



Samuel Ryder Academy

Education for a changing world



Secondary Parents' To Do Booklet 2021-2022

Key Dates and Actions

There are several key dates to be aware of during the transition process. We ask that you take note of the dates and help us by actioning them on time. Please also note that due to these unprecedented times, the key transition dates are subject to change or cancellation. The dates for returning online data collection and making payments will not change. Thank you for your support. We have added a column for you to use to tick off the action points highlighted in the document as you complete them.

Event	Date/Deadline	Action Completed
Login to Operoo and verify account information	Friday 16 th April	
Secondary Data Collection Form to be submitted via Operoo	Friday 16 th April	
Year 7 BBQ and Homework Club forms to be submitted via Operoo	Friday 16 th April	
Login to ParentPay	Friday 16 th April	
Deposit payment for PGL trip via ParentPay	Friday 7 th May	
Payments for stationery, iPad, lockers etc. required via ParentPay	Friday 4 th June	
Year 7 Parents' Information Evening	Thursday 1 st July	
Welcome to Year 7 BBQ	Saturday 3 rd July, 12.00pm - 3.00pm	
Secondary Transition day	Thursday 8 th July	
Year 7 Homework Club taster session	Friday 9 th July, 3.45pm - 4.45pm	
First day of school, Year 7	Friday 3 rd September	
Year 7 PGL Liddington Trip	Wednesday 20 th October - Friday 22 nd October	
Half term – Autumn	Monday 25 th October - Friday 29 th October	
Occasional Day (School closed to staff and students)	Monday 29 th November	
PTA Christmas Fayre	Saturday 4 th December	
End of Autumn term	Friday 17 th December	

To Do: Reply to Transition Event Invitations

YEAR 7 WELCOME BBQ – SATURDAY 3RD JULY FROM 12.00PM - 2.30PM

As part of joining Samuel Ryder Academy, we would like to invite you to our **'Welcome to Year 7 at Samuel Ryder Academy BBQ'** on **Saturday 3rd July 2020 between 12.00pm and 2.30pm** within the school grounds.

It will be a great opportunity for you to meet the other families and students who will be joining in Year 7. You will be welcomed by our dedicated staff, who will be with your child throughout their school journey with us.

There will be food and drinks available to purchase on the day and lots of activities to get involved in throughout the afternoon.

We hope that you will be able to join us at this event and would be grateful if you could complete the Welcome to Year 7 BBQ form in Operoo by Friday 16th April 2020.

HOMEWORK CLUB – FRIDAY 9TH JULY FROM 3.45PM - 4.45PM

Samuel Ryder Academy is committed to ensuring that all students have the opportunity to reach their full potential. The development of the Homework Club Study Support is part of that commitment. Every weekday from 3.30pm to 5.00pm students have the opportunity to continue working at school. They are able to work independently, make use of a range of high quality resources, including ICT and the internet. A Librarian and a Learning Support Assistant are on hand to assist with homework and revision or to offer advice.

Year 6 students and their parents are invited to a taster session on **Friday 9th July between 3.45pm and 4.45pm in the school library.**

We have 60 places available for students, which will be allocated on a first come first serve basis. As space is limited we can only allow 1 adult to accompany their child.

Please you could complete the Homework Club reply form in Operoo by Friday 16th April 2020. We will confirm places in due course.

To Do: Log in to Communications and Payment Systems

There are several systems that we use at Samuel Ryder Academy that ensures easy communication and payment of monies. For new admissions we will be using Operoo for data collection and communications and ParentPay for payment processing. From September, we will be using Edulink for communications, more information will be sent about this nearer the time.

OPEROO

This year we will not be sending out paper information or asking you to return paperwork to us. For students new to the school, this will be done electronically through Operoo. Operoo is the communication and data update system that we are using for new admissions to the school. To keep up-to-date with the transition process for your child, it will be necessary for you to engage with Operoo. On the Data Collection Form we will ask you to sign to agree to our privacy policy and the Operoo privacy policy can be found at <https://www.operoo.com/privacy-policy/>.

You should have received an email with login details for Operoo that was sent to the email address you submitted to Hertfordshire County Council with your initial application. Please verify your account and inform us of any dietary and medical conditions. If you have not received this email, please email admissions@samuelyderacademy.co.uk to inform us. Equally should you prefer not to engage with the Operoo system please contact us for paper copies of the documents.

It is imperative that we have the latest and most up to date information about you and your child. **Please can you ensure that you have updated the Data Collection Form in Operoo by Friday 16th April.**

The types of data collected includes:

- Student information
- Parent/carer information
- Emergency contacts
- Family connections
- Ethnicity, religion and language
- Medical practice details
- Policy Permissions and Agreements

Please can you also complete the **Policy Permissions and Agreements** section of the Data Collection Form. Further details can be found in the School Information Book. These include permissions and agreements for:

- Biometric System
- Home School Agreement
- ICT Network Acceptable Use Agreement
- Student Privacy Notice
- Trips, Visits & Extra-Curricular Activities
- Yes to Photos/Recordings or No to Photos/Recordings
- iPad Damage Procedure Agreement

Please can you ensure that you have updated the Data Collection Form in Operoo by Friday 16th April.

If you need assistance, please contact: admissions@samuelyderacademy.co.uk

PARENTPAY

We are a cashless school so all parents will be required to use our payment processing system 'ParentPay' to pay for any school related purchases like dinner money, iPad contributions and repairs, replacement locker keys, school shop, trips etc.

You will be sent login information to login to ParentPay in the post. Please login in and set up your account to make any of the payments highlighted above (more information is available later in this document) or before your child starts in September.

If you need assistance, please contact the school finance office via email to: finance@scholarseducationtrust.co.uk

To Do: Book the PGL Trip to Liddington

YEAR 7 RESIDENTIAL TRIP TO PGL LIDDINGTON: WEDNESDAY 20TH – FRIDAY 22ND OCTOBER 2021

The Year 7 trip to PGL provides a wide range of opportunities for students including making new friends in a fun, safe environment away from the school site. It is our aspiration to run our usual team building trip for our new Year 7 cohort.

Current government guidelines prohibit any overnight trips/visits in England as part of the National Lockdown, however Stage 3 of the roadmap out of lockdown states that from the 17th May “Hotels, Hostels and B&Bs can reopen. We anticipate that the Department for Culture, Media and Sports (DCMS) will then permit educational residential trips to commence.

The estimated cost of the PGL trip is approximately £270.00 per student. To enable the academy to be able to make our booking promptly we are requesting an initial deposit of £100.00 to secure your child's place on this trip using ParentPay (see separate information for your Parent login details) by **Friday 7th May 2021**. Parental consent must also be given at the same time as payment via ParentPay. Please contact the school finance office if you have difficulty meeting this cost. If your son/daughter qualifies for Pupil Premium, you will be entitled to a 20% discount. For more information please refer to <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>.

If, as anticipated, Stage 3 enables schools to place a booking with the necessary insurances included, we will proceed. A subsequent communication will then be sent out to you confirming the booking and outlining the remaining payment schedule. **At this point the £100.00 will become a non-refundable deposit.**

If the roadmap timeline changes, the current ban remains and a subsequent delay follows or if our insurance provider cannot offer the level of insurance we require, then the booking will not be placed. If at this stage we are unable to secure a suitable alternative then your £100.00 deposit will be refunded.

To summarise we will not commit your money or indeed commit the academy to a level of financial risk given the current uncertainty unless we can achieve clearance from the DCMS and secure the relevant insurance cover.

To Do: Order Equipment and Make Payments

Please make all orders and payments for stationery, iPad, and lockers via ParentPay by **Friday 4th June 2021**. The stationery equipment will be ready for you to collect at our Parents' Information Evening on Thursday 1st July. iPads and lockers keys will be issued when students start in September.

Please make the deposit payment for the PGL trip on or before **Friday 7th May 2021**.

ParentPay Account Information can be found in this booklet.

Equipment

Please note that Samuel Ryder Academy does not make a profit from these items. All equipment for the school shop is purchased and sold at a discounted price due to our ability to bulk buy.

Essentials Starter Pack

The Essentials Starter Pack presented in our Samuel Ryder Academy Canvas Bag contains:

- Pupil Pack - A4 Clear Project case and Geometry Tin set - includes pencil, sharpener, 15cm ruler, protractor, rubber, pencil compass & stencil
- Scientific calculator – Casio FX83GTX
- Pack of 10 A4 book covers
- A4 Art sketchbook
- Technology/Food apron (fire retardant)
- Samuel Ryder Academy stylus/writing pen
- Three pens: black, blue & green
- Two pencils
- 30cm Ruler
- Glue Stick

Total for the pack £27.00

Lockers

Students are required to use a locker during their 5 years at Samuel Ryder Academy and we ask for a contribution of £20.00 to secure one. (Replacement keys are available throughout the year and are charged at £3 each payable on ParentPay.)

Cost £20.00

Design Technology

Students study Design and Technology as part of their Key Stage 3 curriculum. This includes work with food, textiles, graphics and resistant materials (materials such as wood, metal and plastics). Students will be involved in trials and testing as well as designing and making final products. Funding is provided for trials and testing but we ask parents for a voluntary contribution of £10 towards the cost of the items which your child will bring home during Years 7 & 8. This will go towards some of the ingredients in food technology but the main ingredients will still be required to be brought in from home.

Cost £10.00

Apple iPad

Your son/daughter will have the opportunity to utilise an **Apple iPad**, however the device will remain the property of the Academy. We expect every student to bring their fully charged iPad to school every day as part of their equipment and to use it for learning purposes at the appropriate times. We ask that our students treat their iPads with respect and take all reasonable precautions to keep their device safe. We will provide a Techair hardshell protective cover for the device.

To secure an iPad we request a (non-refundable) contribution of £60.00 in Year 7. If your child qualifies for Pupil Premium then a 50% discount is available. Please see the Information Sheet 7: Safe Use of the Internet and Email in School – Agreement in the School Information Booklet for further information regarding the new tapered payment structure.

Cost £60.00

Cost if qualify for Pupil Premium £30.00

PGL Liddington

Wednesday 20th – Friday 22nd October 2021

See above for full details of the PGL Liddington trip.

The cost of the trip will be £270.00 fully inclusive. We ask for an initial deposit of £100.00 to be paid via ParentPay on or before 7th May 2021. When we have more details, we will confirm the final payment.

Deposit by 7th May £100.00

Final payment by 3rd September £170.00