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# Rossall School : Parents' Handbook

## 1. Headmaster's Foreword

The purpose of this Parents' Handbook is to give access to all the relevant information about Rossall and how it functions.

For ease of use the entries in the Handbook are in alphabetical order: a quick glance at the Contents Page should help swift navigation through to the section you might need.

This handbook is updated on an annual basis. There are, in the new 2008 edition, the obvious alterations to dates and staff lists, and I would like to draw your attention to significant amendments to the sections on Bullying, Fire Practices, Parking, Shape of the Day, and Rewards and Punishments.

It will not surprise you to know that this is not an exhaustive list of all the policies, rules and regulations that help the smooth running of a school such as ours. If you need any further information or clarification please do not hesitate to contact me directly.

The Handbook is intended as an outward and visible sign of the partnership between pupil, parent and the school that is essential if we are to succeed in the vital process of educating for the future.

Tim Wilbur  
Headmaster

## 2. Aims

The aims of Rossall School are communicated through its Vision Statement and key values.

### Vision statement

Rossall promises an innovative and challenging environment in which the pursuit of excellence is balanced by Christian kindness to produce a well-rounded individual fit to take his or her place in the world of tomorrow.

### Rossall School key values

Rossall provides a 'Distinctive Educational Opportunity' with the following key values:

- The pursuit of excellence
- The importance of innovation
- An education based on challenge
- The dualism of formal academic education and personal education in the widest sense
- A belief in Christian kindness

A new Rossall requires a new vision to stimulate stakeholder [a person with an interest in Rossall] belief. It must be a shared vision that appeals to the global educational community. It cannot be viewed as sectarian or narrow and must provide direction for the future. Rossall is above all a community. It is also a way of life that encapsulates the learning ethos from earliest childhood and into perpetuity.

### Pursuit of Excellence

Rossall believes all children can excel in something and fosters this belief among its pupils and staff. We will constantly strive for continuous improvement in examination results and add value through extra-curricular activities.

### **The Importance of Innovation**

Rossall promotes discovery in both academic and personal terms. We regard personal discovery and free thought highly. Rossall seeks to be at the forefront of educational innovation.

### **Challenge**

Rossall holds fast to the concept of encouraging robust individualism; it promotes self-reliance but not self-interest. It provides a grounding for the challenges of adult life.

### **Academic education and personal education**

Rossall provides for the pursuit of academic excellence without compromising the importance of life skills and recognises that a school should promote both education and self-fulfilment.

### **Christian Kindness**

Rossall was founded as a Christian community and recognises the virtues of toleration, human friendship and charity that go beyond disability, gender, religion and race. Rossall fosters the vision of a community where each may care for all and all may care for each.

### **The Mission for the School**

Rossall's contribution to the world will not be unique as an educational experience but it is intended that it will have a deep impression on all those who attend the School; it will be unique in their eyes. From its inception as the leading Church of England School in the North, Rossall has always had a mission. Today this mission involves the following considerations:

<b>Stakeholder</b>	<b>Contribution</b>
All Pupils	High quality education and activities in a safe environment
All Pupils	Superior pastoral care and self-discovery in a traditional environment that promotes self-development
Indigenous and overseas boarders	Education, activities and superior pastoral care in a traditional environment that promotes self-development with opportunities for cultural exchange
Teaching Staff	Challenging teaching based on differentiation within the classroom and a global ethic within the community
Staff	Support and friendship towards the educational provision and dignity within the wider community
Parents	Satisfaction, participation and security in the knowledge that Rossall is providing an excellent grounding for their offspring
Old Rossallians	Support and friendship from school-days onwards in an institution that changes with the times but remains constant in its values
Local Suppliers Local Neighbours	Loyal and trustworthy liaison Confirmed friendships based on tolerance and help
Financial Support	Financial institutions and businesses can rely on Rossall's fidelity and purpose
Charity	As a charity Rossall provides opportunity and support for those in need and attempts to place itself as a servant to the community

### 3. Absences

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the pupil's Houseparent between 7.30 and 8.15 am and to give the likely duration of the absence, [See section 'Phones' for relevant numbers]. If this is not possible, please ring School Reception on 01253 774201 as soon as possible after 8.30 am.

Any request for a planned absence from school should be made in writing beforehand to the Houseparent, who may refer the matter to the First 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 may well send work through to pupils at home.

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 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.

### 4. Assembly/Chapel

On three mornings a week, after Registration in Houses, the school gathers at 8.40 am for Assembly, Chapel or Congregational singing practice. In the Academic year 2008 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 10.50 am
Sunday	Informal Services are held each week by the Chaplain, the details of which are given to Houses on a weekly basis. On occasions throughout the year a family service is held: Harvest, Carols and Mothering Sunday being examples.

### 5. Behaviour

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 the School. All pupils are issued with copies of the School Rules, both in their Calendar or in their Pupils' Handbook.

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.
- All pupils are expected to know and display basic 'good manners', particularly in the presence of adults and in the classroom situation. They will address staff as 'Sir' or 'Miss' and stand up when Common Room or visitors enter the room. Staff will make clear their expectations in this respect.
- 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. School uniform should be worn in an exemplary fashion at all times, ie on the school campus, visiting other schools and when travelling to and from school.

Pupils needing to miss lessons or other school commitments require the permission of the First Deputy Head supported by a letter from parents. They must also explain the circumstances to the appropriate teachers and Houseparent in advance.

Pupils need to be aware of and adhere to the timings of their commitments. Punctuality is required as a matter of courtesy.

[See also Rewards and Punishments]

## **6. Boarding**

Boarding is a key element in the life of Rossall. Obviously, the School was founded as a boys' boarding school in the 19<sup>th</sup> Century and in spite of the welcomed changes and diversity of the present school community, 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.

### **Boarding Principles at Rossall**

- Rossall seeks to develop the whole person and communicate appropriate values.
- Rossall as an open and trusting school believes in mutual respect for all its members.
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing or any other form of bullying.
- Each boarder should be able to develop physically, spiritually, intellectually, morally and socially.
- Each boarder has the right to extend his or her intellectual growth in an environment of positive encouragement, and in conditions that are conducive to learning.
- There is equal opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.

Each boarder and each member of staff of the Rossall community is to be treated as an individual and with respect by other pupils and adults.

- Although living together, Common Room, staff and boarders acknowledge the right of each other to privacy.
- Despite the distance separating boarders from their families, links with parents are seen as an invaluable part of the support and development of each boarder.

## **7. Bullying**

At Rossall we are committed to providing a caring, friendly and safe environment for all of our pupils and staff. We believe that everybody has the right to go about their daily business in the safe knowledge that they will not be interfered with by anybody else. The School has an anti-bullying policy and through Mrs Lee, the Senior Teacher: Pastoral, has access to wider inter-agency information. Common Room has access to courses and information and will do all they can to safeguard the happiness and security of the pupils. The School will respond to all information received, within the bounds of confidentiality where appropriate.

## **8. Calendar [or Diary] and Pupils' Handbook**

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 [teaching staff], Useful Telephone Numbers, Term Dates, a Timetable blank and a map of the Site.

It is suggested every pupil carries his or her own Calendar at all times.

Weekly Bulletins/Newsletters are also issued to day pupils on Fridays. These carry information of recent pupil successes and forthcoming events and your son or daughter should hand them to you on returning home. Additions or minor changes to the Calendar are also notified in this way.

## **9. Careers and work experience**

The Careers Department aims to provide sufficient resources to enable pupils and parents to research into and make informed decisions about any pupil's future career requirements. The Careers Room has open access within the Library. Mrs Gill Parsons, the mistress in charge of Careers, is present at Parents' Meetings of pupils in Years 9 - 12, and the ISCO Regional Director is present at meetings for Year 10 and above. There is the opportunity for pupils to attend various Careers Conventions during the year and guest speakers from a number of professional and vocational backgrounds visit the School. Please see the Calendar for details.

Careers information is first given to pupils in Year 9 prior to their chosen subjects for GCSE. Pupils are then encouraged to research possible options during the next two years. Specific software applications are constantly updated and open to use.

In Year 11 there is an opportunity to join the Independent Schools Careers Organisation's Guidance Scheme. This allows pupils to take the Morrisby Test that assesses their aptitude for possible career paths, receive the 'Careerscope' magazine for four years and have direct access to the resources of ISCO until the age of 23. The Department will also offer advice on 'Work Experience' at this stage which pupils are encouraged to undertake during school holidays.

The Careers Dept is happy to talk to any pupil at any stage during their time here about careers, and may refer them to other members of the wider school community for additional advice.

## **10. Cars and Bicycles**

Pupils may bring a car to school only with the permission of the First Deputy Head, the approval of their Houseparent, and the written parental permission on the relevant official forms. These forms can be obtained from the First 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 First Deputy Head and must carry a permit on the windscreen. The First 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.

The use of bicycles by any pupil requires the completion by parents of the official bicycle 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.

## **11. Chapel and the Chaplain**

The School Chapel is dedicated to St John the Baptist and forms the spiritual head of Rossall.

- a) **Worship**  
 Compulsory Chapel takes place on Tuesday at 8.40 am and Friday at 10.50 am, with congregational hymn practice on Thursday at 8.40 am.  
 Some voluntary chapel services take place Monday to Friday at 12.30 pm with Holy Communion on Monday.  
 There are other services, including Evensong, at regular intervals in the Church year. Details of these can be found in the Calendar.  
 Chapel seeks through a Christian framework to promote the community, ethos and values of the School.
- b) **The Chapel as a place of reflection.**  
 The Chapel is open during the day for quiet reflection and prayer. For security reasons the Chapel is sometimes locked on key pad. The access code is available on house notice-boards  
 If you wish the Chaplain to include in his prayers and reflections issues that concern you, please contact him by way of the addresses below.
- c) **Other Faiths**  
 We encourage people of other faiths to worship with their local faith community if they wish and the Chaplain is happy to put pupils in contact with these. We encourage representatives of other faiths to come into school whenever possible. A prayer room is available in the Classics Block. This can be opened using a touch pad combination lock, the combination of which is the same as that of the Chapel, available on house notice-boards.
- d) **Pastoral Care**  
 Alongside Houseparents and Tutors, the Chaplain has a role in providing for the pastoral needs of pupils and, where appropriate, their families.  
 We encourage staff, current parents, former parents and all friends of the School to attend Chapel whenever they wish.
- e) **Contacting the Chaplain**  
 In person: around the School  
 House: 2 Sandy Lane Cottages, Broadway, Fleetwood, FY7 8SW (by the Astroturf)  
 Office: Through the marked door to the left of RosShop  
 Telephone: (h) 01253 777440  
 (m) 07960 791368  
 (o) 01253 774205  
 Email: chaplain@rossall-school.lancs.sch.uk

For the 'Chaplain's Forum' click on the desktop in the IT Suite.

There is a Chapel Committee that works on a voluntary basis to raise money to maintain and improve the fabric and facilities within the Chapel.

## 12. Child Protection Policy and Pupil Welfare

### Purpose of a Child Protection Policy

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 Senior designated person with responsibility for child protection (The Child Protection Officer) is Mrs Katie Lee, who shares information with the Headmaster, Mr Tim Wilbur. The Headmaster will in the absence of the Child Protection Officer 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.

## **13. Clothing**

Pupils at Rossall should be immaculate in their dress. This means full uniform or Rossall sports or CCF kit are to be worn throughout the school day, ie from breakfast until 5.30 pm, dependant upon which activity you have been involved in.

Full Clothing Lists are available from the Registrar and RosShop. There are 8 lists available in all, but only three relevant to the Middle and Senior Schools.

Boys or Girls

Middle School	Years 7 - 9	Day or Boarding
Senior School	Years 10 + 11	Day or Boarding
Sixth Form		Day or Boarding

## **14. Combined Cadet Force**

CCF Activity takes place on Friday afternoons at 3.45 pm. The cadets participate in Field Days. 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.

At school all three services are represented: Royal Navy, Army and Royal Air Force. After a spell of initial training, the cadets learn, enjoy and train in activities related to the service of their choice. These may include sailing, flying, gliding, shooting and exercises of various kinds on each Field Day.

The CCF is compulsory for pupils in Year 9 and who are expected to remain in the Corps for two years. Many continue into Year 11 and the Sixth Form and are trained to become NCOs. Otherwise a pupil may leave at the end of every completed year. In the examination years adequate leave is given for revision.

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.

## **15. Communications**

The first point of contact for a day pupil should be with his/her House Tutor or Houseparent. The Houseparent will send a letter to you within the first 10 days of each academic year. This will list phone numbers and contact times. It will also give details of similar arrangements made by each Houseparent.

The Houseparent of each boarder will make personal contact with you prior to the term in which your son/daughter joins the boarding community. They will also provide details of the House routine.

The School Receptionist will be 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 in breaks or after school.

The First 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 First Deputy Head's Offices 01253 774282.

More information on the School can be found on the website – [www.rossall.co.uk](http://www.rossall.co.uk)

[For further information see Complaints immediately below]

## **16. Complaints Procedure**

We welcome comments and suggestions from parents, and take seriously complaints and concerns may they arise.

**A complaint will be treated as an expression of genuine dissatisfaction that needs a response  
We wish to ensure that:**

- Parents wishing to complain know how to do so.
- We respond to complaints promptly and in a courteous and efficient way.
- Parents realise we listen and take complaints seriously.
- We take action where appropriate.

### **How to register a complaint**

Your first port of call for any academic matter should go to 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.

Should the Tutor or Houseparent fail to resolve the issue, you should try their immediate line-manager ie First Deputy Head in the Senior School, the Head of the ISC or the Head of Junior School.

Informal advice may be had from the Senior Teacher: Pastoral, Mrs Katie Lee, on 01253 774249. Mrs Lee is also designated Child Protection Officer. If you would prefer you may also contact the Senior Mistress, Mrs Jean Briggs on 01253 774281.

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

**“I don’t want to complain as such, but there is something bothering me.”**

The School is here for you and your child, and we want to hear your views and ideas. Contact a member of staff as described above.

**“I am not sure whether to complain or not.”**

If, as parents, you have concerns you are entitled to complain. If in doubt, you should contact the School as we are here to help.

**“What will happen next?”**

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, we will acknowledge your complaint as soon as possible and contact you formally within five working days, to respond to your concerns and explain how we plan to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response with your initial acknowledgement. If a detailed explanation of the issues is needed, a letter or report will be sent to you as quickly as possible. This will tell you the outcome of your complaint. It will explain the conclusion, the reasons for it and any action taken or proposed.

**“What happens about confidentiality?”**

Your complaint will be treated in a confidential manner and with respect. Knowledge of it will be limited to the person to whom you have complained and those directly involved. In the case of serious complaints made to or referred to the Headmaster, The Chair of Council may also need to be informed. It is the School’s policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the School aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child’s safety was at risk or it has become necessary to refer matters to the police. You would be fully informed in such circumstances.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints are sometimes not helpful and might not be pursued.

Any action that needed to be taken under staff disciplinary procedures as a result of complaints would be handled confidentially within the School.

**“What if I am not satisfied with the outcome?”**

We hope you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Headmaster will offer to refer the matter to the Chair of Council, Mr David Stockton. He will refer the matter to a Complaints Panel for consideration. This will consist of at least three persons not directly involved in matters detailed in the complaint. The panel will be appointed by the Chair of Council and will include a member independent of the management and running of the School. A hearing will be scheduled within 10 days.

If the panel deems it necessary, it may require further particulars of the complaint to be supplied in advance of the hearing. Copies of such particulars shall be supplied by all parties not later than four days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representatives will not normally be appropriate.

If possible the panel will resolve the complaint immediately. If further investigation is needed, the panel will respond within five days. The panel will write to the parents informing them of their decision and the reasons for it. The panel's findings and recommendations, if any, will be sent to the Headmaster and the Chair of Council.

Correspondence, statements and records will be kept confidential except in so far as is required of the School by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003: where disclosure is required in the course of school's inspection; or where any other legal obligation prevails.

**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.**

## **17. Computers**

Information and Communication Technology at school is very much part of every pupil's daily schedule. We currently have two teaching rooms and further workstations for private use in lesson time, located in the Genesis Cluster annexe. We also now have a wireless network and an increasing number of networked machines in teaching rooms, libraries, workrooms and in Houses. NB This is a secure private network, not an open access wireless hotspot.

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 Internet. All students may apply for their own e-mail account, which is operated using a robot scanning system to protect students from 'cyber stalkers'. There is an array of software and hardware devices in the system to prevent misuse.

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.

Pupils of different ages and levels have differentiated access to the Internet. Sixth form pupils enjoy the same access levels as members of Common Room and all pupils can use the network both for work and to communicate with family and friends. All activity on the network is monitored however, for the security of the pupils and of the network itself.

The IT Suite is staffed during prep time to allow for its fullest use.

## **18. 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.

## **19. The 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.

### **The Main Legislation and Guidance**

The main statutes that govern the School as a charity are:

- Charities Act 1992 (fund raising provisions)
- Charities Act 1992 (most aspects of Charity Law)
- Charities (Accounts & Reports) Regulations 1995 (implementing the SORP)
- Trust of Land & Appointment of Trustees Act 1996 (limited application to Charities)
- Trustee Delegation Bill (introduced into parliament in 1999)

The Corporation of Rossall School is accountable to the Charities Commission and the Crown for the effective performance of these duties.

## 20. 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. Rossall was congratulated on being one of the first schools to achieve blanket coverage of the new regulations.

## 21. Curriculum

Rossall provides a wide range of educational opportunities and this is reflected in the breadth and depth of the current curriculum.

For ease of understanding the academic curriculum is broken down into three broad areas

Key Stage 3	Years 7, 8 and 9
Key Stage 4	Years 10 and 11
16+ [A Level and IB]	Years 12 and 13

Full information on all these areas can be ascertained from the various curriculum booklets produced by the School for each area on an annual basis. These booklets can be obtained from the offices of the Deputy Head: Curriculum and Headmaster.

The curriculum is managed directly by the Deputy Head: Curriculum, Mr Christopher Egdell, and he can be contacted through a PA on 01253 774247.

The vehicle for the curriculum is the 25 one-hour lessons through the week.

## 22. Dangerous Substances

The School is a community of individuals and a generalised statement of 'policy' must bear this in mind. If a pupil gets into trouble over alcohol or drugs the circumstances surrounding the incident will be given full consideration. The School's policy centres on four considerations.

- To provide a disciplined community where parents can have full confidence that every effort will be made to protect their children from illegal substances and unsupervised access to alcohol
- To instil into pupils a sense of values
- To protect the health and welfare of the community
- To support the law of the land.

### 22.1 Drugs Policy

#### Purpose

The purpose of this policy is to prevent pupils using controlled drugs at any time. [This does not include medication notified to the School Doctor]. It reflects a clear recognition that drugs are widely available and used by some teenagers. This problem must be faced squarely both at school and at home.

While the implementation of the policy will be based upon the trust and understanding between pupils, staff and parents and is in the best interest of all pupils of the School, it is also meant to act as a positive and effective deterrent.

**Authority**

In his capacity as the person responsible for the education and discipline in the School, the owner of the policy is the Headmaster.

**Consultation**

The policy has been made after taking the options of Governors, parents and a committee of teachers and medical advisors set up especially for the purpose.

**Effective Date**

This policy is effective from 1<sup>st</sup> September 1997.

**Statement of Policy**

It is the policy of Rossall School that it shall actively discourage the use of controlled drugs and shall treat cases of use by pupils and staff as serious misconduct.

The policy will be implemented as follows:-

**Prevention through Education**

Priority will be given to a continuing programme of education at all levels of the school.

Help will be provided for anyone genuinely seeking it within the School's programme. Anyone with a drug-related problem will receive help but will be expected to go onto a programme of continuing testing.

To enable sensible discussions and decisions to be made, pupils, parents, and staff will be regularly updated on drug misuse.

**Suspicion of Misuse**

If a member of staff has reason to suspect a pupil is misusing drugs, he/she must report the situation through the pupil's Houseparent to the Headmaster or First Deputy Head, who will decide if further investigation or a drug test is warranted.

All staff shall be alert to signs of drug misuse, taking into account warning signs as set out in the booklet, "Drug Prevention in Schools [April 1995 – Annex 5 Drug or Solvent Misuse: recognising the signs.]"

Suspicion of misuse may arise from behavioural signs giving rise to a deterioration in a pupil's welfare and/or performance, for example but not limited to:-

- A decline in performance in school work
- Marked swings in mood
- Excessive tiredness
- Sores or rashes especially about the mouth and nose
- A lack of interest in physical appearance and an unwillingness to participate in school activities

Other signs or evidence, such as discovery of certain equipment, behaviour on particular occasions, or other information that has been gathered, should also be considered.

**Investigation into possible Misuse**

Once it is confirmed that there are reasonable grounds to suspect a pupil has been using controlled drugs the Headmaster or First Deputy Head shall be accountable for any further investigation and may decide that the pupil shall take a urine test.

Responsibility for all investigations rests with the Headmaster or First Deputy Head, who will make every effort to ensure that the tests are conducted fairly and with as much openness towards the affected pupil as circumstances may reasonably allow.

Urine sampling and testing will be carried out in accordance with strict procedure, details of which are available from the School. The procedure may change as dictated by experience or scientific advance.

Dual samples will be collected in the School Medical Centre under circumstances of the strictest hygiene and care whilst still maintaining the privacy and dignity of the pupil. An independent laboratory will test one sample and maintain the second sample for six months. This sample will be available, on request, for re-testing by another laboratory, if required, by parents.

Complete chain of custody records for the samples will be kept. It is intended that procedures be fully in accordance with the standards to satisfy any legal challenge.

#### **Authority to perform testing**

It is a condition of acceptance into the School that a signed consent form is returned.

#### **Discipline following Misuse**

If the only firm evidence that the pupil has been taking controlled drugs is a positive urine test, the pupil will be allowed to remain at School (possibly after a period of suspension) and will be given further guidance and support. The pupil will also be under an obligation to submit to further testing during his or her remaining time at school. Any further positive test will lead to exclusion.

Any pupil caught in possession of or using controlled drugs, or being in possession of them with intent to supply, will invariably be permanently excluded.

#### **Confidentiality**

The records of testing will not be used for any other purpose and they will be destroyed when the pupil concerned leaves school.

## **22.2 Alcohol Policy**

#### **Aims and Objectives**

- To encourage a sensible and mature approach to the moderate use of alcohol.
- The School's position has to be based on a common-sense approach and it is hoped there will be whole-hearted parental support.

#### **Regulation**

Within the School the following will apply:-

Pupils in Years 7 – 11 are forbidden to purchase, possess and consume alcohol.

Pupils in Years 12 – 13 are bound by the rule above unless in the Senior Club. Specific permission has to be sought from Houseparents to visit attractions outside of school.

All members of Years 12 – 13 are to be held answerable for their behaviour after having consumed alcohol. Day pupils must not drive to or from Senior Club having consumed alcohol. Boarding pupils must not indulge in any loutish behaviour on return to the House.

#### **Sanctions**

From the start of this year, the response to illicit drinking by members of Year 11 or below should be at Level 3 - that is a referral to the First Deputy Head, a letter home and a Saturday night detention. Dependent on the circumstances the additional penalty of gating might be imposed.

Members of the Sixth Form have automatic membership of the Senior Club where they can, if they wish, buy alcoholic drinks. If they are found to have been involved in illicit drinking, either on or off the School site, they will also be subject to a Level 3 response (a letter home, a Saturday night detention, and a Senior Club ban).

Should a member of the School become abusive or aggressive as a consequence of drinking alcohol he/she will be suspended.

Bad behaviour in the Senior Club, most likely to have been caused by over imbibing, will result in a ban from the Senior Club combined with a Saturday night gating and may, dependent upon the circumstances, occasion a significantly stronger response by the Houseparent in consultation with the First Deputy Head.

Any students (Main School or Lugard) who are aged 17 or over will be eligible to membership of the Senior Club and therefore access to it on Saturday night.

**Alcohol Policy for School events where pupils are present:**

Currently the School has a policy of allowing members of the Sixth Form to consume alcohol under supervised conditions in the Senior Club.

The School believes that sensible use of alcohol does not constitute a threat to its ethos. In fact, as in all things, it is only through education that reasoned decisions should be made.

The policy therefore towards School events will remain, for the time being, in line with this.

The organiser of an event must follow these guidelines:-

1. No pupils below Sixth Form level may consume alcohol.
2. A function that involves the selling of alcohol will have the bar staffed by a member of catering staff. The cost of the event must cover this. They will be given a list of attendees, which clearly marks those entitled to purchase alcohol.
3. Wherever possible a member of Common Room will be placed on each table at the event. This should not inhibit their enjoyment of the event.
4. Advertisements for a function should clearly state that pupils under Sixth Form level may not consume alcohol and that parents are forbidden to buy alcoholic drinks for students not in the Sixth Form.
5. If any pupil attends a function he or she is expected to arrive in a sober state. They can expect to be refused entry and face disciplinary consequences if they appear otherwise.
6. A pupil who is inebriated will be asked to leave the event and clearly must bear the consequences of the School Rules relating to alcohol abuse.
7. The organisers are expected to inform parents or House staff immediately if guideline 5 or 6 is breached. If it is safe to do so, any pupil must wait to be picked up by their parent and, likewise, the parents of a boarding pupil informed immediately.

(School events refers to House Dinners, Sports Dinners, Christmas Parties and any other time when Rossall pupils are likely to be 'on show')

## **22.3 Tobacco Abuse**

**Parents should be aware that Rossall does not allow smoking**

**Rationale**

- Smoking is the single most preventable cause of premature death and ill-health in our society.
- Passive smoking is also considerably dangerous.
- Smoking is a major Health and Safety issue in a residential community.
- As educators it is the School's duty to continue to remind those in its care of the dangers involved.

Very considerable progress has been made in the past three years in reducing the number of smokers at the school by enforcing the rules, much to the credit of Common Room and to the benefit of pupils and the community.

**Sanctions**

The School will do everything it reasonably can to deter smoking. Pupils caught smoking in buildings will be suspended from school as this constitutes a direct threat to the health and safety of other individuals. Members of Common Room on duty will be assiduous in their actions on suspected smoking and all incidents will be reported to the First Deputy Head for further action.

Pupils caught smoking will be subject to litter picking, writing out anti-smoking materials which are kept on file, and for second and subsequent offences letters will be sent home.

## **23. Drama**

A number of drama productions occur each year. 'Arts Week' has been highly successful in recent years and occurs in the Spring Term. [See also - extra Curricular Activities and Music]

## **24. English as a Second Language (ESL)**

Rossall provides English language support to those for whom English is not their mother tongue. Lessons are provided either within the Main School or with the help of staff from the International Study Centre. It is the School's aim to promote fluency in English through all aspects of school life. Foreign students do have the opportunity and responsibility to ask for and attain help to give them as full access to the curriculum as possible. Mrs Sylvia Roberts is the ESL Co-ordinator.

[See Learning Support]

## **25. Entrance Policy**

We seek to ensure all those children admitted to Rossall School are able both to benefit from the rounded education provided and to be happy with the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on the grounds of gender, race or religion.

- All pupils at Rossall School are expected to co-operate with the teaching and support staff to promote the greater good. We also wish to establish a full partnership with parents in order to promote the interests of the pupil body. This partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any Learning Support requirements or medical circumstances known to parents at the point of entry, and thereafter.
- We cannot offer places at Rossall School to those whom we cannot safeguard or uphold within our own pastoral and learning support systems.
- Where appropriate we administer our own entrance tests that are designed specifically for the age group in question. Where the age group is not appropriate for such testing, parental disclosure of any relevant previous educational report will be sought: this should include formal proof of prior testing and examination grades. We reserve the right to make direct contact with any other previous school or educational establishment. Progression from one part of the school to another is expected but cannot be guaranteed: there are occasions when such progression is not in the interests of the child or of a wider community. In such circumstances we would inform parents of relevant circumstances well in advance and offer guidance as to future options for schooling.

All those joining the School must agree to abide by the Standard Terms and Conditions of Rossall School and to promote adherence to relevant school rules and policies.

## **26. Equal Opportunities**

Rossall intends that all present and prospective pupils and staff shall enjoy equality of opportunity and shall not be disadvantaged by any condition or requirement that cannot be shown to be justifiable.

Pupils, staff, parents, governors and all external agencies who support the work of the School are aware of the aims of the School and its expectations of behaviour that reflect the commitment to a policy of equal opportunity.

All information and publicity that is disseminated will reflect the policy of equal opportunity.

All aspects of the curriculum will reflect the School's commitment to equal opportunity and will respect the dignity and value of all individuals.

Grouping of pupils will not be affected by conscious or unconscious stereotyping.

The School's Code of Conduct will strongly reflect the commitment to combating prejudice.

## **27. Extra-curricula Activities**

Mrs Katie 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 extra-curricular activities are best considered in five categories.

### **27.1 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.

### **27.2 Artistic and Cultural (See also Drama and Music)**

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 this year it begins Friday 7<sup>th</sup> March and runs until Saturday 15<sup>th</sup> March.

### **27.3 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.

### **27.4 Creativity/Action/Service**

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. Rev Stephen Cooper supervises.

### **27.5 CCF and Duke of Edinburgh**

The Cadet Force has been explained in a previous section. However, combined with DofE it provides for adventurous activities.

The Duke of Edinburgh Scheme Bronze Award is co-ordinated by Mr Ken Sullivan. As last year, 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 Anthony Fairhurst who co-ordinates these levels of the award as early in the year as possible.

## **28. 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 nature and extent of the Rossall Campus means there have to be two different fire drill procedures.

During lesson time, on hearing the fire bell pupils will evacuate the building in which the alarm has sounded only. Those teaching them and the staff in charge of the area involved will supervise pupils in their exit from the buildings. A Register will be taken relevant to the building(s) involved at the designated fire evacuation point.

At all other times; pre-school, break, lunchtime, after school and, for boarders in the evenings, on hearing a fire bell, all pupils will gather in their designated House assembly areas. Any fire bell will normally be accompanied by the sounding of the big claxon alarm to notify the 'whole school' nature of the emergency. If the claxon sounds, without fire bells, all pupils will respond by registering in the designated areas as this represents a general emergency. Staff will register pupils immediately.

In both cases pupils may not return to any buildings unless given permission by the senior manager in charge of the incident.

The School carries out regular fire procedures and evacuations.

[See Health and Safety]

## **29. 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.

### **Registration Fee**

A registration fee of £30 for residents of the United Kingdom (UK) and £120 for those outside the UK is payable when a pupil's name is first recorded as a prospective entrant. This fee is non-returnable.

### **Acceptance Deposit**

An acceptance deposit is required when an offer of a definite place is accepted. This deposit is £250 for a pupil whose parents are resident in the UK and £1000 for those outside the UK. This deposit is non-refundable but will be credited against the pupil's final account, according to the Terms and Conditions set out on the reverse of the Registration and Acceptance Forms.

### **Fee Reduction for Siblings**

A reduction of 10% of basic fee will be offered for the second or subsequent child when two or more children are in attendance at the same time, provided no greater bursary or scholarship has been awarded.

### **Purpose of Fees**

The basic fee covers all normal tuition and practical work. It does not cover private tuition, learning support lessons, books, stationery and some materials cost in Art, ICT or other designated subjects. Parents are also charged a proportion of transport costs when pupils attend events away from Rossall. Day pupils may choose to have 'extended day' status and remain on campus for tea and prep. This incurs a small extra cost but allows access to the Library and ICT facility or supervised prep.

## **Meals**

Lunches are charged separately for day pupils.

## **Payment of Account**

Invoices are sent to parents at the end of each term. These accounts cover fees for next term and disbursements for the term just completed. Payment is required by the contract parents have entered with the School by the first day of term. Interest will be charged at 2% per day on outstanding accounts and the Headmaster reserves the right to exclude pupils if an account is not covered. Liability to pay fees is the joint and several liability of each person who has signed or is named on the acceptance form. The School reserves the right to exercise a lien over any property of the pupil on school premises when there is an unpaid fee.

## **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. Scholarships will be subject to review at the end of each Key Stage and Bursaries will be assessed on an annual basis.

## **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.

## **Acceptance Contract**

Acceptance at Rossall is subject to standard terms and conditions of Rossall School registration and acceptance forms. These terms include such matters as cancelling or acceptance, withdrawal of the pupil, discontinuance of an extra, changes in status, and recovery of unpaid fees, insurance, entrance for examinations, court orders affecting pupils, special learning difficulties and absence of parents from the UK.

[See Entrance Policy]

## **Fee Planning**

Parents interested in fee paying or the Schools 'fees in advance scheme' may obtain relevant information from the School Accountant, Mr David Swaine.

## **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.

## **30. Games**

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.

All pupils in Years 7-11 have a period of games or PE 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.

All boys play rugby and cricket and have options of hockey, tennis, athletics, RosHockey, fives and golf.

All girls play hockey, tennis and athletics and have options of netball, rounders, RosHockey, fives and golf.

The school possesses a 25 metre indoor swimming pool.

School Matches are primarily on Saturday afternoons. 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.

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.

[See PE Lessons and House Matches]

## **31. Health and Safety Policy**

### **31.1 Aims and Objectives**

Statement of safety under the “Health and Safety at Work Act 1974” – The Corporation of Rossall School recognises and accepts responsibility as an employer to provide, as far as reasonably possible, safe and healthy work places and working environment for all its employees. The Corporation will take all such steps as are reasonably practicable to meet this responsibility.

The Headmaster and those designated with specific tasks have responsibility for all aspects of the School’s Health and Safety provision. Day-to-day health and safety matters are the responsibility of the Heads of Department, both teaching and non-teaching.

Under the Headmaster, the Head of each teaching department is responsible for ensuring that the particular subject is taught, using materials and equipment in a manner whereby all reasonable safety precautions are observed by pupils and staff, and that appropriate notices are displayed adjacent to specific hazards.

Under the Headmaster, the teacher in charge of each game or any other activity is responsible for ensuring that pupils taking part in any activity are properly briefed and all risks are assessed before taking part. Thereafter a reasonable level of supervision is to be maintained by adequately qualified people and that the appropriate safety equipment is to be maintained and used. The School Doctor and Nurse/s in the Medical Centre are responsible to the Headmaster for health and safety within the Medical Centre.

Senior Managers within the Commercial Department are delegated by the Headmaster to be responsible for ensuring that safe working practices are followed, that all equipment is fitted with adequate guards and that personal safety and protective equipment is used where necessary.

### **31.2 Accidents**

All causes of accidents and the degree of hurt or injury will be recorded. The following action is required in the School:-

#### **Accidents to Pupils**

In the event of a serious injury to a pupil, to the extent that permanent damage may result, the full details are to be reported to the Headmaster or First Deputy Head by the person in charge of the activity at the earliest possible moment, and recorded in writing whilst the occurrence is fresh in the witnesses’ minds, in a book kept by the Medical Centre. The Medical Centre will also keep details of minor injuries treated at the Medical Centre.

#### **Accidents to Employees**

The Facilities Manager will keep records of injuries to members of the teaching and non-teaching staff. The Facilities Manager will keep duplicate copies of all accidents.

Should it ever be necessary to correct a person a second time for following a course of action that he or she has been warned against, such second (and any subsequent) correction is to be logged in the appropriate accident book.

All entries in the accident book are to be initialled by the person making the entry and the injured/warned party.

Where the accident is deemed to have been caused by defective equipment or structure, the details are to be reported to the Facilities Manager. The corrective action should also be noted in the relevant accident book. If possible, photographic records of the incident should be kept.

Certain accidents/injuries may require the matter to be reported to the Health and Safety Executive or the local authority. The Headmaster will advise on the necessary course of action in any given situation.

## **32. Holidays – Term Dates**

Parents are asked to arrange their 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 for this year are:

### **Lent Term 2008**

Lessons commence on Monday 7<sup>th</sup> January until 12.30 pm on Thursday 20<sup>th</sup> March. Half-term is from 12.30 pm on Friday 8<sup>th</sup> February until Sunday 17<sup>th</sup> February for boarders, and 8.30 am on Monday 18<sup>th</sup> February for day pupils.

### **Summer Term 2008**

Lessons commence on Wednesday 9<sup>th</sup> April until 12.30 pm on Friday 4<sup>th</sup> July. Half-term is from 12.30 pm on Friday 23<sup>rd</sup> May for all students with the exception of all Year 13 graduates and prize-winners, whose names will be announced earlier in the term. Their leaving date will be immediately after Prize Day & Graduation on Saturday 24<sup>th</sup> May. Boarders return on Sunday 1<sup>st</sup> June and day pupils at 8.30 am on Monday 2<sup>nd</sup> June.

### **Michaelmas Term 2008**

Lessons commence on Thursday 4<sup>th</sup> September until 12.30 pm on Friday 12<sup>th</sup> December. Half-term is from 12.30 pm on Friday 17<sup>th</sup> October until Sunday 26<sup>th</sup> October for boarders, and 8.30 am on Monday 27<sup>th</sup> October for day pupils.

**N.B All boarders are given a two-day travel window at the beginning and end of terms. It is in their interests to miss as little lesson time as possible. Boarders should not return to school later than 10 pm in the evening. Parents and Guardians should facilitate correct attendance.**

The Summer mailing contains prospective term dates for the subsequent 18 months.

## **33. Homework/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 and pupils will be made aware of this immediately.
- 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 – please do so. 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.

### **34. House Matches**

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.

## **35. Information and Communication Technology Information**

### **Code of Conduct**

The introduction of Information & Communication Technology (ICT) into education has brought many exciting new opportunities but has also caused problems of misuse by a small minority of individuals. The use of ICT is now very much integral to the work of the School, particularly so in individual research, coursework and increasingly in teaching. Pupils must, however, regard access to our ICT facilities as a privilege, not a right. It is all too easy for pupils to abuse the trust that is involved in allowing relatively free access. It would be very easy to limit the use of these facilities, but this would inevitably harm the majority of pupils in the school who are able to work in a mature and sensible way.

The School uses filtering software to limit pupils' access to unsuitable websites and services. We actively monitor pupils' use of our computers and constantly update the list of filtered sites. Pupils who seek to find ways around the filtering software or contravene the Computer Misuses Act [1990] will not be allowed to use the Network.

To encourage the responsible use of ICT, we have produced a code of conduct that is grounded in common sense and good manners. It is intended to protect the whole school community. The full code is

prominently displayed in all the computer rooms and is available to you on request. The following apply to all users of ICT facilities at Rossall:

Pupils must not access, or try to access, any computer system for which access authorisation has not been given. Trying to obtain information, such as other users' passwords, or accessing or modifying files belonging to other people who have not given access authorisation (hacking), or trying to introduce a virus onto the Network, is not allowed.

Pupils must not copy documentation, software and other media in contravention of the Copyright, Design and Patents Act 1989.

ICT resources of the School or owned by the pupil, must not be used to display, store or transmit data that may be considered to be offensive, defamatory or otherwise inappropriate.

Pupils are responsible for good behaviour on the Internet just as they are in all other aspects of life at school. Whilst access to the Internet is filtered, monitored and recorded, it remains the responsibility of the pupil not to seek out unacceptable sites or use e-mail inappropriately.

Pupils using any other ICT devices such as their own PCs, laptops or mobile phones, should abide by our code of conduct which applies at all times, in and out of school hours, whilst on the School campus or in contact with members of the School community.

In order to ensure that our pupils derive the maximum educational benefit, with the minimum of risk to all members of our community, we must reserve the right to monitor the pupils' use of our facilities in accordance with the Data Protection Act 1998. Pupils can opt out if they wish, but they will then not be entitled to use our Network.

Should any pupil or parent find our policies unacceptable, they should write to the School expressing their concerns, so that we might have the opportunity to reply. Any pupil suspected of misusing our ICT facilities will have access to the Network and/or certain 'access privileges' withdrawn while investigations are taking place. Pupils misusing their own electronic communication devices will not be allowed to bring them in to school. In both cases, failure to observe the full ICT Code of Conduct will lead to the application of the normal disciplinary sanctions of the School in addition to restrictions in a pupil's access to our ICT facilities. Each case is taken on its own merits.

### **E-mail**

Electronic mail (e-mail) is available for pupils to make contact with others who might help them with their work, and with family and friends.

Pupils are expected to be responsible when using e-mail. They must not use e-mail in any way that could be harmful or distressing to others.

- Pupils should not waste time sending e-mail to people to whom they can speak just as easily.
- When communicating with others using e-mail: pupils should always use appropriate language; they should not transmit personal details to anyone; never arrange to meet strangers; they should not respond to bad messages and if these occur report them to the Head of ICT immediately.

Members of staff will monitor pupils' use of the Internet. Pupils failing to follow this code will have their e-mail account removed. All e-mails, both incoming and outgoing, are routinely scanned by the system. Any e-mail that fails the scan is quarantined and inspected. Pupils who send inappropriate e-mails will be subject to disciplinary measures.

### **Internet Code**

Pupils should follow the points below when using the Internet –

The World Wide Web (www) is available to help them with their work.

Pupils are expected to be responsible when accessing information on the www. They must not attempt to access information that is racist, sexist, obscene or offensive to others.

Information on the www varies in quality. It can be very useful, but not all of it is reliable. Pupils should always identify the source of the information and check that it is relevant.

When pupils use information from the www in their own work they should not pretend it's their own but should write down the source (say where it came from) and the date on which it was seen; compare it with other available information, add their own ideas and views.

Members of staff will monitor pupils' use of the Internet. Students failing to follow this code will have their Internet access removed.

Staff will also respect the same code of conduct.

### **36. 'In loco parentis'**

This describes the responsibilities of a teacher towards a pupil. Whilst a child is in a teacher's care, some of the privileges of the natural parent are transferred to the teacher so that he or she may carry out his or her duties. The teacher must behave as would a 'responsible' parent.

### **37. Inspection and Regulation**

Rossall School is subject to statutory regulation primarily through the DfES but also other legislation.

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. The reports are available on the websites of both organisations ([www.csci.org.uk](http://www.csci.org.uk) and [www.isinspect.org.uk](http://www.isinspect.org.uk)). A précis of the ISI report is available on request from the School.

[See sections on Fire Practices, Health and Safety, and SENDA].

### **38. International Baccalaureate**

The International Baccalaureate (IB) course is a post-16 educational programme that provides an alternative to A-Level. It is a two-year course of study that meets the needs of well-motivated students, offering academic rigour, breadth and coherence. It involves the study of six subjects, three to Higher Level and three to Standard Level, and the completion of an Extended Essay. In addition is a commitment to an area of Creativity, Action and Service that means each student has to be active in each of these areas as well as studying the Theory of Knowledge. Rossall is one of the very few institutions offering IB in the North of England and has built up a very pleasing track record in the eight years since its inception.

IB is a highly effective and very successful preparation for university and subsequent employment. It is recognised as a world-wide qualification and therefore an opening to major universities abroad.

Dr Doris Dohmen is the IB Co-ordinator (telephone 01253 774261) and more details can be gained directly from her, from the Deputy Head: Curriculum, or from the Headmaster's Office.

[See Curriculum for the wider educational opportunities]

### **39. Late Arrivals**

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.

## **40. 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.

Mrs Ann Jurczak is the Head of the ILU and SENCO  
[See English as a Second Language]

## **41. The Sumner Library**

It is fitting that the Library stands at the heart of the School. It provides a very useful resource throughout the day and into prep time. The Library is well stocked with both texts and general reading books. Each Department has a modern well-stocked section to further material kept in the various classrooms.

### **The Librarian**

Miss Katie Griffin is in charge of the Library and she is always pleased to help pupils find the books they require, assist with their research and guide them through homework, projects and revision.

### **Borrowing**

All pupils have equal access to the Library. Pupils may borrow up to four books at any one time for a period of two weeks. Lost or damaged books have to be paid for.

### **Guidelines**

We aim to maintain the Library as a quiet working area for research, revision, private study and reading, and ask our pupils to respect this.

## **42. 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 Luard 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.

### **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.

### **Routine**

<b>Opening Times</b>	Monday to Friday:	8:30am to 5:30pm	
	Saturday:	2:00pm to 5:30pm	
<b>Surgery Times</b>	Monday to Friday:	8:30am to 9:15am	for those requiring a Doctor
		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.

## **43. 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's phone. [See 'Phones']

## **44. Mobile Phones**

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 teaching time and in all public places.

There are considerable problems associated with mobile phones in schools however, and very many schools do not allow them on the premises at all. With this in mind, the School reserves the right to confiscate phones for a period of three days if they are misused. There has also been a tendency from time to time for text messaging to be hurtful and crude; such misuse may well lead to a longer period of confiscation.

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.

Your child may 'phone or text you during the day in response to incidents which occur during the school day eg being told off by staff, or temporary difficulties with friends, and which may cause upset to them. Many incidents at school are best considered at the completion of the day, and for parents to contact the school in a panic in response to ill-considered messages from their children does not help solve problems. On the other hand, I do recommend to pupils that they talk to you about their school day when they get home. You can help to put things in perspective for them.

In light of experience, it is in our view not appropriate for mobile phones to be allowed during the day in Middle School. They may be brought to school in the morning, but must be left in the duty office, to be collected again only at the end of the day.

## 45. Music

Rossall prides itself on its strong musical tradition.

### Accommodation and Resources

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

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 who would be delighted to provide further information on music at Rossall.

## 46. Open Days

The days of a single school open day in October are gone, and we now offer an extensive range of access days, taster days and open days throughout the year to cater for the specific needs of different prospective parents. Further information can be found by contacting Miss Alex O'Toole, Marketing Director, on 01253 774229, and on the school website. [www.rossall.co.uk](http://www.rossall.co.uk)

## 47. Parental Involvement

The School welcomes parental involvement at all levels and specifically there is a parents' organisation involved with the Junior School.

The Chapel Committee supports and raises money specifically for the School Chapel.

## 48. Parents' Evenings

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. The School does expect the pupil to be present on these occasions. The Headmaster or Deputy Head: Curriculum may make a brief presentation on academic matters. Parents' Evenings are normally held in Big School at 6.00 pm.

Dates for 2008	Year 7	Michaelmas Term 2008 – to be announced
	Year 8	Michaelmas Term 2008 – to be announced
	Year 9	Thursday 31 <sup>st</sup> January
	Year 10	Summer Term 2008 – to be announced
	Year 11	Tuesday 22 <sup>nd</sup> January
	Year 12	Michaelmas Term 2008 - to be announced
	Year 13	Michaelmas Term 2008 – to be announced

These are formal occasions on which to discuss progress; if there is anything you wish to discuss outside this forum please do not hesitate to contact your son's/daughter's House Tutor.

[See the section on Communications].

## 49. 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. It is disappointing to note that a few parents continue to ignore these measures: this is really very frustrating. No traffic should routinely be progressing past the Infant and Nursery turning on South Drive and a barrier has been installed on the northern route towards the swimming pool, to prevent incursions to the rear of the School. Please respect these arrangements; it is not too much to expect pupils to walk from the front of the School even in inclement weather.

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

## 50. Pastoral Matters – 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 that has evolved since its creation as a boys' boarding school in the 19<sup>th</sup> 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 Senior Teacher: Pastoral oversees the system and together with the Headmaster holds regular meetings with the House staff to co-ordinate policy.

The Houses are as follows and every effort is maintained to create suitable pupil balance within them; this means a boarding house may well contain a few day pupils in certain year groups.

Anchor	Years 7, 8 & 9	Co-educational day and boarding (some Junior boarders)
Stag's head	Year 7, 8 & 9	House within Middle School
Dragon	Year 7, 8 & 9	House within Middle School
Falcon	Year 7, 8 & 9	House within Middle School
Mitre Fleur de Lys	Years 10-13	Boys day and boarding
Pelican	Years 10-13	Boys day and boarding
Dolphin	Years 10-13	Girls day
Maltese Cross	Years 10-13	Boys day and boarding
Spread Eagle	Years 10-13	Boys day and boarding
Rose	Years 10-13	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
Porritt Hall	Years 12-13	A small overspill of Sixth form Senior School girl boarders

On average the School consists of 40% boarders and 60% day pupils with an almost equal number of boys and girls in the Main School.

The day-to-day routine of the Houses is posted by the various Houseparents and will be explained to the pupils on arrival. Every effort is made to maintain all House routines as similar as possible.

Further information on all aspects of pastoral care can be gained by contact with the Senior Teacher: Pastoral, Mrs Katie Lee 01253 774249 or from Mrs Jean Briggs, the Senior Mistress 01253 774281.

Mrs Katie Lee is the Child Protection Officer under the terms of the Children Act.

*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.

[See Communications and 'phones]

## **51. Physical Education**

Physical Education (PE) is taught as a subject within the curriculum in Years 7 to 10. At GCSE, AS and A2, it is also an academic option. It is taught in class groups.

PE in the curriculum is designed to give all pupils, not just the physically gifted, a chance to improve their fitness and to learn new skills and games. It provides enjoyment and satisfaction through a variety of challenging situations whilst at the same time promoting vital interpersonal skills.

[See Games]

## **52. Prep Book**

All pupils in Years 7-11 (and many Sixth Formers) possess a Yellow Prep Book. This is the most vital tool the School possesses to monitor prep and give parents the necessary information to monitor their child's progress on a day-to-day basis. It is of convenient pocket size and should be carried by pupils at all times. Its primary use is for the recording of prep but it also contains pages to record credits for good work and behaviour.

It is also vital that parents have access to the prep book, not only to check on prep but also actually to ensure good communication with the teaching staff. You are asked to sign it each week. Please communicate with your son's/daughter's House Tutor if you are concerned about any aspect of prep.

The prep book is checked by the Houseparent or House Tutor.

### **53. Phones – Important Numbers [Selected e-mail addresses]**

Reception	01253 774201	Fax 01253 772052
Headmaster's Office	01253 774247	Fax 01253 774282
First Deputy Head's Office	01253 774238	
Deputy Head: Curriculum	01253 774247	
Senior Teacher: Pastoral	01253 774249	
Senior Mistress	01253 774281	
IB Co-ordinator	01253 774261	
Medical Centre	01253 774287	
Prep School	01253 774222	Fax 01253 774223
Middle School	01253 774240	
ISC Office	01253 774204	
Commercial Department	01253 774233	Fax 01253 873220
Careers	01253 779980	
Director of Music	01253 774217	
Examinations Office	01253 774258	
RosShop	01253 774252	

#### **Houseparents**

Year 7	01253 774255
Years 8 and 9	01253 774240
Anchor	01253 774212
Dolphin	01253 774292
Lugard Boys	01253 774216
Lugard Girls	01253 774206
Maltese Cross	01253 774210
Mitre Fleur de Lys	01253 774211
Pelican	01253 774213
Rose	01253 774214
Spread Eagle	01253 774215

#### **e-mail addresses**

Headmaster's Office	HeadsPA@rossallcorporation.co.uk
First Deputy Head's Office	DorothyC@rossallcorporation.co.uk
Deputy Head: Curriculum	DeputyHeadCurriculum@rossall-school.lancs.sch.uk
IB Co-ordinator	Ibatrossall@hotmail.com
Marketing	Marketing@rossallcorporation.co.uk

### **54. Prizes**

The School is proud to award prizes for academic, sporting and cultural achievement. This generally occurs on Prize Day in the Summer Term. The Middle School has a termly prize awarding assembly. In addition, prizes normally in the form of book tokens, are awarded on other occasions.

Because of the numbers involved, normally only prizewinners and Year 13 leavers are invited to attend Prize Day which is the day the School celebrates its achievements over the year.

### **55. Relationships**

Both parties share the responsibility in any relationship equally. There must be no overt display of affection between pupils. When the School is acting in loco parentis, any pupil engaging in sexual intercourse or found in a compromising situation must expect to be asked to leave the School. This may seem draconian in the modern world as many pupils are over the age of consent, but it is essential to prevent any pupils from ever feeling pressure of expectation.

## **56. Removal and Expulsion of a Pupil**

### **1. 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.

### **2. Expulsion**

A pupil may be expelled 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 expulsion (and all unpaid fees must be paid). Fees in lieu of notice will not be charged.

### **Expulsion Review Procedure**

In the event of the Headmaster expelling 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".

## 57. Reports and Grades

As in all schools careful monitoring of academic progress is essential. As a result of effort and attainment in class, prep work and internal examinations, all pupils are given grades during the course of each term. At the end of term there are reports. You will receive at least two full reports and one short report during the course of the school year. Pupils completing Year 11 and Year 13 will receive valedictory letters.

You will receive the following:-

<i>Year Group</i>	<i>During Michaelmas Term</i>	<i>End of Michaelmas Term</i>	<i>During Lent Term</i>	<i>End of Lent Term</i>	<i>During Summer Term</i>	<i>End of Summer Term</i>	<i>Valedictory Letter</i>
<i>7</i>	<i>Parents' evening</i>	<i>Full Report</i>				<i>Full Report</i>	
<i>8</i>	<i>Parents' evening</i>	<i>Full Report</i>				<i>Full Report</i>	
<i>9</i>		<i>Full Report</i>	<i>Parents' evening</i>			<i>Full Report</i>	
<i>10</i>		<i>Full Report</i>		<i>Subject reports for public exam groups only</i>	<i>Parents' evening</i>	<i>Full Report</i>	
<i>11</i>		<i>Full Report</i>	<i>Parents' evening</i>	<i>Full Report</i>			<i>LETTER</i>
<i>12AS</i>	<i>Parents' evening</i>	<i>Full Report</i>		<i>Full Report</i>			
<i>12IB</i>	<i>Parents' evening</i>	<i>Full Report</i>		<i>Full Report</i>		<i>Full Report</i>	
<i>13A2</i>	<i>Parents' evening</i>	<i>Full Report</i>		<i>Full Report</i>			<i>LETTER</i>
<i>13IB</i>	<i>Parents' evening</i>	<i>Full Report</i>		<i>Full Report</i>			<i>LETTER</i>

If you have any feedback on these grades or reports please contact your son's/daughter's House Tutor in the first instance.

## 58. Restraint Policy

There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children.

The 1996 Education Act defines:

“A member of the staff of a school may use, in relation to any pupil at the school, such force as is reasonably necessary in the circumstances for the purpose of preventing a pupil from doing (or continuing to do) any of the following, namely:-

- a) Committing any offence
- b) Causing personal injury to, or damage to the property of, any person (including the pupil himself/herself)
- c) Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the School or among any of the pupils, whether that behaviour occurs during a teaching session or otherwise”

Draft guidance on ‘reasonable force’ was issued in February 1998 and the above policy came into force in September 1998.

Rossall has adopted the guidelines emerging from this Act as laid down by ‘Lancashire County Council Social Services Directorate on Physical Intervention/Restraint of May 2001’.

Any use of physical intervention/restraint should be reported immediately to the Headmaster.

## **59. 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 First Deputy Head [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 operates daily sanctions against poor behaviour or failure to complete work. The First Deputy Head operates a daily reckoning called ‘The Bill’ in which miscreants are required to see him at 1.10 pm in the old PE classroom to account for their actions. This allows the First Deputy ample opportunity to talk to the pupils, sometimes resolving misunderstandings. It also gives pupils the chance to apologise or have their error explained to them. Complete records of these meetings and subsequent punishments are kept.

### Academic Offences

	<b>OFFENCE</b>	<b>SANCTION</b>	<b>AWARDED BY</b>	<b>COMMUNICATION + RECORDED BY</b>
<b>Level 1</b>	Work poorly done	Repeat work with new deadline	Classroom teacher	Debits recorded in Prep Book. Teacher refers in Triplicate on discretion (ie copies to Head of Middle School or First Deputy Head and Houseparent)
	Prep not done	Debit and new deadline		
	Inattention Distracting others	Debit		
<b>Level 2</b>	Failure to meet deadline for Level 1 sanctions	Detention	Classroom Teacher, acknowledged by Head of Dept	Teacher refers in Triplicate
	Repetition of Level 1 offence			
<b>Level 3</b>	Continued failure to meet deadlines, persistent misbehaviour or substandard work	Issue raised at weekly Dept meeting. Referral to First Deputy Head' s Bill Letter home, Detention and possible placement on Report or Academic monitoring	Head of Department	HOD sends Triplicate (ie copies to Head of Middle School or First Deputy Head and Houseparent) requesting action from Head of Middle School or First Deputy Head.
	Any offence outline in "Other Offences" eg. misbehaviour on departmental Field Trip, rudeness or violence in the classroom			

## Other Offences

	OFFENCE	SANCTION	AWARDED BY	COMMUNICATED + RECORDED BY
<b>Level 1</b>	Misbehaviour	Debit	Monitor can refer to teaching staff  Staff present	Debit in Prep Book
<b>Level 2</b>	Bad behaviour in Chapel, untidiness, rowdiness, horseplay  Repetition of Level 1 offences. Failure to fulfil Level 1 sanction	Referral to Houseparent or First Deputy Head's Bill for automatic Detention	Staff present	Triplicate on discretion  Triplicate sent (ie copies to Head of Middle School or First Deputy Head and Houseparent). An explanation of the detention may be sent to parents
<b>Level 3</b>	Persistent Level 1 or 2 offences Serious breaches of School discipline	The First Deputy Head's Bill	Houseparent or Staff	Triplicate sent (ie copies to Head of Middle School or First Deputy Head and Houseparent)

Boarding Houses will continue their own codes for out of school time. They can use the option of School Detention or the Bill with reference to the First Deputy Head.

Any members of staff will refer any serious breaches of school discipline, beyond those outlined above, to the First Deputy Head immediately. The First Deputy Head will then, sometimes in consultation with the Senior Teacher: Pastoral, speak with the relevant individuals and present those findings, in writing, to the Headmaster.

The Senior Teacher: Pastoral has the discretionary power to overturn any sanction in reference to information in his/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. **First Deputy Head'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. **Inverse Suspension.** The Headmaster may refuse to allow a pupil home for the first part of Half Term or the School holidays by invoking a reserve suspension, in which the pupil would be required to remain at school for a certain number of days to work under supervision.

- 3. Suspension.** The Headmaster, or the First Deputy Head 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 First Deputy Head 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 expulsion.

[See School Rules]

## **60. 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.

## **61. RosShop**

The RosShop provides uniforms 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.

Stationery is available at the RosShop during its opening hours.

Payment can be either by cash or on the pupil's account, which is presented each half-term.

## **62. School Management**

The Headmaster is the Chief Executive Officer. The School is operated on a day-to-day basis through a number of management teams.

The School Leadership Group is responsible for the strategic direction of the whole school; Junior, Senior and International Study Centre. The team consists of the Headmaster; Head of Juniors, Head of ISC; and from the Senior School, the First Deputy Head and Deputy Head; Curriculum, the Accounts Manager, Facilities Manager and Marketing Director. Meetings are weekly.

Each section of the School then has its own management team with the Headmaster being present at each. Meetings are weekly.

The Senior School Management Team consists of the Headmaster, First Deputy Head, Deputy Head: Curriculum, Senior Mistress, Head of Middle School, Senior Teacher: Pastoral and Marketing Director. Meetings are weekly. The Headmaster meets each member of the team individually each week but meetings with the First Deputy Head occur daily.

The Curriculum is managed by the Deputy Head: Curriculum, the Heads of Faculty and the Heads of Department. Meetings occur one week in three for both teams.

The Pastoral Welfare of the pupils is managed by the Senior Teacher: Pastoral and the Houseparents. Meetings are every three weeks.

### **63. School Rules**

In general, schools have too many rules and in an effort to reduce sanctions to a minimum 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.

However, in our litigious world the following rules have to be made explicit:

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 should 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 First 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.

Specific House Rules are published separately.

## 64. Senior Club

The Senior Club provides an important facility for members of the Sixth Form at Rossall as it allows them to establish their own social domain and activities within the School. The club opens at weekends.

Day pupils driving to and from Senior Club may not drink any alcohol.

A Committee of Sixth Formers runs all aspects of the Club under discreet staff guidance.

## 65. Shape of the Day

### General

There will be activities on Saturday mornings starting this year but they are not compulsory for day pupils. These activities will grow in the following year as the boarding population will benefit from both more recreational and academic opportunities. Day pupils will be welcome to attend.

### Monday to Thursday:

7.50 - 8.10am	Breakfast for boarders	
8.10 - 8.25 am	Surgery	
8.30 am	Registration	
8.40 - 8.55 am	Monday	Headmaster's Assembly
	Tuesday	Chapel
	Wednesday	Tutor Time
	Thursday	Congressional Practice
9.00 – 10.00 am	School 1	
10.05 – 11.05 am	School 2	
11.05 – 11.25 am	Break	
11.25 am – 12.25 pm	School 3	
(Sixth form 12.40pm)		
12.25 – 1.45 pm	Lunch / Activities	
	Mon, Tues, Fri	Squad Training
	Wed, Thurs	Choir
1.35 pm	Registration	
1.45 – 2.45 pm	School 4	
2.50 – 3.50 pm	School 5	
(Sixth form 4.05 pm)		
4.10 – 5.20 pm	Games or activities	
	Thursday	Choir
5.40 – 6.10 pm	Tea	
6.30 - 8.30 pm	Prep	
8.45 - 9.30 pm	House visiting	
9.30 pm	House roll	
9.30 - 10.30pm	House quiet	

**Friday: salient differences**

8.30 am	Registration
8.40 – 9.30 am	School 1
9.35 – 10.25 am	School 2
10.25 – 10.50 am	Break
10.50 – 11.35 am	Chapel
11.40 – 12.30 pm	School 3
(Sixth form 12.55pm)	
12.30 – 1.40 pm	Lunch
1.40 pm	Registration
1.45 – 2.35 pm	School 4
2.40 – 3.30 pm	School 5
(Sixth form 3.55pm)	
3.45 – 5.15 pm	CCF etc

**Saturday:  
ISC only**

8.30 am	Registration
8.40 – 9.40 am	School 1
9.45 – 10.45 am	School 2
10.45 – 11.00 am	Break
11.00 – 12.00 noon	School 3
12.05 pm	Lunch

**House Evening****Monday – Friday**

4.10 – 5.10 pm	Activities / Home (day pupils) / Free time / House quiet No boys in girls' Houses and vice versa until 5.30 pm Any boarders going off-site must have permission from Houseparent and sign out Prep in Anchor House, then free time
5.30 pm	School buses and home for most day pupils Boarders' Tea
6.20 pm	Rolls in Houses for all boarders and day pupils staying for prep/concerts ... Other day pupils home at 6.20 pm (Dolphin locked for night)
6.30 - 8.30 pm	Prep in Houses (boarders only) or Library/IT Room Prep to be done in silence, mobile phones off, no walking around, showers Prep break in Houses 7.20 – 7.30 pm Anchor prep finishes 8.00 pm followed by free time in House All day pupils leave site at 8.30 pm (except Upper Sixth girls Tuesday/Thursday who go to Rose)
8.30 – 9.30 pm	Free time / Visiting
9.30 pm	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)
9.30 – 10.30 pm	House Quiet
10.30 pm	Rolls in Houses for Sixth Form Houses locked Tuesday and Thursday

**In own room/lights out:-**

9.30 pm	Years 7 and 8
9.45 pm	Year 9
10.00 pm	Year 10
10.30 pm	Year 11
11.00 pm	Sixth Form

## 66. Special Educational Needs and Disability Act (SENDA)

The Special Educational Needs and Disability Act (2001) is an amendment of Part 4 of the Disability Discrimination Act (1995). It introduces rights to disabled people in education.

The School has a Disability Policy written in conjunction with Weightman Vizards. As part of the Act an 'Accessibility Report' was completed in the Lent Term 2003. Copies of both policies can be made available on request.

## 67. Staff List [Senior School only]

### Common Room and Support

Name		Department	Other Responsibilities
Addison	Mr Paul	English	Media Studies
Almond	Mrs Elizabeth	Economics & Business Studies	
Alonso	Mrs Sharon	MFL	Spanish Co-ordinator
Anderson	Mrs Kath	English	
Asher	Mr Ron	Examinations Officer	University applications
Ashworth	Mr Chris	Science	
Aspin	Mr Steven	IT technician	
Bradshaw	Mrs Gill	Science technician	
Birchall	Mr Tim	Mathematics	
Briggs	Mrs Jean	Head of English	Senior Mistress
Byrne	Mrs Sue	Mathematics and ICT	
Chelton	Mrs Janine	Head Science technician	
Clotas	Miss Blanca	MFL	Spanish Language Assistant
Cooley	Miss Charlotta	PE	PE GAP student
Cooper	Rev Stephen	Chaplain	CAS co-ordinator
Corrie	Mr Stuart	Music	Houseparent Mitre Fleur de Lys
Cross	Mrs Jane	English	Head of Year 7
Dohmen	Dr Doris	MFL	IB and German Co-ordinator
Egdell	Mr Christopher	Head of ICT	Deputy Head: Curriculum
Emmett	Mr Guy	Head of History	
Fairhurst	Mr Anthony	Geography	Live in Deputy Houseparent – MF
Forster	Mrs Alison	Science	Assistant to IB Co-ordinator
Fougère	Mlle Lauranne	MFL	French Language Assistant
Furniss	Mrs Lynn	Mathematics	
Griffiths	Mrs Kate	Science	Houseparent of Rose
Griffin	Miss Katie		School Librarian
Hall	Mr Daniel	History	Head of Year 8
Harrison	Miss Lindsay	Science	Live-in Deputy Houseparent - Rose
Heap	Miss Laura	Art	
Hodgetts	Mr Lee	Head of DT	
Hoffmann	Mr Sean	Head of Economics/BS	Houseparent of Maltese Cross
Holder-Williams	Mrs Sarah	Head of Art	
Hoyle	Miss Victoria	Science technician	
Jurczak	Mrs Ann	Learning Support	SENCO, Houseparent of Dolphin
Jurczak	Mr Peter	Head of Religious Studies/Philosophy	
Kane	Mrs Lyn	Medical Centre	Nurse
Lee	Mrs Katie	PE	Director of Sport
Livingstone	Mr Fergus	English/TOK	Senior Teacher: Pastoral
Lockyear	Miss Helen	English	First Deputy Head
Marsh	Mrs Tessa	Mathematics	
Matz	Dr Frauke	MFL	
McNab	Mr Tom	English	

Mercer	Miss Jane	Science	Houseparent of Lugard Girls CCF Commandant Biology co-ordinator
Metcalfe	Mr Martin	Science	
McCafferty	Mr John	Head of Maths	
McCleary	Mr Ian	SSI/CCF	Houseparent of Spread Eagle
Nichol	Mrs Jan	Head of MFL	
Oakley	Dr Roger	Science & ICT	Member of Council
Parsons	Mr Christopher		Houseparent of Anchor
Parsons	Mrs Gill		Head of Careers
Poll	Mr Sebastian	MFL	German Language Assistant
Pook	Mrs Karen	Medical Centre	Nurse
McAlpine	Miss Nicola		Matron (Rose)
Riding	Mr John	Science	Houseparent of Pelican
Roberts	Mr Josh	Science	Saturday Activities Co-ordinator
Roberts	Mr John	Head of Geography	
Roberts	Mrs Sylvia	English	Co-ordinator of ESL
Root	Mr Tom	Geography	
Schofield	Mr Mark	Head of Science	
Sullivan	Mr Ken	Science	Head of Middle School
Taylor	Mrs Rebecca	Mathematics	
Thomas	Mr Colin	ICT Senior Technician	
Thomsen	Mr Lars	Mathematics	
Unsworth	Mrs Susanne	Mathematics	
Wilbur	Mr Tim		Headmaster
Williams	Mr Alan	PE/Games	
Williams	Mrs Emma	Head of PE	
Wright	Mr David	Business Studies	
Young	Miss Margaret	Director of Music	
Zhao	Ms Rui	MFL	

### **Commercial Department and Secretarial Support**

Ball	Mr David	Security	
Barkhuizen	Mrs Julie	Marketing Executive	
Blundell	Miss Rachel	Administration Assistant	
Calderbank	Mrs Dorothy	PA to First Deputy and SMT	
Casey	Mr Brian	Maintenance Supervisor	
Davies	Miss Claire	Receptionist/Secretary	
Eagles	Miss Lorraine	Finance	
Jones	Mrs Lesley	PA to Headmaster	
King	Mr Paul	General Facilities Manager	
King	Mrs Marion	Facilities & Personnel Support	
Mather	Mrs Anne	Receptionist/Secretary	
Oldfield	Miss Julie	Head of the RosShop	
Ordonez	Mr Hugo	Swimming Pool Supervisor	
O'Toole	Ms Alex	Marketing Director	
Smith	Mrs Lynda	Executive PA & Registrar	
Stephens	Mr John	Grounds and Gardening Supervisor	
Swaine	Mr David	Accounts Manager	
Tayib	Mr Kemal	Hotel Service Manager	
Thompson	Miss Chelsea	Administration Assistant	

### **68. Student Council**

The Student Council meets throughout the year, under the chairmanship of the Senior Teacher: Pastoral, with the Headmaster also in attendance.

## **69. 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 school Reception (see Joining Instructions). This must be done before the deadline, which is written at the bottom of the form.**

### **Arrivals**

If arriving during the designated 'Travel Window', a member of Common Room meets pupils arriving from overseas at the appropriate terminal at Manchester International Airport. There is a meeting point in Terminal 1 Arrivals, which the pupils soon become familiar with. A shuttle service of buses returns pupils to school. 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 the school's taxi firm 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.

## **70. Trips and Excursions**

A number of trips and excursions are organised for pupils during the year. Departments put some of these on as aids to learning; some are put on for the benefit of the boarding community, for fun. Although pupils may on occasion be coerced into joining a trip involving the whole House, it is essentially the pupil's own responsibility to sign up for trips. The School encourages them to do so. Mr M G Roberts co-ordinates Saturday trips and excursions and he is very open to suggestions from pupils or other members of the community.

## **71. University and Further Education applications**

In the summer term of the Lower Sixth form the application process for admission to Higher Education begins. 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 Livingstone, the First Deputy Head, with the assistance of Mr Ron Asher (Examinations Officer). Mr Livingstone 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.

## **72. Website**

A new website was re-launched in 2007, it can be found at [www.rossall.co.uk](http://www.rossall.co.uk).