



# PARENT HANDBOOK

SENIOR SCHOOL DAY-TO-DAY MATTERS

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# WHO'S WHO

## WELCOME FROM THE HEAD

Welcome to The Royal School! We hope this handbook will be helpful to dip into and give an overview of the day to day life at The Royal.

Part of the excitement of starting senior school is the sense of growing independence that comes with it and this is most successful when there is an open and constructive relationship between parents and the school. You will find the teachers' email addresses so that you can contact them directly and remember that your first port of call is your child's form tutor. These tutors will see your children every day and will be the ones who will know them best.

As a working mum, I know how busy family life is and I hope that this electronic version of our directory will be accessible on any device whenever you need a reminder of dates and other information. If there is anything you are unsure about, please don't hesitate to get in touch.

I look forward to getting to know you and your children over the coming years and seeing you at the various school events that we have planned over the coming academic year.

**Pippa Smithson**  
**Head**



## **OUR AIMS AND ETHOS**

### **High Achievers Confident Learners**

The Royal School is an independent, co-educational day and boarding school from nursery to sixth form.

Delivering a first-class education in a vibrant and caring environment, our pupils become confident, successful and compassionate young people with qualities and qualifications that enable them to excel in their adult lives.

We believe in the power of inspirational teaching to bring out the very best in every pupil. We deliver an extensive and exciting curriculum inside and outside of the classroom that successfully promotes high academic achievement and strong personal development.

Excellence is not only measured by strong A-Level grades and a prestigious university course but by the personal qualities that complement academic success. Worthwhile learning is often challenging. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery.

We nurture and challenge each pupil to be the very best they can be. We focus on the individual, seeking to develop their talents and sparking their intellectual curiosity. We believe in a balanced approach to learning that combines academic excellence with the broader skills of resilience, caring, ambition and fun. As a result, we deliver education with character. Our pupils graduate from The Royal School with the qualifications and experience they need to take up places at the highest-performing universities and enter careers that best suit their talents and interests.

Each year, parents choose The Royal School for their children because we prepare young people to succeed in their lives: subject-based learning, the development of talents, an understanding of work and society and a future-ready mindset.

Our exceptional pastoral support and nurturing environment gives our pupils the confidence to thrive in our changing world. In addition, our Christian ethos encourages integrity, tolerance and a sense of social responsibility in all.

In becoming part of United Learning, we joined a group that appreciates and promotes 'education with character'; this combination of academic success and broader skills development is something we believe strongly and which our excellent results demonstrate in full.



## WHO'S WHO AT THE ROYAL SCHOOL

### Senior Leadership Team



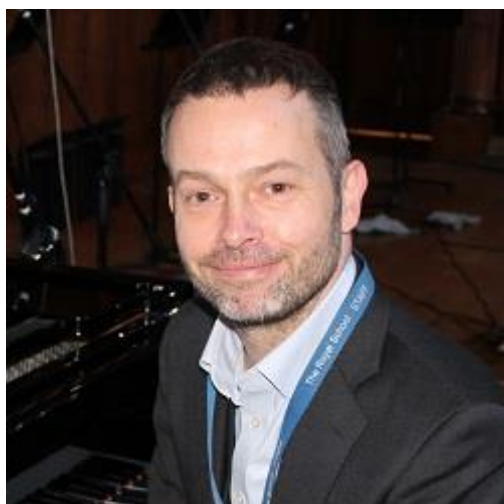
Mrs Pippa Smithson – Head



Mr Paul Norman - Deputy Head  
Academic



Ms Hayley Robinson - Deputy Head  
Pastoral (Designated Safeguarding Lead  
- DSL)



Mr Stewart Conley-Harper - Assistant  
Head Logistics & Technology

### Heads of Section

The Royal Senior School is organised into Lower School (Years 7 and 8), Upper School (Years 9 to 11) and Sixth Form. Our Heads of Section have overall responsibility for these year groups.

Mr Ed Taylor-Gooby – Assistant Head Outreach and Extra-Curricular and Head of Lower School

Mrs Rebecca Salt – Head of Upper School

Mrs Cerian Parker-Yeates – Head of Sixth Form



# LEARNING AND REPORTING

## THE SCHOOL DAY

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
16.10-17.30	The Hub/Boarding House open for Prep
16.10	Clubs and matches

Boarders should refer to the Boarding section for their evening and weekend routines.

## **TIMETABLE AND CURRICULUM**

The Royal School timetable is divided up into eight 40/45-minute lessons. In Years 7 to 11, these are predominantly singles and doubles, with a triple for games afternoon. At Sixth Form, some lessons are triples which allows for extended practical work in certain subjects.

Pupils are helped to identify their preferred learning styles when they join the school. Every lesson is planned to take account of the variety of needs in the class: learning styles, abilities and tastes are all considered. This focus on individual needs enables differing pupils to succeed. Our high expectations lead to high achievement both in terms of GCSE and A Level results.

### **Years 7 – 9 (Key Stage 3)**

The Royal School curriculum comprises Art, Combined Sciences, Computer Science, Design and Technology, Drama, English, French, Future Ready, Geography, History, Mathematics, Music, PE, PSHE (Personal, Social and Health Education including Citizenship) Religion, Philosophy and Ethics and Spanish. Classes are small and a range of teaching strategies is employed to ensure that all pupils are in a position to access the curriculum. Techniques include whole class teaching, one-to-one instruction, group discussion and role play, project work, field trips, multimedia and internet research. Assessment is via written tests, presentations, practical study and ongoing review.

Some subjects will start covering GCSE content in September of Year 9, for example Science, where the specification is large and an early start builds time into the schedule for thorough revision at the end. Option subjects start in Year 10 and we hold an evening in January or February of Year 9 where more detailed information and discussion with teachers can take place to help inform decisions.

### **Years 10 – 11 (Key Stage 4)**

All pupils study the following 'core' GCSE subjects:

- English Language
- English Literature
- Mathematics
- Religion, Philosophy and Ethics\*
- Combined Science or Biology/Chemistry/Physics

In addition, pupils choose three options from the list below:

- Art (Fine Art)
- Art (Photography)
- Art (Textiles)
- Computer Science
- Design Technology: Product Design
- Drama and Theatre Studies
- French
- Geography
- History
- Music

- PE
- Spanish

\* Pupils start Religion, Philosophy & Ethics in Year 9 - this will continue in Year 10 and they will sit the Short Course exam at the end of Year 10.

### **Years 12 -13 (Sixth Form) – Key Stage 5**

The majority of Sixth Form students will study three subjects at A Level. In addition, students take the Extended Project Qualification (EPQ), being taught the necessary skills during the Lower Sixth year. The EPQ is taught through lessons, lectures, debates and tutor/student-led discussions. As such, it prepares students for the different teaching styles adopted by tutors at higher education colleges and universities.

Each year the A Level curriculum is defined by students' personal choice of subjects made in the Spring Term of Year 11. Currently we have students studying the following subjects:

Art, Biology, Business, Chemistry, Computer Science, Drama & Theatre, Design and Technology, Economics, English Literature, French, Further Mathematics, Geography, Government and Politics, History, Mathematics, Media Studies, Music, PE, Photography, Physics, Psychology, Spanish and Textile Design.

Further information about the curriculum can be found on the school website.

### **Prep**

Work will be set to an amount per subject per week and a prep timetable is distributed in the first week of term showing which day a subject will be setting prep. The aim is to make the setting of prep arrive in manageable size chunks for the pupils. From September 2021, teachers will record the setting of prep on Microsoft Teams, Assignments or OneNote and please do ask your daughter/son/ward to have a look at that list of prep and see how they are doing.

Before completing prep, please encourage your daughter/son/ward to read their lesson notes in order to reflect on the learning that took place and familiarise themselves with the material that will help complete the activity. Teachers will also allow for a gradual build-up of subjects setting prep at the start of the year in order for pupils to settle back into the routine of school.

### **Reporting and iSAMS**

Reports are sent to parents via the iSAMS parent portal. Half-termly reports on Future Skills, Progress and Attainment will be published along with two Parents' Evenings (held on the SchoolCloud platform) per year and a more detailed written Progress and Targets report.

Our Exams Officer, Mrs Bourne, will be in touch to provide iSAMS and SchoolCloud login details, and can help with any technical issues.

### **Future Ready – Surface Gos**

September 2021 will see the introduction of Surface Gos for pupils from Year 7 to 11 and Sixth Formers will be able to work on a Bring Your Own Device (BYOD) basis. Our main





platform is Microsoft Teams, and Assignments and OneNote will provide the backbone for communication. Textbooks where possible will move to online versions, though physical exercise and textbooks will still be used in some circumstances. Subjects also subscribe to other online resources and you will hear of pupils using Kerboodle in Science and MFL, and Sparx in Maths, for example. Please note that teachers will always select the best resource to use for a particular lesson, devices are a tool that can magnify the effect of some learning activities and facilitate new ones that didn't exist before.

On the day-to-day practical side of things, pupils will have a Surface Go, device, pen, charger and a sturdy case offers very good protection. We ask them to bring these to School each day with the Surface fully charged. Classrooms will have a spare charger and there will be charging stations in the new Creativity and Innovation Hub to use throughout the day if needed. Our IT team will also be centrally located in the Hub to be on hand to help promptly with any issues, along with a few spare Gos that will be kept for emergencies.

As you would with exercise books, please do ask your daughters and sons to show you their online folders, especially if you're giving them support with prep. If a pupil is absent from lessons, another benefit is that the notes and resources will still be shared with them and then they can catch up with the teacher on their return to help understand what was covered.

### **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.

## **EXCELLENCE, A SENSE OF FUN, FUTURE READY**

### **Excellence**

Excellent teaching and outstanding pastoral care underpin everything we do. It is a powerful combination in enabling happiness and success. A Royal pupil enjoys a strong rapport with their teachers, teachers who are not only subject specialists but who are also emotionally intelligent and know how to get the very best out of everyone.

### **A Sense of Fun**

Royal pupils are engaged, interested and good humoured, they are quick to encourage and congratulate each other whatever their strengths and achievements. With an extensive extra-curricular programme, there are endless opportunities to get involved and try something new, whether it's on the sports pitch, on the stage, or in the concert hall. Nurturing the willingness of stepping outside of their comfort zone often leads to their greatest achievements.

### **Future Ready**

We want our pupils to be ready for life after school. In a time when artificial intelligence is growing at such a rate, developing character is even more important and the things that make us uniquely human. A Royal pupil understands the value of integrity, honesty and is prepared to stand up for what they believe is right. Sometimes they make mistakes, sometimes they fear failure but to be able to give it a go in an environment like this teaches some of the most important life lessons.



# THE ROYAL SCHOOL COMMUNITY

## PASTORAL CARE AND WELLBEING

At The Royal School, we pride ourselves on our pastoral care and wellbeing. Our unwavering belief in personalisation provides an excellent foundation for all pupils to be treated as individuals, allowing them to obtain bespoke support whenever they need it. Every member of staff is a vital member of The Pastoral Care Team. We lead by example, we communicate efficiently and effectively and most importantly, we care. We want the best for everyone and staff will support pupils in whichever way works for that individual.

Our school is divided into smaller, more accessible sections, led by our Heads of Section.

Lower School – Years 7 and 8 (Head of Section: Mr Taylor-Gooby)

Upper School – Years 9, 10, 11 (Head of Section: Mrs Salt)

Sixth Form – Years 12 and 13 (Head of Section: Mrs Parker-Yeates)

Each year group is formed into tutor groups where a pupil's tutor is the first point of contact for pupils, staff and parents. The relationships between our tutors and their tutees are incredibly strong and new pupils are welcomed wholeheartedly with an induction programme and a buddy, at any time during the school year. Year 7 pupils are also buddied up with a Year 13 student on their first day of school.

A whole school assembly marks the beginning of each week and each section provides its own tailored assembly enhancing the sense of community and belonging amongst the pupils. Our PSHEE and Future Ready Programmes aid this sense of identity and encourage pupils to develop a sense of reflection, purpose and culture on an individual, local, national and global scale.

The combination of academic and pastoral support epitomises the culture of communication and sense of working together at The Royal School. Our SEND provision is a perfect example of this, taking into account our pupils' academic support and their pastoral requirements simultaneously. Our pupils are well looked after, with plenty of 1:1 input. As a result, they demonstrate increased progress both in class and emotionally.

If you have any pastoral concerns about your son/daughter/ward, our staff will be on hand to support them. The first point of contact will be the tutor and then the Head of Section.

### 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, 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** (red)

**Buckingham** (blue)

**Sandringham** (yellow)

**Windsor** (green)

Siblings are normally allocated to the same House.

House Captains organise events and activities in close consultation with members of the academic staff (who are also allocated to each House) and 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.

### **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, FBV, RSE, study skills, careers and citizenship. Various members of the school and local community contribute to the programme.

## **BEHAVIOUR AND CODES OF CONDUCT**

At The Royal we focus on a relationship driven culture where respect, fairness, kindness, integrity and honesty form our core values. We aim to celebrate our pupils and their successes, we recognise positive behaviours and promote making good choices.

In line with our Future Ready Programme, we actively encourage tenacity, initiative, reflection, adaptability and collaboration in the classroom and around the school. Whether our pupils are playing football or writing an essay, the children can recognise and develop these traits in themselves where they need to.

### **Rewards**

Academically, we recognise our pupils through merits and distinctions. Merits are issued for strong academic work, with distinctions being given for outstanding academic performance. These are issued by the Deputy Head Academic following a written recommendation from the class teacher.

Future Ready Points are issued for demonstrating high levels of effort or a deliberate adjustment in demonstrating higher standards of behaviour. These points are likely to coincide with being given an academic merit.

### **Sanctions**

Sanctions can be given initially in the form of verbal reminders in lessons and around school. Values Reminders will be issued more formally if pupil do not adhere to the advice given by staff. Where a pupil continues to behave in a manner which goes against our Future Ready behaviours and core values, more intervention will take place in the form of tutor meetings, reflective detentions and parent meetings.

### **Policies**

The School's Management Teams and the Board of Governors have ratified a number of policies designed to ensure the smooth-running of the whole school. Specific issues are addressed by individual policies (see separate list), whilst the school's commitment to its affirmative learning environment is supported by the main school Behavioural Policy document.

Pupils in the Senior School are introduced to the various policies which promote working and living together.

Excerpts from the main School Policy are listed below:

#### **Working and Living Together**

We value each other and therefore we ...

- Treat all members of the School community with courtesy and respect
- Respect each other's point of view and talk through disagreements
- Do not use language which is abusive, offensive or rude, shout, call out, interrupt or answer back
- Do not fight or bully in any way
- Do not adopt any public displays of intimacy or affection
- Encourage and affirm each other whenever possible



## **School Environment**

We care for our environment by ...

- Keeping the School tidy and clean
- Leaving no litter
- Treating furniture and equipment with care
- Treating each other's property with respect
- Taking a pride in our surroundings and being respectful to those who work hard to keep our environment so beautiful

## **Living Together**

We aim to become independent learners, achieving our full potential. Therefore, we will

...

- Be punctual to school and to lessons
- Bring appropriate equipment
- Listen to teachers and one another
- Try to approach all subjects with interest and enthusiasm
- Respect the working needs of others
- Set ourselves high standards in our work
- Complete all work and prep on time
- Not abuse School books, diaries or exercise books

## **Keeping Safe and Being Responsible**

Some rules help us to keep ourselves, our property and other people safe in the school environment. We therefore ...

- Move around the buildings without running
- May not leave the site without permission
- Report any strangers not wearing visitor's badges to staff immediately
- Make sure we know the procedures in case of fire
- Know safety procedures throughout the School
- Are alert and report any potential sources of danger to staff
- Do not bring dangerous items into School
- Do not bring or use cigarettes, e-cigarettes, matches, lighters, alcohol or drugs into School
- Do not leave bags in corridors, doorways, or anywhere else where people walk
- Do not use mobile devices during the School day without permission



## **SPORTS**

We are passionate about sport at The Royal.

Involvement in sports teams at The Royal School, irrespective of the sport or ability level, is encouraged. Being part of a team encourages cooperation amongst pupils and a deep sense of identity and cohesion is developed. We feel that these qualities have benefits both in and beyond the classroom and help to develop a passion for sport and physical activity for life. We love that our pupils take pride in taking to the field/court with their teammates and friends to represent The Royal School. We take real pride in competing against other schools and showing the very best of what The Royal School sports teams can offer. Pupils should expect to be selected to represent the school for both weekday fixtures and Saturday mornings in the various different sports that we offer.

If your son or daughter is a member of a sports team, he/she will be required to be involved in fixtures on a regular basis; being committed to training sessions and being available for matches is expected of all team members.

While we know that parents will work with us to maximise their child's availability for fixtures, on rare occasions there are family events that cannot be adjusted or rescheduled. When this is the case, we would like to receive notification of absence as far in advance of the scheduled fixture as possible. Withdrawals on the day of, or the night before the fixture should be avoided at all costs please in order to minimise disruption to the team, team plans and logistics, as well as maintaining our positive sporting reputation amongst other schools. When your child joins The Royal School you complete a consent form for your child to be transported to and from fixtures by a member of staff or minibus service. Collection after training/fixtures is from outside Kilmorey Hall and, when the evenings are dark, pupils will wait inside Kilmorey Hall entrance.

We have a dedicated Sports Portal on our school website which displays team lists and information about the location of fixtures. Fixtures are also shown on the main Calendar on our school website.

### **Code of Conduct**

To ensure our sporting fixtures run as smoothly, safely and positively as possible, we have introduced a Code of Conduct. For all fixtures your child is required to abide by the Code of Conduct. Pupils are expected to compete with commitment whilst demonstrating the highest standards of sportsmanship. The following guidelines have been produced in order to encourage and enhance good practice, which embodies the standards and expectations of the School.

All those involved in school fixtures, as players, coaches or supporters, are required to adhere to these guidelines.



## **Pupils**

- Wear school kit only and behave sensibly and responsibly at all times
- Standard courtesies should be extended to the opposing team before and after the match; officials should be thanked after the match
- Violent play of any sort is unacceptable
- Verbal provocation is unacceptable. It is not expected that response to such provocation will be made
- Offensive language is unacceptable
- Match officials' decisions are always final and not to be contested
- Modest behaviour in victory or success
- Unfair or illegal tactics to gain advantage are unacceptable
- The wearing of mouthguards is compulsory for hockey (lessons and matches)

## **Parents and Other Spectators**

- The children appreciate the presence and support of their parents who should always set an example of good sportsmanship and give enthusiastic, but not excessive or inappropriate support
- School sport is only a part, but an important part, of a student's full and balanced education. A balanced approach to sport and to the all-round offering and demands of the School is expected
- Parents visiting another school are urged to respect the host school's premises, rules and ground regulations.

## **EXTRA-CURRICULAR**

It is the aim of the extra-curricular programme to educate the whole person, and give equal importance to academic, pastoral and extra-curricular aspects of school life. This holistic approach to education is not just an add-on. It is our strong belief that learning takes place beyond the confines of the classroom and, with this in mind, we place creativity, service and action at the heart of the pupil experience at The Royal School.

The broad and enriching extra-curricular programme at The Royal School complements learning in the academic curriculum to provide each student with a skill set that will support them into the future. A well-balanced combination of learning increases the willingness to take calculated risk, develops social interaction, boosts confidence and enhances the development of leadership skills. It has also been found to provide pupils with the intellectual, personal, emotional and social skills that are needed to work in a rapidly globalising world, where many may change career several times in the course of their working life. By abandoning their desks and facing new challenges in an environment where risk-taking is nurtured and supported, pupils learn to work in teams and take the initiative. This produces a resilient, versatile and adaptable young person, who is a competent all-rounder.

Our Extra-Curricular Programme changes each term and the current timetable is always available on our website. Pupils sign up to clubs each term using the SOCS Extra-Curricular Portal on our website.

Clubs and activities offered during the year include:

<b>Adventure Club</b>	<b>Fencing</b>
<b>Animation Club</b>	<b>Fitness</b>
<b>Arts Award</b>	<b>Football</b>
<b>Astronomy Club</b>	<b>Greenpower Race Car</b>
<b>Badminton</b>	<b>History Club</b>
<b>Barbershop</b>	<b>Lego Robotics</b>
<b>Basketball</b>	<b>Les cinéphiles (French Film Club)</b>
<b>Chess Club</b>	<b>Les Masterchefs (French Cookery &amp; Speaking)</b>
<b>Choir</b>	<b>Mindfulness</b>
<b>Cricket</b>	<b>Netball</b>
<b>Data Science</b>	<b>Photography</b>
<b>Debating</b>	<b>Psychology Club</b>
<b>Drama Productions</b>	<b>Rounders</b>
<b>Eco Committee</b>	<b>Tennis</b>
<b>Fashion Club</b>	

## **BOARDING**

### **Queen Elizabeth II Boarding House**

QEII was opened in 1989 by Her Majesty Queen Elizabeth II. It comprises single and double study bedrooms and a few triple bedrooms for younger students. Each boarder has their own furnished area, including a bed, wardrobe, drawers and a desk. Kitchenette facilities (complete with a kettle, toaster, fridge, etc.) are available to make evening snacks with staff on hand to supervise where necessary. There is also a fully equipped gym and lecture theatre within the building. The lecture theatre has a large projector screen and surround sound and is available for weekend movie sessions.

The boarding house is divided by gender and age:

The boys are on the ground floor where the senior boys Year 8 – Year 11 are based in double or triple rooms. The Sixth Form boys are based in single or double study bedrooms. The two age groups have separate bathroom facilities.

The girls are on the top floor where the senior girls Year 8 – Year 11 are based in single or double rooms. The Sixth Form girls are based in single or double study bedrooms. The two age groups have separate bathroom facilities.

All boarders are allocated a room for their first term. Subsequently, boarders may have some input into the arrangements made for sharing. Sixth Form boarders are allowed into the boarding house during the school day to study in their rooms or enjoy some downtime in Nelson Cafe.

### **Boarding Staff**

In addition to the Head of Boarding, there are several residential boarding tutors who support the boarding house so there is always someone on hand to help with any concerns. The boarding house is open all day and is staffed from 07:00 to 22:30. There are both male and female boarding staff on duty throughout the evening, with residential staff on duty overnight.

## Senior Boarders – Weekday Routine Year 8 to Year 11

07:00	Wake up
07:30	Breakfast and registration
07:50	Room tidy and ready for school
08:15	First ship's bell for boarders to sign out and depart for school
16:10	Boarders sign in from school and collect letters
16:15 – 17:30	Extra-curricular activities
17:30	Supper
18:45	Year 8 to Year 11 prep
21:15	Year 8 lights out
21:30	Year 9 lights out
22:00	Year 10 lights out
22:15	Year 11 lights out

At bedtime Year 8 – Year 11 boarders place all electronics in a cupboard which is locked overnight. This happens 15 minutes before lights out for their respective year groups.

## Senior Boarders - Weekend Routine Year 8 to Year 11

Weekly boarders may leave the school on Friday evening or Saturday morning and can return on either Sunday evening or Monday morning. All arrangements must be confirmed, in advance, with the boarding house staff.

### Friday

The weekend becomes more relaxed with boarders having a slightly more flexible bedtime. Boarders may choose between free time or an arranged boarding activity.

### Saturday

Breakfast is available from 8:30 to 9:30. Packed lunches are collected in preparation for the day's trip or activity. The Saturday trips and activities are compulsory for all full boarders from Year 8 to Year 10. Year 11 boarders have to attend three trips/activities of their choice per term. Flexible bedtimes are in place, dependent on evening activities.

### Sunday

Breakfast is available from 9:00 to 11:00. Mornings are spent relaxing or going to church. Sundays are usually quiet days and often Year 11 boarders need the time for study. Boarders may choose to do different leisure activities during the afternoon. All students go to bed at the same time as they do on weekdays.

## Sixth Form Boarders – Weekday Routine

07:00	Sixth Form boarders take it in turns to be on wake up duty
07:30	Breakfast – attendance is compulsory
08:25	Second ship’s bell is rung – Sixth Form boarders leave the boarding house for registration/classes
	Sixth Form may return to QEII during study periods to work in their own rooms
12:50-14:05	Lunch. Sixth Form are expected to take lunch in the Dining Hall and may return to QEII before and/or after lunch to study or socialise until the end of lunch break.
17:30	Supper in the Dining Hall – attendance is compulsory
19:00-21:00	Quiet time in the boarding house
19:00	First evening registration by the boarding staff
22:15	Final evening registration, corridor lights out and QEII secured and quiet. All boarders are expected to be in their rooms.

All Sixth Form boarders may leave the site after school but must keep boarding staff informed of where they are going and what time they will be back. All boarders must be back in the boarding house no later than 22:00.

## Sixth Form Boarders - Weekend Routine

### Friday

Sixth Form boarders are free to leave the boarding house unaccompanied for the evening, overnight or the weekend with prior permission from a parent or guardian.

### Saturday and Sunday

Sixth Form boarders are free to leave the boarding house for the evening or during the day with permission from the boarding staff. They must always sign out and back in when they return. The curfew is 22:30 on Friday and Saturday and 22:00 on Sunday. Sanctions are put in place if these regulations are not followed. By prior arrangement, boarders may cater for themselves during the weekend or attend meals in the Dining Hall. Evening registrations are as for weekdays.



## **ROYAL SCHOOL ASSOCIATION (RSA)**

The Royal School Association (RSA) is the parent body for The Royal School. The Committee are all volunteers and meet twice a term to organise fundraising events and initiatives for the benefit of the whole School community.

The Committee has a maximum of 12 members and is made up of both Prep & Senior School parents. Members of the School Management Team (SMT) and Governors also attend meetings in an advisory capacity.

Each Committee member is elected; elections take place at the AGM which is held in November and every parent is welcome to attend.

### **How Can I Help?**

Helping the RSA doesn't mean you have to join the committee. Invaluable help comes in many guises:

- Helping on a stall at the Summer Fete or Christmas Fayre
- Attending a social event
- Participating in the Bag2School or Printer Cartridge recycling schemes
- Donating a raffle prize for Summer Fete or Christmas Fayre

Help does not have to be something big, but it does all help support our children at The Royal School.

2021/22 events include:

- Christmas Fayre
- Quiz
- Treasure Hunt

If you would like to learn more about the RSA, become more involved or are able to help in anyway please complete the form on the website - <https://www.royal-school.org/about-us/royal-school-association> and watch the [RSA introductory video](#).

# USEFUL INFORMATION

## ATTENDANCE AND ABSENCE

### Arrival and Departure

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 Hub/Boarding House until 17.30. If pupils working in The Hub have not been collected by their parents when The Hub 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 Hub/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 Hub/Boarding House until 17.30. After this time, they must report to the Boarding House and await collection.

### Pupil Absence

#### Short-Term Absence

We are always keen to ensure that children are safe. Please inform us immediately if your child is unable to attend school.

Day Pupils - If your child is absent from school, please telephone Kilmorey Office as quickly as possible.

Boarders - If your child is unable to return to school at the appropriate time, please contact his/her Boarding House as soon as you are able to do so.

#### Extraordinary Leave

Extraordinary leave during term-time can be disruptive to your child's education. Please do not take your child out of school unless it is unavoidable.

Day Pupils - Letters requesting permission for extraordinary leave should be addressed to the Head.



Boarders - Letters requesting permission for extraordinary leave (eg. weekday nights) should be addressed to the Head of Boarding. Any absence from the Boarding House must be preceded by a letter from a parent or guardian addressed to the Head.

### **Medical Appointments**

Day Pupils - If your child has a routine medical appointment, please inform Kilmorey Office and the Form Tutor that he/she will be absent.

Boarders - Routine medical appointments are usually co-ordinated by the school nurse. If you have made alternative arrangements, please inform the Head of Boarding.

## **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 nurses 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.

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 ensuite 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. The School Doctor, Dr 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.

### **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 into the 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.

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.



**Dietary Requirements/Food Allergies**

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.

**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.

## COMMUNICATIONS

### Parents Portal

You will find a wide range of information about school life in our Parents Portal on the school website, such as letters and permission forms; term dates, menus, school calendar and exam information.

### Sports Portal

The Sports Portal can be accessed via our website and provides details on sports fixtures and teams.

### Extra-Curricular Portal

Pupils can book their extra-curricular clubs and activities each term by looking into the Extra-Curricular Portal on our school website.

### iSAMS Portal

Through this portal you can access your child's school reports, effort and attainment reports and exam/assessment timetables.

### The Royal School Weekly

We send out a weekly newsletter to keep you informed about what's happening in school. Many parents also enjoy hearing about The Royal via social media.

Find us at:

[www.facebook.com/theroyalschool](http://www.facebook.com/theroyalschool)

[twitter.com/The\\_RoyalSchool](https://twitter.com/The_RoyalSchool)

[www.instagram.com/the\\_royal\\_school\\_surrey/](https://www.instagram.com/the_royal_school_surrey/)

[www.linkedin.com/company/theroyalschool](https://www.linkedin.com/company/theroyalschool)

### Getting in Touch

We have included email addresses for all staff in this booklet so that you can contact them directly if you have any questions. We will also keep you informed about your child's progress through reports and parents' evenings (schedule available in the school calendar on the Parent Portal).

**It is essential that the School holds up-to-date contact information for all parents and guardians. Please remember to update Kilmorey Office if any of your contact information changes, including new phone numbers or email addresses.**





## **UNIFORM AND PERSONAL PROPERTY**

### **Uniform and Appearance**

We expect all pupils to take pride in their appearance and to ensure that they are wearing the correct uniform at all times. The school uniform list can be found on our [website](#). The Royal School works in partnership with online school uniform provider, Schoolblazer. All senior pupils need to visit [www.schoolblazer.com](http://www.schoolblazer.com) to register and purchase the required items.

### **Hockey at The Royal**

From September 2021 we will add Hockey to our sports offering at The Royal for both girls and boys.

All pupils will be required to own:

- A pair of shin pads
- Gum shields
- A hockey stick

We recommend where possible visiting a local Hockey store in person to try a variety of different sticks and find out preferences in terms of brand, weight, hook etc. It is always worth googling when visiting the store as many stores are now likely to price match.

### **Suggested Stores**

The Hockey Centre in Woking: <https://www.hockeycentre.com/>

or, depending on location, Game Set & Match in Chichester: <https://www.gsam.co.uk/>

Alternatively, this guide from Grays is useful: <https://www.grays-hockey.com/pages/hockey-stick-buying-guide>

### **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.

### **General Notes on Uniform/Dress:**

- All pupils in Years 7 – 11 must wear the approved uniform obtained from our supplier - Schoolblazer.
- 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.



### **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. Fashion hair bands, bobbles and clips are not permitted; regulation hair ties 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.

## School Shoes

Please note that trainer/trainer-like shoes are not allowed at The Royal School. Please use the following as a guide when purchasing shoes for your daughter/son/ward:

### Girls Shoes



### Boys Shoes



## **Personal Property**

All belongings, uniform and equipment should be clearly named.

Pupils from Year 7 to 11 are provided with a form locker and Sixth Form students have lockable drawers and cupboards in their study rooms in QEII.

Parents should arrange for their household insurance to cover any items of value brought to school.

Personal entertainment devices etc. may be brought into school, but must be kept locked away in a locker. They may not be used in school but may be used on pupils' journeys to and from school. Other electrical items are not allowed.

## **Mobile Phones**

Pupils may bring mobile 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 Kilmorey Office.**

## **Water Bottles**

To help us reduce our plastic footprint, we ask that pupils bring their own refillable water bottles to school.

## **POLICIES AND GOVERNANCE**

### **Policies**

The Royal School's school policies can be read at or downloaded from [www.royal-school.org/policies](http://www.royal-school.org/policies). Policies are subject to review, updates and amendments and copies of school policies can also be requested at any time from the school office.

### **United Learning & School Governance**

The legal governing body for The Royal School is the United Church Schools Trust (part of United Learning). United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB. A Local Governing Body (LGB) is in place at The Royal School. This body reviews local issues and meets with the Headmaster and other staff as necessary. The Chair of the Local Governing Body is Dr Annalisa Alexander. Any correspondence for the Chair of the LGB should be sent to The Royal School office. Full details of the LGB can be found on the school website at: [www.royal-school.org/about-us/meet-our-teams/governors](http://www.royal-school.org/about-us/meet-our-teams/governors)

Richard Greenhalgh is Chair of the United Learning Group Board. The Chair of the Group Board can be contacted via United Learning.

## SCHOOL TRIPS

Trips are an interesting and important part of school life which can enhance learning, deepen understanding of topics covered in the classroom and create opportunities for pupils to develop new skills. The majority of subject related trips take place during the school day. Each year there are some residential trips, such as the ski trip, and expeditions are usually undertaken every 2 - 3 years. In addition, a number of larger trips are organised every 2 – 3 years. Parents are provided with the necessary information well in advance and should note that these trips are not compulsory!

We have included below the proposed trip list for the next academic year. The information is for general guidance and may be subject to change. Please note that these trips are subject to demand. They will not run if there is insufficient interest.

In addition to the trips below, many subjects take pupils to exam conferences during the year. These focus on tackling challenging areas of the subject, enabling pupils to meet the demands of the questions and to support them in delivering high quality exam responses.

**\*PLEASE NOTE THAT THE FOLLOWING LIST IS 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	English	Theatre trip
	Geography	2-day field trip
Year 10 & above	Fine Art & Constructed Textiles	Day trips to galleries each year
Year 7 - 10 & L6	All	Trip to an outward bound/water sport activity centre
Year 11	English	Theatre trip
	Photography	London Gallery
Sixth Form	Whole Sixth Form	High Ashurst Bonding Trip

# CONTACT US

## STAFF EMAIL ADDRESSES

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