

Senior School Handbook

For parents and pupils
2009/10



www.rossallschool.org.uk

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Rossall School: School Handbook

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, but the School re-established itself back at the Fleetwood campus during the 1950s and 1960s.

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. Mission, Aims and Objectives

Mission

That 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 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-curricula provision. We want pupils to develop confidence in their own abilities and to ensure that they get the best out of themselves. We want to encourage 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 as wide an experience as possible 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

Office	Telephone number	Fax
Reception	01253 774201	01253 772052
Headmaster	01253 774247	01253 774282
Deputy Headmaster	01253 774238	
Medical Centre	01253 774287	
Junior School	01253 774222	01253 774223
Middle School	01253 774240	
ISC	01253 774204	
RosShop	01253 774252	
Registry	01253 774260	
Chair of Council	01253 774247	

Houseparents

Year 7	Mrs Jane Cross	01253 774255
Year 8	Mr. Dan Hall	01253 774245
Anchor	Mr. Chris Parsons	01253 774212
Dolphin	Mrs Ann Jurczak	01253 774292
Lugard Boys	Mr. Matt Clinton-Baker	01253 774216
Lugard Girls	Miss Jane Mercer	01253 774206
Mitre Fleur de Lys	Mr. Stuart Corrie	01253 774211
Pelican	Mr. Guy Emmett	01253 774213
Rose	Mrs Kate Griffiths	01253 774214
Spread Eagle	Mr. Ian McCleary	01253 774215
Wren	Miss Helen Lockyear	01253 774276

E-mail addresses

Headmaster's Office	Lesley Jones (HeadsPA@rossallcorporation.co.uk)
Deputy Head's Office	Dorothy Calderbank (DorothyC@rossallcorporation.co.uk)
Director of Studies	Gillian Prior (GillianP@rossallcorporation.co.uk)

School Address

Rossall School
Broadway
Fleetwood
FY7 8FY

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 Houseparent or Head of Year's phone.

4. 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.
- Rossall strongly disapproves of the abuse of alcohol, drugs and tobacco. 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 well being, 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 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.

Expectations

- 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 and bullying are not acceptable and will be dealt with firmly.
- In addition our pupils are expected to show respect for the property of others and should do all they can to minimise the possibility of theft and vandalism. 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 school will act accordingly and pupils should expect to be dealt with in accordance with the school rules.

5. Pastoral Care at Rossall

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 in the Middle School) that has evolved since its creation as a boys' boarding school in the 19th century. The aim and purpose of the pastoral system, and the School in general, 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 Headmaster for the well-being of all pupils, both boarding and day. The Deputy Head oversees the system and together with the Headmaster holds regular meetings with the Houseparents and Heads of Year to co-ordinate policy and discuss matters arising.

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	Year 7, 8	Co-educational boarding for Juniors
Stag's Head	Year 7, 8	House within Middle School
Dragon	Year 7, 8	House within Middle School
Falcon	Year 7, 8	House within Middle School
Mitre Fleur de Lys	Years 9 - 13	Boys - day and boarding
Pelican	Years 9 - 13	Boys - day and boarding
Dolphin	Years 9 - 13	Girls - day
Spread Eagle	Years 9 - 13	Boys - day and boarding
Rose	Years 9 - 13	Girls - boarding (with a small day community)
Lugard Boys	Years 9 - 11	Boys - boarding facility for the International Study Centre
Lugard Girls	Years 9 - 11	Girls - boarding facility for the International Study Centre

There is a strong House tradition and allegiance at Rossall. Houses provide a basis for internal competitions. Every pupil supports their House and participates in as many activities as possible.

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.

6. The School Rules

We encourage all pupils to be proud of Rossall and to respect all who are a part of it. Over 30 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:

1. Pupils must attend all lessons, meals and Chapel.
2. Pupils must not smoke or have possession of smoking materials.
3. Pupils must not consume or possess any illegal substances.
4. Pupils must not consume or possess alcohol without due authority.
5. Pupils may not use or possess weapons, real or replica (without due authority), or fireworks.
6. Pupils must not engage in any form of gambling.
7. Pupils must not buy or sell goods, or borrow without permission.
8. Pupils must not indulge in relationships of an intensely physical nature.
9. Pupils must respect all Fire and Health and Safety precautions and be familiar with the routines designated to promote their own safety.
10. Cars and bicycles cannot be brought to school without the permission of the Deputy Head. Written parental request is required and separate rules apply.
11. Entry into the Swimming Pool, Gymnasium and use of other athletic equipment is not allowed without a member of staff being present.

12. Out of bounds: the following places are subject to this status – the sea wall and shore, the sand dunes beyond the observatory, all private houses and gardens, the Common Room, the Kitchens, the Works Department, the Science and Technology Laboratories without teacher supervision and all other school buildings when not in normal use, and the formal lawns (except to monitors).
13. During study schools and prep there should be no movement round the site. Pupils should be in their Houses or in the Library or IT Suite. Music in Houses should be through earphones.
14. House rules regarding visitors should be abided by.
15. All electrical equipment brought into school must have been officially tested and marked as such. Televisions, refrigerators, and any form of cooking or heating equipment are banned in bedsits, studies and dormitories for safety reasons.
16. Neither ball games or any 'loud behaviour' is allowed in the Square. Sunbathing is allowed directly outside the House but not in working hours.
17. Studded games boots should be worn on the pitches only and not on the way to them or in any school buildings.
18. Damage to property, whether the School's or another person's, should be reported immediately.
19. Food and drink should be consumed at the point of issue and not whilst walking around the site. No crockery or cutlery may be removed from the Dining Hall.
20. If pupils require medical support in the day, they should get a chit from Reception and then go to the Medical Centre. Pupils must then follow the direction given by the medical staff. Pupils should not have medication in school without authorisation of the House or Medical Staff.
21. Full school uniform should be worn at all times; this includes games kit as stipulated. Exceptions are made in the summer when specific rules are announced.
22. Hair should be clean, neat and tidy, without artificial colouring or extreme of style. Boys' hair should not come below the collar or fall across the eye. Girls' hair should be clipped or tied back whenever school uniform is worn.
23. No jewellery may be worn, with the exceptions of: one plain ring (all), one pair of gold sleepers or stud earrings (girls), a plain necklace (Sixth Form girls). Discreet make up is allowed for Sixth Form girls only.
24. Pupils should wear flat heeled shoes.

7. 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.
- 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. Common Room will advise Mrs Lee and provide a list for the file in Reception.

8. Routine

SUMMER TIMETABLE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
to run from September until October half-term 2009 and resume after February half-term 2010						
7.50 - 8.10	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8.15 - 9.00	Surgery Med Centre	- Surgery Med Centre	- Surgery Med Centre	- Surgery Med Centre	- Surgery Med Centre	- Med Centre
8.30	Registration	Registration	Registration	Registration	Registration	
8.45 - 8.55	Assembly	Chapel	Tutor time	Congers	8.40 - 9.30	8.40 - 9.40
9.00 - 10.00	Sc 1	Sc 1	Sc 1	Sc 1	Sc 1	Sc 1
10.05 - 11.05	- Sc2	Sc2	Sc2	Sc2	9.35 - 10.25	9.45 - 10.45
11.05 - 11.25	- Break	Break	Break	Break	Sc 2	Sc 2
11.25 - 12.25	- Sc 3	Sc 3	Sc 3	Sc 3	10.30 - 11.20	Sc 3
11.05 - 11.25	- Break	Break	Break	Break	11.20 - 11.45	- 10.45 - 11.00
11.25 - 12.25	- Sc 3	Sc 3	Sc 3	Sc 3	11.45 - 12.25	- 11.00 - 12.00
	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1.25 - 1.35	Registration Sc 4	Registration Sc 4	Registration Sc 4	Registration Sc 4	1.30	Registration Sc 4
2.40 - 3.40	Sc 5	Sc 5	Sc 5	Sc 5	Sc 5	Sc 5
3.50 - 5.20	CCF	Games	Games	Choir	Games	Games
5.30	Day pupils home					
6.00 - 6.20	Tea					
6.20 - 8.30	Prep					
9.00	House rolls					
9.30 - 10.30	House quiet					
9.30	House lock					
Mon,Wed,Fri	up					
10.30	House lock					
Tue,Th,Sat, Sun	up					

WINTER TIMETABLE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
to run from October half-term 2009 until February 2010 half-term						
7.50 - 8.10	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8.15 - 9.00	Surgery Med Centre	- Surgery Med Centre	- Surgery Med Centre	- Surgery Med Centre	- Surgery Med Centre	- Med Centre
8.30	Registration	Registration	Registration	Registration	Registration	
8.45 - 8.55	Assembly	Chapel	Tutor time	Congers	8.40 - 9.30	8.40 - 9.40
9.00 - 10.00	Sc 1	Sc 1	Sc 1	Sc 1	Sc 1	Sc 1
10.05 11.05	- Sc2	Sc2	Sc2	Sc2	9.35 - 10.25	9.45 - 10.45
11.05 11.25	- Break	Break	Break	Break	Sc 2	Sc 2
11.25 12.25	- Sc 3	Sc 3	Sc 3	Sc 3	10.30 - 11.20	Sc 3
					11.20 - 11.45	- 10.45 - 11.00
					Break	Break
					11.45 - 12.25	- 11.00 - 12.00
					Chapel	Sc 3
	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1.25 1.30 - 3.10	Registration CCF	Registration Games	Registration Games	Registration Games	1.25 - 1.35	Registration Sc 4
3.15 - 4.15	Sc 4	Sc 4	Sc 4	Sc 4	2.35 - 2.40	Sc 4
4.20 - 5.20	Sc 5	Sc 5	Sc 5	Sc 5	2.40 - 3.40	Sc 5
5.30 6.00 - 6.20 6.20 - 8.30 9.00 9.30 - 10.30 9.30	Day pupils home Tea Prep House rolls House quiet House lock				3.50 - 5.20	Games Choir
Mon,Wed,Fri 10.30 Tue,Th,Sat, Sun	up House lock up					

House Weekday Routine

Monday – Friday

07.30	Wake up
07.50 – 08.10	Breakfast
08.10 – 08.25	Surgery
08.30	Registration
08.40 – 16.10	School Day
16.10 – 17.10	Activities / Home (day pupils) / Free time / House quiet No boys in girls' Houses and vice versa until 5.30 pm Any pupils going off-site must have permission from Houseparent and sign out. Prep in Anchor House, then free time
17.30	School buses and home for most day pupils
18.00 – 18.20	Pupils' Tea
18.20	Rolls in Houses for all pupils and day pupils staying for prep/concerts ... Other day pupils home at 18.20 (Dolphin locked for night)
18.30 - 20.30	Prep in Houses (pupils only) or Library/IT Room Prep to be done in silence, mobile phones off, no walking around, showers Prep break in Houses 19.20 – 19.30 Anchor prep finishes 20.00 followed by free time in House All day pupils leave site at 20.30 (except Upper Sixth girls Tuesday/Thursday who go to Rose)
20.30 – 21.30	Free time / Visiting
21.30	Rolls in Houses for Years 9 - 11, and then stay in Houses locked Monday, Wednesday and Friday (not until 10.00 pm in Summer term) 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
22.30	Rolls in Houses for Sixth Form Houses locked Tuesday and Thursday Bed time and lights out – Year 11
23.00	Bed time and lights out – Sixth Form

House Weekend Routine

Saturday

07.50	Breakfast for Lugard (08.40 – 12.00 – School for ISC)
09.00	Breakfast for Anchor and Senior House Pupils only
09.30	Roll in Houses for all pupils. Trips and excursions to be announced
10.00	Games and activities
12.00 – 17.30	Lunch School and House matches Free time – any pupils going off-site must have permission and must sign out Dolphin locked after matches Discretionary roll call during afternoon
17.30	Pupils' tea
19.00	Rolls in Houses for all pupils (19.45 – 22.25) Senior Club
21.30	Rolls in Houses for Years 9 -11
22.30	Rolls in Houses for all Houses locked In own room and lights out - discretionary

Sunday

11.00	Rolls in Houses for all
11.30 – 17.30	Pupils' Brunch Free time – any pupils going off-site must have permission and must sign out
17.30	Pupils' tea
19.00	Rolls in Houses for all (20.45 – 21.55) Senior Club
19.30	Sunday night movie
21.00	All exeats to have returned to Houses
21.30	Rolls in Houses for Years 9 – 11
21.30 – 22.00	House quiet
22.00	Rolls in Houses for Sixth Form Houses locked In own room and lights out - discretionary

9. Co - Curricular Activities/ Sport

Mrs Lee is Director of Sport and Activities. In addition to academic subjects, Rossall offers a wide selection of extra-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. Pupils are expected to do the following minimum where possible, many exceed these and a careful watch is kept on each individual's commitments. Many pupils also represent themselves or clubs outside school and this is encouraged wherever possible.

These co - curricular activities are best considered in five categories.

Sport

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 many practices take place in activity slots after school. If selected a pupil is expected 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 Spring Term. Mr Stuart Corrie is the Co-ordinator and dates appear in the calendar.

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.

CCF

CCF Activity takes place on Monday afternoons at 3.45 pm and is compulsory for Yrs 9-10. The cadets participate in Field Days during the year

and CCF Camps and 'Adventurous' Activities take place in the Easter and Summer holidays. Further courses and events also occur whenever possible.

Boys and girls from Year 9 join the CCF. The aim is to provide a disciplined organisation within the School so that Cadets may develop responsibility, self-reliance, resourcefulness and a sense of service to the community whilst enjoying themselves. The CCF also provides very valuable leadership training both within the Corps and for future external development.

The CCF now offers a BTEC in 'Service' for those who remain through to Year 11 (equivalent of 4 GCSEs). For further details please contact SSI Ian McCleary.

Duke of Edinburgh

All Year 9s will complete their Bronze Awards during the last week of the Summer Term. Those wishing to follow to Silver and Gold Awards must see Mr Fairhurst who co-ordinates the award, as early in the year as possible.

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 7-11 must participate in squad training for the major sport of the term. Once the squads have been selected after Week 2 of any term, coaches will release pupils for minor sports, and activities, but will be allowed to recall players should the need arise.

Years 12-13 are allowed to choose their sport from the range of activities, major and minor sports, but must play one of the 3 major sports offered at Rossall during the year.

Major Games

Boys

Rugby

Hockey

Cricket

Girls

Hockey (2 Terms)

Rounders

Minor Games

Boys

Fives

Football

Basketball

Girls

Cricket

Activities: Aerobics, Art Club, Badminton, Book Club, CCF, CCF Band, Chamber Choir, Chess, Choir, Climbing, Code Breaking, Costumes, DT, Debating, Drama, ECDL, EFL, Girls' Football, Golf, Handcrafts, Horse riding, Jazz, Line Dancing, Maths TC, Newspaper, Prep Club, RosHoc, Running, Shooting, Squash, Swimming, Table tennis, Tennis, Volleyball, World Languages.

This list is not exhaustive.

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 at lunch times.

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 are primarily on Saturday mornings. Any pupils selected to represent the School are expected to make themselves available. Other matches may occur on occasion in the afternoon or after school. The school should come first if pupils represent clubs outside of the school.

Parents are always welcome to support 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. It has become very difficult in recent years to staff some activities and Rossall is fortunate to have so many staff willing to be involved.

10. 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 8.15 am. If you cannot get through, please ring the School Reception on 01253 774201 as soon as possible after 8.30 am. Reception will contact a parent to ascertain the whereabouts of a pupil who is absent after 9.30 am as part of our duty of care.

Pupils who arrive at School after 8:35 am 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 Headmaster. 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 tutors will send work for pupils at home.

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 pupils' academic progress.

Academic 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 grade card which is produced twice a term if possible. Dates for grade cards and reports will be published each term.

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 where possible they will be e-mailed to parents.

Assembly/Chapel/Congregational Singing Practice

On three mornings a week, after Registration in Houses, the school gathers at 8.40am for Assembly, Chapel or Congregational singing practice. In the Academic year 2009 the routine is as follows:-

Monday	Whole School Assembly [Big School or Chapel]
Tuesday	Chapel
Wednesday	Tutor Time
Thursday	Congregational Singing

Friday Lessons begin early at 8.40am, immediately after Registration.
Chapel will be held at 11.45 am

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. There is a prayer room provided for other faiths in the Classics block which can be used for worship outside of Chapel times if necessary. The room can be entered using a code which is available from Mr Jurczak.

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. Boarders make up 40% of our community and along with many staff, their residence throughout term time provides much of the framework for all school activity.

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.

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 the 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, in the Headmaster's Newsletter or by e-mail. We will try to keep changes to a minimum but pupils should always check the notice boards for changes.

Cars

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 PA, Mrs Calderbank. 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. 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. All pupil vehicles must be parked in the Short Stay 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.

There is a speed restriction of 10 mph on the School campus.

Bicycles and Motorbikes

The use of bicycles and motorbikes by any pupil requires the completion by parents of the official form (also to be obtained from Mrs Calderbank), 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.

Communications

The first point of contact for a boarder and a day pupil once term has begun should be with his/her House Tutor or Houseparent. The Houseparent will send a letter to you within the first 10 days of the Michaelmas Term, listing relevant phone numbers routine and contact times.

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.

The Deputy Head can be contacted through his PA on 01253 774238 on matters of a sensitive or more urgent nature.

Faxes: General Staff 01253 772052; Headmaster's and Deputy Head's Offices 01253 774282.

More information on the School can be found on the website – www.rossall.co.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 Year in the Middle School.

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

The full complaints procedure can be found in the policies section of this handbook or on the school website. Please contact Reception on 01253

774201, should the need arise, and full details of the complaints procedure will be sent to you by 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 Management Team or to the Deputy Head and the Headmaster. 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 Headmaster 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 son/daughter's entry into the School.

Curriculum

The timetable is divided into twenty-five lessons spread evenly over five days. This corresponds to a five period day Monday to Friday. The lessons are all one hour in length except for the lessons on Friday morning which are slightly shorter (fifty minutes) to allow for a whole school Chapel service.

The School primarily offers A Levels, IB and GCSE subjects although some students are also prepared for IELTS examinations and STEP papers. Choice of exam board and specification is left to the professional judgement of the individual Heads of Departments and the Director of Studies.

All students from overseas for whom English is not a first language benefit from specialist EFL 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.

Annual appraisal of all academic departments by a member of the Senior Management Team takes place. 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 Director of Studies at the beginning of each academic year along with a report on the external exam results for the previous year. A meeting between the Director of Studies 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.

Personal, Social and Health education is provided through the PSHE programme. Appropriate careers guidance is provided initially through PSHE and Tutor periods. In the Sixth Form, Careers and University guidance is offered to all pupils.

Years 7, 8 and 9

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

All pupils in years 7 – 9 follow a Core Curriculum of English, Mathematics, Science, Modern Language, PE, Games and PSHE. They have twenty five one hour lessons during the course of each week, including three hours of English, Maths and Science and either one or two hours of all other subjects.

Most pupils in years 7 – 9 study a second Modern Language, History, Geography, Religious Studies, Music, Art, Design Technology and Information Technology. 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 Language. 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 ICT 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 and 8 pupils are taught in two sets according to their ability for English, Maths, Science, French and German. They are taught in two sets (R and S) for the other subjects. These sets are agreed by the History, Geography and RS departments. In year 9 pupils are taught in two sets according to their ability for nearly all subjects. For DT and IT the sets are the same as the French sets.

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 Foreign 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 four of the five option blocks. Only one subject can be taken from each block, as subjects within the same block are taught at the same time. It is possible to choose the IT Short Course as a four (additional) option. It will run alongside the full IT GCSE Course. EFL is additional for pupils who study English as a Foreign Language, and it can also be ticked as a fourth option, or in some cases the third option.

Option Blocks for 2009 – 10

Option A	Option B	Option C	Option D	Option E
Art	History	Business Studies	History	German
Geography	Geography	RS (Philosophy and Ethics)	PE	French
Music	DT	IT Full	German	Spanish
ILU		IT Short		EFL Support
				ILU

(Note – choosing an Modern Foreign Language was not compulsory in 2009-10 but it will be for 2010-11 onwards)

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 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 and Foundation) 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 sets then these are arranged according to ability.

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.

Study Schools

Some pupils in Years 10 and 11 may have a small 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 in the Library. Supervised Study Schools are supervised by members of the Common Room.

The Sixth Form

At Rossall there are two major routes to choose from: the **A Level** route, where pupils normally study four subjects at AS Level in Lower Sixth and then three at A2 in the Upper Sixth; 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 AS and A2 subjects is four and a half hours per week, IB Standard Level is two and half hours per week and IB Higher Level is four and a half hours per week.

Option Blocks for 2009 – 10 A Level

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

Option 1	Option 2	Option 3	Option 4	Option 5
Physics	Economics	Philosophy and Theology	Further Mathematics (must chose Maths in option 5)	Mathematics
Business Studies	English Literature	Chemistry	Biology	Geography
History	Mathematics	Art	Music	DT
PE		German	French	
			Economics	

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 Art, 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). DT, self study languages and *ab initio* languages are at sl only.

Group 1	Group 2	Group 3 (Option P)	Group 3 (Option Q)	Group 3 (Option R)	Group 5
English A1	English A2	Economics	Physics	Economics	Maths Studies (sl)
German A1	English B	History	Biology	Biology	Maths (sl)
Self Study (sl)	French B	Psychology	Art	Chemistry	Maths (HL)
	Spanish ab in (sl)	Business and Management	Spanish B	DT (sl)	
		Spanish ab in (sl)	Geography	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.

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. They can choose to study either in the Library or in their studies back in the boarding house. If at any stage a Houseparent, tutor or subject teacher thinks that an individual is wasting their study time then they can be put into Supervised Study Schools in the Library. Supervised Study Schools are supervised by members of the Common Room.

Prep

Prep set in lessons is an important part of all courses. It provides the opportunity for the pupil to consolidate and extend the material covered in a lesson. As a general rule prep should be a pupil's own work and should be done under conditions that allow for complete concentration. Pupils will benefit from a regular routine in a stable and quiet environment.

In Years 7 – 11 a prep timetable operates.

In Years 7 – 9 up to 3 x 30 minute preps may be set on week-nights.

In Years 10 – 11 up to 3 x 40 minute preps may be set Monday to Friday but Coursework might require further time allocations.

In Years 12 – 13 there is no 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. There are some supervised prep sessions available at School in the Activities programme. 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 in Years 7-11 carries a yellow Prep Diary in which to write his/her preps. It is also a vehicle by which parents can comment on the work set. Parents should contact their son's or daughter'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.

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

Specialist Learning Support, tailored to individual needs, is available to all pupils at Rossall via the Independent Learning Unit. Staff provide support in the curriculum and work on boosting language skills, on memory and study skills. Help may be available for pupils with dyslexic-related mathematical difficulties. The aim is to enable the individual to cope as effectively as possible with the normal curriculum.

Pupils are usually taken for one, two or more sessions per week, depending upon need, missing an agreed subject, usually a second language. If it is preferred, another time may be found.

It is essential that parents submit, in advance, a current Educational Psychologist's report to enable the School to gauge the level of support required.

The School's philosophy is that expert tuition should be complemented by participation in timetabled lessons so that the individual pupil does not feel detached from the School community. Support lessons in the Independent Learning Unit are an extra cost and billed termly.

Conservation

The Rossall School site includes three Biological Heritage Sites, areas that "make a significant contribution to the biodiversity of Lancashire". In partnership with Lancashire Wildlife Trust, the school endeavours to use sympathetic land management practices to conserve these wildlife habitats. The sites have a very diverse range of fauna and flora which includes:

The Water Vole (*Arvicola terrestris*). The British population of this mammal is in severe crisis (88% loss in seven years), so much so that there is a possibility that the water vole will become the first mammalian species to become extinct in the UK in the twenty-first century. They are protected by law and Rossall School is proud to support a strong and stable population of this beautiful animal.

Rossall School supports the only known colony of Roesel's Bush Cricket (*Metrioptera roeselii*) in north-western England. Rossall is the most northerly habitat of this nationally scarce cricket. Rare and endangered plants include Sea Bindweed and Sea Holly, which are both on the Provisional Red Data List of Vascular Plants.

Rossall also operates a recycling policy.

Council

The Council is the name Rossall gives to its governing body. Hence in Rossall terms, members of the governing body are normally referred to as councillors: however the term governor and councillor are interchangeable.

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

Other duties of a Governor Trustee

Governors who act as charity trustees have the following responsibilities:

- Duties to the charity itself
- Duties to other governors as a contracting party under an unincorporated constitution or under the Memorandum & Articles of an unincorporated school
- Duties owed to third parties, particularly where the charity is unincorporated.
- Duties under statute and regulations

Chair of the Council

- Responsible for chairing Council
- Line manager to the Headmaster and School's Executive body
- Selecting Governors and executive members of staff
- Monitors workings of sub-committees of the Council
- Responsible for strategic overview of the School
- Acts as a figurehead and formal spokesperson for the School in addition to the Headmaster.

Criminal Record Bureau

All school employees with access to the pupils are checked through the Criminal Record Bureau. The Government agency runs checks for potential criminal actions in the past that may prejudice a person working with children. There are two levels of clearance, 'Enhanced' for academic and boarding house staff, and 'Standard' for all other employees. All academic staff and boarding staff are checked before arrival and domestic staff as quickly as possible on taking up their posts.

Day Pupils.

As many as 60% 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.

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 5.30 pm, dependant upon which activity you have been involved in. Full Clothing Lists are available from the Registrar, RosShop and our website. Separate Clothing Lists are applicable for different sections of the Senior School.

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. The Council reserves the right in exceptional circumstances to alter fees during the academic year if events warrant such a step.

Scholarships and Bursaries

Any scholarship or bursary awarded to any pupil may be withdrawn or varied if, in the opinion of the Headmaster, 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 notice must be given, or fees paid in lieu, before a pupil is withdrawn, removed or changed status (eg day to boarding). Notice must be received by the Headmaster.

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 fire control panel is situated in Reception. Mr Paul King as Health and Safety Co-ordinator is responsible for all aspects of fire safety. The School carries out regular fire procedures and evacuations.

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, the pupil must collect a medical certificate from Reception, visit the School Medical Centre and return the certificate to Reception afterwards. 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. In line with guidance from the National 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 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 during the summer and winter timetables 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 then continue to attend the practices as and when required. As many of the pupils have not been part of a school team before, the PE Department encourages maximum participation, therefore offering all pupils a chance to make a contribution. Activities are available for those who are not required for any of the teams.

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 sent from 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. The reports

are available on the websites of both organisations (www.csci.org.uk and www.isinspect.org.uk). 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 Holmwood's permanent injury or disability insurance, membership of BUPA and DENPLAN medical schemes. 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. 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 is 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.

Matches

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, he or she is expected to make the fixture his or her first priority and be available to participate. If, due to a family crisis, your child is going to be unable to attend, a note should be sent directly to the Director of Sport 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 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 Reception@rossallcorporation.co.uk. Communication is a top priority so that teams and the School are not let down, and pupils failing to do so will be punished accordingly.

Medical Matters

The School's Doctor is Dr Paul Carpenter of the Broadway Medical Centre, Fleetwood. He or a partner has a daily surgery prior to morning school. The Medical Centre is located at the back of Porritt Hall adjacent to the entrance to Lugard Boys' House 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 two nurses who work complementary routines; they are Mrs Karen Pook and Mrs Lyn Kane.

Medical Questionnaire

It is essential that the medical questionnaire be returned before admission to the School with NHS numbers and 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 Mrs Jurczak, Special Needs Co-ordinator. 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 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, 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:	8:30am to 5:30pm	
	Saturday:	2:00pm to 5:30pm	
Surgery Times Doctor	Monday to Friday:	8:30am to 9:15am	for those requiring a
		5:00pm to 5:15pm	for those requiring routine attention

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 'agency cover' through the night.

Mobile Phones

The use of mobile phones 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). The Senior School – although not the Middle 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.

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 and small tuition rooms and is linked to the Song School in the Chapel. The Music Department performs in all the School's various venues; Big School, the Sumner Library and the Museum Theatre. The many musical ensembles perform to wider audiences in the locality and there is a regular choir tour abroad.

Teaching and Performance of Music

Academic music is taught in a separate classroom and there are computing facilities for music technology and recording purposes. Music is taught at GCSE and A Level. Instrumental lessons are offered to 30% of the pupils and this number continues to grow. In addition to preparing for the Associated Board examinations, music pupils are encouraged to participate in informal concerts and recitals, which are a regular feature of the Calendar. 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.

The following choirs or ensembles perform on a regular basis: the Chapel Choir, the Chamber Choir, the Allegro Choir, the Concert Choir, the Orchestra, the Middle School Orchestra, the CCF band and Jazz Club.

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

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 have been undertaken recently, 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.

Parents' Evenings

Academic

A Parents' Evening for each age group is scheduled at an appropriate time throughout the year. These are primarily academic discussions between pupil, teacher and parent. Parents are welcome to bring the pupil to these occasions. The Headmaster or Director of Studies may make a brief presentation on academic matters. Parents' Evenings are normally held in Big School at 6.00 pm.

Pastoral

In addition, a pastoral Parents' Evening is held for Years 7-10. These evenings encourage the development of a strong relationship between parents and houseparents, allow parents to meet one another as well as the Headmaster and the Deputy Head.

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 your son's/daughter's Houseparent or Year Head (Middle School)

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. Students 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.

Public Examinations

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

The Rossallian Club

The Club was founded in 1894. Membership is open to Old Rossallians on payment of a subscription and to members of the teaching staff of three years standing. A president, currently Mr David Dixon, is elected every three years and the committee on an annual basis. Miss Jen Booth is the General Secretary who can be contacted at the Rossallian Office on 01253 877420. Having a thriving old boys', and more recently old girls', club is essential to the well being of the present school. There is a genuine attempt to keep an up-to-date database of all former pupils and publish from it a Blue Book of addresses and provide other forms of communication such as newsletters. Each member is also affiliated to his/her local branch, which is run independently.

The club promotes sporting activity, for example an OR golf team plays in the Halford Hewitt Cup and a variety of matches are played against the School.

The Club now holds more than a dozen dinners throughout the year and around the country and abroad. Recent meetings have been held in major German cities and in Hong Kong. These are well attended but could always welcome more.

RosShop

The RosShop provides the majority 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 9 am – 5 pm in term time and 10 am – 4 pm in the holidays. To avoid the rush at the beginning of an academic year, it would be advisable to visit the RosShop during the summer holiday.

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

There are three main elements to our Child Protection Policy

- a) Prevention: by creating a positive school atmosphere

- b) Protection: by following agreed communication between the Senior Designated Teacher and all other staff.
- c) Support: by providing the opportunity for pupils and staff to feel safe.

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 Person with responsibility for Child Protection (The Child Protection Officer) is the Senior Teacher, Mrs Katie M Lee (KML), who shares information with the Headmaster. The Headmaster will in the absence of the Senior Designated Person act as the designated person. It is the role of the designated person 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 person. The designated person 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 Miss M Welch.
She can be contacted through a letter box in the Library or directly at:

Miss M Welch
22 Warren Avenue North
Fleetwood
FY7 7BA
07902 964459

Miss Welch 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 in this handbook and also on the school website.

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.

School Discipline

Rewards and Punishments

Rewards

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

- Good academic work leads to Merits, awarded in the Prep Book and Distinctions, recommended by the HOD and awarded by the Headmaster or Deputy Headmaster [Houseparents are asked to record these on file.]
- Merits and Distinctions go towards Speech Day prizes
- 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.
- Triplicate Slips signed by staff for any kind of helpful service by a pupil are added to their file 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 Headmaster will see pupils if required on a daily basis. If necessary pupils are placed in the Deputy Heads' Detention which takes place in the Sumner Library on a Friday afternoon.

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 Headmaster.

Any members of staff will refer any serious breaches of school discipline, beyond those outlined above, to the Deputy Headmaster immediately. The Deputy

Headmaster will then, sometimes in consultation with the Designated Senior Person, speak with the relevant individuals and present those findings, in writing, to the Headmaster.

The Designated Senior Person has the discretionary power to overturn any sanction in reference to information in her 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 Headmaster's Saturday Night Punishment School (8 pm – 10 pm).** For seriously poor behaviour. A list is published on Thursday. Boarders on Saturday PS are refused weekend leave and may not attend Senior Club or Mondo's that evening, and the parents of day pupils are written to notify them of the PS.
- 2. Suspension.** The Headmaster, or the Deputy Headmaster in the absence of the Headmaster, may suspend 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 suspension. At the end of the suspension the Headmaster or Deputy Headmaster 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 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 Headmaster is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Headmaster, 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.

Exclusion

A pupil may be excluded at any time if the Headmaster 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

In the event of the Headmaster 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
FY7 8JW

The Application must be received within 14 days after the Headmaster's notification of the expulsion and the right to review will lapse if it is not.

In making the Application the parent/guardian should set out:-

- The decision appealed against and the date of expulsion
- A factual summary of the circumstances
- The grounds for dissatisfaction
- Any new evidence not available to the Headmaster at the time of his decision.

On receipt of the Application, the Chair of Council shall appoint a committee to consider the Application. The committee shall consist of two Governors and an independent member, all of whom shall be appointed by the Chair of Council. The Chair of Council will appoint a Chairman of the Committee who shall be a Governor. The Committee shall include at least one person of the same gender as the pupil under discussion.

The Chairman of the Committee shall convene a meeting of the Committee ("The Hearing") to consider the Application within 10 working days of its receipt.

The Committee members shall be provided in advance of the Hearing with a copy of the Application together with the Headmaster's Report ("The Headmaster's Report") and copies of any papers referred to in the Application or Headmaster's Report. The Chairman of the Committee may request additional information from the parents/guardian or the Headmaster prior to the Hearing. The Headmaster's Report together with any additional information will be sent to the parents/guardian at least three days before the Hearing and the Committee will take into account response from the parents/guardian.

Having considered the papers, the Chairman of the Committee, may request the attendance at the Hearing of any members of staff or other parties referred to in the Application, Headmaster's Report or other papers presented to the Committee; these parties shall attend the hearing and give oral evidence if required by the Committee.

The parents/guardian will be allowed to appoint another person to represent their interest and the Hearing may be attended throughout by the Headmaster, the parents/guardian and the pupil.

The Headmaster and the parents/guardian shall have the opportunity to present their case to the Committee, to examine such witnesses as may be called by the Chairman of the Committee and to discuss the issue fully. When all the evidence has been submitted, the Committee shall retire to make their decision. Such decision will be final and shall be communicated to the parents/guardian by the Chair of Council within five working days of the meeting.

The decision of the Committee is final.

The Appeal Procedure also applies to the section headed "Removal at the Request of the School".

Travel - International Flight arrivals and departures.

It is vitally important for the safety of your child that the appropriate travel forms are completed and returned to the School Reception. This must be done before the deadline, which appears at the bottom of the form.

N.B All boarders are given a two-day travel window at the beginning of the academic year and at the end of terms. There is a one-day travel window at the beginning of the Lent and Summer Terms. It is in pupil's interests to miss as little lesson time as possible. Boarders should not return to school later than 10 pm in the evening prior to the commencement of term. If a pupil is arriving later than this, parent should arrange local hotel accommodation. Parents and Guardians should facilitate correct attendance.

Arrivals

If arriving during the designated 'Travel Window', a member of Common Room meets pupils arriving from overseas at the Information Desk, Terminal 1, at Manchester International Airport. A shuttle service of buses, operated by Peter Hutton Chauffeur Services, returns pupils to school. His contact details are 00 44 1253 877000 (telephone and fax). The schedule is designed so pupils have to wait only a short period for the next bus, but they should never have to wait longer than 2 hours, and they would be unlucky to wait so long.

Pupils arriving at other airports (Liverpool for example) are collected by Peter Hutton Chauffeur Services and returned to school from there.

Unaccompanied minors are met at Manchester International Airport in the same fashion, but Common Room are given special instructions and the appropriate paperwork.

Departures

Pupils who submit travel forms have a taxi booked for them to take them to their airport terminal in good time.

Unaccompanied minors are taken to the airport directly by a member of the school staff who will have been given special instructions and the appropriate paperwork.

Term Dates/Holidays

Parents are asked to arrange family holidays during the School holidays. Where this is not possible a letter should be sent to the Headmaster requesting permission for absence from school. The school tries to set term dates for at least two years in advance to enable adequate provision to be made for full attendance.

Term Dates are published in the School Calendar and a "Future Dates" list is published annually.

University and Further Education Applications

In the summer term of the Lower Sixth form the application process for admission to Higher Education begins. Mrs Parsons, 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.

Information on possible Gap Year activities is available during the year, including a trip to the G-Mex Exhibition in Manchester during November.

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 Mr Maree, the Deputy Head, with the assistance of Mr Ron Asher (Examinations Officer). Mr Maree is the signatory to every completed application form and finalises the School's reference, which is initially drafted by Houseparents. The process remains open after the application round as the School retains relevant information for future reference purposes.

11. 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 as hard copies upon request from Reception:

Curriculum Policy
PSHE Scheme of Work
PSHE Policy
SRE Policy

Child Protection Policy
Policy for Pupils on Confidentiality
Anti-Bullying Policy
Behaviour Policy
Pupil Supervision Policy
Restraint Policy
Policy for the use of ICT, Mobile Phones and other Electronic devices
Taking, Storing and Using Images of Children
Catering and Food Hygiene Policy

Spiritual, Moral, Social and Cultural Development Policy
Admissions Policy
Equal Opportunities Policy
Drugs, Alcohol and Tobacco Policy
Disability Policy
SEN and Learning Difficulties Policy
Accessibility Policy
Accessibility Plan

Record Keeping Policy
Reports and References policy
Data Protection Policy
Health and Safety Policy
Risk Assessment Policy
Fire Safety Policy
Fire Risk Policy
Fire Procedures
Swimming Pool Safety
Work Experience for Pupils
Educational Visits Policy
Missing Child Policy
First Aid Policy
Infection Control Policy
Pandemic Policy
Medical Questionnaire Policy

Complaints Policy for Parents
Complaints Policy for Pupils