



RICHARD HALE SCHOOL

NEW YEAR 7 PARENT HANDBOOK

July 2026

WELCOME TO RHS



I would like to welcome you and your son to Richard Hale School for what I hope will be an enjoyable and fulfilling seven year experience. We know that moving from primary to secondary school can be stressful for both students and parents, so we have a programme to make the transition as smooth as possible. This includes the Saturday morning treasure hunt which many of you attended in May, the new parents' evening, the whole day visit in July, a personal visit to each boy at his primary, and further events in the Autumn.



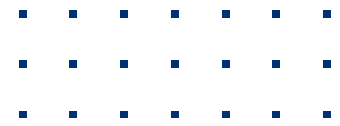
Ian Hawkins
Headteacher

This booklet is part of the process, so I hope the information contained in it will enable you and your son to become quickly familiar with daily life at Richard Hale School. We have tried to keep the information in this guide concise as a 'quick start guide', however far more information including school policies can be found on our website.

School life at Richard Hale is underpinned by our three values: respect others, aim high, show commitment. We expect all students to demonstrate these every day so that the whole school community thrives.

At Richard Hale we are genuinely keen to encourage co-operation with parents in the education of the boys, and we look forward to a constructive partnership with you in the development of your son's potential during his school life.

SCHOOL UNIFORM



One of the strong and noticeable features of Richard Hale is the uniform and the way in which the boys wear it. We expect boys to present a smart appearance in school and out, so we expect parents to support us by ensuring that correct uniform is worn at all times, including on the way to and from school.

The following are required:

- navy blue blazer with a school badge
- white shirt and school tie, with correct house colour stripes
- black trousers
- grey/dark blue v-necked jumper (optional, does not replace blazer)
- black shoes, formal in style and capable of being polished, ie no logos and not black leather trainers

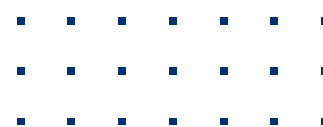
PE & Games

- blue polo shirt with RHS crest
- white shorts, white socks, non-marking trainers
- black/gold reversible RHS games shirt
- RHS games socks, black with amber tops
- black rugby shorts
- rugby/football boots, with safety studs (kite-marked)
- shin pads and gum shield
- optional blue quarter-zip mid layer

The school's decision on the suitability of uniform is final. If a student is not in full uniform, for any reason, a dated explanation note must be provided by the parent.

Our specialist uniform suppliers are Stevensons Ltd, 131-135 Victoria Street, St Albans, AL1 3XS. All RHS specific items can be purchased from them.

EQUIPMENT FOR LEARNING



The following items must be brought to school each day:

- a black or blue pen, an HB pencil, sharpener, rubber, ruler, plus spares
- a protractor and a pair of compasses for all Maths lessons
- a green pen for correcting work
- a glue stick
- a scientific calculator, which should be one the following models: Casio FX-85GTCW or Casio FX-83GTCW
- a reading book and reading log (provided)
- mobile phone locking pouch (provided), if bringing a phone to school

From time to time students may be required to bring additional items for specific subjects, for example ingredients for Food Tech lessons.

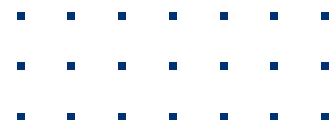
Students will need access to a computer/laptop/chromebook and the internet at home in order to access and complete homework tasks. The school may be able to provide equipment on loan for studnents entitled to free school meals. Students do not need to bring a laptop to school.

MOBILE PHONES

Students will not be allowed to use their phone in school. Where possible we would advise that students do not bring a phone to school.

If a parent believes that a student needs access to a phone for travel to and from school we will allow students to bring a mobile device to school, however it must be locked inside a magnetic pouch once students enter the school grounds. We will provide students with a locking pouch in September, but if lost or damaged it will be the responsibility of parents to replace this. Students can unlock their pouch at the end of the school day at one of the unlocking stations positioned at the school exits. Students are not allowed to bring smart watches to school. The school does not accept any responsibility for damage or loss of mobile phones or any valuables. If phones are seen in the school day, they will be confiscated and will have to be collected by a parent.

BEHAVIOUR FOR LEARNING



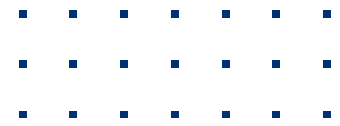
We expect all members of the Richard Hale School community to behave with respect for each other, for each other's property, and for the school's good reputation. All students and staff should feel safe from any disrespectful behaviour, either in words or actions, irrespective of their ability, age, background, beliefs, disability, gender, race or sexual orientation. Any action designed to hurt another person, physically or emotionally, or to damage property, is against the school rules.

All students are expected to behave in a manner which allows learning to take place without interruption. Our classroom code of conduct sets out the basic expectations for all students, for every lesson.

Each student is made aware of the school rules and reminded of their importance throughout the school year. The lowest level of sanction in a lesson is the removal of their daily achievement point. More serious sanctions for misbehaviour usually take the form of break, lunch or after school detentions. When detentions are given after school, parents are notified by email and given 24 hours notice. A School detention takes place on Thursday 3.20-4.20pm, supervised by a senior member of staff, and a Head's detention takes place on Friday 3.20-5pm for more serious offences. Detentions are not negotiable; the school has the legal authority to impose a detention even if a parent refuses.

We always hope to have parents' support if we have to apply sanctions to their son. Boys may be required to see a teacher for up to 10 minutes after the end of normal school finishing time without formal notice to parents. For serious breaches of discipline, students may have a day or more of isolation or may be suspended from school for a fixed period of time or, in extreme cases, permanently excluded.

RECOGNIZING ACHIEVEMENT



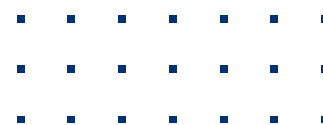
We are proud of students' achievements and celebrate these regularly as part of school life. We expect students to demonstrate our school values: respect others, aim high, show commitment. They are rewarded within our achievement system for doing this.

Our achievement point system rewards students each lesson for meeting the school's basic expectations, as laid out in the Classroom Code. If a student arrives on time, properly equipped, with homework completed where relevant, and contributes to the lesson, he will receive an achievement point. Most students will, therefore, accumulate five achievement points for each day, one per lesson. Extra achievement points are also rewarded for particular effort or quality of work in class or homework.

Once a certain threshold has been reached, a student will receive a Richard Hale shield badge. These range from bronze in Year 7 to the Headteacher award in Year 11. The Governors Award is presented to students who have met (and exceeded) our expectations at every point during their Y7-11 schooling. These achievements are celebrated by presentations in assemblies.

In addition, prizes and certificates of excellence are awarded annually on Founder's Day and Presentation Evening for outstanding academic achievement or progress. Students' efforts in other areas such as music, drama and sport are also recognized annually by the awarding of achievement certificates. School colours ties are awarded at the end of Year 8, 10 and 12 for exceptional representation of our school values.

THE HOUSE SYSTEM



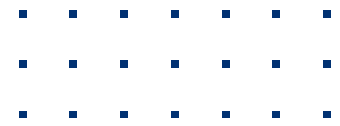
The House System provides opportunities for all boys to be involved in a variety of competitions ranging from rugby and tennis to music, chess, drama, photography, volunteering, and much, much more. Each boy is placed in one of six Houses, identified by the colour of the stripe in his tie: Cowper (dark blue), Croft (light blue), Hale (green), Kinman (purple), Page (red), or Wallace (yellow). The Houses compete annually for the Cock House Cup, and students meet together regularly in House assemblies. Each House is led by a Head of House from the staff, and a House Captain and Vice House Captain from Year 13. We expect all students to support their House through friendly competition and team spirit. The achievement points which students gain are also fed into the House points and form a vital part of a House's chance of success in the cup!

EXTRA-CURRICULAR OPPORTUNITIES

We run an extensive and diverse programme of extra-curricular clubs and activities throughout the year and believe this to be an integral part of our school life. The vast majority of students take part in multiple opportunities and they can be a great way to make friends and develop new skills. Clubs take place at lunchtime and after school and are free of charge (with the exception of D of E).

We publish the programme of activities in September each year and students are given details on how to sign up and attend.

OUR CURRICULUM



At Richard Hale School, our curriculum aims to:

- Provide a broad, ambitious and creative curriculum, enriched by a wide range of related experiences, to encourage the development of the unique talents of each individual student to the highest level
- Develop students' self-esteem and confidence, leadership, teamwork and creative skills, by providing opportunities for them to represent their House and the school and contribute to the wider community in a wide range of extra-curricular activities

Students make their GCSE option choices in the Spring term of Year 9. At the heart of this is a strong set of core subjects which all students follow, including English, Maths, Science, Geography or History, and French or German.

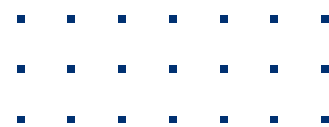
We strongly encourage parents to be involved in their son's learning and to discuss it with him at home. To support with this we publish the learning overviews for each subject so you can see what is being taught throughout the year.

HOMEWORK

In Years 7-9 homework in English, Maths and MFL will be set each week. In the other subjects it will be set once per fortnight. Sometimes homework takes the form of a project which may be set for completion over several weeks. Homework is recorded by teachers on Google Classroom and parents are encouraged to look at this with their sons in Year 7 to support them with their homework in the early days. Only one log-on is provided for students, so boys are expected to share this with their parents.

In Year 7 he will be expected to spend approximately 30-45 minutes per task, with an average of two pieces of work per evening.

PARENTS EVENINGS & REPORTS



Parents evenings take place online. Parents can book appointments with their son's class teachers to discuss their progress and there is a second evening later in the year where parents discuss the holistic picture with his Form Tutor. In Year 7 we also have a face to face 'Meet the Tutor' event early in the Autumn term to discuss their initial weeks at Richard Hale.

Progress reports are issued twice per year and provide students and parents with important information on their progress and attitude in each of their subjects. Please ensure you discuss these with your son once they are issued and contact individual teachers where concerns are identified.

At the end of each half term your son will also bring home his conduct card for you to sign. This provides a snapshot of his behaviour and achievement data over the course of the half term.

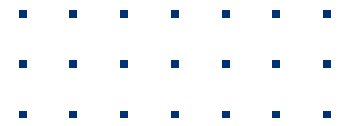
ATTENDANCE & ABSENCE

We expect all students to attend school every day. There is a clear link between attendance at school and achievement, and by working together we can ensure that your child achieves the best possible outcomes and experience. We monitor attendance very closely. Our attendance processes and thresholds can be found in our attendance policy.

We do understand that occasionally a student may not be able to attend school due to illness. If this is the case, a parent should ring the school office on the first day and any subsequent day of absence and inform us of the reason for absence.

Absence for holidays during term time will not be authorised.

THE SCHOOL DAY



The school day begins at 8.45am and ends at 3.20pm. Students are allowed on school site from 8am, but are not supervised until 8.30am. The school day is as follows:

8.45 - Registration

9.10 - Period 1

10.10 - Period 2

11.10 - Break time

11.30 - Period 3

12.30 - Lunch time (Years 7, 8 & 11)

13.25 - Period 4

14.20 - Period 5

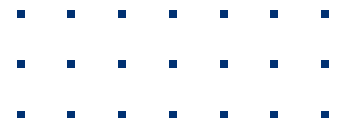
15.20 - School ends (homework club available Mon-Thur until 16.30)

ADVICE FOR PARENTS

Moving to secondary school can sometimes be as daunting for parents as it is for students. We genuinely value our relationships with parents and you will have lots of opportunities over the years to come to learn how best to help us to help your son make the most of his opportunities. Here are some tips to help make the transition as smooth as possible:

- Try not to pass on your own anxieties to your son as he will likely have enough of his own. Be relaxed, reassuring and supportive.
- Establish a routine together before term begins. When/where will homework take place? Where will he store his books? When will bedtime be?
- Have a clear plan for school transport. Practice runs before hand really help!
- Reassure him that RHS takes boys from so many schools and such a wide area that lots of boys will won't know anyone when they first start.
- Make sure EVERYTHING is labelled with his name!
- Help him pack his bag the night before each day, checking he has the correct books and homework to hand in.
- Expect him to be very tired! There is alot to take in during the first weeks.

KEY STAFF & CONTACTING SCHOOL



When your son starts at Richard Hale there are a number of key staff who will be closely involved in supporting his education, in addition to his class teachers.

Head of Year 7: Miss B. Harvey (bha@richardhale.co.uk)

Assistant Headteacher: Mr P. Camm (pca@richardhale.co.uk)

SENDCo: Ms S. Morris (senco@richardhale.co.uk)

Student Welfare Officer: Ms J. Michelson (jmi@richardhale.co.uk)

Form Tutors: We will confirm Year 7 Form Tutors in due course and contact details will be shared in September.

To report a student as absent, or to arrange collection for an appointment, please phone the school on 01992 583441 or email attendance@richardhale.co.uk

Contact details for all RHS staff can be found on our website. Parents can expect to receive a reply within 2 working days.