



RISHWORTH  
SCHOOL

STUDENT  
HANDBOOK

2021/22

## Introduction

**This handbook should be particularly useful for new students, to help you to settle in quickly by explaining how the school operates, what you need to do to, and who to speak to if you have any problems.**

However, there are always a few changes from year-to-year, so the handbook is also being given to all existing students. You will soon find that Rishworth School is a very friendly place, and that anyone will be happy to answer any questions you may have.

However, it is also a very busy school, and so you may find things a bit confusing at first. Don't worry! You will soon find your way around and get to know the ways in which we do things.

Any of the adults in the School will be happy to help and guide you, and will always make themselves available if you need to talk with them at greater length. Please let your teachers know if there is anything which it would have been helpful to know, but does not appear in this handbook – you can help make it as useful as possible for Rishworth students in the future. The School motto, 'Deeds Not Words', is all about taking advantage of what is on offer, always having a go at trying something new and never being disheartened if things don't go right first time. Most importantly, we support each other and enjoy what we do.

Mr Anthony Wilkins, Head

## **Term Dates**

The academic year runs September to July and is broken into 3 Terms:

- Michaelmas Term runs from September to December with a half term break in October.
- Lent Term runs from January to April with a half term break in February.
- Trinity Term runs April to July with a half term break in May.

Term dates are published on the School website.

As students of the School come from a number of different Local Authorities, Rishworth holidays can sometimes fall outside those of one or more of the local authorities as these dates are often not aligned.

Boarders are expected to return home or to a Guardian during the holiday periods.

## Daily Routines

### The School Day

Time	Activity
8.30 am	Registration
8.40 am	Tutorial [Monday] PSHCE or General Studies [Tuesday and Wednesday] House Meeting [Thursday] Assembly [Friday]
9.00 am	Period 1
10.00 am	Break
10.30 am	Period 2
11.30 am	Period 3
12.30 pm	Lunch and Activities
1.30 pm	Period 4
2.30 pm	Period 5
3.30 pm	Movement and Changing Time
3.40 pm	Period 6 Enrichment and Extension
4.30 pm	School buses arrive After 4.30 pm all day students should be in the library or attending a club
6.00 pm	Library Closes

We operate a two weekly timetable, so a student's lessons timetable in a 'blue week' will look different to a 'red week'.

## **Enrichment & Extension**

Before School, during lunch breaks and after School, Rishworth offers an extensive range of Enrichment and Extension activities. The complete termly list is circulated before every new term and can be found on the School website. It is guaranteed that there will be something to suit you whether it's sport, drama, music or just finding something totally new and different to try.

It is expected that all students in the School participate in a minimum number of Enrichment & Extension activities during Period 6, the number differs based on age and section within the School.

Period 6 / Enrichment and Extension runs 3.30 – 4.30pm each day

- We expect that:
- Key Stage 3 students commit to at least 3 Period 6 / EE sessions per week
- Key Stage 4 students commit to at least 2 Period 6 / EE sessions per week
- Sixth Form students are expected to participate in or assist in running at least 2 hours of EE per week

## **Homework (Prep)**

Homework (also known as Prep) is considered an important part of academic study at Rishworth School. It encourages students to revisit work they have covered during the day, offers the opportunity to practise key skills, demonstrate individual understanding and extend learning beyond the classroom. The school highly values the discipline that this routine brings to students and prepares them for independent study for the future.

Students should record all homework set in their student planner and should endeavour to complete tasks on the correct evening to prevent a build-up of work later on. Time should be allocated on the weekend to check that all work is completed and to catch up if necessary.

Assistance is available for homework in the Library every day, as well as an opportunity for students who prefer to complete homework in school rather than at home to do so. The Library is open Monday to Friday from 9am to 6pm. All students are encouraged to use the in-school prep facilities available between 3.30pm and 4.30pm on evenings when they are not engaged in their expected Enrichment and Extension activities.

Homework is set by individual departments to provide further opportunities for students to develop their independent learning skills, consolidate work covered and to afford opportunity to practise formal exam style questions.

Years 7, 8 and 9: Students should expect to be set one to two pieces of homework each night; each homework should take no longer than 20 minutes. Reading is routinely set as part of this homework expectation.

Years 10 and 11: Students should expect to be set up to two pieces of homework each night, each homework should take at least 30 minutes.

Sixth Form: Students are expected to complete 5 hours of independent study per week, per subject. Time is allocated to allow some of this to be completed during the school day, but students at this level should be committed to developing their independent learning skills outside of the classroom.

## **Registration & Attendance**

Punctuality is an important discipline in school. Morning registration is compulsory and takes place in Tutor Group classrooms at 8.30am prompt. This is an important time for you to touch base with your Tutor. Students must endeavour to be at their form room ready for the 8.30am start in order to avoid an absence or late mark. Students in school arriving after the end of registration must sign in at reception. Afternoon registration takes place in subject classrooms at 1.30pm.

We operate a 2-week timetable and registration is taken at the start of every lesson during the day.

Any student(s) whose known schedule of enrichment and extension commitments makes it foreseeable that he/she will be, or will be likely to be, unable to attend a morning or afternoon registration (for example, because of a music lesson or a sporting fixture) must register at Reception **before** attending that activity.

## **Student Absence from School**

Where an absence is known about in advance, an 'Absence Request Form' should be completed by your parents and approved by the Head, ideally two weeks before the proposed absence. This includes boarders returning late at the beginning of term or leaving early at the end. A copy of this 'Absence Request Form' can be downloaded from the School website or a paper copy collected from Reception.

If you are unable to attend school due to illness your parents must inform the administrative team between 7.50am and 8.30am.

If you have authorisation to leave school before the end of the school day, you must sign out at Reception before leaving school site.

Absence from Games or PE is excused only with a written communication from parents, agreed with Matron.

## **What if I Feel Unwell?**

The School Matronic staff can be found in the Medical Centre. The Medical Centre is open and first aid-trained staff are on call 24 hours a day. If you are to become unwell during the day you must report to the Medical Centre. If it is felt that you should be sent home, Matron will contact your parents. You must not sign out of school if you feel unwell without seeing a member of the Matronic Team first.

## **What if I Have Any Concerns?**

If you have any concerns, there are a lot of people here at Rishworth School to help you, here are the key staff you will meet, but all staff at the School are trained to listen if you need to speak to them:

*Form Tutors.* You see your Form Tutor every day, so they should be your first port of call if you have any concerns. They can help with a range of Pastoral and Academic matters.

*Head of Year.* Each year group has a specific allocated Head of Year/s who are there to support your overall growth and development.

*Matron.* The Matronic staff are trained in first aid and in mental health first aid and are able to help if you are feeling unwell. They are available 24 hours a day if you find you need someone to talk to.

*Student Mentor.* The Student Mentor are allocated members of staff trained in Mental Health First Aid and who are there to act as a listening ear and an advocate for students.

*Head of Learning Support.* The Head of Learning Support coordinates the support provided to all students who have a Particular Learning or Social, Emotional, Mental Health need.

## **Student Handbook and School Planner**

Every student will, on arrival, receive their copy of a student handbook, which serves as a directory of information including the school rules.

All students are issued with a School Planner to record homework, enrichment commitments and also to afford a useful home-to-school communication tool. Tutors will work with you to help you use this planner effectively.

## **Assemblies**

A whole School assembly takes place every Friday morning. Students meet on a Thursday morning in Houses. During the year students will be invited to year group assemblies on a Monday and a whole school gathering at the end of each Term.

## **School Trips**

You will have the opportunity to go on various school trips during your time at Rishworth School. Some of our trips are linked to academic subjects, some are cultural and there are also sports tours, ski trips and expeditions.

## **Day & Flexi Boarding**

Rishworth has 6 Boarding Houses: Redmires, Ryburn, Wheelwright, Slitheroe, Wolden, Agate and Goat House Barn. Students are grouped by gender and age within these houses. Day students have the opportunity to use these boarding facilities on a day and flexi-boarding basis:

**Day Boarding:** Students staying after 6pm join the boarders for meals and Prep but go home for the night.

**Flexi-Boarding:** Students can sleep over (subject to bed availability) for a single night, a number of nights in a row, or for set nights each week.

These options are particularly useful:

- During the exam time for those who live further away and have a longer commute to and from school as it takes away the stress of travelling to and from school and allows more time for prep and revision after school
- When parents/guardians are travelling away from home for work or pleasure
- When students are partaking in the after-school Enrichment and Extension opportunities.

## **School Rewards & Sanctions: Students**

**School Rules for Students:**

Rishworth is your school; respect it and take an active interest in all your work and in the School generally. Your happiness and success, and its reputation, depend on your efforts. Do all you can to make the School even happier and more successful.

1. All possessions must be clearly marked with the owner's name.
2. School uniform must be worn throughout the day, including on the journey to and from school. Outdoor clothing should not be worn inside.
3. All students should only enter their own House area appropriate to their year group.
4. Knives or blades of any sort, other offensive weapons, alcohol, chewing gum, tobacco (including vape devices and products) and other drugs are strictly forbidden.
5. Morning registration is at 8.30 am and is followed by Tutor Time, PSHCE and Assemblies. Any late-comer must sign in at Reception. Anyone arriving to registration after 8.35am will be marked late.
6. Buying, selling, betting and gambling of any sort are forbidden.

7. No student should enter a laboratory, food room, workshop, the Sports Hall, the Swimming Pool, the Assembly Hall or the Performing Arts Centre unless a member of staff is present.
8. Students playing ball games in the courtyards must use 'soft' balls. No ball games may be played in the Old Quad, or near vehicles. The entrance/exit at the far end of the Old Quad is not for day students' use. Student should use school-issued balls.
9. Expensive items and large sums of money should not be brought into school. Where mobile phones or other electronic devices are necessary, the home insurance policy must cover them as the School will not take liability for loss or damage.
10. Where mobile phones are brought into school, they must be switched off throughout all lessons, activities and lunch, unless specifically being used for educational purposes and with the permission of an adult.
11. No student may visit a patient in the Medical Centre without the permission of Matron.
12. Students should report immediately to a member of staff any hazard, danger, potential danger or near miss.
13. Students should alert a member of staff to the presence on the school site of any stranger(s).
14. Students should never tamper with fire extinguishers or prop open fire doors.
15. All students must take school meals. There are no exceptions unless on medical grounds when Matron may authorise other arrangements.
16. No food or drink should be removed from the Dining Room.
17. Students going to Heathfield must cross the road at the point level with the former Baptist Chapel next to the War Memorial in Rishworth; Year 7 and 8 students must not go to or from Heathfield except under the direct supervision of a member of staff.
18. Unless specific permission is granted to do otherwise, students should stay within the bounds of the School at all times.
19. No students should act in a way which endangers others or which causes, or risks causing, damage or loss.
20. Chewing gum and littering are banned within school. Both of these come with specific sanctions.

### **School Uniform**

Please note that the general rule is that eccentricities of dress and appearance are not allowed; all staff reserve the right to make a judgement on this and intervene as necessary.

Tutors will check and follow up any breaches in School Uniform or personal appearance on a daily basis.

The premise for such uniform regulations is to ensure that students are smart, safe, dignified and free from social pressures influenced by changing fashions.

Rishworth School Uniform regulations can be found in full on the Rishworth School website, but particularly state:

Item	Description
Blazer	Regulation maroon with badge
Skirt	Year 7 to 9: Regulation grey tartan, to be worn no shorter than 4 to 5cm above the knee Years 10 to 11: Regulation business formal skirt, to be worn no shorter than 4 to 5cm above the knee
Trousers	Regulation dark grey or black
Shirt/Blouse	Regulation plain white, shirt – long or short sleeve with traditional collar
Sweater	Regulation mid grey or maroon
Socks/Hosiery	Plain dark grey, black or white socks or black tights
Shoes	Sensible low-heeled black leather – heels not to exceeding 5cms and narrow heels are not suitable
School Tie	Regulation maroon with crest
Scarf and hat	Regulation scarf/hat or plain black/maroon
Coat	Winter coat/anorak in a dark colour
Bags	All bags should be of a dark colour. Parents are advised to consider the heavy weight of books carried by students when selecting a school bag. The School recommend, for ease of carrying and avoidance of back pain, a two-strap ‘day sack’ carried square on the back.

### Personal Appearance:

**Hair styles.** Should be neat and conventional. Eccentric styles and hair colours that are not within the realm of the ‘natural’ palate are not acceptable. For Health and Safety reasons, students should be ready to tie back long hair. Only plain hair accessories may be worn.

**Facial hair.** Students in Year 10 and below should be clean shaven. Students in Year 11 and the Sixth Form should keep facial hair groomed and professional.

**Body piercing and tattoos.** Any form of visible body piercing or tattooing beyond the single stud per ear mentioned above is not allowed.

**Jewellery.** A wristwatch may be worn.

**Ear piercings.** A maximum of one small plain stud per ear lobe may be worn.

*All jewellery including ear studs must be removed for all PE and Games lessons and practical lessons such as Food & Nutrition and, during such lessons will remain the responsibility of the student. Any piercings which take place during the school holidays must be healed by the time students return to school in order that they can be removed.*

*No other jewellery may be worn.*

**Make up.** Make up which may be worn by students in Year 9 or above includes clear, black or brown mascara, lip balm, concealer and natural foundation.

Application must be subtle and adhere to a conservative, natural and professional look. Fake tan is not appropriate for students in school.

**Nail varnish.** Nail varnish, false or acrylic nails may not be worn.

**Students will be asked to remove nail varnish and make up using products supplied by the School if they ignore this advice.**

The School reserves the right to ask that a student be taken home and not returned to School until the offending contravention of the rules is removed.

## **Sports Clothing & Sports Equipment List**

### ***Compulsory Clothing***

School Rugby / Hockey Playing Shirt  
School Rugby Shorts / Hockey Skort  
School Games Socks  
School Hooded Sweatshirt  
School PE Shirt  
White Sport Socks  
Navy Blue Tracksuit Bottoms  
Black Swim Shorts / Trunks / Costume

### ***Optional clothing***

School Waterproof Jacket  
Navy Blue Waterproof Trousers  
White Base Layer  
Polar Fleece Beany  
Navy Blue Fitness Leggings

### ***Compulsory Games Equipment (when participating in the relevant sports)***

Gum shield for Rugby / Hockey (dentally fitted, strongly recommended)  
Shin pads for Football / Hockey  
Football Boots for Football / Rugby / Hockey  
Hockey Stick where taught  
Trainers

### ***Recommended Additional Equipment (when participating in the relevant sports)***

Jockstrap & Cricket Box  
Left hand protective hockey glove  
Rugby Scrum Cap and Upper-Body Padding  
Tennis Racket

All the above items (except dentally fitted gum shields) will be available from the School Uniform Shop at [www.schoolblazer.com](http://www.schoolblazer.com). Many of the items are also available from other outlets, but in the interests of equality and uniformity, no students will be permitted to wear branded clothing [such as Nike or Adidas etc.].

## **Equipment Required for Lessons**

In addition to the Student Planner and exercise books / text books provided by the school. Students are expected to bring the following equipment every day:

- Hand sanitiser and a packet of tissues
- One-to-one device (see additional guidance provided with the Parent Handbook)
- Pencil case (please note that a clear pencil case is required for examinations)
- Blue/black pen(s)
- Coloured pens e.g. red and green
- Pencil(s) and sharpener
- Highlighter(s)
- 30cm ruler
- Colouring pencils
- Eraser
- Compass
- Protractor
- Glue stick and age appropriate scissors
- Notebook
- Mini whiteboard (approximately A4 in size) & eraser
- Blue & black whiteboard pens
- Scientific calculator (preferably CASIO FX-83GTPLUS)
- School apron (ordered from Schoolblazer.com)
- Mechanical pencil (GCSE DT only)
- Circle Guide Template (GCSE DT only)
- Isometric Ellipse Template (GCSE DT only)
- Laboratory Coat (A-Level Biology and Chemistry only)

Rishworth School uses a blend of remote resources to allow for remote learning and to enhance our education delivery. Students need to be able to access all of our learning materials online using their own device. This includes textbooks and educational learning platforms which we will use in conjunction with Google Classroom / Microsoft Teams. Homework is often set via Google Classroom.

## **Security of personal belongings**

There are bag racks and a bag store, plus various department storage areas around the school site in addition to form rooms, House areas and an instrument storage space at the music school where you can leave your belongings during the school day. Please check with your form tutor for availability.

The bag store is a specific storage facility provided for students to store laptops during the school day. You are urged not to bring valuable items into school or

anything but small amounts of cash. Do not leave expensive items in classrooms, changing rooms or in the bag rack, especially overnight.

All belongings, but especially electronic devices, bags, clothing, musical instruments and sports equipment must be labelled with your name.

All belongings should be taken home at the end of every day.

The school is not insured for your personal items so you must make sure that they are covered by your home insurance and that you look after your belongings.

Lost property will be sent to the Medical Centre or is stored in the Sports Hall. If you lose an item, you should check these two places first and then report the missing items to your Form Tutor.

## **Meals**

Our catering staff provide a six week menu so students know what to expect in advance. A sample of the menu can be found on the School website.

Meal times are offered to specific year groups at specific times, the times are indicated on the lunch/dinner rotas. When entering the dining room you may sit with your friends.

Any dietary requirements or allergies must be reported by your parents to Matron when you first join the School. However, if there are changes during your time in the school (i.e. you decide to become vegetarian) then please ensure your parents inform Matron so the Catering team ensure that there is a specific provision for you.

## **Inter-House Structure**

All staff and students within the School are allocated to a House: Scammonden, Baitings, Boothwood and Ringstone.

Each House has a Staff House Lead responsible for the House and involvement in events, there are also Student Heads of House appointed from the Sixth Form annually. All students are expected to take an active role in the House System, to participate and support events and competitions.

## **Individual Music Tuition**

Individual music tuition is available to all students in the complete range of orchestral instruments as well as piano, guitar and voice. Please speak to the Music Department if you would like to explore learning a new instrument or to continue with an existing one. **Rewards & Sanctions**

Students are encouraged to behave in a positive manner within the School Community. Students are expected to act as a representative of the School and a role model to others. To foster this high standard of behaviour staff engage students supportively in their school journey.

## **Credits**

Our aim in school is to help you to achieve and learn with positive encouragement. Your teachers will want to reward you when you do well both inside and outside the classroom. They can do this by praising you, writing comments on your work, giving you high marks or by awarding you **credits**.

You can gain credits for good work, for your general behaviour and helpfulness around school or for joining in activities in a positive way.

It is your responsibility to hand your work credits in to your Tutor. Activity credits will be handed in by the member of staff responsible. Your running total will be published at regular intervals but you should keep a check on the number of credits that you have been awarded on the appropriate page in your planner.

If you gain enough credits you could be awarded a certificate and perhaps earn prizes.

The emphasis is on the positive but from time to time there may be a negative side. You can expect action to be taken if your work, attitude or behaviour fall below the standards expected.

## **Spotted Awards**

Students can be spotted by staff or other students where they have done a good deed within the community. These Awards are formally and publically acknowledged.

## **Commendations**

If you are seen to be acting above and beyond within the community or your academic work you may be nominated by a member of staff to the Head for a commendation. This will be formally and publically acknowledged. A commendation will earn you 5 credits.

## **The House Credit Shield**

All these credits are strongly linked to the House Structure and your total contributes to an overall

House running total which works towards the winning of the Credit Shield. Play your part and do not let your fellow team members down.

## **Sanctions**

Some offences have their own particular sanction e.g. a student caught chewing gum in school will be issued a Level 2 detention. The sanctions below are in increasing order of severity.

### **Level 1 Detentions**

These take place in classrooms, usually at break or lunchtime. A student receiving three Level 1 detentions in any one half-term period will, in addition, receive a Level 2 detention.

### **Level 2 Detentions**

These take place in the Library after School from 4.30pm to 5.15pm. Your parents/guardians will be informed. A student receiving two Level 2 detentions in the same term will, in addition, receive a Level 3 detention.

### **Level 3 Detentions**

This takes place in the Library after School on Friday afternoons from 4.30pm to 6.00 pm. Your parents/guardians will be informed.

### **Level 4 - Head's Detention**

This is held on Saturday morning from 9.30am to 12noon. The detention is supervised by the member of Senior Staff on duty and the work is set by the Head. Your parents/guardians will be informed.

### **Suspension**

This is authorised by a Deputy Head and/or the Head for severe disciplinary breaches such as certain kinds of bullying, or for repetition of less serious offences, any one of which, on its own, may warrant a lesser sanction but which, taken together, form a graver picture.

### **Requirement to Leave and Expulsion**

Failure to conform to our code of conduct and expected standards of behaviour could ultimately lead to suspension or even expulsion. The offence will be of the severest kind or will be the culmination of less serious offences that have already led to repeated sanctions. Students who persistently fall below the standards expected of a student at Rishworth School can expect to be moved up through these sanctions. Some offences will result in a higher-level sanction being applied straight away, therefore bypassing the lower level sanction. Tutor monitors all your complaints and all detentions at all levels so your Tutor can monitor easily how you move through the different sanctions.

### **Wellbeing Concern**

A teacher may pass on to your Tutor any concern they may have about you. This would not usually result in a sanction being applied.

## **Advice to Students on Rewards and Sanctions – Summary**

### **What might I expect to receive a Credit or Commendation for?**

- Anything I have done particularly well (either by my own standards or relative to the standards of the School), for instance:
  - An example of voluntarily undertaking a helpful/productive task
  - Showing especially fine qualities (e.g. of perseverance, initiative)
  - Achieving especially good outcomes (e.g. in work, in activities, socially)

### **What might I expect to receive a Complaint for?**

- Anything I have been asked to do more than once and have failed to do.
- Any failure of a more serious nature which has occurred only once.
- Any cause for concern.

#### ***Examples include:***

- A failure to do or hand in homework (usually implies disobedience, which is serious)
- A failure to do work to a standard of which I am capable
- Misbehaviour
- Lack of co-operation

- Rudeness
- Lateness
- Non-compliance/disobedience (failure to comply with a reasonable request)
- A failure to show due regard for other people, other people's property or the environment
- A failure to meet other reasonable requirements or expectations (e.g. of personal organisation, communicativeness, reliability, standard of appearance, including wearing uniform correctly)
- A failure to observe the School Rule or any of its sub-rules
- Lack of effort

## **Complaints and Detentions**

### **What are the consequences of being given a complaint?**

- The teacher giving the complaint may decide on a sanction to be applied
- Your Tutor will always be informed when you are given a complaint. If you are a boarder, your Houseparent will also be informed.
- Your Tutor/Houseparent monitors the number of complaints given and may decide on a sanction to be applied:

### **If you are given three complaints in a 2-week period:**

- Your Head of School Section will be informed
- Your parents/guardians are very likely to be informed in the first instance of your receiving three complaints in a 2-week period and will certainly be informed should there be any further occurrence of your receiving three complaints in a 2-week period
- Your Tutor or Head of School Section will decide on an appropriate sanction to be applied (see below)

## **School Map**

A map of the school can be found in the back of the student planner and also at key locations around the school. The layout of the teaching classrooms can be found at the main entrance to each block.

## **Policy on Mobile Phones**

The term 'mobile' in this policy denotes mobiles phones, iPods, iPads, MP3, MP4 players, smart watches and any similar portable electronic devices and associated attachments such as headphones, speakers or wearables.

The School recognises that mobiles are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the Internet and telecommunications, and the misuse of social media. Aside from the safeguarding issue it has been shown that the effect of banning mobiles from school premises adds up to the equivalent of an extra week's schooling over a student's academic year.

The School aims to teach students how to best learn and prepare for a future using technology, without adversely hindering their ability to form and maintain relationships and whilst protecting the education that the students are in school to receive. The School does not expect a student to have such a mobile, indeed students are generally discouraged from bringing any expensive item into school.

**The policy at Rishworth School is that student mobiles must be switched off during the academic day.**

**The policy at Heathfield is that children do not bring such items into School, unless explicitly authorised, as may be the case, for example, with children who travel on the bus. In such a case, the requirement is that the device is left in the School office during the day.**

Any mobile brought into school remains the sole responsibility of the owner. Insurance for any personal equipment brought into school is the responsibility of the parent or guardian. The School only accepts responsibility for mobiles if officially confiscated.

### **Student use of mobiles**

- As a matter of safety, mobiles must never be used in the car park or on the driveway
- Any mobile brought into School should not interfere with any aspect of school life and should not be seen or heard without express permission being given by a member of staff.
- Students should not use their mobile to contact parents during the day. If a student is upset or has a problem or concern they should, in the first instance, speak with a member of staff. If the matter warrants a call to parents the School will make that contact.
- Mobiles may be used by Year 11 and the Sixth Form solely inside their House Areas.
- Any mobile in School must not be misused. Examples of the misuse include, but are not exclusively limited to, the following:
  - any kind of (cyber)bullying or any action that does not comply with the School's Anti-bullying Policy
  - any action that does not comply with the School's Acceptable Use of ICT Policy
  - the filming, photographing, sound-recording, or otherwise recording of another member of the school community, whether student, staff, volunteer or visitor
  - the sending or posting of offensive, intimidating or material which may cause embarrassment, damage or upset
  - the sending or posting of material which misrepresent or falsify
  - any action that puts private or personal information into the public domain that might compromise the safety of a member of the School community
  - any action that causes reputational damage to any individual or to the School

## **Additional restrictions within the Boarding House**

In the Boarding House, in the interests of a 'good night's sleep' and the obvious health and welfare benefits this brings, Rishworth School limits the use of mobiles at bedtime.

- Students from Year 7 to Year 11 are required to hand in mobiles 15 minutes before their appointed bedtime every day of the week, with the exception of Year 11 on Friday and Saturday evenings.
- Students in Year 12 and 13 are NOT required to hand in mobiles although they are not permitted to use them after their designated bedtime.
- Mobiles are stored in a locked room or filing cabinet that only Rishworth Boarding staff have access to.
- Students are to be given the opportunity to collect their mobiles between 7.30am and 8am each weekday morning and between 8.30am and 9am on Saturday and Sunday.

## **Sanctions for inappropriate use of mobiles**

Initial infringements will be followed up by a member of staff. They will ask why the mobile is being used and if the use is inappropriate the member of staff will issue a warning and will confiscate the mobile until the end of the School Day.

- Any mobile confiscated will, as soon as practically possible, be handed to the Bursar's PA where it will be named and held for the period of confiscation.
- Investigations into a suspected or actual infringement may be conducted by appropriate school staff or, if serious enough, by the Police, either of whom may need access to electronic data, whether confidential or not, held in the mobile.
- Further inappropriate use of a mobile will trigger the whole school sanction system.
- Persistent, or especially-serious infringements may result in the confiscation of the mobile until such point that a Parent or Guardian can collect it from School and then banning the offending student from having a mobile during the school day. It may be appropriate to follow up with further disciplinary action and reporting the matter to the Police, to appropriate child protection agencies or to any other appropriate authority.

## **Student ICT Acceptable Use Agreement**

### **General guidelines:**

- School computers, internet access and e-mail are provided to support students in their **academic studies** and to allow efficient communication and access to information for **educational purposes**.

- Students are permitted to bring into school their own device and connect via wireless to the school internet, for the use in lessons. This maybe a laptop, tablet or phone.
- Computer use and internet access are privileges, not rights, and access requires responsibility. The efficient working of the computer network depends on the good sense and co-operation of all users. In using the system, I am accepting this principle.

### **Guidelines for the use of the School network:**

Whether using a school computer or personal-owned device I agree to observe the following rules:

1. I will keep the details of my log-in secret and not allow others to use it. All material stored in my user area is my responsibility. I will change my log-in details immediately if I believe they have been compromised.
2. I agree to respect the privacy of other users on the network. I will not try to discover their log-in details or access, delete, modify or use documents contained within their user area unless expressly authorised or directed to do so by a member of staff
3. I will use the internet and e-mail facilities responsibly. I agree that I will not use the school network to search for, store or pass on inappropriate images or information. This includes material that advocates illegal acts, discrimination or violence towards other people.
4. I will not use the internet in order to bully, insult, intimidate or victimise individuals within or beyond the bounds of our school community. Social networking sites may not be accessed through school computers, unless authorised by a member of staff.
5. I accept that the school has a responsibility to provide a safe environment for members of the community to use the internet and e-mail facilities. The school must also comply with the law. For this reason restrictions do apply to certain sites. All devices connecting to the school network are subject to internet filtering, I agree that I will not attempt to circumnavigate the school web filtering system and that any attempt to do so will rightly be seen as premeditated and will mean that I am attempting to access material or sites that are strictly forbidden.
6. I understand that playing web-based games is not allowed because of the impact they have on the efficient running of the system. Streaming of video/film or music is prohibited, unless directly related to a classroom activity supervised by a member of staff. Educational games can be used when instructed by a member of staff.
7. I agree that I will not attempt to load software onto the school computers. I also agree that I will not introduce or develop programmes that may harm the overall

integrity and security of the school network. The school does not approve any 'apps' or updates that may be downloaded onto your personal owned device whilst using the wireless network and any such activity is undertaken at your own risk. The school has no liability for any consequent loss of data or damage to the individual's device.

8. I agree that I will not use the school network for the purpose of buying, selling or gambling.
9. I agree to not use a personal device to create a wireless hotspot, whilst in school.
10. I will not pass wireless network access codes to any third party to allow them to connect to the school internet.

### **Personal Safety:**

In order to ensure that all users are safe whilst using the school network we ask you to respect the following rules and guidelines:

1. Unless required in class as part of an ICT activity, I will not put my or any other person's personal information on the internet. This includes such things as names, addresses, contact information, school or work addresses. I agree to not take pictures, video or sound recordings of any student or staff member without their prior permission.
2. I understand that it is unwise to contact or communicate with people that I do not know over the internet. It is not always possible to establish whether or not the person introducing him/herself is who they seem to be. Should someone try to contact me I agree that I will inform a member of staff immediately. I will **never** agree to meet anyone that I have met over the internet without my parents' approval or without taking a responsible adult with me.
3. I will be respectful and use appropriate courtesy and language in all communications. If I receive any communication that contains offensive language, or which makes me feel uncomfortable, I will inform a member of staff immediately.

The school wants to provide good computer and network facilities to support students within its community. In doing this it has a duty to provide a safe environment for all users and for this reason I understand that the use of the school network is monitored.

### **If I fail to do this:**

- I may be banned from using the facilities temporarily or permanently.
- I may have my personal device confiscated.
- The Head, my Tutor, Head of School Section and Parents/Guardians will be informed and action, disciplinary or otherwise, taken in accordance with appropriate policy: in severe cases this may lead to a requirement to leave the school. If it is applicable, the Police may become involved.

### **Google Apps for Education (GAPE)**

All students are provided with access to a Google Apps account, this is a collection of resources that are an aid to studies at Rishworth School. It provides an easy method to transfer documents between home and school, provides easy collaboration; allows for sharing of resources between the teacher and you or vice versa, as well as you and other students. This allows you to work anywhere on whatever device. All of the **Guidelines for the use of the School Network** (above) apply to your use of Google Apps, however, you should be particularly aware of the following:

1. The Google Apps system is accessed using your usual school network user name and password.
2. Access to Google Apps must only be made via the user's authorised account and password. You must keep the details of your log-in secret and will not allow others to use it. All material stored in Google Apps on your user area will be your responsibility. You will change your log-in details immediately if you believe they have been compromised.
3. Neither Google nor Rishworth School guarantee security of any data stored within your Google Apps account.
4. Personal or confidential data must not be stored using this facility.
5. Your Rishworth School Google Apps account should be used for educational purposes and things related to your learning. Private or personal information should not be stored on Google Apps. It is really important that you keep your private information separate from School.
6. Unsafe or inappropriate use of Google Apps may result in the loss of access to your account.
7. When you leave the School access to your account will be removed along with all data stored on your Google Apps account.

### **E-mail usage**

All students have access to the school email system via outlook web app using their network user name and password. The student email system is monitored for potential misuse and as such should not be regarded as private.

The system is accessible from inside and outside school by typing the following into the address bar in an internet browser:

<http://www.rishworthstudents.co.uk/webmail>

The email system should be used only for educational purposes.

- You should not give away personal or confidential information
- Unasked for or junk email must not be sent, forwarded or encouraged.
- Emails should be used for a positive reason and must not contain material which is in any way likely to offend or to distress others.
- Email addresses are provided to enhance your learning experience so it is important that messages are meaningful. You should ensure that attachments are appropriate to your learning.
- Your school email address must not be given to an external organisation when making personal purchases.
- School email must be used to support school work only, it should not be used as a personal email account.

## **Plagiarism**

Plagiarism is intellectual theft. This means that you use someone else's work or ideas but pass them off as your own. The most common way that someone commits plagiarism is by doing research on the internet and cutting and pasting things that interest them into a project or piece of work without properly crediting the work to the original author. Apart from being very lazy, plagiarism is a very serious offence because it is theft and if you were to plagiarise someone's work in any exam work the exam board can give you zero for your work and ban you from getting any grades in **any** of their specifications. Where plagiarism is suspected, the school will investigate the matter fully and in addition to any decision that the Board might make will treat the matter very seriously.

### **How can I avoid plagiarising someone's work?**

If you find something that is useful to you for a project you can use the material that you find selectively but you need to properly credit the author (say who wrote the material and where you found it). You should not be tempted to try and copy and paste huge amounts of text and data.

## **Rishworth Post**

Rishworth Post is our communication system which brings together email, text messaging, secure web-based access to documents, and online reply and consent forms into a single comprehensive package. It is an inclusive system which is available parents, staff and students. All students are provided with secure access to Rishworth Post.

Rishworth Post may be used to allow students to see trip information, grades, newsletters and forms sent out to parents, to provide students with information sent out about the school or to allow students to see published external examination results.

## Useful tips

### 1. Creation of school network passwords

Password complexity rules apply on the school system; please use the following guidelines for creating your password:

1. Passwords must be at least eight characters long. Current thinking within the ICT industry recommends that three unrelated words create a powerful password e.g. Dublinsofadaffodil1
2. Passwords may not contain your user log on name or your name.
3. Passwords may not contain a run of numbers. e.g.: 1,2,3,4,5,6,7
4. Passwords must contain characters from at least three of the following categories:
  - a) English upper case letters - e.g.: A, B, C, ... Z
  - b) English lower case letters - e.g.: a, b, c, ... z
  - c) Numbers - e.g.: 0, 1, 2 ... 9
  - d) Non-alphanumeric ("special characters") e.g.: Punctuation marks and other symbols

You can change your school network password at any point using the Control + Alt + Delete keys to access the facility on a PC keyboard.

All users of the main school network are required to change their password on a 90-day basis. Out of school your password can be changed in outlook web access, however if a password has already expired a new one has to be set from a PC within school.

### 2. Saving your work

- a) It is useful to create folders in your home directory on the school server for storing files. For example, create an ICT folder for storing work done in ICT lessons and so on.
- b) Choose file names that relate to or describe the file contents. e.g.: 'Castles Homework' rather than just 'Homework'.
- c) Backups of your work are created at the end of each school day, but it is also advisable to create a backup for yourself on your USB memory stick.
- d) There are limits set on the amount of data that can be saved in your user directory on the school server, this is for school work only and the space should be used wisely.

- e) Personal material must not be saved in storage provided on the school system. (e.g.: photographs, media or documents)
- f) On leaving the school work saved in your user area will be archived for a period of one month. Once this period has passed, the folder and contents will be deleted.

### **Bring your own device**

- Students are permitted to bring their own personal device into school, to connect to the school wireless system as long as it is in good working order. The school cannot guarantee that every device can connect to school internet via wireless and is therefore not responsible for equipment that is purchased for use at the school, but cannot be connected to the network. Minimum specifications required for connection are as follows:  
Operating system: Windows 10, Apple OS v10 or above, Android v6.0 or above, Google Chrome OS - (please be aware, older versions of operating systems may not be supported.)
- The school requires that students apply necessary security measures so secure their personal device. Students must have up to date anti-virus software installed that is available for their particular device.
- The school does not provide technical support for student's own devices. Users should be competent in the use of their own equipment. The School does not provide direct printing facilities from users own devices.
- In common with other student possessions, Rishworth School does not accept responsibility for the loss or damage of any personal computer equipment, tablet or phone. Students are strongly advised to insure their devices against loss, physical damage, computer virus or cyber-attack, electrical surges etc.
- In the event of loss or theft of personal equipment or if the device is subject to a security breach, the school should notified and the student should change the passwords to all the school's services accessed from that device, within 24 hours.
- Students should always ensure a personal device is fully charged before bringing it into school as facilities for charging devices in classrooms cannot be guaranteed.

## **Bullying Policy**

*Distribution: Issued to parents and students (including boarders) via Students' Handbook, Student Planner and to parents via the website. Available to staff via same and via School's Internal Policy Files.*

### **1. Preamble**

- 1.1 This policy forms part of a series of policies whose purpose is to promote and protect students' welfare throughout their education at Rishworth. These policies, which should be read in conjunction with this policy, are those relating to
  - a) Safeguarding Policy & Child Protection Procedures,
  - b) Health and Safety,
  - c) Health and Safety of Pupils on Educational Visits and
  - d) Behaviour Policy.
- 1.2 The keynote of all these policies is that students will learn best in a safe and calm environment that is free from disruption and in which education is the primary focus.

### **2. Principles**

- 2.1 Rishworth School will not accept bullying in any of its forms. This policy exists to help prevent and combat bullying, promote welfare and allow all members of the school community to live as one together. Prevention of bullying comes first, followed by swift intervention to deal with any incidents that do occur.

### **3. What is meant by bullying?**

- 3.1 Bullying may be understood as the persistent or systematic use of superior strength or influence to intimidate another person (or persons) such that the repeated treatment received by that person (or persons) from the other (or others) causes, or is likely or intended to cause, hurt or harm. Such hurt or harm includes the physical, sexual, psychological and social (for example besmirching a person's reputation or attacking someone, overtly or covertly, based on race, gender or sexual orientation).
- 3.2 It follows that bullying can take many forms besides the physical, including verbal, gestural, taking property belonging to another, and 'cyber' (the misuse of technology, e.g. texts / sexting, mobile phones, emails and the internet, including social networking sites, films and photographs), and can involve extortion, humiliation, spreading rumours and exclusion.
- 3.3 The intimidating treatment of a person on the basis of that person's attachment to (or supposed attachment to) a particular group or sub-group or prejudice of those with a protected characteristic is unacceptable. Such groups and sub-groups can be based, for instance, on sexual orientation, race, age, gender identity, colour, culture, religion, other beliefs, socio-economic

background, SEN, disability, or physical appearance. These groups and sub-groups may be particularly vulnerable.

- 3.4 The list of such sub-groups is virtually limitless, however; it is the principle of ostracism by identification with sub-groupings (perhaps best understood through the concept enshrined in the Japanese language and culture of ‘in-groups’ and ‘out-groups’) that is unacceptable.

Whatever form bullying takes, it is the effect on its victim, which can be devastating, leading to psychological harm and even suicide, which is the main concern. Even words, gestures or actions not intended to cause hurt sometimes can. On this point the School recognises, and tries to educate students about behaviour that another may feel is genuinely hurtful and perceive as bullying, such as initiation ceremonies that might cause pain, anxiety or humiliation. Peer on Peer abuse should never be accepted as ‘banter’, ‘just having a laugh’ or ‘part of growing up’. Peer on peer abuse often meets the threshold for the recording and investigation of criminal offences by the Police.

- 3.5 Bullying becomes a safeguarding concern where peer on peer abuse becomes more than a behaviour management issue and a child is at potential risk of significant harm and where indicators of harm are evident within the child as would be seen in any other abusive situation, for example, where a child may be abused by an adult, and as outlined within the Safeguarding Policy and Child Protection Procedures.
- 3.6 There is no ‘hierarchy’ of bullying - all forms of bullying should be treated seriously and dealt with appropriately. Although bullying is not a specific criminal offence, there are laws that make it a criminal offence to assault, harass or threaten others.

#### **4. Policy Aims**

- 4.1 To create an environment that prevents bullying being a serious problem in the first place.
- 4.2 To prevent and/or deal with any behaviour that might constitute bullying by promoting an understanding and environment that activities that might be described as ‘banter’ or ‘part of growing up’ are not used to excuse bad or abusive behaviour.
- 4.3 To promote an awareness of the need to ensure everyone is entitled to live in the school community free from intimidation.
- 4.4 To understand and be vigilant to the fact that boarding students, students with identified Special Educational Needs and/or Disabilities are potentially more vulnerable with regard to bullying or peer on peer abuse particularly where relationships can develop between students and where there may be a gender imbalance. Our aim is to build a secure framework around boarding students to ensure that they feel supported and able to speak to any staff but particularly House Staff about any concerns that they have.

- 4.5 To respond to any incident of bullying in a reasonable, proportionate and consistent manner.
- 4.6 To safeguard and provide appropriate support to any student who has been the victim of bullying.
- 4.7 To apply measures (including disciplinary sanctions, in accordance with the School's Behaviour Policy), to any student who is found to be responsible for bullying, in addition to providing them with appropriate help and guidance and to learn how they can take steps to repair the harm they have caused. As the School's Behaviour Policy makes clear, it is unwise to equate an offence, in abstraction, with a given sanction, as each case must be considered on its own terms. None the less, it should be noted that strong sanctions, including exclusion, may be appropriate in cases of severe and persistent bullying.

## **5. Strategies**

- 5.1 To create an ethos of good behaviour where students treat one another and staff with respect because they know this is the right way to behave.
- 5.2 To promote a climate of openness (a) in which it is widely perceived as 'right' to report any instance of anyone being treated improperly by anyone else, (b) in which bullying specifically is understood to be unacceptable, and (c) which works on the twin principles that bullying thrives on secrecy and prevention is better than cure.
- 5.3 To ensure that a clear and effective reporting system exists for dealing with bullying and suspected bullying of which staff, students and parents are aware and to ensure that all staff are particularly vigilant with regard to peer on peer bullying within the boarding context where students are more vulnerable through the fact that they reside away from home.
- 5.4 To help prevent bullying by providing opportunities for discussion by students and staff within the school's PSHCE and pastoral programmes, as well as through subjects' curricular openings (e.g. through empathy work in History and English) and assemblies. Particular effort is made through the PSHCE programme to promote tolerance and respect towards all, but with particular attention towards prejudice of those with protected characteristics (see 3.3). The PSHCE programmes are available to all staff within the Staff Work Room and on the public drive.
- 5.5 To make sure staff are well placed to administer the policy by incorporating anti-bullying as part of the induction of new staff and ensure that appropriate training is provided for all staff through the INSET programme.
- 5.6 To recognise that there are times and places in schools where bullying is most likely to occur and to implement effective procedures to combat bullying at these times and places. The School identifies the most likely times and places for bullying to occur as:

- Before school, break and lunchtime in the outdoor play area, indoor day areas and students' toilets
- additionally, for boarders, out of day-school hours in the boarding houses and the boarders' social areas
- when travelling to and from school by bus

Supervision (including patrols by staff and prefects) allows for the regular monitoring of all of these areas at the times when students use them. Students travelling by bus are monitored by sixth form students.

- 5.7 To ensure, through vigilance and the education of students, that there are no 'initiation ceremonies or hazing rituals'.
- 5.8 To ensure that students are aware of the Bullying Policy in particular through the information sheet for students (a copy of which is in every student's planner)
- 5.9 To ensure that students are aware of the standards and expectations set by the School's Student Acceptable ICT Use Agreement (a copy of which is in every student's planner) regarding cyber activities (as defined above).
- 5.10 To provide opportunities for continuing professional development to staff, via Inset and other means, regarding their roles and responsibilities in preventing and responding to bullying.
- 5.11 To ensure that all students have access at all times to an adult in school to whom they may talk in confidence and know that that adult will deal with the matter urgently and with discretion. It is particularly important that students who board know that they have an outlet to speak to an adult (hopefully their tutors in the first instance) as they are potentially more vulnerable to bullying or mistreatment through the nature of boarding and being away from their family.
- 5.12 To make students aware of helplines, and that such numbers are prominently displayed in and around the School.
- 5.13 To follow up every incident of bullying so as (a) to take any initial precautionary steps to ensure that a student who says (s)he has been bullied feels protected and reassured (b) to establish by investigation those facts which are knowable (c) to provide every possible support for the victim and perpetrators, where bullying has indeed taken place (d) to ensure that false allegations are identified as such and dealt with appropriately and (e) to help prevent any recurrence of bullying where it has occurred.
- 5.14 To make clear to students and parents that bullying is unacceptable and that the School will not tolerate such behaviour whether it has occurred within our outside of 'School' e.g. via social media. The point is that if a member of our community is being bullied by another member of our community the matter must be addressed.

- 5.15 To review and update (as necessary) this policy and its procedures annually and to circulate a copy of any updated version of it to staff
- 5.16 To be aware that although bullying itself is not a specific criminal offence, it is important to bear in mind that some types of harassing or threatening behaviour – or communications – can amount to a criminal offence: for instance, under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003 and the Public Order Act 1986. The School may seek assistance from the police in appropriate circumstances.
- 5.17 To involve parents and guardians by making a copy of this policy available via the school's website.

## **6. Procedure**

- 6.1. Tutors must inform all new students of the staff to whom they can talk to in confidence about bullying e.g. Tutor, Head of School Section, Housemaster and Matron.
- 6.2. Any incident of possible bullying must be acted on by the member of staff who has witnessed it or to whom it is reported. Incidents may be reported from a variety of sources, parents, prefects, students and teaching, administrative or ancillary staff.
- 6.3. Administrative and ancillary staff who receive a report of suspected bullying from a student or a parent must inform the Deputy Head (Rishworth) or Head (Heathfield) immediately, or, in their absence the Head or other member of SLT.
- 6.4. In every case involving an incident of possible bullying, (a) consideration should be given to what immediate, precautionary steps might be taken to help the student feel safe and secure (b) the student's tutor must be informed, and (c) the Tutor must inform the Head of School Section and, in the case of a boarder, his or her Housemaster or Housemistress.
- 6.5. Following a report of possible bullying a suitable member of staff, such as the Tutor and/or the Head of School Section (and the Housemaster or Housemistress and/or Assistant Housemaster/Housemistress in the case of a boarder) will investigate the incident in order to check the facts and assess its seriousness. If the incident constitutes bullying, the member of staff will decide how best to proceed: different solutions are needed for different students. Consideration will be given, amongst others, to the following issues:
- whether or not to contact parents, and at what stage
  - if punishment is necessary, what sanction should be imposed
  - if the victim (or perpetrator) needs guidance, what advice will be appropriate (e.g. for the victim, tips for reducing hypersensitivity, for controlling overreaction, for avoiding potentially fraught situations, for

managing verbal exchanges, for avoiding escalation etc; for the perpetrator, tips for understanding others' feelings and viewpoints, for increasing self-awareness of motivation, for behaving within stipulated guidelines etc)

- what, if any, follow-up work is required, and by whom it will be undertaken
- 6.6. Written records of every investigation and any communication with parents should be kept in the student's file.
- 6.7. The school keeps a central log on iSAMS of allegations and/or incidents of bullying to help any patterns to be identified and for internal review purposes and inspection, as required by the Head and Chair of Governors.

### **See also:**

Rishworth School Safeguarding Policy & Child Protection Procedures

**Appendix A: Bullying information sheet for students (Heathfield version)**

**Appendix B: Bullying information sheet for students**

**Appendix C: Our own Bullying poster derived from our Policy**

## **Sixth Form Specific Information**

### **Sixth Form Dress Code Expectations**

All Sixth Formers are expected to look smart and be attired and otherwise presented in a manner which befits a professional work-place, and which does credit to the students themselves and to the School. This applies to when students are at School and when they are representing the School in any capacity.

### **Ladies**

- Are to wear a smart tailored suit (not tight fitting) comprising of a dress, skirt or trousers of a dark colour (e.g. black, dark grey, navy blue). Jackets must be worn at all times.
- Trousers must reach the ankles, leggings or capri pants are not acceptable.
- If a skirt or dress is worn it must be of a respectable length, no shorter than a "knee above the knee".
- Skirts, trousers and dresses made from stretch fabric must still allow the garment to drape and not be figure-hugging. Skirts which ride-up due to overly stretchy material and figure-hugging skirts are not acceptable.
- A smart blouse or shirt should be worn that is long enough to cover the midriff and not low cut. Undergarments should not be visible.
- If a jumper or cardigan is worn, this should be plain, dark in colour and of fine knit.
- Shoes should be clean and smart, appropriate for a suit with not too high of a heel.
- Hair should be neat and tidy.
- Any make-up, jewellery and nail varnish should be subtle.

## **Gentlemen**

- Are to wear a smart tailored suit of a dark colour (black, dark grey, brown, navy blue). Jackets are to be worn at all times.
- Trousers must reach the ankle, socks should be worn which are visible and of a dark colour.
- A formal collared shirt with a tie should be worn.
- If a jumper or cardigan is worn, this should be plain, dark in colour and of a fine knit.
- Accessories such as waistcoats, tie clips etc. can be worn.
- Shoes should be clean and smart, appropriate for a suit.
- Hair should be neat and tidy and of an appropriate length. A clean shaven appearance is expected but a tidy, short beard will be acceptable.

If a teacher feels that a Sixth Form student is not adhering to the dress code, the student in question will be referred to the Head of Sixth Form. In the first instance, students will be advised on how to adjust their appearance to fit the dress code. If necessary, this will be followed up with a communication home. A Sixth Form student is a role model for the younger members of the School. Therefore, continued failure to meet expectations could result in a student being sent home to change.

## **Leaving the School Grounds**

As a Sixth Form student you have the privilege of being able to leave the school campus at Break and Lunch times to visit the local shops. You must sign out and then back in again, in the book on the Head of Sixth Form's office door so that we have an accurate record of who is in school and out of school.

## **Going Home before 3.30pm**

In the Sixth Form students have the privilege of being allowed to go home in the afternoon before 3.30pm BUT the following conditions apply:

- Afternoon (1.30pm) Registration must be attended or the student should sign in at Reception.
- The Head of Sixth Form must have been given written parental agreement that leaving before 3.30pm is acceptable.
- That if a student is free for both afternoon lessons it is suggested (but not required) that students do one hour of independent study prior to leaving.
- That the student has met their weekly EE commitments.
- That prior to departure the student signs out at Reception.
- That this privilege can and will be withdrawn if behaviour or work is unacceptable.

## **After-School Provision**

Sixth Form Students who wish to remain in school after the buses leave must record their attendance by signing in with the member of staff on duty in the Library. The students can then spend their time in the Sixth Form Centre rather than in the Library, but must return to the Library to sign out before they leave school.

## **The Use of Cars**

The amount of space allocated to the Sixth Form for parking is limited. Spaces are allocated to those who have completed a Sixth Form Car Parking Application. The form includes the conditions which need to be adhered to. Under normal circumstances, cars can only be used to travel to school and back home again – they are not to be used during the school day, including at Break and Lunch times. If there is a pressing need then a request to the Head of Sixth Form is required and permission may be given.

Those with Parking Permission cannot give lifts to any student unless the Head of Sixth Form has authorisation from the parents, that this is acceptable.



# RISHWORTH SCHOOL

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