



**The Regis School**  
The best in everyone™  
Part of United Learning

# WELCOME BOOKLET

## 2024



## Welcome message

Dear Parent/Carer

We are extremely proud and delighted that you have chosen The Regis School for your child's secondary education. At TRS, we aim not only to match parents' expectations of what a school should offer their child, but to exceed them.

Our aim is to help every student realise their dreams and aspirations by providing an excellent education; underpinned by a culture of high expectations and standards. We believe in educating the whole child and that with hard work and a positive attitude students will leave The Regis School as productive young adults, kind citizens and motivated lifelong learners with the academic currency to be highly successful in the next stages of their education and careers.

By attending The Regis School, your child will be exposed to the very best of the taught subject curriculum, an extensive extracurricular offer including residential trips, and an outstanding character education.

We are proud to be part of United Learning, a group of Academies who work together for mutual benefit and whose mission is to bring out 'the best in everyone', a philosophy we wholeheartedly subscribe to here at The Regis School. We are judged as a 'good' school by Ofsted and the inspectors said of The Regis School:

***'The school's values and ambition are evident from the moment you walk through the doors'***

***'The culture and learning environment is aspirational'***

***'Pupils feel safe and well supported' and 'The school is calm and orderly'***

***'Pupils achieve well across the curriculum and are prepared well for the next steps in their education'.***

As a Rights Respecting School, we not only strive for academic success; we also value and promote the importance of friendship, fun, personal responsibility, and compassion. We are proud to have been awarded the highest-level Rights Respecting 'Gold Award', in addition to holding the ACE 'School of Character' kitemark; an award given to schools that take an explicit, planned, and reflective approach to the cultivation of character in their pupils.

We, and all the staff at The Regis School, look forward to your child joining our community and hope they get the best out of what we have to offer both in and out of the classroom.

Very best wishes

**Mr. D Oakes and Mrs. J Lewis**  
Principal and Associate Principal



## Are You Regis Ready?

Transitioning to a new school can be a daunting experience and we know you will have many questions about what to expect when you join us. Below are some frequently asked questions which we hope will support you in feeling prepared to join The Regis School.

### What time do I need to be at school?

The school gates open at 08:15 each morning and we start the day with a line up. You will need to make sure you arrive at school and make your way to your line up area ready for the whistle at 08:23. When you hear the whistle you should be in your tutor line, facing the front in silence. Your Director of Year will give you important information and messages for the day/week ahead.

If you arrive to school after 08:30 you will receive a 1-hour after-school detention.

### How will I know where to go?

On your first full day at TRS you will be given a school map and a timetable of all your lessons. To help you find your way around, you could colour code your timetable so that it matches the colours of the school floors and subject areas.

The most important room is your tutor room, you will be taken to this room from line up on your first full day at TRS. Starting the day with tutor time allows you to ask your teacher, and others in your tutor group, to help you find your class if you are unsure of where to go. If you do get lost, don't panic, ask any member of staff and they will be able to point you in the right direction.

### Who can I ask for help?

We have over 100 staff at The Regis School, all have different roles, but they are all ready to ensure your time at secondary school is a positive and enriching experience. If you have any concerns, questions, or worries, you can speak to any adult in the building. Your tutor, Head of Year and Director of Year will also be available to support and help you, if needed.

### What subjects will I study?

At The Regis School, you will study a broad and balanced curriculum designed to develop your talents and explore the very best of a range of different subject areas. Alongside Maths, English and Science, you will attend lessons in Geography, History, RE and a Modern Foreign Language. To ensure you stay creative, active, and innovative you will also study Art, Physical Education, Technology, Performing Arts and Computing.

### What are lessons like at The Regis School?

We expect all student to work hard and believe that every minute of every lesson counts. Teachers at The Regis School will begin most lessons with a Do Now task designed to your prior knowledge. Lessons will then follow 'I, We, You' cycles. This means that your teacher will spend time carefully explaining new information, checking that you understand and then ask you to practice independently.

### What happens at break and lunch time?

Each day you will have one break time and one lunch time. This is your opportunity to socialise, have something to eat and use the toilet. We have a biometrics system which means we use our fingerprint to buy food in the canteen rather than cash. You are also welcome to bring a packed lunch if you prefer. Whichever you choose, we have lots of indoor and outdoor spaces for you to enjoy breaks and lunches.



### Are there opportunities to join a club or team?

At The Regis School we value student participation in extracurricular activities and actively encourage all students to regularly take part in these. Being part of a club allows you meet new students from across the school, whilst also developing your team building, communication, and leadership skills. We have an amazing array of clubs for you to choose from, ranging from sports and photography to chess and coding.

Your tutor will give you the full programme of what is available to you as well as information on how to sign up.

### How should I manage completing homework at home?

Homework is a great way to revisit knowledge and apply your learning. Below are some tips to ensure you get the most out of working at home:

1. **Be positive.** Stay solution focused. Homework can be difficult at times, but it plays an important part in your academic success. Your teachers will show you where you can access support with your homework. If you are still stuck, see your teacher, or send them an email – just make sure you have tried your best first.
2. **Use your resources.** We have some great facilities at school, including the academic hub which is open to students every day at break time, lunch time, and after school. It is even open to students on Saturdays. We also run homework clubs for students who want the opportunity to get help from a teacher.
3. **Be organised.** The golden rule is to never leave it to the last minute. The best habit is to complete each piece of homework you receive on the day it is set.

There are a huge number of opportunities to be rewarded for completing your homework to the best of your ability. Failure to complete homework will lead to an after-school homework detention.





## Attendance

Excellent attendance leads to effective learning and has a significant outcome on the life chances of a young person. As such, The Regis School places a very high priority on the good attendance and punctuality of all our students.

We strive to provide a welcoming and supportive environment for all students and endeavour to work with students and their families to ensure students attend regularly and are punctual to both school and lessons.



- We regularly monitor attendance and as a parent you can see your child's attendance using our Arbor platform.
- Students with medical conditions are supported by our School Health Manager.
- Good attendance is rewarded and celebrated.
- Students with poor attendance will be contacted daily when absent and may be referred to the Senior Attendance Officer.
- We encourage students to arrive to school on time – gates open at 8:15am and close at 8:23am. If a student is late, they will spend tutor time in our late detention and receive a 1-hour detention.
- We invite parents for meetings to discuss attendance working together to improve your child's attendance to school.
- Our Attendance page on The Regis Website contains our Attendance Policy and other guidelines around our attendance expectations and support.

Should you wish to discuss any issues about attendance or may need additional support please contact our school Senior Attendance officer, Monica Bowen at [Monica.Bowen@theregisschool.co.uk](mailto:Monica.Bowen@theregisschool.co.uk) or on **01243 872119 DDI**.



## The Regis School Uniform

At The Regis School students are expected to wear the school uniform outlined below. We believe that this creates a sense of identity and belonging and helps to remove the pressure and expense from parents and carers of passing teenage fashions. It also supports the notion that a uniform or dress code is representative of high expectations and standards and a professional environment, thus helping to create an effective learning environment. If a student fails to attend in full school uniform, contact will be made with home in order that the situation can be rectified. In some circumstances a student may be issued with uniform on loan, sent home to change or may be expected to complete their learning in the study room.



### Uniform Guidelines

- Years 7-9 - White shirt (long or short sleeve)
- Years 10-11 – Blue shirt (long or short sleeve)
- The Regis School tie (specific to each year group)
- Knitted v neck long sleeved jumper with sky blue stripe in the neck **OR** knitted v neck sleeveless jumper with sky blue stripe in the neck. No other sweatshirt or hoodie is allowed.
- Black blazer with school logo
- Full length tailored black trousers to shoe/ankle with zip, buttons and pockets. Trousers must be loose at the ankle (minimum 4 inches diameter) and not denim, canvas, jean or chino style **OR** Bespoke school skirt (available from our supplier) worn at original length and unaltered in any way.
- Plain black school shoes
- Plain black socks
- Plain black belts only, no coloured belts or belts with logos

**A sensible rucksack capable of holding several A4 exercise books is essential.**

### Footwear

Students are expected to wear **plain black leather or polishable school shoes**. Students are not permitted to wear footwear such as trainers of any colour (including plain black); plimsolls or canvas shoes; shoes with high heels; platforms; flip flops or sandals; boots of any kind; and any footwear that offers no protections from a health and safety point of view. Students are expected to wear plain ankle socks. These must be plain black, with no colour or pattern permitted. Students may opt to wear black, opaque tights.

If you are unclear of which footwear is suitable, please contact us at the school to avoid unnecessary expenditure.

### Jewellery

Students are only permitted to wear **one plain stud earring in each ear and a watch**. **No other jewellery is permissible**, including bracelets, necklaces, rings, facial piercings (including nose rings or studs, tongue piercings) multiple piercings or ear stretchers/bars. This upholds health and safety requirements in practical lessons and reduces the risk of precious and sentimental items becoming lost or damaged at school. Clear retainers are not acceptable, and families are asked to consider timing any piercings to take account of this, as students will be asked to remove any jewellery item that is not in line with policy and will be given an automatic sanction.

## Hairstyles

**Hairstyles should be smart and in keeping with a formal learning environment.** Unacceptable styles include less than a grade 1 shave or punk styles, and whole or partial colouring of an unnatural shade, e.g. blue, bright red or bleached hair. Razor cuts or shaved patterns leading to significant variance in hair length are also not accepted.

## Make-up and Nails

A light, **natural looking** make up is permitted. Excessive make up is not permissible, including heavy black eye make-up, false eyelashes, or eyebrow make-up. All make up must be subtle. **False nails or gel nails are not permitted.** Nail varnish if worn, must be clear.

Students who do not follow the guidelines, will be asked to remove non regulation items and if necessary, will be able to borrow the appropriate item from our uniform store. If the student has an item that cannot be easily removed, such as gel nails, they will be asked to work in our study room, until the uniform issue is resolved.

If you have any questions about uniform, please contact your child's tutor or their Head of Year in the first instance.

## The Regis School PE Kit

All PE kit tops and bottoms must have the TRS logo on them.

### Compulsory

- PE polo shirt
- PE shorts/skort/leggings/tracksuit bottoms
- Running shoes/trainers (not converse type trainers)
- PE Jumper/sweatshirt
- Gumshield

### Optional items

- Nike rain trousers
- Rain Jacket
- Fleece
- Socks – black and red football length)
- Studded footwear and shin pads

A thick polythene bag is useful for wet or muddy kit. A sports bag, shoulder bag or large drawstring bag to contain PE kit is essential.

## Current School Uniform and PE kit Supplier:

JW Sports  
55 High Street  
Bognor Regis  
West Sussex  
Telephone: 01243 860266

Whilst the above guidance on school uniform and our expectations is not an exhaustive list, it is intended to give sufficient guidance to ensure our students are dressed appropriately for school and we thank our parents/carers for supporting us in this. Should you require any further guidance regarding the school uniform and our expectations please do not hesitate to contact us at the school.

**ALL CLOTHING AND EQUIPMENT SHOULD BE MARKED CLEARLY WITH THE STUDENT'S NAME**

## Equipment

You will need to bring the following equipment, in an appropriate pencil case, to school every day. This will be checked by your tutor in the morning:

- 2 Black Pens
- Green Pen
- Pencil and Eraser
- 30cm Ruler
- Whiteboard Pen – Black ink
- Scientific Calculator – available to purchase from the Maths Department
- Optional: Protractor and a pair of compasses



**Top tip:** Never leave packing your bag until the morning, check your timetable for the next day before you go to bed. Ensure you have packed everything you need for the next day and taken out what you do not need. Remember we do have lockers at school that you can hire for £10 for the year with a returnable £5 deposit.



## Behaviour Policy

Students are expected to observe the following behaviours in school:

- Arrive to school on time (by 08:23 each day)
- Wear appropriate uniform as per the uniform policy
- Have the correct equipment
- Attend all lessons on their timetable arriving before the late buzzer
- Work hard in all lessons and try their best
- Always follow instructions the first time
- Be kind and respectful to all staff and students
- Conduct themselves calmly and purposefully when moving around the school
- Complete homework when set by the agreed deadline
- Observe and act upon the Regis 10



Where students are unable to follow our behaviour expectations, sanctions will be put in place. Some examples are below:

Behaviour	Sanction
<ul style="list-style-type: none"> <li>• Blazer not worn when expected</li> <li>• Wearing incorrect footwear</li> <li>• Wearing non-school uniform items in the building including piercing(s) and false nails</li> <li>• Skirt rolled up</li> <li>• Failing to bring the correct equipment to school</li> <li>• Mobile phone out during the school day</li> <li>• Personal headphone(s) worn during the school day</li> <li>• Using inappropriate, aggressive, or unkind language or inappropriate social behaviour</li> <li>• Talking during line-up</li> </ul>	<p>You will receive a 15-minute detention after school that same day.</p>
<ul style="list-style-type: none"> <li>• Poor conduct at social times (being unkind to others, rough/boisterous play, running and pushing, being out of bounds etc.)</li> </ul>	<p>You will receive a break and/or lunch time detention.</p>
<ul style="list-style-type: none"> <li>• Failing to submit your homework on time</li> </ul>	<p>You will receive a 60-minute detention after school.</p>
<ul style="list-style-type: none"> <li>• If you fail to attend the above detentions</li> </ul>	<p>You will be set a 90-minute detention.</p>
<ul style="list-style-type: none"> <li>• If you stop the teaching and learning in a lesson</li> <li>• Fail to attend SLT detention</li> <li>• If you are significantly unkind or discriminatory to others</li> <li>• If you misuse social media to harm others in school</li> </ul>	<p>You will be referred to the Study Room where you will stay for a minimum of two lessons and a social time (break or lunch).</p>

Please note: The nature of the sanction is dependent on the behaviour type. The more serious the behaviour, the more significant the sanction is likely to be.

## Student Services

### Free School Meals

Your child may be eligible for free school meals/pupil premium if you receive one or more of the following:

- ✓ Universal Credit with an annual net earned income of no more than **£7,400**.
- ✓ Child Tax Credit (**with no Working Tax Credit**) with an annual income of no more than **£16,190**
- ✓ Working Tax Credit run-on (paid for the four weeks after you **stop qualifying** for Working Tax Credit)
- ✓ Income Support
- ✓ **Income-based** Jobseeker's Allowance
- ✓ **Income-related** Employment and Support Allowance
- ✓ Support under Part 6 of the Immigration and Asylum Act 1999
- ✓ The guaranteed element of Pension Credit

If any of these apply to you, please apply on the West Sussex County Council Website.

If your child is currently eligible for free school meals, you will **NOT** need to re-apply.

### Students with Medical Needs

Parents of students with medical conditions should complete a Health Plan outlining the condition and any precautions which need to be taken in school. Medication that needs to be administered in school is securely stored in the school medical room and only given by a qualified first aider. We do not administer without a completed Medication Authorisation form. For more information, please email the Health and Wellbeing Manager at [Rosie.Tinker@theregisschool.co.uk](mailto:Rosie.Tinker@theregisschool.co.uk)

### Student Lockers

Students can hire a locker for one year for £10, £5 of which is a deposit that will be returned at the end of the year upon return of the locker key. The locker is for the storage of outdoor clothing, PE kit and school books and should be maintained in good condition.

Lockers will be available to purchase in September, further information will be provided closer to the time.

### Bullying

Bullying of any kind is treated very seriously at The Regis School and will be dealt with promptly. Bullying often takes place secretly. Therefore, it is important that students report any bullying they experience or see to their Head of Year. Parents should also report any bullying to their child's Head of Year.

We also have a dedicated email address so students can contact our team requesting help dealing with bullying. [help@theregisschool.co.uk](mailto:help@theregisschool.co.uk)

## Biometrics Policy

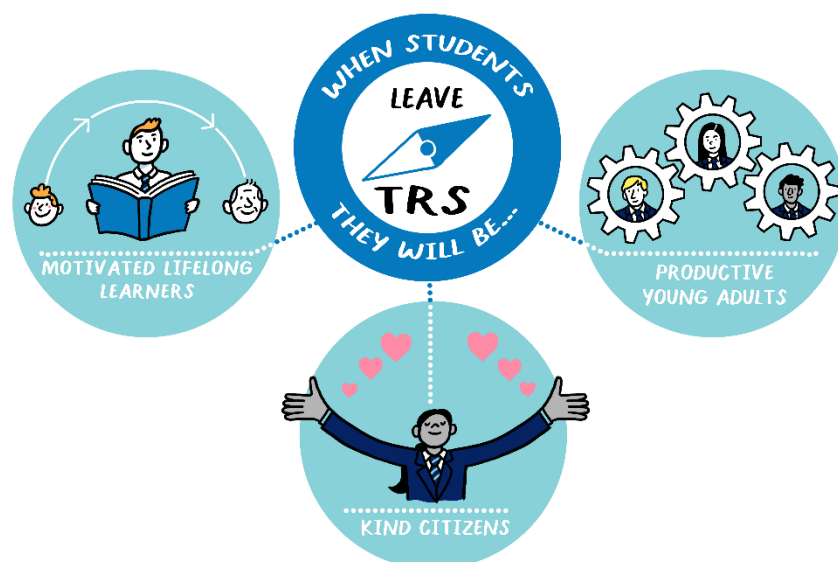
As you are probably aware, The Regis School relies on a biometric (fingerprint) secure technology for access to services such as cashless catering, printing, and photocopying. This secure system has a range of benefits and has been very well received by students, parents, and staff in our state-of-the-art building.

It is important to realise that the fingerprint image cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint, only the numbers remain, and these cannot be reinterpreted back into a fingerprint image.

The system is very simple to use, and all students are trained in putting money onto their accounts, checking the balance and its use. Please see below for more information or if you do not wish for your child to be part of the biometric system. If you wish to discuss this further, please contact Mr Betts (Director of Business) on 01243 871008.

### Biometrics and Security

Students, Parents and Staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. Fingerprint registration is purely voluntary and those not wishing to sign up will still be able to use the system by way of a pin number or card.





# TRS: OUR VISION

IN THE RIGHT PLACE  
AT THE RIGHT TIME  
DOING THE RIGHT THING

EVERY LESSON COUNTS. EVERY GRADE COUNTS

RAISING STANDARDS

LIMITLESS AMBITION

THE BEST UNIVERSITIES

TOP APPRENTICESHIPS

WIDE-RANGING EXTRA-CURRICULAR OPPORTUNITIES!

RAISING ASPIRATIONS

RAISING ACHIEVEMENTS

PLEASE  
THANK YOU

POLITE AND WELL-MANNERED STUDENTS

MOTIVATED LIFELONG LEARNERS

WHEN STUDENTS LEAVE TRS THEY WILL BE...

PRODUCTIVE YOUNG ADULTS

THE REGIS SCHOOL IS A 100% SCHOOL

EVERY STUDENT DESERVES A FIRST-CLASS EDUCATION

ALL STUDENTS HAVE A RIGHT TO RECEIVE DISRUPTION-FREE LEARNING

KIND CITIZENS

GALM AND PURPOSEFUL  
AS WE MOVE AROUND THE BUILDING

WE ACTIVELY CELEBRATE & EMBRACE DIVERSITY & INCLUSION

LOOK SMART  
ACT SMART  
THINK SMART  
PRIDE IN HOW YOU DRESS

OUR AIM IS TO BRING OUT THE BEST IN EVERYONE  
SO WE EXPECT THE BEST FROM EVERYONE

Scarbria

# TRS: OUR VALUES

RIGHTS RESPECTING SCHOOLS  
unicef UNITED KINGDOM  
WORLD - RIGHTS RESPECTING

School of CHARACTER

**R1 RESPECTFUL**  
I WILL RESPECT EVERYONE'S RIGHT TO LEARN

**R2 LISTEN**  
I WILL RESPECTFULLY LISTEN TO THE OPINIONS OF OTHERS

**R3 WELCOMING**  
I WILL CELEBRATE AND EMBRACE DIVERSITY AND INCLUSION

**R4 POSITIVE**  
I WILL POSITIVELY WELCOME CHALLENGES TO DEVELOP MY FULL POTENTIAL

**R5 SERVICE**  
I WILL TAKE PRACTICAL ACTION TO CREATE POSITIVE CHANGE

**R6 RESILIENT**  
I WILL PERSEVERE IN ALL THAT I DO. I WILL NEVER GIVE UP

**R7 CREATIVE**  
I WILL APPROACH TASKS CONFIDENTLY, WITH IMAGINATION, ORIGINALITY AND SPARK

**R8 INDEPENDENT**  
I WILL SHOW INITIATIVE AND PRACTISE INDEPENDENTLY TO IMPROVE

**R9 KIND**  
I WILL SUPPORT AND ENCOURAGE OTHERS THROUGH KINDNESS AND CARE

**R10 BELIEF**  
I WILL DEVELOP CONFIDENCE AND HAVE THE AMBITION TO ACHIEVE MY GOALS

OUR VALUES ARE UNDERPINNED BY THE BRITISH VALUES OF:

MUTUAL RESPECT  
DEMOCRACY  
INDIVIDUAL LIBERTY  
RULE OF LAW  
TOLERANCE

VOTE

OUR REGIS 10 VALUES DEVELOP EVERY STUDENTS' CHARACTER, TALENTS AND ABILITIES TO THE FULL

#EDUCATIONWITHCHARACTER

Scarbria