

Co-educational | Ages 3 - 18 | Day & Boarding | 300 Years of Education



RISHWORTH
SCHOOL

Pupil and Parent Handbook 2025/26



The Ultimate Guide to
Rishworth School

Welcome

Welcome to Rishworth School

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 provided 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 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.

Mrs Jessica Sheldrick
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.

Boarders are expected to return home or to a Guardian during the holiday periods and at May Bank Holiday.

MICHAELMAS TERM 2025

Monday 1 st September	STAFF INDUCTION (all staff)
Tuesday 2 nd September	INSET Day (Staff only)
Wednesday 3 rd September	INSET Day (Staff only)
	Boarders return (10.00am to 9.00pm)
	Year 7 Induction 1.00-3.40pm
Thursday 4 th September	Term begins
Friday 17 th October	Half Term begins at end of lessons
Sunday 2 nd November	Boarders return (10.00am to 9.00pm)
Monday 3 rd November	Term resumes
Friday 12 th December	Term ends at end of lessons

Term Dates

LENT TERM 2026

Monday 5th January

INSET Day (Staff only)

Boarders return (10.00am to 9.00pm)

Tuesday 6th January

Term begins

Friday 13th February

Half Term begins at end of lessons

Sunday 22nd February

Boarders return (5.00pm to 9.00pm)

Monday 23rd February

Term resumes

Friday 27th March

Term ends at end of lessons

TRINITY TERM 2026

Sunday 12th April

Boarders return (10.00am to 9.00pm)

Monday 13th April

Term begins

Friday 1st May

Boarders depart (Evening)

Monday 4th May

May Day Bank Holiday (School Closed)

Boarders return (Evening)

Friday 22nd May

Half Term begins at end of lessons

Sunday 31st May

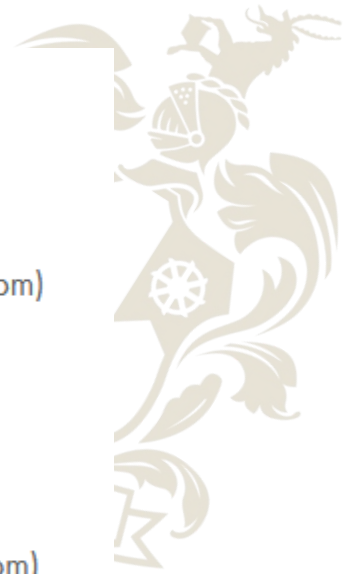
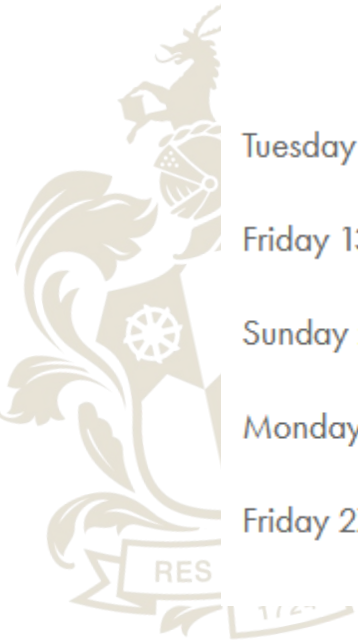
Boarders return (5.00pm to 9.00pm)

Monday 1st June

Term resumes

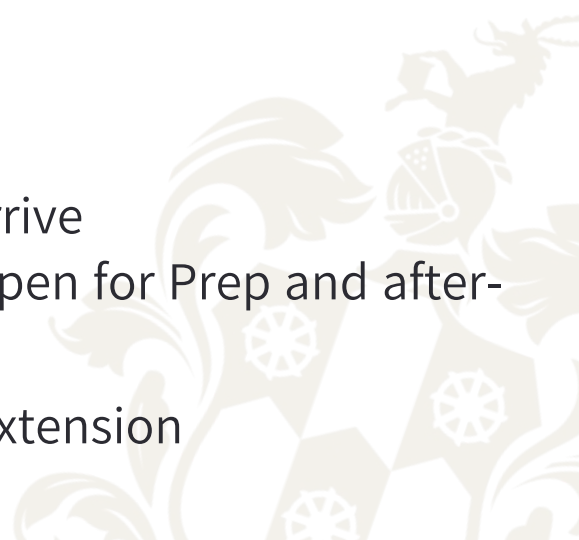


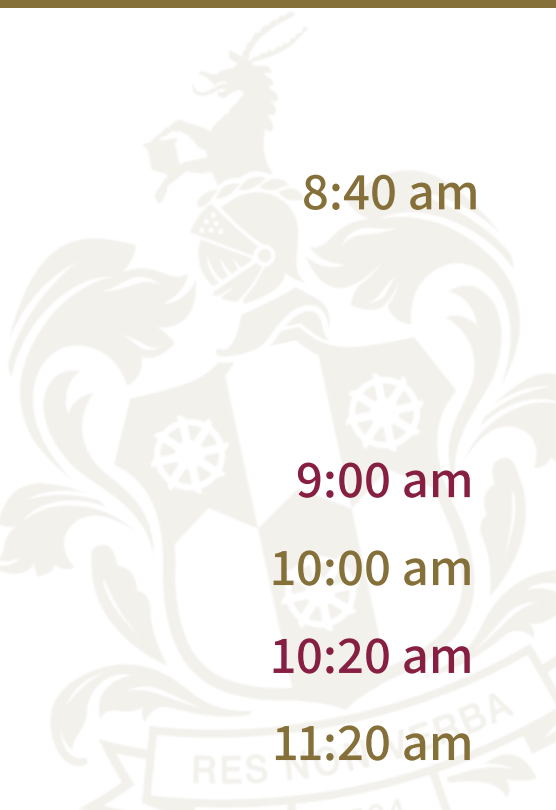
Wednesday 8th July

Term ends at 12pm



The School Day

The Daily Routine



8:40 am	Registration Monday, Tuesday & Wednesday - Tutorial Thursday - House Meeting Friday - Assembly
9:00 am	Period 1
10:00 am	Break
10:20 am	Period 2
11:20 am	Period 3
12:20 pm	Lunch and Enrichment
1:30 pm	Afternoon Registration
1:40 pm	Period 4
2:40 pm	Period 5
3:40 pm	End of lessons School buses arrive The Library is open for Prep and after-school care
3:40 pm	Enrichment & Extension
6:00 pm	Library closes

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

Attendance & Absence

Punctuality is an important discipline in school.

Morning registration is compulsory and takes place in Tutor Group classrooms at 8.40am prompt. This is an important time for you to touch base with your Tutor. Students must be at their form room ready for the 8.40am 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 at 1.30pm. Deliberately missing registration will be treated as truancy and sanctioned accordingly. 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.

Absence

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. We are unable to authorise holidays taken in term time.

Absence & Assemblies

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 the Matron or the Pastoral Manager.

What if I Feel Unwell?

The School Matron 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 Matron first.

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 and a whole school gathering at the end of each Term.

Meals & Enrichment

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 the 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 the Matron so the Catering team ensure that there is a specific provision for you.

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 you are able to sign up for a range of activities before the start of term. 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 Enrichment & Extension either at lunchtime or after school, either by signing up to attend the club or to assist in the running of the sessions (for our older students).

Homework

Homework 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 homework facilities available between 3.40pm and 4.30pm on evenings when they are not engaged in 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.

Homework & Support

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.

Students that are struggling to complete homework will be invited to the Hub EE in order to have additional support to help them catch up or for support with organisation.

What if I Need Support with homework or in general?

If you need support, there are a lot of people 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.

Support

Lower School and Sixth Form: Lower School and Sixth Form also have an Assistant Head of Year who will offer pastoral and academic support as needed.

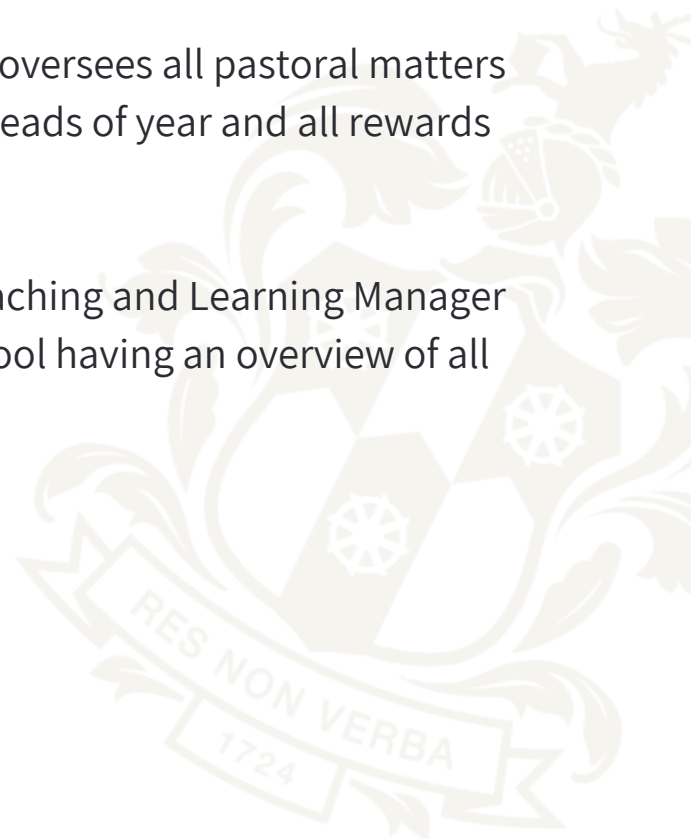
Boarding Staff: You see your House Parent every day, so they should be your first port of call if you have any concerns. They can help with a range of Pastoral and Academic matters.

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.

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

Pastoral Manager: The Pastoral Manager oversees all pastoral matters within school having an overview of the Heads of year and all rewards and sanctions.

Teaching and Learning Manager: The Teaching and Learning Manager oversees all academic matters within school having an overview of all Curriculum Area Managers.



Day & Flexi Boarding

Day & Flexi Boarding

Rishworth has 3 Boarding Houses: Redmires, Ryburn and Wheelwright. 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 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.

InterTEAM Structure

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

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

Every Friday lunchtime, there are InterTEAM activities to get involved in which range from sport, music or gaming.

Student Council

You have the opportunity to be a year group representative on the student council. We discuss a range of aspects of school life from charity, to behaviour and rewards to trip ideas. Some of the previous projects have involved revamping the house areas, adapting the menu at lunchtimes with themed days and introducing an early lunch pass system for clubs and activities.

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.

Work Experience

The Year 10 and 12 complete a week of Work Experience during the year. This is an important part of the careers support provided across the school. The Careers Coordinator Mrs Hope will support students to organise a placement which is relevant to the students' future aspirations.



School Rewards and Sanctions

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.

- All possessions must be clearly marked with the owner's name.
- School uniform must be worn throughout the day, including on the journey to and from school. Outdoor clothing should not be worn inside.
- All students should only enter their own House area appropriate to their year group.
- Knives or blades of any sort, other offensive weapons, alcohol, chewing gum, tobacco (including vape devices and products) and other drugs are strictly forbidden.
- Morning registration is at 8.40 am and is followed by Tutor Time and Assemblies. Any late-comer must sign in at Reception. Anyone arriving to registration after 8.45am will be marked late.
- Buying, selling, betting and gambling of any sort are forbidden.
- 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.
- 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.
- 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.

School Rewards and Sanctions

- Mobile phones must be put in a Yondr pouch (Year 7 – 11) in morning registration and magnetically sealed. The pouches may not be opened again until the end of the school day, using one of the Releasing Magnets around the school. Where a teacher wants students to access their phones, they may do so by using one of the hand-held Releasing Magnets. If a parent opts out of the Yondr scheme or the pouch has not been brought into school, the mobile phone must be handed into reception on arrival at school and may only be collected at the end of the day. The full mobile phone policy is available on the school website.
- No student may visit a patient in the Medical Centre without the permission of Matron.
- Students should report immediately to a member of staff any hazard, danger, potential danger or near miss.
- Students should alert a member of staff to the presence on the school site of any stranger(s).
- Students should never tamper with fire extinguishers or prop open fire doors.
- All students must take school meals. There are no exceptions unless on medical grounds when Matron may authorise other arrangements.
- No food or drink should be removed from the Dining Room.
- 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 the Prep, except under the direct supervision of a member of staff.
- Unless specific permission is granted to do otherwise, students should stay within the bounds of the School at all times.
- No students should act in a way which endangers others or which causes, or risks causing, damage or loss.
- Chewing gum and littering are banned within school. Both of these come with specific sanctions.

School Rewards and Sanctions

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 publicly 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 publicly acknowledged. A commendation will earn you 5 credits.

School Rewards and Sanctions

The Interteam Credit Shield

All these credits are strongly linked to the Interteam Structure and your total contributes to an overall Interteam 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 and will be required to assist the site team in removing chewing gum around the school site (appropriate PPE will be provided). The sanctions below are in increasing order of severity.

Level 1 Detentions

These may take place at lunchtime on either a Tuesday or a Thursday, alternatively a teacher may opt to run a detention over break or in their own teaching room at 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 on a Tuesday or Thursday after School from 3:40 to 4:30pm. 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 after School on Friday afternoons from 3.40 to 5.30 pm with either the Pastoral Manager or the Teaching and Learning Manager. Your parents/guardians will be informed and you should report to Reception.

School Rewards and Sanctions

Level 4 - Head's Detention

This is held on Saturday morning from 9.00am 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 the Pastoral Manager 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.

Report cards

We run both Academic and Pastoral report cards at school starting at the Form tutor, Head of Year, Pastoral Manager/Head of Teaching and learning and Deputy Head. Each report runs for two weeks, with a review on progress. You may be placed on report for multiple complaints, detentions or for struggling with academic progress or not completing homework. Your parents will be informed.

School Rewards and Sanctions

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).

School Rewards and Sanctions

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 Year 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 Year will decide on an appropriate sanction to be applied



Bullying Awareness Procedure

A system of three levels of bullying awareness stages will be used when dealing with instances of bullying. This involves students acknowledging their awareness of the seriousness of their behaviour.

Stage 1: Bullying Awareness Verbal Advice

A member of staff has a conversation with a student about their behaviour. Following this discussion, the student and the member of staff will sign the slip. The student acknowledges that they are aware that their actions have been inappropriate and could be seen as bullying, and that they will not repeat them. A sanction may be applied at this stage if appropriate; this would typically be a detention Level 1 – 2.

A Stage One record goes on their file. A student would be offered support to improve their behaviour at this point and may also enter the restorative approaches process to support repair of the relationship with the person towards whom their behaviour has been directed.

Stage 2: Bullying Awareness Verbal Warning

Should a further incident occur where a student has already received a Stage One Bullying Awareness Verbal Advice at some point in their school career or if their actions are considered to be more serious than Stage 1, the Head of Year will meet with the student to discuss their behaviour. An appropriate sanction will be applied at this stage. The student must acknowledge that their actions are a form of bullying and commits not to repeat them in any circumstance or against any student.

Bullying Awareness Procedure

This Stage Two Bullying Verbal Warning goes on their file. A student would be offered support to improve their behaviour at this stage and may also enter the restorative approaches process to support repair of the relationship with the person towards whom their behaviour has been directed.

Sanctions at this stage would typically be Level 3, 4, isolation or even suspension, depending on the severity of the incident or series of incidents.

Stage 3: Bullying Awareness Written Warning

Should a further incident occur where a student has already received a Bullying Awareness Verbal Warning Slip at any point in their school career or if their actions are considered to be more serious than Stage Two, a formal written warning will be issued.

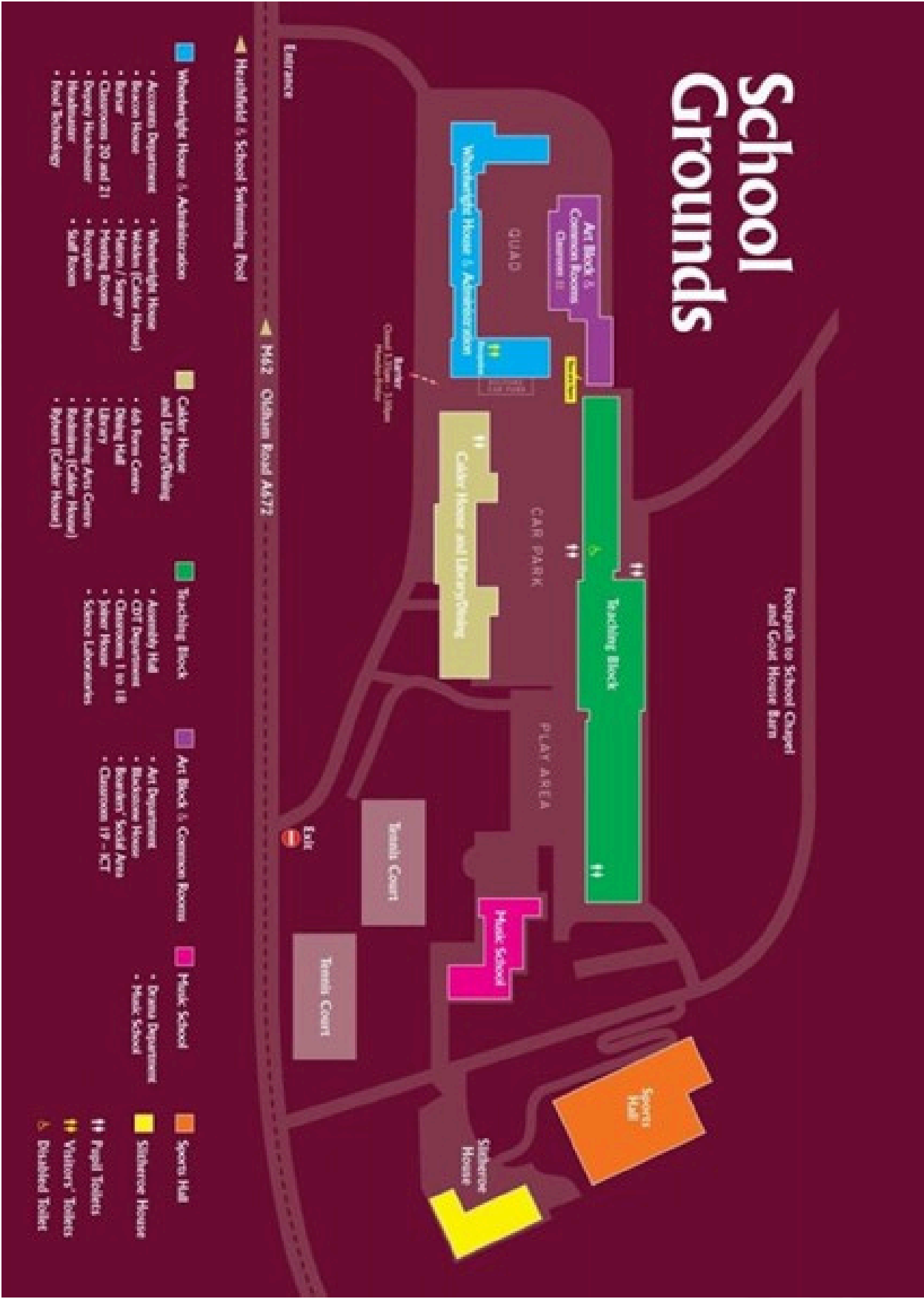
The student and their parent(s) will meet with a member of the Senior Leadership Team, to discuss their behaviour. A sanction will be applied at this stage; this would typically be a suspension.

The student, staff and parent(s) will sign to acknowledge that the student's actions are a form of bullying and will commit not to repeat them in any circumstance or against any student.

This Stage Three Formal Warning goes on their file. If the student is permitted to stay in the school, they will be put on a behaviour contract for up to a term.

The full Anti-Bullying Policy is available on the school website.

School Map



- **Wodehugh House (Administration)**
 - Accounts Department
 - Business House
 - Bureau
 - Classroom 20 and 21
 - Deputy Headmaster
 - Headmaster
 - Food Technology
- **Cader House and Library/Study**
 - Administration
 - Woodleigh House
 - Warden (Cader House)
 - Parents / Surgery
 - Reception
 - Staff Room
- **Teaching Block**
 - Assembly Hall
 - CDT Department
 - Classrooms 1 to 18
 - Dining Hall
 - Library
 - Performing Arts Centre
 - Robotics (Cader House)
 - System (Cader House)
- **Art Block (Common Rooms)**
 - Art Department
 - Bookcase House
 - Bourne / Social Area
 - Classroom 19 - ICT
- **Music School**
 - Drama Department
 - Music School
- **Sports Hall**
- **Sutherland House**
 - Pupil Toilet
 - Visitors' Toilet
 - Disabled Toilet

School Uniform

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 11: Regulation grey tartan, to be worn no shorter than 4 to 5cm above the knee
Trousers	Dark tailored grey or black. Leggings, flares or any other style of stretch trouser is not allowed
Shirt/Blouse	Regulation plain white, shirt – long or short sleeve with traditional collar
Sweater	Regulation mid grey
Socks/Hosiery	Plain dark grey, black or white socks or black tights. Socks should be under the knee or ankle socks
Shoes	Sensible low-heeled black leather – heels not to exceeding 5cms and narrow heels are not suitable. Boots are not permitted, other than on a snow day
School Tie	Regulation maroon with crest
Coat	Winter coat/anorak in a dark colour
Bags	All bags should be of a dark colour.

Sixth Form Dress Code

Rishworth School recognises that the Sixth Form Dress Code should reflect the high standards that our Sixth Form students demonstrate, as inspirational role models that our younger students aspire to emulate. A dress code reflects the culture of the organisation and sets the mindset of the individuals within it. Rishworth Sixth Form is a place where individuality and diversity are embraced and where students have the space to express themselves, whilst fostering a professional image of both the school and the individual whilst being practical for the day ahead.

Rishworth School aims to ensure that students have equality of opportunity in accessing education and as such will have regard eliminating discrimination, advancing equality of opportunity and fostering good relations across all characteristics. Rishworth School will not discriminate against students on grounds of disability, gender, race, religion or belief, sex and sexual orientation or gender reassignment. This dress code has been developed to be mindful of students protected characteristics when applying and interpreting this dress code.

Acceptable clothing

- Appropriate length skirts
- Trousers including chinos
- Blouses/shirts (long or short sleeve)
- Smart plain polo shirts
- Jumpers
- Jackets or blazers
- Dresses
- Business suits including waistcoats and ties
- Students should ensure they have a blazer for formal school events such as Open Events, Prize Giving and assemblies.

Sixth Form Dress Code

Non-acceptable clothing

- Lycra cycling shorts or footless tights
- Lycra leggings unless for PE or sports
- Leisure shorts unless for PE or sports
- Tracksuits unless for PE or sports
- Trainers unless for PE or sports
- Hoodies unless for PE or sports
- Denim clothing
- See-through clothing
- Clothing with tears, holes and rips or that is not clean
- Low cut t-shirts or blouses
- Vest tops
- Crop tops
- Offensive badges, emblems or logos on clothes
- Indoor wearing of caps or hats
- Underwear should not be visible

Exceptions

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure visits and in these circumstances, guidance will be provided. The dress code may be relaxed on non-uniform days at the discretion of the Head.

Personal Appearances

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. 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.

Personal Appearances

False Eyelashes

False eyelashes longer than 10mm, are not permitted. Students will be asked to remove longer eyelashes immediately or will be sent home if they need to be removed professionally.

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 & Equipment

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 items (except dentally fitted gum shields) will be available from the School Uniform Shop at 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 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, this is checked on a daily basis with a HOY check on a Wednesday:

- 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 (Y7-Y9 and GCSE/A-Level Art)
- Eraser
- Compass
- Protractor
- Glue stick and age appropriate scissors
- Notebook
- 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)

Security Of Personal Belongings

Years 7 – 10 have the opportunity to reserve a locker through Locker Space at www.lockerspace.co.uk , while Year 11 will have access to existing lockers.

In addition, there are bag racks and a bag store, plus various department storage areas around the school site, as well as an instrument storage space at the music school where you can leave your belongings 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.

Sixth Form Additional Information

Sixth Form Study and Free Time

Our aspiration is for all students to achieve their very best by the end of the Upper Sixth. To do this, you must work consistently hard throughout the two years. You will also have free periods throughout the week. It is anticipated that students will use some of this time in the Library or Sixth Form Centre for this independent study.

Independent Study is an essential part of being successful. Completing the set work is only part of the expectation. You should also be spending time regularly consolidating your understanding of the topics being taught, so that learning and building up understanding is an ongoing process.

Attendance and Registration

Registration happens in Form rooms at 8.40am and again at 1.30pm. Students on site must register at these sessions. Where students do not have directed time, they are given the privilege to sign in later in the day as they arrive or sign out if they are leaving earlier. Signing in and out should be done in the staff office in the 6FC or Reception.

Use of Cars

The amount of space allocated to the Sixth Form for parking on the campus is limited. Students may park on Oldham Road, adhering to public highway regulations. All Sixth Form students who drive to and from school during term time must complete a Sixth Form Driving Application Form and adhere to the conditions included on the form. Please be aware that as is the case for all expensive items, the school cannot be held liable for any damage to vehicles whilst parked on or near the school site.

University Applications and Apprenticeships

University and Apprenticeship applications are launched in the Lent Term of the Lower Sixth. All students are encouraged to use this opportunity to build their CV/personal statement. An information evening is held at this time to introduce the process to parents.

For those applying to university:

Students will be provided with the Rishworth School UCAS Guide and there is a comprehensive programme of support sessions to ensure that the best possible applications are made. We also attend the annual UCAS exhibition.

The UCAS website (www.ucas.com) provides information about courses, how to apply, guidance on writing Personal Statements, apprenticeships etc, and includes a Parent information section.

For those applying for apprenticeships/jobs:

The process of applications differs from one apprenticeship or job to another. Students are signposted to apprenticeship exhibitions over the year. Competition for post-18 apprenticeships is often very fierce. Students will be supported in the application and interview process.

Baseline Attainment at Rishworth School

All students at Rishworth School undertake CAT4 baseline assessments in the Michaelmas Term.

CAT4 produces a set of indicative grades across all of the subjects you study.

CAT4 utilises National data collected from the performance of thousands of students over a number years, mapping indicated performance to your based on your performance in the CAT4 cognitive abilities test.

Y7 – Y9 and GCSE Grading

Year Group	Range of Grades Available	Ungraded Subjects	Absent from Assessment
7	1 – 5	NA	*
8	1 – 5	NA	*
9	1 – 5	NA	*
10	1 – 9	NA	*
11	1 - 9	NA	*

GCSE Results

The GCSE grades place your score on a scale of 1 (low) to 9 (high).

- Grade 9 is the equivalent of above an A**
- Grade 8 is the equivalent of in between grades A* and A
- Grade 7 is the equivalent of a grade A
- Grade 6 is the equivalent of just above a grade B
- Grade 5 is the equivalent of in between grades B and C
- Grade 4 is the equivalent of a grade C
- Grade 3 is the equivalent of in between grades D and E
- Grade 2 is the equivalent of in between grades E and F
- Grade 1 is the equivalent of in between grades F and G

Baseline Attainment at Rishworth School

A-Level Grades

Year Group	Range of Grades Available	Vocational Grades	Resit GCSE / IELTS	Ungraded Subjects	Absent from Assessment
12	A* - U	Pass Merit Distinction Distinction*	1 - 9	NA	*
13	A* - U	Pass Merit Distinction Distinction*	1 - 9	NA	*

The A Level grades place you on a scale of A-E or will be recorded as a U if your attainment falls below the E grade standard and will be recorded as unclassified in your achievement.

In addition, if you are studying a vocational Level 3 subject you will see the following grades:

Vocational Grades

D* = Distinction*

D = Distinction

M = Merit

P = Pass

Learning Indicators

There are two learning indicator grades provided in your report for each of the subjects you study:

- Behaviour for Learning
- Homework / Independent Study

Inadequate (INAD)
Requires Improvement (RI)
Average (AV)
Good (GD)
Excellent (EX)

Student ICT Acceptable Use Agreement

The Student ICT Acceptable Use Agreement will be signed by a pupil at the beginning of the academic year or when the pupils joins Rishworth School.

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:

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.

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.

Student ICT Acceptable Use Agreement

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.

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.

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.

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.

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.

Student ICT Acceptable Use Agreement

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.

I agree that I will not use the school network for the purpose of buying, selling or gambling.

I agree to not use a personal device to create a wireless hotspot, whilst in school.

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:

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.

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.

Student ICT Acceptable Use Agreement

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.

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 Year, Pastoral Manager 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.

Student ICT Acceptable Use Agreement

Google Apps for Education (GAFE)

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 apply to your use of Google Apps. However, you should be particularly aware of the following:

- The Google Apps system is accessed using your usual school network user name and password.
- 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.
- Neither Google nor Rishworth School guarantee security of any data stored within your Google Apps account.
- Personal or confidential data must not be stored using this facility.
- 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.
- Unsafe or inappropriate use of Google Apps may result in the loss of access to your account.
- When you leave the School access to your account will be removed along with all data stored on your Google Apps account.

Student ICT Acceptable Use Agreement

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.

Student ICT Acceptable Use Agreement

Useful tips

Password complexity rules apply on the school system.

Please use the following guidelines for creating your password.

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.

Passwords may not contain your user log on name or your name.

Passwords may not contain a run of numbers. e.g.: 1,2,3,4,5,6,7

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.

Student ICT Acceptable Use Agreement

Saving your work

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.

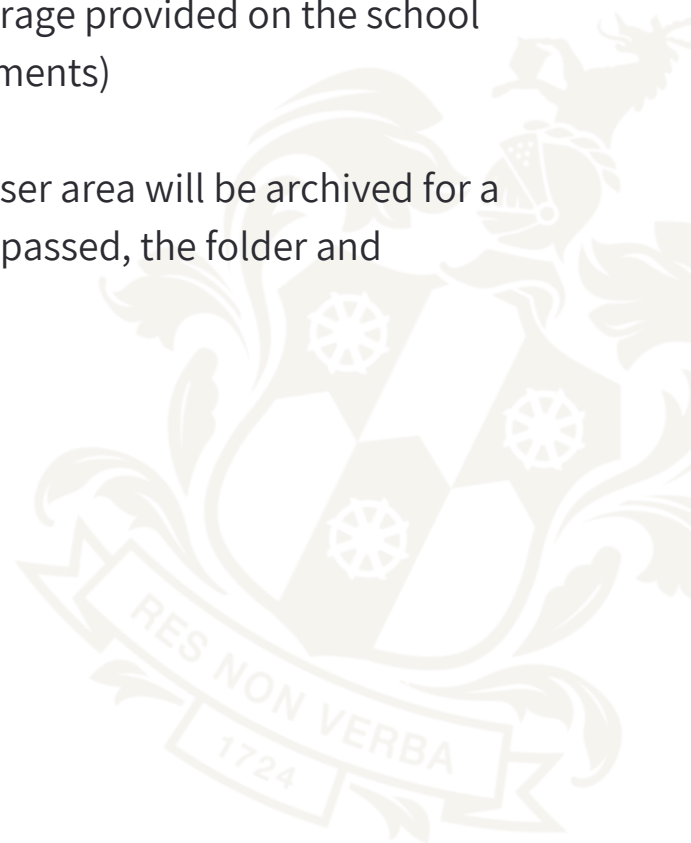
Choose file names that relate to or describe the file contents. e.g.: 'Castles Homework' rather than just 'Homework'.

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.

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.

Personal material must not be saved in storage provided on the school system. (e.g.: photographs, media or documents)

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.



Student ICT Acceptable Use Agreement

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.

Student ICT Acceptable Use Agreement

In the event of loss or theft of personal equipment or if the device is subject to a security breach, the school should be 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.

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 to 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.

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.