



THE ROYAL SCHOOL

PARENT HANDBOOK

AUGUST 2020 // SENIOR DAY-TO-DAY MATTERS



United Learning
The best in everyone™



**The Royal
School**

THE SENIOR SCHOOL: DAY-TO-DAY MATTERS

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PLEASE NOTE THE RETURN TO SCHOOL BOOKLET ACCOMPANYING THIS DOCUMENT HAS FURTHER INFORMATION WITH REGARD TO CHANGES DUE TO COVID-19 RESTRICTIONS AND SUPERCEDES THIS DOCUMENT WHERE APPROPRIATE.



THE DAILY ROUTINE

08.30	Registration (In Form Rooms. All pupils must attend)
08.40	Assembly/Form Time/House Meeting
09.00	Lesson 1
09.40	Lesson 2
10.25	Lesson 3
11.05	Break
11.25	Lesson 4
12.10	Lesson 5
12.50	Lunch
14.00	Registration (In Form Rooms. All pupils must attend)
14.05	Lesson 6
14.45	Lesson 7
15.30	Lesson 8
16.10	End of School Day
16.10	Library open for Prep
16.10	Clubs and Matches
17.30	Library closes

Boarders should refer to Section 8 for further information about their evening and weekend routines.

ASSEMBLIES/COLLECTIVE WORSHIP

There are three assemblies each week. Assemblies have a key role in promoting spiritual and moral development. They provide pupils and staff with a time of reflection prior to the start of the School day.

Assemblies are largely Christian or have a non-denominational moral basis. They often follow themes and teaching related to the Church calendar and to the principles of the Christian tradition. In addition, we celebrate the festivals of other cultures represented in the School.

Pupils have an extended registration with their Form Tutor once or twice a week.

***PLEASE NOTE THAT ASSEMBLIES / LARGE GROUP GATHERINGS WILL NOT BE TAKING PLACE WHILST COVID-19 RESTRICTIONS ARE IN PLACE**



A PUPIL'S FIRST DAY

Day Pupils - Your son/daughter should arrive at **Kilmorey** reception at 08.30, wearing his/her full School uniform. Pens and pencils should be carried in a school bag; PE kit should be packed into their School PE bag. Your son/daughter will be met by his/her Form Tutor and shown to his/her form room, where he/she will be allocated a locker for his/her books. He/she may be allocated a separate PE locker.

Please collect your son/daughter from **Kilmorey** reception at the end of the day. A member of staff will be on duty in the car park before and after School.

Please advise if your child will be arriving/departing by bus on the first day and we will make sure he or she has a bus buddy.

Boarders - As a new boarder your son/daughter should arrive at QEII Boarding House between 14.00 and 18.00 the night before the first day of term. Please refer to the Termly Calendar for more detailed timings. The Boarding Staff will meet your son/daughter and will help him/her to unpack and settle in; the new Boarders Induction programme will then begin.

YEAR 7 INDUCTION PROGRAMME

A large number of pupils join the School in Year 7 and the Head of Lower School is responsible for ensuring their smooth transition from Junior to Senior education. We make special provision for the pupils' arrival: during the course of the first morning your son/daughter will be allocated a locker for his/her books, shown how to use Google Classrooms for recording prep, a prep timetable and a map of the School site.

Your son/daughter and his/her new classmates will be set a series of challenges and tasks to help them orientate themselves around the School site and feel at home in their new surroundings. Later on in the induction process, the Head of Lower School will introduce pupils to their mentors from the older years and encourage them to take part in activities designed to help them settle in.



AN ENRICHED CURRICULUM

Pupils are encouraged to join in a variety of School activities during the week and Day Pupils are welcome to take part in outings with the Boarders at weekends if they wish to do so. Some weekend boarding activities are free but, for the majority of Saturday outings, a small fee is charged. The cost of a weekend boarding activity may be added to a Day Pupil's end-of-term account. Please refer to the Calendar for more information and look out for information and/or permission forms in the weekly emails to parents.

Several evening and weekend events are held each term. Some of these are compulsory for all pupils. Details will be published in advance, either in the Termly Calendar or by letter.

The Royal School's co-curricular programme is rich and diverse and can be accessed via the School website through our on-line co-curricular system. What is on offer varies from term to term throughout the year and pupils are expected to sign up to their chosen clubs/activities through their own login details to our bespoke on-line system. The Royal School strongly believes that these should remain voluntary so that pupils can develop their own curiosity whilst fostering self-responsibility and independence.

During the last term we have offered an adapted co-curricular programme that allows pupils to still engage in the extra-curricular life of the school.

Registers are still taken for each club or activity allowing tutors to monitor the extent of each pupil's engagement outside of their established time-table commitments. Where necessary, tutors will actively encourage pupils to explore new opportunities.

The list below highlights only some of the opportunities available to our pupils. Further information depending on the term is available upon request.

SPORTS AND FITNESS

Athletics - Track and Field activities are available to all year groups. Some pupils attend for fun, but others use the sessions to prepare for competitions and the inter-house athletics competition.

Badminton - This is made available to all students throughout the year and the opportunity to represent the school in inter-school fixtures is available.

Basketball - Basketball has made a strong appearance within boys sport over the last couple of years and there are now a growing number of fixtures with other local schools.

Cricket - Alongside organised lunchtime and after-school practices, pupils have the chance to represent the school in teams during mid-week games.

Football - We run teams for all ages and, as well as regular fixtures, we compete in local, county and national tournaments. After-school and lunchtime coaching sessions run during the Autumn and Spring Terms. Matches are played mid-week.

Golf Academy - Golf tuition is available with our School Pro, Nick Sharratt (PGA Advanced). Pupils may join the Academy as a beginner or more advanced player.



Horseriding - Lessons – these take place at Hewshott Farm stables on a weekday evening for Boarders and a weekday afternoon for Junior School pupils. Hewshott Farm is run by an ‘Old Pupil’ of the School and has a good selection of horses and ponies to suit all abilities.

The Royal School Riding Team - the team is made up of pupils who own or have access to their own horse or pony. The School is a member of the NSEA (National School Equestrian Association) and pupils are invited to represent the School at a number of NSEA events throughout the year. The School has a team manager who organises entries for these events.

Karate - This activity has been run at the School for the last 18 years and lessons take place on the Haslemere site. Many pupils have competed in competitions at local and national level and are national champions in various age groups across a number of different disciplines. A number achieve their black belts by Yr 10 which is a great accomplishment. Karate places great emphasis on the development of the character of its pupils, and a code of behaviour is used together with physical training, technical skills and physical fitness. Beginner, Intermediate and Advanced classes are available and pupils may take grades for belts.

Lacrosse - We run teams for all ages and, as well as regular fixtures, we compete in local, county and national tournaments. Pupils play for Surrey, the South of England and recently for Wales. There is an overseas tour every 2/3 years. There are Under 12, 13, 14, 15 and 1st teams. After-school and lunch time coaching sessions run during the Autumn and Spring Terms. Matches take place on Saturday mornings and after school.

Netball - The School runs netball teams for the Under 12, 13, 14, 15, 16 and 1st teams, with considerable success at local and county level. Pupils have recently been accepted onto the academy development programme run by England Netball. Lunch time sessions take place daily on the netball courts during the Autumn and Spring Terms. Everyone has a chance to take part in the Interhouse competitions.

Rounders - Regular fixtures take place during the Summer term across the whole age range, together with Interhouse competitions. Sessions are held after school for Under 12, 13, 14, 15, and 1st teams.

Rugby - We run teams for all ages and, as well as regular fixtures, we will compete in local, county and national tournaments. After-school and lunchtime coaching sessions run during the Autumn and Spring Terms. Matches take place mid-week.

Running Club - The club offers pupils of all abilities the chance to improve their fitness levels. Those who wish to race may be entered for the District, County or Junior South competitions. We also host our own invitational cross country event in March.

Tennis - Tennis is available for all and there are lunchtime practices for all in the Summer Term. We enter U13 and U15 teams in the Surrey league. We also organise trips to watch the Aegon Championship in Eastbourne and The Wimbledon Championships.

Tennis Coaching - Pin Point Tennis Team offers tennis coaching in individual or shared lessons. Pupils may improve their strokes, learn to use spin and develop tactics for singles and doubles matches. Sessions may be scheduled in lunch breaks, study periods or after School.

LIFE SKILLS

Debating and Public Speaking - Debating and Public Speaking are very popular. Pupils meet on an ad hoc basis and are supported by staff and the Head of Debating. Teams are entered into the Intermediate and Senior rounds of Rotary Youth Speaks, ESU Public Speaking and the ESU Mace



Debate. The school has had great success in all of these competitions. There is also the chance to take part in Inter-house debates, again divided into Intermediate and Senior. Every member of Year 7-9 also competes in the Stoatley Talks Public Speaking competition, with first rounds held in English lessons.

Driving - Pupils/parents usually organise driving lessons themselves, often with BSM/Autopass. Information is available on the QEII notice boards.

Duke of Edinburgh Awards - These Awards offer the pupils a challenge in four areas: skill, physical recreation, service, and expedition. Pupils may participate at Bronze Award level from the beginning of Year 9. In Year 10, pupils may complete their Bronze Award and start on Silver. In the Sixth Form, pupils may choose to enter at Silver or Gold Award level immediately. The Award programme is not a race and should be completed at each pupil's own pace. The Duke of Edinburgh Award is welcomed on university and job applications.

Expeditions - The Royal School regularly embarks on a major overseas expeditions organised by a specialist company. Interested pupils are given guidance by the expedition organisers at least eighteen months in advance of the trip to allow sufficient time for planning their itinerary in detail. They are also responsible for fundraising. The itinerary and day-to-day planning of the trip is an integral part of the experience. Under the watchful eyes of the group leader and member of staff, pupils are encouraged to research the country they are going to visit, plan all the activities while they are there, and to arrange transport, accommodation and food. One of the aims of the expedition is that students learn leadership skills and gain project management experience in a situation where they are primarily the architects of their own destiny.

In 2019 students went to Ghana where the team participated in community, environmental and wildlife conservation projects. Former expeditions include trips to Tanzania, Thailand, Cambodia, Venezuela, Borneo, Madagascar, Peru, Zambia, Botswana and Southern India.

Speech & Drama - Individual, paired or group tuition is available from an experienced peripatetic teacher. Pupils may work towards LAMDA qualifications. Please see the form within Section 10 of the handbook for further details.

Surrey SATRO Competitions - This is an annual competition and we enter three teams - from Key Stage 3, Key Stage 4 and the Sixth Form - for the SATRO competition which involves problem solving in a science and technology context. We run sessions after school to prepare the teams for the competitions.

Young Enterprise - Year 10, Year 11 and Sixth Formers are given the opportunity to participate in The Young Enterprise Company Programme scheme which gives them the opportunity to gain practical experience of running a company.

MUSIC

Choirs, Orchestras and Ensembles - The Royal School Music Department offers performing opportunities for singers and instrumentalists in all genres from Classical to Rock Music. Examples include: informal lunchtime concerts, singers' showcase, rock and pop concert, large scale concerts, Christmas Carol Service.

The department has two choirs. The School Choir is non-auditioned and tends to sing more popular repertoire, while the Senior Choir is a more specialist ensemble focusing on both secular and sacred works for SATB voices. They perform annually at St Paul's Cathedral as part of the Annual National



Service for Seafarers and sing a service of Choral Evensong at St George's Chapel, Windsor, towards the end of the Spring term each year. In 2019 they also sang Evensong at Jesus College, Cambridge.

A mixed ability orchestra meets each week and pupils are encouraged to form their own smaller ensembles.

Individual tuition is available on a wide variety of orchestral instruments and voice. All visiting Music teachers are extremely experienced and accomplished as performers in their own right.

EXAMPLES OF SUBJECT EXTENSIONS

Art Club - The Club provides an opportunity for pupils to pursue their own ideas and interests in Art. Those who wish to spend further time on class work may do so. The twice-weekly Club is run from 13.25 - 13.55 in the Art Room. Pupils in Years 7-9 and those in examination groups are offered specific days on which to attend each week.

Ceramics Club - A lunchtime club is run for pupils to learn a broad range of techniques. Pupils may work on projects of their choice using the skills learnt.

Drama - There are a number of extra-curricular activities available to pupils in the Senior School, including drama clubs, theatre trips, House Drama, Sixth Form productions and Arts Weeks. The School has always had a rich culture of curriculum drama from Year 7 to A Level and many of our pupils have gone on to study the subject at Universities and Drama Schools.

English - There are a number of extra-curricular English activities available to all in the Senior School, including poetry competitions, theatre trips, visits to places of literary interest. Every year, younger pupils are invited to undertake a reading project which will be either Carnegie shadowing or a similar activity during which they will have an opportunity to read and discuss nominated books.

There is also an extra-curricular English club and all are invited to contribute to the creative writing magazine which is published annually. The department aims to support texts whenever possible and so theatre visits and performances at school are often scheduled.

Maths Workshop - Maths Workshop enables pupils to receive support from a member of the Mathematics Department outside lesson time. This may be in order to catch up on work missed through absence or to help fill gaps in their knowledge, which may have been brought about by change in school. There is also opportunity to explore more challenging material and prepare for the UKMT Maths Challenges. Sessions are held twice a week during the lunch break.

Modern Languages Workshop - This takes place once a week during lunch break in one of the language rooms. It is mainly for troubleshooting and helping individuals. Pupils may also join members of the Modern Languages department for 'themed' lunches, at which they practise their conversational skills.

SPIRITUAL

Links with local Churches - Local Church Youth Leaders run a lunchtime drop-in club which includes games, activities and informal chats. The School's Lay Chaplain meets regularly with the Youth Leaders to review this provision and to respond to the needs of the pupils. Termly Youth Leaders' lunches are arranged which provide pupils with the opportunity for teaching and exploring faith with other believers.



Student Mentor - A member of the chaplaincy team, who has counselling and careers qualifications alongside extensive mentoring experience, is in Kilmorey Chapel on a designated lunchtime to chat with any pupil who wishes to have a listening ear and/or spiritual guidance.

Christianity Explored - Pupils in Year 9 upwards are offered a 7 week course after school to explore Christianity. This is led by the School's Religion, Philosophy and Ethics teacher.

Sunday Evening Open House for the Boarders - Boarders are invited to hot chocolate and cake on Sunday evenings in the boarding house to meet with Christians, hear testimonies and discuss faith. They also have a twice termly spiritual Sunday and the opportunity to attend local churches, including a youth congregation.

Prayer - Both the Junior and Senior School have a parent and teacher prayer support lunch once a term and staff meet for prayer on Tuesday mornings. The Chapel is always open for staff and pupils as a place of prayer.

CAREERS GUIDANCE

Every individual is important in the School and we aim to ensure this is also true when it comes to providing information, advice and encouragement to each pupil about future courses and career paths as well as developing effective career management skills. The Careers Adviser, Mrs Fry, is available to see pupils in any year group who have queries relating to courses, future careers or work experience. Parents are also welcome to meet with Mrs Fry at any time.

There are class sessions and individual interviews at the stages in the pupils' School careers when important decisions have to be made, such as choosing GCSEs, subjects for A Level study and where next after Sixth Form. An online careers assessment, Morrisby Online is available to all Senior School pupils to enhance career research and help generate ideas and information. Pupils are introduced to this in lessons and can access the software at any time to further their research. The Morrisby assessment is offered to pupils in Year 9 upwards, in addition to content covered in lessons. Work-related learning is an important part of the Careers curriculum: pupils in Year 9 spend *A Day in Business*, and in Year 10 our *Taking Steps to Work* activity takes place in the summer term. We have established close links with IBM as well as with local employers and other organisations. All pupils are encouraged to obtain relevant work experience, particularly for competitive study or career pathways. Our programme of careers talks, open to pupils in Year 9 and above, aims to inform and inspire pupils about future options.

The school has a Careers Office in the Millennium Library with a wealth of information on careers, universities and choices after A Level. The School maintains excellent links with organisations such as Inspiring Futures and COA, as well as a valuable network of external contacts, many of whom are School parents.

We run two major biennial careers events: the Careers Conference, Outlook, for pupils in Years 10, 11 and Sixth Form, provides a programme of career insight talks from former Royal School pupils, together with a keynote speech. In the intervening years, we hold a Careers Fair, for pupils in Year 9 and above. We welcome representatives from businesses and organisations, as well as training, Higher Education, and gap year providers, and encourage pupils to ask questions, gain information and make contacts to help their individual career decisions.

By far the majority of pupils go on to university; a great deal of help is available in assessing the vast range of study options, both in the UK and abroad, and in navigating the application processes. There is



also a wealth of information about gap years and work or study programmes, such as Advanced or Higher Apprenticeships, as an alternative to university. Careers education in the Sixth Form is closely integrated into the wider Diamond Diploma programme.

SCHOOL TRIPS

School trips can help pupils put their learning into context. The majority of pupils will take part in a number of School trips, residential courses and outings. Some, or all of the following may take place:

***PLEASE NOTE THAT THESE ARE UNDER REVIEW WHILST COVID-19 RESTRICTIONS ARE IN PLACE**

Year 7	Art	Trip to a local sculpture park
	English	Theatre trip/visit from storyteller
	Geography	Rivers fieldwork
	History	Visit to Arundel Castle
	Religious Studies	Visit to a Jewish Synagogue
Year 8	Art	Day trip to the British Museum
	English	Theatre trip or visit from theatre group
	Geography/PE	6-day residential trip to Dartmoor (summer term)
	History	Portsmouth Historic Dockyards
	Religious Studies	Visit to a Hindu temple
Year 8 & above	PE	Sports Tour
Year 9	Art & Technology	Day trip to various London galleries
	Drama	Theatre trip
	English	Day trip linked with text being studied
	History	WWI Battlefields Trip
	RS	Theatre trip to the Life of Christ
	ICT/Careers	A Day in Business
Year 10	Modern Languages	Spanish trip
	English	Theatre trip
	Geography	2-day field trip
Year 10 & above	Fine Art & Constructed Textiles	Day trips to galleries each year
Year 11	English	Theatre trip
	Photography	London Gallery
Sixth Form		Various

In addition, a number of larger trips are organised every 2 – 3 years. These include sports tours, ski holidays and overseas expeditions. Parents are provided with the necessary information well in advance and should note that these trips are not compulsory!



SOCIAL OPPORTUNITIES

Pupils benefit from a variety of social events. The School has links with a number of schools and staff and pupils work together to decide on and organise activities:

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Year 7	Bowling, Outdoor Pursuits, Playzone
Year 8	Spring Disco, Bowling, Cinema
Year 9	DVD and Pizza Evening
Year 10	Playzone, Bowling, London Theatre
Year 11	Holly Ball
Sixth Form	Various

THE SCHOOL CALENDAR

There are a number of events which take place each term. The events listed in bold take place outside normal school hours and pupils must attend.

AUTUMN TERM

- **Parents' Evenings (Years 7, 10, Lower Sixth & Upper Sixth)**
- Open Mornings
- Outlook Careers Day (Year 10 – Upper Sixth every other year)
- Sixth Form entrance scholarship papers
- GCSE & A Level Awards Evening
- Carols by Candlelight
- **Carol Service**
- RSA Christmas Fayre
- School Production
- Informal Concerts

SPRING TERM

- Open Mornings
- **Parents' Evenings (Years 8, 9, 11 and Upper Sixth)**
- Careers Evening (Year 9-Upper Sixth, every other year)
- Prospective entrants: Year 7 and Year 9 entrance papers
- Informal Concerts

SUMMER TERM

- **Parents' Evenings (Years 7 and 10)**
- Open Mornings
- Prize Day
- Internal School Examinations
- GCSE Examinations
- A Level Examinations
- RSA Summer Event
- Informal Concerts



PASTORAL CARE

Tutors - Each pupil's Form Tutor is responsible for their welfare, academic progress and guidance and he/she is the first contact for pupils and their parents. Form groups are not necessarily the same as teaching groups; pupils may be put into sets according to option choices, progress and ability.

In the Senior School, one of the Form Tutor's most important tasks is to review the prep completed each week. Prep is recorded online and we ask Form Tutors, parents and Boarding House Staff to make weekly reference to it and comment when necessary. Written comments by staff or parents about work or behaviour are an aid to monitoring and self-evaluation by the pupil.

Pastoral Care - Pastoral Care is the overall care of the pupils which encompasses the physical, social, academic, cultural, emotional and spiritual needs of the pupils. We aim to provide each pupil with an excellent education but believe that this will only be achieved in a secure, supportive environment in which they are valued and cared for.

In addition to supportive and caring staff, pupils can enjoy the following support that we provide:

- Wellbeing Student Support provided by two of our school nurses who are also trained Mental Health First Aiders
- a Pastoral Team, led by the Deputy Head Pastoral
- support of our Lay Chaplain and Chaplaincy Team
- the School Counsellor
- Kooth online counselling service
- an independent listener

Parents can also attend Parent Pastoral Talks which are aimed to provide parents with knowledge and guidance in dealing with various matters that can arise while they are bringing up their children.

In all our dealings with the pupils we want them to develop happy and lasting friendships. We aim to develop them into self-confident, resilient, grounded, caring and empowered citizens; for the pupils to know right from wrong and to develop responsible and mature behaviour.

Personal, Social, Health and Economic Education (PSHEE) - PSHEE has a key role in promoting pupils' personal and social development. Senior School pupils will normally have one period of dedicated PSHEE per week, but it permeates the whole curriculum. The course encompasses health education, social skills, study skills, careers and citizenship. Various members of the School and local community contribute to the programme.

The Chapel - The Chapel is situated in the centre of our Kilmorey building (on the Haslemere site) and reflects our belief that the spiritual aspects of life are of great importance. It is open through the day and enables pupils and staff to withdraw for moments of quiet reflection and prayer. The Chapel is central to our daily assemblies as well as being used for a variety of other gatherings throughout the year. Mrs Cook is the School's Lay Chaplain and she has an important role in the spiritual life of the school.

GIFTED AND TALENTED PROVISION



The Senior School has identified the following ways that a pupil may be identified and placed on the Gifted and Talented register:

1. Pupils achieving the following will automatically be entered on to the Gifted and Talented register and be identified as Gifted (in the appropriate subject):

KS3

MidYIS standardised scores over 129

UK Junior or Intermediate Maths Challenge - Gold Award

KS4

Yellis – standardised scores over 126

UK Intermediate Maths Challenge - Gold Award

British Physics Olympiad – Gold Award

KS5

GCSE – 7-9 in at least eight subjects with an average point score of 7.5 or above in conjunction with ALIS scores.

UK Senior Maths Challenge - Gold Award

British Physics Olympiad AS Challenge – Gold Award

2. It is particularly important that pupils who are gifted in a single subject are also identified, (these pupils will often not be identified by the criteria under 1). To avoid under-identification, each department is responsible for identifying pupils who are performing in the top 5% for their subject. Pupils who are not identified as Gifted by virtue of one of the above means may be identified by the following evidence:

- Annotated school-work showing evidence of outstanding achievement
- Annotated exam coursework showing evidence of outstanding achievement
- Evidence of outstanding achievement in an academic-related activity pursued outside School

3. Talented pupils will usually be identified by departments as performing in the top 5% of their cohort in Art, Drama, Music, PE or Design Technology. Examples of suitable evidence are:

- Annotated school work, coursework, video or recording showing evidence of outstanding achievement
- Evidence of outstanding achievement in a related activity pursued outside School
- An outstanding grade in an ABRSM, LAMDA or equivalent examination
- Acceptance of an outside academy that caters for talented pupils
- Participation in national/international team organisations.

PROVISION

Pupils will be given the opportunity to maximise their potential. There are various ways of meeting the needs of the 'Gifted and Talented' pupils. These include:

- Acceleration
- Extension
- Enrichment
- Differentiations



- Teaching thinking skills

ACCELERATION

Placing a pupil in a higher year group on entry to The Royal School is not normal practice. Some subjects are 'set' and staff accelerate the learning of those in the top set.

For pupils whose attainment *significantly* exceeds the expected level of attainment within one or more subjects during a particular key stage, it may be possible to begin GCSE or AS level study early. This can be arranged in a number of ways, for example:

- As extension work within normal curriculum lessons
- By attending after school/lunch time classes or workshops
- By correspondence courses e.g. with the National Extension College

EXTENSION

Extension work provides the most-able children with the opportunity to study curriculum topics in greater depth. Schemes of work and short-term plans should include extension activities for the more-able. Again, teaching staff are able to extend the learning of those pupils in those subjects which are 'set'.

ENRICHMENT

Enrichment work ensures that able children are provided with additional activities relating to a particular curriculum topic. These activities should stretch the more-able and not simply be 'more of the same'. Enrichment activities are:

- Accessible
- Extendible
- Not restrictive
- Enjoyable

They involve:

- Decision making
- Speculation
- Hypothesis
- Discussion and Communication
- Surprise

DIFFERENTIATION

Differentiation should maximise pupils' potential, should match aptitude and interest and should explore appropriate/relevant teaching approaches. It is equally important to differentiate in a 'set' environment.

THINKING SKILLS

The awareness of learning styles/thinking skills.



EXTRA CURRICULAR ACTIVITIES

The Royal School encourages the 'Gifted and Talented' and those on the 'monitor' list to take advantage of learning resources outside the School, sometimes as part of learners' mainstream programmes and sometimes as extra-curricular enrichment or extension work.

These include opportunities such as competitions (UK Maths and Physics Challenges, science challenges etc.), clubs, lectures, sports, trips, courses, master classes, workshops, international work experience and summer schools, as these arise.

SPECIAL EDUCATIONAL NEEDS & DISABILITY PROVISION

Prior to entry into the Senior School - Many children have varying learning styles and additional support is available for those pupils who find the learning environment challenging.

If your child has a specific learning difference which has been identified by an Educational Psychologist or Specialist Teacher, please let us have a copy of the report. Pupils will be considered for extra time in the School's entrance assessments on the basis of the report. On acceptance of a place your child's name and learning difference will also be recorded in the School's SEND Register. This will ensure that teaching staff are made aware of the challenges faced by your child and are better placed to support them in the classroom.

As a result of any reports and results we receive we may recommend that on entry to the school that your child receives individual learning, in-class support or study skills tuition to boost their confidence and help them to develop appropriate learning strategies. If this is the case, you will be asked to sign a form consenting to extra tuition with one of our specialist teachers. The cost of these lessons will be added to your end-of-term account. Half a term's notice is required if any pupil wishes to terminate their SEND provision.

The first month in School - If we have scheduled learning support for your child, lessons will usually begin in the second or third week of term. During the first week of school we aim to introduce pupils to the Learning Support department and their learning support teacher, so that they can become familiar with where to go for their specialist lessons. Once the appropriate number of learning support lessons has been incorporated into a pupil's timetable, lessons will begin with the specialist teacher.

The reading and spelling abilities of all pupils entering Year 7 will be assessed towards the beginning of the Autumn Term. If it becomes apparent that your child would benefit from assistance in these areas, but they have not already been placed on the SEND list, we will contact you to discuss whether learning support is appropriate.

What does 'learning support' involve?

Pupils will generally have one or two learning support lessons per week with a specialist teacher. In Years 7, 8 and 9 pupils come out of normal lessons on a rota basis, unless they are only taking one modern foreign language, in which case lessons will take place during a study period. Operating a rota



basis for those pupils taking two modern foreign languages means that they should not miss the same lesson more than once every half-term.

If your child is planning to have extra-curricular music lessons during the School day, please be aware that these lessons are also taught on rotation. Your child will have to remember to attend two rota lessons each week and may have to catch up on missed work.

Pupils in Years 10 and above have their learning support lessons during any free study periods, in the lunch hour, or before or after School.

During learning support lessons, your child will follow a structured, multi-sensory programme designed to suit their individual needs. This may include spelling (based initially on phonics), reading (for both accuracy and comprehension), proof-reading, essay planning and revision techniques. In addition, and in close liaison with subject teachers, extra help may be given to increase the comprehension and retention of new concepts in any subject in which difficulty is experienced.

What happens if my child has to miss a learning support lesson?

Due to the weekly rota system, it is very difficult to reschedule learning support lessons at short notice. If your child misses a lesson and has not been able to let the learning support teacher know well in advance, that lesson will have to be paid for. If a lesson is cancelled by the learning support teacher, or because your child has an event organised by the school, then you will not be charged.

How can I chart my child's progress?

We constantly review the progress of special needs pupils by informal contact between staff. In addition, effort and attainment grades, subject reports and parents' evenings ensure that informed discussion takes place between staff and parents.

At the end of the school year, the teaching staff report back to the SENDCo and specialist teachers on the progress of pupils on the SEN Register. Where appropriate ~~Miss Sykes~~ [Mrs Ferguson](#) will contact you to review the level of specialist support provided to your child and adjustments will be made as appropriate.

What about using a laptop?

Educational psychologists sometimes suggest that dyslexic pupils use a laptop. This is something the School allows; however, it is often not necessary or practical in class. It can, of course, be very useful for prep. The School has a policy on the use of laptops; please contact the Principal's PA if you require a copy.

What about extra time in examinations?

If your child is known to have a justifiable need for extra time in examinations, due to a specific learning difference, for example, they may be given extra time.

Pupils who require extra time will need to be formally assessed by an Educational Psychologist or Mrs Ferguson towards the end of year 9. Parents will be contacted at the appropriate time to discuss this.



How will the School use my child's Educational Psychologist's report?

Your child's report will tell us about various aspects of their academic abilities and can be very useful in targeting the specific areas of weakness. It may also highlight particular strengths which provide an immediate insight into how best to enhance learning. This, in turn, enables us to create a bespoke programme of learning support to suit your child's requirements.

The report will also suggest things that can be done at home to help your child.

The School will aim to fulfil the recommendations made within your child's report but, in some instances, it is not possible to meet the special needs requirements outlined. Mrs Ferguson is always happy to meet with parents to discuss the contents of an Educational Psychologist's report.

When the School receives a copy of your child's report, Mrs Ferguson will summarise its content and inform staff of the main points contained therein and create a Pupil Passport. Staff will be kept informed of updates, new information and recent recommendations as necessary.

If your child has unspecified learning difficulties, we may recommend that you commission an Educational Psychologist's report or Specialist Teacher's report before a programme of learning support is agreed.

How do I commission an Educational Psychologist's report?

Please liaise with Mrs Ferguson before commissioning a report. We have the names and contact details of local educational psychologists whom we have used in the past. Parents are, of course, at liberty to make their own enquiries and may choose to select a psychologist who has had no previous contact with the School.

What can I do to help?

You can make a great contribution to your child's progress by helping them to get organised. Please check their prep diary and make sure that your child:

- has homework written down
- knows what they have to do
- has the correct books
- puts the completed work into their bag ready for School the next day

Also, please let us know if your child is struggling to complete work.

Communication between School and home is the key to making sure that pupils do not slip behind and consequently become discouraged.



HEALTH AND WELLBEING

The aim of the Medical Department is to provide a high standard of individualised, therapeutic and holistic nursing care, within a safe and caring environment, for all the pupils at The Royal School.

The School Sisters, Mrs Sue Baker, Mrs Diana Warr are primarily responsible for the health and wellbeing of boarders, day pupils and staff at The Royal School. They are always happy to speak to parents or guardians regarding any health concerns and they are on call to give advice in the event of a medical emergency.



Mrs Sue Baker



Mrs Diana Warr

Medical Centre - The Medical Centre is situated in Highgate Cottage. There is a clinical surgery for routine and emergency appointments, and accommodation for four pupils in two separate twin bedded rooms, one with an en-suite WC and wash basin. There is also a separate bathroom with shower and WC.

Regular surgeries for boarders and day pupils are held at Highgate Cottage and Kilmorey treatment room. If pupils wish to see Sister they are expected to attend during these designated times unless there is a medical emergency, or a member of staff decides that a pupil is too unwell to wait for the next surgery. Surgery times are displayed in the Boarding Houses and at the Kilmorey and Stoatley offices. If a nurse is unavailable, a member of Kilmorey office staff, who are first aid trained, will care for the pupil until medical advice is sought or the parent has collected the pupil.

Sister Warr and Sister Baker have completed a Mental Health First Aid course and are available for any pupil who, for whatever reason, needs support during the school day. There is an email address studentsupport@royal.surrey.sch.uk where pupils may leave a brief message with their contact details, so the Sisters can arrange an appointment which will fit in with the pupil's timetable.

There are regular small social gatherings held at Highgate Cottage. These are attended by one or two pupils from different year groups who discuss their experiences and offer each other support and friendship.

Doctor's Surgery - The School Doctor, Kofo Ayodeji is available on Monday evenings from 17.30 - 18.30 for boarding pupils only. All boarders will be registered with the School Doctor and they should contact Sister if they wish to book an appointment. During the school holidays boarders may see their home GP as temporary residents. Please do not register them with the home GP while they are boarding at The Royal School.

Confidentiality - Confidentiality is most important to us and we will endeavour to do all we can to protect our pupils and to promote their physical, psychological and emotional wellbeing. The School



makes every effort to respect the privacy of all pupils but, in some extreme circumstances, it may not be appropriate to respect the confidences of an individual. Please contact Sister or the Deputy Head Pastoral to discuss the issue of confidentiality in greater detail.

Injections/Vaccinations - The Immunisation Team from Children and Family Health Surrey comes to the school to give Diphtheria/Tetanus/Polio Final School Booster and Meningitis ACWY vaccinations to pupils in Year 9. Girls in Year 8 are offered the HPV (Human Papilloma Virus) Vaccination as part of the NHS childhood vaccination programme. For boarders who join the school after Year 8, it may be possible to arrange the Human Papilloma Virus programme through the school GP.

Travel immunisations and malaria cover can be arranged for Boarders subject to sufficient notice being given by parents.

PRESCRIBED MEDICINE

Day Pupils - If your child needs to take a prescribed or non-prescribed medicine, brought in from home, during the School day, you will be required to complete the appropriate consent form. The medication must be handed in to Kilmorey Office or Highgate Cottage to be administered by Sister or a designated member of staff. The exceptions are asthma inhalers, Adrenaline auto-injectors (EpiPen/Jext/Emerade) and insulin pens or pumps. Another Adrenaline Auto-injector for each pupil will be kept in a clearly labelled wall pocket in the Kilmorey Office medical room or QEII office if the pupil is in sixth form. All members of staff will be made aware of any pupil with asthma, diabetes, epilepsy or at risk of an anaphylactic reaction. All staff will be given the appropriate training in the care and support of any pupil diagnosed with a long term medical condition.

Boarders – Any prescribed or non-prescribed medication brought to QEII boarding house must be shown to Sister or a member of boarding staff.

With the exception of inhalers for asthma, adrenaline auto-injectors and insulin pens and pumps, pupils must not carry prescribed or non-prescribed medication in school. Medication should not be kept in bedrooms, in school bags or in school lockers. Any pupil found carrying medication or with medication in their room, without consent from Sister, will have it confiscated. It will be kept in a locked cabinet in the medical centre or in the boarding house office until the pupil has discussed the medication with Sister.

If you would like your child to take homeopathic remedies at school, please discuss with Sister.

Sixth Form boarders are assessed by the medical team and a designated member of the boarding staff, and a decision will be made regarding their eligibility for self-administration of medication. **This is considered a privilege which can be withdrawn at any time at the discretion of the medical team.**

The Royal School recognises that some pupils have medical needs that require additional measures to ensure that they have full access to the curriculum. We endeavour to ensure that the impact of their medical difficulties on their time in our school is minimised as far as possible. Teachers and support staff are in loco parentis and may need to take swift action in the unlikely event of an emergency. However, the primary responsibility for a pupil's health lies with the parent, carer or guardian as it is they who are responsible for the pupil's medication. It is, therefore, essential that the school is supplied with appropriate medication and up to date information about the pupil's medical needs.

Diet - If a pupil has any special dietary requirements or food allergies, please contact the medical team who will ensure that catering staff are made aware of the situation.



First Aid Boxes - There are appropriately equipped first aid boxes situated throughout the school and boarding houses. All minibuses carry first aid boxes and high visibility armbands. Teaching staff take a comprehensive medical bag with them when they take pupils off site. The medical team give teaching staff any relevant medical information about the pupils in their care on a 'need to know' basis. A large number of our teaching and boarding staff are trained first-aiders. Additional Medical Department information is available for Boarders in Section 8.

CARE PLAN AND DISABILITIES

If your child requires a specific care plan we will work with you, and any professional body, to create and implement one. We will endeavour to ensure that their time at The Royal School is not hindered by any special requirements they may have.

Our Equal Opportunities policy and Special Educational Needs and Disability Policy aim to ensure that all children in school, regardless of disability, are treated fairly and encouraged to fulfil their individual potential.

ACCIDENTS

You will be contacted immediately if your child has a serious accident or becomes ill whilst at school.

It is essential that you inform us of any change in your personal contact details.



THE HOUSE SYSTEM

The School House system is designed to provide pupils with a group identity and an opportunity to become involved in a wide range of activities including music, drama, fundraising for local and national/international charities, interhouse debates and sporting events.

New pupils are assigned to the House in which they will stay for the duration of their time at the School. The four Houses are named after the Royal households: Balmoral, Buckingham, Sandringham and Windsor. Siblings are normally allocated to the same House.

A male and female House Captain for each House are voted into office for one year usually at the beginning of the Autumn Term by staff and pupils. Captains organise events and activities in close consultation with members of the academic staff (who are also allocated to each House).

All pupils are encouraged to play an active part in House activities as this is considered to be an important part of their education at the School. They will be given the opportunity to develop leadership and teamwork skills in a variety of different ways from leading sports teams to arranging and managing major inter-House events. We actively encourage pupils to use their own initiative in devising new and interesting activities in order to maintain this as a flourishing part of School life. House assemblies and meetings take place every other Friday; these are taken by the House Captains.

During the term, pupils are awarded academic or community merits or *Excellents* for good/outstanding work and demonstration of any one of our key character strengths. At the end of term all points are totalled and the average points per pupil per House are calculated and a trophy awarded to the winning House.

Each interhouse activity also counts towards the House of the Year Cup. This cup is awarded at the end of the Summer Term during Prize Giving.

LIBRARY

*PLEASE NOTE THAT ACCESS MAY BE LIMITED WHILST COVID-19 RESTRICTIONS ARE IN PLACE

The Millennium Library incorporates the Library, an Information Technology suite and the Careers Office. There is also a Reprographics area. In the Autumn Term, all Year 7 pupils participate in an induction programme within the first few weeks of their arrival at the Senior School.

There are 30 study places in the main library, and a further 21 terminals in the IT suite which may be booked for lessons. Additionally, there are 4 computer terminals for open-access use, and a dedicated terminal for the library catalogue. These are available during break times, lunch and after school. Catering to a whole range of reading levels and interests, the library houses approximately 14,000 books, 15 periodicals and a small number of DVDs and audio books. Daily newspapers and a wide selection of magazines and newspaper supplements are also available to pupils. The library offers a fine variety of fiction and non-fiction books and operates a fully computerised catalogue in a bright, attractive and colourful atmosphere.

The aims and objectives of the library are:



- to support pupils and staff in the process of learning, teaching and personal development, through the provision of current, high- quality information collections and related services.
- to promote the development of information-literate students, who are able to become independent life-long learners armed with critical assessing skills to be discerning and considerate thinkers.
- to assist and inspire the love and enjoyment of books and reading, thus enabling them to become well-rounded, empathetic, and thoughtful individuals.

Opening Hours: The Library is open from 08.30 – 17.30 on weekdays during term time. Prep Club is run after school, which allows pupils to use the library and IT suite for study. Any pupil who has not been collected by the time the Library closes must walk up to the Boarding House and register with the Boarding House staff. **Pupils should not await collection at Kilmorey after 17.30.**

Bookworms Club: Hosted monthly in the library, this club is open to pupils in Years 7 and 8 to promote literature and the love of books. A student-inspired initiative, the book discussion is enhanced with corresponding activities. This age group also sends two teams to the Kids Lit Quiz where we most recently raced up the ranks in the local standings.

UNIFORM

*PLEASE NOTE THAT PE KIT MUST BE WORN ON THE DAYS A PUPIL HAS PE. CHANGING ROOMS ARE NOT AVAILABLE WHILST COVID-19 RESTRICTIONS ARE IN PLACE.

The Royal School works in partnership with online school uniform provider, Schoolblazer. All senior students need to visit www.schoolblazer.com to register and purchase the required items.

All pupils should bear in mind that they are ambassadors for the School, on site and in town. A smart appearance at all times is appropriate.

PUPIL APPEARANCE YEAR 7 – YEAR 11

We require our pupils to wear a school uniform. This is for a number of reasons. It establishes an identity with the School, and helps to build a sense of belonging. The uniform is smart, practical and hard wearing. It includes various coats, a scarf and hat.

As Year 11 is considered a transition year, pupils may purchase and wear the Sixth Form suit in anticipation of their joining Lower Sixth the following year, rather than buying the uniform for Years 7-11 for one year only; only the School's suit may be worn. Year 11 pupils are also requested to purchase the new Sixth Form PE kit. The Sixth Form suit, as it applies to Year 11, should be worn with a white shirt or blouse and boys should wear their House tie. Skirts should be of a respectable length, no more than 5 centimetres above the knee. If a jumper is required, Year 11 should purchase the Year 7-11 jumper in red or blue, as there is no Sixth Form jumper.

General Notes on Uniform/Dress:

- All pupils in Years 7 – 11 must wear the approved uniform obtained solely from our supplier.
- If it is necessary for your child to wear something which does not comply with our uniform list, a note to the form teacher is essential.



- To assist us when articles are lost, please ensure that your child's uniform is clearly labelled with their name. Examine your child's clothing from time to time, especially the coat, to ensure that it is their own.
- The uniform does not allow for fashion items.
- Pupils can wear a wristwatch.

School Shoes

In January 2020, early notice was sent via the School bulletins that there will be a tightening of policy surrounding school shoes from September 2020. Please note that trainer/trainer-like shoes are no longer allowed at The Royal School. Please use the following as a guide when purchasing shoes for your daughter/son/ward:

Girls' Shoes



Boys' Shoes



Notes on Appearance:



- Skirts should be worn on the waist; the hem should sit on or below the knee.
- Shirts/blouses should be tucked in.
- Socks/tights need to be navy blue.
- Girls can wear one pair of plain gold or silver studs in the bottom of the lobe of each ear.
- No other jewellery is allowed except for a small cross or other religious symbol which should be worn on a thin chain around the neck and tucked into the blouse/shirt.
- Hair must be out of the eyes and looking neat and tidy at all times:
 - Girls with long hair must have it tied back using a black/dark blue band. Fashion hair bands, bobbles and clips are not permitted; regulation hair bands are available from Kilmorey Office.
 - Boys' hair should be no shorter than a number four razor cut, and no longer than collar length. Hair should not completely cover the ears. Tram lines or patterns cut with a razor are not allowed.
 - Any hair colours/highlights should be natural shades.
- Boys must be clean shaven.

The following are NOT allowed:

- Badges, other than those denoting official School positions.
- Facial or body piercings.
- Make-up, false eyelashes, nail varnish, gel or acrylic nails.
 - Pupils wearing make-up will be asked to wash it off; pupils wearing nail varnish may be sent to Kilmorey Office for a bottle of remover.
- Hair extensions, braided hair with or without beads or fashion accessories.
- Tattoos.
- Fake tan that is ostentatious or of an unnatural hue.
- Jewellery except as indicated above.
 - Pupils wearing additional jewellery or the wrong type of earrings will have them confiscated until the end of term.
- Non-regulation items will be removed and confiscated until the end of term.

If a pupil's appearance is inappropriate, they will be given a first warning and a short time to comply (usually 24 hours). If they still fail to comply, their form tutor will make contact directly with parents. If, after this, their appearance is still inappropriate, there will be an escalation to the School's management team and the pupil may be asked to stay at home until their appearance/uniform complies with the School rules.



SENIOR GIRLS' UNIFORM AND SPORTS KIT REQUIREMENTS

Product	School Blazer Specification	Compulsory/Optional
Y7 – Y11 Girls		
Tartan Waisted Kilt		Compulsory
Blouse	Short or long sleeve - white	Compulsory
Jumper	Red V Neck Jumper with Navy Stripe or Navy V Neck with Red Stripe	Compulsory
House Badge		Compulsory
Blazer	Navy Crested Jacket with Red Piping	Compulsory
Waterproof Winter Coat	Navy Crested Stormproof	Optional but only school coats are allowed
Winter Coat	Navy Quilted Jacket	Optional but only school coats are allowed
Navy tights		Navy tights/socks must be worn
Navy socks		Navy tights/socks must be worn
Pashmina	Navy Pashmina	Optional
Tracksuit top	Squadkit Stormtex, bespoke design, crested, full zip	Compulsory
Tracksuit bottoms	Squadkit Stormtex, plain navy, red pipe, unisex fit	Compulsory
PE top	Squadkit Hydrocool Lite, bespoke design, crested, hockey v-neck	Compulsory
Team top	Squadkit Hydrocool Lite, bespoke design, crested, hockey v-neck	Compulsory
House tee-shirt	Cotton round neck, house colours, crested	Compulsory
Skort	Squadkit Hydrocool Lite, bespoke design with cotton undershort	Compulsory
Midlayer	Squadkit Thermotex, navy with red stitch, crested	Compulsory
Baselayer top	Squadkit Climaskin, navy, crested	Optional
Baselayer leggings	Squadkit Climaskin, navy, crested	Optional
PE socks	White Ankle Socks (3 pack)	Optional
Games socks	Navy, ROYAL and crest down back	Compulsory
Small sports bag	Small sports bag	Compulsory
Fitness leggings	Squadkit Climaskin Xtra, full length, navy	Optional for Y11 only
Training top	Squadkit Hydrocool Smooth, ladies fit, red	Optional for Y11 only
Sixth Form Girls		
Sixth Form Suit	Navy Waisted Skirt	Compulsory
	Navy Jacket with Embossed Buttons	Compulsory
Blouse	Short or long sleeve - white	Compulsory
Winter Coat	Navy Overcoat	Optional but only school coats are allowed (Y7-Y11 coat may be worn)
Pashmina	Navy Pashmina	Optional
Fitness leggings	Squadkit Climaskin Xtra, full length, navy	Optional. Available for Y11 (2019)
Training top	Squadkit Hydrocool Smooth, ladies fit, red	Optional. Available for Y11 (2019)



SENIOR BOYS' UNIFORM AND SPORTS KIT REQUIREMENTS

Product	School Blazer Specification	Compulsory/Optional
Y7 – Y11 Boys		
Navy Trousers		Compulsory
Shirt	Short or long sleeve - white	Compulsory
Jumper	Red V Neck Jumper with Navy Stripe or Navy V Neck with Red Stripe	Compulsory
House Tie		Compulsory
Blazer	Navy Crested Blazer with Red Piping	Compulsory
Waterproof Winter Coat	Navy Crested Stormproof	Optional but only school coats are allowed
Winter Coat	Navy Quilted Jacket	Optional but only school coats are allowed
Grey socks		Compulsory
Scarf	Navy Scarf	Optional
Y7 – Y11 Boys (Continued)		
Tracksuit Top	Squadkit Stormtex, bespoke design, crested, full zip	Compulsory
Tracksuit bottoms	Squadkit Stormtex, plain navy, red pipe, unisex fit	Compulsory
PE top	Squadkit Hydrocool Lite, bespoke design, crested, open placket neck	Compulsory
Reversible rugby shirt	Reversible rugby shirt	Compulsory
House tee-shirt	Cotton round neck, house colours, crested	Compulsory
PE Shorts	Navy, white pipe	Compulsory
Rugby Shorts	Squadkit Performatex Xtra, navy	
Midlayer	Squadkit Thermotex, navy with red stitch, crested	Compulsory
Baselayer top	Squadkit Climaskin, navy, crested	Optional
Baselayer leggings	Squadkit Climaskin, navy, crested	Optional
PE socks	White Ankle Socks (3 pack)	Compulsory
Games socks	Navy, ROYAL and crest down back	Compulsory
Small sports bag	Small sports bag	Compulsory
Sixth Form Boys		
Sixth Form Suit	Navy Trousers	Compulsory
	Navy Blazer with Embossed Buttons	Compulsory
Blouse	Short or long sleeve - white	Compulsory
Sixth Form Tie		Compulsory
Winter Coat	Navy Overcoat	Optional but only school coats are allowed (Y7-Y11 coat may be worn)
Scarf	Navy Scarf	Optional
Sixth Form Boys (Continued)		
Training top	Squadkit Hydrocool Smooth, unisex fit, navy	Optional. Available for Y11 (2019)
PE Shorts	Black, white pipe	Optional. Available for Y11 (2019)



STATIONERY

For Year 7 Pupils

- Black or blue pens (cartridges for fountain pens available in School Shop)
- Pencils
- Ruler
- Good quality rubber
- Glue Stick
- Coloured pencils rather than crayons or felt tip pens
- Highlighters
- A pair of small rounded-tip scissors
- Pencil sharpener - one that holds the shavings

For Mathematics

- 180 degree protractor
- a pair of compasses
- a ruler (30 cm transparent is best)
- a scientific calculator*

*The Mathematics Department sell the recommended Casio fx 83-GTX (for £12), which is suitable for all exams and for which they have an electronic emulator, so it is particularly helpful to have this (or a similar) model. The students can buy the calculator from the Mathematics Department when term begins.

GETTING TO AND FROM SCHOOL

Day Pupils – Our fleet of minibuses are all fitted with seatbelts and it is School policy that buses adhere to current and forthcoming safety procedures well before these are compulsory by law.

Bus routes are updated each term and an agreed collection/drop off point will be available on main roads/routes. We no longer offer door to door collections for new transport requests; however, existing arrangements will be honoured for the forthcoming academic year 2020/21. Routes operate from the following departure points:

Farnham Guildford Godalming Petersfield Midhurst Petworth

If you wish to book a place on a minibus, please contact the Bursary Office on 01428 603006 or email Karen Rowden via bursary@royal.surrey.sch.uk. The cost of travel is calculated on an annual basis and cancellation of a pupil's place on a bus requires one term's notice to the bursary.

In addition to these routes, the School operates shuttle bus runs in the morning and afternoon between Haslemere station and the Senior School and between the Haslemere and Hindhead sites. This removes these journeys from parents' often hectic schedules and has the additional benefit of reducing traffic on busy and sometimes difficult roads.

Boarders – In addition to local transport, it is possible to arrange escorted travel to and from Heathrow and Gatwick airports.



BEFORE & AFTER-SCHOOL CARE & EMERGENCY AFTER-SCHOOL CARE

*PLEASE NOTE THAT THIS IS SUBJECT TO CHANGE WHILST COVID-19 RESTRICTIONS ARE IN PLACE

BEFORE & AFTER-SCHOOL CARE

Year 7 – 11 pupils may arrive at Kilmorey from 08.00 and work quietly in their classrooms. If they arrive in School before 08.00, they must sign into The Boarding House; the School's 'fob' system does not allow pupils access to the buildings before 08.00. Pupils are welcome to join boarders for breakfast for which there is a small charge. Sixth Form pupils may arrive and sign into QEII from 07.30.

Day pupils who do not have activities after School may leave at 16.10. Those who wish to stay later may start prep or use the Library until 17.30. If pupils working in the Library have not been collected by their parents when the Library closes, they must report to the Boarding House and await collection from Stroatley.

Day pupils are not permitted to remain in School after 16.10 unless they are taking part in a supervised after-school activity or using the Library. Day pupils and Boarders who are not involved in activities and do not wish to use the Library must go and sign into the Boarding House.

Day pupils wishing to stay for supper should inform the School Office by midday; parents are encouraged to provide as much notice as possible. A small charge will be made for the meal.

The School Office at Kilmorey closes at 17.00, but the Boarding House remains open in the evenings during term-time.

EMERGENCY AFTER-SCHOOL CARE

It is accepted that, occasionally, parents may be delayed getting to School to collect their child. On these occasions, pupils may work in the Library until 17.30. After this time they must report to the Boarding House and await collection.

BOARDING OPPORTUNITIES

There are a number of different options for Royal School parents who wish to take advantage of the School's boarding facility:

FLEXI-BOARDING Pupils may stay for a maximum of 3 nights per week each week.

*PLEASE NOTE FLEXI-BOARDING IS NOT AVAILABLE WHILST COVID-19 RESTRICTIONS ARE IN PLACE

WEEKLY BOARDING Pupils may stay in School all week and return home at weekends. Weekly boarders arrive at the Boarding House on either Sunday evening or Monday morning; they return home on either Friday night or Saturday morning.

FULL BOARDERS Pupils who stay in School all term benefit from the weekend activity programme. There are Saturday trips each weekend and a variety of School-based activities on Sundays.



BOUNDS

- No pupil may leave School without permission.
- A pupil leaving School with permission may only do so at the time agreed and in accordance with agreed procedure.
- Parents/guardians collecting their son/daughter for any reason during the School day are asked to report to the School office.
- *New for 2020:* During the Senior School day (8.30am-4.10pm) Stroatley Drive may only be used by staff. Stroatley entrance may not be used by pupils. All pupils should access Stroatley using the footpaths behind the building (they run from QEII all the way down the site) and access can be made via both the Textiles and Common Room doors.
- During the Senior School day, pupils may play anywhere in the School grounds above and including the path to the Stroatley Courts, the upper court, but not anywhere in the woods. At the Hindhead Site, pupils may play anywhere on the lawns and sports pitches, but may not go into the woods.
- During evenings and weekends, bounds may be extended if accompanied by a member of staff or a nominated Senior pupil.
- The Senior School day ends at 16.10. After this time, Day Pupils who are not playing in sports matches, taking part in an organised activity or attending a club must go to the Library or sign into the relevant Boarding House. Boarders should ensure that Boarding Staff are aware of their whereabouts after 16.10. Boarders who do not have after-school commitments must return to the Boarding House.
- Pupils who wish to remain indoors, during break and lunchtime, are only allowed in their allocated common room.

PLEASE NOTE THAT THERE ARE CERTAIN INFLEXIBLE RULES RELATING TO THE SCHOOL BOUNDS AND SCHOOL POLICIES:

- **No pupil may chew gum in School or on any School activity**
- **No pupil may smoke or bring cigarettes, e-cigarettes (or vaping equipment), lighters or matches onto School premises or on a School trip**
- **No pupil may bring alcoholic drinks, or drink alcohol on School premises or on a School trip**
- **No pupil may bring drugs or use drugs on School premises or on a School trip**



PROPERTY

- Property should have a name permanently fixed on to each item.
- Pupils from Years 7 to 11 are provided with a form locker and either a pre-set PIN padlock or a key, depending on the type of locker allocated. Sixth Form pupils have lockable drawers and cupboards in their study rooms in QEII Sixth Form Centre. There is currently a charge of £10 to replace lost keys/padlocks/PIN padlocks that have been altered and rendered unusable.
- Pupils must use these facilities responsibly in order to safeguard their possessions.
- Parents should arrange for their household insurance to cover any items of value brought to School.
- Personal entertainment devices etc. may be brought to School, but must be kept locked away in a locker. They may not be used in School at any time, but may be used on your journey to and from School. If the usage fails to comply with the ICT Acceptable Use Policy or the Anti-Bullying Policy, the device will be confiscated. Other electrical items are not allowed (this includes phone charger). For Health & Safety reasons, all electrical items brought on site by boarders must be checked by the School electrician and a PAT certificate will be issued where the device passes the safety check. Devices that do not pass the safety check will be removed and arrangements will be made to either dispose of the device or for it to be sent home. Any disposal or postage costs will be added to the school bill.
- Pupils may bring phones to school but they should be switched off during the day and kept safely in a locker. Pupils must not use phones during the school day. The responsibility for the phone rests with the pupil and the School will take no financial responsibility for loss. Occasionally, phones may be used for educational purposes with the individual teacher's permission e.g. as a calculator or for research purposes; adequate notice will be given so that pupils may arrive with the device, having collected it from their locker prior to the lesson. Smart watches may be worn, but should be used for checking the time only. If phones (and connected devices) are used at incorrect times they will be confiscated and will be returned at the end of the day. If pupils dispute this, or offend persistently, parents will be asked to collect the phone from reception. **Parents are asked to limit their mobile phone contact with their children accordingly. Messages should be left with the School Office.**



MISCELLANEOUS

HEAD OF LOWER SCHOOL

The Head of Lower School is responsible for ensuring that pupils entering the School in Year 7 enjoy a smooth transition from Junior to Senior education. The Head of Lower School liaises with the Registrar, the Deputy Head Academic, the Deputy Head Pastoral and the Year 7 Form Tutors to ensure that new pupils' academic and pastoral needs are met.

FORM TUTORS

The Form Tutors play an important part in your child's School life. They welcome pupils at the beginning of each day and are responsible for monitoring the academic, moral and social development of the pupils in their care. The tutors are accountable to, and supported by, the Deputy Head Pastoral.

PREP

Prep is set each day and recorded online. The amount of prep allocated to pupils depends upon age. A prep timetable will be issued by your child's Form Tutor. Any queries regarding prep should be addressed to the Deputy Head Academic.

LOST PROPERTY

Lost Property presents a problem and **all items** should be named. Form Tutors should be advised of missing items as soon as possible (preferably within 24 hours). Named lost property will be returned to the current owner. Unnamed lost property is stored in a trunk in Kilmorey entrance hall, with the exception of valuable items, which are locked away by Kilmorey office staff. Pupils have the opportunity to claim all unnamed items during the last week of each term; after this time, items will be disposed of ethically (appropriately recycled or offered to charity).

MEALS

There is a cafeteria system in operation with a wide choice of meals available, including a vegetarian option and salad bar.

Day pupils may stay for supper, for which there is a modest charge. Please ask your son/daughter to inform the School Office by midday whenever he/she requires supper.

Please let us know if your child has any special dietary requirements. See the relevant form in Section 10 of this Handbook.

TUCK SHOP

From time to time a Tuck Shop operates. This is usually run by the Sixth Form or Young Enterprise during break time. Pupils may not operate their own system without full permission, following appropriate checks, from the Director of Logistics and School Management.



TELEPHONES AVAILABLE TO PUPILS

The phones in the Boarding Houses can receive incoming calls, but boarders are not permitted to make or receive calls during prep time, unless by special arrangement with the Boarding Staff.

There is a phone available at Kilmorey Office for pupils to use in an emergency. Pupils may not use their mobile telephones during the school day to contact parents/guardians.

MOBILE PHONES

Pupils may bring phones to school but they should be switched off during the day and kept safely in a locker. Pupils must not use phones during the school day. The responsibility for the phone rests with the pupil and the School will take no financial responsibility for loss. Occasionally, phones may be used for educational purposes with the individual teacher's permission e.g. as a calculator or for research purposes; adequate notice will be given so that pupils may arrive with the device, having collected it from their locker prior to the lesson. Smart watches may be worn, but should be used for checking the time only. If phones (and connected devices) are used at incorrect times they will be confiscated and will be returned at the end of the day. If pupils dispute this, or offend persistently, the phone will be kept for longer or parents will be asked to collect the phone from reception. **Parents are asked to limit their mobile phone contact with their children accordingly. Messages should be left with the School Office.**



EMERGENCIES

Fire Drills - These are held once a term in accordance with the advice of the local Fire Service.

Medical Emergencies - A registered nurse is based at the Senior School throughout the week. In addition, a large number of Senior School teachers, Support Staff and Boarding Staff are trained in First Aid. In the event of a medical emergency or accident which cannot be dealt with by staff on site, pupils will be taken to Haslemere Minor Injuries (01483 782334) Monday – Friday 09.00 – 17.00 or The Royal Surrey County Hospital, which has a 24 hour Accident and Emergency Department (01483 571112).

School Closure Due to Bad Weather - In the event of bad weather, parents/guardians will be informed of any closure through the School website, by e-mail, through announcements on local Radio Stations, and via Parent Links (Prep & Senior School). In very extreme weather conditions, we may consider it unadvisable for Day Pupils to make the journey to School and we will upload/broadcast this information as quickly as possible.

Should the decision be made to close the School during the school day, **all pupils** from Y7-U6 will assemble in Kilmorey Hall where they will sit in form groups; a full register will be taken before any pupils are allowed to be released. Pupils will be supervised in Kilmorey Hall by members of staff until their parents/guardians collect them, or a minibus arrives to collect them. Boarders will be collected by Boarding Staff. If allowed to go home on their own, Sixth Form pupils must sign out of Kilmorey Office in the usual way.

The minibus services will be rescheduled to depart earlier and pupils who normally travel in this way will be released from Kilmorey Hall. Under these circumstances, all minibuses will depart from Kilmorey; if it is deemed unsafe for vehicles to travel, this will be communicated and those pupils will remain on site. A register of pupils travelling by minibus will be taken, collated and communicated between the School Offices so staff know who is on which minibus.

All day pupils remaining on site will be supervised by members of staff until their parents/guardians collect them. Senior School pupils will be taken to the Boarding Houses at 4.10pm, where they can stay until their parents/guardians can arrange to pick them up.

In the event of a prolonged closure, the School will endeavour to post work on the Information Hub which is accessed via the School's website, or posted to Google Classroom. Parents are strongly encouraged to ensure that their child logs in and downloads work to complete each day.



**The Royal School
High Achievers
Confident Learners**

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