



Rossall ISC Welcome Pack

Academic Year 2011-2012



Introduction

We are really looking forward to welcoming you to our wonderful school. We hope you will enjoy your time at Rossall ISC.

At Rossall we wish to offer you the highest level of support at all times. The welcome pack is divided as follows:

Section A _____ **3**
 Contact Us: Who does what at Rossall? _____ **3**

Section B _____ **5**
 School Policies _____ **5**

Section C _____ **6**
 Arrival Details _____ **6**
 Boarding pupils _____ **6**

Section D _____ **7**
 Location & Surrounding Area _____ **7**

Section E _____ **8**
 Fees & Term Dates _____ **8**

Section F _____ **10**
 Special Events and Groups _____ **10**

Section H _____ **11**
 Uniform _____ **11**

Section I _____ **13**
 Forms for Completion _____ **13**

Section J _____ **14**
 Checklist _____ **14**



Section A

Contact Us: Who does what at Rossall?

Whilst up to now your primary contact has been with the Registry team, once you have completed the admissions process please make sure your new first point of contact is your child's houseparent in the first instance; if you are struggling to gain contact with the houseparent you can alternatively contact the school secretary (Mrs Gill McGachie).

Head of International Study Centre Tel: +44 1253 774266 e-mail: c.wolstencroft@rossall.org.uk
Mrs Cheryl Wolstencroft

International Student Liaison Officer Tel: +44 1253 774204 e-mail: g.mcgachie@rossall.org.uk
Mrs Gill McGachie

Headmaster Tel: +44 1253 774247 e-mail: l.jones@rossall.org.uk
Dr Stephen Winkley (P.A. Mrs Lesley Jones)

Deputy Headmaster Tel : +44 1253 774238 e-mail : d.calderbank@rossall.org.uk
Mr Anton Maree (P.A. Mrs Dorothy Calderbank)

Director of Studies Tel: +44 1253 774264 e-mail: g.pryor@rossall.org.uk
Mrs Gillian Pryor

Reception Desk Tel : +44 1253 774201 e-mail : reception@rossall.org.uk
Ms Anne Mather
Mrs Karen Love

Fees Administrator Tel : +44 1253 774233 e-mail : k.allen@rossall.org.uk
Miss Kirstie Allen

RosShop Tel : +44 1253 774252 e-mail : j.oldfield@rossall.org.uk
Ms Julie Oldfield

Medical Centre Nurses : Tel : +44 1253 774287 e-mail : medical@rossall.org.uk
Karen Pook
Lyn Kane

Registry Team – Main School and ISC
Mrs Michelle Metcalfe – Registrar Tel: +44 1253 774260 e-mail: m.metcalfe01@rossall.org.uk
Mrs Julie Barkhuizen – Assistant Registrar Tel: +44 1253 774273 e-mail: j.barkhuizen@rossall.org.uk
& Website Manager
Mrs Jacqueline Dakin – Agent Liaison Officer Tel: +44 1253 774225 e-mail: j.dakin@rossall.org.uk
Mrs Claire Bailey (maternity leave) - Admissions Assistant e-mail: c.bailey@rossall.org.uk
Mrs Annette Mellor (maternity cover) Tel: +44 1253 774225 e-mail: a.mellor@rossall.org.uk

Marketing
Mrs Pamela McCann Tel: +44 1253 774205 e-mail: p.mccann@rossall.org.uk
Mrs Helen Lockley Tel: +44 1253 774278 e-mail: h.lockley@rossall.org.uk

Houseparents

Boys

Lugard Boys Mr Mungo Winkley Tel: +44 1253 774216
+44 7767 011125 e-mail: m.winkley@rossall.org.uk

Pelican Mr Guy Emmett Tel: +44 1253 774213
+44 7894 571716
e-mail: g.emmett@rossall.org.uk

International Study Centre Welcome Pack 2011-12



Spread Eagle	Mr Ian McCleary	Tel:	+44 1253 774215 +44 7881 592007	e-mail: i.mccleary@rossall.org.uk
Mitre Fleur de Lys	Mr Stuart Corrie	Tel:	+44 1253 774211	e-mail: s.corrie@rossall.org.uk
Maltese Cross	Mr Richard Castle	Tel:	To be confirmed	e-mail: To be confirmed
Girls Puffin	Ms Jane Mercer	Tel:	+44 1253 774206 +44 7989 518827	e-mail: j.mercer@rossall.org.uk
Rose	Ms Sam Hayes	Tel:	+44 1253 774214 +44 7507897447	e-mail: s.hayes@rossall.org.uk
Wren	Ms Helen Lockyear	Tel:	+44 1253 774276 +44 7792706783	e-mail: h.lockyear@rossall.org.uk
Dolphin	Mrs Ann Jurczak	Tel:	+44 1253 774292	e-mail: a.jurczak@rossall.org.uk
Examinations Officer Mr Ron Asher		Tel:	+44 1253 774258	e-mail: r.asher@rossall.org.uk
Careers Advisor Mr Andrew Butcher		Tel:	+44 1253 774268	e-mail: a.butcher@rossall.org.uk
CCF Ms Jane Mercer & Mr Ian McCleary		Tel:	+44 1253 773235	e-mail: j.mercer@rossall.org.uk i.mccleary@rossall.org.uk

Section B

School Policies

All our School policies are on the school website (www.rossallschool.org.uk) – please read them at your convenience. If you would like a hard copy please contact the School Secretary Mrs Dorothy Calderbank.

Curriculum Policy
Junior & Infant Curriculum Policy
ISC Curriculum Policy
PSHE Scheme of Work
PSHE Policy
SRE Policy
Health and Safety Policy for Pupils on Educational Visits.
Statement of boarding principles and practice.
Child Protection Policy
Policy for Pupils on Confidentiality
Anti-Bullying Policy
Junior & Infant Anti-Bullying Policy
Behaviour Policy
Junior & Infant Behaviour Policy
Pupil Supervision Policy
Junior & Infant 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
Junior & Infant Spiritual, Moral, Social and Cultural Development Policy
Admissions Policy
Equal Opportunities Policy
Drugs, Alcohol and Tobacco Policy
Disability Policy
SEN and Learning Difficulties Policy
Junior & Infant SEN and Learning Difficulties Policy
Nursery SEN Policy
Accessibility Policy and Plan
Record Keeping Policy
Reports and References policy
Data Protection Policy
Health and Safety Policy
Fire Safety Policy
Missing Child Policy
Nursery Missing Child Policy
First Aid Policy
Infection Control Policy
Pandemic Policy
Medical Questionnaire Policy (see First Aid Policy)
Nursery Administration of Medicine Policy
Complaints Policy for Parents
Complaints Policy for Pupils



Section C

Arrival Details

Boarding pupils

Please endeavour to arrive between the hours of **9am and 9pm** on **Sunday 4th September**. Our taxi service will pick you up from the arrivals hall at the airport and they will bring you to school. Upon arrival at school please make your way to Mondo, the on-campus restaurant where you will be greeted by a school monitor. There will be snacks and refreshments available there all day. The school monitor will take you directly to your boarding house where you and your family will be able to meet your houseparent and you can then settle in.

The evening meal will be served at 6pm in the Dining Hall.

Section D

Location & Surrounding Area

Rossall is situated on the picturesque coastland of the North West set in an extensive 160 acre campus. At Rossall there are both day and boarding pupils from the UK and boarding pupils from 38 different countries, delivering a rich curriculum of study, sport and recreation in a safe and supportive environment. This region is steeped in cultural and natural heritage, with the Lake District and Yorkshire Dales National Parks close by, yet is less than an hour from Manchester's international airport, and enjoys excellent transport links with the rest of the country.

Places to See

Manchester



Old Trafford Football Ground

Rossall is located just under one hour away from Manchester. With the decline of traditional industries, Manchester has developed into a regional commercial centre of considerable importance. It has excellent shopping malls together with theatres, concert halls and cultural attractions that rival those of London, as well as being the home of the famous "Manchester United". Its international airport is the UK's busiest outside the capital and it has direct daily services to Europe, the Middle East, the Asian sub-continent, South East Asia and North America.

Liverpool



Liverpool is a similar distance from Rossall and this city again offers attractions to rival those of London. Famous as "the home of the Beatles" Liverpool is set to become the European Capital of Culture in 2008 with a variety of architectural, musical and artistic attractions. Liverpool airport has direct daily flights from a number of European cities.

Chester



Rossall is very much at the centre of a region with a rich cultural heritage. The medieval cities of Chester and York are easily accessible by road and rail. Two of Britain's finest national parks are also close at hand. The Lake District, with its historic connections with famous English literary figures, is just one hour away whilst the Yorkshire Dales is equally accessible: both provide excellent potential for outdoor activities.



Rossall Campus by the Shore

Our extensive campus lies between two small coastal towns, Cleveleys and Fleetwood. Although close to the local towns, the size of Rossall's campus gives students a safe, secure environment in which to learn, live and grow. The perimeter of the campus stretches along the shoreline, giving access to the beach for some sports and leisure activities.



Section E

Fees & Term Dates

The academic year consists of three terms (trimesters) beginning in September, January and April. The fees below are for the academic year 2011-12. Fees are reviewed annually.

ISC		Monthly Direct Debit payment x 10	Included	Not included
Below Year 11 Year 11	£9,450.00 per term £9,960.00 per term	£2,835.00 £2,988.00	Tuition Accommodation during term time Lunch Breakfast or evening meal Study Area Use of campus facilities After school activities	Text books Medical insurance Dental insurance Trips (sport or academic) School uniform Sport uniform or equipment Music lessons School Bus Journey Exam Fees* Lifetime membership of the Rossallian Club

*exam fees are chargeable in the term that your child sits his/her exams (usually the Summer term).
Approximate costs are as follows: IGCSE £40 per subject

Music	£170 per term
BUPA Health Insurance	£63
Personal Accident Insurance	£4.75
House charges	Approx £xx per term

One-off fees

Registration Fee £175
Acceptance Fee £2,500

Payment of Fees

All fees are payable termly in advance, **on or before the first day of each term**. Payment may be made by direct debit, cheque, bank transfer or by debit / credit card.

Direct Debit

If you wish to pay by Direct Debit please fill in form 2 (from the Download section of the website).

Debit / credit card

Debit / credit card payments can be accepted by fax, email or in person at the Finance Office. Please note a 1.5% administration is added to credit/debit card transactions and 2.5% for American Express if the fees are paid after the card discount date each term.

Cheque

Cheques can be sent by post or taken in person to the Finance Office at the following address:

Kirstie Allen,
Fees Administrator,



Rossall School,
Broadway,
Fleetwood,
Lancashire
FY7 8JW
UK

Please make cheques payable to The Corporation of Rossall School.

Bank Transfer

Rossall's bank details are as follows:

Account name:	Corporation of Rossall School
Account Number:	05008204
Bank:	National Westminster bank
Branch:	Church Street, Fleetwood
Sort Code:	60 08 26
IBAN Code:	GB65NWBK60082605008204
SWIFT Code:	NWBKGB2L

The student's name and account code (shown on the fees invoice) must be quoted on the bank transfer document and a copy of the document must be sent by fax to Kirstie Allen on +44 1253 774279.

Please note cash is no longer accepted.

Term Dates and Holidays

Michaelmas Term 2011

Boarders Arrive	Sunday 4th September
Term begins	Monday 5th September
Half-term Begins	Friday 21st October
Boarders Arrive	Sunday 30th October
Term Begins	Monday 31st October
End of Term	Friday 9th December

(Departure dates for overseas boarders 8th & 9th December only)

Lent Term 2012

Boarders Arrive	Sunday 8th January
Term Begins	Monday 9th January
Half-term Begins	Friday 17th February
Half-term Ends	Sunday 26th February
Term Begins	Monday 27th February
End of Term	Thursday 5th April

(Departure dates for overseas boarders 4th & 5th April only)

Summer Term 2012

Boarders Arrive	Sunday 22 nd April
Term Begins	Monday 23 rd April
Half-term Begins	Friday 1 st June
Prize Day	Saturday 2 nd June
Boarders Arrive	Sunday 10 th June
Term Begins	Monday 11 th June
End of Term	Friday 6 th July

Section F

Special Events and Groups

In October the Wren House would like to invite you to:



International Week

Thursday 6th October to
Saturday 8th October

- Put your knowledge to the test in our international quiz
- Show your skills in our art & craft fair
- Try exotic gastronomy in our dining hall
- Be the king/queen of our disco
- Read international literature at Farrell Society

Don't forget your costume! Your costume should represent your nationality or country of residence.

Rossall Foundation

The Rossall Foundation is a separate charity from the School and is a Company Limited by Guarantee. It has its own committee which governs its business but anyone can become a member upon payment of the required membership fee and each member can vote at AGMs. The Foundation's aims are to raise funds for major developments at the School including capital resources for new buildings and facilities such as the £150k raised for the School's new Astro turf playing surface. The Foundation's Director is Kevin Hookham.

Email: k.hookham@rossall.org.uk

Tel: 01253 774284

Section H

Uniform

Boys and Girls

To be purchased from the RosShop

- Rossall Blazer with school motif
- Rossall grey skirts – ‘on the knee’ or
- Rossall trousers (grey)
- Rossall grey V-necked sweaters with school motif
- Rossall House tie
- Rossall navy blue tracksuit
- Rossall swimsuit + goggles + towel
- Rossall red games kilt
- Rossall red sweatshirt with motif
- Rossall red games socks
- Rossall red games shorts
- Rossall white polo shirt with motif
- House zephyr
- Sports bag

May be purchased elsewhere

- Navy or black overcoat (no motifs)
- Approved plain white blouses with collar
- Black tights (70 Denier)
- Black polishable flat school shoes
- Approved Indoor Trainers + Astroturf trainers
- Approved white short ankle sports socks

All items must be name taped

Equipment:-

- Hockey stick – Michaelmas Term
- RosHockey stick – Lent Term
- Gum shield - available from specialist dentist organised by P.E. department.
- Sports equipment as required.

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: j.oldfield@rossall.org.uk

For lessons pupils will need:

- A pencil case with HB pencils, sharpener , coloured pencils , fountain pen and ballpoint (blue or black ink).
- A 30cm ruler
- A school bag
- A glue stick
- A pair of scissors for paper
- A mini reel of sticky tape
- A pencil eraser
- Appropriate calculators and other equipment will be recommended by the maths department

Note: Liquid paper is NOT permitted.

Most stationery items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email:

j.oldfield@rossall.org.uk



Boarding Essentials & Casual Clothing – all years

- Casual / Smart clothes – trousers, jumpers, shirts, fleece, T-shirts, etc.
- Underwear
- Nightclothes, dressing gown, slippers
- Washing bag and toiletries
- Shoe cleaning kit, polish and spare laces
- Suitcase / holdall
- Towels – shower and sports

- Optional – duvet, pillow, duvet cover and pillow case. (School does supply these).

All items must be name taped



Section I

Forms for Completion

The following forms are available in the Download section of our website or in this pack. Please fill in the forms as applicable. They **MUST** be completed and returned to Rossall at least one week before the pupil arrives:

- **Form 1** – Airport Transfer and Accommodation Request Form (international students only)
- **Form 2** – Insurance and Payment Form
- **Form 3** – Notification of Guardianship (international students only)
- **Form 4** – Emergency Contact Details
- **Form 5** – Old Rossallian
- **Form 6** – Rules and Drugs Policy (This **must** be signed manually – please print, sign and fax to us)
- **Form 7** – Permission to Share Information Form (This **must** be signed manually – please print, sign and fax to us)
- **Form 8** – Medical Form (This **must** be signed manually – please print, sign and fax to us)

Section J

Checklist

Have you....?

- Completed and sent the Parent Contract to us?
- Paid the registration fee?
- Paid the deposit before arrival?

Sent the following forms to us:

- Form 1 – Airport Transfer and Accommodation Request Form
 - Form 2 – Insurance and Payment Form
 - Form 3 – Notification of Guardianship
 - Form 4 – Emergency Contact Details
 - Form 5 – Old Rossallian
 - Form 6 – Rules and Drugs Policy (This must be signed manually – please print, sign and fax to us)
 - Form 7 – Permission to Share Information Form (This must be signed manually – please print, sign and fax to us)
 - Form 8 – Medical Form (This must be signed manually – please print, sign and fax to us)
-
- Sent your school report to us?