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# Rossall School : Pupils' Handbook

## 1. First Deputy Head's Foreword

Handbooks for Parents, Houseparents, Heads of Departments and Common Room already exist, and have for some years, but this handbook for pupils is a new venture. It contains personal reflections of my own and I hope it will be read as it is intended – as advice and instruction to pupils about how Rossall's Senior School functions and how best to enjoy and benefit from the provision the School offers you. I have written it in a first person voice therefore.

My Deputy Headmaster when I was a boy at school was called Mr Church, and he always tried to put a positive spin on things. I remember one of his notices after it had snowed said, "Snowballs will be thrown on the playing fields only". He could have written "No snowballs will be thrown near buildings", but his way was better – it suggested "be sensible and don't smash up the place, but of course you will throw snowballs and I hope you have fun doing it", and this positive attitude to many rather dull issues I have tried to emulate.

On the other hand, there are very many restrictions to your freedom of action outlined here. I do not apologise for that. Your school has a responsibility to guide you, while you are impressionable, so that you can take full responsibility for your actions and opinions when you reach adulthood. Because we live in a free society, one in which as adults you will have very considerable freedom, I believe it is all the more important that your behaviour and attitudes are carefully shaped and challenged by a school that cares for you as individuals and cares for your long term prosperity, self-esteem, health and happiness.

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 sections you might need. You are advised to read the handbook through from cover to cover at least once however: having a basic understanding of its contents will be to your benefit.

The school changes year on year, and the handbook will be updated accordingly on an annual basis.

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 ask for advice from your Houseparent or Tutor, or contact me directly. You may also feel that the handbook could be improved, and I would very much appreciate your suggestions if you have any.

In essence, the Handbook is intended as an outward and visible sign of the partnership between pupils and the school that is essential if we are to succeed in educating you properly and ensuring your safety and happiness. It should be read and referred to with this in mind.

I hope you have a happy and prosperous year.

Fergus Livingstone  
First Deputy Head

## **2. Absences**

Your parents have been given instructions on what to do in the event that you cannot attend school because of illness or for any other reason. These can be found in the Parents' Handbook. Instructions have there also been given for planned absence from school.

It is very important that absences are limited as far as possible. Missing school really does have an adverse effect on your learning, particularly on preparation for public exams, and you should help to make this clear to your parents. You are expected to make up the academic work you have missed during your absences and will be given help by Common Room to do so. If an absence is prolonged your Tutor may well organise for work to be sent through to you at home.

Early departure and late arrival at the beginning and end of terms causes considerable damage to your academic progress. I understand that cheaper flights can be obtained for off-peak travel times, but we publish term dates a very long way in advance and advanced booking is the best way to reduce costs and ensure that you do not miss valuable teaching time.

If you need to miss a lesson or lessons or other school commitments, you require the permission of the First Deputy Head supported by a letter from parents. You must also explain the circumstances to the appropriate teachers and Houseparent in advance.

For day pupils, Reception will contact your parent to ascertain your whereabouts if you are absent after 9.30 am as part of our duty of care. Truancy (ie cutting school) is against the law, and if discovered the school will certainly contact your parents: if it is a repeated pattern of behaviour the School will contact the Police and Social Services.

## **3. Assembly**

Important information is disseminated to the school community at Assembly on Monday mornings, which takes place in either Big School or the Chapel. It is vital that you attend therefore and failing to do so will be considered a disciplinary offence.

## **4. Behaviour**

High standards of behaviour, manners and discipline are expected of all you at all times. You 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 your Calendar and here, and you are expected to know them and abide by them.

I draw particular attention 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 male members of Common Room as 'Sir' or by name (eg Mr Livingstone) and female members of Common Room by name. They will 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.
- You need to be aware of and adhere to the timings of your commitments. Punctuality is required as a matter of courtesy.

[See also Rewards and Punishments]

## 5. Bullying and “Child Protection”

Bullying can involve more than being roughed up by bigger pupils, or being verbally threatened or abused. **Any behaviour from anyone that is unwanted, unfair, and makes you feel unhappy, can constitute bullying.** You do not have to put up with it, and there is a great deal the School can do to protect you from either being bullied or inadvertently bullying others.

If you feel that you are being bullied in any way, or if you feel that you may have been behaving yourself in a way that someone else may consider to have been bullying, speak to any adult member of the community about it as soon as possible. They may be able to help directly, or will know how and to whom they can refer the matter.

Mrs Lee, the Senior Teacher: Pastoral, has received specific training about this issue, and cases of bullying are referred to her immediately. She is very supportive, knowledgeable and acts quickly. You may like to go to her in the first instance, and I would encourage you to do that. However, you may prefer to speak in the first instance to a teacher you know well and trust, or your Houseparent or Tutor, or indeed to your parents or any other adult in the school. Talk to someone, and the sooner the better.

**Mrs Lee’s mobile number is 07885 312650.** If you have concerns about your welfare or that of any other pupil in school, ring her.

### Confidentiality

Be aware that anyone you speak to about bullying or any other issue related to the protection of your welfare has a responsibility towards you, which may necessarily involve referring the issue to Mrs Lee or the Headmaster. **No one can promise to keep information you give them confidential** from Mrs Lee or the Headmaster if they believe your best interests are served by referring it. Similarly Mrs Lee or the Headmaster may have to involve other agencies in their response to the situation. **Confidentiality will be kept as much as possible however,** and we take great lengths to try to ensure this.

In conclusion, your happiness matters, you have a right to it, and the School will do all it can to preserve and protect it.

### The External or Independent Listener

Miss M Welch acts as an external listener for pupils with personal problems. For impartial help and advice you can contact Miss Welch. She can be contacted through a letterbox in the Library or directly at:

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

This information is displayed in every House.

## 6. Calendar [or Diary]

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.

You should carry your Calendar with you at all times during the school day.

## 7. Careers and work experience

The Careers Department aims to provide sufficient resources to enable you and your 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 wife of Mr Parsons, Housemaster of Anchor house and Junior School teacher) is the mistress in charge of Careers. She 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 you to take the Morrisby Test that assesses your 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 Department 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.

## 8. 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, but not otherwise.** 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.

I do encourage you to walk or cycle to school when you are old enough to feel comfortable doing so, and encourage you also to find fellow pupils who live nearby with whom you can travel safely together.

## 9. Chapel and the Chaplain

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

Irrespective of your religious beliefs, Chapel and Congregational Singing are important elements of the school culture of community and you must attend. Believe me there are many members of staff who are either of other religions or of no faith, and staff are expected to attend too for the same reason. Failure to do so will also be considered a disciplinary offence.

Several additional services of worship are offered in Chapel, and these are advertised in the Calendar and on House notice boards. All members of the community, including your parents, are welcome to attend any or all of these.

If you have a serious concern about your Chapel obligations, please arrange to speak to the Headmaster to discuss it with him.

- 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 keypad. 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 your pastoral needs and, where appropriate, your family's.
- 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.

## 10. Clothing and appearance

Rossall pupils are very well turned out, and you should take pride in that fact. I certainly do. Our uniform is smart and simple, and we do not inflict on you ugly tartan skirts or psychedelic striped blazers like some schools, so you have little to complain about. (I always feel sorry for the school aged characters in Australian soap operas who invariably look hideous, for example).

We wear uniforms for a number of good reasons. Firstly, they are uniform (ie all the same) so you do not feel the pressure to have designer gear or expensive accessories to fit in or keep up with your friends. Secondly, we present a good corporate image by being dressed in a business-like way: this is impressive to our visitors and it is a primary reason why new parents want to send their children here. Those new parents are impressed because of the third reason: if you are smartly dressed, you are as a group or as individuals more likely to conduct yourselves well and have a sensible attitude to your working lives at school.

So, please wear your uniform as intended. Have your top button done up and your tie covering it, and keep your shoes clean and your skirts at the length they were designed to be. Please resist the temptation to 'sex up' your uniform (to use a modern political expression); to look glamorous in a school uniform is impossible, and that is part of the point. They are designed to make you both look and feel as though you belong.

Full uniform or Rossall sports or CCF kit are to be worn throughout the school day, ie from breakfast until 5.30 pm, dependent upon which activity you have been involved in. Full Rossall tracksuits are to be worn in the dining hall, with training shoes. No bare feet, studded boots or underarms are to be in evidence thank you.

## **11. Combined Cadet Force**

Boys and girls from Year 9 and new pupils are invited to 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 Years 9 and 10. Many continue into Year 11 and the Sixth Form and are trained to become NCOs (Non Commissioned Officers). 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). This is a very easy way to gain highly respected and nationally recognised qualifications, and we recommend them strongly, particularly to less academically gifted pupils. For further details please contact SSI Ian McCleary.

## **12. Communication with the Headmaster, Senior Teachers and other staff**

The first point of contact for any pupil about school related issues is likely to be with your Tutor or Houseparent. If you wish to speak to the Headmaster or other member of the Senior Management Team however, then you are very welcome to contact us. The Headmaster and First Deputy Head have Personal Assistants who make appointments for us, so pop into Reception and ask for an appointment. If you wish to speak to anyone urgently, then make that clear: remember that the welfare of the pupils is our highest priority and you will be seen immediately if at all possible.

**The Senior Management Team Emergency mobile number is 07970 201767.** Mr Livingstone usually holds this phone. In case of an emergency, don't hesitate to ring.

## **13. Complaints Procedure**

There is a formal complaints procedure for parents outlined in the Parents' Handbook. Pupils wishing to make a complaint would normally speak to their Houseparent in the first instance however; this may be effective as your Houseparent is likely to understand the context of a school related problem. You may alternatively go directly to a member of the Senior Management Team or to the Headmaster. In normal circumstances differences can be resolved quickly and easily if communication is open and honest. If you are not happy with the way a complaint has been handled however, say so, and you will probably be advised to refer it to your parents. They may contact the First Deputy Head or Headmaster themselves, or if they choose, make a formal complaint as outlined in the procedures mentioned above.

## **14. Computers**

School desktops and laptops commissioned to run the software appropriate to the School's network are fully networked both to the Internet and the School's own Intranet. The school has wireless network. NB This is a secure private network, not an open access wireless hotspot.

All pupils 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.

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.

[See ICT]

## **15. The Council**

The Council is the name Rossall gives to its governing body. There are approximately 20 members of Council who meet once a term to consider the strategic leadership of the School.

The Chair of Council is Mr David Stockton. He is regularly on campus and takes a very active interest in you and the fabric of your school, as do many others of the Governors, particularly those who sit on the Council's Executive and Education committees. Mr Stockton and many other Members of Council were at one time pupils at Rossall and they have a very great affection for and loyalty to the School that they hope you will develop during and after your time here.

## **16. Curriculum**

The curriculum is managed directly by the Deputy Head: Curriculum, Mr Christopher Egdell.

## **17. Dangerous Substances**

### **17.1 Drugs**

Every year a new generation of school children encounters drugs somewhere, and in some form, for the first time. They are very attractive – in fact we use the word “intoxicating” in English to describe something irresistible and wonderful. And each new generation of these school children is necessarily naïve – they will not, as have their teachers and parents, known friends and acquaintances who have thrown their lives away through drug addiction. Most adults could give you some sort of example of this: mine is that my best friend from school when I was in Years 10 and 11 committed suicide in 1993 aged 25 as a result of schizophrenia triggered by cannabis smoking. I miss him very much and partly for his sake I am passionate in my concern about this issue.

It is a primary duty of a school therefore to do all it can to protect its pupils from drugs. You will encounter drugs in your lives, but it is our intention that you will not encounter them in this school, or during your time as a pupil here, and that by the time you leave here that you will have developed a sufficient understanding of drugs and their consequences to reject them later in life.

We treat this as an educational issue primarily, and as a disciplinary one only secondarily. If you have concerns about your own experiences with drugs, seek the School's advice and you will be helped. If you are discovered to have indulged in drug taking or exchange of any kind while a registered pupil of the School however, in term time or in the holidays, without having made a previous disclosure of this, it will be dealt with as a disciplinary issue and you are likely to be suspended or expelled.

We aim:

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

NB Drug taking is against the law, and it can lead to criminal conviction. You ought to be aware that a drugs conviction of your record can make it impossible for you to obtain visas of entry to a large number of countries, including the United States. Amy Winehouse has recently discovered this: a conviction for cannabis possession (not smoking, not dealing, just 'possession') in Norway has resulted in further touring to the USA being permanently off the agenda as the US will not let her in. She is appealing the conviction. She will lose. You have been warned.

The drinking of alcohol is central to our culture. The School has a responsibility to educate pupils of a certain age in the safe and sensible consumption of alcohol as a cultural obligation therefore. The definition of sensible drinking is simple – it means drinking but not getting drunk.

### **Regulations**

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 forbidden to purchase, possess and consume alcohol 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. No pupils are, under any circumstances, to get drunk.

### **Sanctions**

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.

If Members of the Sixth Form 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 drinking, 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 from the First Deputy Head.

Any students (Main School or Luard) 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 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 the 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']

## **17.3 Tobacco**

### **The School's Attitude**

Attitudes towards tobacco smoking have changed very much in the last few decades. Smoking is now recognised as perhaps the chief cause of early death in modern society, and society has therefore begun to reject it. Smokers have become outcasts, now in a literal sense as a result of the ban on smoking in public buildings.

Attitudes have changed in schools too. When I was at school in the 1980s, smoking was against the rules, but the rules were not enforced very strictly. "Pupils need to rebel a little bit", the Headmaster was reputed to have said, "and if smoking is the worst they are going to do, then let us leave them to it." As a result, many of my friends and I smoked at school and found it very difficult to give up subsequently. I believe now that we were badly let down.

Very considerable progress has been made in the past three years to reduce the number of smokers at Rossall by enforcing the rules. I believe the numbers of smokers has dropped by approximately 60% since 2005. If nationally available statistics are correct - that smoking before reaching adulthood has a profound effect on smoking behaviour later in life - and if the statistics concerning early mortality from smoking are also correct, then I believe we have saved many years of quality life for those Rossallians who have chosen not to smoke for fear of being caught. I take pride in this. I hope none of you will say in later life, as I have done about my own school, that we let you down; and we will continue to try to stamp out smoking here altogether.

## Reasons not to smoke at school

- Smoking is likely to be responsible for your serious ill health and early death.
- Smoking damages self-esteem. Everyone knows smoking is stupid, and therefore smoking makes you feel stupid. It makes you look stupid too.
- Younger pupils admire and copy the behaviour of older ones. Smoking represents a grossly inappropriate example for those too young to realise how stupid it is.
- Pupils smoking around the school are obvious, even when they think they are well covered. This creates a very poor impression for visitors and prospective parents, on whose good opinion the future of the School depends.
- Smokers, in their guilt and because smoked cigarette butts smell so awful, leave litter.
- Smokers smell, which is unpleasant for others and disrespectful to members of Common Room as it is flagrant evidence of a breach of School Rules.

## 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 suspecting 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.

[I refer you to the third paragraph of my Foreward.]

## 18. Drama

A number of drama productions occur each year. Everyone is encouraged to audition for school plays, even if you have no previous experience or if English is not your mother tongue. 'Arts Week' has been highly successful in recent years and occurs in the Spring Term.

[See also Extra Curricular Activities and Music]

## 19. 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 have the responsibility to improve their English by taking advantage of the help offered to them. Foreign pupils who wish to study at English speaking universities will need an IELTS qualification, for which the School can enter them. The School cannot accept responsibility for those pupils who are rejected by universities as a result of not having IELTS. Mrs Sylvia Roberts is the ESL Co-ordinator.

[See Learning Support]

## 20. Extra-curricula Activities

Rossall offers a wide selection of extra-curricular opportunities and pupils are encouraged to take a full part. These activities help make school life varied and interesting, help to keep you fit and healthy, and give you the opportunity to integrate and make new friends.

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

- Sports and games
- Artistic and Cultural
- Clubs and Societies
- CAS
- CCF
- Duke of Edinburgh's Award scheme

Pupils have the opportunity to sign up for Activities at the start of each term and Mrs Lee produces lists. If you wish to change your activity, see your Houseparent who may approve the change and refer it to Mrs Lee.

## **21. Fire and Emergency Evacuation Procedures**

Fire Practices are held on a regular basis and clear procedures must be adhered to. Fire safety instructions are posted in every House and department. Be aware of the evacuation points appropriate to each building, and in the event of an alarm, go straight to them.

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.

### **During lesson time when no member of Common Room is present in the House.**

All pupils should leave the House immediately. A senior pupil should collect the Fire House Register as he or she leaves the building, another pupil should alert Reception, who will call the Fire Brigade.

- Congregate on Monis Lawn, and senior pupil should take roll.
- Senior pupil reports to Reception with a list of pupils accounted for, including those from other Houses.
- After roll, the pupils should walk to the Chapel car park and await further instructions.

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.

[See Health and Safety and Risk Assessment]

## **22. 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.

The major sports for boys are rugby and cricket and there are additional options of hockey, tennis, athletics, RosHockey, fives and golf.

The major sports for girls are hockey, tennis and athletics and there are additional 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; failure to do so is a disciplinary offence.** Other matches may occur on occasion in the afternoon or after school.

[See PE Lessons and House Matches]

## 23. Health and Safety and Risk Assessment

As pupils will be aware, these days teachers and school managers have to be very careful to satisfy the demands of Health and Safety legislation. You can assist them most obviously by being aware of the responsibility your teachers have for you and **being sensible and/or doing as you are told.**

But there is an educational principle here too. The key is to understand the nature of Risk Assessment. Before doing something, ask yourself the following questions.

- Does it pose a risk of danger?
- Can I reduce the risk to the minimum, or at least to an acceptable level?
- With the risk minimised, is it an acceptable action or activity?

Let us look at two examples

### Should I play conkers with my friends?

- Does it pose a risk of danger? *Yes, I might get hit on the finger or get a piece of flying conker in my eye.*
- Can I reduce the risk to the minimum, or at least to an acceptable level? *Yes, I can avoid holding my conker in front of my face. I can ensure that I have a long string so I don't get hit on the fingers.*
- With the risk minimised, is it an acceptable action or activity? *Yes. An injury of some kind is still possible, but it's a risk I am prepared to take.*

### Should I walk round this headland?

- Does it pose a risk of danger? *Yes, if the tide comes in I would be cut off and might drown because I would not be able to climb the cliff.*
- Can I reduce the risk to the minimum, or at least to an acceptable level? *I do not have a timetable of the tides, but I could hurry and hope for the best.*
- With the risk minimised, is it an acceptable action or activity? *No. I do not have good enough information, I don't want to drown and so I am not prepared to risk it.*

## 24. Homework/Prep

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

In Years 7 – 11 a prep timetable operates and your Tutor will make you aware of this.

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 on week-nights 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.

Members of teaching staff should mark and return preps promptly: in Years 7-9 this will probably be by following lesson; examination work may take longer.

## **25. 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.

## **26. ICT**

The school has a fully equipped ICT Centre, and an increasing number of networked desktops and laptops in Houses and academic areas of the School. The network and computers are there for two principal reasons, to facilitate your work and allow you (especially boarders) to remain in close contact with family and friends. The ICT revolution has brought with it great benefits, but also considerable risks. Chief amongst these risks are:

- cyber-stalkers and fraudsters; those who hide behind the anonymity of the Internet and seek to do you harm.
- the temptation to hide behind this anonymity and either deliberately or inadvertently harm others, or harm your own reputation.
- immoral materials; sexually explicit, racist or violent imagery for example.
- believing that things on the Internet are true, or likely to be true.

You will no doubt encounter gross misinformation online, and also graphic or immodest images on the Internet and via cyber-technology in your lives. But it is our intention that you will not encounter them in this school, and that by the time you leave here you will have developed a sufficient understanding of them and their consequences to evaluate them adequately when you do encounter them, accepting what is good or true and rejecting what is not.

For this reason your activity on the school network is monitored and filtered, and you will be held accountable if your access or behaviour contravenes the School ICT code of Conduct.

[I refer you to the third paragraph of my Foreword.]

## **27. ‘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 of care. The teacher must behave as would a ‘responsible’ parent.

## **28. Late Arrivals in the morning**

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.

## **29. 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.

Mrs Ann Jurczak is the Head of the ILU and SENCO

[See English as a Second Language]

## **30. 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 you find the books you require, assist with your research and guide you 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.

## **31. 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 starting at 8.30. 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. The Health Liaison Officer is Mrs Jill Cullen.

### **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. Pupils who are usually dealt with by private doctors at home sometimes have to make some adjustments of expectation when being treated by National Health doctors – private doctors tend to give their patients what they want, National Health doctors give them what they need!

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:	8.30 am to 5.30 pm
	Saturday:	depending on times of school matches
<b>Surgery Times</b>	Monday to Friday:	8.10 am to 9.15 am for those requiring a Doctor 5.00 pm to 5.15 pm 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.

## **32. Mobile Phones**

The Senior 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.

Parents have been warned in the Parents' Handbook to be cautious with mobile messages from their children who respond to being told off by staff for example, or temporary difficulties with friends, by firing off a call or text message home. Many incidents at school are best considered at the completion of the day, and for parents to wade into the fray in response to ill-considered messages from their children does not promote good relations or encourage equitable resolution of problems. On the other hand, I do recommend that you talk to your parents about your school day when you get home. They can help you put things in perspective, and may have better judgement than you anticipate if you have difficult decisions to make. Boarders should talk to their Houseparents or Tutors in the same light.

In light of the above, it is in our view clearly 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.

## **33. Music**

Rossall prides itself on its strong musical tradition. We have a strong singing tradition particularly, and in recent years the number of pupils learning instruments has increased considerably. Inter-House competitions are held each year in singing and ensemble playing and a full range of instrumental music competitions are held at all levels.

The following are some of the choirs and ensembles which 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 if you go to see her.

### **34. 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.

### **35. Parking – Dropping Off/Picking Up**

Pupil drivers are only allowed to drive to and from school at the beginning and end of the school day, and must park on the main car park at the front of the school only.

Parents should drop you off at the main drop off point behind Lugard house or the Middle School car park in the case of Middle School pupils only.

[See Cars and Bicycles]

### **36. 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 you should carry it 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 your parents have access to the prep book, not only to check on prep but also actually to ensure good communication with the teaching staff. They are asked to sign it each week.

The Houseparent or House Tutor regularly checks your prep book.

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

#### **General**

Reception	01253 774201	Fax 01253 772052
Headmaster's Office	01253 774247	Fax 01253 774282
First Deputy Head's Office	01253 774238	mobile 07970 201767
Deputy Head: Curriculum	01253 774247	
Senior Teacher: Pastoral		mobile 07885 312650
Senior Mistress	01253 774281	
IB Co-ordinator	01253 774261	
Medical Centre	01253 774287	
Middle School	01253 774240	
Careers	01253 779980	
Director of Music	01253 774217	
Examinations Office	01253 774258	

## **Houseparents**

Year 7	01253 774255
Years 8 and 9	01253 774240
Anchor	01253 774212
Dolphin	01253 774292
Lugard Boys	01253 774216
Lugard Girls & Porritt Hall	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

## **38. 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.”

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

## **39. Rewards and Punishments**

### **Rewards**

You should all, whatever your age, receive praise where it is due.

- Good academic work leads to Merits, awarded in the Prep Book and Distinctions, recommended by the Heads of Department 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 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. In my capacity as First Deputy Head, I operate a daily reckoning called 'The Bill' in which miscreants are required to see me at 1.10 pm in the old PE classroom to account for their actions. This allows me 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.

- 1. Daily Punishment School (4.10 pm – 5.10 pm)** for repeated minor misdemeanours, poor behaviour or failure to produce academic work.
- 2. Gating – either during the week or at the weekend.** Pupils are confined to their Houses except for lessons and meals.
- 3. Saturday Night Punishment School (8.00 pm – 10.00 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.
- 4. Reverse Suspension.** The Headmaster may refuse to allow a pupil home for the first part of Half Term or the School holidays by invoking a reverse suspension, in which the pupil would be required to remain at school for a certain number of days to work under supervision.
- 5. 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 to stay with a local guardian during the period of the suspension. At the end of the suspension the Headmaster or First Deputy Head formally 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.
- 6. 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.
- 7. 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.

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.

## **40. Responsibilities and Rights**

Rossall is a community within which we all have the responsibility to safeguard the happiness of others while enjoying the right to happiness ourselves. Please bear these in mind at all times.

### You have the right...

### You have a responsibility...

... not to feel intimidated	... never to intimidate others
... to be treated fairly	... to treat others fairly
... to have your privacy respected	... to respect the privacy of others
... to be physically safe	... never to endanger others
... to feel socially confident	... to appreciate people as you find them
... to be listened to	... to listen to others
... to be creative and energetic	... to enjoy and support the creativity and energy of others
... to work your hardest and try your very best at everything without feeling embarrassment or being made to feel inadequate	... to value the best efforts of others.
... for your friends to protect you and look after you	... to look after and protect your friends
... for your teachers to care about your happiness and progress	... to care about the happiness and progress of your teachers

## 41. 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 Rossallian Club's General Secretary and is based at the School – she can be contacted at the Rossallian Office on 01253 877420.

The Club now holds more than a dozen dinners throughout the year, 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.

## 42. 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 9.00 am – 5.00 pm in term time and 10.00 am – 4.00 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.

## 43. 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 from or sell goods to one another, 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 nor 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). Discrete make up is allowed for Sixth Form girls only.
24. Pupils should wear flat heeled shoes.

Specific House Rules are published separately.

[I refer you to the third paragraph of my Foreword.]

#### **44. 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.

[See also – 17.2 Alcohol under 17 Dangerous Substances]

## 45. Sex and Relationships

Overt displays of physical affection between pupils are not appropriate in school. Sexual intercourse of any kind is absolutely forbidden, and any pupils 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, especially as many pupils are over the legal age of sexual consent, but the reason for it is I hope obvious to you. The risks involved in allowing sexual activity to take place in a school context are very considerable: firstly there is a risk of pregnancy and sexually transmitted disease, but the more likely risk would be that pupils would feel a pressure of expectation, in effect feeling forced to do things they don't want to do. It is from this pressure, above all, that we seek to protect the pupils in our care.

[I refer you to the third paragraph of my Foreword.]

## 46. Shape of the Day

### Monday to Thursday:

7.50 - 8.10 am	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 12.40 pm)		
12.25 – 1.45 pm	Lunch / Activities	
	Mon, Tues, Fri	Squad Training
	Wed, Thurs	Choir
1.35 pm	House roll	
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 - 10.30 pm	House quiet	

### Friday: salient differences

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 12.55 pm)	
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 3.55 pm)	
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
12.05pm	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 etc 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

## 47. 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	Science, Head 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 Senior Teacher: Pastoral
Livingstone	Mr Fergus	Theory of Knowledge	First Deputy Head
Lockyear	Miss Helen	English	
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	Ms 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

### **48. Student Council**

The Student Council meets throughout the year, under the chairmanship of the Senior Teacher: Pastoral.

### **49. Travel - International Flight arrivals and departures.**

**It is vitally important for your safety that the appropriate travel forms are completed and returned to School Reception. It is imperative that these forms are returned to Reception by the deadline, which is given at the bottom of the form.**

#### **Arrivals**

If arriving during the designated 'Travel Window', a member of Common Room will meet you arriving from overseas at the appropriate terminal at Manchester International Airport. There is a meeting point in Terminal 1 Arrivals, which you will soon become familiar with. A shuttle service of buses returns pupils to school. The schedule is designed so you have to wait only a short period for the next bus, but you should never have to wait longer than 2 hours, and you 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.

## **50. 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 you may on occasion be coerced into joining a trip involving the whole House, it is essentially your responsibility to sign up for trips. I encourage you to do so. Mr M G Roberts co-ordinates Saturday trips and excursions and he would like to hear from you if you have any ideas about places you would like to go to or things you would like to see.

## **51. 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 you; 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. Mr Livingstone, the First Deputy Head, supervises the UCAS process 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.

## **52. Values**

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.

## **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

This vision must be shared by all of us - pupils, teachers, and parents alike. Rossall is above all a community. It is also a way of life that encapsulates the learning ethos from earliest childhood and into perpetuity.

### **The 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. We seek 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 aims to provide 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 educational and self-fulfilment.

### **Christian Kindness**

Although by no means all of us are Christian, or indeed religious in any sense, nonetheless Rossall was founded as a Christian community and we recognise the virtues of toleration, human friendship and charity that goes 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.

## **53. Website**

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