



RISHWORTH  
SCHOOL

PARENT  
HANDBOOK

2021/22

# Welcome to Rishworth School!

**Dear Parents and Carers,  
I am delighted that you have  
chosen Rishworth School for  
your child.**

range of academic, cultural and sporting opportunities. In this way we know that Rishworth students develop a confidence born of secure knowledge and broad experience.

We aim to fulfil the potential of each individual, fostering a desire to learn and a determination to succeed through enjoying a wide

This handbook aims to provide information which will help your family get the most out of our School. However, communication is vital to the home-school partnership from the outset, so please contact me or any of my colleagues with any questions, concerns or queries.

There is more detailed information available on the School website:  
**[www.rishworth-school.co.uk](http://www.rishworth-school.co.uk)**

Education is a wonderful adventure and we are delighted that you are joining us in that adventure here at Rishworth

Mr Wilkins, Head

Please note that supporting materials such as policies and procedures are available on the School website, where they are subject to regular updates. Parents are encouraged to use the handbook as a guide, but to refer directly to publications on the website for the most up to date information.

## **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 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'.

### The School Calendar

The School Calendar, which includes the Sporting Calendar is published at the beginning of every Term giving all the main dates for the Term's activities. The School Calendar is available via the Parent Portal App. Last minute changes to events are updated online throughout the term, so please do check the calendar.

## **Friday Head's Letter & Social Media**

Typically on a Friday we send home a Rishworth Post to all parents with the weekly Head's Letter. This includes important dates and reminders as well as affords the opportunity to celebrate student's successes over the week.

The School has a Facebook, Instagram and Twitter Page, which allow us to share regular updates and highlights.

## **Attendance**

Attendance at School is compulsory during Monday to Friday 8.30am to 3.30pm.

## **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 your son/daughter 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, with a 10 minute movement and changing time 3.30-3.40pm

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

Parents and students will be shared the list of activities prior to the start of each term, in order to encourage discussion and agreement of all parties. Booking of EE is through the parents evening booking system (details below).

<https://rishworth.schoolcloud.co.uk/>

## **Registration**

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 students to touch base with their 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 arriving in school after the end of registration must sign in at reception. Afternoon registration takes place in subject classrooms at 1.30pm. Subject registration takes place in every lesson Period 1-6.

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

Any student 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 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. The School Terms are intensive and absence leads to problems of missed work and has an unsettling effect on the class. In accordance with DfE directives the school is only able to grant a leave of absence where there are exceptional circumstances, family holidays would not normally fall into this category. Where possible please keep routine medical/dental appointments to holidays or out of school hours. The school reserves the right to deny any such request where it does not comply with DfE directives.

A copy of this ‘Absence Request Form’ can be downloaded from the school website or a paper copy collected from Reception. Parents are responsible for ensuring their child receives a full time education patterns of absence or unauthorised absences will be reported to the Local Authority as appropriate.

If your child is ill or absent please call the school reception on 01422 822217 between 7.50am and 8.30am or email [admin@rishworth-school.co.uk](mailto:admin@rishworth-school.co.uk) before 8.30am on the first and every subsequent days of absence.

If a student has authorisation to leave school before the end of the school day then they 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.

### **Student Sickness During School & The Matronic Team**

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 students become unwell during the day they must report to the Medical Centre. Parents should not collect their child unless notified by Matron.

In addition to dealing with those who become unwell during the day the medical team the Matronic Team are on hand to provide for all the medical needs of all students, organise health screening, immunisations and for the boarders ensure regular appointments are kept such as dental and optician check-ups as well as overseeing GP and hospital appointments.

## **Medication**

Medication requirements for all students should be discussed with Matron and all medication should be left with the Medical Centre during school time. Students should not be carrying medication with them unless there is prior agreement with the Matronic Team (e.g. where a student carries insulin, an epipen or an inhaler for example).

From time to time your son/daughter's health may change; in which case please ensure these changes are communicated with the Matronic team to ensure the ongoing exceptional care provided.

## **Parent and School Contact**

We are making increasing use of email and texting in our communications with parents and so it is very important that the school holds accurate and up-to-date contact details of all parents.

Throughout the year there are allocated Tutor-Parent weeks, when your son/daughter's Tutor will contact you to discuss their progress pastorally. At least twice a year there is a formal academic touch point when parents will receive either a written report, or be invited to attend a parents' evening; a data report will always follow a progress week to update parents on academic attainment in a timely manner.

All parents' evenings take place using remote appointments to allow for all our parents, local and overseas to be able to attend the event. Parents will be invited, prior to the event, to select preferred appointment times using the <https://rishworth.schoolcloud.co.uk/> portal. The system allows for multiple family members to login to the meeting, using different devices. Students are welcome to join these parents' evening conversations.

Throughout the year we run a sequence of parent information evenings to update parents around key academic and pastoral matters, such as options information evenings and e-safety information events. Parents are invited to these based on the year group that their child attends. Events such as these are all booked using the parents evening booking system.

If you would like to discuss your child's pastoral or academic progress, beyond these touch points, there are a lot of people here at Rishworth School to help you, in the first instance parents should always contact the Form Tutor.

*Form Tutors:* Your son/daughter sees their 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 student 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 students are feeling unwell. They are available 24 hours a day if students need someone to talk to.

***Student Mentor:*** The Student Mentor are allocated members of staff who are Mental Health First Aid trained 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.

## **Curriculum**

**Year 7 – 9** students will study English, Mathematics, Biology, Chemistry, Physics, Geography, History, Art, Design & Technology, Food & Nutrition, ICT, Music, Drama, Religion & Philosophy, PSHCE and a Modern Foreign Language (French and/or Spanish) or English for Academic Purpose (EAP). All students will have PE as well as Games each week.

**Year 10 – 11** students will study GCSE/IGCSE qualifications.

The compulsory core subjects are:

English Language

English Literature (where suitable)

Mathematics

Trilogy Science (2 GCSEs equivalents) or Separate Science (3 GCSEs equivalents) depending on ability

In addition students can select up to four option subjects. This provides flexibility to cater for those students who are more inclined towards studying humanities, modern foreign languages, creative arts or those who wish to maintain a broad balanced spectrum of subjects. New subjects are offered at GCSE which are not available lower down the school such as Psychology, Business Studies and Sport Studies.

All students are expected to attend PSHCE and Games lessons each week in order to continue to develop their physical and mental well-being.

Further accreditation can be selected within the EE provision, where students may wish to select an additional GCSE such as Further Mathematics or work towards other nationally recognised accreditation such as a Higher Project Qualification or the Bronze Duke of Edinburgh Award.

**Year 12 – 13** students will study A Levels or other Post 16 Pathways such as BTEC or Level 3 qualifications. All subjects offered at GCSE are also offered at Sixth Form with the addition of Economics.

All students are expected to attend general Studies and Games lessons each week in order to continue to develop their physical and mental well-being.

Further accreditation can be selected within the EE provision, where students may wish to select an additional nationally recognised accreditation such as an Extended Project Qualification or the Gold Duke of Edinburgh Award.

Each year we review the subjects we offer at each age group, so if there is an option that your son or daughter wishes to take, which is not currently offered we would invite you to raise this with the Deputy Head.

## Pastoral Care

Central to Rishworth School's ethos is a high quality of pastoral care; it underpins everything that we do and, alongside high quality teaching and learning, is what ensures the success and personal development of the children in our care, so they flourish academically and socially.

Students are encouraged to think for themselves and develop a sense of achievement and independence, whilst we work to ensure each student feels valued, happy, secure and confident. We focus on the mental and physical and spiritual wellbeing of each student at all times, ensuring a safe and supportive environment in which they will thrive.

We encourage all of our students to respect the varied attitudes and beliefs of others whilst developing as individuals. Rishworth School is a community where everyone helps each other.

Our PSHCE and General Studies programmes complement our assemblies and are where, across all year groups within the school, we promote our values of tolerance and understanding and reinforce the importance we place on self-respect and consideration towards others. We advise how to cope with the ups and downs of life. However, there are times when these ups and downs require some intervention and our Pastoral Team is on hand to provide the help that is needed.

Each Student has a Form Tutor and Head of Year, with boarders also having a Housemaster/mistress. They are usually the first point of contact for parents and/or students who wish to discuss an area of concern. This way the circumstances of each student are known and action can be taken when and where necessary. Form Tutors, Heads of Year, Head of Boarding, Medical Team, Student Mentor and Learning Support Team discuss any issues on a regular basis to review the support for those requiring additional care, working closely with the Deputy Head who is also the Designated Safeguarding Lead (DSL).

The role of the Form Tutor is not just one of reacting to problems that arise during the course of the year. They will also be proactively encouraging their tutees to involve themselves in the enrichment and extension opportunities across the school. In the case of busier students who may have multiple commitments across departments, they will also help to monitor their academic study and any pressures and conflicting commitments.

The Student Mentor works with the Heads of Year to support all the students. They are happy to hear views from students through student voice.

All boarding students have access to an Independent Listener, a confidential service for students needing someone completely unrelated to the school and who can offer advice on the best people and resources available to help them cope with the changes in their life.

The school actively promotes National and local mental health services for students, these contacts are prominently displayed around the school and are included in the student planner.

The School contracts Noah's Ark to offer professional counselling services for those students who need it, these private sessions are agreed by and funded by the parent. If you feel your son or daughter would benefit from this service please let speak to the appropriate Head of Year or Matron.

Rishworth School is a place characterised by constructive and trusting relationships, a place where talented and dedicated teachers accompany students as individuals on this leg of their journey assisted by a supportive community.

### **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-school communication tool. Tutors will work with students to see that they are effectively using this planner. Parents are actively encouraged to use the student planner as a communication tool with school, to help support their son/daughter in completing homework and to ensure that their child comes to school appropriately equipped for the timetabled lessons. We ask parents to sign the planner each week to indicate that they have seen the contents.

### **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**

Students 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, especially those that extend beyond the school day.

## **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 are instructed to 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:

Blazer	Regulation maroon with badge
Skirt	Years 7 to 9 Regulation grey tartan, to be worn no shorter than 4-5cm above the knee Years 10 to 11 Regulation business formal skirt, to be worn no shorter than 4-5cm 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 tight
Shoes	Sensible low-heeled black leather - heels not exceeding 5cms. 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. 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.].

***Required Equipment for School***

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, a bag store and departmental bag storage areas around the school site in addition to form rooms, House areas and an instrument storage space at the music school where students can leave their belongings during the school day; Form Tutors can advise on availability.

The bag store is a specific storage facility provided for students to store laptops during the school day. Students are urged not to bring valuable items into school, or anything but small amounts of cash. If necessary money or expensive items can be left with the finance department for safe keeping. Students must 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 the students' name.

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

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

Lost property will be sent to the Medical Centre or is stored in the sports hall. If an item is lost this students should check these two places first and then report the missing items to their Form Tutor.

## **Meals**

Our catering staff provide a 6 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 students may sit with friends.

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

All students are expected to take provided meals in the dining room.

## **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 your son/daughter would like to explore learning a new instrument or continuing with an existing one.

## **Dedicated School Transport**

The School has a dedicated transport service that covers the surrounding areas, the routes are reviewed from time to time according to the needs of the students using it. Please check the school website for the most up to date routes and pricing structure.

## **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 opened every 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 25 minutes. Reading is routinely set as part of this homework expectation.

Years 10 and 11: Students should expect to be set two to three 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.

## **Financial and Contractual Matters**

All financial and contractual matters are covered separately in the School's Terms and Conditions, which are provided at the point of enrolment. A copy of these can be requested at any time through the Admissions Department.

Subsequently, all financial queries (i.e. a fee statement enquiry) should be addressed to the Accounts Department [finance@rishworth-school.co.uk](mailto:finance@rishworth-school.co.uk) and all contractual matters (e.g. to give notice of a student's change of status from day to boarding) should be directed to the Bursars office [lnewman@rishworth-school.co.uk](mailto:lnewman@rishworth-school.co.uk).

## **Student Code of Conduct & School Rules**

### **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 to be worn inside.
3. All students should only enter their own House area appropriate to their year group.
4. Jewellery and make-up must be modest and unobtrusive, with Heads of Year providing more detailed guidance according to the age of the student
5. Hair styles should be neat, tidy and suitable for school. Eccentric styles are not allowed. Long hair should be tied up for practical lessons and whenever Health and Safety requirements demand.

6. Knives or blades of any sort, other offensive weapons, alcohol, chewing gum, tobacco (including vape devices and products) and other drugs are strictly forbidden.
7. 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.
8. Buying, selling, betting and gambling of any sort are forbidden.
9. 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.
10. 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.
11. 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.
12. 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.
13. No student may visit a patient in Medical Centre without the permission of Matron.
14. Students should report immediately to a member of staff any hazard, danger, potential danger or near miss.
15. Students should alert a member of staff to the presence on the school site of any stranger(s).
16. Students should never tamper with fire extinguishers or prop open fire doors.
17. All students must take School meals. There are no exceptions unless on medical grounds when Matron may authorise other arrangements.
18. No food or drink should be removed from the Dining Room.
19. Students going to Heathfield must cross the road at the point level with the former Baptist Chapel (next to the war memorial) Year 7 and 8 students must not go to or from Heathfield except under the direct supervision of a member of staff.
20. Unless specific permission is granted to do otherwise, students should stay within the bounds of the School at all times
21. No students should act in a way which endangers others or which causes, or risks causing, damage or loss.
22. Chewing gum and littering are banned within school. Both of these come with specific sanctions.

### 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 4.30 – 5.15 p.m. 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 4.30 – 6.00 p.m. Your parents/guardians will be informed.

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

This is held on Saturday morning, from 9.30 am to 12 noon. 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 complaint 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.

## **Sixth Form Specifics**

### **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 and 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. Under normal circumstances, you are not allowed off the school site during non-taught time however the Head of Sixth Form will listen to requests if necessary.

## **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:

- o Afternoon (1.30pm) Registration must be attended or the student should sign in at reception.
- o The Head of Sixth Form must have been given written parental agreement that leaving before 3.30pm is acceptable.
- o 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.
- o That the student has met their weekly EE commitments.
- o That prior to departure the student signs out at Reception.
- o 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.

## **Policy on Mobile Phones**

The term ‘mobile’ in this policy denotes mobile 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 the 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.



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