

Royal Russell

SCHOOL

INDEX OF INFORMATION FOR PUPILS AND PARENTS

ABSENCE Rules 20 and 21 apply.

If a pupil is absent, a letter from the parent explaining the absence must be given to the Housemaster or Housemistress on the day of his/her return unless an email has been sent. Letters from parents should be treated as confidential and be held by the house staff until the end of the year. If a pupil is absent for three days, the Housemaster or Housemistress should phone the parents. Parents are asked to email the Common Room Assistant on mmorgan@royalrussell.croydon.sch.uk and explain the reason for absence.

Permission for absence for medical or family reasons may be given by the Housemaster or Housemistress; all other requests for leave must go the Headmaster. Pupils who are absent without leave must be reported to the Headmaster.

Absentee lists will be handled by the School Secretary's office. Pupils arriving late should report to the CR office. Blank late arrival slips are held in a box on the wall just inside the door. The pupils should fill them in and place them in the box for completed slips.

ADDRESSES

The Headmaster must be informed of any change of address and/or telephone number in writing as a matter of priority.

ANTI-BULLYING POLICY

(See Pages 21/22). We aim to provide a safe environment for all our pupils so that learning can take place in a relaxed and secure atmosphere. The school is opposed to all forms of bullying; such behaviour constitutes a breach of school discipline and will not be tolerated. If bullying does occur pupils must know that they will be listened to and supported by the school community.

APPOINTMENTS

The Headmaster and staff are always pleased to meet parents who wish to discuss academic or pastoral matters relating to their son or daughter. Appointments can be arranged by telephone/writing to the Headmaster's Common Room Secretary who will set up a meeting with the relevant staff member.

CALENDAR

The termly Calendar is authoritative vis-à-vis School events. Students are expected to give absolute priority to calendared commitments they may have. If the pupil has two calendared commitments which conflict, an externally generated one takes priority and the pupil must do staff the courtesy of a prior explanation. Where both commitments are internally generated, the matter must be resolved by discussion with the members of staff concerned. This is published on the school website at the beginning of each term.

CAREERS

The School runs a careers course for all Year 10 and 11 pupils, designed by the Careers Department. IT resources are central to this programme.

CHILD PROTECTION

The School observes the provisions of the Children Act (1989). (Policy on CP on school internet).

CORRESPONDENCE

Correspondence should always be addressed to the Headmaster in the first instance, except for absence notes which should be marked for the Housemaster or Housemistresses' attention.

Letters from the School to parents are often sent home by hand. Parents are asked to remind pupils of their responsibility in this matter.

CURRICULUM

Cycle (week) = 5 days 40 periods

* = settled

YEAR:	7	8	9	10	11
Maths	5	5*	5*	5*	5*
English	5	5	5	5*	5*
French	3	4*	4*		
History	2	2	2		
Geography	2	2	2		
Art & Design	2	2	2		
Spanish		3	3		
Physics			2	3	3
Chemistry			2	3	3
Biology			2	3	3
Science	5	5			
Music	1	1	1		
Technology (DT and FT)	4	2			
IT	2	2	1		
Drama	1	1			
Swimming	1				
Carousel Y9 (DT / FT)			2		
Religious Education	2	2	2		
Physical Education	2	2	2		
Games	2	2	2	2	3
Careers				1	1
Social Education				1	1
Option A				4	4
Option B				4	4
Option C				4	4
Option D (Languages)				5	5

Carousels:

Year 9 Design Technology / Food Technology and Drama/IT.

Years 10 and 11:

All students prepare for English Language, Maths, Double or Triple Award Science plus four other options including a modern foreign language. The top English sets are also prepared for English Literature.

Possible Options in Years 10 and 11:

Art & Design, Business Studies, Drama, Design Technology, Food Technology, French, Geography, History, Information Technology, Music, Religious Education, Spanish

Possible Options in Years 12 and 13 (The Sixth Form):

Art & Design, Biology, Business Studies, Chemistry, Design Technology, Drama, Economics, English Literature, Food Technology, French, Geography, Geology, History, Information Technology, Mathematics, Further Mathematics, Media Studies, Music, Physical Education, Physics, Politics, Religious Studies and Spanish.

DETENTIONS**A member of staff may also apply School Detention as a sanction**

- School Work Detention after school on Friday for inadequate or no work done Disciplinary Detention for poor behaviour.
- If a pupil is given a school detention, a letter is sent home to notify the parents.
- Detention lists are circulated to Houses in advance for pupils to sign, acknowledging the detention.
- A note is also written in the pupil's Homework Diary.
- If a pupil fails to attend a School Detention without a reasonable excuse, they will be required to attend a Saturday detention.

Disciplinary/Work detention:

These take place on Friday evenings from 4.00 pm to 5.00 pm in room G3 and two members of staff are allocated on the Staff Duty Rota to supervise. Members of staff will have been given a detention list and a register should be taken at the start of the session.

Detention Procedure: pupils should be seated and should work in silence doing the work assigned to them.

School Work Detention exists for the convenience of colleagues to provide a mechanism so that:

- 1) A pupil submitting a totally inadequate piece of work may be made to redo the work under supervision.
- 2) A pupil failing to submit a piece of work may be made to do it under supervision.

- 3) A pupil repeatedly failing to learn work for tests etc may be given extra time on the learning process under supervision etc.

In all cases, the detention is linked to a specific piece or pieces of work that the pupil either has not done or had done very inadequately and where there is no acceptable reason for the shortcoming.

Colleagues initiating any detention are also to ensure that the pupil who is put into detention enters the details of the work into their Homework Diary. In this way there should be no excuse for any pupil arriving for a work detention with no work to do or unaware that they have been placed in a detention. Only Deputy Heads and Staff Administration Officer can place pupils in a Saturday detention.

During the summer or prior to school events pupils in detention may be allocated community service tasks.

These may include physical assistance to a member of staff preparing for weekend events, or other work. Litter picking may be allocated to the detainees, rubbish bags and disposable gloves being available from the Administration Officer. Staff supervising detention should patrol to ensure that active litter picking is being done.

EXAMINATION LEAVE

Pupils taking public examinations are allowed a period of Study Leave. Dates are published in the termly Calendar. Pupils must attend all examinations in full school uniform.

GAMES KIT Rule 30 applies. To be purchased from Hewitts.

Appropriate kit is to be worn at all times, as directed or advised by the Physical Education Department.

<p>PE kit (Indoor) White polo shirt with school crest White shorts (boys) White socks Indoor trainers (non black sole) running or cross trainer Navy shorts or cycling shorts (girls)</p> <p>Mouth guard – recommended for Hockey – organised by Medical Centre</p>	<p>Games kit (Winter) Reversible shirt (boys) Maroon sweatshirt (optional but advised) White shorts (boys) Maroon games socks Shin pads) can be supplied by Football boots) PE dept Outdoor and Indoor trainers – running or cross trainer School track-suit [optional but advised]</p>
<p>Games kit (Summer) PE Kit Outdoor and Indoor trainers Cricket Trousers optional (boys)</p>	<p>Swimming kit (Winter and Summer) School trunks (boys) School costume (girls) Towel Swimming cap Goggles [optional]</p>

For reasons of safety, religious emblems, watches or any jewellery must **NOT** be worn during PE or games lessons. The use of gum shields is recommended.

HOMEWORK

In the main school, you will do homework in three or four subjects per day:

Year 7	2 x 30 minutes
Year 8	3 x 30 minutes
Years 9, 10 & 11	3 or 4 x 40 minutes

The Sixth Form's homework timetable is determined by the specific subject teachers concerned.

Homework diaries are issued at the start of the year by Housemasters or Housemistresses to all pupils. The diary contains details of the amount of homework set each night. You should ensure your parent signs the diary every week.

HOUSES

All pupils are assigned to one of nine houses. Each House is supervised by a Housemaster or Housemistress, supported by other members of staff, and meets for weekly House Assemblies. Competition is annual in all major sports for the award of the House Trophy.

ILLNESS (whilst at School)

You must report initially to the Medical Centre with a written note of referral from a member of staff. Any decision about sending you home is made by the School Nurse in consultation with parents. If for any reason the Medical Centre is unattended, you must report to the School Secretary's Office for advice.

INTERNET/USE OF COMPUTERS

See Appendix B

LATENESS Rule 4 applies.

If you are persistently late without good cause you will be liable to a School punishment. See School Attendance Policy in Appendix A.

LEAVE OF ABSENCE Rule 20 applies.

Leave will not be granted for holidays during term-time. Leave will be granted for attendance at university interviews and is not recorded as an absence. The onus is on the student to excuse him/herself from lessons in good time and to make up the work missed.

LIBRARY

The Library is a place for academic study, silent reading and information retrieval using the IT facilities provided. You must abide by the rules of the Library.

LOCKERS

You are allocated a locker and must supply a padlock and two keys, one of which is kept by the Housemaster or Housemistress. You must assume responsibility for the locker and its contents. At the end of each term, you must take all kit home and, at the end of the academic year, remove everything.

LOST PROPERTY Rules 13, 28 and 33 apply.

All possessions must be marked. If you lose anything, you should initially report the loss to your Housemaster or Housemistress. It is important for you not to confuse misplaced property with lost property.

If you find an item, it must be handed in to a member of staff. Named items will be returned via the House. Unnamed items will be retained by the School Secretary in charge of lost property for the current term and then disposed of. Whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, the personal possessions of pupils.

You must take every opportunity to ensure that your personal possessions are clearly labelled. Valuable items and large sums of money should never be brought into school.

- Keep all possessions in your House and make use of the lockers provided.
- Do not leave personal possessions lying around in school.
- Textbooks, notebooks or other paperwork / art portfolios should not be left in bag racks.

See whole school lost property and procedure. (See Appendix C)

LUNCH

Lunch for all pupils is compulsory. In a long working day, having a midday meal is important.

Lunch is taken on a cafeteria system, controlled by a rota. A copy of the rota is posted in each House. The rota changes each half-term to allow a different year group to enter lunch first.

On occasions, you may require an early lunch. For a single event, the teacher-in-charge of the activity will make the necessary arrangements. Regular early lunches require a permanent early lunch pass issued by the member of staff in charge of the activity requiring the early lunch. The pass must be produced at each early lunch: failure to do so will prevent access.

MARKING POLICY

Your subject teachers will give you an effort and attainment grade when they mark your work. The effort grade always comes first. Some departments may wish to use a mark out of 10 instead of a letter for attainment.

Examples: AB means A for effort and B for attainment. A8, means A for effort and 8/10 for attainment

Your effort and attainment grades are related to how you perform compared to the rest of your class or set.

The exception is the end of year exam grade which relates to your performance across the whole year group.

EFFORT GRADE – All Years	
A	Excellent
B	Good
C	Reasonable
D	Inconsistent
E	Minimal

ATTAINMENT GRADE – Years 7 - 10	
A (9-10)	Excellent
B (7-8)	Good
C (5-6)	Satisfactory
D (3-4)	Below class expectation
E (0-2)	Very poor against class expectation

Attainment grades for year 11 are no longer based on performance compared to the rest of the class or set, but rather GCSE criteria. Attainment grades for years 12 and 13 are based on A level criteria.

MOBILE PHONES/IPODS/MP3 PLAYERS

The school must recognise that with the recent rapid advances in technology, many pupils have access to a mobile phone or a pager, and that many will bring them to school.

There may be valid reasons for you having a mobile phone at school. Examples are for the last minute arrangement of transport home, or for emergency contact to parents during the journey home. The school respects these reasons, and does not wish to prevent you from making use of mobile phones or pagers in this way.

With this in mind, you will be allowed to bring mobile phones to school, under the following rules:

If a pupil is caught using an item in lessons/around school, staff should confiscate the item and place it in a named envelope with the date clearly marked.

This will be placed in the School Secretary's office. All items will be logged in the confiscated items book and held for 1 week.

If a pupil needs their phone to travel to and from school they must bring in a note from a parent/guardian. They must then collect the phone at 3.50 pm each evening and return it to the School Secretary before 9.00 am each morning.

If a pupil is placed in the book again they will receive a Saturday detention.

If a further incident is recorded, the parents will be asked to collect the item and informed that if the item is confiscated again a one day suspension will be given.

MONEY

You may not bring large sums of money to School. You should only bring cash required for travel and for items of refreshment available at school.

MUSIC

Music is a practically based subject, and to this end, there are many varied musical activities in which you are encouraged to participate in addition to the weekly timetabled class music lessons.

The Orchestra - rehearses on a regular weekly basis at lunchtime and performs at School concerts and lunchtime recitals.

The Choir - rehearses one lunchtime a week and, when a concert approaches, once a week after School. The Choir sings at the Carol Service as well as providing the music for services such as Remembrance Day and Harvest Festival. Its more popular repertoire is reserved for School Concerts and lunchtime recitals.

The Royal Russell Instrumental Tuition Scheme offers tuition on most orchestral instruments. Lessons are arranged in School time on a rotated basis. Although the Music Department has a few instruments available for hire, pupils are encouraged to purchase their own. Lessons may be discontinued if one term's notice is given in writing to the Director of Music. Pupils are encouraged to take the Associated Board Music Examinations as appropriate. To date the pass rate is 100%!

Public Examinations: Music is an important part of School life and may be taken as an academic subject at both GCSE and Advanced levels.

All the above mentioned activities are open to ALL pupils at Royal Russell. For further information please contact the **Director of Music: H R Sutton**.

RELIGIOUS EDUCATION

This is a timetabled subject for study throughout Years 7,8 and 9. Religious Studies is available at GCSE and A level for public examination.

RELIGIOUS OBSERVANCE

By tradition, Royal Russell is a Church of England School and this is manifest in its Christian ethos. Services, however, are inter-denominational in character and all pupils attend.

REPORTING ON PUPILS

There is some form of reporting to parents at least once each term. This may be:

- (a) A written report. This gives a detailed account by each subject teacher on effort and progress made. There is a summative comment by the Housemaster or Housemistress. Every report is seen by the Headmaster.
- (b) A parents' evening. These represent a very important part of the reporting mechanism and parents are asked to make attendance a high priority. The evening may include a talk on decision-making processes relevant to the particular year group. In Years 9 and above, parents are accompanied by their son or daughter at Parents' Evening.

SCHOOL OFFICE

School Office staff will be able to answer most enquiries you may have and are pleased to help you in any way they can. The office is open Monday to Friday between 0815 and 1615 hours, except public holidays. When the office is closed, there is an answer-phone available and email.

The School's telephone numbers and fax numbers are available on the school website.

SCHOOL TRIPS

At all times, you must remember that you are representing the School. When representing the School in a team sport, school uniform must be worn. Formal excursions to the theatre and university visits necessitate smart casuals. Members of staff will direct. If your behaviour is unsatisfactory, you will not be allowed to go on subsequent trips.

SMOKING / ALCOHOL

SMOKING: If you are caught smoking or in possession of smoking materials, you will be placed in the Programme which consists of:

- 1) First offence – Saturday detention.
- 2) Second offence – One day suspension followed by a Week of School Duties issued by the Deputy Head.

3) If any further incidents occur the pupil's parents will be called in to discuss the outcome.

ALCOHOL: If you are caught in possession of alcohol and / or found to have consumed alcohol you will be sent to the Deputy Head. (See school website for school policy).

SOCIETIES/CLUBS

Societies/clubs are featured on the school website.

TARGET SETTING (IN TUTOR GROUPS)

At the beginning of the Autumn and Spring terms your tutor will be working with you to establish personal targets. These will be reviewed each term. These may relate to your academic studies or your participation in extra curricular activities. You will have an opportunity to record your achievements in your Prep diary for the benefit of yourself, your tutor and your parents/guardians. You should also record all your Grade Sheet grades and exams results in your Prep diary to monitor your progress.

TELEPHONE CALLS

Academic staff are most likely to be available to answer the telephone at break, 10.20 to 10.40 am, and lunch-time, 1.00 to 1.40 pm.

Telephone calls and messages to individual pupils cannot be taken by the School Office except in an emergency.

Pupils may use the telephone in the School Secretary's office.

TEXTBOOKS

The School provides all textbooks and stationery required for all subjects. All textbooks must be handed in at the end of the academic year (in July) unless pupils are informed otherwise by subject teachers. If you (a) fail to return a book or (b) return a book in an unsatisfactory condition, you will be charged the appropriate amount on the bill.

THE 1853 SOCIETY / PARENTS' ASSOCIATION

This is an association of parents, organised by a liaison committee of parents and staff. Its aim is to foster links between School and home. The association organises a range of activities:

- Social events
- 'Christmas Fair'
- Fund-raising events

The School is very grateful to the association for the grants it makes to particular projects.

THE OLD RUSSELLIANS' ASSOCIATION [O.R's]

The former pupils' association hosts a variety of events throughout the year. Pupils can become members of the OR's on completing their School career. Correspondence with the OR's is via the school's correspondent Miss J. Powell at japowell@royalrussell.co.uk

UNIFORM (See separate Appendix F)

WEEKLY REPORT CARDS

These are issued for unacceptable work/behaviour. They may be employed

- (a) following a poor termly report
- (b) during the term if there is evidence from a number of subjects that a pupil is not performing satisfactorily.
- (c) on a subject basis
- (d) as an attendance card
- (e) at a pupils'/parents'/staff request

You must present the card for signing by the teacher at the start and end of each lesson.