

*Striving for Excellence through Leadership and Collaboration
in Education Business Management*



Staff Induction Pack

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Staff Induction Pack

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Welcome to United Learning!

This pack tells you everything you need to know about the South East London Cluster Team and how we support the business management aspects of the schools in our cluster.

SELC Helpdesk

The SELC Helpdesk is an online one-stop-shop where you can:

- Request support from the SELC team
- Request to purchase equipment (not IT equipment)
- Request purchase order numbers
- Set items up on Parentpay
- Claim overtime
- Request annual leave
- Request Marketing support

Click here [SELC Helpdesk](#)

Quick Start “How To” Guides

[How to claim expenses via Focalpoint](#)

[How to complete a Timesheet](#)

[How to complete a Return To Work Form](#)

[How to raise a Purchase Order](#)

[Placing an absence/annual leave request](#)

[Requesting items on Parentpay](#)

[Requesting access to Focalpoint](#)

[Buildings Services & Facilities Helpdesk](#)

User Guides

iTrent Employee Self-Service (ESS)

iTrent is United Learning's employee self-service HR and Payroll system.

The Employee Self Service system enables you to electronically maintain your personal details, plus:

- Input and update your Personal Details (Address Details, Contact Details, Bank Account, etc.)
- View Sickness and Other absence Records.
- View Employment details.
- View any other roles and responsibilities.
- View Payslip details.
- Change email payslip preference.



Log in using your network login details.

[Click here to go to iTrent](#), or copy and paste the below:

https://managers.virginicare.co.uk/tlive_web/wrd/run/etadm001gf.open

Contact emails for technical issues

- ESS assistance - ess.support@unitedlearning.org.uk
- iTrent assistance - itrentsupport@unitedlearning.org.uk
- SELC assistance - kevin.oakes@unitedlearning.org.uk

Click on the links below to read more about iTrent and how to log in.

[Click here for a guide to iTrent & ESS](#)

[Click here for how to log in to iTrent & ESS](#)

[Click here to go to iTrent](#)

South East London Cluster Team



Our Mission

Our undertaking as a local business cluster, is to make an ongoing and meaningful contribution to the provision of quality education and support to our young people and our local communities. Our mission is to provide a stable foundation to our education workforce that promotes bringing out the best in everyone through continuous improvement of the business functions in our schools.

***Striving for Excellence through Leadership and Collaboration
in Education Business Management***

Leadership

Meet the team



Tanya Wilkings, Executive Business Manager

e: tanya.wilkings@unitedlearning.org.uk

m: 07983 178 744

Welcome to the South East London Cluster.

We are the business team that you need to come to for all matters related to HR, Finance, Facilities, Health and Safety and Marketing. It is my great privilege to lead this fantastic team of specialists that are here to support the workforce across our schools. I am also part of the Senior Leadership Teams in all of the South East London Cluster schools where I strive to provide strategic advice and ensure consistent and continuous improvement across the board. I am responsible for all support staff and their terms and conditions as well as ensuring that our schools are supported with the best possible performance in all support areas.

As Executive Business Manager, I focus largely on strategic HR, Finance and Marketing and these three cluster business teams report directly to me, we work together collaboratively to provide as excellent a service as possible to all stakeholders. If you have any concerns or queries, I am always happy to help. Please feel free to contact any of us at any time.

Debbie Turner, Cluster Business Manager

e: deborah.turner@unitedlearning.org.uk

m: 07581 062 090

As the Cluster Business Manager, I act as the Executive Business Manager's deputy. I directly line manage the Facilities, Health and Safety and local office teams and together we work to bring all systems and processes across the schools into alignment. I am in charge of data protection and will advise and liaise as needed with all Data Protection Leads in each of our cluster schools. I also deputise in the Executive Business Manager's absence for HR, Finance and Marketing so please feel free to get in touch if you need to!

My goal is to support the Executive Business Manager, and the whole team, in the best way possible to achieve our purpose of providing a stable foundation to our education workforce that promotes bringing out the best in everyone.

Andrea Phiri, Cluster Administrator



HR

In this section

- Meet the team
- iTrent Employee Self Service - integrated HR & payroll system
- Logging in to iTrent
- Payroll Key Information

Meet the team



Helen Cotmore, Cluster HR Manager

Responsible for supporting the Executive Business Manager with the day-to-day running of the Human Resources section of the cluster. Under the direction of the Executive Business Manager, Helen provides preliminary advice and support to line managers, SLT and Principals on all HR issues including but not limited to: TUPE, grievances, disciplinary cases, dismissals, redundancies, maternity/paternity conditions, contractual and job description changes, sickness absence management and capability procedures. Helen is also the lead for all payroll matters.

e: helen.cotmore@unitedlearning.org.uk

m: 07399 685 188



Carmen Townsend, Cluster HR Officer

Responsible for supporting the Cluster HR Manager with the day-to-day administration of the Human Resources section of the cluster. This includes supporting with ensuring safer recruitment compliance across the cluster schools and the maintenance of up to date and Ofsted ready single central registers. Carmen is also responsible for all recruitment matters.

e: carmen.townsend@unitedlearning.org.uk

m: 07399 685 299



Ramona Kuenyefu, Cluster HR Administrator

Responsible for supporting the HR team

HR Information



iTrent Employee Self-Service (ESS)

iTrent is United Learning's employee self-service HR and Payroll system.

The Employee Self Service system enables you to electronically maintain your personal details, plus:

- Input and update your Personal Details (Address Details, Contact Details, Bank Account, etc.)
- View Sickness and Other absence Records.
- View Employment details.
- View any other roles and responsibilities.
- View Payslip details.
- Change email payslip preference.

Click on the links below to read more about iTrent and how to log in.

[Click here for a guide to iTrent & ESS](#)

[Click here for how to log in to iTrent & ESS](#)

[Click here to go to iTrent](#)

Contact emails for technical issues

- ESS assistance - ess.support@unitedlearning.org.uk
- iTrent assistance - itrentsupport@unitedlearning.org.uk
- SELC assistance - kevin.oakes@unitedlearning.org.uk

HR Information

How it works - Payroll

- New starters will be invited to input their details in to the iTrent ESS system.
- **Please do this as soon as possible.**
- Once all your details are saved correctly, you will receive your pay on or around the 28th of each month as is stipulated in your contract.

For all other HR related matters, please visit the [SELC Helpdesk](#)

This includes:

- Payroll
- Recruitment & internal job vacancies
- Performance management
- DBS
- Planned absence requests
- Overtime
- Returning to work
- Maternity/paternity & parental leave
- Probation information

To access the SELC Helpdesk you can either click where you see this link

[SELC Helpdesk](#)

Or you can copy and paste the following link in to your web browser:

<https://uldemo.sdpondemand.manageengine.com/app/selmngmt>

The SELC Helpdesk can be accessed from any connected device.

Finance & Accounts

In this section

- Meet the team
- Making a purchase
- Booking a school trip
- Reclaiming expenses
- Register of business interests, gifts & hospitality

Meet the team



Bryan Gobin, Cluster Finance Manager

Responsible for strategic financial planning and management of assets for Cluster schools, compliance, tax and management of the Finance Team.

e: bryan.gobin@unitedlearning.org.uk
m: 07399 685 134



Helen Farrell, Cluster Finance Specialist

Responsible for purchase ledger, income & expenditure and day to day operations of the Cluster finance office.

e: helen.farrell@unitedlearning.org.uk
m: 07939 843 363



Georgia Smith, Cluster Finance Officer

Responsible for invoice processing and supporting the Finance team.

e: Georgia.smith@unitedlearning.org.uk

Finance & Accounts

Requesting and making purchases for school

United Learning financial regulations must be followed at all times.

Any orders raised without following the appropriate process may not be paid and may become the liability of the person raising the order.

To request the purchase of goods or services, please visit the [SELC Helpdesk](#)

Please note: orders over £2,000 must have 3 quotes attached to fulfil audit requirements, without the quotes the order will not be processed.

For orders over £500, if it is a replacement item please contact your local Facilities Team to arrange for asset disposal.

All individual items ordered over £1,000, will be entered on the school asset register by the finance team. Any requirement for goods or services over £5,000 would be subject to stricter financial regulations; please see the finance team for further information.

Important, please note

- Requesting a Purchase Order via the Helpdesk does not produce a purchase order, it is not an accountancy platform.
- When you request a purchase order number to be raised, it must be approved by your Line Manager and Tanya Wilkings.
- Please allow 48 hours for the purchase order to arrive at the supplier from the date Tanya has approved your request.
- If it is a new supplier that is not set up on the system, it may take longer.
- Please ensure that you read notifications from the Helpdesk as they will usually include important details, or actions that need to be taken.

Finance & Accounts

Requesting and making purchases for school

If you are ordering any ICT hardware/software for your department, this must be authorised by Ray Reeves, Deputy London IT Service Manager.

e: ray.reeves@unitedlearning.org.uk

For further information, please refer to the [SELC Helpdesk](#)

Deliveries

It is imperative that any delivery notes received with your goods should be handed to the following staff members according to your location:

- The John Roan: Tracey Arnold, PA to the Head/Office Manager
- Bacon's College: Amy Quinn, College Administrator
- Sedgehill Academy: Lorraine Johnson, Operations Manager

If goods and services are not requested in the appropriate way through a purchase order request form on the [SELC Helpdesk](#) the invoice may not be paid.

Finance & Accounts

Booking school trips

John Roan School & Sedgehill

Trips are booked using a platform called Evolve. Once booked on Evolve, please request for the trip to be set up on Parentpay via the Helpdesk to allow parents to make payment.

Bacon's College

Trips must be approved by Chris Hall, then requested as a purchase as per the information on the previous page.

There is further information regarding ParentPay on the [SELC Helpdesk](#)

The Finance Team should have all relevant information at least three weeks prior to the trip in question or the trip may not be able to go ahead.

Travel for school trips

If you need to book travel via public transport for school trips please do so via the Transport for London (TFL) online booking system at least 3 weeks in advance to ensure that your FREE travel details arrive in sufficient time for the trip.

Please follow this link: [Travel for schools - Transport for London \(tfl.gov.uk\)](https://tfl.gov.uk/travel-for-schools)

If you are organising a residential/trip abroad, please contact the finance team to book the use of the school Claxton Card which acts as a school payment card.

Finance & Accounts

Reclaiming personal expenses

You can only reclaim expenses via your personal login details for FocalPoint. If you have not done this before and need to claim expenses e.g. for travel or last minute purchases approved by the relevant budget holder, please request a FocalPoint login from the finance team and you can do this through the SELC Helpdesk.

- Once you have your FocalPoint login and password, please navigate to <https://unit-edlearning-fp.accesscloud.com> and login with your new details.
- Please click 'new' under expense claims and follow the on-screen instructions.

You will also be required to scan and upload the relevant receipts. Expense claims without appropriate receipts will not be approved.

Please do not just leave your receipts in the finance department, expense claims will not be manually reimbursed.

Finance & Accounts

Register of gifts and hospitality

To comply with the UK Bribery Act, a Register of Gifts and Hospitality is in place to record hospitality and gifts both offered and received from an external source. If an offer of a gift or hospitality is made but not accepted, it must still be recorded in the register along with those accepted.

The register is held by the Cluster Finance Department and all staff must inform the finance team if offered a gift or hospitality of any kind, whether or not it has been accepted. Please submit this information via the [SELC Helpdesk](#).

Register of business interests

All staff that are likely to place an order for goods or services must complete a *Register of Business Interests form* at the start of each academic year or upon appointment.

This needs to be updated on a yearly basis. The form can be found on your individual school's staff Sharepoint.

Facilities & Premises Management

In this section

- Meet the Facilities Manager
- Facilities & Buildings Services Helpdesk

Meet the Facilities Manager



Mick Hassett, Cluster Facilities Manager

Responsible for the operational management, Health & Safety, and day-to-day deployment of the premises team that support teaching, learning, business and administrative functions across the Cluster schools.

e: mick.hassett@unitedlearning.org.uk
m: 07903 396 667



All facilities, premises management & health & safety requests at Bacon's College and The John Roan School should be logged using the Facilities Helpdesk.



Full details on next page.



All facilities, premises management & health & safety requests at Sedgehill should go via the Kier Helpdesk

kierpfi-helpdesk@kier.co.uk

Facilities & Premises Helpdesk

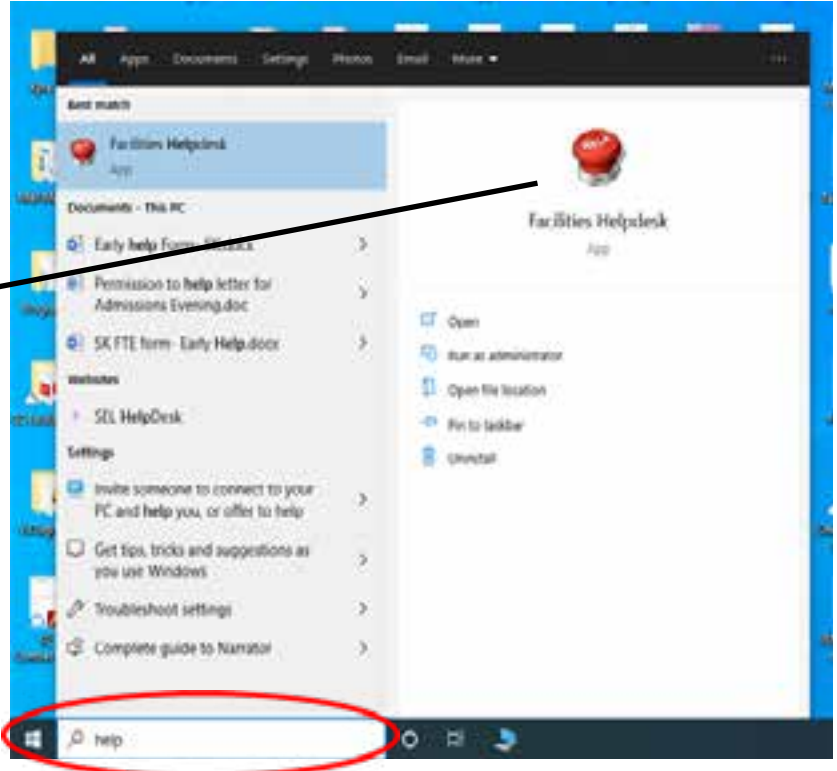
When do you need to use this form?



- To request maintenance, e.g. lightbulb changes
- To request additional cleaning, e.g. because there has been a leak and water is on the floor
- To request large items to be moved around the building
- To inform Facilities of a forthcoming event where you will require their support
- To report damage to school property or the building

Accessing the Facilities Helpdesk

1. Go to the Start Up menu on your desktop
2. In the search bar type helpdesk - this should bring up the Facilities Helpdesk app



Please note that you will be asked to reset your password the first time you use the Facilities Helpdesk.

You do NOT need to have an old password, just create a new one.

[Facilities Helpdesk How To Guide](#)

Marketing & Communications

In this section

- Meet the Cluster Marketing Manager
- What is the role of marketing in school?
- How can you help to support the marketing of your school?
- Brand Guidelines & Logos
- Photography, Filming & Consent Guidelines

Meet the Cluster Marketing Manager



Jayne Nelson, Cluster Marketing Manager

Responsible for the marketing and communications strategy for each of the Cluster schools. Contact me regarding external communications, parental engagement, PR, advertising, school events, photography, social media, websites and digital marketing.

e: jayne.nelson@unitedlearning.org.uk

m: 07526 205 017

Marketing is the process of getting people interested in your company's product or service. This happens through market research, analysis, and understanding your ideal customer's interests. Marketing pertains to all aspects of a business, including product development, distribution methods, sales, and advertising.

Hubspot.com

Marketing & Communications

What is the role of Marketing in a school?

Helps you to keep up with the competition

With falling roll numbers in London primary schools, it's essential that we continue to ensure we are attracting new students in both year 7 and year 12. High quality marketing communications are vital across digital, social and printed materials.

Attracts high quality teaching staff

When a teacher is looking to progress in their career they will be looking to align themselves with a school that shares their determination to succeed. If marketing is well thought out and consistent, clearly illustrating the school values and unique selling points, we are more likely to attract better quality teaching staff, who are excited about our school and projects.

Connects you with parents

Satisfied parents make the best advocates for your school out in your local community. With people working longer hours, and an increased number of distractions like social media decreasing attention span, not only are you competing with other schools, you're competing with common life distractions, so the average prospective parent is spending less time researching their child's school options, and more than likely spending less time visiting schools and attending open days. Instead, they are looking for easily engaging marketing that is clean and easy to read, as well as optimised using multiple touchpoints.



Marketing & Communications

Improves our image and reputation

Consistency across marketing messages and school branding is critical to ensure that we are easily recognisable, which in turn helps to build trust and portray a positive brand image.

Effective school marketing creates a good first impression and is good for Ofsted!

Before and during the Ofsted visit, inspectors will encounter your various marketing related materials. If your marketing is well considered and of high quality, it will portray your school as a professionally run, forward-thinking organisation.

Channels of digital communication

	Bacon's College	The John Roan	Sedgehill Academy
Website	baconcollege.co.uk	thejohnroanschool.org.uk	sedgehillacademy.org.uk
Twitter	@baconcollege	@thejohnroan	@sedgehillacad
Facebook	Bacon's College, Southwark	The John Roan	Sedgehill Academy
Instagram	@baconcollege6th-form	@johnroansixth-form	@sedgehillacademy6thform
LinkedIn	Bacon's College United Learning	The John Roan School	Sedgehill Academy

If you have content to share on any of these channels please contact the Cluster Marketing Manager via the [SELC Helpdesk](#)

No other social media accounts or other digital channels should be created on behalf of the school without prior agreement.

Marketing & Communications

How can you help to support marketing in your school?

Share all the great things that are happening in your department via the [SELC Helpdesk](#), this could include:

- Student success & achievement (current & former students)
- Awards & presentations
- Events, workshops & trips
- Sporting success
- Performances
- Exceptional pieces of student work
- Alumni news
- Clubs & enrichment activities
- Community & charity work



Photos or short film clips are essential!

Great marketing content needs photos/video to capture interest. Please also include:

- a brief description of the event/activity
- names of 3rd parties/sponsors involved so we can credit

Remember to check parental consent for photos on Arbor

Marketing & Communications

Photography, Filming and Consent

When sharing good news, student success or events etc in school newsletters, the website or social media, photos or short videos are essential

Please follow these guidelines to ensure that we are compliant with GDPR and protecting individuals' privacy:

- If students can be identified in the photos/film, **you must check that parents have given their consent for us to take and use photos.**
- *Parental consent can be checked on Arbor.*
- Do not take photos on personal devices or mobiles if the student/s can be easily identified.
- School cameras are available to borrow to capture events:
 - Bacon's College - via Marcel Ebanks
 - The John Roan - via Emily Woodward in Reprographics
 - Sedgehill Academy - via Wilson Victorin in the main office

[Click here for template photography/filming consent forms](#)

Marketing & Communications

Advertising & external communications

All advertising, PR and external communications material must be sent to Jayne Nelson for approval.

Any requests from the media, journalists, or for photos or comments must be passed to Jayne Nelson.

School or United Learning Logos

Requests for school logos can also be sent to Jayne Nelson via the [SELC Helpdesk](#)

Please also use the [SELC Helpdesk](#) for all of the following:

- content for social media (please remember photos)
- website updates & changes
- logo requests
- details of events coming up/calendar dates that need photography/filming

Don't forget to follow, like and share your school on our social media channels!

A Quick Guide To Bacon's College

Who we are

Bacon's College is a Church of England School with a commitment to high achievement within a community of care, underpinned by Christian values. We are a fully inclusive Church of England academy that is open to students of all faiths and none. Our Christian values, which are upheld by all members of our community, lie at the heart of our mission and ethos.

School Values

Courage, Compassion, Respect, Faith, Integrity

Mission Statement

Bacon's College ensures that every student is well educated, cared for and exhorted to achieve the academic and personal excellence that will lead to university or skilled work and to a fulfilled life.



- Bacon's is fully inclusive and welcomes students of all faiths from across South London, but as a CofE school, all students engage in an act of daily worship.
- The College has their own Chaplain, Rev'd Nicky Teverson.
- Bacon's is named after Josiah Bacon who founded the school in 1703.
- Bacon's was the first of the Cluster schools to become part of United Learning.
- The school catchment area includes all South London boroughs (with SE or SW postcode).
- Bacon's College is next to Bacon's Community Sports Centre which has extensive indoor and outdoor sports facilities and is open for private hire.
- As an Academy, sponsored by the Church of England, the College has two inspections: a statutory inspection by Ofsted and a Diocesan inspection examining the School's Religious Character.
- The college was rated "Excellent" by the National Society Inspectorate in November 2019.

A Quick Guide To Bacon's College

Senior Leadership Team

- Principal: James Wilson
- Vice Principal (Curriculum, Timetable & Staffing): Chris Hall
- Vice Principal (Safeguarding & Pastoral): Tom Sargeant
- Associate Vice Principal (Data, Assessment, Attendance & Achievement): Angela Anum
- Assistant Principal (SENDCO & Catch-up): Nazma Matari
- Assistant Principal (CPD, Teaching & Learning): John Maybury
- Associate Assistant Principal (English & Literacy): Charlotte Kearns
- Associate Assistant Principal & Head of Sixth Form: Jacob Foley Jones (Mat cover for Kimberley Vas)
- Executive Business Manager: Tanya Wilkings

Number of students in years 7 to 11	860
Number of students in sixth form	145
Local Authority	Southwark
Nearest transport links	Canada Water & Rotherhithe
IT Support contact	bcit@unitedlearning.org.uk
Facilities contact	Mick Hassett
Office Manager & Principal's PA	Samantha Church



School lunches, snacks and coffee can be purchased by staff using your Parentpay account and ID badge.

To get set up with a Parentpay account, speak to Sam Church.

A Quick Guide To Bacon's College

Daily Timetable

	Tuesday & Wednesday (IST Days)		Monday & Thursday			Friday		
	Years 7, 8, 12 & 13	Years 9 - 11	Years 7, 8, 12 & 13	Years 9 - 11	Fridays	Years 7, 8, 12 & 13	Years 9 - 11	
8.25 - 8.35am	Line up (not Year 12 & 13)	Not required in school	Line up (not Year 12 & 13)	Not required in school	8.25 - 8.35am	Line up (not Year 12 & 13)	Not required in school	
8.35 - 8.45am	Registration	Line up	Registration	Line up	8.35 - 8.45am	Registration	Line up	
8.45 - 9.00am		Registration		Registration			8.45 - 9.00am	Registration
9.00 - 9.50am	Period 1	Period 1	Period 1	Period 1	9.00 - 9.45am	Period 1	Period 1	
9.50 - 10.40am	Period 2	Period 2	Period 2	Period 2	9.45-10.30am	Period 2	Period 2	
10.40 - 10.55am	Break (15 mins)	Period 3a	Break (15 mins)	Period 3a	10.30-10.45am	Break	Period 3a	
10.55 - 11.30am	Period 3b		Period 3b		10.45-11.15am			Period 3b
11.30 - 11.45am			Break		Break			11.15am-11.30am
11.45 - 12.35pm	Period 4	Period 4	Period 4	Period 4	11.30-12.15pm	Period 4	Period 4	
12.35 - 1.10pm	Lunch (35 mins)	Period 5a	Lunch	Period 5a	12.15-12.50pm	Lunch	Period 5a	
1.10 - 1.20pm	Line up		Line up		12.50-1.00pm	Line up		
1.20 - 1.25pm	Period 5b		Period 5b		1.00-1.35pm	Period 5b		Lunch
1.25 - 2.00pm			Lunch		Lunch	1.35-1.45pm		Line up
2.00 - 2.10pm			Line up		Line up	1.45-2.30pm		Period 6 (7&8 dismiss at 2.25)
2.10 - 3.00pm	Period 6	Period 6	Period 6 (7&8 45 mins -dismiss at 2.55)	Period 6	2.30-3.30pm	Detentions	Detentions	
3.00 - 3.50pm	IST	IST	Detentions until 4pm	Detentions until 4pm				
3.50 - 4.30pm	Detentions	Detentions						

A Quick Guide To Sedgehill Academy

Who we are:

Sedgehill Academy offers an outstanding education in a warm and supportive environment, uniting high academic achievement with strong development of character.

School Values

Integrity, Hard Work, Kindness, Excellence



Mission Statement

At Sedgehill Academy we are committed to offering an outstanding education in a warm and supportive environment, uniting high academic achievement with strong development of character.

Sedgehill Vision

- * Be in the top five United Learning Schools for Year 11 and Year 13 outcomes
 - * Be well known and regarded for Education with Character
 - * Be a school that parents in the local community consider a serious choice
 - * Be a school where students enjoy attending and are happy
 - * Be a school where staff feel valued and motivated
 - * Be a school within the United Learning family of schools
 - * Be a diverse, inclusive and equitable community
 - * Be a school judged good or better by outside review
 - * Be a school that lives out its values
-
- Sedgehill is part of the Andrew Lloyd Webber Music in Secondary Schools Programme and have had their own Musician In Residence for the past 10 years. Andy Gilbert mentors students in music, song writing and music production.
 - The school choir, Vocalize, have performed at Buckingham Palace and The Royal Albert Hall and have a room named after them at the HQ of Lewisham Music.

A Quick Guide To Sedgehill Academy

Senior Leadership Team

Principal: Clare Cassidy

Vice Principal: Lucy Oragano

Assistant Principal : Dennis Antiri

Assistant Principal : Freddie Magar

Associate Assistant Principal (Raising Standards) : Aston Barrett

Associate Assistant Principal (Teaching & Learning): Philippa Strickett

Associate Assistant Principal (Character) : Zoe Cooper

Associate Assistant Principal (Teaching & Learning) : Theresa Dunseith

Associate Assistant Principal (Inclusion) : Machel Hewitt

Executive Business Manager: Tanya Wilkings



Number of students in years 7 to 11	583
Number of students in sixth form	115
Local Authority	Lewisham
Nearest transport links	Beckenham Hill rail
IT Support contact	sait@unitedlearning.org.uk
Operations Manager	Lorraine Johnson
Office Manager	Chloe Ell

For IT support please use the London IT Cluster Helpdesk via the link below:

<https://uldemo.sdpondemand.manageengine.com/app/itdesk/ui/requests>

A Quick Guide To Sedgehill Academy

Daily Timetable

8:25am	Roll Call
8.30am	Tutor Time
9am	Period 1
9.50am	Period 2
10.40am	Break
11am	Period 3
11.50am	Period 4
12.40pm	Lunch
1/25pm	Period 5
2.15pm	Period 6
3.05pm	Interventions/Clubs

School lunches and break time snacks can be purchased by staff using your Parentpay account and ID badge.

To get set up with a Parentpay account, speak to Lorraine Johnson in the office.



A Quick Guide To The John Roan School

Who we are

The John Roan School pledge to provide a rich, broad and varied education such that all students are able to make excellent progress whatever their starting points.

School Values

Proud, Respectful, Involved, Determined, Excellent



Mission Statement

We aim to provide the young people of Greenwich with equal or better life chances than any other school in the UK.

Vision

To be a school where young people thrive and grow in an environment that brings out the best in everyone.

In 2021 The John Roan School was awarded the School of Character kitemark by the Association for Character Education.



School of
CHARACTER



A Quick Guide To The John Roan School

- Founded in 1677 by John Roan, it is one of the oldest state schools in the country.
- The John Roan Foundation charitable Trust supports many initiatives in school such as the John Roan Scholarship through donations.
- Students have access to extensive playing fields on Kidbrooke Park Road which are owned by the Foundation.
- The Hope Memorial Camp is a purpose built outdoor activities centre in the Lake District owned by Roan trustees which all students have the opportunity to visit.
- Staff are honorary members of The Old Roan Association.
- The John Roan Club is located at the school's playing fields with a licensed bar, two lounges and a hall, which are ideal for hosting social gatherings, meetings and celebrations. Membership is just £15/year.
- The Basketball Academy run by former professional player Courtney Van-Beest in partnership with Greenwich Titans is in to its fourth year with several sixth form students going to on to secure basketball scholarships at universities in Canada and the US.
- The DSP at The John Roan School is a provision for up to 16 students with a diagnosis of autism.

Senior Leadership Team

Principal : Cath Smith

Vice Principal : Jemma Clark

Vice Principal : Mark Jesnick

Assistant Principal : Sophie-Ann Tutt

Assistant Principal : Mark Rogers

Assistant Principal : Rena Begum

Executive Business Manager: Tanya Wilkings



A Quick Guide To The John Roan School

Daily Timetable

8.25 - 8.30am	Line up
8.30 - 9.20am	Period 1
9.20 - 10.10am	Period 2
10.10 - 10.25am	Break (+ 5mins transition time)
10.30 - 11.20am	Period 3
11.20am - 12.10pm	Period 4
12.10 - 12.45pm	Lunch KS3
12.45 - 12.50pm	KS3 Line up
12.50 - 1.30pm	KS3 Tutor Time
12.10 - 12.50pm	KS 4 & 5 Tutor Time
12.50 - 1.25pm	KS4 Lunch
1.30 - 2.20pm	Period 5
2.20pm - 3.10pm	Period 6

School lunches, snacks and coffee can be purchased by staff using your Parentpay account and ID badge.

To get set up with a Parentpay account, speak to Tracey Arnold.

For IT support please use the London IT Cluster Helpdesk via the link below:
<https://uldemo.sdpondemand.manageengine.com/app/itdesk/ui/requests>

Number of students in years 7 to 11	932 (<i>in September 2021</i>)
Number of students in sixth form	164
Local Authority	Royal Borough of Greenwich
Nearest transport links	Maze Hill rail
IT Support contact	helpdesk@thejohnroanschool.org.uk
Facilities contact	Sam Harry samuel.harry@thejohnroanschool.org.uk
Office Manager & Principal's PA	Tracey Arnold tracey.arnold@thejohnroanschool.org.uk





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