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Headmaster's Welcome

Welcome to the senior school of Rydal Penrhos. There is much to learn about a new school, and this booklet is designed to provide you with the information you will need to get started at the beginning of your time at Rydal Penrhos. The staff and current pupils will do all they can to help you feel comfortable in your new surroundings so that you will be confident about joining in and contributing to the many aspects of life in the school. Everyone in the community takes pride in the achievements of others as much as their own success, so make the most of what is on offer from the very start, and begin your career at Rydal Penrhos with an open mind, a willingness to help and the intention to achieve your best.

This booklet describes the routines and rules that ensure the smooth running of the school and explains how we look after your wellbeing and encourage you to be active outside the classroom. It also gives advice on what to do if you have worries or anxieties; I am responsible for the life of the school, so if you wish to discuss a matter that concerns you then you can ask to speak to me or either of the Deputy Heads, Mr Cashell or Mr Noad, at any time. There is a strong network of academic and pastoral support that starts with your form tutor, so get to know him or her early on and build up a good relationship of trust and support with others in your tutor group.

Enjoy your time in the school, and make the most of it. We want you to achieve the best you can by all the means you can, to make your life and the life of the school a more fulfilling one for everyone.



Mission Statement of the Board of Management for Methodist Independent Schools

The Methodist Church is engaged in education as part of its Christian mission in the world. Its schools will seek to extend the Methodist ethos and character and contribute to diversity in education.

The schools aim . . .

- ❑ to be caring Christian family communities, committed to the development of the full potential of each individual, having regard for their personal attributes in addition to their academic aspirations;
- ❑ to maintain high educational standards in all their academic, cultural and sporting activities, stimulating excitement in learning and requiring discipline in study whatever the ability of the child;
- ❑ to work in and with the communities they serve;
- ❑ to worship as Christians in the Methodist tradition; to uphold Christian values in practice as well as in theory and to make religious education a strong feature of the curriculum, whilst welcoming members of other faiths (and none) in a spirit of openness and tolerance;
- ❑ to encourage pupils in a critical examination of the standards and values current in society and to discover and develop a personal faith to guide them throughout their lives.

Rydal Penrhos Mission Statement

Rydal Penrhos is an inclusive Christian community, based on a Methodist foundation, dedicated to ensuring that the unique potential of each child and young person is realised.

Rydal Penrhos fosters respect for the individual in a safe and secure environment, thereby developing self confidence and personal independence.

Rydal Penrhos balances academic rigour with challenging experiences in the cultural, athletic, aesthetic and spiritual domains.

Rydal Penrhos is internationalist, multicultural, inclusive and committed to sustainable development and global citizenship.



The Aims of the School

To provide the best in Christian based independent education and to extend the Methodist ethos and character in education.

- 1 The School is a caring Christian community which seeks to meet the pupil's academic and personal needs and to promote the acquisition of moral values. The School provides a structured and stable environment within which all pupils are able to develop their potential to the maximum in academic, aesthetic, physical and personal terms.
- 2 The School has high expectations of all pupils in all academic, cultural and sporting activities. All pupils are expected to achieve the highest standards of which they are capable in both curricular and extra curricular areas. All pupil's subjects and activities are equally valued and all aspects of the curriculum and extra curricular provision are available and equally accessible to all pupils based only on their abilities and interests.
- 3 The School demonstrates its Christian ethos in the quality of all relationships within the school, its work within the local community and by making religious education a strong feature of the curriculum. Worship follows the Methodist tradition whilst welcoming members of other faiths in a spirit of openness and tolerance.
- 4 The School is broadly selective and caters for a wide range of abilities.
- 5 The School has due regard to the National Curriculum and seeks to extend it in a number of areas.
- 6 The School seeks to recognise and reward the positive wherever possible in pupil work and conduct. In doing so it seeks to develop the self-confidence of every pupil.
- 7 The School believes that the extra curricular provision generates a positive pupil atmosphere which enhances academic performance. The extra curricular dimension is thus an important part of the school.
- 8 Courtesy and consideration are integral to all aspects of school life.
- 9 The School encourages pupils to develop self discipline and thus to take responsibility for their work and progress.
- 10 The School places great value on maintaining close, constructive communication with parents.
- 11 The School seeks to develop the whole person and the tutors and subject teachers work closely together. Pastoral care is the responsibility of all staff.
- 12 The School encourages pupils in a critical examination of the standards and values current in society and to discover and develop a personal faith to guide them throughout their lives.



Guidance for New Pupils

Rydal Penrhos Boarding

BOARDING LIFE

Each boarding house is in the care of House parents, who consider the house as an extension of their home. For boarders it should also be an extension of home, offering, as far as possible, the interest, discipline and moral guidance to supplement that which comes initially from parents.

Our youngest boarders may begin boarding life in rooms with up to four beds, either with study bedrooms or with bedrooms and separate homework rooms. All sixth form boarders enjoy single or double study bedrooms. Prep is done in the boarding house and boarders are encouraged to see their boarding house as their home, from which they come to school for the day. As they move up the school, boarders are given more responsibility in the running of the house; with this responsibility comes increased freedom in the use of free time and arrangements for their study periods. Our community works best when these freedoms and responsibilities are maturely balanced.

Mr Tim Cashell is Deputy Headmaster and Head of Boarding. He is the school's nominated Child Protection Officer and is responsible for all aspects of pastoral care.

There are five boarding houses:

<u>Name of House</u>	<u>Members</u>	<u>Staff</u>
Beecholme	- Boys (Years 7 – 12)	Mr Ian Richardson & Mrs Mary Richardson (House parents) Mrs Sally Leach (Matron)
Walshaw	- Boys (Years 9 – 13)	Dr Martin Brown (House parent) Mrs Sara Brown (Matron)
Netherton	- Boys (Years 9 – 13)	Mr John Murphy (House parent) Mrs Wilma Murphy (Matron)
Hathaway	- Boys (Years 9 – 13)	Mr Phil Mather (House parent) Mrs Karen Mather (Matron)
Edwards	- Girls	Mrs Beverley Taylor (House parent) Ms Christina Bloomfield & Miss Rhian Hughes (Assistant House parents)



PASTORAL FRAMEWORK

There are two pastoral sub-divisions according to year groupings.

- Lower School, comprising years 7 - 11 under the Head of Lower School, Mrs Irene Proudlove.
- The Sixth Form are the pastoral responsibility of Mr John Matthews (Head of Sixth Form) and Dr. David Edwards (Deputy Head of Sixth Form).

Pupils are also assigned to four houses (Morgan, Osborn, Payne and Wesley) each house comprising of pupils from years 7 – 13. The houses are there to stimulate a wide variety of inter-house activities and competitions including sport, drama, and music, debating and academic.

The Heads of Houses are:

Mr Robert Tickner	Wesley
Mr David Robson	Payne
Mrs Shona Brummitt	Osborne
Miss Rosina Hearn	Morgan

- Forms are mixed - boys and girls, day pupils and boarders.
- Members of the teaching staff act as tutors, and each tutor is in charge of a group of pupils, with the responsibility for pastoral care and for the monitoring of academic progress. The tutor will also be involved in organising house activities and competitions as well as looking after the needs of his/her tutees.
- Pupils meet with their tutor for registration every morning and afternoon, as well as during Form Period. A similar system operates in the sixth form where provision is also made to discuss careers and higher education. The tutor is the first point of contact for any matter of concern.

The pastoral framework is supported in other ways. The Chaplain, Revd. Nick Sissons, is always on call to assist in any conversations which need to take place and to give advice as appropriate.

The staff in the Health Centre are also available to deal with emergencies and to give advice of a medical nature. In addition, the form tutor or any other member of staff can be approached should the need arise.



RULES

As in any family or community, a school must have rules. These rules set the standard by which individuals within the school measure their relationships with others. They are based on experience and common sense as well as the traditions and changing needs of the school. Some do not need to be written down as they are part of the everyday life of the school, administered as a matter of course by the staff and the Headmaster.

The school rules are intended as guidelines for pupils in their conduct and for the Headmaster and staff in the exercise of their authority.

It is recognised that the viewpoint of pupils and those in authority do not always coincide. There are mechanisms for dealing with these concerns, the intention being to reconcile significant differences and respect individuals, both pupils and staff.

A full set of rules is included later in this booklet but they can be briefly summarised as follows:

The Rules in a Nutshell

1. **Pupils must conduct themselves with common sense at all times.**
2. **The drinking of alcohol, bullying, smoking, sexual impropriety, stealing and vandalism are not tolerated. Sanctions for major offences vary but in the last resort the Headmaster reserves the right to expel a pupil, particularly those who have disregard for the law of the land.**
3. **The School has a zero tolerance policy towards the use, sale and possession of illegal drugs.**
4. **The School is often judged by the appearance of its pupils so all pupils are expected to be familiar with and adhere to the dress code.**
5. **Pupils must treat each other, and visitors, with courtesy and consideration**
6. **Pupils must respect the authority of staff and of senior pupils entrusted by staff with particular responsibilities.**
7. **Pupils must respect the amenities and property of the School and the local community.**
8. **Times, commitments and restricted areas are clearly stated; pupils should abide by these and always check details on notice boards.**
9. **Parental and house permission is essential for 'leave' and for permission to travel in any car. Term dates are always published well in advance; parents and pupils are given a termly calendar with details of meetings, fixtures and school events.**
10. **A full set of rules is published and pupils must be familiar with the contents.**

REWARDS AND SANCTIONS

High achievement, extra effort and positive contribution are recognised in various ways:

- Merits are awarded by subject staff or tutors for good work in school. Good work, attitude and actions will be recorded in a student's planner by teachers at any stage during the year using a merit stamp.
- Certificates of Achievement can be awarded in any subject or activity to pupils who produce excellent work, contribution or effort. These may be awarded in form time, house assemblies or class.
- Effort and Achievement prizes are awarded at Speech Day every year. There are a number of cups and shields presented for sporting, musical and other school activities.
- Pupils are awarded effort and attainment grades on school reports and assessments.



We have clear rules and explanations of them so it follows that action and sanctions are required if these rules are broken; the sanctions are outlined in the rules section of this booklet. Similar arrangements apply if a boarder breaches the rules which relate to his/her boarding house.

Major offences will be dealt with by the Headmaster or the Deputy Headmaster and, as stated in the rules; serious issues could result in suspension from school or even expulsion.

- **Break Time Detention**

Given for minor infringements of the rules or code of conduct these take place during break. Pupils may be set a specific task to complete.

- **Academic Detention**

These are the responsibility of academic departments when work is not completed or undertaken satisfactorily. This is for work related matters and usually takes place in lunchtime.

- **After School Detention**

This deals with more serious breaches of discipline and the non-attendance at school timetabled sessions, including punishment sessions; these are held on Fridays from 4.45pm – 5.45pm. Attendance is compulsory and parents are advised that if their child is required, it is their responsibility to provide transport for their child at 5.45pm on a Friday.

- **Saturday morning Headmaster's Detention**

This is for persistent infringements or serious breaches in discipline. This detention is run by the Headmaster or one of his Deputies. A detainee reports at 9.00am in school uniform and is able to leave at 12.00pm.

The above system creates a fair and appropriate punishment at each level and one which pupils and parents can understand and which will be used appropriately by all staff.

All punishments will be recorded in the pupil's planner.



PUPILS' CONCERNS AND COMPLAINTS

This section is addressed to all pupils and a separate copy is included in the pocket on the inside rear cover of this booklet

This section explains what you can do if you feel worried about something and what you may do if you wish to complain about how you are being treated or have been treated. If you misplace this leaflet and you think there is something you need to complain about, you can obtain another copy from the school office.

Things that might make you unhappy or upset:

- You may feel bullied or discriminated against;
- Someone may have hurt you, abused you or made suggestions you think are not right;
- Maybe someone has taken something that belongs to you and not returned it;
- Perhaps you feel that a punishment is unjust or that you have been treated unfairly by a member of staff;
- You may feel that nobody understands the difficulties you are having with some of your work;
- Or there may be something else which you think is wrong.

If something is worrying you:

There are many people at Rydal Penrhos to whom you may turn. Remember that you have friends who may be able to help you. Maybe there is an older boy or girl to whom you may feel you can turn. If it is an academic matter then talk to a teacher.

What to do if you are unhappy or worried:

Any pupil who is worried about their work, activities or relationships is encouraged to seek help or counselling and appropriate contact people would be:

- Your form tutor
- Another teacher
- Your Head of School
- If you are a boarder, your House parent and House Staff Tutors
- The Chaplain
- The Deputy Heads or the Headmaster
- Health Centre
- The School has a Counselling Service in which the welfare of the pupil is the over-riding consideration you can contact the School's independent counsellor:, Mrs Georgie McDonagh
Telephone 07500 236934

But there may be times when you feel that you wish to talk with someone else and this is perfectly understandable. You can talk with, telephone or write to any of the following

- Your parents or guardian
- The School Medical Officer
Dr Weis, 98 Conway Road, Colwyn Bay (Telephone: 0844 4778574)
- Conwy Counselling Service
- Childline, Freepost, London 1111, N1 0BR (Freephone: 0800 11 11 11)



If you want to make a complaint

You may feel that you would like to complain about something which is worrying you and, if this is the case, then the first thing you should do is to speak to any member of staff and you may bring a friend with you if you wish. It would be usual for parents to be informed at this stage.

If the matter cannot be settled in this way, you can make a formal complaint. You can do this by writing to the Headmaster or by telling your Head of School or Head of Pastoral Care that you wish to make a formal complaint. You do not have to inform staff or anyone else that you are complaining about them.

If you make a formal complaint it will be recorded in the Complaints Book kept by the Headmaster. Within three days you will be asked to talk the matter through at a meeting with either the Deputy Headmaster or the Headmaster, during which you may have a friend with you. Following this meeting you may still wish to contact the School Medical Officer, the Schools independent counsellor or Childline (as listed above) and they will advise you about the most sensible course of action for you to take.

You may simply prefer to go straight to the school's independent counsellor.

Under the Care Standards Act 2000 the National Assembly for Wales has a responsibility for the welfare of boarders in schools. Rydal Penrhos is inspected regularly by the Care Standards Inspectorate for Wales and boarders have an opportunity to discuss life as a boarder and can raise any matters of concern. Boarders with any complaints about their welfare can contact the Care Standards Inspectorate for Wales at any time (Telephone 01492 542580)

**National Assembly for Wales
Care Standards Inspectorate for Wales
CSSIW North Wales Region,
Government Offices,
Sarn Mynach,
Llandudno Junction.
LL31 9RZ**

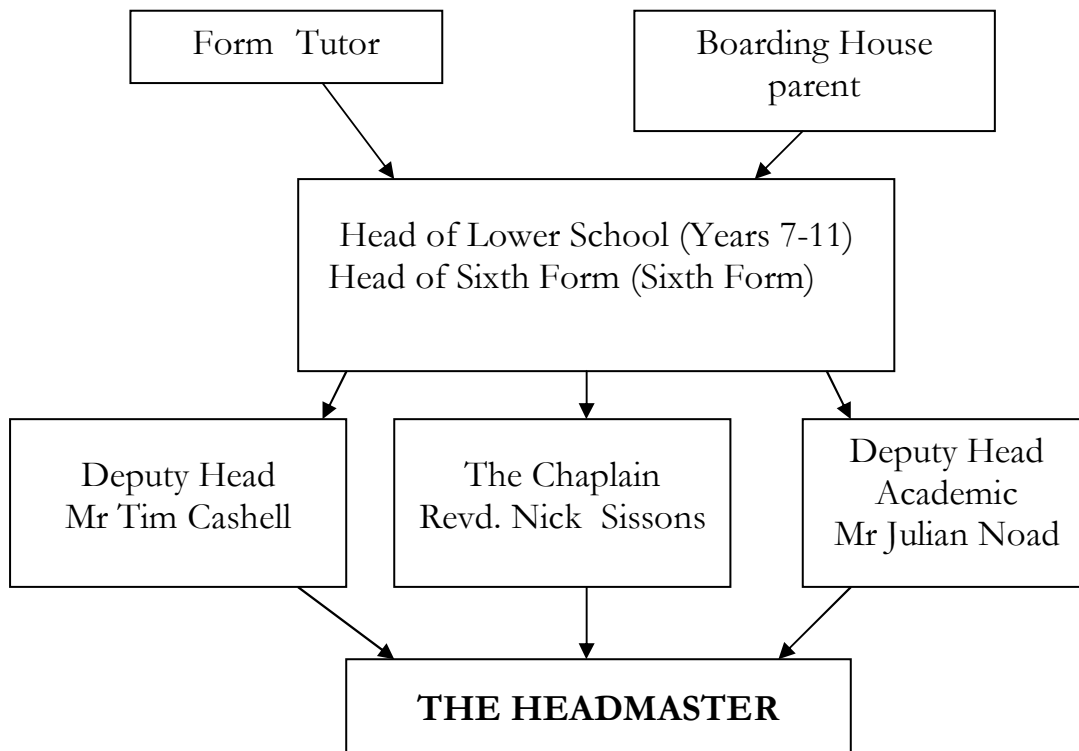


Communication

The form tutor should normally be your first communication link with the school; this can be done either via your child's planner or by telephone. If you have a query concerning an aspect of boarding life, then please contact the House parent in the first instance.

All staff may be contacted via the School Office. Messages will be taken for staff unable to take your call immediately.

Communication Channels



Contact Details

School Office

Telephone +44 (0)1492 530155
e-mail: info@rydal-penrhos.com
Fax: +44 (0)1492 531872

Boarding Houses

Beecholme: +44 (0)7501 809764
Edwards: +44 (0)7502 413117
Hathaway: +44 (0)7881 747105
Netherton +44 (0)7501 918127
Walshaw: +44 (0)7552 422535



Registration

- Pupils should arrive in school by 8.20am to allow time to collect books etc. from lockers before registration.
- All pupils register with their tutors at 8.25am and at 1.50pm (Monday – Thursday), 2.20pm (Friday) in their form rooms.
- Pupils who arrive after 8.40 a.m. must sign in at Reception; they will be recorded as being late.
- Any pupil who needs to leave school during the normal school day must obtain permission from the form tutor; the request for such permission must be supported by a letter from home (or the House parent). In these circumstances, pupils must report to Reception at the time of departure and return.
- Any pupil who feels unwell during the day should report to Reception who will then contact the Health Centre. Staff will contact home if they feel the pupil is too ill to remain in school. Pupils should, under no circumstances, phone home directly and make plans to be collected.
- Parents must contact the school before 8.45am if their child is unable to attend school for any reason. If no contact has been received by 10.00am, the School will contact the parents.
- After an absence a pupil must give the form tutor a note explaining the reason for missing school. Written confirmation will enable the School to authorise the absence.
- School end:

Monday – Thursday 5.10pm

Friday 4.35pm

After lessons, a number of activities take place, which are open to all pupils. Some team practices, for instance, take place at this time.

After 5.10pm, (4.35pm Friday) provision may be made, via the pupil's tutor, for a pupil to attend school supper and remain in school under the care of the appropriate House parent.

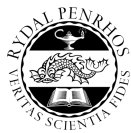
When a pupil wishes to stay for a school function in the evening such as a music concert, play or other organised activity etc, supper can be arranged in the same way via the pupil's tutor.



The Daily Routine

Monday		Tuesday		Wednesday		Thursday		Friday	
Yrs 7-9	Yrs 10-13	Yrs 7-9	Yrs 10-13	Yrs 7-9	Yrs 10-13	Yrs 7-9	Yrs 10-13	Yrs 7-9	Yrs 10-13
Registration 8.25am	Registration 8.25am	Registration 8.25am	Registration 8.25am	Registration 8.25am	Registration 8.25am	Registration 8.25am	Registration 8.25am	Registration 8.25am	Registration 8.25am
Chapel 8.40am	Chapel 8.40am	Assemblies 8.40am	Assemblies 8.40am	Assemblies 8.40am	Chapels 8.40am	Chapels 8.40am	Chapels 8.40am	Chapel 8.40am	Chapel 8.40am
Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am	Period 1 9.00-9.40am
Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am	Period 2 9.45-10.25am
Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am	Period 3 10.30-11.10am
Break	Break	Break	Break	Break	Break	Break	Break	Break	Break
Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm	Period 4 11.35am-12.15pm
Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch	Period 5 12.20pm - lunch
Lunch: Y7-9 12.50pm; Y10-11 1.00pm; Sixth Form 1.10pm	Lunch: Y7-9 12.50pm; Y10-11 1.00pm; Sixth Form 1.10pm	Lunch: Sixth Form 12.50pm; Y10-11 1.00pm; Y7-9 1.10pm	Lunch: Sixth Form 12.50pm; Y10-11 1.00pm; Y7-9 1.10pm	Lunch: Sixth Form 12.50pm; Y10-11 1.00pm; Y7-9 1.10pm	Lunch: Y7-9 12.50pm; Y10-11 1.00pm; Sixth Form 1.10pm	Lunch: Y7-9 12.50pm; Y10-11 1.00pm; Sixth Form 1.10pm	Lunch: Y7-9 12.50pm; Y10-11 1.00pm; Sixth Form 1.10pm	Lunch: Sixth Form 12.50pm; Y10-11 1.00pm; Y7-9 1.10pm	Lunch: Sixth Form 12.50pm; Y10-11 1.00pm; Y7-9 1.10pm
Registration 1.50pm	Registration 1.50pm	Registration 1.50pm	Registration 1.50pm	Registration 1.50pm	Registration 1.50pm	Registration 1.50pm	Registration 1.50pm	Registration 1.50pm	Registration 1.50pm
Games Outdoor Ed 2.05-4.25pm#	Period 6 2.05-2.45pm	Enrichment 2.05-4.25pm	Games Outdoor Ed Service Study* 2.05-4.25pm#	Games Outdoor Ed 2.05-4.25pm#	Games Outdoor Ed 2.05-4.25pm#	Games Outdoor Ed 2.05-4.25pm#	Games Outdoor Ed 2.05-4.25pm#	Games Outdoor Ed 2.20-3.00pm	Registration & Tutor Period 2.20-3.00pm
Period 7 2.50-3.30pm	Period 7 2.50-3.30pm						Period 7 2.50-3.30pm	Break	Break
Break	Break						Break	Period 6 3.10-3.50pm	Period 6 3.10-3.50pm
Period 8 3.45-4.25pm	Period 8 3.45-4.25pm						Period 8 3.45-4.25pm	Period 7 3.55-4.35pm	Period 7 3.55-4.35pm
Orchestra 4.30-5.10pm Clubs & Societies*	Team practices 4.30-6.00pm. Rehearsals, Clubs & Societies*	Music ensembles 4.30-6.00pm Clubs & Societies*	Music ensembles 4.30-6.00pm Clubs & Societies*	Music ensembles 4.30-6.00pm Clubs & Societies*	Rehearsals 4.30-6.00pm Team practices, Clubs & Societies*	Rehearsals 4.30-6.00pm Team practices, Clubs & Societies*	Rehearsals 4.30-6.00pm Team practices, Clubs & Societies*	Detention 4.45-5.30pm	Detention 4.45-5.30pm
Staff Meetings 5.15pm									
Buses depart 5.15pm (4.45pm Friday)									
Supper 5.45-6.15pm									
Boarders in Houses 6.45pm									

Pupils may leave campus at 5.10pm or after last commitment, whichever is later (4.35pm on Friday)
 * in order of priority
 # may start earlier or end later than published time



Boarders' Weekend Routine

Pupils may be granted permission to go on leave for either, or both, of Saturday and Sunday. Please see section 5 on pages 18-19 for more details.

Apart from representing the school on away fixtures or serving the school in a formal capacity, boarding pupils may wear casual clothes during the weekend.

SATURDAY	
09:00	<p>Breakfast <i>Boarders involved in fixtures for which a coach is leaving early will be provided with breakfast.</i></p>
10.00 – 11.30	Private study in boarding house
13.00	<p>Lunch This is followed by recreation time. There is a recreational swimming session between 13:30 and 14:30 & sports facilities are available some afternoons.</p>
17:30	<p>Supper Boarders return to their houses and sign in before 19:00.</p> <p><u>Autumn & Spring Terms</u> Year 11 pupils (with House parent's permission) and Sixth Form pupils (who must sign out) may visit other houses; all visiting pupils must report in to the House parent of the house that they are visiting. Y11 must return to their house by 21:30, Sixth Form by 22:00. The town is out of bounds except from members of the upper sixth who may have 'town leave' until 22:30</p> <p><u>Summer Term</u> Years 7 – 10 may report out to play on one of the school fields or tennis courts. They must report back to house before 21:00. Years 11 – 13 as for the previous term.</p>
21:30 – 23:00	'Lights out'



SUNDAY	
11:00	<p>Brunch</p> <p>A range of activities are arranged, some beginning immediately after brunch, others taking place later.</p> <p>The swimming pool is open for recreational swimming between 16:00 and 17:30. Sports facilities are available 13.30 – 17.30.</p>
17:30	<p>Supper</p> <p>Boarders return to houses and sign in before 19:00.</p> <p><u>Autumn & Spring Terms</u></p> <p>Y11 (with House parent's permission) and Sixth Form pupils may visit other houses where they must report to the House parent of the house that they are visiting. They must return to their house by 21:30</p> <p>The town is out of bounds for all pupils.</p> <p><u>Summer Term</u></p> <p>Years 7 – 10 may report out to play on one of the school fields or tennis courts. They must report back to house before 21:00.</p>
21:30 – 23:00	'Lights out'



General Information for Boarding Parents (Pupils)

1 Beginning of Term Arrangements

- 1.1 In the event of parents being unable to meet the published times of arrival on the first day of any term, they should inform their House parent in advance. The House parent's email address and telephone number will have been communicated to you along with joining instructions prior to the start of term.
- 1.2 Pupils and parents should report to the House parent when they arrive at boarding houses.

2 The Health Questionnaire

- 2.1 This will have been sent to all new parents prior to receiving this booklet. It should be completed and forwarded to the Health Centre in the pre-addressed envelope that was provided. The pupil's medical card should also be enclosed in the same envelope. **THE HEALTH CENTRE MUST RECEIVE THIS PRIOR TO THE START OF TERM.**
- 2.2 If a boarder is unable to return to school at the appointed time because of illness, the house parents should be notified as soon as you are aware of this and the staff at the Health Centre should be informed of the illness. It is, of course, important that no child should be sent to school after being exposed to any infectious disease and the school should be advised immediately of any infection which is discovered after the child's return to school. A pupil who contracts an infectious disease will, as far as possible, be kept away from school and will either return home or go to an appointed guardian.

3 Pocket Money

- 3.1 **Junior Boarders** (Years 7-11) Parents should ensure that at the beginning of each term, pupils are provided with sufficient pocket money to cover normal weekly expenses (around £6 per week is recommended). Ideally the allocated sum of money in small denomination notes should be handed to the House parent together with bank or building society cards for safe keeping. These can easily be made available for special purchases (e.g. birthday presents etc).
- 3.2 Parents are asked not to send money directly to junior boarding pupils during term. Instead, money can be deposited with the House parent (especially in the case of birthday money). We would be grateful if grandparents and relatives were made aware of this ruling. We try to discourage pupils from carrying large sums of money on their person.
- 3.3 **Sixth Formers** are encouraged to manage their own finances and budget for themselves, but must deposit large sums of cash with their House parent. All boarding pupils have the option of using a personal safe in their room but, at all times, the school recommends that pupils limit the number of valuable items they bring to school and ensure that these are stored securely; the house parent is happy to help in this regard.

4. Some Miscellaneous Points

- 4.1 **Letters** should be addressed to the pupil and sent to the **house address**.
- 4.2 **Parcels** should be addressed to the pupil and sent to the **school address**.



-
- 4.3 **Labelling of uniform & kit.** All items of uniform, including shoes and personal property must be clearly marked with your child's name and a supply of spare nametapes given to the House parent. It is preferable to use 'sew on' labels as others tend to come off in the wash.
- 4.4 **Bedding.** Boarding pupils may bring a duvet and three sets of duvet covers and pillowcases; alternatively the school will provide appropriate bedding.
- 4.5 **Electrical Equipment.** Radios, compact disc players etc. and lap-top computers are allowed but their use is subject to the house and school rules. Any pupil (boarding or day) bringing electrical equipment into school is responsible for its safety and insurance. Under Health and Safety regulations this equipment must be tested and passed as being safe, once a year, and should display an approved sticker to support this. We cannot allow untested electrical equipment to be used within the school.
ALL ELECTRICAL EQUIPMENT MUST BE FITTED WITH A UK STANDARD 3-PLUG.
- 4.6 **Telephones** Pupils have access to telephones which have been fitted in all boarding houses. We encourage parents/friends to use this system, but please avoid telephoning during prep time! In an emergency, parents or guardians can always communicate with boarders via House parents.
- 4.7 **Saturday Town Leave** Parents are reminded that only students in the Upper Sixth who are 18 years old are permitted into town on Saturday evenings from 8.00 – 10.30 p.m. It is against UK Law for anyone under the age of 18 to buy or consume alcohol or to buy tobacco. Young people are normally asked by proprietors to produce some official identification as proof of age.

We believe that our most senior pupils should be allowed the freedom that town leave offers but it is essential for their well being and for the reputation of the school that this freedom is exercised with the utmost responsibility. This privilege will be removed from anyone who abuses it.

Evening Outings Occasionally House parents may arrange social or cultural evening outings or meals with members of the house. This would not normally cost more than £20 and would be added to the school bill.

5 Leave

- 5.1 A 'Leave' is permission to be absent from school for a specified length of time.

All school commitments, especially school fixtures and/or other Saturday matches must be fulfilled before leave can commence.

It is expected that House parents will be informed about 'leave' arrangements by means of a 'leave request form', a sample of which is included inside the rear cover (additional copies are available from the school office). This can be mailed or faxed but please allow at least 72 hours notice when requesting leave. **Wednesday evening, by 9.00pm**, is the latest time that leave requests will be considered for the forthcoming weekend.

Boarding, as well as day, pupils require written permission from the Deputy Headmaster if they request any planned leave from school which necessitates time out of school during the week. This must be requested in writing two weeks prior to the absence. This includes absence from planned school activities at the weekend. **Speech Day and Open Morning are designated as normal school attendances.**



5.2 Weekend Leave

Boarders are able to take weekend leave after they have fulfilled their normal school obligations. The school encourages pupils to meet parents/relatives whenever this is convenient and house parents have discretion to grant 'special' leave at any time (see 5.4 below).

House parents must receive a request in writing by Wednesday 9.00pm before the weekend for which leave is required. If a pupil is staying with another pupil, written permission is required from the host parents. Please remember school commitments take priority.

5.3 Day Leave – either Saturday until 6 pm or Sunday until 8 pm

House parents will use their discretion about granting permission as birthday celebrations, cinema trips and other occurrences need to be considered appropriately and the house parent can retain flexibility in this respect in determining authority for permission.

5.4 Special Leave

Special leave may be granted, on written request, in special domestic and individual circumstances at the discretion of the House parents or Deputy Headmaster.

- Prior notification is required so that the catering staff is aware of the number of pupils likely to be absent to avoid any wastage of food.
- Please be aware of the responsibility which requests for leave imply. Parents are urged to be clear about the timing and also about what the programme for the pupil will be during leave.

6 Guardians

6.1 It is a strict requirement of the School that parents who live overseas must supply the name, address and telephone number of an appropriate adult in this country who has agreed to act as guardian to their child(ren) during the academic year. This is crucial information. Please give details to the house parents.

For pupils normally resident outside the United Kingdom, an appropriate adult must be nominated by the parents to act as a guardian. This person will receive copies of all routine school communications and should be resident in the UK, easily accessible, active and able to support the pupil at official school functions.

6.2 Where regular or immediate contact with parents is not possible, the guardian is expected to undertake the following responsibilities:

- (i) Maintain regular contact with the School:
 - (a) by liaising with the House parents to discuss personal concerns, grant permission for emergency medical treatment, taking leave with friends etc.
 - (b) by attending parent interviews (when possible) in order to monitor the pupil's academic progress and to liaise with parents.
- (ii) to offer hospitality to the pupil at the beginning or end of term (in the event of early arrival or late departure) and also during half-term holidays.



(iii) To be responsible for accommodating the pupil who is suspended temporarily from school for disciplinary reasons and when the pupil is ill for a prolonged period of time.

- 6.3 The guardian will always be most welcome to visit the pupil's boarding house to meet the House parents and is encouraged to become involved in the pupil's school life.
- 6.4 The School operates a guardianships scheme which is organised by a co-ordinator who will liaise with parents. Full details of the scheme, together with costs, are set out in a leaflet which is obtainable from the school office.

7 **School Events**

Parents, guardians and friends are warmly encouraged to attend school function such as matches, services, drama productions and choral or other musical occasions. Most of these events are listed in our termly calendar which is sent out routinely to every parent and notice about additional events will be sent out under separate cover. We always welcome visitors.

8 **End of Term Arrangements**

Parents are always informed about end-of-term arrangements, but should a problem arise involving travel, please inform the House parents. They are familiar with the routines, particularly if your child is travelling overseas. The school accepts that pupils travelling abroad may need to leave on the last day of term and prior permission is not required on these occasions. However, the summer half term holiday begins after Speech Day and, as with Open Morning, attendance at Speech Day is compulsory. **The boarding house is open from 11.00am on the first day of school at the start of the academic year and from 2.00pm after all other half term and school holidays.**

9 **Communication**

Our boarding houses function as family units and close links are maintained with the young people in our care. If parents or guardians have any problems regarding boarding arrangements or concerns about the welfare of their child, please consider the House parents as the first line of communication.

10 **Academic Progress**

Information regarding the academic progress of pupils is communicated to parents in a variety of ways; these include annual parent/teacher interview evening, grade cards/tutor communication, school examinations or tests and a full school report. Both the attainment and effort of pupils are reported equally, with progress being monitored in class and outside the classroom (prep/homework). In Years 7-11 pupils are expected to use planners (issued by the school) as a positive means of communication between school and home.

If there are any concerns over academic progress the first point of contact is the tutor. If assessments show that there are concerns over work then the effort, organisation and achievements of a pupil will be monitored closely by the teachers, tutor, head of school/head of Sixth Form and the House parent over a period of time.



Electrical Equipment:

In the best interests of the health and safety of boarders.

- All electrical equipment for use by pupils in boarding houses **must comply with UK standards.** (The Electricity at Work Regulations 1989)
- **The use of 2 pin European plugs is not permitted.** All plugs must conform to BS7671 – IEE Wiring Regulations 16th Edition.
- **Only one extension lead or adaptor is permitted.**
- Boarders should limit the number of electrical items they bring into the boarding houses, to reasonable essentials:-

1 x Laptop computer
1 x Mobile phone charger
1 x Hairdryer
1 x Music system, which must not have a loud speaker system

All electrical equipment must be fitted with a 3 pin plug which complies with UK regulations.

Compatible 3 pin leads with transformer attachments for both lap tops and mobile phone chargers are available for purchase locally.

- Fully equipped snack making facilities are available for pupils are in every boarding house. **The use of kettles, toasters, fridges etc. for private use in bedrooms is therefore strictly prohibited.**
- All portable electrical equipment should have been PAT (Portable Appliance Testing) tested on arrival at the school. If this has not been possible, then the school will arrange a PAT test as quickly as possible. All untested appliances must remain unused until PAT testing has been carried out.

Any piece of electrical equipment which does not comply with UK standards or which the school considers to be unnecessary will be removed from use. The item will be returned at the end of term so that the student can take it home.



Airport Transport:

Arrivals to UK: All flights must arrive before 20:00

The school will not provide transport for flights that are scheduled to land after 20:00 unless the flight has been delayed. Flights scheduled to arrive after 20:00 will necessitate an overnight stay in an airport hotel or, by appointment, in the Health Centre. Transport will then be arranged for the next morning.

Please notify the Transport Manager, **no later than 3 weeks** before arrival of the flight details e.g. airport, terminal, flight from, name of airline, flight number and time of arrival for transport to be arranged.

Transport will depart from Manchester airport at 11:00, 16:00 and 20:00 on the day prior to the start of term. Transport times from Liverpool airport will depend upon requirements. The Transport Manager will be at Manchester airport on this day and can be contacted on +447793800419.

Departures from UK: No flight may be booked to leave before 10:00.

Flights must not be booked to leave the airport before 10:00, as pupils cannot leave from Boarding Houses before 06:30. If an earlier flight is required then we can arrange for alternative accommodation the night before. In this case, the School will also arrange transport to the accommodation.

Boarders must not leave School prior to the last day of term unless a written request has been submitted to the Deputy Headmaster **at least two weeks before the end of term.**

Cost per single transfer - £25.00 - £75.00 depending on number sharing transport.



General:

- Timetables are a guide and may change.
 - Only 1 piece of hold luggage (max.25 kilos) and 1 piece of hand luggage will be permitted when transferring to and from the airport. **It is the pupil's responsibility to ensure bags are loaded onto the transport that takes you to and from the airport and that they are of the correct weight stipulated by the airline.**
 - Pupils need to be at the pick up point for transfers at least 15 minutes before the transport leaves school for their departure to the airport.
 - Transport will leave at the designated time.
 - Drivers have been instructed to report all occurrences of unacceptable behaviour to the School in the first instance. Unacceptable behaviour includes:
 - Standing on or kicking of seats;
 - Shouting or the use of inappropriate language;
 - Eating or drinking on buses;
 - Muddy or wet clothing;
 - Not wearing a seatbelt; etc.
- In the event of unacceptable behaviour, the parent will be informed and if the behaviour reoccurs then the bus place may be forfeited.
- **A bus place cannot be allocated and a passenger may not travel unless a signed request form has been submitted with the correct flight details to the Transport Manager.**

If you would like to be allocated a bus place and agree to the above terms and conditions, please completed the form attached and return it to the Transport Manager, Rydal Penrhos, Pwllcrochan Avenue, Colwyn Bay, Conwy, LL29 7BT or e-mail khulme@rydal-penrhos.com Fax. 01492 539700



For the attention of the Transport Manager, Mr Ken Hulme at Rydal Penrhos

Airport Transport

Pupil(s) Name: _____

Year Group: _____

Boarding House: _____

FLIGHT DETAILS:

Airport to be collected from: Manchester [] Liverpool []

Departure Airport: _____

Name of Airline: _____

Flight Number: _____

Time of arrival: _____

Terminal Number: _____

Signed: _____

Tel No: _____



General Information for Day Pupils

1. Beginning of Term Arrangements

If your child is unable to be present at the specified time on the first day of any term, please inform the school office

2. Uniform & Kit

All uniform, sports kit and other belongings must be **clearly labelled with the owner's name.**

3. School Events

Parents and friends are warmly encouraged to attend school functions (e.g. matches, services, choral and musical occasions, drama productions). Most of these events are listed in our termly calendar which is sent out routinely to every parent and given to each child.

4. Visits by Boarders

If your son/daughter is anticipating inviting a boarder to stay with you, please read the section on 'Leave' section 5 page 18/19.

5. Transport

Daily transport is available from/to Bodelwyddan, Capel Curig, Chester, Denbigh, Rhyl and Anglesey. Please contact Mr Ken Hulme on 01492 530155 ext. 270 or 07793800419 for further information.

6. Academic Progress

Information regarding the academic progress of pupils is communicated to parents in a variety of ways; these include annual parent/teacher interview evening, grade cards/tutor update letter, school examinations or tests and a full school report. Both the attainment and effort of pupils are reported equally, with progress being monitored in class and outside the classroom (prep/homework). In Years 7-11 pupils are strongly encouraged to use planners (issued by the school) as a positive means of communication between school and home.

If there are any concerns over academic progress the first point of contact is the tutor. If assessments show that there are concerns over work then the effort, organisation and achievements of a pupil will be monitored closely by the teachers, tutor, head of house/head of Sixth Form and the House parent over a period of time.

7. Absence

Both day and boarding pupils require written permission from the Deputy Headmaster if they request any planned leave from school. This must be requested in writing two weeks prior to the absence. This includes any other events happening during the school day. **Speech Day and Open Morning are designated as normal school attendances.**



School Transport – daily bus service:

The service uses school minibuses driven by trained drivers who are school employees where possible. All bus routes are managed by Rydal Penrhos and should you have any queries regarding the bus routes, pick up location and times, please contact the Transport Manager.

Parents are asked to commit to a term's travel, providing one term's notice of withdrawal from the scheme, and are asked to commit to full weeks of travel, rather than random days. Minimum usage of the service is 5 trips per week, anything over this will be charged as a full day rate. The only exception to this will be for weekly boarders.

Drivers are provided with a contact mobile number that will be made available to parents whose children use the service so that they may call him to inform of any difficulty in getting their child to the pick up point.

Due to the timings and possible traffic congestion in the mornings, drivers will not be able to wait at the pick up points, beyond the time stated.

Normal school rules apply once the pupils board the minibuses; the schools reserve the right to ban/suspend a pupil from using the service should, in the opinion of the Headmaster his/her behaviour on the bus merit such action.

Parents are asked to appreciate that the services will be run subject to reasonable demand and that, with due notice, changes may be made. Places will be allocated on a first-come, first served basis. Subject to availability, if a pupil would like a friend to accompany them on the bus, they must submit a written request at least 48 hours prior to travel, and a charge will apply.

There can be no refund for any days when a child does not use the minibus, for whatever reason. For the Autumn Term, new parents to the service are asked to forward a cheque (payable to Rydal Penrhos) with the booking form (below) but thereafter the charge will be added to the termly fee invoice a term in advance. If you live outside of the current routes or you have an alternative pick up point that you may wish to be considered please contact the Transport Manager; 07793800419 khulme@rydal-penrhos.com Fax. 01492 539700.

Cost Per Term:

<u>Zone</u>	<u>Full Day</u> <u>10 trips</u>	<u>Half Day</u> <u>5 trips</u>	<u>Includes:</u>
A	£175	£90	Glan Conwy
B	£235	£120	St Asaph, Kinmel Bay, Tal y Cafn, Bodelwyddan
C	£290	£145	Llanrwst, Rhyl, Llanfairfechan
D	£350	£175	Ruthin, Denbigh, Betws-y-Coed
E	£405	£205	Capel Curig, Halkyn, Caerwys
F	£465	£235	Llandygai
G	£520	£260	Ewloe, Menai Bridge



If you would like to allocate a place on any of our services and agree to the above terms and conditions, please complete this form and return it to the Transport Manager.

Please return to the Mr K Hulme, Transport Manager, Rydal Penrhos, Pwllcrochan Avenue, Colwyn Bay, Conwy, LL29 7BT

Term Commencing:

Number of place/s required:

Name/s of child/children:

I wish to reserve the above number of bus place/s on the bus from thestop (as shown on the Bus Service Timetable). My child/children will be travelling as a Full Day / Half Day – AM / Half Day – PM (please delete as appropriate).

I acknowledge that the cost of the transport will be billed to me one term in advance.

Signed:

Contact details

Name of Parent: _____

Address: _____

Contact Telephone Home: _____

Mobile: _____



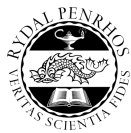
Area	Morning		Afternoon	
	Time	Location	Location	Time
RUTHIN/DENBIGH Operator: Rydal- Penrhos School	07.25	Ruthin (Texaco Garage)	Rydal Penrhos Preparatory School	17.00 (16.35 Fridays)
	07.40	Denbigh	Rydal Penrhos Senior School	17.20 (16.45 Fridays)
	07.55	St Asaph (The Plough Car Park)	Bodelwyddan (Marble Church)	17.40
	08.00	Bodelwyddan (Marble Church)	St Asaph (The Plough Car Park)	17.45
	08.15	Rydal Penrhos Senior School	Denbigh	18.00
	08.20	Rydal Penrhos Preparatory School	Ruthin (Texaco Garage)	18.15

Area	Morning		Afternoon	
	Time	Location	Location	Time
ANGLESEY Operated by Abacab	07:35	Britannia Bridge	Rydal Penrhos Preparatory School	17:00 (16.35 Fridays)
	07.40	Llandygai (one stop garage)	Rydal Penrhos Senior School	17:20 (16.45 Fridays)
	07:55	Llanfairfechan (Village Inn)	Llanfairfechan (Village Inn)	17.45
	08:20	Rydal Penrhos Senior School	Llandygai (one stop garage)	17.55
	08:25	Rydal Penrhos Preparatory School	Britannia Bridge	18.05

Area	Morning		Afternoon	
	Time	Location	Location	Time
BETWS Y COED Operator: Rydal Penrhos School	07.15	Capel Curig	Rydal Penrhos Preparatory School	17.00 (16.35 Fridays)
	07.25	Betws y Coed	Rydal Penrhos Senior School	17.20 (16.45 Fridays)
	07.40	Llanrwst (Llanrwst Bridge)	Mochdre	17.30
	07.50	Tal y Cafn (lay by)	Glan Conwy (opp. The Vale)	17.35
	08.05	Glan Conwy (The Vale)	Llanrwst (Llanrwst Bridge)	18.00
	08.20	Rydal Penrhos Senior School	Betws y Coed	18.15
	08.25	Rydal Penrhos Preparatory School	Capel Curig	18.25

Area	Morning		Afternoon	
	Time	Location	Location	Time
CHESTER Operator: Rydal-Penrhos School	07:35	St David's Park Hotel, Ewloe	Rydal Penrhos Preparatory School	17:00 (16.35 Fridays)
	07.50	Dragon's Rest Café, Caerwys	Rydal Penrhos Senior School	17.20 (16.45 Fridays)
	08.20	Rydal Penrhos Senior School	Dragon's Rest Café Caerwys	17.45
	08:25	Rydal Penrhos Preparatory School	St David's Park Hotel, Ewloe	18:00

Area	Morning		Afternoon	
	Time	Location	Location	Time
RHYL AREA Operator: Rydal Penrhos School	07:40	Rhyl (Coast Rd by Coastal Tow Bars)	Rydal Penrhos Preparatory School	17:00 (16.35 Fridays)
	07.50	Rhyl (Wellington Road)	Rydal Penrhos Senior School	17.20 (16.45 Fridays)
	07:55	Kinmel Bay	Abergele (Tesco)	17.30
	08.00	Abergele (Tesco)	Kinmel Bay	17.40
	08:20	Rydal Penrhos Senior School	Rhyl (Wellington Road)	17.50
	08:25	Rydal Penrhos Preparatory School	Rhyl (Coastal Tow Bars)	18:00



Equipment and Uniform

The Internet

Our pupils have the facility to access the internet, a resource which has been screened for educational use. There is also a provision for every pupil to have an e-mail box. Strict rules and regulations govern the use of our IT facilities and pupils will be asked to sign an agreement before they are given access.

Lap Top Computers

The general use of lap-tops by pupils in Years 7-11 is not encouraged but many of our sixth form pupils do use them during private study periods. It is essential that expensive equipment is insured and the School cannot accept responsibility for any loss or damage.

Mobile Telephones

Recognising the rapid developments in communications technology, the school has no objection to pupils having mobile phones in their possession. Parents and pupils are reminded, however, that at certain times within the school routine the use of such phones would be obtrusive and inappropriate. No photographs or videos should be taken without the consent of those being photographed. The use of dongles are not permitted in the school

Bearing in mind the implications of security, cost and health, the school insists upon **responsible** use of phones.

It is **essential** that:

- Mobile phones are insured
- The phone has a security PIN number
- Pupils know exactly what to do in the event of loss or theft of the phone as the School can take no responsibility in such cases
- Mobile phones are not used in school buildings
- Mobile phones are secured in lockers or handed in to PE teachers when changing for PE or games

Electronic Calculators

Much of the work leading up to GGSE requires the use of an electronic calculator. We shall advise pupils on its correct use at various stages of their courses. In this connection, we shall expect each pupil to possess a scientific calculator. This does **not** have to be a sophisticated piece of equipment but it **must** have the following facilities:

- the four basic functions $+$, $-$, \times , \div
- a square root key
- the trigonometric functions *sin*, *cos*, *tan*

The ability to work in fractions is also extremely useful.

For higher levels of study, a XY key and facilities for calculating mean and standard deviation are also recommended.

As a security measure, we strongly recommend that both calculator and case are clearly and prominently marked (preferably engraved) with the owner's name.



Uniform Shop

The school shop is situated in Ingleside (on the corner of Brackley Avenue and Lansdowne Road), and, in addition to new dedicated school items, also stocks a good range of pre-owned uniform and regulation sports kit. During term time the uniform shop is open Monday 8.30am – 10.30am, Wednesday 8.30am – 10.30am, and Friday 8.30am – 10.30am.

Special provision is also made at the beginning of the new academic year when both pre-arranged and extended opening times are offered. Please contact Reception to make pre-arranged appointments.

Please note the cost of items purchased can only be paid in cash or by cheque.

Conditions for Sales of Second Hand Uniform

Items for sale may be brought in at any time. If the shop is not open, these may be left at the school office. All items **must be clean**, in reasonable condition and **have the name tape intact**.

Items are usually sold at between one-third and one-half of the new prices. When an item is sold, you will receive 50% of the selling price, the other 50% goes into school funds. Accounts are settled at the end of each term. If the pupil is still in the School settlement takes the form of a credit on the next school account for items sold or a debit for items purchased (boarders only).

Items will be kept in the shop for one year but this may be extended if there is a shortage of stock. If you wish to have unsold items returned to you, it is your responsibility to collect them. Any unclaimed articles, which are not dedicated Rydal Penrhos items, will be donated to charity after another year.

Bookshop

The School Bookshop operates from the Learning Resource Centre and pupils are able to purchase books. This facility allows pupils to purchase fiction, revision guides and non-fiction books that may be recommended by their subject teachers

The cost of all purchases will be charged to pupil accounts. The recommended allowance is £40 per term per pupil. However, if you would prefer to state your own figure, please do so on the slip inserted in the inside rear cover. This slip should be returned to the Learning Resource Centre at the beginning of term. If the slip is not returned then it will be assumed that you are happy with the above figure and your child will be permitted to spend up to £40, which will then be debited on his/her school account.

Stationery Shop

Also on the premises is a small stationery shop from which pupils may buy such items as loose-leaf files, file paper, writing implements etc. These items appear on the school account as "*Stationery Shop*". If parents wish to set a termly limit on what may be spent at the shop, they should do so on the slip inserted in the inside rear cover and return the slip to the form tutor at the beginning of term, otherwise a limit of £25 will apply.

Financial Matters

The Finance Office deals with all aspects of school fees and insurance schemes. Please address all enquiries concerning termly bills to Mrs Angela Jones who can be contacted on 01492 532728.

Parents are urged to consider the schemes whereby, for a modest premium, they may insure against their child's absence from school for more than a few days as a result of illness, as well as for the loss of personal possessions.



Music at Rydal Penrhos

One of the strengths of a school such as Rydal Penrhos is that it encourages a broadness of vision and experience, providing opportunities for all pupils to develop expertise, knowledge and skill in many areas. Music is a fundamental part of this experience and all pupils are encouraged to take a full part in the school's music programme, ranging from choirs and instrumental ensembles to bands and musical theatre.

Singing and Playing

Singing forms part of every music lesson and all pupils are encouraged to join the choir to increase their confidence and performance skills. Ensembles include Jazz Band, Orchestra, Senior Choir, Junk Band, Brass Group, String Group, Flute Group and pupil led Rock Bands.

Instrumental and Vocal Tuition

Tuition is provided by a visiting team of peripatetic music teachers on a wide range of orchestral and band instruments, as well as voice. All musical styles and tastes are catered for. An *Instrumental/Vocal Tuition Request Form* is included in this pack for your convenience and this explains the system further as well as detailing the *Terms and Conditions*. It is assumed that pupils transferring from Rydal Penrhos Preparatory School will continue their lessons unless we hear, in writing, to the contrary.

A valuable addition to individual tuition is to be found in ensemble participation and pupils may be invited to attend ensemble rehearsals for which their teachers consider them to be suitable.

Participation in County and National music ensembles and courses is actively supported and encouraged and suitable candidates may be put forward for Conwy Youth Orchestra, The Four Counties Youth Choir and Orchestra, The Welsh National Youth Orchestra, Big Band or Choir and The National Youth Choir and Orchestra of Great Britain.

Examination Courses

Music is offered as an examination subject and courses include higher level GCSE and A level. Practical examinations taken by singers and instrumentalists are those of the Associated Board of the Royal Schools of Music, for which the School is an Examination Centre.

Please contact Miss Rosy Hearn (Head of Music) via Reception, should you require any further information relating to the above, or on any other musical matter.



Sport and Outdoor Activities at Rydal Penrhos

The school offers a varied activities, games and PE programme as part of the curriculum. We encourage parents and friends to support games fixtures, many of which take place on Saturday mornings or afternoons.

If, for any reason, a pupil is unable to participate in fixtures, it is extremely important that both the form tutor and the member of staff in charge of the particular team or activity are informed as early as possible. In the event of illness or injury day pupils' parents are requested to write a letter to explain the reason for non-participation.

A pupil may have an important prior commitment and is unable to fulfil a school obligation. In such cases it is essential that the school is informed as soon as possible; requests for permission to be excused such a commitment must be in writing and must be received **at least two weeks** in advance.

In the interests of safety, all pupils are required to adhere to the safety guidelines in respect of the use of facilities and equipment as specified by the PE department. Every pupil playing rugby or hockey should wear a mouthguard and, ideally, these should be dental appliances . . . please refer to the section below and to the leaflet inserted inside the rear cover of this booklet for further information. In addition, shin guards are **essential** for those playing hockey.

Parents are reminded that equipment and clothing belonging to pupils must be clearly labelled with the owner's name. Pupils are expected to maintain a high standard of dress for PE lessons, games lessons and school matches and must **only** wear school uniform / regulation kit.

Please contact Mr Leach via Reception if you have any enquiries concerning PE or games.

Mouthguards

As you may be aware, the governing bodies of rugby and hockey strongly recommend the wearing of custom fitting mouthguards at all levels of the sports and the School's policy is to adhere to these guidelines. We have asked O-PRO, the dental organisation which specialises in mouthguards, to visit the school and give every pupil the opportunity to have a mouthguard, fitted dentally, at a reasonable cost.

O-PRO have visited the school for a number of years and their service includes . . .

- a qualified dentist to take the impression;
- a named mouthguard delivered within a week or so of fitting;
- a discounted replacement in case of loss as O-PRO keep the mould;
- a comprehensive aftercare service;
- a full dental accident insurance for twelve months.



In order to take advantage of this service, all you need to do is refer to the O-PRO leaflet inside the rear cover of this booklet and

- choose from the leaflet/order form the mouthguard required;
- place the order over the internet, or by telephone, fax or mail.

Note: In all cases **please deal direct with O-PRO and not with the school.**

It is possible to accept completed order forms on the day of the fitting. BUT this does cause inconvenience and may delay the delivery of the mouthguard. We urge you, therefore, to reply as soon as you are able.

If your child already has a mouthguard, **please check that it still fits correctly**; growth does limit a mouthguard's useful life.



THE HEALTH CENTRE

Glan Aber, Pwlycrochan Avenue, Colwyn Bay. LL29 7DA.

Telephone & Fax: 01492 539729

E-mail: healthcentre@rydal-penrhos.com

THE HEALTH CENTRE TEAM

Medical Officers	Doctors Murphy, Weis, Griffiths and Newton Rysseldene Surgery , 98 Conwy Road, Colwyn Bay. LL29 7LE. <i>Telephone:</i> 08444 778 574
Sister in Charge	Peta Stevens RGN
Nursing Assistant	Irene Hyland NVQ Level 3
School Counsellor	Georgie McDonagh MBACP. BA. PGCE. PG Cert in Supervision.
Chaperones	Deborah Edwards Jenny Roberts

The Health Centre is a specifically designated, fully equipped health care facility situated opposite the Senior School on the junction of Landsdowne Road and Pwlycrochan Avenue. The Health Centre is staffed by qualified and dedicated nurses who available to provide twenty-four hour advice and care as required.

MISSION STATEMENT

‘Healthy children get the most out of their education’

Our aim is to enhance the educational potential of all pupils by promoting wellness and addressing any health issues which may create barriers to learning. In collaboration with parents, teachers and community resources such as the National Healthy Schools Programme (NHSP) we aim to encourage pupils to develop positive attitudes to health, promote the development of healthy life choices and ultimately give our pupils the necessary tools for a happy, healthy life.

INFORMATION RELEVANT TO ALL PUPILS

Medical Information

The school is required by UK law to hold medical information including emergency contact details for all our pupils. **A completed health questionnaire is a mandatory requirement for your child’s entry to the school.** Please complete the Health Questionnaire enclosed and return it in the envelope provided.

HEALTH QUESTIONNAIRES MUST BE COMPLETED IN FULL AND RETURNED AT LEAST TWO WEEKS PRIOR TO YOUR CHILD’S FIRST DAY AT THE SCHOOL. IN THE INTEREST OF YOUR CHILD’S SAFETY WE REGRET THAT HE/SHE MAY NOT BE PERMITTED TO START AT THE SCHOOL UNTIL WE ARE IN RECEIPT OF THIS DOCUMENT.



In order that we can provide the best care for your child you may be sent a Health Information Update form as required. It is imperative that **all** forms be returned as consents previously given are deemed to be invalid after a few months.

IF YOUR CHILD SUFFERS FROM ANY SIGNIFICANT ILLNESS OR RECEIVES ANY VACCINATIONS OR OTHER MEDICAL TREATMENT DURING THE SCHOOL HOLIDAYS, PLEASE KEEP US INFORMED AND PASS ON ANY RECOMMENDATIONS THAT HAVE BEEN MADE. Please telephone the Health Centre on 01492 539729 if you are in any doubt as to whether your child is fit enough to return to school.

Confidentiality

All medical information will remain confidential unless it is in the interest of your child for specific relevant details to be disclosed to appropriate members of staff. Teachers will be made aware of conditions that may have implications for your child in School, for example asthma, epilepsy, diabetes, vision, hearing problems or significant allergies etc.

Parent Liaison

Every effort will be made to inform you of the medical progress of your child. Parents and guardians are also welcome to telephone or visit the Health Centre.

Pastoral Care

Health Centre staff are an integral part of the School's pastoral structure which aims to ensure that all aspects of each child's individual needs are recognised. As with all those involved in pastoral care, the Health Centre staff provides non-judgmental support and comfort for any child who presents with a worry or personal problem.

Infectious Illness

In accordance with the Department of Public Health guidelines, the School reserves the right to send home for a period of exclusion any child with an infectious illness. Please refer to Incubation and Exclusion Period information sheet enclosed.

School Health Schedule

The School Health Centre Team work in partnership with the local NHS Child Health Service and ensures that your child benefits from all the services on offer to them. At certain times throughout your child's school life, nurses from NHS attend the School to do routine health checks. This may include vision and hearing tests and height/weight checks. You will always be informed if a problem is identified. If your child is due a health check you may be sent a NHS medical questionnaire and/or a consent form, this must be completed in addition to the medical questionnaire requested by the School.

In order to provide the best possible care for your child and to identify and address any health problems throughout your child's time at the school, **all boarding pupils** are registered with the School Medical Officers at Rysseldene Surgery. To complete this registration, which entitles your child to full NHS care, **all new boarders** will undergo a compulsory medical assessment which may include a blood pressure check and urinalysis. If a health problem is detected you will be informed at the earliest opportunity and involved in any decision about the most appropriate action to be taken.



Off Games/Activities

Day Pupils who need to be excused from games or activities due to illness or injury are required to give the Physical Education Department a signed and dated parental letter, indicating why they are unable to participate and for how long they need to be excused. Please include doctor's recommendations if applicable.

Boarders who need to be off games or activities will be assessed by their House parent, Matron or the School Nurse and issued with an 'Off Games' card as appropriate.

Sports/Soft Tissue Injuries

Mr Philip Mather, a member of the Senior School Academic staff, who is a qualified Sports Therapist, is available as required to provide support and advice to the nursing staff in the care or long term management of sports injuries.

Hospital Care

If your child has an accident or emergency that requires urgent hospital treatment, **every possible effort will be made to contact you**. It is essential, therefore, that the School has at least **three** current contact phone numbers. Please be sure to inform the School immediately if there are any changes to the contact details. However, in extreme cases, your child may be taken to hospital to receive the appropriate emergency medical treatment before we are able to contact you.

Dental Care

The School provides optional cover with the Denplan for Schools Accident and Emergency Dental Plan. This plan offers worldwide comprehensive dental accident and emergency cover 24 hours a day, 365 days a year at a preferential rate. For further information call: **0800 214357**.

For Denplan 24 hour emergency helpline/claims phone: UK: 0800 844999. Overseas: 0044 1962 844999.

In order to reduce the risk of dental injuries during sport, **please ensure that your child has a well fitting mouth guard. Mouth guards are compulsory for all contact sports.**

NB. DENPLAN AND MOST OTHER DENTAL INSURANCES ARE INVALIDATED FOR INJURIES SUSTAINED IN CONTACT SPORT IF NOT WEARING A MOUTH GUARD

Opro mouth guard impressions are taken on site by a qualified dentist at the start of every new school year. If you would like your child to be included please place your order online at **www.opro.com** at least two weeks before the start of the new school year. Alternatively your child's own dentist can assist/advise you.

Routine Dental Care – Boarders only

Due to a shortage of NHS Dentists, we recommend that your child continues to receive routine dental care at home during the school holidays. If your child is undergoing orthodontic treatment which needs to continue during term time please contact the Health Centre to discuss arrangements for this to continue after your child has joined the school.



Registration with the School Medical Officer – Boarders only

In order to provide full medical care for your child it is essential that he/she is registered as an NHS patient of the School Medical Officer. Please complete and return the **BOARDERS REGISTRATION WITH THE SCHOOL MEDICAL OFFICER** form enclosed. Alternatively, if your child is or has previously been registered with a UK doctor you may send his/her **NHS MEDICAL CARD**.

Note It takes several months to transfer notes between doctors. Once your child's records have been received here, they should stay here until he or she leaves the School. If your child needs medical attention during the school holidays, he/she can usually be seen by a family doctor as a **temporary resident**. **PLEASE DO NOT RE-REGISTER AS A PERMANENT RESIDENT AS THIS CAUSES CONFUSION AND CAN LEAD TO NOTES BEING LOST.**

PUPILS WHO NEED TO TAKE MEDICINES IN SCHOOL

School Homely Remedies (non-prescription medicines)

The School Health Centre can provide single doses of non-prescription medicines (e.g. Paracetamol, cold remedies etc) to **senior day and all boarding pupils** whose parents have given their consent. The School Homely Remedies list is available on request from the Health Centre.

Pupils Own Medicines

For the safety of all pupils **WE CANNOT ALLOW ANY MEDICINES INCLUDING HOMEOPATHIC, HERBAL OR ORIENTAL REMEDIES IN SCHOOL OR IN THE BOARDING HOUSES** without informing the Health Centre and following the instructions shown below.

PUPILS MUST NOT UNDER ANY CIRCUMSTANCES SHARE/SWAP OR TRADE THEIR MEDICINE WITH ANY OTHER PUPIL.

NB. Administration of all medicines sent in from home is at the discretion of the member of staff to whom the request is made. Every effort will be made to fulfil your requirements. However, please note that neither the member of staff nor Rydal Penrhos accept responsibility for failure to do so.

- **All** medicines (including inhalers and epipens) brought into School **must** be in the original packaging and clearly labelled with the pupil's name, dose to be given and frequency of administration. Doctors instructions to be included if appropriate.
- A **REQUEST FOR MEDICINES TO BE ADMINISTERED** form (yellow) enclosed at the back of this booklet **must** be completed for **each** medicine that is brought into School (this form may be photocopied). Please complete **side 1** if you require School staff to administer the medicine or **side 2** if you would like your child to carry his/her own medicine (including inhalers and epipens). We regret that medicines cannot be administered/carried unless we are in receipt of a completed request form.
- Failure to complete a **REQUEST FOR MEDICINES TO BE ADMINISTERED** form will result in you being telephoned to come into School to complete the form or the medicine being returned home without being administered to your child.
- If you do not have a form or are unable to accompany your child into School please email, fax or telephone the School Health Centre on 01492 539729.



Pre-Preparatory and Preparatory Pupils

- All **MEDICINE REQUEST** forms and medicines **must** be handed directly to Reception or your child's form tutor at the Prep school. (Please do not send the medicine in your child's bag unless you have made an arrangement to do this with your child's tutor)

Senior Day Pupils

- **Must** report to the Health Centre immediately after registration at 8.25am if they bring any medicines into School, including non-prescription or homeopathic remedies (i.e. Paracetamol, cold remedies, hayfever remedies etc). The nurse on duty will undertake a brief risk assessment for pupils who wish to self administer during the School day.

Boarding Pupils

- **BOARDING PUPILS ARE NOT PERMITTED TO KEEP ANY MEDICINES, HOMEOPATHIC, HERBAL OR ORIENTAL REMEDIES IN THEIR ROOM** without undergoing a risk assessment by the School Nurse.
- Boarders **must** report to the Health Centre with their medication the morning after they bring any medicine into the boarding house.
- If your child needs to bring his/her own medicine into School please ensure that they have a small secure lockable case/box in which to safely store their medicine.
- All boarding houses have a supply of non-prescription medicines (e.g. Paracetamol, cold remedies etc) which are available to boarders as required.

WHAT HAPPENS IF YOUR CHILD IS ILL OR INJURED IN SCHOOL?

Pre-Preparatory Pupils

If your child has a minor illness or injury during the School day he/she will generally be cared for by the first aid trained Pre-Prep staff and you will be informed as soon as possible. If the illness or injury is more significant a nurse will attend to give advice or care for your child until you arrive.

Preparatory Day Pupils

Children who are ill or injured whilst in School will be cared for by a qualified first aider or the nurse on duty. If necessary your child may be taken to the School Health Centre where the nursing staff can care for them until he or she feels well enough to return to School or until you can be contacted to either take your child home or to the Hospital Accident & Emergency Department.

All Senior Pupils & Preparatory Boarders

If your child is ill during the School day he/she may be cared for in the School Health Centre until he/she feels well enough to return to lessons or until arrangements can be made for him/her to go home. If you have consented to your child receiving non-prescription medicines (*homeily remedies*), the lowest possible dose will be administered taking into account any pre-existing medical conditions including allergies that your child may have.



Children who suffer minor injuries may be treated in the Health Centre by the nursing staff. If your child's injury requires hospital treatment you will be contacted by telephone so that you can accompany your child to the hospital. Boarders whose parents or guardians live outside the UK or a considerable distance away from the School will be escorted to hospital by a member of School staff and you will be notified as soon as possible.

Medical Appointments

Pupils who need to attend medical or dental appointments will be escorted by one of the School's approved chaperones who are all CRB (Criminal Records Bureau) checked. Charges will be made in accordance to the distance and duration of the appointment and will be added to your School bill. A list of charges is available from the Health Centre on request. Alternatively if you wish to make your own arrangements please inform the Health Centre.

All Pupils

WHAT HAPPENS IF YOUR CHILD NEEDS TO GO HOME DUE TO ILLNESS OR INJURY?

In the interest of protecting your children, **pupils are not permitted to make their own arrangements to go home.** If your child telephones you to request that you collect him/her because he/she is unwell/injured, please advise him/her to report to the Health Centre or his/her House Parent so that we can contact you to confirm arrangements. Boarding pupils who are unable to go home may be admitted to the Health Centre as required and cared for until they recover.



Uniform Lists

Boys' Uniform Years 7-11

Uniform Checklist (Boys 7-11)	Day Boys Items / Pairs / Sets	Boarders Items / Pairs / Sets
* Rydal Penrhos blazer	1	1
* School tie	1	1
White shirts (traditional collar)	3	6
Rydal Penrhos grey trousers	2	3
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Socks (black or grey)	4	8
Black leather traditional school shoes (not boots)	1	1
Plain black waterproof top coat / jacket	1	1
<i>*Available only from the school shop</i>		
Additional items for boarders		
Pyjamas		2
Dressing gown		1
Slippers		1
Underwear		8
Bath towels		3
Tissues / handkerchiefs		1
Sponge bag & toiletries		1
Bag suitable for carrying books		1
Mug, plate & cutlery for house snacks		
Coat hangers, clothes brush, shoe cleaning and sewing kit		

Please note:

- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase of appropriate items will be organised and charged to the school account.
- All items of uniform, including shoes and personal property must be clearly marked with your child's name.
- Please supply spare name tapes for boarding pupils.

Boarding Pupil's Casual Clothes

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items.

Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.



Sports Kit	All boys Items / Pairs
* Rydal Penrhos striped rugby shirt	1
* Black rugby shorts	2
* Black rugby socks	2
Swimming trunks or shorts (plain black)	1
Rugby boots	1
Outdoor training shoes (no fashion shoes)	1
Sports towel	2
Swimming goggles	1
*Rydal Penrhos white polo shirt	1
# Coloured House polo shirt	1
Indoor training shoes (no fashion shoes)	1
* White PE shorts	2
White PE socks	2
Mouthguard (compulsory, can be ordered through school)	1
Hockey shin pads (compulsory)	1
Hockey stick	1
Sports water bottle	1
Tennis racquet	1
*Rydal Penrhos sweatshirt	1
* Plain black tracksuit / jogging bottoms (no stripes)	1
* Rydal Penrhos fleece jacket (optional)	1
Summer Term Only	
Cricket Abdominal Protector (compulsory)	1
Cricket boots spikes (team players only)	1
White cricket trousers (team players only)	1
White cricket shirts (team players only)	1
White cricket sweater (team players only)	1

These items must be ordered from the PE department after joining the school, once a House has been allocated.

***** These items must be purchased from the School Shop



Girls' Uniform Years 7 - 11

Uniform Checklist (Girls 7-11)	Day Girls Items / Pairs / Sets	Boarders Items / Pairs / Sets
* Rydal Penrhos blazer	1	1
* School tie	1	1
White shirts (traditional collar)	3	6
*Rydal Penrhos grey kilt	2	2
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Black tights	4	8
Low heeled black leather school shoes (not sling backs)	1	1
Plain black waterproof top coat / jacket	1	1
<i>*Available only from the school shop</i>		
Additional items for boarders		
Nightdresses or Pyjamas	-	2
Dressing gown	-	1
Slippers	-	1
Underwear	-	8
Bath towels	-	3
Tissues / handkerchiefs	-	1
Sponge bag & toiletries	-	1
Bag suitable for carrying books	-	1
Mug, plate & cutlery for house snacks	-	
Coat hangers, clothes brush, shoe cleaning and sewing kit	-	

Please note:

- Make up must not be worn with school uniform and the wearing of jewellery is limited. Girls with pierced ears may wear a small stud in each ear lobe; and one signet ring may be worn. All jewellery must be removed for games.
- Hair colour and style must be appropriate for school. Longer hair must be tied back off the face and neck.
- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase appropriate items will be organised and charged to the school account.
- All items of uniform, including shoes and personal property must be clearly marked with your child's name.
- Please supply spare name tapes for boarding pupils.

Boarding Pupil's Casual Clothes

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items.

Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.



Sports Kit	All girls Items / Pairs
* Rydal Penrhos hockey shirt	1
* Black socks	2
* Black kilted skirt	1
Black lycra shorts	1
Hockey Astroturf shoes	1
Sports towel	2
*Rydal Penrhos white polo shirt	1
# Coloured House polo shirt	1
White tennis skirt (summer term only)	1
White PE socks (summer term only)	1
White games knickers	1
Speedo style swimsuit (plain black)	1
White latex swimming cap	1
Swimming goggles	1
Indoor training shoes (no fashion shoes)	1
Tennis racquet	1
Mouthguard (compulsory, can be ordered through school)	1
Hockey shin pads (compulsory)	1
Hockey stick	1
Sports water bottle	1
* Rydal Penrhos sweatshirt	1
* Plain black tracksuit / jogging bottoms (no stripes)	1
* Rydal Penrhos fleece jacket (optional)	1

These items must be ordered from the PE department after joining the school, once a House has been allocated.

***** These items must be purchased from the School Shop



SIXTH FORM BOYS' UNIFORM

For formal and everyday wear

A dark business suit in black, navy or dark grey, either plain or with an unobtrusive pattern; traditional style white shirt with a school tie; black polished leather shoes.

If a pullover is worn, it must be the regulation school pullover and it must be worn under (not instead of) the suit jacket. **Jackets must be worn at all times.**

Boarding pupils' casual clothes

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items.

Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.

Please note:

- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase of appropriate items will be organised and charged to the school account.
- All items of uniform, including shoes and personal property must be clearly marked with your child's name.
- Please supply spare name tapes for boarding pupils.

Uniform Checklist (Sixth Form boys)	Day Boys Items / Pairs / Sets	Boarders Items / Pairs / Sets
Dark business suit	1+	at least 1
* School tie	1	1
White shirts (traditional collar)	3	6
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Socks (black or grey)	4	8
Black leather traditional school shoes (not boots)	1	1
Dark conventional style top coat	1	1
<i>*Available only from the school shop</i>		
Additional items for boarders		
Pyjamas		2
Dressing gown		1
Slippers		1
Underwear		8
Bath towels		3
Tissues / handkerchiefs		1
Sponge bag & toiletries		1
Bag suitable for carrying books		1
Mug, plate & cutlery for house snacks		
Coat hangers, clothes brush, shoe cleaning and sewing kit		



Sports Kit	All boys Items / Pairs
*Rydal Penrhos striped rugby shirt	1
*Black rugby shorts	1
*Black rugby socks	1
Swimming trunks or shorts (plain black)	1
Rugby boots	1
Outdoor training shoes (no fashion shoes)	1
Sports towel	2
**Rydal Penrhos white polo shirt	1
# Coloured House polo shirt	1
Indoor training shoes (no fashion shoes)	1
* White PE shorts	2
White PE socks	2
Mouthguard (compulsory, can be ordered through school)	1
Hockey shin pads (compulsory for team players only)	1
Hockey stick (team players only)	1
Sports water bottle	1
Tennis racquet	1
* Rydal Penrhos sweatshirt	1
* Plain black tracksuit / jogging bottoms (no stripes)	1
* Rydal Penrhos fleece jacket (optional)	1
Summer Term Only	
Cricket Abdominal Protector (team players only)	1
Cricket boots spikes (team players only)	1
White cricket trousers (team players only)	1
White cricket shirts (team players only)	1
White cricket sweater (team players only)	1

These items must be ordered from the PE department after joining the school, once a Day House has been allocated.

* These items must be purchased from the School Shop



SIXTH FORM GIRLS' UNIFORM

For formal and everyday wear

A dark business suit in black, navy or dark grey is required. It should be either plain or have an unobtrusive pattern. The skirt length should not be extreme, neither very short nor very long skirts are acceptable. The suit is worn with a white blouse with a collar, black leather shoes and black, navy or natural tights.

As an alternative you may wear a tailored trouser suit in black, navy blue or dark grey and which fits the following description. Blazer style jacket with buttons, no belt and tailored trousers only, jeans style, flares, tight-fitting and boot-leg styles will not be permitted. **The trousers and jacket must be a suit, i.e. made of the same fabric, and the trouser leg width should not be less than 18cms or more than 21cms.** Shoes must be worn. Boots are not acceptable.

General

- Unobtrusive make-up and jewellery may be worn
- Hair must be worn in a tidy style
- If a pullover is worn, it must be the regulation school pullover and it must be worn under (not instead of) the suit jacket. **Jackets must be worn at all times.**
- Girls may wear a school tie if they wish.
- Shirts must be plain white, either a traditional school shirt (if a tie is worn) or an open-necked shirt with a collar. In either case, the style must not be decorative.
- Black, navy or natural tights.
- Shoes should be black leather with a heel of practical height. 'Sling-back', mule styles and stilettos are not permitted.
- The wearing of jewellery is limited. Girls with pierced ears may wear a small stud in each ear lobe; and one signet ring may be worn. All jewellery must be removed for games.
- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase of appropriate items will be organised and charged to the school account.
- All items of uniform, including shoes and personal property must be clearly marked with your child's name.
- Please supply spare name tapes for boarding pupils.

Boarding Pupil's Casual Clothes

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items.

Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.



Uniform Checklist (Sixth Form Girls)	Day Girls Items / Pairs / Sets	Boarders Items / Pairs / Sets
Dark business suit (with skirt)	1+	1+
Dark trouser suit	Optional	Optional
White blouse (with collar)	3	5
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Black / navy / natural tights	8	8
Black leather shoes (not sling back, mule or stiletto)	1	1
Dark conventional style top coat	1	1
Additional items for boarders		
Nightdresses or Pyjamas		2
Dressing gown		1
Slippers		1
Underwear		8
Bath towels		3
Tissues / handkerchiefs		1
Sponge bag & toiletries		1
Bag suitable for carrying books		1
Mug, plate & cutlery for house snacks		
Coat hangers, clothes brush, shoe cleaning and sewing kit		

Sports Kit	All girls Items / Pairs
*Rydal Penrhos hockey shirt	1
* Black hockey socks	2
## Black hockey skirt (team players only)	1
Black shorts	1
Hockey Astroturf shoes	1
Sports towel	2
Outdoor training shoes (no fashion shoes)	1
*Rydal Penrhos white polo shirt	1
# Coloured House polo shirt	1
White tennis skirt (summer term only)	1
White PE socks	2
White games knickers	2
Speedo style swimsuit (plain black)	1
Indoor training shoes (no fashion shoes)	1
Hockey stick (team players only)	1
Tennis racquet (team players only)	1
Hockey shin pads (team players only)	1
Mouthguard (compulsory for hockey players – can be ordered through school)	1
Sports water bottle	1
* Rydal Penrhos sweatshirt	1
* Plain black tracksuit / jogging bottoms (no stripes)	1
* Rydal Penrhos fleece jacket (<i>optional</i>)	1



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- # These items must be ordered from the PE department after joining the school, once a Day House has been allocated.
 - * These items must be purchased from the School Shop
Senior squad players will require team uniform (see separate sheet)
 - ## Senior squad tracksuit can be ordered from the PE department (form enclosed)



School Rules

In order to function efficiently, every community needs certain rules and guidelines which are there to protect both the individual and the community.

1 General

- 1.1 Pupils are expected to conduct themselves with dignity and common sense at all times. The School's prestige and standing depends upon its pupils who should do nothing to harm its reputation.
- 1.2 Pupils should have due regard for the amenities and property of the School.
- 1.3 There are unwritten rules, dictated by common sense, which must also be observed.

2 Conduct

- 2.1 Pupils should be polite to all members of the school community and to all visitors to the School.
- 2.2 Pupils should move around the school in a quiet and orderly manner.
- 2.3 Every effort must be made to keep the premises and locality tidy.
- 2.4 Spitting is offensive and is forbidden.
- 2.5 Pupils may not chew gum.
- 2.6 Nobody may climb banks, fences or walls, or climb through any window, or do anything to damage or disfigure the school property, either inside or outside the buildings.
- 2.7 Pupils must not interfere with electrical fixtures.
- 2.8 Damage should be reported immediately to a member of staff.
- 2.9 In boy-girl friendships, public displays of affection are not appropriate during the normal school day, nor whilst on official school business.
- 2.10 Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to keep smoking materials, alcoholic drinks or drugs. This includes pupils travelling to and from school.
- 2.11 Gambling is forbidden.
- 2.12 Borrowing money, articles of clothing or other valuables is not allowed.
- 2.13 Ball games and snow-balling are not allowed in the quad area or in the vicinity of any school buildings.
- 2.14 I-Pods, MP3, radios, personal stereos etc may not be used within School. However, they are permitted in buses on away matches and other outings. *Pupils are reminded that such items are not covered by the School's insurance policy.*
- 2.15 Mobile telephones may not be used during the school day within the school buildings. They must not be switched on at inappropriate times.



2.16 Pupils may not swim or take part in water sports at any time or in any place without supervision by qualified personnel.

2.17 Pupils who bring bicycles to school must have written permission from their parents.

3 Property

3.1 Lockers must be used to store bags and books and **MUST** be kept locked.

3.2 All clothing and equipment must be clearly named.

3.3 Money and other valuables must not be left in unattended clothing especially in changing rooms. Pupils are strongly advised not to carry or keep large sums of money. In boarding houses, all but very small amounts should be deposited with House parents. The School will not accept responsibility for lost property and warns that such possessions are not covered by the School's insurance policy. Nevertheless, all losses should be reported immediately.

3.4 The keeping of chemicals, fireworks, firearms, catapults, knives etc. is strictly forbidden.

4 Bounds / Restricted Areas

4.1 'The School Premises' means the main buildings, games fields, boarding houses and all the routes between them along Lansdowne Road, Pwlycrochan Avenue, Queen's Drive, Oak Drive, Brackley Avenue, Walshaw Avenue and Combermere Road.

4.2 Sixth formers may be given permission to go into town during the lunch break by the Head of Sixth Form. They must sign out at Reception and be back in school for afternoon registration.

4.3 Pupils must not eat or drink in public areas. Designated eating areas are the dining hall and social areas.

4.4 Pupils visiting The Preparatory School or wishing to play on its fields must always report to a member of staff beforehand.

4.5 Off-licence shops, amusement arcades and fun-fairs are out of bounds.

4.6 The Senior (staff) Common Room is out of bounds.

5 Boarding Houses

5.1 Each boarding house has its own particular set of rules and is the responsibility of both the members of the house concerned, and visitors, to know these rules.

6 Leave

6.1 School calendar dates, including half-term are published well in advance and should be strictly observed.



7 Boarders

- 7.1 Weekend leave begins at 4.35 p.m. on Friday or after completion of all games and/or other school commitments on Saturday.
- 7.2 Special leave, by written request of parent or guardian, may be granted in unusual circumstances at the discretion of House parents and the Deputy Headmaster.
- 7.3 If leave is requested to stay with another pupil, then 'Leave Request' forms must be completed both by the host family and by the parents of the visiting pupil.
- 7.4 Ordinary leave, for Saturday or Sunday may be granted by House parents. They will use their discretion on requesting a written request from parents.

8 Day Pupils

- 8.1 Planned leave of absence will only be given for special reasons. Parents must request such leave in writing from the Deputy Head, two weeks in advance.

9 Sunday Regulations

- 9.1 All boarders must attend Sunday services when required.
- 9.2 After services in local churches, boarders must return directly to school unless permission has been obtained from the House parents concerned.

10 Sport

- 10.1 Pupils must attend promptly for all games sessions and other athletic pursuits when their names have been posted, and after games they should have a shower. Pupils unable to play for health reasons must obtain authorisation from the Health Centre.
- 10.2 School matches and activities take priority over external commitments.
- 10.3 All pupils who are 'off games' must report to the member of staff in charge of the activity they will be missing.
- 10.4 Boarders must obtain authorisation from their House parent, House Matron or Health Centre to be 'off games'.
- 10.5 Day pupils must present a parental note to the Physical Education Department excusing them from games.
- 10.6 Official School kit must be worn for games and physical education.
- 10.7 The sports hall, astro turf pitch, the swimming pool, the squash courts and all their equipment may only be used in accordance with the rules laid down by the PE Department. The published safety precautions for these areas must be strictly observed during all practice sessions. Codes of conduct are posted.



10.8 Studded boots must be carried to and from all pitches and the mud scraped off boots prior to leaving the field. Shoes for use in the sports hall, astro-turf and squash courts must not be worn elsewhere. Shoes worn on grass cannot be used on the astro-turf pitch.

11 Medical

11.1 Health Centre hours are published on School and House notice boards.

11.2 Anyone who feels ill or who is injured or who requires medical attention outside surgery hours must request written permission from his/her form tutor or class teacher to attend the Health Centre.

11.3 Day pupils **must not** make their own arrangements to go home. If a day pupil is unwell he/she must report to the Health Centre where the nurse on duty will make whatever arrangements might be necessary for the pupil to be collected.

11.4 After a stay in the Health Centre boarders must report back to their House parents.

11.5 Health Centre visiting hours are at the discretion of the medical staff. All visitors must report to the medical staff first.

12 Conduct in Particular Areas

12.1 The Music Department. The music rooms may only be used by those learning an instrument at the School and those who have specific permission from the Director of Music.

12.2 No instrument belonging to someone else is to be played without the owner's permission.

12.3 The music rooms may only be used during permitted hours as published by the Director of Music. The organ and piano in the Memorial Hall may only be played with his permission.

13 Dining Hall

13.1 All meals are compulsory for boarders. Lunch is compulsory for all pupils.

13.2 Pupils may not join the lunch queue before the published time and should then queue in an orderly manner.

13.3 Good manners are expected in the dining hall and, at the end of the meal, pupils should leave the table tidy and take their tray with crockery and cutlery to the designated place.

13.4 Food must not be taken out of the dining hall.

13.5 Crockery and cutlery must not be removed from the dining hall.

13.6 Food and drink may only be consumed in the dining hall or in the designated social areas.

14 Tennis & Squash Courts, Astroturf & Sports Hall

14.1 Pupils using these areas must wear regulation school kit and appropriate shoes. The squash court lights must be turned off on departure.



15 Memorial Hall

15.1 The stage is out of bounds without specific permission.

16 Fire Regulations

16.1 Specific instructions for individual buildings are posted throughout the school.

16.2 During School Hours – On hearing the alarm, leave rooms as quickly as possible, closing any doors, and proceed to the assembly point where a roll call will be taken by tutor groups.

16.3 At Other Times – On discovering a fire, raise the alarm and inform the member of staff on duty. Leave the building as quickly as possible, closing all doors and proceed to the assembly point.

17 Cars

17.1 No pupil is allowed to come to school driving a car or riding any form of motor cycle except in special cases where permission has been granted in advance by the Deputy Head or Head of Sixth Form. If permission is granted, the vehicle must be parked in the allotted places and the rules governing its use must be observed.

17.2 No pupil may give a lift to another pupil at any time except with the written permission of both sets of parents and the approval of the School.

17.3 No pupil is allowed to travel in a car driven by a former pupil, by another pupil or by an unauthorised person without written permission from his/her parents.

17.4 The School cannot be held responsible for a pupil being given a lift with any other member of the general public.

17.5 Boarders are not permitted to have a car at the School.

18 Day Pupils

18.1 The School rules apply in their entirety to day pupils at all times when they are under the School's authority. This includes journeys to and from school.

18.2 Day pupils are expected to be at school for registration at 8.25 a.m. each day (Monday – Friday). On Saturdays some pupils may be involved in team matches, prearranged practices or other events.

18.3 If a day pupil is to be absent from school, the school reception should be informed, by telephone, before 8.45am. After any absence, a pupil must give to his/her tutor a letter from parents explaining the absence. A request for a pupil to be excused from games should be addressed to the Physical Education Department.

18.4 When required to do so, pupils will attend a 'detention'. Details of any detention will be entered in the pupil's weekly planner.

19 Dress Regulations

19.1 Pupils are expected to be clean and tidy, and conform to the school dress regulations and to take pride in their appearance.



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- 19.2 Full dress regulations are published separately and pupils are expected to be familiar with the contents and to observe the regulations.
- 19.3 In general, jewellery must not be worn with school uniform, however, pupils may wear a signet ring and girls with pierced ears may wear one pair of small plain studs in the ear lobes.
- 19.4 Pupils' hair should be kept at a reasonable length and unacceptable styles and colours will not be permitted. In years 7 – 11, hair must be worn off the face.
- 19.5 Make-up must not be worn with school uniform by pupils in Years 7 – 11; however, sixth form girls may wear unobtrusive make-up.

20 Discipline in the School

- 20.1 A community functions more easily and more effectively with clear standards of behaviour and manners. Because misbehaviour can range from minor breaches of the school rules to more serious offences, it is important pupils are aware of the consequences of unacceptable behaviour both in school and in the local community. They should know in advance the school's policy for deterring and correcting such behaviour. The guidelines which follow provide part of the framework for developing the self-discipline and individual responsibility which are essential in any civilised adult community.

21 Sanctions for Minor Offences

- 21.1 These include lateness for a lesson or activity, unruly behaviour, poor manners and a poor standard of work or dress. Punishment is at the discretion of the staff concerned and is likely to take the form of a verbal reprimand, contracting with the pupil on future behaviour and standards or giving the pupil a booking or a .
- 21.2 Repeated offences may result in a detention.

23 Sanctions for Major Offences

These comprise those which reveal a serious disregard for others, the school community, for an individual's health and character development and for the Law. In all such cases, parents/guardians will be advised immediately.

- 23.1 Drugs The School has a zero tolerance policy towards the use, sale and possession of illegal drugs.
- 23.2 Alcohol Apart from those prohibited by the law of the land, alcohol offences also include drinking or possession of alcohol on school premises except at specified approved school functions. Punishment ranges from a short suspension from school to expulsion for recurrent episodes.
- 23.3 Relationships Normal boy-girl relationships in everyday life should be based on respect for each other and for other people. No rule can cover everything, but anyone found engaging in any form of sexual intercourse, or apparent sexual intercourse, must expect to be asked to leave the school. In a relationship involving both a boarder and a day pupil, during term time the above ruling applies to both pupils since the school has responsibility for the boarder.
- 23.4 Stealing In law, theft is a criminal offence and the School regards it equally seriously. Punishment will range from suspension to expulsion for recurrent cases.



23.5 Bullying All forms of bullying will be dealt with by the appropriate Head of School or Deputy Head as appropriate. Sexual harassment, either verbal or physical, is recognised as a particularly serious form of bullying. **All bullying should be reported and will be treated extremely seriously.**

23.6 Vandalism The sanctions for this may vary from and restitution of the damage to expulsion, according to the severity of the offence.

23.7 Smoking. In not permitting smoking, the School is concerned not only with the health aspects and current social expectations but also with the greatly multiplied fire and safety hazards. Smoking will be punished by the Head of School or House parent and will take the form of a letter to parents and a suitable gating.

23.8 Repeated offences and smoking in the school buildings will be dealt with by the Deputy Head.

23.9 The Headmaster reserves the right in the last resort to expel a pupil and in such cases the school fee for that term cannot be refunded.

24 Records of Punishment

24.1 The School will keep a record of any punishments and sanctions administered and these records can be discussed with the School if necessary.

25 Feedback Procedures

25.1 The School is a listening community and we recognise that, in addition to having obligations and responsibilities, pupils also have rights. Many of these rights are safeguarded by the rules themselves, the right not to have property tampered with, the right to a good academic environment etc. Pupils have an obligation to abide by our rules.

25.2 However, misunderstandings can arise and there is always the opportunity to discuss these with teachers, tutors or House parents. The Headmaster, Deputy Headmasters, Head of School, Chaplain and Heads of School are always available to help sort out problems which cannot be settled elsewhere. These problems will normally be resolved quickly and privately, but a written complaint will always receive a written reply after investigation and the correspondence will be retained on file.

26 Counselling

26.1 The School has a Counselling Service in which the welfare of the pupil is the over-riding consideration. Any pupil who is worried about their work, activities or relationships is encouraged to seek counselling help and appropriate contact people would be:

- Your form tutor
- Another teacher
- The Deputy Headmaster, Heads of School
- The Chaplain
- If you are a boarder, your House parents
- The School's independent external counsellor:
Mrs Georgina McDonagh
Telephone: 07500 236934



Care Standards Act 2000

Under the Care Standards Act 2000 the National Assembly for Wales has a responsibility for the welfare of boarders in schools. Rydal Penrhos is inspected regularly by the Care Standards Inspectorate for Wales and boarders have an opportunity to discuss 'life as a boarder' and can raise any matters of concern. Boarders with any complaints about their welfare can contact the Care Standards Inspectorate for Wales at any time on 01492 452580.

National Assembly for Wales
Care Standards Inspectorate for Wales
CSSIW North Wales Region
Government Offices
Sarn Mynach
Llandudno Junction
Conwy
LL31 9RZ

The Headmaster reserves the right to have the final say in any dispute over the interpretation of these rules.

Complaints Procedure for Parents

The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect to be treated by the School in accordance with this Procedure.

The complaints procedure can be found on the school's website, and a copy will be sent to any parent on request. The School provides for written records to be kept of all complaints.



Computer Network 'Code of Conduct'

Integrated ICT is provided across our network, Intranet and Internet. Each pupil is provided with an individual e-mail address. Appropriate generic and specific software is available so that students can improve the efficiency and presentation of their work. As a school we are determined to ensure all our pupils develop their ICT skills and that they are able to do so in a positive and responsible manner.

Principal aims:

- ✓ To ensure safety and security for all pupils
- ✓ To maintain efficient filtering of unsuitable material
- ✓ To ensure compliance with legislation on computer use and Child Protection
- ✓ To maintain a working network for the benefit of all users

Equipment

- ✗ Do not install, attempt to install or store programmes of any type on any computer without permission.
- ✗ Do not damage, disable, or otherwise harm the operation of the computer, or intentionally waste resources.
- ✗ Do not use the computers for commercial purposes e.g. buying or selling goods.
- ✗ Do not connect mobile equipment to the network e.g. laptops, tablet PC's, PDA's until they have been checked for viruses.
- ✗ Do not eat or drink near to computer equipment.

Security and Privacy

- ✗ Do not disclose your password to others, or use passwords intended for the use of others.
- ✗ Never tell anyone you meet on the Internet your home address, telephone number or the school's name and never send a picture of yourself unless you are given permission to do so.
- ✗ Do not use the computers in any way that harasses harms, offends or insults others.
- ✗ Respect, and do not attempt to bypass, any security measures or attempt to alter settings.
- ✗ Computer storage areas and floppy discs will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- ✗ Access to the Internet should be for study or school authorised and supervised activities only.
- ✗ Do not use the Internet to obtain, download, send, print, display, transmit or gain access to materials that are unlawful, obscene or abusive.
- ✗ Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- ✗ Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- ✗ Never arrange to meet anyone you contact online unless your parents/guardian or teacher accompanies you.

E-mail

- ✗ Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.



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- ✘ Never open attachments to e-mails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy all the information and software on your computer.
 - ✘ The sending and receiving of e-mails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content. Always report such messages to a member of staff.

Lap-Tops

- ✘ It is permissible for pupils to use their own laptops on the network.
- ✘ Parents should ensure that the laptop is adequately insured.
- ✘ Most network cards are compatible with the school network.
- ✘ Wireless networks are available in school – a suitable card can be purchased from the Network Manager.
- ✘ Do not remove a network connection from the back of the networked machines. Central hubs and wireless networks must be used to prevent disruption to service or damage to networked machines.
- ✘ Do not disconnect the network connection from a station acting as a print server as this will disrupt and prevent printing operations.
- ✘ It may be necessary to add personal profile files and protocols to your laptop to enable it to communicate safely with the network. It is your responsibility to remove these files if you so desire after leaving school.

Child Protection Act 1998

- ❖ It is an offence to possess or distribute indecent images of children
- ❖ It is an offence to publish or advertise sites where such images described above may be accessed

Computer Misuse Act 1990

- ❖ It is an offence to gain access to a system or personal work space without permission from the owner of that system or area
- ❖ It is an offence to gain unauthorised access to a personal workspace or network with intent to alter data in any manner
- ❖ It is an offence to alter data belonging to another person or organisation following illegal access to that data

Data Protection Act 1998

- ❖ Any data used must be obtained legally
- ❖ Pupils and teachers have a duty to protect their data from unauthorised access
- ❖ Whilst it is unlikely that a pupil should need to register under the Data Protection Act, advice should be sought before collecting personal information on other people

Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000



In conjunction with the Human Rights Act 1998 and Regulations of Investigatory Powers Act 2000 the School gives notice that it may examine e-mails, personal work areas or other storage and communications media used on school premises or that used via a school communication network if it believes the examination may result in finding evidence that is contrary to school rules or laws of the land. This can include telephones and personal e-mails. This action would be used only to protect minors or uphold rules.

Any pupil who abuses the system will be denied access to the Internet and will be subject to disciplinary action. For serious violations suspension or even expulsion may be imposed; where necessary, police may be involved or other legal action may have to be taken.