

JUNIOR & INFANT PARENTAL HANDBOOK 2011 / 2012



www.rossallschool.org.uk

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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 and Aims

Mission

Rossall exists to provide an all-round education to a range of boys and girls (day and boarding, home and foreign) who learn how to enjoy each other's company and to develop a range of skills which will enrich their lives now and equip them for life beyond school.

Aims

To ensure that the diverse components of Rossall – Nursery, Junior, ISC, and Senior Schools – present a coherent and integrated message for potential investors.

To achieve and to maintain excellence in all teaching departments by recruitment and retention of the best teachers in order to deliver appropriately an appropriate curriculum.

To offer to all pupils a rich and diverse experience of school which they will enjoy and find satisfying at the time and find valuable after leaving school.

To deliver a complete programme of major and minor games, offering excellence in coaching facilities.

To be competent, professional, and up to date in our use of Information Technology.

To take action to integrate the wide ethnic range of pupils and to present this multiculturalism as a strength of the school.

To sustain a position of recognised excellence in one of our extra-curricular offerings.

To train, nurture, and develop our academic and support staff so that they are enabled to do their jobs, enhance their skills, and take forward their careers.

To maintain through the organisation and support of our tutorial and boarding arrangements, a deserved reputation for high quality pastoral care.

To identify the wants and needs of existing and potential parents, and to meet them within the financial constraints of the school, and within the context of the school's educational objectives.

To maintain a surplus of income over expenditure by sound and productive financial management.

To ensure that numbers in any part of the school support the infrastructure and costs of that section.

To provide a safe, suitable, and cost-effective environment for the school by managing, maintaining, and developing the school estate.

To encourage all members of the school community to feel they belong to a dynamic and caring society based on Christian values which inform the educational and economic activities of the school.

To ensure that in its operation, within the school as well as in the world outside, the school meets appropriately any government test of public benefit.

Objectives

- i. Academic
To provide a broad and varied curriculum through the PYP in which every child, regardless of ability, can encounter all aspects of learning and working to the extent of his/her ability. To allow the pursuit of excellence, the developing of self motivation and the desire for knowledge.
- ii. Pastoral
To provide an effective, well-structured House and class system, run by teachers who see the need to provide a caring and supportive environment for every child.
- iii. Physical
To develop, in our pupils, a respect for their own, and others', physical well-being, and to introduce a programme which extends their knowledge of, and ability in, as wide a range of individual and team games as possible.
- iv. Cultural
To introduce children to a wide experience as possible of cultural activities. These include music, drama, art and theatre.
- v. Social
To provide the skills required to live and work in a close community; respecting others, building friendships, assuming responsibilities and working towards the well-being of the group as well as the individual.
- vi. Spiritual
To enable growth in spiritual development through reflection of feelings and relationships and through developing a sense of awe, wonder and mystery.

3. Contact details

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

Headmaster email:	Dr S C Winkley Headmaster@rossall.org..uk	774247
Bursar email:	Dr S C Palmer Bursar@rossall.org.uk	774299
Headmistress of Juniors, Infants & Nursery email:	Mrs K M Lee k.lee@rossall.org.uk	774222
Secretary to Headmistress email:	Mrs J A Morris j.morris@rossall.org.uk	774222
Junior School Fax		774223
Main School Reception		774201
Anchor (AN) Boarding email:	Mr & Mrs Metcalfe m.metcalfe@rossall.org.uk	774212
Accounts: email:	Miss K Allen k.allen@rossall.org.uk	774233
Medical Centre Email:	Sister Pook & Sister Kane medical@rossall.org.uk	774287
Registry: email:	Mrs M A Metcalfe m.metcalfe@rossall.org.uk	774260
email:	Mrs J Barkhuizen j.barkhuizen@rossall.org.uk	774273
RosShop	Miss J Oldfield rossshop@rossall.org.uk	774252

School Address

Rossall School
Broadway
Fleetwood
FY7 8JW

4. Term dates

Michaelmas 2011

Term begins:	Boarders	Sun	4 Sept	10.00 pm
Term begins	Day pupils	Mon	5 Sept	8.30 am
Half-term begins:		Fri	21 Oct	12.15 pm
Half-term ends:	Boarders	Sun	30 Oct	10.00 pm
	Day pupils	Mon	31 Oct	8.30 am
End of term:		Fri	9 Dec	12.15 pm

(Departure dates for overseas boarders 8 & 9 December)

Lent 2012

Term begins:	Boarders	Sun	8 Jan	10.00 pm
Term begins	Day pupils	Mon	9 Jan	8.30 am
Half-term begins:		Fri	17 Feb	12.30 pm
Half-term ends:	Boarders	Sun	26 Feb	10.00 pm
	Day pupils	Mon	27 Feb	8.30 am
End of term:		Thurs	5 Apr	12.15 pm

(Departure dates for overseas boarders 4 & 5 Apr only)

Summer 2012

Term begins	Boarders	Sun	22 Apr	10.00 pm
	Day pupils	Mon	23 Apr	8.30 am
Half-term begins:		Fri	1 June	12.30 pm
Senior Prize Day:		Sat	2 June	10.00 am
Half-term ends:	Boarders	Sun	10 June	10.00 pm
	Day pupils	Mon	11 June	8.30 am
End of term:		Fri	6 July	12.15pm

(Departure dates for overseas boarders 5 & 6 July only)

Michaelmas 2012

Term begins	Boarders	Sun	2 Sep	10.00 pm
	Day pupils	Mon	3 Sep	8.30 am
Half-term begins:		Fri	19 Oct	12.30 pm
Half-term ends:	Boarders	Sun	28 Oct	10.00 pm
	Day pupils	Mon	29 Oct	8.30 am
End of term:		Fri	7 Dec	12.15 pm

(Departure dates for overseas boarders 6 & 7 Dec only)

5. Weekly Routine

Junior Routine

Monday	8.30	Registration in Classrooms
	8.45	School Assembly in Museum Theatre

	12.25	Lunch
	1.00	Student Council
	1.30	Registration in Classrooms and Reading time
	2.50	Games afternoon/Sports Fixtures
	3.50	End of School day
	4.00	Clubs begin
Tuesday	8.30	Registration in Classrooms
	8.45	Junior Choir
	12.25	Lunch
	1.00	Lunchtime Club
	1.30	Registration in Classrooms and Reading time
	3.50	End of School day
	4.00	Clubs begin
Wednesday	8.30	Registration in Classrooms
	8.45	School Assembly in Museum Theatre
	12.25	Lunch
	1.30	Registration in Classrooms and Reading time
	2.50	Games afternoon/Sports Fixtures
	3.50	End of School day
	4.00	Clubs begin
Thursday	8.30	Registration in Classrooms
	8.45	Form / House Assembly
	12.25	Lunch
	1.00	Lunchtime Club
	1.30	Registration in Classrooms and Reading time
	3.50	End of School day
	4.00	Clubs begin
Friday	8.40	Registration in Classrooms
	8.45	Hymn Practice
	9.00	Chapel
	12.25	Lunch
	1.30	Registration in Classrooms and Reading time
	2.50	Games afternoon/Sports Fixtures
	3.50	End of School day
	4.00	Clubs begin

Infant Weekly Routine

Monday	8.40	Registration in Classrooms
	8.45	School Assembly in Museum Theatre
	12.15	Lunch
	1.30	Registration in Classrooms
	3.15	End of School day

	3.15-5.30	RASCALS
	3.20	Clubs begin
Tuesday	8.40	Registration in Classrooms
	8.45	Reading time
	10.00	Hymn Practice in Infant Hall
	12.15	Lunch
	1.30	Registration in Classrooms
	1.35	Swimming
	3.15	End of School day
	3.15-5.30	RASCALS
	3.20	Clubs begin
Wednesday	8.40	Registration in Classrooms
	8.45	School Assembly in Museum Theatre
	12.15	Lunch
	1.30	Registration in Classrooms
	3.15	End of School day
	3.15-5.30	RASCALS
	3.20	Clubs begin
Thursday	8.40	Registration in Classrooms
	8.45	Reading time
	11.00	Show and Tell in Infant Hall
	12.15	Lunch
	1.30	Registration in Classrooms
	1.35	PE
	3.15	End of School day
	3.15-5.30	RASCALS
	3.20	Clubs begin
Friday	8.40	Registration in Classrooms
	8.45	Reading time
	9.00	Chapel
	12.15	Lunch
	1.30	Registration in Classrooms
	2.45	Hymn Practice in Infant Hall
	3.15	End of School day
	3.15-5.30	RASCALS

6. Curriculum - The Primary Years Programme

In January 2007, Rossall Nursery, Infant and Junior School successfully applied to become an official candidate school of the Primary Years Programme (PYP). The PYP is an international curriculum framework designed for young learners aged 3 – 11 years old. Over 450 schools world wide are currently authorised to teach this Programme, which is developed and regulated by the International Baccalaureate Organisation (IBO).

The PYP is an education-for-life programme designed to foster the development of the whole child, not just in the classroom but also through all means of learning. The programme focuses not only on academic development but also on social, physical, emotional and cultural needs too.

Your son or daughter is taught through an inquiry based curriculum, carefully planned in accordance with the IBO's guidelines. Consideration is also given to national curriculum guidelines. The PYP requires teachers to collaboratively plan units of inquiry for each age group around six important themes.

These transdisciplinary themes are: -

- i. Who we are.
- ii. Where we are in place and time
- iii. How we express ourselves.
- iv. How the world works
- v. How we organise ourselves.
- vi. Sharing the planet.

The role of subject based skills and knowledge is recognised as being an important part of the curriculum. Science, History, Geography, RS and PSE work is carefully integrated into units of inquiry.

In addition, whenever there is an authentic and purposeful reason for including other subject areas such as English, Maths, Art or Music into the units of inquiry this will be carefully between the different aspects of the curriculum. If there is no authentic connection between the subject areas and the unit of inquiry, then those subjects will be taught as "stand alone" subjects. Specialist teaching areas are available for Art and Technology, Music and ICT and the well stocked libraries are a treasure trove of inspiration for readers at all ages and stages.

Pupils learn about languages, culture and geography from a range of countries including France, Germany, Spain and America. 'World wise' is a new programme of study which focuses on internationalism.

Prep (Homework)

Great importance is attached to the value of prep, both as a learning aid and for diagnostic purposes. Regular prep encourages self-discipline and develops sound study techniques. The amount of prep increases as the child gets older.

Infant Prep

Work will start at a very basic level and will normally involve reading with extra tasks such as spelling. Maths work will be added on as they progress through the infants.

Junior Prep

Year 3	2 preps in Maths, English and Unit of Inquiry per week
Years 4, 5 and 6	2 preps in Maths and English plus work relevant to the Unit of Inquiry.

Prep can be done at home or, alternatively, at school for supervised prep.

Also regular reading, spellings and times tables should be done. Parents are asked to check and sign their prep diary each evening.

Teachers will always aim to set preps which either reinforce or consolidate work that has been undertaken in class or are designed to help to prepare for future lessons. They will always bear in mind the time limits imposed, but it is not always easy to set an appropriate length of prep for every child, bearing in mind the mixed ability nature of most of the groups. We are, however, trying to get the pupils to focus their minds for a limited period. We do not want them to be taking all evening over the work. This can simply build up tension.

Children should not spend more than 30 minutes on prep.
We also expect them to do 10-15 minutes of reading each night.
Pupils should aim to remain within the time limits, even if it means not completing an exercise.
If there are any problems concerning prep then parents should contact the school either by writing in the prep diary or alternatively speak to their class teacher.

Holiday work

Pupils are encouraged to spend some time during the holidays reading and doing spellings and puzzles.

Learning Support

Specialist Learning Support, tailored to individual needs, is available to all pupils through Mr Rund. Staff provide support in the curriculum and work on boosting language skills, 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 individual needs, missing an agreed subject. Support is also given within normal curriculum time.

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. If the staff have concerns about a pupil's progress an Educational Psychologist's report may be requested.

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

7. Extra-Curricular Activities

In addition to the academic curriculum, the Junior and Infant School offer a wide selection of extra-curricular opportunities that the pupils are encouraged to take a full part in. These activities give the pupils new interests and skills and often serve as the basis for the enjoyment of leisure time in later life. They bring the opportunity to mix with a different group of pupils and with members of the teaching staff under very different circumstances from the classroom which helps classroom relationships significantly. The extra-curricular activities are best considered within the following categories:-

Sport

As part of the Physical Education curriculum, boys and girls receive skills and coaching in a variety of games. All pupils have one lesson PE each week and three games sessions each week. Every pupil is expected to take part in physical activity. There are team practices both within these times and at lunch times.

The school possesses a 25 metre indoor swimming pool. Swimming is taught in the P.E. curriculum for half a term each term. Swimming squad is available to all junior pupils on two evenings a week.

School matches are generally played on a Wednesday. Any pupils selected to represent the School are expected to be available. Other matches may occur on occasions in the afternoon or after school.

Games against other schools can begin in Year 3, particularly in swimming events. More realistically, children can expect to have opportunities from Year 4 onwards and there is a strong fixture list in a number of team games.

As a member of AJIS (Association of Junior Independent Schools), we compete in a number of tournaments during the Lent term. Rossall hosts the AJIS Cross Country competition with over 500 athletes running.

The annual Rossall W. H. Budge Memorial Sevens Tournament is held in March in Rugby and Hockey.

Parents are always welcome to support the teams both at home and away fixtures. It means a great deal to the pupils to have wholesome and constructive support; it also means a great deal to the staff.

Artistic and Cultural

i. Music is an important part of the timetable right the way through the School and it is possible for boys and girls to begin to learn an instrument in the year one. In the Infants they are able to learn piano, violin, recorder and clarinet. Individual tuition continues as they move into the Junior School where tuition in a wider range of specific instruments are available, including clarinet, cello, double bass, flute, guitar, keyboard, percussion, piano, saxophone, singing, trombone, trumpet, violin.

Lessons largely take place during timetable time and pupils are expected to catch up on any work missed. There are regular opportunities for pupils to gain important experience playing in front of an audience during assemblies and concerts. Musicians are encouraged to take Associated Board of the Royal School of Music examinations

ii. Chapel Choir is newly established choir in Juniors. Pupils are invited to join the choir to learn a range of popular and religious songs. They perform together regularly in Chapel services and concerts in school and out in the wider community.

iii. Speech and Drama lessons are available to pupils from year two onwards. Our professional Speech and Drama teacher, Mrs Mistry, prepares pupils for LAMDA examinations as well as for local festivals in Fleetwood and Lytham.

Clubs and activities

A wide range of lunchtime and evening activities are available for pupils to opt into on a recreational basis, including chess, art attack, urban workout, quicksticks, board games plus many more. The list will change on a termly basis and is published in the calendar. Most of them are free of charge.

8. 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.

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 ideals and our environment.

However, the following rules have to be made to be explicit for junior pupils:

- i. Pupils must not buy or sell goods, or borrow without permission.
- ii. Pupils should respect all Fire and Health and Safety precautions and be familiar with the routines designed to promote their own safety.
- iii. 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.
- iv. Hair should be clean, neat and tidy, without artificial colouring or extremes of style. Boys' hair should not come below the collar or fall across the eyes. Girls' hair should be clipped or tied back whenever school uniform is worn.
- v. No jewellery may be worn, with the exception of: one pair of gold sleepers or stud earrings (girls)
- vi. School shoes should be black with a sensible heel.

9. 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.

It is important to reward, praise and role-model good behaviour at all times, rather than merely deterring anti-social behaviour, as this is the most effective way to help children to grow in a safe and secure environment and to become positive, responsible and increasingly independent members of the school community.

Promoting Positive Behaviour

Praising and rewarding children for good behaviour can be achieved in a variety of ways:

Verbal praise and encouragement individually and in front of peers
Stickers for good work/achievement, particularly in the Infants and Nursery
House Point system (Infants)
Excellents system (Juniors)
Individual classes may have their own 'class reward schemes'
Good work / achievement shared with the Headmistress
Success display board

All staff can recommend the award of stickers / house points/ excellents to children by reporting to their Class Teacher.

Dealing with Negative Behaviour

High standards of behaviour are expected from all children irrespective of their age which is reinforced by regular reminders as to what is right and wrong.

A Code of Conduct has been drawn up in the Junior School and those who misbehave can receive one of several sanctions:-

The basic is a 'Caution' which counts against the child.
Three cautions in any one half-term equal a 'Minus'.
Three 'minuses' in one half term results in a detention.

A Junior pupil failing in some respect may be asked to complete a SATIS form for a week - requiring him/her to earn approval from teachers in all lessons and break activities.

In the Infants, there is a book into which names are put when appropriate. We believe that our Code of Conduct and the standards set are fair and clearly defined. It is hoped and expected that pupil maintain the same degree of courtesy and thought outside School.

Code of Conduct

- i. Be thoughtful towards each other, especially towards those younger than you.
- ii. Show politeness and warmth towards all adults, especially parents and visitors.
- iii. Make sure that your behaviour as a member of your school is something which you can be proud.

10. School life and expectations

Punctuality

We expect a prompt start each day, with children arriving by 8:30 am. Bus children are, of course, dependent on the journey made each morning and delays will inevitably occur from time to time. Each pupil must attend academic lessons on time. Those involved in music lessons must know when these begin, excuse themselves and be with the teachers on time. Games lessons can be shortened because of the few not ready on time. Prompt changing is expected both before and after.

Equipment

Pupils are expected to attend lessons with the appropriate equipment.

The following items are necessary for academic lessons:-

- i. Pen
- ii. Pencil
- iii. Ruler
- iv. Rubber
- v. Pencil Sharpener
- vi. Coloured Pencils

Additional items such as protractors and calculators will be needed from time to time and the school provides such equipment.

Prep Effort

- i. Each Prep must be copied down in Homework diaries.
- ii. Pupils must ensure that they have the correct equipment to do Prep – whether at home or school.
- iii. Prep must be treated seriously. Teachers will always try to set appropriate amounts so the time must be used profitably.

Presentation of Work

- i. All work should have a title and a date - both underlined with a ruler.
- ii. Work should not be cramped. Every effort should be made to ensure that pieces are properly spaced out.
- iii. Completed work should be ruled off.
- iv. Pencil should be used in Mathematics. Transfer to pen in other subjects will be at the teacher's discretion.
- v. "Tippex" is not permitted. Mistakes should be ruled through once.
- vi. Every piece of work should be completed with the utmost care.

Pupils' Appearance

All pupils should be aware that the School expects high standards of appearance at all times. Every pupil must be aware of the need to look presentable. Ties should be fastened properly, shirt tucked in and socks pulled up.

In School

- i. In school, children will always move round at walking pace.
- ii. They must be thoughtful to those around them e.g. holding doors open.
- iii. We will not tolerate loud behaviour within school.
- iv. When waiting to go into a classroom, line up quietly against the wall.
- v. Pupils are expected to stand up when an adult enters the classroom.

Dining Hall

- i. All must line up quietly for lunch.
- ii. We expect good behaviour from all in the dining room.

Playground

Behave responsibly with thought for others. We will not tolerate aggressive behaviour. Bad language must not be used at any time.

9. General information

Absence from school

If a pupil is unable to attend school because of illness his/her parents/guardians are asked to inform the school on 01253 774 222

Outside normal office hours an answer phone is available for message to be left.

Reception may contact a parent to ascertain the whereabouts of a pupil who is absent after 9:30am as part of our duty of care.

On your child's return to school after he/she has been absent, a letter explaining his/her absence is required for their records.

Any request for a planned absence from school should be made in writing beforehand to the Headmistress, who may refer the matter to 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 class teachers 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 the Michaelmas and Summer term, complimented by a Grade Card at the end of the Lent term. During the term written work will be set and marked to produce meaningful subject assessments.

Dates for the distribution of reports will be published in the calendar. Usually this is scheduled for one week before the end of term, allowing time for issues relating to comments written on the report to be addressed before the break.

Schedule for 2011 – 12

Michaelmas	Full report	Thursday 1 st December
Lent	Grade Card	Thursday 29 th March
Summer	Full report	Friday 29 th June

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.

Assembly/Chapel/Congregational Singing Practice

On four mornings a week, after Registration, the school gathers at 8.45 am for Assembly, Chapel or Congregational singing practice.

On occasions throughout the year a family service is held: Harvest and Carol services being examples. Chapel is compulsory for all members of the School, including those of other faiths.

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 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, Headmistress' Rossall Reporter or by e-mail. We will try to keep changes to a minimum but pupils should always check the notice boards for changes.

Cars and 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.

For Health and Safety reasons, car should be parked in the designated parking areas, not on the main drive or around the area of the Museum Theatre. Be aware, there is a speed restriction of 10 mph on the School campus.

Communication with Parents

Brief messages and reminders will, from time to time, be sent via Teachers2Parents text messaging service. It is vital that parents keep Mrs Morris notified of one main mobile phone number to which messages can be sent and advise of any number changes immediately.

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 with the class teacher. More serious matters should be addressed to the Headmistress.

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

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

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

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.

Contacting Junior, Infant and Nursery School

The main point of contact for parents and guardians is the Junior Reception where the secretary, Mrs Morris, will pass on messages and make appointments. Regular contact with the class teacher on an informal basis is encouraged through letters or notes in the Juniors diary. When raising general matters during the day, parents should be aware of the main break (11.00am – 11.25am) and lunchtimes (12.30pm – 1.40pm), will make contact with the teacher more likely.

Any particular issues or concerns can be discussed with Mrs Lee either by arranging an appointment or telephone via Mrs Morris.

Council

The Council is the name Rossall gives to its governing body. The School Council is the ultimate controlling body for Rossall and has legal responsibility for the following areas:

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

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 or Rossall sports as appropriate, is to be worn throughout the school day, dependant upon which activity you have been involved in. Full Clothing Lists are available from the Registrar, RosShop and our website

Financial Matters

- i. 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.
- ii 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.
- iii. 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 (e.g. 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. The 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 visit the School Medical. Pupils are expected to observe the lesson, 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 however they are compulsory for Rugby and Hockey. Opro, the specialist sports dentist, visits in early September in preparation for the winter games programme. 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.

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 sends 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 and has a temperature. 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 Junior School Reception 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.

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 for registered patients. 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.

i. 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 Mr. Rund, the Learning Support teacher. 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.

ii. 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.

iii. 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.

iv. Medical Centre Routine

Opening Times	Monday to Friday:	8:15am to 5:15pm
	Saturday:	3 hours, times change in accordance with sports fixtures. Houses are notified each week.
Surgery Times	Monday to Friday:	8:30am to 9:00am for those

08:15am to 5:15pm requiring a Doctor
for those requiring routine
attention

- v. Other Times (including Sunday)
Pupils requiring medical attention should see their Houseparent's 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

There are considerable problems associated with mobile phones in schools; consequently as a general rule mobile phones are not permitted to be brought into school by Junior pupils. If a pupil needs to contact parents, the school phone will be made available to them under the supervision of Mrs Morris.

In very exceptional circumstances, with prior written permission having been sought and granted by Mrs Lee, a child will be allowed to have a mobile phone at school for a limited period. On arrival at school the mobile phone must be handed into Mrs Morris for safe keeping. It will be returned at the end of the day or as required. 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.

As a general rule 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 allows pupils to have mobile phones as they facilitate easy communication with parents.

Newsletter

The "Rossall Reporter" is circulated each Friday during term time to those who are in school and Nursery parents whose children are on part-time arrangements will receive theirs at the earliest opportunity later in the week. The newsletter is also available on the school website www.rossall.co.uk.

Information is published relating to news about pupil successes, activities, sports results, amended or additional calendar dates and generally creates an opportunity for informal contact between the School and overseas parents.

Parents' Evenings

There are three parents' meetings each year for all year groups scheduled prior to half term.

These are primarily to discuss academic and pastoral matters between teacher and parent. Parents are welcome to bring their child to these occasions. Parents' Evenings are normally held in the Sumner library for Juniors' and the Infant Hall for Infants and Nursery from 4.00pm.

Schedule for 2011 -12

Michaelmas	Junior Infants	Thursday 6 th October Thursday 13 th October
Lent	Junior Infant	Thursday 2 nd February Thursday 9 th February
Summer	Junior Infant	Thursday 17 th May Thursday 24 th May

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. 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.

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.

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

The Chair of Council
Rossall School
Fleetwood
FY7 8JW

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

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.

i. 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.

ii. 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.

iii. 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.

iv. Roles and Responsibilities

The Designated Senior Person with responsibility for Child Protection (The Child Protection Officer) is the Head of the Junior School, Mrs Katie M Lee (KML), and she 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
07908 503828

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.

12. School Policies

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

- 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
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