RES NON VERBA
1724
RISHWORTH
SCHOOL

Boarding Handbook

















The Ultimate Guide to
Boarding at Rishworth

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"I can be myself at Rishworth."

Welcome

Welcome to Rishworth School

Rishworth School is characterised by the warmth of its welcome, its sense of purpose and its focus on the happiness and success of each individual. Rishworth's magnificent buildings, extensive grounds and superb Pennine location chart a 300 year heritage.

This handbook should be particularly useful for new boarding students, to help you to settle in quickly by explaining how the school operates, what you need to do to, and who to speak to if you have any problems. However, there are always a few changes from year-to-year, so the handbook is also being given to all existing students.

You will soon find that Rishworth School is a very friendly place, and that anyone will be happy to answer any questions you may have. However, it is also a very busy school, and so you may find things a bit confusing at first. Don't worry! You will soon find your way around and get to know the ways in which we do things. The staff 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 boarding staff know if there is anything which it would have been helpful to know, but does not appear in this handbook – you can help make it as useful as possible for Rishworth boarding 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
Rishworth School



"Mrs Sheldrick always has time for me and supports my goals"

About Boarding

Boarding Aims

Boarding at Rishworth School provides a top-quality education, in a safe, caring and happy environment where students develop life-long friendships. We offer a stimulating array of over 90 enrichment and extension activities mid-week and a jam-packed programme of exciting weekend adventures and trips – a mixture of creative, physical and cultural activities – with an emphasis on having fun!

Learning and living together, boarders become part of a warm and caring community, where every individual feels comfortable and accepted and where everyone is encouraged to discover and reach their full potential.

Our boarders represent 11 nations and bring diversity, fresh perspectives and a cultural richness to Rishworth School. Our boarders form a co-operative, tolerant and purposeful community where valuable life skills such as leadership, teamwork and resilience are developed.

Values

A Rishworthian education aims to develop character traits that will serve students throughout their lives by the following interlinked values:

- Curiosity – seeking new opportunities for learning and discovery
- Valour – safeguard our community, environment, and values
- Kindness – conduct ourselves with dignity, respect for all and humility
- Individuality – be unafraid to show initiative, to take a stand and do the right thing

Our aim is for every Rishworthian to develop the confidence, independence and self-awareness to enable them to play an active and positive role in an ever-changing world.

"I have met so many new friends from all over the world."

About Boarding

Principles of boarding at Rishworth School

Our focus is on the happiness and success of each individual student. The school motto for the last 300 years is: Res non Verba (Deeds not Words) and it's not just a phrase upon the crest. It's in our culture and our DNA, it pervades every aspect of school life, which makes boarding at Rishworth School a unique experience full of discovery and adventure.

- Care for the emotional, intellectual, moral, social, spiritual and physical development of each individual.
- A culture of mutual respect and open and honest relationships.
- A spirit of community and a sense of belonging.
- An exceptional breadth of experiences and activities.
- A caring and homely environment that offers support, promoting both the value of learning and the growth of the person as a whole.
- A commitment to living according to the school values is vital to the greater good of the boarding community.
- Boarding is an important partnership between Rishworth School, boarders and parents, all working together for the best outcomes.



"I have met so many new friends from all over the world."

About Boarding

Boarding Houses and Facilities

We currently have 3 boarding houses which are allocated separately for boys and girls. These are:

Wheelwright

Ryburn

Redmires

The boarding areas provide modern facilities whilst preserving the original character of the grand and delightful historic stone buildings which house our boarders.

Most boarding students are accommodated in single occupancy rooms (we have no dormitories); some younger students may share a large study-bedroom with another boarder. Our experience is that shared rooms in the early years can provide a secure and happy basis from which to gain the maximum benefit from boarding.

Boarders treat Rishworth very much as a home from home and are encouraged to personalise their rooms.

Boarding in the Rishworth Sixth Form provides an ideal bridge to life at University allowing students to live in many ways more independently than at home yet still with appropriate guidance and supervision, and with plenty of opportunities to take on responsibilities. This may explain why Sixth Form boarding at Rishworth is becoming more and more popular.







"There is so much to do in the evening, and the dinners are amazing."

About Boarding

Arriving to Rishworth

Upon arrival at Rishworth, you will:

- Be greeted by a member of the Boarding Staff and be introduced to the boarding team
- Be shown your room and given an opportunity to unpack.
- Meet other members of your House.
- Hand in passport, tickets, medical forms and any pocket money for safe keeping.
- Begin the Boarders' Induction Programme.

All enquiries concerning your child's welfare should be addressed to the Assistant Head of Boarding; Mr Alex Whitlam at awhitlam@rishworth-school.co.uk

The Start of the Academic Year

All new boarders who join the School in September take part in a new boarders' Induction Programme, details of which will be sent to you prior to your arrival. All returning boarders, i.e. those not new, should report to their House before 7.00 pm on the day before term starts. In the Lent and Trinity Terms, the reporting time for returning boarders is between 5pm and 7pm on the day before term starts.

No boarders may travel in a car driven by anyone without specific permission, in writing, from Parents/Guardians. Please contact the Head of Boarding to provide authorisation.

Visits from parents are welcome after school and at weekends, but prior notice is needed to ensure that your child is free and also for security reasons. Please liaise with your child's Houseparent to organise these visits and to ensure that all procedures are followed.

Being a Boarder

"Boarding at Rishworth has benefitted me. I have found my best friend whilst being here, and will stay in touch with lots of other friends."

"I have achieved things at Rishworth that I never thought I would. My favourite part of boarding is the trips we take on a Sunday!"

"The staff, Boarding team and other students have been so supportive. I joined the school with very little English, and the help from my teachers, especially within EAP, has really helped me to learn the language and settle in."

"I joined Rishworth as a Boarder from Spain around 3 years ago and have fallen in love with the school and the countryside!"



"The staff support me and help me reach my full potential."

The Daily Routine

The School Day

7:30 am	Rise
8:00 am	Breakfast and Boarding Roll Call
8:35 am	Boarding Houses are closed
8:40 am	Registration and Tutor Time 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 and Tutor Time
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
5:30 pm	Evening Meal
6:30 pm	Prep and Homework
7:30 pm	Activity or Free Time
9:00 pm	Roll call in Boarding Houses

"Every day there is something fun and exciting."

The Daily Routine

Bedtimes depending on year group:

9:30 pm	Years 6 - 8
10:00 pm	Years 9 - 11
10:45 pm	Years 12 - 13



The Weekend

On the weekends students can have a lie-in. They will have brunch both mornings at 10.30am. All students will have ample time for Homework Prep throughout the weekend, which can be done in their bedroom or in the Library.

There are afternoon and evening activities planned for Saturdays and a larger activity planned for Sundays. All of this is discussed at the weekly boarding meeting.

Evening roll call is at 9pm in the Boarding Houses, and bedtimes on the weekend are as follows:

10:00 pm	Years 7 - 9
10:30 pm	Years 10 - 11
10:45 pm	Years 12 - 13



Please note that the exact schedule in the evenings and on the weekends is subject to change.

Term Dates

Term dates can be found on our website in the 'About' section.

"I love going on trips with the other boarders to explore England."

Contacting Home

WiFi

It is extremely important that you are able to stay in touch with your friends and family while you living away from them at Rishworth. To help with this, WiFi is provided around the School and in the Boarding Houses. The Boarding Staff will help you to connect to the WiFi during your induction.

Telephones

- An emergency phone is located in each house in case of the need to call 999 overnight.
- An incoming call phone is provided in each House. If you answer an incoming call make sure you make every effort to find the person that the call is for. Failing this, take a message that includes the caller's name and telephone number, and the time of call. Put this information under the door of that person's room.
- Mobile phones may be brought to school. They must be switched off during all lessons and activities in day-school hours (including lunch). Students are requested not to take calls in communal social areas at any time.
- Students in years 7 to 11 are required to hand their devices to their Houseparent overnight. Devices will be stored safely in the boarding office for collection the following morning.
- Student mobile numbers should be given to Boarding Staff.
- The school phones in the Boarding Staff offices may be used only for urgent calls. Students must have the permission of the staff on duty to use these school phones.
- If students need to contact a member of staff, they should use the telephone numbers listed below:

Redmires	01422 820904
Ryburn	01422 820905
Wheelwright	01422 820903
Boarding Duty Mobile	07432 088847
Matron Mobile	07816 985923



"I never feel alone at Rishworth. There is always someone to talk to and ask questions to."

Bedrooms

Your Study Bedroom

You are allocated a study bedroom.

- You can personalise your room on the pin board provided. You must not put posters on decorated walls or woodwork.
- You will be provided with a key, which will cost £25 to replace if it is lost.
- Your room is your private space and visitors must knock. People can enter your room only if you invite them. Be considerate to your roommates.
- You must ensure that your room is locked when left unoccupied.
- You must not lock the door when you are in the room.
- Each room has a lockable safe and a lock on each wardrobe. These require padlocks which students need to provide. The shank length for both these locks is between 20mm to 35mm and the calibre should not exceed 5mm.



Example of a Boys' Study Bedroom

Example of a Girls' Study Bedroom



"I made my room my own with things I brought from home. It's very comfortable."

Schooling

Your School Day

Prior to arrival, you will have been informed of or have selected your academic subjects. You will have 5 periods of study throughout the day and will be provided with a timetable.

Navigating your Timetable

Please note that this only shows a small section of a timetable.

Period/Time

Day

Week

P	Monday Blue	Tuesday Blue
TT B 08:40	[08:40 - 09:00] TT-9 BA3 IL 23	[08:40 - 09:00] TT-9 BA3 IL 23
P1 B 09:00	[09:00 - 10:00] PE-9_1 AJT SHall	[09:00 - 10:00] AR-9_B MN AR2
Break B 10:00	[10:00 - 10:20]	[10:00 - 10:20]
P2 B 10:20	[10:20 - 11:20] HI-9I DO 21	[10:20 - 11:20] EN-9I JT 22
P3 B 11:20	[11:20 - 12:20] PSE-9_B IL 23	[11:20 - 12:20] SN-9_3 TAD 9

Subject

Room/Location

Teacher

We operate a two-week timetable, so lessons in a blue week are different to a red week.

"Other students are really helpful and look after me."

Schooling Need to Knows

Mobile Phones

All mobile phones should be switched off throughout the school day, including at lunch and during activities, unless agreed otherwise.

Uniform and Bags

All students must follow the uniform code (see page 9).
Not following the uniform code, may result in a student being sent back to their boarding house to change. Bags, when not in use, should be stored on the bag rack.

Behaviour and Conduct

Students are expected to behave in a sensible and respectful manner and all students and parents sign a behaviour contract agreeing to this and acknowledging that poor behaviour could result in a detention (as detailed in the student planner).

Planners

Students will be given a planner on their first day of school. They are used to jot down homework, credits and make other useful notes and reminders.

Door Codes

Every external door around school has a code. Students will receive this from their form tutor on the first day of school. Boarding students will also be given a code for their boarding house. This code must not be shared.

School Email

Students will be provided with their own school email, and are also expected to sign an ICT Acceptable Use Policy.

"The sports and inter-team competitions are my favourite things about Rishworth."

Equipment

Classroom Equipment

In most cases, classroom resources will be provided for you, however you are required to bring in the following:

- Laptop or Electronic Notebook (suggested for use in study rooms)
- 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
- Notebook
- Protractor
- Glue stick and age appropriate scissors
- Mini whiteboard (approximately A4 in size) & eraser
- Blue & black whiteboard pens
- Scientific calculator (preferably Casio FX-83GTPLUS)
- School apron (ordered from Schoolblazer.com)

Sports Equipment

Most sporting equipment will be provided for lessons and EE activities. You are required to bring in sporting clothes or equipment which include the following:

School Rugby / Hockey Shirt

School Rugby Shorts / Hockey Skort

School Games or White Socks

School Mid-layer

School PE Shirt

Trainers

Navy Blue Tracksuit Bottoms

Black Swim Shorts / Costume

Compulsory Equipment for relevant sports:

Rugby	Fitted Gum Shield, Rugby Boots
Football	Shin Pads, Football Boots
Hockey	Fitted Gum Shield, Shin Pads, Hockey Stick, Boots

Please ask the admissions team if any clarification is needed.

"Teachers are understanding if I need to use extra equipment to help me with my language barriers."

Uniform



Shirt / Blouse

Regulation plain white shirt – long or short sleeve with traditional collar

Socks / Hosiery

Plain dark grey, black or white socks or black tights

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 practical school bag

Coat

Winter coat/anorak in a dark colour

Blazer

Regulation maroon with crest

Pleated Skirt

Years 7 to 11 pleated skirt, no shorter than 4-5cm above the knee

Sweater

Regulation grey

Trousers

Regulation dark grey or black

School Tie

Regulation maroon with crest

Shoes

Sensible low-heeled black leather. Heels exceeding 5cms or narrow heels are not suitable

Personal Appearance

Hairstyles - Neat & conventional
Facial Hair - Groomed & professional
Body Piercing & Tattoos - Single studs only and no visible tattoos
Jewellery - A wristwatch may be worn
Make up - Y9+ can wear natural make up
Nail Varnish - Clear only



All school uniform and PE Kit should be purchased via School Blazer: schoolblazer.com

"I feel proud to wear a Rishworth School uniform."

Homework (Prep)

Homework (also known as Prep)

Homework is set by individual departments to provide further opportunities for you to develop your independent learning skills, consolidate work covered and to afford opportunity to practise formal exam style questions. Homework is considered an important part of your academic study at Rishworth School, it promotes self-discipline and prepares you for independent study for the future.

You are expected to record all homework set in your 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 your 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. You are encouraged to use the in-school prep facilities available between 3.30pm and 4.30pm on evenings when you are not engaged in your expected Enrichment and Extension activities.

Expectations

At the start of the academic year, you will be given a homework timetable to inform you which subjects you will have homework in on which night.

Years 7, 8 and 9: Students should expect to be set one to two pieces of homework each night; each homework should take between 20 and 30 minutes. Reading is routinely set as part of this homework expectation.

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

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

"There is always somewhere quiet to study, but I also like studying with my friends in Boarding."

Meals



Tasty, nutritious meals will be provided for you throughout the day. At lunch, students are able to select a main meal from the menu or they can choose to have a jacket potato, pasta and sauce, and salad, all of which which will be available daily. Desserts include cakes/sponges with custard, fruit, yoghurt or a cold pudding. Menus change weekly so it gives you great opportunities to try new things.

Breakfast

Weekdays
8 - 8:30am

Weekends
10:30 - 11am

Lunch

Weekdays
12:20pm

Supper

Weekdays
5:30pm

Weekends
5:30pm

Evening Snack

Students have the opportunity to make toast and snacks each evening in the boarding common areas.

Meal Time Expectations

- Students attend all meals with the full boarding community.
- Alternative dietary requirements can be met, by arrangement with House Staff and Matron, on the request of parents.
- Food at main meals must be consumed in the dining room and not be taken outside.
- If packed meals are required, they may be ordered through Boarding Staff well in advance. Students are responsible for their collection.
- Good manners are necessary at all times when eating: no coats or outdoor clothing to be worn while eating, tables and chairs to be neatly arranged after you have finished; plates and cutlery are to be always used, mobile phones should not be used in the dining room
- Food in Houses must be consumed only in the kitchen and dining areas.
- Good hygiene is important. When in your House, make sure that you wash plates and cutlery immediately after eating.
- The ordering of takeaway meals is permitted on a Friday and Sunday evening. If a takeaway meal is ordered, it must be delivered by 9.30pm at the latest. Permission must be given by duty staff in advance of this being ordered. Orders must not be placed before 7.00pm or after 8.45pm.

"I now have friends from all over the world and am learning about new cultures."

Enrichment & Extension

Find your new passion at Rishworth

Rishworth has over 90 clubs available each week, from sport to coding to theatre.
Here are some examples of some clubs you could join:



Retro Gaming Club



Rishworth Reporter (newspaper)



Netball (Year 7 - 13)



School Production



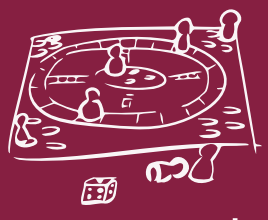
Warhammer / Dungeons and Dragons



Indoor Golf



Raspberry Pi / Coding Club



Beyond Monopoly



School Choir

Have you seen a club you like? The online booking system and options booklet will be sent by email before the start of term.

"I find it hard to choose my EE because they are all so fun!"

Houses & Credits

Inter-House Stucture

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. All students are expected to take an active role in the House System. The House with the highest amount of credits will win the Credit Shield.

Ringstone Boothwood



Scammonden Baitings

Credits

Your teachers and boarding staff will want to reward you when you do well both inside and outside theclassroom. 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 for helpfulness around school. 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 can keep track in your planner. If you gain enough credits, you could be awarded a certificate and perhaps earn prizes.

Spotted Awards

You can be spotted by staff or other students where you have done a good deed within the community. These awards are formally acknowledged in Assembly.

Commendations

If you are seen to be acting above and beyond within the community or in 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 in Assembly. A commendation will earn you 5 credits.

Rewards can be given for good behaviour, improvement and notable achievements by an individual or group and will be awarded at the discretion of the Boarding Staff, for example cinema trips.

"I always feel proud receiving credits for my house."

Trips and Activities

Activities

Our Boarding team work hard to create an activities timetable for each term. All students are invited to take part. Normally weekday activities take place on site after the evening meal. However, sometimes they may be away from school. Here are some examples of some of the activities:

- Bingo
- Movie Night
- Smoothie Making
- Battleships
- Fifa Night
- Escape Room
- Sushi Making
- Candle Making
- Quiz Night
- Pictionary





Trips

All of our Boarding Students have the opportunities to go on a trip each Sunday, either to a local event or something further afield. Here are some examples of some previous and upcoming events:

- Ceramics Workshop
- Seaside trip to Blackpool
- Visit to Cheshire Oakes
- Laser Tag
- Galactic Golf
- Tour of Manchester United
- Paintballing
- Flamingoland Theme Park
- Afternoon Tea with Head Teacher
- Theatre Trips

"We are able to go on trips every Sunday; last week we went on a Harry Potter Adventure Walk!"

Opportunities

Trips, Expeditions & Tours



Competitions

The staff at Rishworth keep a close eye on local and national competitions which you can get involved in e.g. Top of the Bench (Chemistry), Sporting Events & Maths Competitions.

Overseas Trips

Certain subject areas or year groups will arrange overseas culture trips for students. This years include Sorrento, Paris, and India to name a few.





UK Expeditions

We have many smaller scale trips available, including themed walks, theatre visits, trips to towns or cities, and activities like skiing. Some activities are part of certain EE clubs.

Other Opportunities

We have huge talents amongst our staff at Rishworth, many who are practising in their professions and can help to support students. We aim to assist any student who strives to achieve success on a wider scale such as a county, national or international level. Please make us aware of your goals and we will do what we can to help you.

"All the trips we go on are epic!"

Medical Care

Surgery Staff

Mrs Robinson is Head Matron and in charge of any matters pertaining to your health.

Matron is available in the surgery 08.15 – 16.30 on weekdays.

A member of staff is on duty throughout the night and on weekends during term time. At all other times let the House Staff on duty know you are unwell, or you can **call Matron, on her mobile telephone (07816 985923).**

The Sanatorium

If you are not well enough to be in school or in your House (e.g. if you have a temperature), you may be admitted to the sanatorium (San). You will be looked after by Matron until you are well enough to return to your House.

The Doctors

All boarders are encouraged to register with the School's Registered Medical Practitioner, based at Brig Royd Surgery in Ripponden (Tel: 01422 822209).

Matron can assist students with the registration. Brig Royd provide the School with 24-hour care and are readily available for advice when needed, they have regular surgeries and same day appointments are available if required. Boarders are able to see the Dr in private to enable any personal or confidential matters to be discussed.

Boarders may see whichever Dr they prefer; for example girls may feel more comfortable seeing a female Registered Medical Practitioner.

Medication

Parents need to authorise the School to administer medication, or allow students to administer it themselves. A medical consent form must be completed by the parents or guardians of all students. Any medication prescribed by the Registered Medical Practitioner will be administered by Matron. Medicines may be self-administered by students following the School's Self-Administration of Medicines Policy after consultation with Matron.

Any medication brought into school by a student must be declared to Matron for assessment; including Paracetamol, cold remedies & non-UK medication. No medication may be kept in your room unless Matron has given you permission to do so.

"Matron is really nice and she always offers great support and advice."

Medical Care

Visit to the Hospital

Any special hospital treatment and visits can be arranged if needed by the Registered Medical Practitioner and Matron. If you require hospital treatment due to an injury, Matron or a member of surgery staff on duty will arrange for you to be escorted to the hospital for medical treatment.

Dental Treatment

Matron can arrange all dental and orthodontist treatment you may need.

The Optician

The school optician is Whitakers in Sowerby Bridge (Tel: 01422 831030). Matron can arrange all visits to the optician for vision tests, new glasses and repairs.

What to do if you feel unhappy or have a complaint

Every student in boarding has the right to feel at ease, secure and happy.
Any instance of bullying is always treated seriously.

If you feel that you are under threat, unhappy or if you have a complaint, you must talk to someone whom you feel you can trust.

You may feel that you would like to talk to your Prefects, Boarding Staff, Matron or her assistants or any member of staff.

If you would like support to speak to someone at the school, for instance if you are facing a serious sanction or want to raise a serious concern, you will be able to ask for a guardian or other adult to advocate for you. If you do not know who to ask, the school will help you find a suitable advocacy service.

The Designated Safeguarding Lead is Mrs Kathryn de Ferrer, Deputy Head. You can visit Mrs de Ferrer by asking at Reception, or ask a member of the Boarding Team to contact her.

The following Helplines are available for your use:

1. Childline: 0800 11 11
2. Local Doctor: 01422 822209
3. Independent Listener: 07967 482501
4. Children's Commissioner for England: 0207 783 9330

If you would like to meet the ***Independent Listener**, either telephone directly or ask your Housemaster or Housemistress to arrange this meeting.

*The Independent Listener is a person outside the staff and those responsible for the leadership and governance of the school, who boarders may contact directly about personal problems or concerns at the school. This system is confidential and Listeners are under no obligation to inform the school of any calls.

House Need to Knows

Laundry

- Students up to and including Year 9 will have their washing done at school by Matron.
- Students in Year 10 and above will be shown how to do their washing and will be responsible for doing their own washing.
- All sports kit and bedding will be washed by school.
- An iron and ironing board are provided in each House.
- All bedding is washed once a week

Lost Property

Have you lost any of your belongings? Lost property can be claimed from Matron between 12.20pm and 1.40pm on weekdays.

Safety in the House

Rice cookers, kettles, toasters and microwaves are provided in the House Kitchens, from where they must not be removed. **Students must not bring their own to school.**

Any electrical equipment must be registered and tested before you are allowed to use it. This must be arranged through Boarding Staff. Sockets must not be overloaded. Ask a member of the Boarding Staff before you use extension leads and adapters for more than one plug per socket. You must ensure that lights and appliances in your room are switched off when you are not there.

Cooking

You may cook using the facilities in the kitchens. Be aware of dangers and be careful! Food must only be eaten in the kitchen. Please pay particular attention to the Kitchen and Hygiene Safety Guidelines posted in each kitchen. Cooking is not permitted in study bedrooms. **Hot food is not permitted in study bedrooms.**

Insurance

Students are responsible for insuring personal items themselves. Be aware of dangers! Report immediately to a member of staff anything you notice that could be dangerous (e.g. a loose step, a cracked window) and any incident that was, or could have been, dangerous.

House Need to Knows

What to do in case of a fire

The fire alarm is a very loud continuous siren.

Every student should respond immediately to a fire alarm.

Every student, at the beginning of each school year, is shown an emergency action plan specifically for their residential area.

In the event of an alarm being sounded, you must proceed quickly and quietly out of the building to the appointed assembly areas.

- Wheelwright assemble in the quad.
- Redmires and Ryburn assemble on the hard-court play area.

You must not re-enter the building until a member of staff tells you to do so.

A roll call is taken to check that everyone is out of the building.

If you detect a fire, sound the alarm by breaking the glass, and quickly leave the building. Never attempt to put out a fire by yourself.

Regular fire drills ensure your safety. Never ignore an alarm!

At night always have slippers and a dressing gown or a coat ready in case you need them.



"We get to explore the UK on trips and visits."

Leaving School Grounds

Rules

Our Boarding Staff must know your whereabouts at all times.

Students must use the correct signing out procedure and ensure that group sizes are followed.

Students must sign out any time they leave the campus and sign back in on their return.

If you miss a train or a bus, you must contact the Boarding Staff on duty directly by telephoning the house duty mobile telephone. Do not leave messages or expect friend to pass messages on to the Boarding Staff. The staff member on duty can reserve a late supper or organise a taxi for you.

Signing out and in

Our Boarding Staff must know your whereabouts at all times.

If, for any reason, you leave the campus early during the school day (with permission), then you must sign out, giving time and destination, when you leave the House, and sign in when you return. You must have permission when you go to other locations in the School, at a time when you would otherwise be expected to be in the House, but when you wish to be elsewhere, eg. in the library, sports hall, music school etc.

Students Leaving Site

Years 7 to 9 may sign out on weekdays to go into Ripponden between 3.45pm and 5.15pm. On weekends they can sign out to the local area when free, up to a 5pm return time. When signing out and leaving the grounds they must be in a minimum group of 3.

Years 10 to 13 may sign out up to a 5.15pm return any day of the week but must leave the site in a minimum group of 2. This time can be extended to 9pm on the weekend and for Sixth Form on week nights at the discretion of the Boarding Staff. At the weekend, students in Years 10 to 13 may request to take transport to Halifax, Manchester or Leeds, for example, to go shopping or to use the bank. Students in Year 9 may also travel to local towns/cities if they have obtained permission from boarding staff and are chaperoned by a student in Year 10 or above.

All boarding students, regardless of their year group, must have obtained permission from the boarding staff before leaving site.

"I have been on trips to both Manchester and Leeds."

Access to Boarding Areas

Common Areas

Each Boarding House has a designated common area where you can relax, unwind and socialise with friends.

The House Common Rooms provide televisions, DVD players, gaming consoles and ICT facilities.



Access to Areas In & Around Boarding:
Where Can You Go?

- Under no circumstances and at no time may a girl enter an area, or use an access, that is reserved exclusively for boys, and vice versa
- No day student is allowed in any boarding area without the prior, express permission of the Boarding Houseparent.
- If any student is uncertain of where (s)he is allowed to go, even after having read the details below, (s)he should seek clarification, as appropriate, from the Houseparent

Boy Boarders Only:

Any of the boarding areas in Redmires and Ryburn, including all stairways and doors which lead solely to boarding areas (e.g. the staircases leading upwards from outside the Library)

Girl Boarders Only:

Any of the areas in Wheelwright, including the staircase leading up to Agate from outside Food Technology

Any door which leads directly into Wheelwright

"Although we live separately, I like that the boys and girls interact around school and on trips."

Sanctions

Sanctions

Extra Work - This is to be administered towards students who, for example, are not working in prep, have the wrong equipment, are late or for minor misdemeanours such as being late to bed, late up in the morning or general and inappropriate behaviour such as swearing, petty disputes etc. In carrying out this sanction students are to work from 7:20pm to 8:00pm in the Library.

Early Bed - Given for minor 'bed time' related misdemeanours, e.g. late to bed, late up. Early bed is to be carried out 30 minutes before a student's normal bed time.

Early Wake Up - Early wake up can be sanctioned as an addition to, or instead of, early bed. On such occasions the student punished is to report to the Houseparent at 7am in full uniform/suit.

Facility Sanction - This can be given to individuals or groups of the boarding community who, for example, are failing to fulfil their obligations or are failing to act in accordance with house guidelines and will involve the removal of a facility. For example, if students are leaving the kitchen dirty, then it can be closed for a week. This sanction will be administered by the Houseparent.

Property Confiscation - If a student is failing to use their property in the correct manner and they are failing to heed warnings then the property may be confiscated for two days. For example, if a student is playing their stereo too loud, watching TV after bed time or leaving property unsecured then these may be confiscated. Personal property must be secured using either the school safe or the lockable duty drawers and the student is given a receipt identifying their name, property confiscated, the date, staff name and the date to be returned.

Cleaning Duties - This is administered towards students who, e.g. make a mess, have untidy rooms, don't clean up after themselves, litter and so on.

Detention - This is given by the Houseparent for repeatedly breaking the rules, or for a more serious offence.

Gating - This can be given at any time during the week although the duration of the punishment will vary in accordance with the seriousness of the offence.

SLT Referral - Serious offences will be referred to Senior Leadership Team.

Pre-Arrival Checklist

Are you prepared? Have you...

Tick if completed

- Booked your flights? ☐
- Informed Rishworth of your flight details? ☐
- Arranged transport from the airport with Rishworth? ☐
- Made Rishworth aware of your medical requirements? ☐
- Informed Rishworth of your dietary requirements? ☐
- Arranged to bring personal spending money for your first term? ☐
- Arranged and packed your uniform? ☐

Packed these essential items:

- Shower towel ☐
- Swimming towel ☐
- Slippers / Sliders ☐
- Dressing gown ☐
- Pyjamas ☐
- Underwear ☐
- Casual clothes ☐
- Smart clothes for formal dinner ☐
- Prom attire (for Year 11 students attending Prom in late June) ☐
- P.E. Kit ☐
- Light jacket / Cold Weather Jacket ☐
- Toiletries ☐
- Umbrella ☐
- Laundry bag ☐
- Rucksack/school bag for daily use ☐
- Pencil case – fully equipped ☐
- Notebook ☐
- Laptop or electronic notebook ☐
- Chargers for electronics ☐

"My neighbours in boarding are always there to support me and spend time with me. We play lots of games and talk about our cultures."

Contact

Who to contact if you...

Need support?

Speak with your form tutor or Houseparent to discuss who is best to help you.

Feel ill?

Head to reception and ask to see Matron

Are going to be absent?

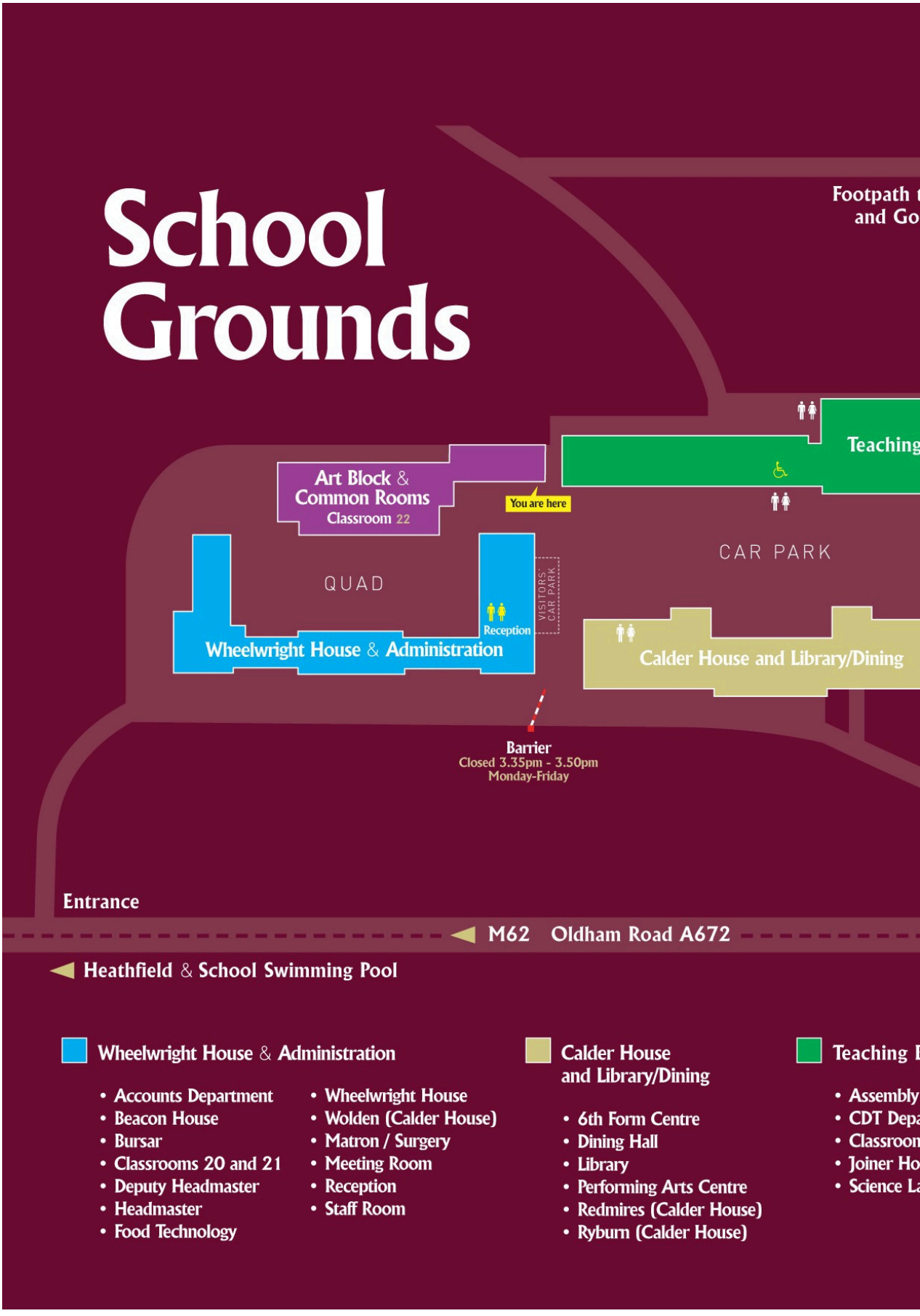
Speak with your Houseparent



General Enquiries:

admin@rishworth-school.co.uk

"I am so happy that I chose to board at Rishworth!"



"I never get bored at break times; there is so much to do."

School Map



"I have stayed friends with my buddy from Taster Day."



















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Learn more