



RENDCOMB
COLLEGE

NURSERY • JUNIOR • SENIOR

Pupil Handbook
A guide to School Rules,
Expectations and Procedures

Review:

Reviewed and revised September 2020

Person Responsible:

Deputy Head (Pastoral)

1. Mission Statement and Aims

Our mission is to develop thoughtful, adventurous and academically ambitious young people who are life-long learners. We aim to prepare them with the character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and tolerance in a safe, caring community and magnificent natural environment. To achieve this we will:

Promote a growth mind-set, where abilities can be developed through dedication and hard-work;

Provide a co-curriculum that will challenge and support character development, leadership and teamwork;

Encourage individualism, creativity and contribution to a nurturing and collaborative community;

Engender physical, spiritual and mental well-being through a strong pastoral system;

Prepare pupils for a life beyond school;

Develop an appreciation and responsible attitude towards their environment and surroundings.

RENDCOMB COLLEGE – BOARDING SCHOOL AIMS

The aims set out below identify what the College aims to provide for each of its pupils.

For all our pupils, day and boarding, we aim to develop thoughtful, adventurous and academically ambitious young people who are life-long learners. We aim to prepare them with character and skills to succeed in the ever-changing world after school.

Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and tolerance in a safe, caring community and magnificent natural environment.

To achieve this we will:

- develop the whole person, a desire for truth and a respect for others;
- Promote a growth mind-set, where abilities can be developed through dedication and hard work;
- produce an open and trusting ethos in which each pupil feels able to approach any other member of the community (staff or pupil), confident in the knowledge that he or she will be treated and respected as an individual;
- create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing;
- provide the conditions for boarders to develop their intellectual talents through well-structured homework conditions, access to staff and other pupils, participation in activities and in an atmosphere which values effort;

- provide a range of co-curriculum, games, activities and opportunities related to age and maturity that will assist in the personal, social and cultural development of each pupil;
- Encourage individualism, creativity and contribution to a nurturing and collaborative community;
- provide accommodation that is comfortable and suited to the needs of both day and boarding pupils, according to age and maturity, and which provides adequate levels of privacy;
- develop pupils' responsibility for self, for others and for the environment, whilst preparing them for life beyond school;
- develop pupils' qualities of leadership and ability to work as part of a team;
- encourage pupils to contribute to the needs and welfare of others in the house and school, as well as those in the wider community;
- provide a welcome for pupils from different cultural, national or racial backgrounds and give them every opportunity to experience all that Rendcomb has to offer
- provide suitable conditions for pupils to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.
- Develop an appreciation for and responsible attitude towards their environment and surroundings.

2. The College's Authority

Boarders are under the College's authority at all times during the term except when they are with their parents or guardians or clearly under their jurisdiction. Even where pupils are with their parents/guardians (on or off the school site or otherwise identifiable as a pupil of the College), they are expected to abide by the College's regulations on behaviour.

Day pupils are under the authority of the College whilst attending school and are also subject to the College's requirements regarding behaviour while travelling to and from College and at other times identifiable as a pupil of the College.

No Rendcombian is expected to find themselves in a situation - in or out of College - where they would bring the College into disrepute.

3. Attendance Policy

At Rendcomb College, we see education as a partnership between the family and the College. The Regulations covering school attendance are very prescriptive reflecting the importance that is attached to ensuring that all children of compulsory school age attend school. All these Regulations cover independent schools. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils.

All Senior School pupils are required to be in school before 8.15am Monday to Friday. On Saturday all pupils required for fixtures or activities should be in before 9.00am or at the allotted meet time for sports fixtures. The school day ends at 5.00pm on Monday to Friday, although many pupils remain later to take part in other extra-curricular activities under the supervision of a member of staff. Day Pupils are normally expected to leave by 5.15pm unless parents have informed Housestaff that they are staying for prep or supper. Day pupils should travel to and from the College in school uniform, unless given permission by staff to do otherwise. On Saturday there is a full sports fixture which, if selected, pupils are expected to attend. There is also a full programme of activities for boarders to which day pupils are welcome to attend.

All Junior School pupils are required to be in school before 8.30am Monday to Friday. Form Pupils may arrive from 7.45am onwards and attend the Early Morning Group which will be held in the Junior School Music Room. Tutors will be situated in their form rooms and ready to welcome pupils from 8.10am.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit or sporting fixture, the dates of which will have been notified to you in advance.

If your child is ill (Senior School), please e-mail their Tutor or telephone the College before 8.15am on the first day of absence.

All Junior School parents are requested to telephone the School Secretary on 01285 832310 between 08:30am and 9:15am on the morning of their child's absence from school or necessary lateness. If the school is unaware of the reason for the child's absence we are required to mark it as an unauthorised absence in the register. Upon the child's return to school a written notification for the reason of absence should be forwarded to their tutor. All day pupils who fail to register with their form teacher, for whatever reason, must report to the School Secretary before attending lessons.

Requests for absence must be made in writing/email and reach the College at least five days in advance (except in an emergency, when parents are asked to contact their child's tutor or Reception before 8.30am). Requests for **exceptional** absence (i.e. absence for whole days other than Religious Festivals, medical or dental appointments or for illness) should be sent **to the Headmaster** at least two weeks in advance.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term and such absences could be registered as unauthorised on your child's school record.

All boarders are expected to return on the evening prior to the commencement of terms and half terms.

At the beginning of the academic year, New pupils and Prefects return earlier than the rest of the College to take part in various induction programmes before the start of term.

Additional Requirements for Boarding Pupils

Boarding pupils are covered by *Boarding Standards: National Minimum Standards*. These standards places a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know where to find them), e.g. by operating a signing in and signing out system when boarders leave the College, and by registering attendance in the boarding house.

If your child is leaving the College at the weekend it is absolutely imperative that we receive information giving his/her whereabouts whilst away from the College. If your son/daughter intends to stay at a friend's house then the Houseparents will require communication from you and the host before agreeing the weekend arrangements.

There are three Open Day events throughout the year, which all pupils are expected at. These are publicised over a term in advance.

4. Behavioural Policy, School Rules and Sanctions

Introduction

This policy applies to all pupils and aims to promote good behaviour, self-discipline, self-respect and respect for others. This policy applies when pupils are at College, travelling to and from the College, wearing school uniform or in some other way identifiable as a pupil of the College.

Expectations

The following expectations are made of Rendcombian:

- They should work hard, take a pride in their work, be inquisitive and able to work independently;
- They should find a variety of areas of interest outside the classroom and develop their skills in these areas;
- They should make their skills and abilities available for the good of the whole community and to do their best when representing the College;
- They should comply with the rules and regulations of the College;
- They must not do anything that hurts or offends others and must do as much as they can to help others.

High standards of behaviour, manners and discipline are expected of all pupils at all times. Pupils are expected to deport themselves in such a way as to be a credit to the College. All pupils are issued with a handbook which sets out the College's guidelines.

Particular attention is drawn to the following points:

- All conduct that is anti-social or tends to bring discredit to the College, whether on the premises or elsewhere is not acceptable;
- The values of the Rendcomb College community are based on mutual trust, support and respect. Conduct around the site and behaviour towards each other ought to always reflect these principles;
- It is a courtesy that pupils needing to miss lessons or other College commitments explain the circumstances to the appropriate teachers in advance;
- We are a learning community and so pupils are expected to be punctual to all lessons and activities. Perpetual lateness will be reported by Tutors or Heads of Key Stages to parents.

Safeguarding duties

All staff are responsible for considering whether any misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, significant harm. If such suspicions exist, staff must follow the College's Safeguarding of Children (Child Protection) Policy.

The College will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the College will consider whether support systems are

needed to be put in place and whether liaising with external agencies is necessary and appropriate. Full details of the College's Safeguarding Policy can be found on the policies page of the College's website.

A full copy of the Behaviour, Rules, Rewards and Sanctions Policy is available on the College's website

Rewards

Rendcomb has always been a small school where the achievements of the individual have made a real impact on the whole community and the whole community has valued the individual. High academic standards, sporting prowess, musical, artistic and dramatic accomplishments and not least civilised behaviour have been of direct benefit to all and the greatest reward for the individual is the recognition of such achievements within and by the community.

The success of the School in a wide range of academic, sporting and cultural pursuits is due to the collective input of a whole year group, to team-work and to a determination not to let others down. Reward comes from outside the School in the shape of trophies won, certificates awarded and recognition in public performances and in such schemes as the Duke of Edinburgh Gold and Bronze Awards.

Rewards can be given to pupils for good academic work or for good behaviour and initiative in and outside the classroom. These tables are not designed to cover all the possibilities that pupils may gain reward but it is designed to give an overview of the possible situations in which a pupil may receive a reward.

Seniors

	Reward	Reason	Given by?	Recorded where?	Notes
1	Merit	Good work at all ability levels. Good achievement in co-curricular activities. Helping the School community.	Any member of staff.	In Prep, on work and always on iSams	Totals for each pupil are kept by Tutor. Rewards for the highest total at end of each term.
2	Academic Commendation	Excellent set of grades in attainment, effort or most improved.	Head of Key Stages with discussion with Deputy Head (Academic)	On iSams and certificate given at Headmaster's Assembly and sent home.	At end of each year, pupil with most Academic Commendations in each year receives a book token.
3	Co-Curricular Commendation	Consistent commitment to helping or being involved in the wider School Community and setting a high standard.	Members of SLT following recommendation from staff.	On iSams and certificate given at Headmaster's Assembly and sent home with pupil.	This can be sporting or community based but must be a sustained involvement, e.g. throughout a term.
4	Headmaster's Commendation	For an example of excellence in any particular area of the School.	Headmaster following a recommendation from SLT, Houseparents or Tutors.	On iSams. Certificate given by Headmaster after meeting with pupil to discuss award.	This could be for a single piece of exceptional work; being a good ambassador for the school; a sustained commitment to an area of school life.
5	Colours	Persistent excellence in either Sport, Drama, Music or Art.	Headmaster following a recommendation from Heads of the specific areas with consultation with the Second Master	On iSams. Normally awarded by Headmaster in End of Term Assembly	Can only be awarded to 6 th form students and will receive a Colours badge. It is expected that Colours students maintain their standards of excellence.

5. Academic Expectations

The classroom should be a stimulating environment in which everybody learns how to study, feels able to take part in discussion, shares views and gains knowledge and understanding of the subjects they are studying.

To benefit from a constructive learning environment, there has to be an orderly, constructive atmosphere in which all members of a class can join in and develop a good working relationship with teachers and with each other.

To make sure that this happens, there are certain basic courtesies or conventions that all pupils need to follow:

- Arrive on time for lessons;
- Wait outside the classroom in an orderly fashion until the teacher arrives;
- Come to lessons properly equipped and ready to start work;
- Leave bags on the floor;
- Hand in homework and project work on time, unless excused by a letter from parents or house staff;
- Listen to and follow instructions without argument;
- Do not eat, drink or chew in class;
- Remain in your seat unless asked or given permission to move or unless a visitor enters the room, in which instance you should stand quietly until told to sit by your teacher;
- Raise your hand before answering or speaking, unless told to do otherwise;
- Treat others, their work and their equipment with respect;
- Do not drop litter on the floor and leave the classroom tidy at the end of the lesson;
- Remain quiet in study periods.

Tutors should make sure that their pupils are aware of these conventions, and all teachers are asked to make sure that they are observed in the classroom.

Expectations of Scholars

Scholars must be positive about their area of excellence and strive to achieve the highest standard in it. They must be exemplary in their attendance at and commitment to the classes, practices and performances of their area of excellence. Sports scholars are expected to play an active part in the major sports throughout the year and throughout their time at Rendcomb.

All scholars are expected, as a condition of their award, to show commitment and good behaviour in College and stay at the College from the point of the award until the end of the sixth form. Scholarships are reviewed annually and students' academic and behavioural record is taken into account as well as their commitment to their field of excellence.

Preparation (Homework) Senior School

Prep is both important and necessary. It provides the opportunity for pupils to consolidate and extend the material covered in a lesson. It is essential for background research and it is vital for improving overall understanding. Prep done regularly throughout secondary school can be equivalent to an additional year of study!

Prep should be a pupil's own work and should be done under conditions that allow for complete concentration.

In Years 7 to 11 a Prep Timetable operates and pupils are informed of this on the first day of term. All preps are expected to last 30 minutes:

Years 7 and 8 have one or two set subject Preps for each weeknight from Maths, English, Science and the Languages. In the Lent term they are asked to work on their Independent Learning Project;

Year 9 pupils have two or three Preps set for each weeknight;

Years 10 and 11 have up to 4 Preps set each weeknight but Controlled Assessments may require additional time.

The Prep Timetable helps to organise pupils' work and time. Parents should sign the Prep Diary every week. It is also a mechanism by which parents can comment on the work set or inform teachers of problems.

In the Sixth Form, there is no Prep Timetable as we prepare young people for the working world beyond Rendcomb. However, it is envisaged each student will spend four hours per week per subject on Prep. Preps may be set over a longer period and it is the student's responsibility to organise his or her time to ensure deadlines are met: this private study work will be conducted in their non-timetabled lessons as well as after school.

Once external examinations begin, many pupils find they have to commit some time at the weekend to complete their work.

There are supervised Prep sessions available at College in the Activities programme for day pupils. It is strongly recommended that day pupils with long journeys attempt to use some of these.

Rendcomb encourages students to be academically reliable. Pupils must make every effort to produce homework on time. If they cannot organise themselves to do this, they must expect to have to stay in at lunchtime or after school to complete the work.

Plagiarism

It is a violation of School Rules (and of the rules of Examination Boards) to pass off another's work as one's own. Other's essays, whether published or not, must not be used in place of a student's own endeavour. This prohibition extends to information accessed electronically, including material copied from reference websites such as *Wikipedia*. Any substantial quotations (for example, of more than half a dozen consecutive words) should be put within quotation marks and should be referenced.

6. Anti-Bullying Policy

At Rendcomb College, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, unkindness, violence and any form of harassment so that every one of our pupils can develop his/her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed; but orderly, atmosphere. All pupils should care for and support each other.

Rendcomb prides itself on its respect and mutual tolerance. Ours is a diverse community, with pupils from a variety of cultural, religious and ethnic backgrounds. Some pupils require additional support and help. Parents/guardians have an important role in supporting the College in maintaining high standards of behaviour. It is essential that College and homes have consistent expectations of behaviour and that they co-operate closely together. Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the College.

Any kind of bullying is unacceptable and includes bullying behaviour off College premises of which the College is made aware of, such as on school or public transport, school trips, outside the local shops, or in a town or village centre; as well as cyber-bullying through social media.

Where bullying outside school is reported to school staff, it will be investigated and acted on. The school will also consider whether it is appropriate to notify the police or local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will be informed. Where necessary, we will apply the sanctions described in our Behaviour Policy for behaviour that constitutes bullying or harassment of any kind.

This policy was written in response to and with regard for the initial Department for Education's guidance 'Preventing and Tackling Bullying' (October 2014) and its updated version July 2017 and may be reviewed in light of any new government guidance issued from time to time.

Aims

The aims of this policy are:

- to prevent bullying and maintain and promote a positive environment where all pupils can thrive and be happy
- to support the bully and the victim with the aim of deterring bullying behaviour
- to foster positive attitudes towards individuals who are disabled and towards religious, cultural or ethnic groups in and outside the College community.

- to comply with the College's obligations under the Equality Act 2010.

Signs of bullying

There are many different signs that could indicate that another pupil is being bullied. However, if a pupil changes their behaviour this may indicate that they are being bullied and anyone who notices this in a pupil are encouraged to report it to a member of staff. Examples of changes in behaviour include:

- Unwillingness to return to College
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Books, bags and other belongings suddenly go missing, or are damaged
- Change to established habits

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

Preventative measures

- All pupils are encouraged to tell a member of the teaching or pastoral staff at once if they know that bullying is taking place.
- This policy is actively and frequently promoted and supported through assemblies, Tutor time and the PSHEE curriculum in the Junior and Senior School so that all pupils understand the College's policy on behaviour.
- A list of all the possible people that could be informed is shown in Section 5 titled 'Worried' and on posters in every boarding house.
- All reported incidents are recorded and investigated by the member of staff who was informed or the House staff. In serious cases the Assistant Head or Deputy Head may be involved immediately.
- Senior School Head Boys/Girls and their team of prefects are provided with training which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.
- All initiation ceremonies designed to cause pain anxiety or humiliation, are banned.
- We reserve the right to investigate incidents that take place outside College hours, on College visits and trips and that occur in the vicinity of the College, involving our pupils.

Cyberbullying: definition

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.

The Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been seized by a member of staff who has been formally authorised by the headteacher, that staff member can examine data or files, and delete these, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.

If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable ground to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police. If a staff member finds material that they do not suspect contains evidence in relation to an offence, they can decide whether it is appropriate to delete or retain the material as evidence of a breach of school discipline.

Procedures for dealing with reported bullying

Parents

If parents know or suspect that their child or another pupil is being bullied, they should contact the College without delay. All concerns about bullying will be taken seriously.

If the pupil being bullied or their parents are not satisfied with the action taken by the College under this procedure, they can make a formal complaint by following the College's Complaints Procedure.

A full copy of the anti-bullying policy is available on the College's website in the policy section.

7. Computer Policy

The Rendcomb College computer (Acceptable Usage) Policy is an extension of School Rules specifically covering the use of the Rendcomb Network and any electronic equipment connected to it. The use of the Rendcomb College Computer Network and Internet via that network is a privilege and not a right, granted by the College to you the network user and should not be abused in any way. Any misappropriation of the network, or violation of the following rules and conditions is an infringement of school rules, and will therefore be met with disciplinary action.

The purpose of the Rendcomb Network is to assist the user in an academic environment as an academic tool. The intent of this policy is to set out rules for the user, to guide them in the correct usage of the network, preventing the user from misuse.

Connection to the Rendcomb Network will result in automatic acceptance of the policy and agreement to comply.

All information on uses and procedures can be found in the policies section of the website.

PLEASE NOTE THAT IN LIGHT OF THE COVID-19 PANDEMIC OUR COMPUTER POLICY AND REQUIREMENTS WILL CHANGE.

8. WORRIED?

WORRIED?

HAVE YOU SPOKEN TO YOUR PARENTS OR TO SOMEONE AT THE COLLEGE ABOUT IT?

WHO CAN YOU TALK TO?

GENERAL WORRIES - House, Social, Relationships etc

- a. A friend
- b. Prefect
- c. Academic Tutor or Boarding Housestaff
- d. Houseparents or Assistant Houseparent

ACADEMIC PROBLEMS - General, Examinations, Further Education, etc

- a. Subject Teacher
- b. Academic Tutor
- c. Head of Key Stages (3, 4 or 6th Form)
- d. Deputy Head (Academic)

HEALTH WORRIES OR OTHER CONCERNS including SAFEGUARDING –

- a. Houseparents or Assistant Houseparents- if possible
- b. School Medical Sisters
- c. Designated Safeguarding Lead or the Deputy DSL
- d. School Doctor
- e. Specialist help as recommend by School Doctor/DSL

CONFIDENTIAL WORRIES –

If you cannot talk to anyone on the staff at Rendcomb College, you should talk to one of the following:

- a. Your parents
- b. Dr Ian Davis / Dr Clare Henderson
Rendcomb Surgery, Tel: 01285 831257
- c. Mrs Amanda Fletcher, Rendcomb College Independent Listener.
Contact her via your Tutor, Houseparents or the Medical Centre.
- d. Chaplain
- e. Ofsted. Helpline number 08456 404040
- f. CHILDLINE: Tel: 0800 1111
- g. Office for the Children's Commissioner through their 'Help at Hand' website
Freephone: 0800 528 0731 Email: help.team@childrenscommissioner.gsi.gov.uk
(<https://www.childrenscommissioner.gov.uk/help-at-hand/>)

9. GENERAL RULES

1 BOUNDS

- In the evening after Callover everyone must remain within the House until the end of prep, unless he/ she has Houseparent's permission to attend a recognised activity or be absent for a specific reason. Pupils may only leave the House after prep under the restrictions published in each House.
- The Churchyard may NOT be used as a thoroughfare but pupils should respect this area while walking through it.
- The Wilderness is out of bounds except as a route to and from the games field.
- During the winter months in the evening pupils should use the paths and lit areas to move between buildings. During this time The Park is out of bounds.

2 CYCLING AND SKATEBOARDING

- Pupils below the 6th Form may not cycle on public roads, unless under the supervision of a member of staff.
- No-one is to ride or skateboard:
 - on the terraces,
 - in the Stable Courtyard during the school day,
 - on the hill outside Stable House,
 - between Stable Block and the bridge during the school day ,
 - on grass areas,
 - on the Main Drive during the school working day.
- No-one may borrow another person's bicycle.
- Helmets must be worn at all times when cycling or skateboarding. All pupils bringing a cycle or skateboard to school must be equipped with their own helmets.

3 MOBILE PHONES, IPODS, ETC.

- Pupils are allowed to bring in their own Mobile phones, iPods, etc and use them in their houses; they may not be used around the School grounds, in the Main Building or other classroom areas, without specific permission from the member of staff in charge.
- Music should only be played during permitted times, and at a low enough volume not to cause disturbance to others.
- Any pupil using their Mobile phone, ipod etc. around the College site may find it is confiscated for a period of time.
- It is the pupils responsibility to ensure electronic items such as i-pods and phones are kept in a secure area when left in the house.
- For the use of tablets and laptop computers see the Acceptable Usage Policy on the College Website.

4 USE OF PREMISES

- You may not use labs, classrooms, the Sports Hall, Astro Turf or the Gym in the absence of a member of staff, nor remove apparatus, materials or furniture without permission. Access to the gym is set out by the Director of Sport.

5 BREAKAGES

- You should immediately report damage caused within houses to your Houseparent.
- Other damage should be reported to the member of staff as appropriate.
- If you wilfully or carelessly cause damage, you will be charged the full cost of the repair.

6 THE MAIN BUILDING

- Climbing, standing or sitting on the balustrades round the asphalt in front of the Main Building is forbidden, as is climbing on the building itself. You may not go on roofs or ledges. Jumping on to the terraces is forbidden.

7 ELECTRICAL SAFETY

- Electrical fittings (and radiators) are not to be tampered with. Electrical appliances may be used in studies providing it meets BSA standards and has been PAT tested. You should report any defects immediately to your Houseparent.

8 THE ARTS/MUSIC BLOCK

- The top floor of the Arts Block is in bounds only to those currently having music lessons, or having the specific permission of the Director of Music. No-one may play, borrow or handle any orchestral instrument not belonging to him/her or officially loaned by the college. The ground floor facilities may only be used as authorised by the Head of Art and Design. Outside the normal lesson time pupils will only be allowed into this block if a member of staff is within the building. In the evening there are set times when this area is open and supervised, and only pupils studying Art/Music or have music lesson are allowed to attend.

9 THE DINING HALL

- Courtesy and good manners must be maintained both while queuing for meals and in the Dining Hall itself. You are especially asked to show proper consideration for all those working in the kitchens to provide your food. Do not queue in the Servery corridor or in Clock Hall before your published time.
- Apart from rations and fruit, no food, drink or utensils are to be taken from the Kitchen or Dining Hall. Fruit must not be eaten around the Main Building or College grounds.

10 CHAPEL

- You should arrive at Chapel Services in good time and take your seat quietly. You should observe complete silence once the organ begins playing. After the service wait until visitors and staff have departed and then leave quietly as directed by the Duty Teacher.

11 SKYPE COMPUTERS, TELEPHONES

- These are installed for the use of members of the school. It is illegal to tamper with them or to use them to create a nuisance to other people. They should not be used during timetabled lessons or prep, unless permission has been given by the Housestaff.

14 MEDICINES

- Pupils may only have prescription and non-prescription medicines (including paracetamol tablets) in their possession with the approval of the medical staff. Clear guidance is set out in the Medical Policies of the school.

15 REGISTRATION

- Day pupils must arrive at school in the morning in time for callover and registration with their tutor or in the house depending on the day. Evening departure again should conform to the regulations of the house, particularly with regard to timing and keeping the Houseparent informed. No pupil is allowed to leave school before 5.00pm Monday-Friday without the permission of a senior member of staff.

16 FIRE

- Regulations and details of evacuation procedures, together with lists of alarm and extinguisher points, are posted throughout the buildings. It is the duty of everyone to be thoroughly familiar with these.

17 THE VILLAGE SHOP

- The shop may not be visited in between lessons or during games or activity time.
- During busy times no more than eight pupils should be in the shop at one time; others should queue outside.
- Please show every courtesy to members of the public and allow them to go to the head of the queue.
- Please do not consume food and drink purchased while walking around school or in the road.

Pupils may consume food and drink at the tables outside the shop and the Houses. □

Please ensure that any rubbish is placed in the bins provided around the school.

10. REMINDERS ON SCHOOL UNIFORM

Every Rendcombian - of whatever age - should be a credit to the College at all times, whether dressed formally or informally. Their clothes should be tasteful, in good order, clean, and properly worn. Jewellery may not be visible outside clothing. Teachers may at their discretion and without argument declare a pupil's general appearance to be improper.

The College will make reasonable adjustments to the dress, uniform or appearance requirements which affect disabled pupils.

Please find a full guide on all uniform on the policies page of the College's website.

11. Sport and Off Games Procedures:

We see involvement in sports, at whatever standard, as an important part of pupil's educational experiences. Pupils can learn a great deal about leadership, team work, team building, personal fitness and health through their involvement in the School's games programme.

Game of the Term for Boys – Rugby, Hockey, Cricket.

Game of the Term for Girls – Hockey, Lacrosse, Tennis or Rounders.

School Matches are primarily on Thursday afternoons and Saturday mornings, although some fixtures will take place on Saturday afternoons. Any pupils selected to represent the School are expected to

make themselves available. Fixtures are published at least half a term in advance on both the Rendcomb Sports website and in the School Calendar.

For a student to be placed Off Games:

- Students should seek a consultation with Sister in the medical centre who will then put them off games if necessary
- Students can also be placed off games if a doctor's note has been issued outside of College. A copy of the doctor's note should be emailed to Sister, or alternatively, a hard copy can be handed in to the medical centre

Once students have been officially placed off games they will appear on the ISAMS Off Games List.

Students not the official list will be deemed as on games and will be expected to attend their games session as normal.

Off Games Students:

- All off games students (including 6th Form) must attend the library for all games sessions. Students will be signed in by the duty member of staff

Off games Library timings are as follows:

Year 7,8,9,10 Tuesday 15:05-17:00 Thursday 14:05-16:00

Year 11,12,13 Monday 15:05-17:00 Wednesday 14:05-16:00

- If off games students are placed on the "Graduated Return to Play" (GRTP) procedure, or, a specific sports rehabilitation programme students may attend their sports sessions as directed by Sister. Students will only be placed on the GRTP/Rehab programmes if an individual schedule has been put in place from Sister, the doctor, or, a physio
- When students are placed on the GRTP programme the information will be recorded on the relevant student's notes in the off games section on ISAMS

Failure of a student to attend a sports/off games session:

- Non-attendance will result in a Friday detention between 16:00-17:00
- Persistent offenders (after 3rd offence) will receive a Head of College Saturday detention between 09:00-12:00
- Parents will be notified after a student's second offence

12. MUSIC AT RENDCOMB

Instrumental lessons

Learning a musical instrument can be fun and rewarding, and for many, provides lifelong enjoyment. Facilities at Rendcomb are excellent, and instrumental tuition is available to everyone. Pupils can take examinations and get certificates of achievement, which at a higher level can contribute UCAS points to support a university application; learning an instrument can also benefit those taking part in the Duke of Edinburgh's Award scheme; or if they prefer, they can just learn for pleasure. Real progress will depend on the amount of time pupils are willing to spend practising in their own time. Pupils should consider this and discuss it with parents, or a friend who learns an instrument, before starting to learn. The Director of Music is always on hand to give advice.

Music lessons are timetabled on a weekly basis and, for most students, occur in place of academic lessons. Subject teachers expect to be given advance warning that a pupil will miss their lesson, and should be prepared to complete any work set. To avoid missing too many of the same subject, instrumental lesson times change each week, although for 6th Form, instrumental lessons take place in free periods.

Timetables are published on Fridays in the Music Department and are distributed to the Houses. If a lesson needs to be changed after publication, the pupil will be informed of the new lesson time via the Houseparent. If for any reason a pupil is unable to attend a timetabled lesson, it is expected that, at the earliest opportunity, the pupil will make time to find either their instrumental teacher or the Director of Music to explain the absence. Parents are informed about missed lessons, which are always charged for.

Music Ensembles

There are many music ensembles and groups for pupils to join at no cost, and pupils don't have to take instrumental lessons within College to be a part of them. The groups include College Choir, Chamber Choir, Jazz Band, Ukulele Group and various Rock Bands, as well as Aural classes to complement the work done in instrumental lessons working towards practical examinations, Theory classes, and Composition Club. This list is pretty exhaustive, but we are always open to suggestions for new groups to form, so pupils are encouraged to come forward if they have a burning desire to start a new one!

Concerts

Each term, a variety of concerts provide all students with the opportunity to perform in public in informal and formal settings. Pupils should check the termly calendar and Music Department notice board for details on how to get involved.

13. SCHOOL MEAL TIMES

BREAKFAST

Pupils should arrive as follows:

Monday – Friday

Godman House at 7.35 am
 Stable & Lawn Pupils by 7.45 am

Pupils will not be served breakfast after 7.55 on Monday to Friday.
 Pupils should leave the Dining Hall on Monday through to Friday by 8.05 am.

Saturday – Boarders should attend breakfast after house callover. Breakfast runs from 9.15am until 9.40am, when pupils should go straight to activities.

LUNCH AND SUPPER

Each year group has set times for lunch which are displayed in house.

Supper is attended by house and times are again displayed in house.

Lunch on Saturday will be at 12.30pm and supper from 5.45-6.15pm

Sunday Brunch will run from 12.30pm to 1pm. Supper from 5.45-6.15pm

14. SCHOOL ROUTINE

	REG	1	2	BREAK	3	4	LUNCH	REG	5	6	BREAK	STUDY ACTIVITY	EVENING				
	8:15 8:30	8:35 9:30	9:35 10:30	30	11:00 11:55	12:00 12:55	60	13:55 14:05	14:05 15:00	15:05 16:00	10	16:10 17:00	17:00 17:15	17:15 18:00	45	19:00 20:00	
MON	REGISTRATION/TUTOR TIME			BREAK		YEAR 7&8 GAMES	LUNCH	REGISTRATION IN HOUSE			BREAK		BUSSES 17:15	PREP	SUPPER	HOUSE PREP	
TUES						YEAR 9 GAMES			YEAR 7-10 PSHE 14:05 CHAPEL 14:45	YEAR 11-13 GAMES		YEAR 11-13 GAMES					
WED										YEAR 11-13 CHAPEL 14:05 PSHE 14:25		YEAR 10 GAMES					
THU										YEAR 11-13 GAMES		YEAR 7-10 GAMES					
FRI		ASSEMBLY*															
SAT	REGISTRATION, MATCHES (PREFERABLY AM), BOARDERS PROGRAMME, AGREED TRIP WEEKENDS									12:00 ONWARDS – PICKUP FOR DAY PUPILS							