



Rossall

SENIOR SCHOOL

Handbook | 2018-2019

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ROSSALL SCHOOL: SCHOOL HANDBOOK

This handbook offers guidance to parents and pupils at Rossall School on everyday matters as well as the more mundane. The intention is to give an insight into what happens at the school you send your children too. Please keep this booklet available for reference. If you are unsure about any issues or have questions which are not included, you should not hesitate to speak to a member of staff.

1. A BRIEF HISTORY OF ROSSALL

Rossall is one of the UK's top co-educational boarding and day schools located on the picturesque coastland of North West England in Fleetwood, Lancashire. Rossall was founded in 1844 in the former Rossall Hall as an Anglican boarding school through the exertions of the Rev. St. Vincent Beechey. It was founded "with the object of giving to the sons of clergymen and others an education similar to that of the great public schools, but without the great cost of Eton or Harrow, and embracing also a more general course of instruction in modern literature and science."

The new school prospered and by the end of the 1860s, some fine buildings, including two chapels and an imposing Archway complex, provided accommodation for 350 boys. Academic results were excellent and Rossall also established the first school Volunteer Corps in 1860. 1,617 Old Rossallians fought in the war of 1914 - 1918 and during the 1920s the School enjoyed a period of great prosperity, building for itself one of the most impressive of school Dining Halls. The number of pupils climbed to well over 500 but fell during the 1930s when a serious economic depression affected the whole of Britain, and especially Lancashire. The Second World War of 1939 - 1945 enforced a whole school evacuation to Cumberland in 1939 - 1940.

Although girls had occasionally been admitted to the Rossall Sixth Form since 1971 and to the Junior School since 1976, Rossall effectively became a co-educational school in the September term of 1977 when eleven day girls joined the Senior School.

The 1990s saw Rossall adopting a more global perspective with the opening of a dedicated International Study Centre in 1995 followed by the introduction of the International Baccalaureate Diploma at Sixth Form in 1998.

The School's original ivy-clad historic buildings remain clustered around a collegiate-style quadrangle with the Sumner Library at its centre. Accommodation has been sensitively modernised in recent years and the extensive campus now includes an impressive range of facilities within a safe yet stimulating environment.

The modern, purpose-built Nursery premises are situated in a quiet spot on the main Rossall campus with plenty of space - both inside and out - for our nursery-age children to play, learn and grow. From September 2010, Rossall Junior, Infants and Nursery School is fully authorised to teach the IB Primary Years Programme.

2. OUR MISSION

Rossall provides a caring community where every pupil is valued and encouraged to explore all of his or her talents. Our central objective is to provide academic and social education for young people in preparation for adult life.

As an educational establishment, and in accordance with our Royal Charter, we must be mindful of the need to use our resources judiciously and in the best interests of the whole School community. Additionally, we aim to contribute to the lasting achievements of Rossall School and its future, building upon our partnership with the local community.

Aims

To develop the school as a place of education

This means offering expert tuition in academic and practical subjects, from their beginnings through to Advanced or IB Level and Higher Education. We wish all pupils to find and develop their talents by making full use of the wide range of our academic, pastoral and extra-curricular provision.

We want pupils to develop confidence in their own abilities and to ensure that they get the best out of themselves, encouraging pupils to develop their own personalities while not forgetting that each of us has to operate within a community. To achieve these aims, pupils will need personal, academic and vocational guidance as they progress through the School.

Founded as a Church of England School in 1844, we have evolved into a multi-cultural and multi-faith community. Taking these changes into account, we aim to develop an awareness of, and interest in, the spiritual dimension of the individual, based upon accepted Christian values, whilst respecting and including individuals of other faiths. It is our intention that all Rossallians will leave School equipped with a set of moral values that will inform their decisions throughout the remainder of their lives.

To create good relations between pupils, teachers and parents

The School wishes to establish effective communication with pupils, to involve parents in the education of their children, to listen to parents and to communicate and share information.

To enable the School to be part of, and contribute to, the wider community

This means encouraging integrity and tolerance in all members of the community. We aim to instil in pupils a responsible attitude to the traditions and the progress of society, and to their own possible role in its development, and foster good relations between all members of the School and the wider community.

Objectives

Academic

To provide a broad and varied curriculum in which every child, regardless of ability, can encounter all aspects of learning and working to the extent of his/her ability, in pursuit of excellence, developing self-motivation and the desire for knowledge.

Pastoral

To provide an effective, well-structured House system, run by Houseparent(s) and supported by Tutors and the professional offices of the Chaplain, which is designed to provide a caring and supportive environment where all members of staff are sensitive to the needs of every child.

Physical

To develop, in children, a respect for their own, and others', physical well-being, alongside a programme which extends their knowledge of, and ability in, as wide a range of individual and team games as possible.

Cultural

To introduce children to, and to experience wherever possible a wide range of cultural activities, including music, drama, art and theatre.

Social

To provide the skills required to live and work in a close community; respecting others, building friendships, taking on responsibilities and working towards the well-being of the group as well as the individual.

Spiritual

To enable growth in spiritual development through reflection on feelings and relationships and through developing a sense of awe, wonder and mystery.

3. CONTACT DETAILS

Please note the country and area code for the school is 00 44 1253

| Office | Telephone number | Fax |
|-----------------------|-------------------------|---------------------|
| Reception | 01253 774201 | 01253 772052 |
| Head | 01253 774247 | |
| Deputy Head | 01253 774238 | |
| Head of Junior School | 01253 774222 | 01253 774223 |
| Chaplain | 01253 774230 | Mobile: 07795985942 |
| Medical Centre | 01253 774287 | |
| RosShop | 01253 774252 | |
| Registry | 01253 774260 | |
| Chair of Council | 01253 774247 | |

| | Houseparents | Telephone Numbers | Mobile Numbers |
|--------------------|-----------------------|--------------------------|-----------------------|
| Head of Dragon | Mr J Remmington | 01253 774245 | 07474 377828 |
| Anchor | Mr L & Mrs H Gair | 01253 774212 | 07478 072028 |
| Dolphin | Miss A Campbell | 01253 774292 | 07429 226457 |
| Maltese Cross | Mr G & Mrs I Wallace | 01253 774210 | 07474 234136 |
| Mitre Fleur de Lys | Mr K Pillai | 01253 774211 | 07478 078121 |
| Pelican | Mr A Fairhurst | 01253 774213 | 07478 080258 |
| Rose | Mr T & Mrs A Fletcher | 01253 774214 | 07478 803049 |
| Spread Eagle | Mr G & Mrs D de Beer | 01253 774215 | 07474 396078 |
| Wren | Mrs E Williams | 01253 774276 | 07473 922662 |

E-mail addresses

| | |
|--------------------------------|--|
| Head's Office | Lesley Jones (l.jones@rossall.org.uk) |
| Deputy Head's Office | Olive Roberts (o.roberts@rossall.org.uk) |
| Head of Junior School's Office | Justine Morris (j.morris@rossall.org.uk) |
| Deputy Head (Academic) | Gillian Pryor (g.pryor@rossall.org.uk) |
| Head of Sixth Form | Mark Bradley (m.bradley@rossall.org.uk) |
| Senior Master | Mark Pryor (m.pryor@rossall.org.uk) |

School Address

Rossall School
Broadway
Fleetwood
Lancashire
FY7 8JW

Messages

If parents wish to pass on a message to their child this should be done through contacting the School Reception 01253 774201, which will make every effort to pass it on as soon as possible. Messages can also be left on the Houseparents' phone.

4. TERM DATES

Michaelmas Term 2018

| | | | | |
|-------------------|----------------|----------|-----------------|---------|
| Staff days: | | Mon/Tues | 03-Sep / 04-Sep | |
| Term begins | New Boarders | Mon | 03-Sep | 8.00pm |
| | Travelling Day | Tues | 04-Sep | 8.00pm |
| | Day pupils | Wed | 05-Sep | 8.25am |
| Half-term begins: | | Fri | 19-Oct | 4.00pm |
| Half-term ends: | Travelling Day | Sun | 04-Nov | 8.00pm |
| | Day pupils | Mon | 05-Nov | 8.25am |
| End of term: | | Fri | 14-Dec | 12.30pm |

(Departure dates for **overseas boarders** 13 & 14 Dec only *)

Lent Term 2019

| | | | | |
|-------------------|----------------|------|--------|---------|
| Staff day: | | Mon | 07-Jan | |
| Term begins | Travelling Day | Mon | 07-Jan | 8.00pm |
| | Day pupils | Tues | 08-Jan | 8.25am |
| Half-term begins: | | Fri | 15-Feb | 4.00pm |
| Half-term ends: | Travelling Day | Sun | 24-Feb | 8.00pm |
| | Day pupils | Mon | 25-Feb | 8.25am |
| End of term: | | Fri | 05-Apr | 12.30pm |

(Departure dates for **overseas boarders** 04 & 05 Apr only *)

Summer Term 2019

| | | | | |
|-------------------------|----------------|-------|--------|---------|
| Staff day: | | Wed | 24-Apr | |
| Term begins | Travelling Day | Wed | 24-Apr | 8.00pm |
| | Day pupils | Thurs | 25-Apr | 8.25am |
| Half-term begins: | | Fri | 24-May | 4.00pm |
| Prize Day & Graduation: | | Sat | 25-May | 10.00am |
| Half-term ends: | Travelling Day | Sun | 02-Jun | 8.00pm |
| | Day pupils | Mon | 03-Jun | 8.25am |
| End of term: | | Fri | 05-Jul | 12.30pm |

(Departure dates for **overseas boarders** 04 & 05 Jul only *)

Michaelmas Term 2019

| | | | | |
|-------------------|----------------|----------|-----------------|---------|
| Staff days: | | Mon/Tues | 02-Sep / 03-Sep | |
| Term begins | New Boarders | Mon | 02-Sep | 8.00pm |
| | Travelling Day | Tues | 03-Sep | 8.00pm |
| | Day pupils | Wed | 04-Sep | 8.25am |
| Half-term begins: | | Fri | 18-Oct | 4.00pm |
| Half-term ends: | Travelling Day | Sun | 03-Nov | 8.00pm |
| | Day pupils | Mon | 04-Nov | 8.25am |
| End of term: | | Fri | 13-Dec | 12.30pm |

(Departure dates for **overseas boarders** 12 & 13 Dec only *)

* Please note that there is no travel window for EU boarders – all EU boarders are expected to remain at school until the end of term.

Holidays

Parents are asked to arrange holidays during the School holidays. Where this is not possible a letter should be sent to the Head requesting permission for absence from School. The School tries to set term dates one year in advance to enable adequate provision for full attendance.

Term Dates are published in the School Calendar and are also available on our website a year in advance. Parents should check this before booking flights.

Travel

Transport for travel to and from Manchester Airport is booked online through our website. You will find a link for "Holiday and Travel Arrangements" in the Admissions section of the website under the 'Travel' heading. Please visit this page and input the details. All pupils must use School transport to and from the airport and all travel details must be submitted at least 3 weeks before the end of each half term. The School has official travel days (these are also detailed on the website) and express permission for early departure or late arrival must be sought, in writing, from the Deputy Head prior to the flights being booked. The School reserves the right to prevent early departure and late arrival because it may result in visa requirements not being met for non-EU pupils.

NB All non-EU boarders are given a 2-day travel window at the end of each term (this does not apply to half term) and these pupils may leave school on either the Thursday or the Friday in the last week of term without seeking permission from the Deputy Head. All other boarders may not leave School until the last day of the term.

It is, however, in each pupil's interests to miss as little lesson time as possible.

All boarders should try to return to School no later than 10pm on the Sunday before the start of term. On arrival at Manchester Airport, a Rossall representative will meet all pupils at the **Information Desk in the Arrivals Hall of Terminal 1, Manchester Airport**. If a flight is early, pupils should stay at the Information Desk until the representative arrives. If a flight is late, the Rossall representative will wait at the airport until all the pupils have arrived. The Rossall representative can be contacted on +44 (0)7807 765 280 if there are any difficulties. **PUPILS SHOULD NOT LEAVE THE BUILDING UNTIL THEY HAVE CHECKED IN WITH THE ROSSALL REPRESENTATIVE AND HAVE BEEN DIRECTED TO THE MINIBUSES.**

Unaccompanied minors will be taken to the airport by a Rossall representative and handed over to the airline staff. Similarly, on arrival, unaccompanied minors will be met off their flight by a Rossall representative, who will take charge of the pupils from the airline staff. The Rossall representative will carry photo ID and appropriate paperwork from the school.

Our taxi service will take pupils to and from Rossall School. At the start of the Michaelmas Term, School Monitors will be waiting at the Short Stay Car Park to welcome everyone to Rossall School and to show them to Mondo's, the on-campus restaurant. There will be snacks and refreshments available all day. The Registry staff will sign pupils in and the School Monitors will take boarders to their Boarding Houses where your child will be able to meet their Houseparent and settle in.

5. SCHOOL ROUTINE

School Weekday Routine:

| | |
|-------|--|
| 08:25 | Registration |
| 08:40 | Assembly/Tutor time/House Chapel/Congers/Chapel/House Time |
| 09:05 | School 1 |
| 10:10 | School 2 |
| 11:05 | Break |
| 11:30 | School 3 |
| 12:30 | School 4 |
| 13:25 | Lunch |
| 14:20 | Registration |
| 14:30 | School 5 |
| 15:30 | School 6 |
| 16:30 | Activities/Games/CCF/Squads/Prep Time |
| 17:20 | End of School Day |
| 17:30 | Buses |

Boarding House - Weekday Routine

Monday - Friday

| | |
|---------------|--|
| 07.30 | Wake up |
| 07.50 – 08.10 | Breakfast |
| 08.15 – 09.00 | Medical Centre open |
| 08.25 – 08.35 | Registration |
| 08.40 – 17.20 | School Day Visitors allowed in houses during break and lunch and after 17.30hrs. Any pupils going off-campus must have permission from their Houseparent and must sign out/sign in on return (this is only permitted on Fridays). |
| 17.30 | School buses and home for most day pupils |
| 17.45 – 18.20 | Tea |
| 18.50 | Rolls in houses for all pupils and day pupils staying for prep/concerts, etc Other day pupils home at 18.50 unless permission has been granted from HoPs |
| 19.00 – 21.00 | Prep in houses (pupils only) or Sumner Library/IT Room Prep to be done in silence, mobile phones off, no walking around or showers. Anchor prep finishes 20.00 followed by free time in house. On Friday prep finishes in all houses at 20.00. All day pupils leave campus at 20.30 |
| 21.00 – 21.30 | Free time / Visiting |
| 21.30 | Rolls in houses for Years 9 – 11, and then stay in houses. Houses quiet Bed time and lights out – Years 7 – 8 |
| 21.45 | Bed time and lights out – Year 9 |
| 22.00 | Bed time and lights out – Year 10 |
| 22.00 | Rolls in houses for Sixth Form, and then stay in houses. Bed time and lights out – Year 11 |
| 23.00 | Bed time and lights out – Sixth Form Friday only - In own room and lights out - discretionary |

Boarding House - Weekend Routine

Saturday

| | |
|---------------|---|
| 08.30 | Breakfast |
| 10.00 - 12.00 | Prep |
| 12.00 | Lunch |
| | School and House matches |
| 12.30 out/ | Free time – any pupils going off-site must have permission and must sign in on return |
| 17.30 | Tea |
| 19.00 | Rolls in Houses for all pupils |
| 21.30 | Rolls in Houses for Years 9 -11 |
| 22.30 | Rolls in Houses for all Sixth Formers |
| | Houses locked |
| | In own room and lights out - discretionary |

Sunday

| | |
|---------------|--|
| 11.00 | Roll in Houses for all |
| 11.30 | Brunch |
| 11.30 - 18.50 | Free time – any pupils going off-site must have permission and must sign out |
| 18.00 | Tea |
| 18.50 | Roll in Houses for all |
| 19.00 – 20.00 | Prep/Quiet Time |
| 21.00 | All exeats to have returned to Houses |
| 21.30 | Rolls in Houses for Years 9 – 11 |
| 22.00 | Rolls in Houses for Sixth Form |
| | Houses locked |

6. PUPIL CARE AT ROSSALL

It is highly important for the community at Rossall to look after the wellbeing of each pupil under our care, in order for them to be healthy and well-rounded individuals – physically, spiritually, and emotionally. Our pastoral support forms an integral part of our life and work at Rossall, directly or indirectly. We have encompassing and effective systems in place and people available to ensure each pupil has access to the care and support he or she deserves.

The first port of call for pupils is their Houseparents and Tutors who form part of our Tutor and House System, providing a home away from home where every pupil can experience a sense of belonging and care. In their Boarding Houses pupils can also refer to their Matrons, House Monitors and Captains, or talk to one of the Rossall Mentors when they need a listening ear or practical guidance.

Around School, pupils may choose to speak to a trusted Teacher, a School Monitor, a Rossall Mentor, the School Chaplain, one of our two Safeguarding Officers or someone in our Learning Support Department. They can also get permission to visit our Medical Centre, where our School Nurses or Doctors will look after their physical and emotional needs or where appointments with a School Counsellor can be made. An Independent Listener who can be contacted by mobile phone or email, is also available at all times.

As part of a healthy life-style our outstanding Catering Team offers balanced meals of a very high standard and variety, which also include special dietary provision. Pupils are encouraged to participate fully in life at Rossall, including staying physically active through sports or regular exercise and participating in many creative and leisure activities like house trips, educational outings, charity events and school productions.

Our Personal, Social, Health and Economic Education (PSHE) complement our provision on Pupil Care. We make all these provisions accessible to all pupils by posting relevant information on bulletin boards in their Boarding Houses and strategic places in School or reminding them in person and by giving them a list of people they can talk to at, or outside, School.

The House System

Rossall is very proud of its significant reputation for the high quality of its pastoral care. The School is divided into a vertical house structure (i.e. Yrs 9 – 13 in each House and Yrs 7-8) that has evolved since its creation as a boys' boarding school in the 19th century. The aim and purpose of the pastoral system is to provide a happy and safe environment, which enables all pupils to take advantage of their talents and opportunities.

The Houseparents are responsible for the running of each House and for the establishment of pupil care through an efficient daily routine. Deputies and House Tutors are appointed to share these duties. All House staff are responsible to the Head for the well-being of all pupils, both boarding and day. The Deputy Head oversees the system and holds regular meetings with the Houseparents and Heads of Year to co-ordinate policy and discuss matters arising.

In Year 7 and 8 pupils are placed in smaller, more manageable groups led by tutors. The tutors are the first point of contact for any issues that may arise. The Head of Dragon will deal with any pastoral and academic issues that arise and can be contacted on 01253 774245. In addition for purposes of competitions Years 7 and 8 are organised into houses.

The Houses are as follows and every effort is maintained to create suitable pupil balance within them; this means each House comprises of day and boarding pupils.

| | | |
|--------------------|---------------------|--------------------------|
| Anchor | Juniors, Year 7 & 8 | Co-educational boarding |
| Dolphin | Years 9 - 13 | Girls – day and boarding |
| Maltese Cross | Years 9 - 13 | Boys - day and boarding |
| Mitre Fleur de Lys | Years 9 - 13 | Boys - day and boarding |
| Pelican | Years 9 - 13 | Boys - day and boarding |
| Rose | Years 9 - 13 | Girls - day and boarding |
| Spread Eagle | Years 9 - 13 | Boys - day and boarding |
| Wren | Years 9 - 13 | Girls – day and boarding |

Artistic, cultural and sporting competitions are organised between the various Houses at Rossall. These take place throughout the three terms with cups and trophies being awarded in assemblies throughout the year.

7.0 CURRICULUM

The timetable is divided into thirty lessons spread over five days corresponding to a six period day. The lessons are all 55 minutes in length and a two week timetable is in operation.

The School primarily offers A levels, IB and IGCSE/GCSE subjects although some pupils are also prepared for STEP papers. Choice of exam board and specification is left to the professional judgement of the individual Heads of Departments and the Deputy Head Academic.

All pupils from overseas for whom English is not a first language benefit from specialist EAL tuition leading to IELTS or other relevant examinations.

Where possible pupils in all year groups are taught in sets according to their ability. This enables pupils to acquire new knowledge and make progress according to their ability so that they increase their understanding and develop their skills in the subjects taught. Careful monitoring takes place through regular awarding of assessment grades, tests, exams and MidYIS/YELLIS, etc scores.

All staff undertake an annual review and this helps to ensure that lessons are well planned, effective teaching methods and suitable activities are used and that there is wise management of class time takes place. A variety of teaching and learning methods and materials are used to suit pupils' different needs. Scrutiny of exercise books/files and pupil feedback helps to ensure they have interest in their work and they are developing the ability to think and learn for themselves. Every department must have a departmental marking policy and this scrutiny of exercise books will reveal if it is being adhered to. Departmental handbooks and schemes of work must be submitted to the Deputy Head Academic at the beginning of each academic year along with a report on the external exam results for the previous year. A meeting between the Head, Deputy Head Academic and each Head of Department will then take place to review these results and plan for the new academic year. Departmental schemes of work are designed so that all pupils have the opportunity to learn and make progress. Learning and progress are monitored regularly and are recorded through the school reporting and assessment grades procedures.

Pupils will be given experience in linguistic, mathematical, scientific, technological, human and social, physical and creative education through the core and extended curriculum.

Years 7, 8 and 9

All pupils in Years 7 – 9 follow a Core Curriculum of English, Mathematics, Science, Modern Foreign Languages, PE, Games and PSHE. They have twenty eight 55 minute lessons during the course of each week, including four lessons of English, Maths and three of Science and either one or two lessons of all other subjects.

Most pupils in Years 7 – 9 study a second Modern Foreign Language, History, Geography, Religious Studies, Music, Art, Design Technology, Food Studies, Thinking Skills and Computing. Pupils requiring Learning Support may be withdrawn from Modern Foreign Language lessons.

Pupils acquire communication skills and increase their command of language through listening, speaking, reading and writing through the core curriculum of English and the Modern Foreign Languages. Mathematics lessons help to develop their numeracy and logic skills. Science helps to increase their knowledge and understanding of nature, materials and forces and it also helps to develop the skills associated with science as a process of enquiry (eg observing, forming hypotheses, conducting experiments and recording findings). DT and Computing provide the opportunity to develop planning and communicating of ideas, working with tools, equipment, materials and components to produce good quality products and then evaluating the processes and products.

History and Geography cover the human and social aspect of the curriculum. This covers the area concerned with people and with their environment, and how human action, now and in the past, has influenced events and conditions. PE and Games provide the opportunity to develop physical control and co-ordination as well as tactical skills and imaginative responses, and to help them evaluate and improve their performance.

In Years 7 - 9 pupils are taught in two sets according to their ability for English, Maths, Science and MFL. They are taught in two mixed ability sets (R and S) for the other subjects. Pupils for whom English is a second language or who have a special education need may follow an amended curriculum that is adjusted to suit their individual needs.

Support is given throughout these early years to enable pupils to develop and establish learning and study skills. Where learning difficulties are evident, the nature of these is carefully assessed and additional support is provided, on an individual basis if necessary, to help pupils acquire the appropriate learning skills, strategies and knowledge. Pupils who have learning difficulties will usually only study one modern foreign language, as opposed to two, and the time thus made available will usually be given over to learning support.

Overseas pupils will receive tuition in English as an Additional Language as their needs require, and structure of the timetable allows. This is taught either in small groups or individually.

Years 10 and 11

At the end of Year 9 pupils have a considerable element of choice over the subjects they wish to study during the two years which culminate in the GCSE examinations. The GCSE years are of great significance to pupils' development. It is the time when they focus upon major public examinations for the first time and make choices about future study, which affect the rest of their lives.

At Rossall, we believe that it is in our pupils' best interests to provide a base of study, which offers sufficient breadth to enable considered decisions to be made about which routes to follow in the future, whilst allowing them to be intellectually challenged and empowered to achieve to their full potential.

The courses on offer at Rossall enable pupils to complete Year 11 with nine GCSE awards (although some pupils may achieve the equivalent of significantly more). In addition to the core curriculum of English, Mathematics, Science and a Modern Foreign Language pupils choose three additional subjects, one from option blocks A, B and C. Only one subject can be taken from each block, as subjects within the same block are taught at the same time.

EAL is additional for pupils who study English as an Additional Language, and it can also be ticked as a fourth option, or in some cases the third option.

Option Blocks for 2018 – 19

| Option A | Option B | Option C | Option D |
|-----------|-----------|------------------|----------|
| Art | DT | RS | French |
| Computing | Drama | Business Studies | German |
| History | Geography | DT | Mandarin |
| Music | History | Latin | Spanish |
| PE | | | EAL |
| | | | ILU |

The placing of subjects within the blocks will vary from year to year.

The aim is to guide our pupils to a broad based curriculum whilst taking individual strengths and preferences into account. In most subjects parents and pupils will already have the evidence of reports and grade cards from Years 7, 8 and 9 on which to base their choice. In addition Year 9 pupils will be provided with the GCSE Information booklet which gives details of the specification requirements of all the subjects on offer at GCSE.

The choice of subjects which pupils make at the end of Year 9 should not involve irrevocable decisions which determine their whole future. Therefore, before finalising their choice, an extensive programme of consultation involving the pupils, parents, subject teachers, tutors and Houseparents takes place. This ensures that the courses are appropriate to individual pupils and their career aspirations. Throughout this process the emphasis will upon retaining flexibility and breadth of choice in the future.

Some GCSEs are offered at two tiers (Higher/Foundation or Core/Extended) with separate examinations for each. Pupils will be entered for the tier of entry most appropriate to their level of ability. This decision will be made by the Head of Department and subject teacher in consultation with the pupil concerned.

Pupils continue to be taught in sets according to their ability for Maths, English and Science in Years 10 and 11 but this is not the case for the option blocks where there is generally only one set. If there is sufficient take up of a subject for two groups then these maybe in the same option block so they can be arranged according to ability or the subject maybe placed in two option blocks.

Members of the GCSE cohort of Rossallians are expected and required:

- To fulfil all of their school commitments and give their best efforts in all subjects
- To complete at least 40 minutes prep in each of three subjects per evening and hand these in on time
- To use and maintain their Prep Diary
- To prepare appropriately for internal and external examinations
- To seek academic help from teachers when it is needed
- To complete coursework tasks by the specified deadlines (see following section)
- To be a good example to younger pupils and a positive ambassador for the school.

Academic and disciplinary sanctions exist to support the above expectations.

Fast-track International Courses

These are specialist courses designed for those pupils who either need a year of academic study leading to (I)GCSE qualifications before entering Sixth Form, or those who need time to develop their English language and academic skills before progressing onto a mainstream full British curriculum. Most of the pupils on these courses will be from overseas, although the Fast-track IGCSE course is suitable for native speakers of English. Although pupils follow a special academic programme, lessons take place with mainstream teachers in mainstream classrooms and pupils are fully integrated in all other areas of school life.

International Year 9 and 10

For pupils on these courses, the focus is on improving English language ability. Pupils follow a timetable with approximately 10 hours of EAL in which they will develop their vocabulary and grammatical accuracy. However, they will also have lessons in a range of other subjects such as Maths, Science, Geography, History, PE, Spanish, Computing and Art. This will help them to develop the language they need for other curriculum areas, and ensure they cover key topics in these subjects at an appropriate academic level. The timetable for these year groups is fixed, so there are no option blocks.

For pupils in IC 10, the aim is for them to develop their language to a good level so that they can progress onto the one-year IGCSE in the following September.

International Year 11: Fast-track (I)GCSE

The timetable for this course is specially designed to allow pupils to take exams in the relevant subjects at the end of the academic year. Subjects have been specially chosen which can be delivered effectively on this intensive programme. All pupils will study Maths, English and Science, plus 2 options. The options are usually Art or Geography, plus Design Technology or Business Studies. Pupils from Germany may have to take First Language German and/or Latin in place of Business or DT. In English, pupils have the chance to take IGCSE First Language English and/or English as a Second Language. They also have the chance to take Cambridge examinations such as PET, FCE and CAE. In addition, pupils may take a GCSE examination in their First Language (mother-tongue).

Fast-track Foundation: Year 11

This course is intended for those pupils with weaker English. Pupils have approximately 15 hours of English lessons, plus Maths, Art and Science lessons. At the end of the year, they will take (I) GCSE examinations in Art, Maths and their First Language.

The Sixth Form

At Rossall there are two major routes to choose from: the **A Level** route, where pupils normally study three subjects and possibly the Extended Project Qualification (EPQ); and the **I.B.** route where pupils study six subjects (three at the higher level), a Theory of Knowledge exam, and complete an Extended Essay, and CAS section which demonstrates their commitment to service and extracurricular life.

The School is able to offer a high degree of flexibility in the choice of courses available in the Sixth Form. The subjects on offer will be reviewed each year.

Teaching time for A Level subjects is five lessons per week, IB Standard Level is three lessons per week and IB Higher Level is four and half lessons per week.

Option Blocks for 2018 – 2019

A Level

One subject from three of the five option blocks must be selected.

| Option 1 | Option 2 | Option 3 | Option 4 | Option 5 |
|-----------------|-----------------|-----------------|--------------------|-------------------|
| Graphics | Art | History | Biology | Chemistry |
| Maths | Business | PE | DT | Computer Science |
| Psychology | Further Maths | Photography | Economics | Geography |
| Spanish | German | Physics | English Literature | Theatre and Drama |
| | Music | | French | |
| | Philosophy | | Photography | |

The placing of subjects within the blocks will vary from year to year.

International Baccalaureate (IB)

All candidates must study an A1 Language (Group 1), a second language (Group 2), Mathematics (Group 5), a Group 3 subject (Economics, History, Geography, Business & Management or Psychology), a science (Biology, Chemistry, Physics or DT), plus one additional elective subject, including Visual Arts, Music or a free choice from Group 3 or Sciences. A third language might also be possible.

Three of these subjects should be at Higher Level (HL) and three at Standard Level (sl). Self study languages and *ab initio* languages are at sl only.

Groups for 2018 - 2019

| Option 1 | Option2 | Option 3 | Option 4 | Option 5 | Option 6 |
|----------------------|-----------------------------------|------------|-------------------------|-------------|--------------------|
| English A Literature | English A Language & Literature | DT | Biology | Visual Arts | Maths Studies (sl) |
| German A Literature | English B | Economics | Business and Management | Chemistry | Maths (sl) |
| Self Study | Environmental Systems & Societies | History | Latin | Geography | Maths (hl) |
| | French B | Psychology | Physics | Spanish B | |
| | Spanish ai | | | Music | |

The placing of subjects within the blocks will vary from year to year.

In addition to taking into account an individual's strengths and preferences subjects should be chosen with future careers in mind. For certain career paths subject choices are prescribed, for others some subject combinations are more appropriate than others.

The Sixth Form Information Evening during the Michaelmas Term and the Year 11 Parent-Teacher meeting during the Lent Term will provide parents with the best opportunity to discuss subject choices with teachers and Heads of Departments, and they will be given the Sixth Form Information booklet which gives details of the specification requirements of all the subjects on offer. Reports and school examination results should also help to inform the choice. As a general rule a prospective candidate should have been predicted/have achieved at least a grade B in a subject which they intend to study (Grade A at GCSE would be preferred for the IB Higher Level choices).

English Language Support

We provide extra English language support for all our overseas pupils who require it. This tends to be A-Level students rather than IB students who must study English as part of their programme. Language support for A-Level comes in two forms. Firstly, the students are given grammar and 'Use of English' lessons which eventually leads to pupils sitting the IELTS examinations which they need to gain entry to university. Secondly, conversational English lessons are given to improve overall confidence in oral communication.

Holiday Homework

Pupils are encouraged to spend some time during the holidays reading or doing revision. No specific holiday homework will be set for pupils in Years 7 - 9. Pupils on GCSE, IB and A-Level courses can expect to have homework or coursework to complete.

Learning Support

Currently in the Senior School there are no pupils with a statement of Special Educational needs or an EHC plan. However, there are pupils with diagnosed Specific Learning Difficulties and who require varying degrees of support with their learning. Specialist Learning Support, tailored to individual needs, is available to all pupils at Rossall via the Learning Support Department. Teachers are provided with advice about the classroom needs of pupils with Learning Difficulties, and the school makes reasonable adjustments in managing the timetables of pupils with both Learning and Physical difficulties. This includes the assistance of teaching assistants, access arrangements for exams (both internal and external) and any one to one support that is necessary. This is all coordinated by the Head of Learning Support.

Personal, Social, Health and Economic Education (PSHE)

Rossall School is fully committed to providing a comprehensive programme of PSHE for all its pupils to ensure their personal, as well as their academic development, which is appropriate to their age and needs. Responsibility for developing and implementing this programme rests with the Head of Personal, Social, Health and Economic Education, who will produce and review a written plan to this effect.

Music

Rossall prides itself on its strong musical tradition. The Beecham Music School (named after Sir Thomas Beecham, a prominent Old Rossallian) is the centre for all musical activities. It contains large rehearsal rooms, a classroom for the teaching of academic music, small tuition rooms for individual instrumental lessons and practise and a senior teaching studio equipped with computer workstations. There are numerous opportunities for musicians to perform as soloists and within ensembles both in school and to wider audiences across the North West.

Teaching and Performance of Music

Academic music lessons, whilst taught within a class situation, are tailored to suit each student's needs and capabilities. There is an emphasis on performance; from Year 3 each student is given the opportunity to learn an instrument and participate within one of the numerous ensembles completely free of charge. For the older students, Music is offered at GCSE, A Level and IB Level, where individual help is provided to ensure the highest of standards are achieved.

Instrumental and singing lessons are provided by an excellent team of Visiting Music Teachers who nurture and encourage the students to progress through external performance examinations provided by the Associated Board, Trinity College, London College and RockschooL.

Music is very much alive at Rossall; Inter-House competitions are held each year in singing and ensemble playing and a full range of instrumental music competitions is held at all levels for all styles of performer.

The Director of Music is Miss Margaret Young; please contact her via the School Reception if you require further information on music at Rossall.

Prep

Prep is a valuable and integral part of the learning process, consolidating skills, extending knowledge through research and wider reading, and promoting independent study. In addition, prep is an evaluative tool for teaching and assessment of progress and understanding.

Purposeful and useful prep must be set with absolute regularity and staff are expected to insist that it is completed fully, and to an acceptable standard, by every pupil.

There should be parity between each pupil's experience of prep, regardless of their option choices.

Prep:

- Offers opportunities for work that is independent of the teacher
- Will develop naturally from classroom activity, or prepare usefully for future classroom activity
- Will be meaningful and have an obvious value to the learner
- Will ensure that a range of skills are developed
- Will take account of the individual pupils' learning needs, including those with SEN

For Years 7-11 prep is set in accordance with a prep timetable which is set by the Deputy Head Academic. Prep may take a variety of forms (eg written work, research, planning). As guidance the school expects pupils to spend the following times on prep:

- In Years 7 – 9 up to 4 x 30 minute preps may be set on week nights.
- In Years 10 – 11 up to 4 x 40 minute preps may be set Monday to Friday but Coursework might require further time allocations.
- In Years 12 – 13 there is no prep timetable but it is envisaged that each student will spend on average 20 hours per week on prep and academic research, including during study periods. If pupils are not doing approximately three hours work each day other than contact teaching time, then something is wrong. Preps may be set over a longer period and it is the student's responsibility to organise his or her time to ensure deadlines are met.

Once external examinations begin many pupils find they have to commit more time at the weekend to complete their work.

Every member of the School has his or her own space within the House where they can keep their books and files and where they can study. During the day, certain times which are published throughout the School, are set aside for private study. There should be silence during these times.

When pupils are not involved in the activity programme it is possible for them to spend time on their prep, either in the Boarding House or in the Summer Library. It is strongly recommended that day pupils with long journeys should attempt to use some of these. Other day pupils may opt for the 'Extended day' and remain at school until the end of prep time.

Each pupil carries a Prep Diary in which to write their preps. It is also a vehicle by which parents can comment on the work set. Parents should contact their child's House Tutor if they are unhappy about the amount of prep being set or done, or if there are significant problems emerging with preps.

Members of teaching staff should mark and return preps promptly: in Years 7-9 this will probably be by the following lesson; examination work may take longer.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously and will normally result in an automatic Saturday detention. Pupils must be very careful when using sources such as the Internet. If their teacher has allowed them to use the same wording as a source, they must place quotation marks around the passage and state where it came from. This is particularly important in respect of examination coursework.

Public Examinations

Fees payable to Examination Boards for any public examinations will be added to the pupil's bill.

Reports and Grade Cards

An academic report will be produced at the end of each term. During the term written work will be set and marked to produce meaningful subject assessments. As a result of effort and attainment in class, prep work and internal examinations, all pupils are given grades for effort and attainment on a report or grade card as detailed below:

| Year Group | During Michaelmas Term | End of Michaelmas Term | During Lent Term | End of Lent Term | End of Summer Term |
|------------|------------------------|------------------------|------------------|------------------|--------------------|
| 7 | Grade card | Report card | Grade card | Report card | Report card |
| 8 | Grade card | Report card | Grade card | Report card | Report card |
| 9 | Grade card | Report card | Grade card | Report card | Report card |
| 10 | Grade card | Report card | Grade card | Report card | Report card |
| 11 | Grade card | Report card | | Report card | |
| 12AS | Grade card | Report card | Grade card | Report card | Report card |
| 12IB | Grade card | Report card | Grade card | Report card | Report card |
| 13A2 | Grade card | Report card | | | |
| 13IB | Grade card | Report card | | | |

The primary objective of the reporting system is to inform parents about how their son or daughter is progressing academically but it is hoped that the report will also be read by the pupils. Reports and grade cards are all completed electronically by teachers and e-mailed to parents.

Satis Cards

An academic report card is given to a pupil whose academic standards are causing concern. Similarly a behaviour report card is given to pupils whose behaviour is not acceptable. Please support the school and contact the Year Head or the Houseparent if you have any concerns.

Study Schools

In the Sixth Form students will have a number of free lessons (at Rossall these are known as Study Schools) when they are not being taught and are therefore expected to undertake private study. This can be done in the Sumner Library, Sixth Form Centre or the boarding house. If there is cause for concern about a pupil's work then they will be placed in supervised study either in the Sumner Library or the Sixth Form Centre.

8. CO-CURRICULAR SPORT / ACTIVITIES

In addition to academic subjects, Rossall offers a wide selection of co-curricular opportunities and pupils are encouraged to take a full part. These activities give pupils new interests and new skills, which often serve as a basis for the enjoyment of leisure time in later life. They also bring opportunity to mix with a different group of pupils and with the staff under very different circumstances that builds a very special sense of community. Many pupils also represent themselves or clubs outside school and this is encouraged wherever possible.

Physical Education

As part of the Physical Education provision pupils receive skills coaching in a variety of games. There are school teams in various age groups and practices take place in activity slots after school. If selected a pupil is required to represent the School, including on Saturdays.

Artistic and Cultural

Rossall prides itself on the quality of its artistic provision across the board. Rossall has an annual Arts Week in the Lent Term.

Clubs and Societies

There are numerous clubs operating in Activity time throughout the week. A full list of Activities is published at the beginning of each term.

Creativity/Action/Service (CAS)

As part of the International Baccalaureate the provision of a social dimension takes the form of CAS. Years 12 and 13 have to involve themselves in community projects as part of their IB qualifications. These activities are designed to promote self-awareness, opportunity and leadership skills so necessary for life beyond school.

Combined Cadet Force (CCF)

Independent schools have a long history of being a key training ground for over a third of all commissioned officers in the UK's military, and Rossall is proud to be home to the oldest Combined Cadet Force in the country established in February 1860. It is one of only four Schools CCF Contingents to be awarded the Queen's Colours.

We have three sections – the Navy, Army and Royal Air Force (RAF). All pupils in Year 8 go through a basic syllabus of teamwork, discipline, self-discipline and turnout, going through different aspects of the types of training specific to what each section does. In Year 9 the cadets start the advanced syllabus specific to their section and from Year 10 the cadet decides whether to continue with this syllabus enabling them to complete a Junior Cadet Instructors Course in the Army section or the equivalent in the Navy or RAF.

CCF provides excellent skills for life including communication, team working skills, basic discipline and leadership skills. Rossall has produced a Field Marshall, 32 Generals, 2 Air Marshalls and 2 Admirals in the 156 years it has been running as well as two winners of the Victoria Cross, the highest award in the UK honours system.

Through the CCF, students develop a wide range of attributes and skills which they put into practice during training and on Field Days.

CCF also offers a variety of free courses (the only cost for a young person is a pair of boots) and we work with other schools to offer these skills to other young people.

Courses include: Navigation, Drill, Target Shooting, Field Craft, Youth First Aid, Skill at Arms, and Junior Cadet Instructors (Army Only)

CCF pupils are also able to build an online CV of their accomplishments. Every course they complete is added to their own personal online electronic CV for use in their future career.

Duke of Edinburgh

All Year 9 are encouraged to do their Bronze Awards. Those who wish to continue can do the Gold Awards.

Sport

Rossall sees involvement in sports, at whatever standard, as an important part of a pupil's educational experience. Pupils can learn a great deal about leadership, teamwork, team building, personal fitness and health through their involvement in the School's games programme. It can also develop within them the ability to cope with success and failure in a competitive environment and a sense of fair play.

Years 7-10 must participate where required in squad training for the major sport of the term. At the beginning of each term Years 11-13 will have the opportunity to learn the basics of the major sport of that term. Once the squads have been selected, coaches will release pupils for other sports, but will be allowed to recall players should the need arise.

Years 11-13 are allowed to choose from the range of major and other sports, but must play one sport per term. Seniors set the example in this regard and participation is an important part of our school life.

Games

If a pupil is to be excused from any Games or PE lesson, a written letter from the parents should be brought by the pupil to the lesson. If pupils are taken ill during the school day, they can attend the Medical Centre. Houseparents will be notified via email when the pupils return to their lesson. Pupils are expected to observe the lesson and participate in the theoretical aspects, unless they are too ill and are waiting for their parents to collect them from the Medical Centre.

The correct 'kit' is to be worn for each sporting activity, and activities held after school. No jewellery should be worn (including any earrings). If a girl wishes to have her ears pierced this should be done at the beginning of the Summer holidays so that the studs can be removed during games.

We encourage and recommend the use of mouth guards but they are compulsory for Rugby and Hockey. Opro visits on a yearly basis and details are available from the Director of Sport. Rossall offers an opt-out service. In line with guidance from the English Cricket Board, we recommend that all cricketers buy their own protective helmets. The School will ensure that helmets are available to any pupil who needs one.

Games clothing and PE kit should be kept at home or in the boarding houses and only brought on the days required. All kit (including bags, bat, etc.) must be clearly named.

Games Practices

Games practices take place during the school day and form an integral part of the education offered at the school. In the first instance, for the major games, all boys and girls are expected to attend until team selection is finalised. After this, pupils must continue to participate in other games. Many of the pupils would not have been part of a school team before; therefore the PE Department encourages maximum participation, offering all pupils a chance to make a contribution.

Games

| | | | | | |
|--------------|------------|------------|-----------|------------|----------|
| Badminton | Basketball | Cricket | Fives | Football | Golf |
| Hockey | Netball | Rounders | Rugby | Squash | Swimming |
| Table Tennis | Tennis | Tae Kwondo | Triathlon | Volleyball | |

This list is not exhaustive.

Activities

Acting for TV and Film, Astronomy Club, Art Club, CCF, Choir, Chess, Choir, Climbing, Cooking, Creative Writing, Dance, Debating, Drama, Fitness training, Golf Academy Training, Handcrafts, Harry Potter Appreciation Society, Language Clubs, Med Soc, Model United Nations, Modern Pentathlon, Psychology Society, Round Square Environment, Running, Science Club, Shooting, Swimming and Youth Alpha Film Series. **This list is not exhaustive**

There is a wonderful range of activities available at Rossall School and our pupils are expected to take advantage of them. Pupils in Years 7 and 8 are allowed to opt in to activities with CCF compulsory in Year 8. Year 9 - 10 must choose a minimum of three activities per week, with CCF as one for Year 9. Year 11 - 13 must choose two activities per week as a minimum.

All pupils in Years 7-11 have one period of games and PE each per week. Every pupil is expected to take part in some physical activity. There are team practices both within these times and outside of the school day. In addition we play our own unique brand of hockey on the beach involving all pupils. The school possesses a 25 metre indoor swimming pool. There are regular opportunities to swim and details can be found on school notice boards.

School Matches

School matches occur in the week and at weekends. Any pupils selected to represent the School are required to make themselves available.

The school should come first if pupils represent clubs outside of the school.

Parents are always welcome to support fixtures at Rossall. It means a great deal to the pupils to have wholesome and constructive support. It also means a great deal to the staff who have given up their time and any help will always be welcomed.

Weekend Fixtures

There are fixtures for both boys' and girls' sports on Saturdays, in addition to those held on weekdays. If your child is included in a team list for a school fixture, they are expected to make the fixture their first priority and be available to participate. If, due to a family matter your child is unable to attend, permission should be requested from the Deputy Head as soon as possible so that alternative arrangements can be made. In the event of an unexpected problem, such as illness on the day of the match, the member of the games staff concerned should be contacted as soon as possible. The School Reception is open at 10am on a Saturday morning and the School Secretary will pass any message onto the relevant staff if necessary. She can be contacted on 01253 774201, or via e-mail on reception@rossall.org.uk.

Communication is a top priority so that teams and the School we are playing are not let down. Pupils failing to do so are letting their team and the school down and sanctions will be applied accordingly.

9. SCHOOL DISCIPLINE

Rewards and Punishments

Rewards

All pupils whatever their age should receive praise where it is due.

- Good academic work leads to Distinctions, recommended by the HOD and awarded by the Head or Deputy Head.
- Staff award Speech Day prizes for Effort and Excellence
- Service to Sport and Culture leads to Colours and Half-colours; these are normally awarded at the final Assembly of term
- Achievement Certificates both from internal and external sources are awarded in Assemblies.
- Positive comments are entered by staff onto our pupil database (3Sys) for any kind of helpful service by a pupil and referred to as necessary.

Punishments

It is the way of the world that this list is so exhaustive but it is hoped the threat of these sanctions will prove prevention is better than cure.

The School does not allow poor behaviour or failure to complete work. The Deputy Head will see pupils if required on a daily basis. If necessary, pupils are placed in the Deputy Head's Detention which takes place on a Friday afternoon at 4.25pm.

Boarding Houses will continue their own codes for out of school time. They can use the option of School Detention with reference to the Deputy Head.

Any members of staff will refer any serious breaches of school discipline, beyond those outlined above, to the Deputy Head immediately. The Deputy Head will then, sometimes in consultation with the Designated Senior Lead, speak with the relevant individuals and present those findings to the Head.

The Designated Senior Lead has the discretionary power to overturn any sanction in reference to information in his possession for the benefit of the pupil's overall welfare. This will also involve the monitoring of persistent offenders and the setting of targets.

Major Sanctions

1. Deputy Head's Saturday Punishment School (4pm – 6pm) for seriously poor behaviour. When required, a list is published on Thursday. Boarders on Saturday PS are refused weekend leave and the parents of day pupils will receive a letter notifying them that their child is in PS.
2. Temporary Exclusion – The Head, or the Deputy Head in the absence of the Head, may temporarily exclude a pupil from the school in the event of a sufficiently serious breach of school rules. The pupil will either be sent home, or stay with a local guardian during the period of the temporary exclusion. At the end of the temporary exclusion the Head or Deputy Head normally readmits the pupil to the school. The pupil is subsequently under caution, and a similarly serious breach of the rules is likely to lead to permanent exclusion.

Removal and Exclusion of a Pupil

Removal at the request of the School

Parents may be requested, during or at the end of term, to remove a pupil from the School, without refund of fees if, after consultation, the Head is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Head, is unable or unwilling to profit from the educational opportunities offered (or if a parent has treated the School or members of staff unreasonably) and in any such case removal is considered to be warranted. Fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

Permanent Exclusion

A pupil may be excluded at any time if the Head is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School. There will be no refund of fees following exclusion (and all unpaid fees must be paid). Fees in lieu of notice will not be charged.

Exclusion Review Procedure (For Permanent Exclusions)

In the event of the Head excluding a pupil from the School, the pupil's parents or recognised guardians may request a review of the decision by the School's Governors.

The Application for a review ("The Application") must be made in writing to:-

The Chair of Council
Rossall School
Fleetwood
Lancashire
FY7 8JW

Details of the procedure will then be sent to the parents/guardians.

10. THE SCHOOL RULES

We encourage all pupils to be proud of Rossall and to respect all who are a part of it. Over 40 different countries are represented and they all have one goal; to achieve success! We expect all pupils to treat everyone they encounter courteously, work hard, value fair play on the sports field and promote artistic endeavour.

All members of the school should be familiar with the School's Policies in which guidelines on Bullying, Alcohol, Smoking and Drug Abuse are outlined. Furthermore, pupils should be aware of expectations regarding Relationships, Disruption, Theft and Vandalism.

Rossall bases its code of behaviour on four general principles. It expects all its pupils and staff to share these.

- We believe in giving our best effort in all things at all times and fulfilling our commitments.
- We believe in trying to be a positive influence in all we do and encouraging others to do the same.
- We believe in being courteous, considerate and respectful to others.
- We believe in taking pride in ourselves, in our ideas and our environment.

The following rules apply to all pupils at Rossall:

Uniform and Appearance

1. Full school uniform should be worn at all times; this includes games kit as stipulated at the appropriate times. Hoodies do not form part of the school uniform.
2. Hair should be clean, neat and tidy, without artificial colouring or extremes of style. Boys should be clean shaven and hair should not come below the collar or fall across the eyes. Girls' hair should be tied back whenever school uniform is worn. Sixth Form girls may wear their hair down if appropriate.
3. All pupils' shoe wear must be flat, polishable and black.
4. No jewellery may be worn, with the exceptions of:- one plain ring (all), one pair of sleepers or stud earrings (girls), a plain necklace. Discreet make-up is allowed for Senior School girls only at the discretion of Houseparents.
5. Official school games kit should not be worn at any time other than for sport based activities or when permission has been given by a member of staff.
6. Clothing and shoe wear should be clean and in good repair.
7. Adjudication on uniform and appearance are at the discretion of the Deputy Head.

Behaviour

8. If pupils require medical support during the day they should get a chit from their teacher and then go to the Medical Centre. Pupils must then follow the directions given by the medical staff. Pupils should not have medication in school without the authorisation of the Houseparent or medical staff.
9. No food, crockery or cutlery may be removed from the Dining Hall. Food and drink may not be consumed whilst walking around the campus.
10. Pupils must attend all lessons, games, activities, meals and Chapel.
11. During Supervised Study and Prep there should be no movement around the campus. Pupils are not allowed to return to their houses during the school day except for break and lunchtime.
12. House rules regarding visitors must be abided by.
13. Cars and bicycles cannot be brought to school without the permission of the Deputy Head. Written parental permission is required and separate rules apply.

14. Ball games or any 'loud behaviour' are not allowed in the Square. Sunbathing is allowed directly outside the House but not during school hours.
15. All electrical equipment must have been officially tested and marked as such. Any form of cooking or heating equipment is banned in bedrooms and studies for safety reasons.
16. Entry into the Swimming Pool, Gymnasium and use of other sports equipment is not allowed without a member of staff supervising the activity.

Discipline

17. The following places are out of bounds – the shore, all private houses and gardens, the Common Room, the Kitchens, the Maintenance Department and Yard, the Pavilion and Grounds Department. All other school buildings when not in normal use and the formal lawns for games are also out of bounds.
18. Pupils must respect all Fire and Health and Safety precautions and be familiar with the routines designed to promote their safety.
19. Pupils must not use or possess any weapons (without due authority) or fireworks.
20. Pupils must not engage in any form of gambling.
21. Pupils must not buy or sell goods, or borrow without permission.
22. Pupils must not indulge in relationships of an intensely physical nature. Public displays of affection are not permitted.
23. Damage to property belonging to the school or another person, should be reported immediately.
24. Pupils must not smoke or vape, or have possession of related materials.
25. Pupils must not consume or possess any illegal substances.
26. Pupils must not consume or possess alcohol without due authority.
27. During the school week, boarders can only leave school after 4.25pm on a Friday and must be in possession of a signed Town Leave Card. Exceptional leave on other nights may be granted by Houseparents.
28. Mobile phones are useful for pupils to keep in contact with home and their Houseparent. They must not be used during lessons, in the Dining Hall, in the Square or anywhere on school grounds without permission from a member of staff, but they can be used appropriately in Houses. In lessons, mobile phones must be placed on desks face down. Earphones should not be worn during the school day.

House rules are published in the House Boarding Handbook for tutors and pupils.

11. BEHAVIOUR AND EXPECTATIONS

Good discipline is important for the growth, welfare and development of our pupils. In this regard our pupils are given clear expectations, effective pastoral support and opportunities to build good social relationships. High standards of behaviour, manners and discipline are expected of all pupils at all times. Pupils are expected to behave in such a way as to be a credit to themselves and to the School. At Rossall our behaviour policy is applied fairly and consistently, without regard to race, gender or seniority.

Particular attention is drawn to the following points:

- All conduct that is anti-social or tends to bring discredit to the School, whether on the premises or elsewhere, is deemed a breach of School Rules.
- Bullying is not acceptable in any form and pupils are expected to have read the School's anti-bullying policy and must embrace it.
- Rossall encourages all of its pupils to show respect for each other. Disruption in lessons, public displays of intimacy, sexual activity on the school premises, fighting, vandalism, theft and bullying are not acceptable and will be dealt with firmly.
- All items should be clearly marked and expensive equipment left at home or handed in for safekeeping.
- Rossall strongly disapproves of the abuse of alcohol, drugs and tobacco. The use of e-cigarettes and 'legal highs' is not allowed. The school will act accordingly and pupils should expect to be dealt with in accordance with the School Rules.
- Pupils are expected to relate well and to behave considerately towards others. We live in a society where social skills are vital to our wellbeing, and learning to interact with others is therefore a critical part of education.
- All pupils are expected to know and display basic 'good manners', particularly in the presence of adults and in the classroom situation. Staff will make clear their expectations in this respect.
- The use of mobile phones without permission during lessons is prohibited. School staff can confiscate a mobile phone as a disciplinary penalty when they are being used to cause a disturbance or otherwise contravene the school behaviour policy, and have a legal defence in respect of this in the Education and Inspections Act 2006 (Section 94).
- We will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying policy.
- All pupils should be aware that the School expects high standards of appearance at all times. Pupils must travel to and from School in uniform unless they have permission to wear alternative clothing.
- The specific rules of the school are dictated by common sense and are published in the School Calendar. In addition, we have well-defined policies directed towards particular areas of behaviour.

These points are supported by a system of rewards and, where necessary, appropriate sanctions. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil. All pupils are issued with copies of the School Rules, both in their Calendar and in the School Handbook.

12. EXPECTATIONS IN THE CLASSROOM

- Punctuality is required as a matter of courtesy.
- Pupils must arrive with all textbooks, exercise books and other equipment that is relevant and expected.
- Pupils must listen carefully to instructions.
- All tasks set by the teacher must be completed in an orderly and appropriate way. The instructions for the activity must always be followed carefully.
- The school will not tolerate any interruption of the teacher.
- Follow common courtesy and listen to each other in class.
- Seek the teacher's permission to contribute to class discussion by raising your hand.
- Complete all homework by the given date. No late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.
- Swearing will not be tolerated.
- Keep all classrooms tidy.
- Note that no eating, drinking (other than water) or chewing gum will be allowed in class.
- Mobile phones are not allowed to be used in class. without permission. Confiscation may result.
- Arrive and leave the class dressed as per the school uniform code.

Pupils needing to miss lessons or other school commitments require the permission of the Deputy Head supported by a letter from parents or Houseparents in the case of Boarders. They must also explain the circumstances to the appropriate teachers and Houseparent in advance.

13. GENERAL INFORMATION

Absences/Late Book

If a pupil is unable to attend school because of illness, please contact the pupil's Houseparent or Middle School Year Head between 7.30 and 8.15am. If you cannot get through, please ring the School Reception on 01253 774201 as soon as possible after 8.30am. Reception will contact a parent to ascertain the whereabouts of a pupil who is absent after 9.30am as part of our duty of care.

Pupils who arrive at School after 8:35am must sign in the Late Book that is kept by the secretary in Reception. They must also report as soon as possible to their Houseparent or House Tutor.

Any request for a planned absence from school should be made in writing beforehand to the Houseparent, who may refer the matter to the Deputy Head or the Head. A month's notice of prolonged absence is requested.

Pupils are expected to make up the academic work they have missed during their absences and will be given help by staff to do so. If an absence is prolonged, Houseparents will arrange for work to be sent home by email.

Pupils must be present in term time except in exceptional circumstances. Early departure and late arrival at the beginning and end of terms causes considerable damage to a pupil's academic progress.

Assembly/Tutor Time/Chapel/Congregational Singing Practice

Each morning, after Registration in Houses, the school gathers at 8.40am for Assembly, Tutor Time, Chapel (8.35am) or Congregational singing practice. The routine is as follows:-

| | |
|-----------|---------------------------------------|
| Monday | Whole School Assembly [Chapel] |
| Tuesday | Tutor Time |
| Wednesday | Tutor Time |
| Thursday | House Assembly/Congregational Singing |
| Friday | Chapel |

On occasions throughout the year a family service is held: Confirmation and Carol services being examples. Chapel is compulsory for all members of the School, including those of other faiths. For non-Christians, this could be considered as a time of quiet reflection.

Boarding

Boarding is a key element in the life of Rossall. The School was founded as a boys' boarding school in the 19th Century and the values of a boarding ethos remain high. The experience of boarding can be beneficial to all pupils and is a very good grounding for life at University. It is highly recommended that all pupils experience this.

Subject to availability day pupils are welcome to spend night(s) in the boarding house, and can book these with the Houseparent. Parents should note there is a charge for this of £40 per night for Years 3 - 8 and £46 per night for Years 9-13 which includes dinner, bed and breakfast. For a more permanent flexi-boarding arrangement, for example: a fixed two nights a week, please visit: www.rossall.org.uk/admissions/fees.

The School would be happy to discuss the possibility of short stays by day pupils if desired or if parental commitments necessitate. This is particularly popular amongst the younger age groups and can avoid unnecessary breaks in a pupil's education.

Calendar

At the beginning of every term each pupil is issued with a Calendar. The Calendar not only gives a day-to-day diary of School events for the term but also contains other important information; school rules, weekly routine, members of Common Room, useful telephone numbers and term dates. The calendar is printed in advance and therefore cannot be regarded as definitive and times are subject to change. Changes will be communicated on the school website or by e-mail. We will try to keep changes to a minimum but pupils should always check the notice boards for changes.

Cars and Motorbikes

Pupils may bring a car to school only with the permission of the Deputy Head, the approval of their Houseparent, and the written parental permission on the relevant official forms.

These forms can be obtained from the Deputy Head's Secretary, Olive Roberts. Vehicles are only to be used for travelling between home and school at the beginning and end of each session (day or half-term). With the written permission of both sets of parents, pupils may also carry other pupils to and from school, provided that the appropriate insurance is in place. All approved motor vehicles must be registered with the Deputy Head and must carry a permit on the windscreen. The Deputy Head and the pupil concerned will keep copies of the form. Day pupils will hand in their keys to reception each morning. Boarders will hand in keys to their Houseparents.

All pupil vehicles must be parked in the Student Car Park at the front of the School and they should not be driven on any other part of the campus at any time. Insurance is the responsibility of the pupil/parent/owner of the vehicle.

Bicycles

The use of bicycles by any pupil requires the completion by parents of the official form (also to be obtained from Mrs Roberts), as well as the approval of the pupil's Houseparent with whom the form is lodged. The form indemnifies the School of responsibility for the pupils and sets out a code of good practice. The School seeks to encourage pupils to walk or cycle to school when of an appropriate age and encourages them to find fellow pupils who live nearby with whom they can travel safely together. Bicycles should be stored within Houses or outside of the House if bicycle stands are provided.

The School Chaplaincy

Rossall School Chaplaincy welcomes all pupils, staff and visitors and offers its support on their journey of life and faith by caring about their well-being and happiness.

The Chaplaincy forms an integral part of the School and its Anglican Christian foundation and offers opportunities to all pupils to explore and experience the Christian faith, lifestyle and worship.

Even though its values and message would be essentially Christian by nature, it also welcomes and respects and aim to include those who are from different cultural and religious persuasions, at whatever part of their journey through life and linking with all good universal core values.

A programme of activities ranging from formal worship services to informal gatherings and events are presented to facilitate, encourage and inspire all those who participate or attend. There are regular yet flexible, formal and informal gatherings in the Chapel including Christian Assemblies, Congregational Practices, Holy Communion Services, House Chapels and Head's Assembly. The

Chaplaincy programme also includes seasonal and festival services and special services like Baptisms, Confirmations, and Weddings.

Most of all, the work of the Chaplaincy is complementing the wide-ranging and underlying pastoral care offered by the School (through its House System and other specialist pastoral support), just as it also contributes to the academic and extra-curricular programmes. The Chaplain offers a listening ear to anyone who requests, or may refer them to the appropriate person or support group. The Hub (Chaplaincy Centre), is located centrally to provide for this purpose. Alternative meeting venues can also be arranged on request.

The Chaplain, Revd E. van Blerk, can be contacted via e-mail e.vanblerk@rossall.org.uk or mobile phone 07795985942 or office phone 01253 744230.

Communications

The first point of contact for a boarder and a day pupil in years 9-13, once term has begun should be with their House Tutor or Houseparent. The Houseparent will contact you within the first 10 days of the Michaelmas Term, listing relevant phone numbers routine and contact times.

The first point of contact for Year 7 and 8 is their tutor. The Head of Dragon also has responsibility for any pastoral and academic issues that arise and can be contacted on 01253 774245.

The Head of Dragon works closely with the Headmistress of the Junior School on all aspects of the progress of the pupils. This will ensure that the good working relationships and links established between the school and parents both old and new will continue through years 7 and 8, and will enable us to make sure that the positive attitudes and skills encouraged at the Junior School will continue to be developed in preparation for life in the Senior School.

The School Receptionist is available on 01253 774201. If you are attempting to contact a member of staff via the Receptionist please remember a member of staff may only be able to collect a message at break or after school and on occasion, they may be away from school.

The Deputy Head can be contacted through his secretary on 01253 774238 on matters of a sensitive or more urgent nature. The general school fax number is 01253 772052. More information on the School can be found on the website: www.rossall.org.uk

Complaints Procedure (Parents)

We welcome comments and suggestions from parents, and take seriously complaints and concerns may they arise.

Your first port of call for any academic matter should be your child's Tutor within the boarding or day house. More serious matters should be addressed to the Houseparent or Head of Dragon (Years 7 & 8).

Serious complaints or those not dealt with satisfactorily above should be addressed to the Head.

Please contact Reception on 01253 774201, should the need arise, and full details of the complaints procedure will be sent to you by email or post.

The School recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the young people in our care.

Complaints Procedure (Pupils)

Pupils wishing to make a complaint would normally speak to their Year Heads or Houseparent in the first instance; this may be effective as your Houseparent is likely to understand the context of

a school related problem. You may alternatively go directly to a member of the Senior Leadership Team or to the Deputy Head and the Head.

In normal circumstances differences can be resolved quickly and easily if communication is open and honest. If you are not happy with the way a complaint has been handled however, say so, and you will probably be advised to refer it to your parents. They may contact the Deputy Head or Head themselves, or if they choose, make a formal complaint as outlined in the procedures mentioned above.

Computers

Desktops and laptops commissioned to run the software appropriate to the School's network are fully networked both to the Internet and the School's own Intranet. There is an array of software and hardware devices in the system to prevent misuse. All activity on the network is monitored however, for the security of the pupils and of the network itself.

Pupils are required to sign an ICT Contract, which lists the rules of conduct and consequences for inappropriate use of the Network. Full details and a copy of the contract for network use are sent to all parents prior to their child's entry into the School.

Council

The Council is the name Rossall gives to its governing body.

The School Council is the ultimate controlling body for Rossall and has legal responsibility for the following areas:

- Finance and general purposes
- Curriculum and pastoral care
- Human resources
- Policy, quality and marketing
- Property and estates
- Disciplinary appeals
- Nominations if applicable

Day Pupils

Around 50% of our pupils are from the Fylde. They add enormously to the school and benefit in turn from the large number of staff who remain at school after hours to arrange games, activities and academic studies.

Disclosure and Barring Service (DBS)

All school employees receive an enhanced DBS check before taking up their posts.

Dress

Pupils at Rossall should be immaculate in their dress. This means full uniform, Rossall sports or CCF kit, as appropriate, is to be worn throughout the school day, i.e. from breakfast until 5.30pm, dependent upon which activity you have been involved in.

Full Clothing Lists are available from the Admissions Team, RosShop, School website and the Schoolblazer website: **www.schoolblazer.com**

Financial Matters

Fees

The fees are set by the Council one academic year at a time. They are payable on the first day of each term.

Scholarships and Bursaries

Any scholarship or bursary awarded to any pupil may be withdrawn or varied if, in the opinion of the Head, the aims and objectives of that bursary are not being met and the right is reserved to require the payment of full fees for that pupil in the event of the pupil being withdrawn or removed without notice. Bursaries are reviewed annually. Scholarships are normally awarded for a phase of education and reviewed annually within that context.

Notice or Fees in Lieu

A full term's written notice is required, otherwise a term's fees are payable in lieu, of notice. Please refer to the school's Terms and Conditions for full details.

Fire Practices

The School recognises the seriousness of fire protection measures. In conjunction with advice from the Fire Service it has carried out an extensive/comprehensive Fire Risk Assessment. Fire Practices are held on a regular basis and clear procedures adopted and adhered to. Fire safety instructions are posted in every House and department. The School carries out regular fire procedures and evacuations.

Guardians

All international pupils studying at Rossall School must choose a Guardianship organisation from one of our appointed agents and full contact details as well as a summary of services offered by each organisation will be provided. Rossall School will not endorse or recommend any particular Guardianship Organisation. Rossall requires that all parents of international pupils confirm the name and address of the agency or individual who will be the student's guardian BEFORE the student enrolls at Rossall. In order to comply with UKBA requirements, guardianship certificates will be required for every international student.

Once parents have made a booking with the Guardianship Organisation, a certificate of Guardianship will be issued, which can be used to add weight to visa applications or renewals and a copy of this certificate will be sent directly to Rossall. As licensed sponsor Rossall School will work closely with the guardianship organisation and the host families. Each non-EU student has a UKBA electronic file and pupils who do not comply could jeopardise the future renewal of their visa or indeed risk having their visas terminated. Please contact the Registry for further information.

Illness or Injury

A pupil who becomes ill or injured during the School day will be sent to the School Medical Centre where there is a qualified Nursing Sister on duty. She will assess the seriousness of the incident and either send the pupil back to class, or ring parents to have the child collected. Please do not send your child to school if he or she is ill. For boarders, serious cases are sent to the A & E Department at Blackpool Victoria Hospital, otherwise in less serious cases, advice is given by the School's medical team, comprising a visiting doctor and two full-time nurses.

Inspection and Regulation

Rossall School is subject to statutory regulation. The School was inspected under the National Care Standards Commission (now the Commission for Social Care Inspection) in 2007 and the Independent School Inspectorate in February 2004. More recently the school was inspected by Ofsted in November 2009 and the Independent Schools Inspectorate in May 2010, October 2012 and in April 2016. The reports are available on the websites of both organisations (www.ofsted.gov.uk and www.isi.net).

Boarding inspections are now the remit of the ISI. A précis of the ISI report is available on request from the School. Telephone numbers for Ofsted and the ISI are available in the Complaints Procedure for Parents.

Insurance and Medical Cover

Parents are offered, at a modest subscription collectable with fees, membership of a personal injury, accident and dental insurance or membership of BUPA private medical insurance for their child. Parents are reminded they are responsible for insuring their children's property and that the School can accept no liability for private property brought to Rossall by pupils. If a pupil comes to school with expensive personal equipment, e.g. electronic equipment, musical instruments, tennis racquets, cricket bats or hockey sticks, parents should ensure that these items are covered on their own insurance policies as pupils' belongings are not covered by the School's insurance.

Lost Property

It is essential that all items of clothing and personal possessions are clearly marked with pupils' names so that they can be returned if misplaced. Misplaced valuables are taken to the School Matron who will deal with them as appropriate.

Lunches

All pupils stay on school premises during the lunch hour and take the lunch provided by the School. A wide range of menu options are available, including a full salad bar and vegetarian alternative. Please consult the School website for details. If your child has special dietary requirements or allergies, please inform the School in writing.

Medical Matters

The School's doctor is the Broadway Medical Centre, Fleetwood and they hold a daily surgery prior to morning school. The Medical Centre is located at the back of Porritt Hall adjacent to the entrance to Astroturf and is staffed by a Registered General Nurse working within defined standards of practice. The School Nurse is therefore bound by certain codes of conduct including maintaining a pupil's right to confidentiality regardless of age. There are currently three nurses who work complementary routines.

Medical Questionnaire

It is essential that the medical questionnaire be returned before admission to the School with immunisation records that are up to date and filled in. For those pupils with Special Educational Needs, please submit a copy of relevant documentation to Head of Learning Support. Boarders must register with the School Doctor. Parents of new boarding pupils are requested by the School Doctor to see that their child has been given anti-tetanus injections before joining the school in September, and to return the inoculation consent form.

Day Pupils

During the school day a nurse is available to day pupils for emergency care. Routine medical care cannot be arranged. Parents will be contacted if their child falls ill at school so they may be taken home as soon as possible. Day pupils who need to take medicine while at school must inform the Nurse; this excludes inhalers for asthma and epipens, which should be carried by a pupil at all times.

Boarding Pupils

The Doctor and Nurse are available to boarding pupils for all aspects of their health care. Dental care should be carried out during the holidays if possible. All boarding pupils are registered with the School Doctor. This service is free.

Boarding pupils who are ill may need to be sent home to their parents/guardians as facilities to care for them are limited in the Medical Centre.

Physiotherapy is available, at an additional cost.

Medical Centre Routine

Opening Times Monday to Friday: 8:15am to 5:15pm

Saturday: 9:00am to 4:00pm

Surgery Times Monday to Friday: 8:30am to 9:00am for those requiring a Doctor

8:15am to 8:30am for those requiring the Nurse

If a pupil needs to see the Nurse after 9:00am they must attend during break times. Emergency care any time.

Other Times (including Sunday)

Pupils requiring medical attention should see their Houseparents who will either contact the Broadway Medical Centre, the Deputising Service or take the pupil directly to Accident and Emergency at the Victoria Hospital, Blackpool. In the event of an epidemic or if a pupil needs constant supervision the School will arrange cover through the night.

Mobile Phones

The use of mobile phones during lessons is prohibited. The Education Act 2011 allows teachers to confiscate and search mobile phones when they are being used to cause a disturbance or otherwise contravene the school behaviour policy. Teachers will conduct the search with respect, with the student present and if possible with a witness; or the phone can be handed to the Deputy Head to conduct the search.

The Senior School allows pupils to have mobile phones as they facilitate easy communication with parents, although they must remain switched off during lessons. There are considerable problems associated with mobile phones in schools however, and very many schools do not allow them on the premises at all. Parents should make sure that they have read the school policies on behaviour, anti-bullying and ICT.

All mobile phones must be named. The School will not accept any liability for the loss of mobile phones. As with other personal items, they should be covered by parental household insurance policies.

Parents' Evenings

A Parents' Evening for each age group is scheduled at an appropriate time throughout the year.

Academic

These are primarily academic discussions between pupil, teacher and parent. Parents are welcome to bring the pupil to these occasions. The Head or Deputy Head (Academic) may make a brief presentation on academic matters. Parents' Evenings are normally held in Big School at 6.00pm.

Dates for 2018 - 2019

Year 7 Thursday 17th January 2019

Year 8 Thursday 14th March 2019

Year 9 Thursday 14th February 2019 (including Options Meeting)

Year 10 Thursday 7th March 2019

Year 11 Thursday 27th September 2018 and Thursday 31st January 2019

Year 12 Thursday 28th February 2019

Year 13 Thursday 4th October 2019

Rossall Welcome Evening

The Welcome Evening is for parents and guardians of pupils in Years 7 and 8 to encourage the development of a strong relationship between parents and staff. It is also an opportunity for parents to meet one another as well as the Head and the Deputy Head.

The meeting will take place on:

Wednesday, 12th September 2018 at 6.00pm in the Museum Theatre

These evenings are informal occasions at which to discuss progress and pastoral matters; if there is anything you wish to discuss outside this forum please do not hesitate to contact the Head of Dragon.

Parking – Dropping Off/Picking Up

For the express purpose of making the campus safe for pupils, some as young as 2, we have in recent years made strident attempts to reduce the amount of traffic on campus. Further measures were undertaken specifically to ensure the safety of children playing in front of the Junior School. Traffic flow, car parking and drop-off points have been clearly marked. In September 2013, most of the school site became free of vehicles with the closure of South Drive. A new car park has now been created near the Astro turf. The school has a maximum speed limit of 5mph.

Rossallian Club

When you leave the School and become an Old Rossallian you automatically become a member of the Rossallian club.

The aims of the Rossallian club are to continue the links between Rossallians and the School, to carry on the friendships forged and to contribute to the welfare and facilities of the School. The club offers a range of sporting, social and cultural events for the old Rossallian community to enjoy.

Rossall Foundation

The foundation aims to continue that tradition of giving back to the School so that the School and its pupils can continue to prosper, flourish and enjoy the marvelous opportunities offered by a Rossall education. The Foundation contacts all members of the Rossall community, on a regular basis, with details of its fundraising appeals.

The Friends of Rossall

The Friends of Rossall is a voluntary group consisting of current parents and staff. Its aim is to plan and deliver a range of fundraising events that will be of interest to parents, staff, and the wider Rossallian Community. Monies raised will be used to assist smaller projects around the School. If you would like to become involved with the Friends of Rossall, please email: friends@rossall.org.uk for more information.

RosShop

The RosShop provides assistance with the purchase of uniform for all parts of the School, along with sportswear and equipment. It is situated by the School archway and is open Monday to Friday 11am – 5pm in term time and 11am – 4pm in the holidays. Stationery is available at the RosShop during its opening hours. Payment can be either by cash or put on the pupil's account, which is presented each half-term.

Safeguarding

Child Protection Policy and Pupil Welfare

An effective whole school child protection policy is one which provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. An effective policy also makes explicit the School's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally, legally, and in ways which support the needs of the child.

Introduction

Rossall prides itself on its culture of open and effective communication between staff and pupils.

Our aims are to:

- a) create an environment in our School which is safe and secure for all pupils
- b) encourage our pupils to establish satisfying relationships with their families, with peers and with other adults
- c) encourage children to develop a sense of autonomy and independence
- d) work with parents to build their understanding of and commitment to the welfare of all pupils.

This policy applies to all pupils and staff within Rossall School.

School Commitment

We recognise that for children, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all children, and especially those at risk of, or suffering from, abuse.

Our School will therefore:

- a) Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- b) Ensure that children know that there are adults in the School whom they can approach if they are worried or are in difficulty.
- c) Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse.
- d) Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

Roles and Responsibilities

The Designated Senior Leads, with responsibility for Child Protection (The Child Protection Officer) are Mr Mark Pryor, Senior Master and Mrs Katie Lee (Head of Dragon, Juniors, Infants and Nursery). They share information with the Head. The Head will, in the absence of the Senior Designated Leads, act as the designated lead. It is the role of the designated lead to ensure that all children are safe and protected.

If any member of staff identifies concerns of a child protection nature, then it is his or her duty to forward the said information immediately to the designated lead. The designated lead may initiate proceedings, which will lead to the situation being resolved by the School, or instigate a referral to an appropriate agency if deemed necessary. All information will be recorded for the purposes of referral or simply be kept on file for cross-reference at a later date.

The External or Independent Listener under the Children Act is Mrs Kayley Vaughton. She can be contacted via telephone on: 07711485170.

Mrs Vaughton can be contacted by any child in distress for impartial help and advice. This information is displayed in every House. Parents should read the school policies on child protection, ICT, the taking, storing and using of images and data protection which can be found on the school website.

University and Further Education Applications

In the summer term of the Lower Sixth form the application process for admission to Higher Education begins. The Careers Advisor is available to advise and help any pupil on selection of university and course. The UCAS on-line application process is fully explained to pupils; parents are written to and invited to attend these briefings if they wish. All members of the year use 'Coursefinder' and UCAS software to discover relevant courses and institutions to which they may apply. A visiting university representative also offers advice about student finance at a briefing to which parents are invited by letter. As soon as possible in the Michaelmas Term, having received appropriate advice from school, pupils complete their applications and submit them electronically. Interview practice and a trip to Oxford and Cambridge is available to prospective Oxbridge candidates, and encouragement is given to all pupils to visit a limited number of institutions during the Michaelmas Term. Support is also available for pupils who apply to non-UK universities. Information on possible Gap Year activities is available during the year.

Subsequent to the publication of exam results and indeed beyond, advice and help is given to pupils who have left the school. The UCAS process is supervised by the Deputy Head Academic, with the assistance of the Examinations Officer and the Head of Sixth Form. The process remains open after the application round as the School retains relevant information for future reference purposes.

14. SCHOOL POLICIES

To comply with Legal Requirements, ISI Reporting Standards and OFSTED Standards for Boarding Schools the following policies may be found on the school website or can be sent by email or as hard copies upon request from Reception:

- Admissions
 - Anti-Bullying
 - Behaviour
 - Complaints and Appeals Policy for Parents
 - Curriculum
 - Data Protection for Pupils and Parents
 - EAL
 - Equality and Diversity
 - Fire Safety
 - First Aid
 - Health and Safety
 - Infection Control
 - Policy for the use of ICT, Mobile Phones and other Electronic devices
 - Safeguarding and Child Protection
 - SEN
-
- Statement of House and Boarding Principles & Structure



Rossall

EXPANDING HORIZONS

Rossall School, Fleetwood, Lancashire, FY7 8JW

Telephone 01253 774201 Fax 01253 772052 Email info@rossall.org.uk

www.rossall.org.uk

