

Dear Parent/Guardian

Welcome to Richmond School! This handbook provides information about the routines and procedures of the school. We hope it will be helpful to you in the year ahead.

As you are aware, Year 7 is based in the Lower School premises on Station Road. From the start, all its members will be known as 'students', a name which reflects their secondary school status and which will be used throughout their school career.

We look forward to meeting you on a number of occasions during the year ahead. You will be invited to attend a variety of events including presentations to recognise students' achievements and Parents' Evenings. The scheduled Parents' Evenings, at which subject teachers can be consulted individually, will take place on Wednesday 24 February and Wednesday 24 March and progress checks will be issued in December, March and June/July.

There may be occasions when you would like an individual meeting with Mr Greening or with your child's Tutor, perhaps to discuss a particular issue. Should this be the case, please do not hesitate to telephone us at Lower School to arrange an appointment.

Your son/daughter is joining an active and purposeful learning environment. This is also a place where students can make new friends, enjoy new experiences and broaden their horizons. Each student will be encouraged to get involved in some of the many clubs which take place at school.

With your valued support we will do our best to help each of our students take full advantage of all the opportunities which lie ahead. We at Lower School are all looking forward to an exciting and successful year.

We look forward to meeting you in the near future.



Mr G Greening  
Head of Lower School



Mr S A Speakman  
Head of Key Stage 3/4



Mr P A Beever  
Head

<b>Mr G Greening (Head of Lower School)</b>			
<b>Ms S Johnson (Assistant Head of Lower)</b>			
<b>Tutor Name</b>	<b>Tutor Base</b>	<b>Tutor Name</b>	<b>Tutor Base</b>
Abbey	L3	Jackson	L14
Burton	L13	McGrillis	L4
Cox	LS1	Pike	L11
Davenport	L10	Weston	L1
Gibson/Prestwich	LS2		

## HOME-SCHOOL COMMUNICATION

Lower School: Telephone: 01748 822554 (also a fax)  
 Email: admin@richmondschool.net

This number is a direct line into Lower School and will probably be the most useful one.

Middle School: Telephone: (01748) 850111  
 Fax: (01748) 828106

This connects you to the school switchboard (8.30 am - 4.30 pm Mon – Fri term time only). Staff will direct your call to the appropriate person or be happy to take a message.

Outside these hours you will be connected to an answer-phone. Messages will be dealt with as quickly as possible, including those left during holiday periods.

## APPOINTMENTS

If you feel you need to talk to someone about anything regarding your son's/daughter's education at Richmond School, please contact school to talk with his/her Tutor or Head of Lower School over the telephone or arrange a suitable time to come in and meet staff you need to see. Whilst we are happy to see people at any time, making an appointment will avoid you having to wait and can ensure that we have information for you when you arrive.

Where a matter needs urgent attention, we will make every effort to make sure that you can speak to the appropriate person as quickly as possible.

**Security:** whether coming by appointment or unannounced, please report to the Reception desk in the entrance foyer of the newer building.

## CONTACTING COUNTY HALL

Richmond School is a Local Education Authority school maintained by North Yorkshire County Council. The LEA determines overall policy for the County, owns school sites and allocates funds to its schools. The Corporate Director of Children and Young People's Service is Ms Cynthia Welbourn. Harrogate Area Education Office deals with general enquiries about services, including available places at Richmond School, free school meals and financial aid.

Harrogate Local Education Office  
Ainsty Road  
Harrogate  
North Yorkshire  
HG4 4XU

0845 0349 467

## INSTRUMENTAL LESSONS

County Music Services 01609 532783

## SCHOOL TRANSPORT

Passenger Transport 0845 872 7374 General Enquiries  
0845 0349 467 Harrogate Education Office

Replacement Bus Passes: [www.northyorks.gov.uk/schooltransport](http://www.northyorks.gov.uk/schooltransport)  
or e-mail your child's name and address to [buspass@northyorks.gov.uk](mailto:buspass@northyorks.gov.uk)  
(there is normally a £2.00 charge for a replacement bus pass).

Timetable information: [www.northyorks.gov.uk/businfo](http://www.northyorks.gov.uk/businfo)

Complaints: e-mail [iptcomplaints@northyorks.gov.uk](mailto:iptcomplaints@northyorks.gov.uk)  
or write to Integrated Passenger Transport, County Hall, Northallerton, DL7 8AH.

## GOVERNORS

If you need to contact Governors, please direct your correspondence to Mrs A Pledge, Clerk to Governors, care of the school. Below is listed the current Governing Body (in addition to this list a new appointment shall be made in September).

Chair of Governors:	Mrs A Clark		
Vice-Chair:	Mr A Woodland		
County Nominees:	Mr T Lascelles	Mr J Bacon	Mr L Rowe
Elected Parents:	Mrs A Clark Ms J Martin Mr D Cartright	Mrs A Skeoch Mr L Rowe Mr J Moulding	Dr M Bottrill
Staff Governors:	Miss C Ball Mr J Brigstock	Mr J Brettell	Mr P Beever
Co-optees:	Mrs K Alexander Mr R Spink	Dr P Clarke	
Head:	Mr P A Beever		
Clerk to Governors:	Mrs A Pledge		

## **RICHMOND SCHOOL TRUST**

The Trust exists to support students, and former students, of the school. The Trust has grant-aided individuals and groups of students to help them take part in school activities, as well as supporting the work of many of our extra-curricular groups.

Anyone wanting to find out more, or to apply for support, should contact Audrey Jones, Chairman of the Trust, by writing to her care of Richmond School. Correspondence will be passed to her direct and is not processed by the school.

## **RICHMOND SCHOOL PARENT TEACHER ASSOCIATION (PTA)**

The Annual General Meeting of the School's PTA will be on Monday 28 September in the Sixth Form Centre at 7.30pm.

The PTA has worked hard for the School in recent years, holding events which have raised money for several added facilities, most notable of which is the installation of lockers for the students of Middle and Lower Schools and the refurbishment of the Sixth Form Common Room. Many of the PTA events have been educational as well as entertaining, with fashion, cuisine and advice about further and higher education featuring as well as dances and car-boot sales.

We hope that parents will come along to the AGM and support the PTA wherever and whenever they can. New faces and ideas are always welcome. Please contact your child's Head of Year if you are able to help in some way.

## **THE TEACHING YEAR AHEAD**

You might hear your child talk about East and West bands. This is a term we use to refer to groups of tutor groups which are sometimes put together for timetable purposes.

## **LIFE SKILLS EDUCATION**

Life Skills Education is a core subject area for all students and includes compulsory provisions for citizenship education, Richmond School has a responsibility to help students understand what citizenship means, and to provide opportunities for students to practise being a citizen. By the age of sixteen each student should have a good understanding of what it is to be a good citizen.

The development of knowledge, understanding and skills of citizenship at Richmond School is accomplished through a WHOLE SCHOOL approach, which includes the involvement of other subjects and extra-curricular activities as well as the new life skills programme which is allocated one lesson per fortnight.

Understanding Citizenship covers a wide range of topics:

- rights and responsibilities
- law, justice and crime
- ethnic cultures
- parliament and government
- national and international issues
- voluntary groups
- finance and business
- the media
- environmental problems
- conflict and co-operation

They improve student understanding of how society works and the contribution that each individual can make.

Active Citizenship is practised through participation in the life of the school. Helping to organise events, contributing to activities and discussion - these are the ways that

students can develop the skills of citizenship.

Active Citizenship involves:

- |                    |                        |                               |
|--------------------|------------------------|-------------------------------|
| ➤ sports           | ➤ music                | ➤ drama                       |
| ➤ charity work     | ➤ school councils      | ➤ parents evenings assistants |
| ➤ display work     | ➤ the listeners scheme | ➤ presentations               |
| ➤ group discussion | ➤ school rules         | ➤ environmental work          |
| ➤ activities days  | ➤ helping visitors     |                               |

### **Parents can help :**

Parents can encourage their sons and daughters to improve their understanding and skills of citizenship. Students should be encouraged to:

- participate in lessons as much as possible (discussion, presentation, research etc)
- find out about how communities work at each level of society - school, local, regional, national, international
- contribute to life of the school (taking part in activities, helping others, joining teams)
- record and reflect on the contributions they have made and what has been achieved by the end of each term.

Each student has an Achievement Folder. This is used as the means of recording and storing information to show each student's developing sense of citizenship as he/she progresses through the school.

### **PROGRESS CHECKS AND PARENTS' EVENINGS**

To enable you to keep track on how well your child is progressing we have introduced a system called the Progress Check. These will be sent home towards the end of each term. The progress checks will indicate what we think your child is capable of achieving, given their ability and likely progress though the year. You will receive information about the current level of achievement on each of the Progress Checks. You will also receive comments on Behaviour, Application to Study and Homework on the Progress Check. There will also be information from the Group Tutor and information on attendance. We hope that the new system will keep you informed about the progress your child is making and hopefully reward those doing very well and pick up those who are underachieving.

In addition to the Progress Checks there will be a Parents' Evening for each year group at some point throughout the year. This is an opportunity for you to discuss your child's performance with their teachers, Group Tutor and Head of Year. The list of dates is supplied below.

Progress Check 1	December	Progress Check 2	March
Progress Check 3	June/July		
Parents' Evenings	Wednesday 24 February and Wednesday 24 March		

## DAILY ROUTINES

### Start of School

School starts at 9.00 a.m. at Lower School. All students need to be on site in time to be in their tutor rooms to register at 9.00 a.m. Students arriving after the register is closed at 9.05 a.m. are marked 'late'. We recognise that sometimes there are transport difficulties. However, please assist us in ensuring that your son/daughter is punctual.

### 'Dropping Off and Picking Up'

If you are bringing your son/daughter to school by car, please arrange a safe point for delivery and collection. The volume of traffic around the school means that we do not allow students to bring bikes to school. For those who can do so safely, walking to school is good for fitness and eases traffic congestion on Station Road.

### Late Arrival

Students should sign in at Reception and then go immediately to the appropriate lesson.

### Early Departure

If your son/daughter needs to leave school early for any reason e.g. dental appointment, please send a letter to the Group Tutor in advance of the appointment. Your son/daughter must sign out and be collected from Reception. We do ask that, wherever possible, medical and dental appointments should be made outside school hours. 'Catching up' on work done later is no substitute for being at the lesson with everyone else.

## TIMINGS FOR THE SCHOOL DAY

### Mon to Friday

09.00	Registration
09.05	Period 1
10.15	Break
10.35	Period 2
11.45	Changeover
11.50	Period 3
13.00	Lunch
14.00	Registration (Assembly)
14.25	Period 4
15.30	End of Day

**Week 1 Monday is scheduled differently to allow for the Life skills lesson, but the start and finish times of that day are the same as other week days.**

### Lunchtimes

The Dining Hall at Lower School serves a good variety of hot and cold food. The LEA allows students receiving free school meals to spend £2. Students can choose to bring packed meals to school. These should be eaten in the Dining Hall.

The whole site is supervised by a team of ancillary staff according to LEA guidelines. The team is responsible to the Head and other senior staff.

Unless your son/daughter is coming home to you for lunch, we want students to remain on site with us. We do not allow students out into town or down by the river. If you would like your child to come home for lunch, please write to Mr Greening. However, apart from safety, staying here at lunchtimes helps your child to settle into the new school, meet new friends, use the Library and take part in a range of new activities.

Staff organise a very wide range of lunchtime activities in addition to students socialising generally without participating in organised activities. Inter-tutor group competitions are frequently held at lunchtimes.

## **EXTRA-CURRICULAR ACTIVITIES**

There is already a varied programme of lunchtime, after school and weekend activities in place. We appreciate the quite exceptional range of activities and interests which individual teachers offer students from their own time and hope that your son/daughter takes advantage of some of the many opportunities available.

As the price of coach hire rises, we will be asking for a contribution towards travel costs for some sports and musical activities from participants - although the charge will be subsidised through support from the school budget and from Richmond School Trustees.

A full list of activities is published on the following pages. Additional ventures, which may include tutor group social trips, theatre and concert visits, or travel to special events will be notified to you by letter as and when they are arranged.

We do appreciate the help we already get from some parents in providing transport, supporting coaching, raising funds and other types of support. Please don't be backward in coming forward! Offers of help are always appreciated and are another way in which home and school can work together in supporting the education of all students in the widest sense of the word.

## **LEARNING SUPPORT**

All year 7 pupils are tested for their reading and spelling ages within the first two weeks of term. The purpose of this is to gain an overall baseline assessment to identify any pupils who may require additional support. Due to the numbers involved, the SEN department cannot retest a pupil until December. We also, with parent's permission, screen for Visual Dyslexia - permission forms will have been distributed in the summer term.

## **ABSENCE FROM SCHOOL**

### **General Absence**

Would you please ensure that you send a note to account for any absence, even if you have made a 'phone call on the day. The note should be given to your son's/daughter's Group Tutor on return to school. This is important even if the absence took place immediately before a school holiday.

Unexplained absences ('unauthorised') will be followed up as they have to be regarded as truancy. We have very little truancy at Richmond School and we are keen that the nationally published tables should honestly reflect this. Sending the note in promptly will also avoid us having to bother you at a later stage.

## Holiday Absence

Wherever possible, please avoid arranging family holidays during term time. It is disruptive to your child's education at any time, and particularly so during examination courses. We do recognise also that work circumstances sometimes mean that it is impossible to avoid a holiday during term time. If your son/daughter needs leave of absence, s/he will need to collect an **Absence Request Form** from Reception. If you would like to discuss the pros and cons of holiday plans in term time before reaching a decision, please feel free to contact Mr Greening for advice.

<b>RICHMOND SCHOOL HOLIDAY DATES 2009-10</b>		
<b>AUTUMN TERM</b>		
<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Friday 4 September for Year 7 Monday 7 September for Years 8-13	24 October – 1 November	Friday 18 December
<i>Training Days: Thurs 3 September, Mon 5 October, Fri 27 November</i>		
<b>SPRING TERM</b>		
<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Monday 4 January	13-21 February 2009	Wednesday 31 March
<i>Training Days: Friday 12 February, Thursday 1 April</i>		
<b>SUMMER TERM</b>		
<b>Term begins on</b>	<b>Half Term</b>	<b>Term ends on</b>
Monday 19 April	29 May - 6 June	Friday 23 July
<i>May Bank Holiday : Monday 3 May</i>		

## MOBILE TELEPHONES

Whilst mobile 'phones are useful, there is a great deal of potential for mis-use e.g. disturbance of lessons, theft, loss, damage etc. Our advice is to leave mobile 'phones at home. If for some reason it is necessary to bring a 'phone to school, it should be switched off and remain in the student's bag or locker during the day. If a mobile 'phone is mis-used it will be confiscated and parents will be required to come into school to collect it. We do not accept any responsibility for 'phones which are lost, damaged or stolen whilst in school.

We have pay 'phones for student use and there are staff on duty at reception until 4.00 p.m., where 'phone calls can be made should the need arise for a student to contact home (there is a 20p charge for this).

## PIERCINGS

The school uniform code is clear with regard to jewellery. One pair of studs is permitted for pierced ears. Other piercing jewellery is not allowed for health and safety reasons. It is not helpful if parents give permission for their son/daughter to have other piercings as this will present difficulties in school not only for safety but in practical lessons such as PE.

Students cannot participate fully and safely in Physical Education lessons whilst wearing jewellery. Our School Physical Education policy is that all jewellery must be removed. New piercings which need time to 'heal' present difficulties and may prevent access to the PE curriculum. We ask for parental cooperation with this matter.

## UNIFORM (YEARS 7-11)

<b>Blazer</b>	Navy with school badge.	Optional for boys and girls.
<b>Clip-on Tie*</b>	Official school tie – attaches to top button of shirt.	Compulsory for boys and girls.
<b>Jumper*</b>	Official School Jumper – Navy with school badge.	Compulsory for those boys and girls choosing not to wear a blazer.
<b>Shirt</b>	White – shirts must fasten up to the neck.	Boys and girls
<b>Trousers</b>	Black tailored and full length. NO JEANS.	Boys and girls.
<b>Skirt</b>	Black approximately knee length.	Girls
<b>Socks</b>	Grey / black.	Boys
	White/black.	Girls
<b>Tights</b>	Natural or plain black.	Girls
<b>Shoes</b>	Plain black leather	Boys and girls

\* Available from school.

## PE KIT

### Girls

Black shorts or black games skirt (plain front and pleated back) with black athletics briefs  
Plain white polo top  
White sports ankle socks  
Shin pads  
Towel

Black hockey socks  
Training shoes (white preferred)  
Black Fleece (optional) \*  
Football Boots

## **Boys**

Reversible black/red rugby top *	Black shorts
Black rugby/football socks	White sports ankle socks
Training shoes (white preferred)	White polo shirt or plain white t-shirt
Shin pads	Towel for showers
Rugby/Football boots with BS Kite Mark Studs	

\* Can be purchased from School.

From the first Monday after half term in the Summer Term students will be allowed to wear Summer uniform. This means blazers and jumpers do not have to be worn. Boys can wear shirts and ties and girls can wear blouses. The rest of their clothing must comply with school uniform i.e. trousers, shoes, skirts etc.

## **SAFETY EQUIPMENT**

For games activities such as Hockey and Rugby we strongly advise parents to provide your son/daughter with a well fitting mouth guard. This will reduce the risk of any damage to teeth in the event of a collision. In competitive rugby matches and representative matches mouth guards are compulsory at secondary school level age. Please consult with the PE department if you have any questions regarding the use of mouth guards.

Shin pads are also essential equipment in Hockey and Football. Safety studs are essential pieces of equipment and our policy is that all screw in type studs comply with the British Kite Mark safety standard. Moulded, soled boots and 'blades' are allowed on grass pitches but not the synthetic pitch.

## **ADDITIONAL NOTES ON UNIFORM**

- (a) **Boots** - unless weather conditions are very bad i.e. snow/wet, boots may not be worn.
- (b) **Jewellery** - is not allowed except 1 pair of studs for pierced ears. For health and safety reasons other piercings are not allowed. Other jewellery i.e. bracelets, necklaces etc shall not be worn.
- (c) **Personal music devices** - are not allowed in school. Our current practice does not permit use of such devices.
- (d) **Mobile phones** - also cause conflict and disruption. If a mobile phone is used in lessons, or around school, staff will confiscate it to be collected at the end of the school day. Persistent offenders will be further disciplined.
- (e) **Make-up** - no make-up or nail varnish to be worn.
- (f) **Hairstyles** - Whilst we have no firm rules on hairstyles we do not wish to encourage extremes of fashion hairstyles. Also, any colours should be natural and 'modest'. This is for both health and safety reasons and for good working conditions for learning.
- (g) **Fashion items** (large belts, scarves, hats) - every year another trend affects our young people – we do not want fashion items to become standard wear and create competition between students, therefore **only school uniform items are acceptable** for school.

## DETENTIONS

**After school** and **lunchtime** detentions are part of our school behaviour policy. We use detention when we believe that we need to do so in order to maintain high standards of work and/or behaviour. Staff do not use detention lightly and we ask for your full co-operation with regard to your son/daughter attending detentions when set.

Where after school detentions are used, you will receive at least 24 hours' notice from the school. Governors have fully backed detention as one of the sanctions which the school may use in dealing with unacceptable work or behaviour.

## REGULAR RESIDENTIAL EVENTS

There are a number of residential events which the School has organised on a regular basis over the past few years. These visits are likely to run in the future but are not guaranteed to do so. The purpose of the list is to help anyone who may be interested in their child(ren) joining residential in the future to assess the likely cost, plan which are of greatest interest or be prepared to say 'no' when the pleading starts!!

Please note that:

- a) prices are a guideline only, based on current costs.
- b) some visits are over-subscribed so no student is automatically guaranteed a place on a visit simply by applying.

		2009 prices
Y7 Geography/History Fieldwork - Richmond Town Centre	September	£0
Dance Theatre Trip to Newcastle (Evening)	September	£20
Y12 Geography Residential Trip to Arkengarthdale (2 days)	October	£28
Y11 Business Studies Trip to Flamingoland	October	£15
Y12 History Trip to Fountains Abbey	October	£8
Art Trip to Paris (4 days)	October	£280
Y13 Travel & Tourism Trip to Barcelona (3 days)	November	£160
Ys 9, 10, 11 Hamburg Exchange	November	£250
AS Geography Trip to Leeds	November	£0
Ys 12 & 13 Classics Trip to Newcastle University	November	£10
Y12 Government & Politics Trip to Westminster	November	£60
Ys 12 & 13 FTT Trip to Good Food Show	November	£25
Y12 Business Studies Trip to Old Trafford	December	£12
Ys 10-13 Trip to Clothes Show Live	December	£30
AS German Studies Trip to Berlin	January	£250
Y12 Economics Trip to Lloyds Bank	February	£40
Ys12 & 13 Dance Visit to London (3 days)	February	£140
Ys 12 & 13 Theatre Studies Trip to London (3 days)	February	£140
Y13 Business & Economics Trip to Edinburgh (2 days)	March	£80
Ys 9-12 French Trip to St Aubin (9 days)	March	£250
Y12 Geography Energy Issues Fieldtrip	March	£8.
Y11 History Revision Visit to Thackray Museum, Leeds	March	£13
Ys 12 & 13 Betty's Cookery School	March	£10.
AS Geography Residential Trip to Lake District	March	£38.
Y8 East Barnby Outdoor Activities Residential Trip (5 days)	March/April	£188
Ys 7-13 Music Tour	April	£350
Ski-ing Trip (8 days)	April	£650
Ys 11, 12 & 13 Trip to Iceland (8 days)	April	£1100
Barcelona/Milan Football Tour (5 days)	April	£350

Y11 Geography Fieldwork	April	£10
Y7 Trip 1 to Brittany (7 days)	May	£350
Y7 Trip 2 to Brittany (7 days)	May	£350
Y8 Geography Visits to Richmond	June	£10
Y7 History Trip to Middleham Castle	June	£5
Y7 Trip 3 to Brittany (7 days)	June	£350
Y12 Biology Fieldtrip	June	£15
Y9 GCSE Geography Fieldtrip	June	£10
Y8 Latin Trip to Hadrian's Wall	July	£11

## HOME AND PRIVATE STUDY

### HOMEWORK

Homework is an important part of the learning process, as it can both consolidate and develop students' learning, and encourages independent learning.

Students will on average spend 3-5 hours per week on homework activities across all subjects. However, this may vary throughout the year depending on the particular work being undertaken in classes and the scheme of work.

Subject areas may set brief, specific, short-term homework activities, a longer-term project, or a mixture of these two methods where appropriate.

- Short-term homework will be used where the teacher wishes to reinforce or assess a specific skill/area of understanding that has been covered in one lesson or a series of lessons.
- Longer-term homework projects will give students clear instructions and guidelines, but will encourage them to study independently. Staff and parents should encourage students to make use of facilities such as local library, school library and internet resources to complete these activities.
- Use of ICT will be encouraged for example, internet research, SAM Learning, revision web-sites and the School E-learning Platform, as it develops.

Whichever type of homework is being set, instructions and deadlines will be diaried through the student planner; parents will use the planner to raise concerns or ask for advice regarding the homework project.

We shall continue to extend the academic achievement of your child according to his/her ability, and we know that we will have your support in this. Tutors have told students to show parents their planner each weekend and it would be helpful if you could sign it when you have seen it.

### STUDENT PLANNERS

All students are issued with one. The Student Planner is a working document which includes various sections e.g. giving information; recording/planning homework; recording achievements and credits and attendance, as well as transferable skills which are used in school.

The purpose of the Planner is to encourage your son/daughter to make best use of his/her time. It is used to record homework in order that work can be organised to meet deadlines. The attendance record and credit record aim to motivate students to do their best, whilst the other information should act as a resource which students can refer to when necessary. Teachers comment on good work and poor behaviour/work in the

Planner and this is therefore a useful way for parents to keep up-to-date with their son's/daughter's performance.

You are asked to sign the planner each weekend and to encourage its full use. Group Tutors also sign the planner in order to monitor students' progress. Planners must be kept clean and neat - not 'graffitied' or defaced. Replacement cost of a Student Planner is £2.50.

As students progress up the school into GCSE, GNVQ, AS and A2 Level courses, there is a great demand made of them to work independently on coursework and projects. Using the Planner is a means of developing these skills from the early years of school life and is essential in helping students cope with the demands of examination work in Years 10, 11, 12 and 13.

**If your child has had genuine difficulties** with a piece of work or it is getting late, please intervene and stop the work. You could write a note to your son's/daughter's subject teacher to enclose with the work, confirming the difficulty and, if possible, outlining the nature of the problem. This will help us to solve the problem and will avoid trouble for the student.

**In-school facilities:** There are private study rooms set aside at lunchtimes, the Study Centre on main site is open until 5.15 p.m. Mondays - Thursdays. Doing work here is acceptable; doing it on the bus or on arrival in school in the mornings is not! If set tasks are finished, encourage reading over work, checking and learning earlier work etc.

## **BUS TRANSPORT BETWEEN HOME AND SCHOOL**

Only those students living more than three miles away from the School but within the School's designated catchment area are entitled to free transport.

Those who travel to and from School by bus do so usually under one of the following arrangements:

- a) on a bus specifically contracted for the route to and from school using a free travel permit
- b) on a public service bus using a free travel permit (for those living within the School's catchment area)
- c) on a public service bus paying the appropriate fare (for those living outside the School's catchment area)
- d) paying a concessionary fare on a contracted bus (either because the student lives within three miles of the school, or because the student lives outside the catchment area but can reach a pick-up point used by students who are entitled to free transport)
- e) in a taxi connecting with a contracted bus.

## **BEHAVIOUR ON BUSES**

We expect the same high standard of behaviour from our students travelling to and from School on buses as we do whilst they are in School. Expectations are made clear in the Code of Conduct.

We expect good behaviour on buses to ensure the comfort and safety of everyone travelling. Misbehaviour could distract a driver in addition to the annoyance and concern it can cause to other travellers. Whilst the legal responsibility for care rests with the bus company and the Local Education authority which issues the contracts, it is up to all of us - school, home and the students themselves - to support the standards of behaviour required.

Could you please reinforce the message that young people should act sensibly and calmly whilst waiting for, and travelling on, school buses. If any misbehaviour occurs, we ask the bus companies or parents to report it to Mr Haslam, Deputy Head, so that, if an incident occurs, it can be dealt with promptly.

Anyone misbehaving on buses is liable to have his/her bus pass withdrawn by the Local Education authority for a fixed period of time. It will then be the responsibility of the individual's parents to make arrangements for travel to and from School.

## **ADVERSE WEATHER CONDITIONS AND EARLY CLOSURE OF SCHOOL**

When the weather deteriorates suddenly during the course of the school day, bus companies sometimes contact us to say they would prefer to collect students early so that they have a better chance of reaching their destinations, particularly when these are in the more outlying parts of the area.

When this affects a large number of students it is virtually impossible for the School to make contact with all parents/guardians to let them know that their children will be returning home early.

For those students who travel to School by bus it would be helpful if some or all of the following arrangements were put in place:

- a) students always carry emergency money for phone calls, bus fares etc
- b) students carry keys to their houses
- c) students have a neighbour or relation whom they have access to if they cannot go home
- d) parents ensure that the School has an up-to-date emergency phone number where they can be contacted
- e) in outlying villages parents could agree on a mutually convenient 'safe house' that students could use as a first stop before walking further.

When conditions prevent a bus reaching the normal alighting point we advise students to stay at that point rather than begin a walk home on roads which may be narrow, slippery and potentially very dangerous. It is much better to stay safe and wait that bit longer to be collected than to run the risk of an accident.

If school is to be closed for the day due to severe weather conditions there will be information posted on our website from 7 a.m. that morning - [www.richmondschool.net](http://www.richmondschool.net).

## **OTHER MATTERS**

### **BOOKS**

You will appreciate that textbooks as well as School library books are 'on loan' to your son/daughter and that s/he is therefore responsible for their care. Please stress to your son/daughter the importance of returning books when they have finished with them. The cost of a lost or defaced book may be charged for. If a student forgets to hand a book back on time, we are still happy to accept it at a later time - even if it is through our occasional 'amnesty boxes'.

If you see school books lying around your house which have been there for some time, please do check if they should be back here!

## **LOCKERS**

Thanks to combined effort by the PTA and the School, supported by a bequest, most students in Richmond School can have a personal locker. Current charges, which reflect up-keep and replacement lockers, stand as follows:

- Year 7 pay £2.00 non-returnable.
- Year 8 pay £2.00 to cover rental for lockers in Years 8, 9 and 10 (only those returning Year 7 keys will be eligible for lockers in Year 8).
- At the end of Year 11 £2.00 will be paid to all those students who have held a locker in either Middle School or Year 11 and returned keys. No repayment will be given to students who do not hand in their key at the end of Year 10 or Year 11.
- The charge for a replacement locker key is £2.00

## **LINKED ACTIVITIES**

### **YOUTH SERVICE**

A full youth programme is provided for young people aged between 11 and 19 years of age and Richmond Youth Centre is central in location for accessing this. The Youth Centre is an excellent informal environment for young people to gain the support they need and many projects take place from there, such as Duke of Edinburgh Award Scheme, Red Cross Babysitting Course, Youth Achievement Awards and Study Support. The Centre also offers a wide variety of activities including sports, arts, trips, residential weekends, indoor and outdoor activities with Junior and Senior discos on alternate Friday evenings.

With our Mobile Youth Van, 'Fun Function', Youth Workers are able to visit more rural communities as part of our Outreach Work and are presently out and about in Barton, Brompton-on-Swale, Eppleby, Melsonby, Reeth and Scorton.

Specialist Workers, such as our Substance Misuse Worker, are on hand to offer confidential help and guidance, as and when required, and 1 to 1 mentoring is a valuable source of help to some young people. To find out more about any of these services please contact our office on 01609 533682 or ring the Youth Centre on 01609 534044.

## **SPORTS PROVISION IN PARTNERSHIP WITH RICHMONDSHIRE DISTRICT COUNCIL**

Through this partnership, and with the support of the Trustees, the Sports Council and the Foundation for Sport and the Arts, we already have some superb facilities with floodlit tennis courts and a full sized floodlit synthetic turf area. This development resulted from investing £400,000 provided from a mixture of grants from the above organisations and School led fund raising. The growing participation and success in outdoor sport already shows how valuable these resources have been.

The synthetic pitch, tennis courts and Sports Hall can be booked for evening, weekend and holiday use by contacting Richmondshire District Council's Leisure Department on 01748 824581.

### **HIRING SCHOOL FACILITIES**

The rooms and halls on Main Site and at Lower School are available for hire outside School hours for meetings, functions and other activities, by contacting 01748 828114. The rate of charges, set by the Governors of the School, is reviewed annually and available on request.