in the event of any doubt about what is acceptable.***



***\*Zutti Clothing Store - Yorkshire St, Oldham L1 3ST***

# Standards and expectations: Every day, every lesson throughout our Academy.

Honesty  
is:

- FOLLOWING INSTRUCTIONS FIRST TIME
- RESPECTING EACH OTHER AND OUR BUILDING
- TAKING RESPONSIBILITY FOR OUR ACTIONS

Honesty

Excellence  
is:

- PUTTING OUR LEARNING FIRST
- TAKING PERSONAL PRIDE IN ALL WE DO
- HAVING HIGH STANDARDS IN OUR WORK

Excellence

Aspiration  
is:

- SHOWING OUR DETERMINATION TO SUCCEED
- HAVING A VISION FOR OUR FUTURE
- PERSEVERING TOWARDS OUR GOALS

Aspiration

# Standards and Expectations: Rewards

We love to celebrate successes and do this in the following ways:

- Bronze, Silver, Gold and Platinum awards.
- Weekly Celebration assemblies.
- Newsletter on our website .
- Congratulations Postcards home.
- Text messages home.
- Instant reward cards.
- Positive phone calls home.
- Rewards trips.
- Hot Chocolate with the Headteacher.

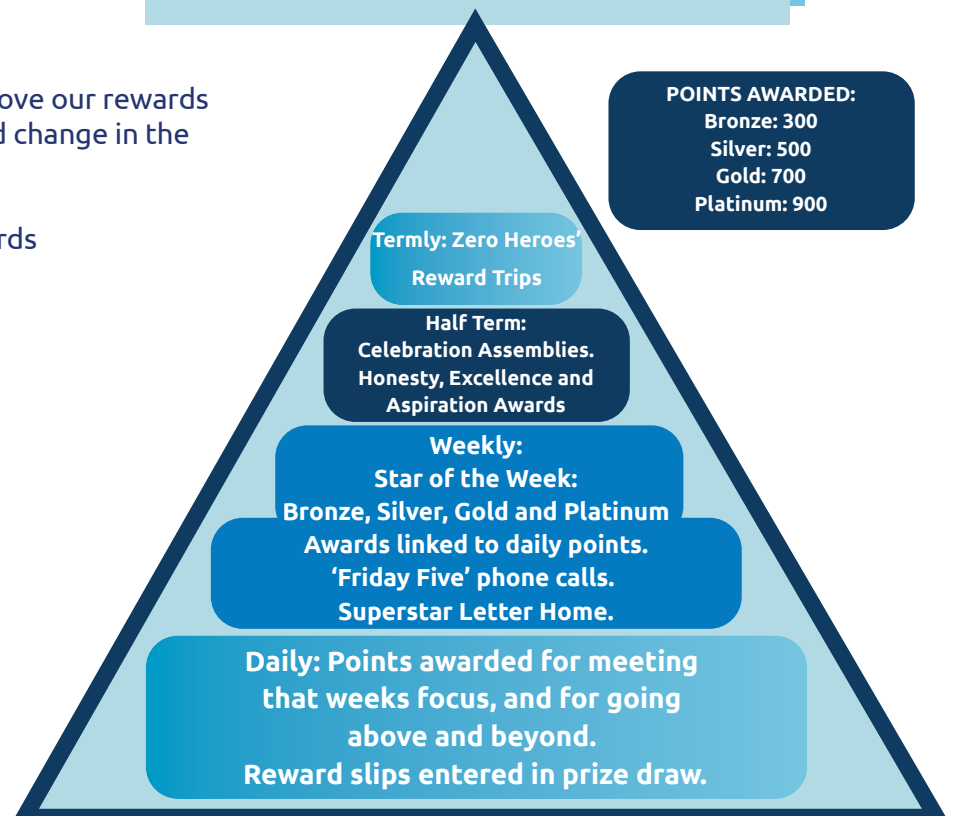


## REWARDS

We are always looking to improve our rewards system so aspects of this could change in the new academic year.

Attendance 97% - 100% Rewards

**POINTS AWARDED:**  
Bronze: 300  
Silver: 500  
Gold: 700  
Platinum: 900





# Standards and expectations: consequences

The following underpin Royton and Crompton Academy values and culture:

- Honesty – respect each other, the building and our wider community.
- Excellence – put your learning first above anything else.
- Aspiration – try your best in everything you do.

These will be reinforced through our behaviour system and supported through the curriculum offer.

- A verbal reminder will be given to the student from the member of staff, with the expectation that the student will modify their behaviour (C1);
- A second and final warning will be given to put learning first and modify behaviours (C2).
- If, after a final warning has been given, there is still no change or a student's behaviour is still not conducive to learning, the member of staff will issue a C3 and request support via our "on-call" system. Student will then be given a faculty time out;
- If the student receives a C3, they will be given an instant one-hour after Academy detention, to be carried out the same day.

Why introduce same day Detentions?

We have high expectations for behaviour at the academy. Just like you, we want the academy to be a warm, caring, friendly and happy place, where learning can flourish, so that your child can progress to university or an alternative and achieve their aspirations.

Are same day detentions allowed?

Some parents have expressed concern about same day detentions in the past, on the basis of legality, inconvenience and safety of a child getting home in a different way. We wish to reassure you on these matters.

The Department for Education states that academies do not legally need a parent's permission to detain a child and no longer have to give 24 hours' notice. There is no legal obligation to inform you that your child is being kept back academies do not need to provide a reason as to why a detention has been issued. Teachers have a legal power to put a student aged under 18 in detention: this includes detention outside of academy hours.

However, it is our priority to work in partnership with you for the benefit of your child. We will inform you if your child has an after academy detention.

For further information on the DfE guidance, please follow the link: <https://www.gov.uk/Academydiscipline-exclusions/discipline>

Same day detentions will take place after the academy closes for one hour. Any student who receives an "on-call" will be collected towards the end of period 5 and taken to the detention that day.

How will you be informed?

The academy will send a text message to inform you that your child will be attending an after academy detention that afternoon and will be late home.

Please ensure that we have your correct telephone number. If you have recently changed your number, please contact the academy as soon as possible, so we can update our records.

What will happen if the detention is not done?

Student failure to engage with this process will result in one or more of the following:

- Senior Leadership Team detention.
- Internal reflection.
- Meeting with a member of the Senior Leadership Team.
- Fixed term suspension.
- Any other sanction deemed appropriate.

# Standards and expectations: consequences



## CONSEQUENCE SYSTEM

### EXAMPLES OF BEHAVIOUR

<p><b>C1</b></p>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> </ul>	<ul style="list-style-type: none"> <li>Disrupting the learning of others</li> <li>Uniform</li> <li>Passive learning</li> </ul>
<p><b>C2</b></p>	<ul style="list-style-type: none"> <li>• 2nd verbal warning given</li> <li>• Move seats</li> <li>• 10 minute break or lunch time class teacher detention</li> </ul>	<ul style="list-style-type: none"> <li>Repetition of any C1 offence</li> </ul>
<p><b>C3</b></p>	<ul style="list-style-type: none"> <li>• 3rd and final verbal warning given</li> <li>• 60 minute detention</li> <li>• Phone call home; details logged</li> <li>• Move class within department</li> </ul>	<ul style="list-style-type: none"> <li>Truancy lesson (on site)</li> <li>Chewing gum</li> <li>Verbal aggression</li> <li>Inappropriate conduct</li> <li>Repetition of any C1 or C2 offence</li> </ul>
<p><b>C4</b></p>	<ul style="list-style-type: none"> <li>• Serious breach of the school Code of Conduct</li> <li>• On call / SLT to remove student</li> </ul>	<ul style="list-style-type: none"> <li>Verbal abuse to a member of staff</li> </ul>



# Lunch and break time arrangements:

All students will:

- Treat the Bistro with respect and clear up any litter.
- Show courtesy to each other and adults
- Follow instructions given by Duty Staff
- Queue quietly and calmly and without pushing.

The Academy operates a cashless catering method in the Bistro. Money is put on individual student accounts. Our finance department will send additional details and passwords for this during the summer holiday, once all details have been uploaded to sims.

Any balance remaining on the account at the end of your child's school career will be donated to school funds to benefit the students of the academy, unless a refund is requested.

# How can you help your child?

At Royton and Crompton E-ACT Academy, it is an expectation that our students always try their hardest and submit work that shows their best effort. This does not mean that we think every evening should be spent studying away until bed time! 30 minutes per subject per week should be encouraged although some subjects may vary.

Some tips to develop good habits:

- Homework is completed at the same time each night.
- Always ask a teacher if you do not understand the homework.
- Do not leave homework until the last minute. Try to complete it as soon as you get it.

Help your child to look up the words and put them into context. Test them with the questions. Ask about the topic area they are currently studying- how much do they know?

Your child will need to be independent and complete homework by themselves. However, there are a few ways in which you can assist your child with their homework tasks.



Type of Homework	What your child does	What you could do to help
Completing	Here work is already started in school and it to be finished at home.	Look at the whole piece of work and perhaps make useful comments. Ask what the whole task is about.
Writing up	Your child will use homework time to write about work done in school or write a finished version of rough work done at school.	Again, look at the whole piece, or, even better, talk about it briefly first, to get the work clearly ingrained in the child's mind and jog the memory.
Questions	A matter of answering questions after a lesson's work.	Check the answers. Do they give the exact information wanted in the question?
Research	Searching for information on a given subject. Part of this homework might be done in the school library in the students own time.	Encourage them to use their own words and not copy and paste huge chunks from the internet.
Revision	Revisiting information on a subject	Ask your child to explain the work to you. You ask the question once they are ready.
Reading ahead	Researching ahead in a text book to get some ideas of what work is to come and be ready for it.	Be aware of what they are currently studying in the subject, be interested in what they have found out.

# ASPIRE Presentation

Throughout the academy we encourage students to be proud of their work. This means aiming for the highest standards of presentation.

The 'ASPIRE' initiative ensures that the students work is consistently the best it can be and encourages students to take pride in the work that they produce. If a student's work does not meet these high standards, they must re-do it.

All students must have the school ASPIRE label on the outside front cover of their book or folder.

<b>A</b>	<b>S</b>	<b>P</b>	<b>I</b>	<b>R</b>	<b>E</b>	 
Always give 100% effort.	Secure all sheets.	Pen - write in black, use a pencil to draw.	Improve work by completing MAD activities in green pen.	Ruler - Use a ruler to underline, draw lines, graphs, charts and tables.	Ensure excellent presentation at all times - no graffiti.	

## Literacy marking codes

- V** Your **vocabulary** choice needs to be improved.
- SP** You have made a **spelling** mistake.
- C** There are errors in your use of **capital letters**.
- P** You are missing **punctuation** or have used incorrect punctuation.
- NP** You need to think about using a **new paragraph**.

Teachers will put the literacy code in the margin and students will review the line and correct the error appropriately.

# TOP TIPS TO SUCCEED:

Things you will be expected to bring to E-ACT Royton and Crompton Academy everyday:

- A school bag to carry all your books and equipment. It should be large enough to carry A4 size books and folders.
- EQUIPMENT: pencil case, black pen, green pens, pencils, ruler, pencil sharpener, compass, calculator and reading book.
- Modelling Excellence Card.
- PE kit on the day when you have PE.

What to leave at home:

- Jewellery, (apart from a watch and small stud earrings which must be removed for PE.) Please do not wear any special watches and earrings in case these are lost.
- MP3 players/iPODs/ electronic games.
- Mobile phone.
- Chewing gum.
- Fizzy drinks/Energy drinks.
- Aerosol cans.
- Nuts.

We advise that uniform and equipment is prepared the night before. This reduces stress and avoids last minute panic.

Here are some tips for success:

- Pack your bag the night before and get your uniform ready.
- Make sure you eat some breakfast, so that you are full of energy.
- Always arrive on time. Lateness is not acceptable, however we understand that you may get a bit lost in the first couple of weeks, so don't panic!
- Bring along a packed lunch or money to buy lunch. If you are entitled to free school meals, lunch will be provided for you.

## FAQ's

### **How do I find out about academy policies on behaviour etc?**

The rules and regulations can be found on the website. For further information, please contact the us directly, our email addresses are on the website.

### **Will the students be taught in ability sets?**

Students will be taught in ability sets for the core subjects: English, Maths and Science.

### **How do I find out about uniform?**

Uniform guidelines can be found in this handbook and all items of uniform can be bought from Zutti and other school uniform providers.

### **What happens if my child is late or needs to leave school for an appointment?**

Students are required to be in their form room for 8:30am. If a student arrives after 8:30am, they will be issued with a late slip and a follow up detention the same night. They must sign in at reception and go straight to their form or lesson. If your child needs to leave for a doctor / dentist appointment, you will be required to write a note or contact the academy office. Your child will need to sign out and sign back in on their return. Please ask for out of school time appointment to avoid absence.

### **Can my child bring a mobile phone to school?**

We have a 'turn it off and put it away' mobile phone policy at Royton and Crompton E-ACT Academy. Students are not permitted to use their mobile phones at any point of the day. They should be turned off and placed either in their blazer or in a bag.

Students who are caught on their mobile phone will be expected to hand it to a member of staff and will then collect it at the end of the school day. If a mobile phone has been confiscated three times, will be held until a parent collects it. Royton and Crompton E-ACT Academy do not take any responsibility for mobile phones which go missing in the academy.

### **When a mobile phone is confiscated, we will only return it to a parent/carer.**

Students should be aware that wearing headphones will be seen as equivalent to using a mobile phone. Students with headphones will have their headphones confiscated along with their mobile phone and parents/carers will need to come and collect this.

### **What if parents wish to contact their children?**

The academy is not banning children from having mobile phones. They can bring them to the academy and can use them to contact parents before they enter the premises and when they leave at the end of the academy day. In the case of an emergency, parents should ring the academy reception and we will get a message to their child immediately. The Pastoral Team will support urgent messages home.

### **Doesn't this kind of technology actually help teaching and learning?**

The academy believes in the intelligent use of technology, but more importantly we believe in equality. Not all students have access to smartphone technology and those that don't always know how to use it responsibly. Whilst we will teach students about safe and responsible behaviour when using mobile technology, we will ensure that all work and homework is accessible to all students, no matter the technology they have access to at home. Therefore we will use mobile phone technology very rarely in lessons. Research has shown that student performance in GCSE exams improves after mobile phone bans in academies.

Whilst we understand that the confiscation of a mobile phone may cause inconvenience, it will benefit the outcomes of our students. We have made this policy clear during our visits to students and we ask you to support us in this message.

If you have any further questions please email [Roytonandcromptontransition@e-act.org.uk](mailto:Roytonandcromptontransition@e-act.org.uk).