

Rivington Park Independent School

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A Handbook for Pupils



Teaching Staff

Head Teacher : Mr Michael Ruaux BA PGCE

Primary Curriculum Leader

Miss Laura Thoday BA QTS in Primary Ed

Primary Teacher Y2,3,4

Mrs Mokri BA PGCE

Subject Specialists

Mr M Ruaux BA PGCE

Mr K Phillips BA MA PGCE

Mr J Fletcher Msc BSc PGCE

Mrs A Jenkins B A PGCE

Miss C Norton BA PGCE

Mr B Robinson B Sc PGCE

Miss Laura Thoday BA QTS in Pr Ed

**Economics, ICT, History, Geography & RE
English, Drama, Media Studies**

Biology

Modern Foreign Languages

Music

Maths, physics, chemistry

Art & Design

Out of School Care

Miss B Mason NVQ L2

Administrative Director

Mrs T Ruaux RGN Training NVQ L3

School Codes of Conduct

We are a small close knit school community. Every pupil is expected to contribute positively to school life. Our Codes of Conduct lay down simple common sense rules to ensure that all children understand this clear framework of expectations.

School Principles of Conduct

Try your hardest at all times.

Respect every pupils feelings and treat every pupil with thoughtfulness and kindness.

Respect every pupils right to enjoy lessons and celebrate their achievements.

Always display good manners and consideration when speaking to others, moving around school, in play or in lessons.

Address all pupils and teachers courteously at all times.

Be prepared to offer support to anyone in difficulty or who needs help.

Always follow instructions promptly and precisely.

Know, understand and follow School Rules

Report bullying, thoughtless and unkind behaviour.

Lead and demonstrate these School Principles by your own individual example.

Behave as a member of the School Community, especially when in uniform.

Be part of a happy and safe School

1. Any breach of common sense or good manners is a breach of School Rules
2. Pupils will display good manners and courtesy towards staff, visitors and each other at all times
3. Pupils will be punctual in attendance at registration, lessons and any other organised activity.
4. Pupils arriving late to school will report to:
Primary School: Class Teacher
Secondary School: Form Tutor
Pupils will receive a late slip which must be returned to the office.
5. Pupils will meet their obligations to represent the school at events or organised activities previously agreed.
6. Pupils will follow the specific rules relating to use of the Science Laboratory and ICT facilities.
7. Pupils will stay within the designated school boundaries during outdoor play and not venture onto the school drive, car park areas or woodland areas without a supervising member of staff.
8. Pupils are not permitted to leave the site during break or lunchtime.
9. Pupils will take care to look after their own uniform and others. At breaks and lunchtimes pupils must exercise common sense in their choices of play areas when the ground is wet, muddy, or frozen.
10. Pupils will not consume food or drink in school corridors or classrooms. The only exception to this being the consumption of water from a pupils own water container during lessons in line with the School Commitment to Healthy Eating.
11. Drinks and snacks must comply with the School Health Eating Policy, that is fruit, cereal bar or dairy product. Bubble gum is not permitted on school premises. Snacks must be purchased from school.

12. Pupils will not take or purchase another's property.
13. Pupils will not drop litter anywhere but will use the litter bins provided.
14. All prescribed medicines brought to school must be registered with the school office, and the administration of the medicine, supervised by a designated member of staff. Drug taking is forbidden as is the bringing into school medicines which have not been prescribed and registered with the office.
15. Pupils will not bring on to school premises: organic solvents; liquid paper; knives, any potential offensive weapon; fireworks, matches or lighters.
16. Pupils will not bring into school any expensive items for example, electrical equipment or sports equipment. Where this is unavoidable, the items must be kept by the Form Tutor.
17. Pupils are not encouraged to bring mobile telephones into school. Pupils' mobile phones must be switched off during school time and kept in school bags. Emergency calls to parents during school time can be made from the office using the school telephone. Use of mobile telephones in school may result in their confiscation.
18. Use of mobile telephones to text or communicate between pupils in any way which cause distress to another pupil will be treated as unacceptable conduct and subject to the appropriate discipline procedures.
19. Violence against others (bullying), property (theft or vandalism) and self (drug and substance abuse) has no place in our school community and will be dealt with according to the appropriate School Policy.

Absence

20. Permission to be absent from school during term time must be sought in advance from the Form Tutor (Secondary) or Class Teacher (Primary). For periods of longer than one day such permission must be sought in writing from the Head Teacher by requesting a holiday form from the form tutor or class teacher.. For pupils in Year Six and in secondary school leave of absence will not be granted for holidays during term time.
21. If a pupil is absent a telephone message must be left with the Office. This must be followed with a written note to explain the reason for the absence to the Form Tutor on the first day of return to school.

Transport

22. Parents or family dropping pupils off at school must observe a 5mph speed restriction within the school boundaries and respect the parking and manoeuvring conventions on the respective car parks and driveways.
23. Pupils may ride bicycles to school (Secondary) only with both parent's and Form Tutor's permission. Pupils should have passed safety tests for cycling proficiency and wear a cycle helmet. Bicycles must have lights and may not be ridden within the school bounds.

Dress

24. Pupils must be clean and tidy at all times and are expected to comply fully to school uniform rules. It is expected that all pupils will take pride in their appearance and in their uniform.
25. Pupils' hair must be clean and tidy. It must be of a reasonable and generally even length (not closely shaved), retain an even and natural colour. Bizarre styles are not permitted. Pupils are not permitted to wear beards and/or moustaches unless the Head Teacher has dispensed an exemption on religious grounds. All pupils wearing hair long enough to tie back must have it fastened back with a blue, black or grey plain band or scrunchie. Hair attachments are not permitted.
26. Pupils must travel to school and home from school wearing full school uniform.
27. All items of uniform must be clearly labelled with the owner's name.
28. School coats must not be worn inside the school building.
29. School specified kit will be worn for all sports, games and swimming activities.
30. No jewellery is allowed except a wrist watch and a single small plain stud in each ear. No more than one charity band may be worn in school.
31. Make up is not permitted.

UNIFORM

32. Girls' secondary uniform is:

- White long or short-sleeved blouse. Should be worn with top button fastened. In inclement weather a plain white t-shirt may be worn underneath the blouse. Shirts should be tucked in at all times.
- School tie. This should be tied with a sensible sized knot that covers the top button on the blouse and of a length which displays a minimum of six diagonal stripes below the knot.
- Royal blue/ black plain hair band or scrunchie (only in hair length requires it)
- School uniform skirt. Skirt length should finish no less than 5cm above the knee.
- Mid-grey knee length socks (Summer), plain grey, opaque tights (70+ denier) optional in winter. Tights must not have holes.
- School Blazer (compulsory)
- School Jumper (optional)
- School Coat
- Black polished shoes. Heels must be safe and of a sensible height (max 5cm). No boots or extremes of fashion.
- School bags for equipment and kit.

Primary girls uniform is:

- As the secondary uniform.
- School Jumper
- Shirts may be long or short sleeved.
- Summer Dress may be worn with white Knee length socks during the Autumn Term and the last half of the summer term.
- A Straw Boater is available via the web as an optional item of uniform

33. Boys Secondary Uniform is:

- White long or short sleeved shirt tucked into trousers and with top button fastened.
- School tie. This should be tied with a sensible sized knot that covers the top button on the shirt and of a length which displays a minimum of six diagonal stripes below the knot.
- Mid-grey trousers. No jeans, canvas or corduroy material)
- Mid Grey Socks
- School Blazer (compulsory)
- School Jumper (optional)
- Black polished shoes (no boots or extremes of fashion)
- School Coat.

Primary Boys uniform is:

- As above but with the option of mid grey shorts in the summer time.
- Short sleeved shirts may be worn.
- School Jumper

Uniform may be purchased from Andrew Leach, 78 Lee Lane, Horwich, Bolton.

34. Insurance

Please note that while school will take every reasonable care to ensure that pupils possessions are safe, it is not possible for the school or the Governors to assume liability for loss or damage to personal property of the pupils. Valuable items should not be brought into school but where this is unavoidable, such items should be covered by the parents own insurance.

These rules are kept under constant review and may be revised at any time.

Secondary Pupil Basic Equipment List

The following equipment list is considered the minimum essential for all pupils to participate in basic classes. The items should be checked on a weekly basis by tutors and parents.

1. Blue/ Black ink pen plus two additional coloured ink pens for diagram labelling and note taking.
2. Coloured pencil crayons. No GEL pens or felt tips.
3. Ruler (marked in centimetres and millimetres).
4. Rubber, pencil sharpener, tippex pen (optional)
5. Geometry set with a metal compass
6. Calculator (Key Stage 4)
7. HB, 2B and 4B pencil for art.
8. Box of chalk and oil pastels for art.
9. A4 Sketch Book
10. Lab Coat
11. French, Spanish and English Pocket Dictionary.
12. Pocket thesaurus.

Primary (Juniors) Pupil Basic Equipment List

The following equipment list is considered the minimum essential for all pupils to participate in basic classes. The items should be checked on a weekly basis by tutors and parents.

1. Blue/ Black ink pen plus two additional coloured ink pens for diagram labelling and note taking.
2. A fountain pen has proved to be very useful in encouraging children to improve their hand writing.
3. Coloured pencil crayons. No GEL pens or felt tips.
4. Ruler (marked in centimetres and millimetres).
5. Rubber
6. Geometry Set
7. Pocket dictionary—English, French and Spanish

Homework Expectations

Primary Classes

In primary classes extension work will comprise mainly of shared reading and support for children learning tables and spellings. Extension work beyond this is optional and intended to stimulate interest and enthusiasm through 'finding out' and sharing learning with parents.

In the final junior classes Extension work may become more structured with tasks being set which may take between ten and twenty minutes on two or three occasions during the week. However, individual arrangements may be made with parents by the class teacher.

Our hope is that children are enjoying a wider range of interests and hobbies outside school which are also supporting each child's overall development.

Secondary Classes

Each day pupils can be expected to be set the following Extension work for completion.

Year Seven	3 x 20 minutes
Year Eight	3 x 25 minutes
Year Nine	3 x 30 minutes
Year Ten and Eleven	4 x 40 minutes

Homework Diaries

These are issued to every Junior and Secondary pupil at the start of the year. The diary contains the details of the extension work set each night. These are signed by the Tutors once a week and should be checked and countersigned by parents. Form Tutors and class teachers may write comments in the diary if they wish to bring something to the attention of parents.

Houses

All pupils are assigned to one of three houses for competitive purposes. Each house has a House Captain and Vice-Captain. Totals of House points awarded for conduct, attainment, effort and in competitions are totalled each week for the award of the House Cup.

Rewards

Achievement and positive behaviour are rewarded by:

- Praise by staff
- Written comments on marked pupil work.
- The award of house points
- Star of the Week award given by the head Teacher each week in the achievement assembly and posted on the achievement board with the pupil photograph for a week.
- Sports Trophy awarded weekly in the achievement assembly.
- Blundell Shield awarded Half Termly for consistent effort.
- Award of sporting certificates and awards.

SANCTIONS –PRIMARY CHILDREN

In primary school the class teacher will deploy a range of strategies to encourage positive behaviour. The emphasis is on encouraging and rewarding good conduct, effort and attainment.

To support our many reward and achievement strategies we operate GOLDEN TIME.

Children start the week with an entitlement to choose a fun activity for the last hour on a Friday afternoon. This supervised play is very popular. Misconduct during the week can result in the loss of Golden Time although primary children have the opportunity to earn the time back.

Golden Time is supported by GOLDEN RULES which are displayed around school and referred to on a regular basis. These reinforce the standard of behaviour and conduct required for school to be a happy place.

Teachers may supplement these strategies with individual or group star charts, diaries, and reporting systems. These strategies will be discussed with parents who can help extend and support the programme at home.

As pupils move into Junior School the strategies used will begin to move closely towards those detailed for secondary children in the next section.

Unacceptable behaviour will always be challenged and addressed.

SANCTIONS– Secondary Pupils and Year 6

A member of staff may apply the sanctions listed below if a pupil does not comply with the requirements made:

- A verbal reprimand
- Requirement to move seat
- Requirement to repeat work
- Withdrawal of privileges
- Setting additional work
- Use of homework diary to send note to parents
- Detaining a pupil at break or lunchtime
- Referral to the Form Tutor
- Confiscation of an item where it contravenes School Rules
- Appropriate punishment e.g cleaning graffiti, clearing litter etc.

Should sanctions beyond those listed above be deemed appropriate then the following steps are compulsory:

- Referral to the Form Tutor or Class Teacher, in the first instance in all cases.
- Referral slip to be completed and sent to the Head Teacher

Additional sanctions then available may include:

- Tuesday after school detention (1hr)
- Weekly Pupil Conduct Report for behavioural or academic concerns
- Referral to the Head Teacher
- Saturday Detention (Secondary only)
- Temporary exclusion
- Permanent exclusion

Detentions

Daily Detention is carried out during breaks or lunchtime. It is given on an ad hoc basis when pupils fail to produce the homework set on time or if their performance or behaviour is below the standard expected.

Thursday Detention is carried out in the Humanities classroom between 15.30-16.30. It is usually given for unacceptable behaviour, rudeness or breach of school rules rather than for poor academic performance. It may be given for persistent failure to complete homework or written assignments. Parents will be informed in the week that the detention is due to be served.

School Routines

1. No running is permitted inside the School Buildings. Pupils are expected to hold doors open and behave courteously at all times.
2. Pupils must keep to the left when moving around school. Pupils must move around the school quietly and sensibly at all times.
3. No pupil may enter the Science Lab without staff supervision.
4. No pupil may enter or remain in a class without a teacher present or a teachers permission.
5. When waiting to start a class pupils must line up outside the classroom until the teacher arrives or lets them in. Pupils must wait in silence.
6. Unless in a club, pupils must remain outside at lunchtime and break time.
7. During wet play, pupils must remain in their classroom (Primary) or Tutor Room (Secondary).
8. Library is a place for academic study, silent reading and information retrieval. Pupils must abide by the rules for the library.

Structure of the School Day

At the time of publication the timetable is structured as follows:

Primary

08.45	Registration & or Assembly/ Circle Time
09.00—10.15	Session 1
10.15-10.30	Break
10.30-11.45	Session 2
11.45– 13.00	LUNCH
13.00– 14.15	Session 3
14.15-14.30	Break
14.30- <u>15.30</u>	Session 4

Secondary

08.45-08.55	Tutor Time/ Assembly
08.55-9.50	Period 1
9.50-10.45	Period 2
10.45-11.00	Break
11.00-11.55	Period 3
11.55-12.50	Period 4
12.50-13.45	LUNCH
13.45-14.40	Period 5
14.40- <u>15.30</u>	Period 6