



**RENDCOMB
COLLEGE**
NURSERY • JUNIOR • SENIOR

Handbook for Parents: A guide to published policies and procedures

Monitoring:

Headmaster/Deputy Head (Pastoral)/Admissions

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Person Responsible:

Deputy Head (Pastoral)

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INTRODUCTION

Thank you for choosing Rendcomb College. Our hope is that parents, pupils and the College can forge a close relationship to ensure your son or daughter gets the most out of their time here.

In many respects, it is so difficult to pull together everything that makes the College tick in one document, without it becoming very dry and procedural! In this handbook we hope you will find answers to some of the questions you may have, and within it are links to our various policies which make the school run smoothly.

As policies change and evolve regularly due to Government legislation we keep a number of key policies on our website. They are:

- Acceptable Use Policy (Pupils ICT)
- Admissions Policy
- Antibullying Policy
- Behaviour Policy
- Complaints Policy
- Curriculum Policy
- Health and Safety Policy
- Safeguarding Children (Child Protection) Policy
- Scholarships and Bursaries Policy
- Offer of Early Help
- Parent Handbook
- First Aid Policy

If you have any questions on any policy or please do get in touch with the Deputy Head (Pastoral) Jonnie Howorth on DHP@Rendcombcollege.org.uk

THE MANAGEMENT STRUCTURE OF THE COLLEGE

The Headmaster always welcomes direct contact from parents although it is helpful for parents to understand the channels of communication available to them.

Houseparents main responsibility is for overseeing the Pastoral development of pupils – day and boarding – affiliated to their Houses, while Academic Tutors, with support from the Head of Key Stages, are mainly responsible for the Academic progress. The school recognises that these two aspects do overlap and we recognise that it is important that they work together to ensure that each pupil feels supported and has the opportunities to fulfil their potential.

In the first instance, parents are asked to facilitate the Academic Tutor as their initial point of contact, although if your child is a boarder it is also vital to have regular communication with their Houseparent as well. As a matter of course both will communicate pastoral concerns to the Deputy Head (Pastoral) and academic concerns initially to the appropriate Head of Key Stage and then possibly to the Deputy Head (Academic) who may feel that it would be helpful to convene a meeting; they in turn report concerns directly to the Headmaster. Matters financial should always be addressed to the College Bursar and the Finance Department.

In the absence of the Headmaster, the Deputy Heads takes responsibility for operational decisions pertaining to the College.

1. Mission Statement and Aims

The aims set out below identify what the College aims to provide for each of its pupils. They should be read in conjunction with the aims and expectations of pupils themselves contained in the Pupil Handbook.

For all our pupils, day and boarding, we aim to:

- develop the whole person, a desire for truth and a respect for others;
- 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 games, activities and opportunities related to age and maturity that will assist in the personal, social and cultural development of each pupil;
- provide an environment in which boys and girls can be educated together in the same community, are given equal opportunities to develop their talents and learn how to relate to the other sex on equal terms;
- safeguard and promote the welfare of each pupil, by providing an environment that is, as far as possible, free from physical hazards and danger;
- 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;
- 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.

Duty of Care

This is implied by the Care Standards Act of 2002, where a school or college provides accommodation for any child, it shall be the duty of the relevant person to safeguard and promote the child's welfare.

The requirement for a houseparent to ensure the safety of all individual children accommodated in the house, particularly if they are a boarder, to protect them from harm and to promote their welfare is enshrined in Law. The Houseparent thereby has a 'Duty of Care', essentially a practical notion that requires a Houseparent to use reasonable foresight to avoid potential hazards and to act like a 'careful parent'.

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. 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.

All information on academic matters, including classroom expectations, scholars, homework and

plagiarism can be found by clicking the [link here](#).

4. Acceptable Use Policy

The Rendcomb College Acceptable Use 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, procedures, pupil devices, security, filtering, monitoring usage, netiquette and personal data can be found by [clicking here](#).

5. Admissions

The Headmaster and Junior School Head are responsible for admissions and the operation of this policy.

The aims of this policy are:

- To ensure compliance with the School's charitable purposes;
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants;
- To identify applicants whose academic and other abilities appear to match the ethos of the School, and whose personal qualities suggest they have the potential to contribute sufficiently to the Rendcomb community and benefit from the many opportunities that are offered at the School.

Our Founder, Noel Wills, had a clear vision for Rendcomb College. Although the School has changed, evolved and grown over the years, it remains true to the Founder's vision for an inclusive and broad-ranging education for its pupils. The School has benefitted from the stewardship of the Wills family for almost a century and from the two-tiered Governance of the Trustees and Governing Body.

All information on Admissions processes, equality, entry points, scholarships, bursaries, registration, Special Education Needs and Disability and admissions criteria can be found on the Admissions Policy [here](#).

6. 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, while on Saturday it is usually 3.30pm or after sports fixtures, although many pupils remain later to take part in 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. Day pupils should travel to and from the College in school uniform, unless given permission by staff to do otherwise.

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.

With the exception of pupils in the Upper Sixth, 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 8.30am on the first day of absence. He/she should bring a letter signed by a parent on his/her return to College giving a reason for the absence. We will always telephone the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

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 and following Exeats.

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.

Boarders in Years 9 to 13 who board for at least five nights (Monday to Friday) are classed as full boarders and hence we will assume that your son/daughter will be staying at the College every weekend other than for exeats. If this is not the case then parents need to make this clear to housestaff stating when they will be in school and when they will be at home for weekends. We expect your son or daughter to live with you or his/her guardian when he/she is away from College on exeats and half term during term time.

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.

If your son/daughter is a regular flexi boarder (1, 2 or 3 nights per week) we will assume he/she is going home unless we receive a letter/email informing us otherwise.

Please telephone the appropriate house if he/she is taken ill during an exeat, He/she should bring a letter signed by a parent/guardian on his/her return to College giving a reason for the absence. We will always telephone the home if your son/daughter is late in returning from an exeat.

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

7. 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. It applies when pupil misbehaviour:

- poses a threat to members of the College community and/or the public;
- may result in repercussions for the orderly running of the College; and/or
- adversely affects the College's reputation.

The College acknowledges its legal duties in respect of safeguarding and its obligations under the Equality Act 2010 in relation to those pupils with disability or SEN. The College will make reasonable adjustments for managing misbehaviour which is related to a pupil's disability. Any genuine religious or belief requirements which may affect a pupil, for example, when being able to present their case, will also be considered.

Expectations

The following expectations are made of Rendcombians:

- 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 [here](#).

A full copy of the Behaviour, Rules, Rewards and Sanctions Policy is available on [here](#).

8. Bullying – 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.

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 at Rendcomb College. 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.

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.

A full copy of the College's Anti-bullying Policy, including information on intervention, reporting, education, signs of bullying and cyberbullying are available on the College's website.

9. Chapel

The College is based on Christian beliefs; however, our values are very much based on openness, tolerance and inclusivity. As such, we welcome students from all faith backgrounds, as well as those families who have no faith commitment.

Services in St Peter's Rendcomb follow the practice of the Church of England. Worship during a student's time in the College is designed to meet their spiritual needs at each stage in his development.

During the week, pupils in Years 7 to 10 worship together on a Tuesday at 1445; pupils in the year 11 and Sixth Form worship together on a Tuesday at 1405. The School Assembly every Friday morning also often has a spiritual, moral or social message as a focus.

Boarders attend services in St Peter's as per the calendar and join with the village community. Major festivals (Harvest, Remembrance, Advent) provide particular focus for worship. Day pupils and all parents are warmly welcomed to services at St Peter's.

The Carol Service has traditionally been a highlight in the College Calendar and brings the Michaelmas Term to a conclusion. The service is held in Cirencester Parish Church. The Michaelmas term ends after this event.

Confirmation classes are offered to students each year and the College Chaplain prepares boys and girls wishing to be confirmed.

10. Clothing and Dress Code

All Rendcomb pupils are expected to dress smartly and in accordance with the published dress code for their year group.

Uniform lists for the various age groups are published on the school website and available from Admissions by request.

Boarding pupils should be in school uniform from the start of the school day 8.00am until the end of the school day, which is 5.00pm Monday to Friday and after games on a Saturday, unless permission has been given otherwise. Day pupils should travel to and from the College in school uniform.

Full details on the College's uniform requirements and other matters such as shoes, coats, make-up, jewellery, games kit and Sixth Form uniform requirements can be found in the uniform policy on the College website.

11. Communication

At Rendcomb we try to make sure that all areas of school life are monitored fully. For that to work, the relationship between pupil, parent, Houseparent and Tutor is paramount. The first point of contact for a Pupil should be with his/her their Tutor. If the matter is of a pastoral nature, it should be addressed to both the Houseparent and the Tutor. Both will send a letter to you at the start of each academic year introducing themselves.

The best way to contact your child's Tutor is through email however you can ring Reception on 01285 831213 and leave a message for them.

Below is a list of the direct phone numbers to the respective houses:

Godman House – 01285 832356

Stable House – 01285 832378

Lawn House – 01285 832344

Park House – 01285 832371

The Deputy Head (Pastoral) can be contacted on 01285 832333 on matters of a sensitive or more serious nature.

12. Data Protection

Data Protection Notice for Pupils, Parents and Guardians

This policy is intended to provide information about how the school will use (or "process") personal data about individuals including current, past and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents"). It applies in addition to the school's terms and conditions, and any other information the school may provide about a particular use of personal data, including e.g. the school's policy on taking, storing and using images of children.

Full details on Data Protection and College's protocols are available upon request. Any comments or queries on this policy should be directed to the DPO by contacting the school on info@rendcomb.gloucs.sch.uk

If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with the Act, they should utilise the school Complaints procedure and should also notify the DPO.

13. Drama

There is both Drama as an Activity and Drama as an academic subject available at Rendcomb College.

The School aims to stage a significant performance or dramatic event each term, drawing not just from the School's drama scholars, but from a range of pupils who have auditioned for roles in the

plays. Usually plays are cast from a particular year group or groups, and a policy of 'open' auditions is used to ensure that new talent emerges.

14. The Duke of Edinburgh's Award

Rendcomb College offers the Bronze and Gold Duke of Edinburgh's Award. This scheme is firmly in place here and throughout their school life a pupil will experience all 4 of the key ingredients of the Award – Service, Sport, Skill and Expedition. Expeditions are held during school exeat wherever possible, but are planned and notified in advance to allow families to organise arrangements so that there will not be a conflict with these dates.

15. English as a Second Language

Pupils from overseas are welcomed at Rendcomb College, adding much to the experience and culture of the School.

International pupils are required to pass an entrance exam in English before they are accepted at the College. In their first week they participate in an induction programme to familiarise them with school life. All pupils whose native tongue is not English participate in EAL lessons. An assessment will then determine the number and frequency of lessons thereafter. Sixth form pupils also receive EAL lessons if needed during the week. All lessons are within the main timetable. They are taught by native EAL-qualified teachers who also have a strong pastoral commitment to the overseas pupils.

The EAL Department aims to enable overseas pupils to participate fully in the mainstream programme and sit external Cambridge exams at the appropriate level.

EAL lessons are charged to the parents at the end of each term.

The College policy is one of full integration and international pupils enjoy all the opportunities and facilities available at the College.

16. Financial Matters

The financial obligations regarding a pupil's attendance at Rendcomb are as outlined in the Parental Contract which is issued to all parents as part of the terms and conditions of acceptance of a place at school. Further copies can be obtained from the Bursar if required.

Please note that the contract is regularly reviewed and updated to reflect legal changes, and a new version is sent to all parents a term before the changes will take effect.

17. Health and Safety

A full and comprehensive policy document, Rendcomb College Health and Safety Policy, outlines all guidelines that we have in place at Rendcomb; a copy of this document is available from the

Bursar on request. A copy of Rendcomb's Accessibility Policy is also available on request from the Bursar.

An overview of Health and Safety at the College can be found [here](#).

18. Health Matters/Medicine

We have three College Nurses on site and one is always on call 24 hours a day and based in the Medical Centre when on duty.

During the school day Sister is available to pupils for emergency care. Routine medical care cannot be arranged. Parents of Day pupils will be contacted if their child falls ill at school so they may be taken home as soon as possible. Day pupils who need to take medicine while at school must inform Sister: this excludes inhalers for asthma, which should be carried by a pupil at all times.

Boarding Pupils

Sister is available to boarding pupils for all aspects of their health care. Dental care should be carried out during the holidays. All boarding pupils are registered with the School Medical Officer, whose surgery is close to the College. Boarding pupils make their appointments through the Sister and may see a male or female doctor. This service is free.

Boarding pupils who are ill will normally, at first, be accommodated in the Medical Centre. However if it is a prolonged illness the pupil may need to be sent home to their parents/guardians.

Medication

Prescribed medicines are usually administered in the Medical Centre under supervision. However a boarder may be allowed to self-medicate if they have been assessed by the Medical Centre as sufficiently responsible to do so, and the Medical Centre has given clear guidance to the pupil on when to take the medication, the possible side effects and where to keep this medication in their room.

School Listener

If a student needs advice or wishes to talk through a problem it is hoped that they will feel confident to talk to their Houseparent in the first instance. Clearly, it is important to engender relationships between teachers and students where this avenue of communication is possible. Obviously, there may be cases where such a conversation is either inappropriate or where a pupil may need specialist help. In the first case, he or she may speak with the College Nurse, Tutor, Chaplain or the College Medical Officer. Sometimes, students feel that they would like to talk an issue through with someone whom they do not see in an associated role in the College. All pupils have access to the College's Independent Listener; appointments can be made through the College Nurse or directly via e-mail.

19. Holiday and Term Dates

Parents are asked to arrange their holidays during the school holidays. Where this is not possible a letter should be sent to the Headmaster requesting permission for absence from College. We

do not normally allow pupils to depart early on holiday, unless there is a good reason for doing so.

All boarders are expected to return on the evening prior to the commencement of terms and half terms. Boarders should not use travel as an excuse to finish term early or arrive back late: guardians should facilitate correct attendance.

The College publishes their term dates a year in advance so it should be possible for parents to arrange their child's travel early enough for them to arrive and leave on the appropriate days.

Complaints Procedure

Rendcomb College takes great care with the quality of the teaching and pastoral care provided to its pupils. However, if parents do wish to make a complaint they should follow the protocols listed in the Complaints Procedure policy, which can be found [here](#).

21. Learning Support

OBJECTIVES

- To apply a whole school policy to meeting each pupil's individual needs following the guidelines of the SEN Code of Practice.
- To identify, at the earliest opportunity, any pupil who may have special educational needs.
- To maintain a 'Pupils with Learning Difficulties' Register.
- To ensure that all relevant staff are aware for each pupil's needs so that his/her needs may be met in the mainstream classroom.
- To provide pastoral care and support for the pupils with learning difficulties so that they may develop in all areas and build a strong sense of self-esteem.
- To maintain a confidential file for each pupil containing all relevant reports which shall be available to staff who are directly involved with the child.
- To conduct regular reviews of each pupil's progress and to their general development.
- To maintain close links with parents at all times.
- To provide regular INSET programme to the teaching staff.

Parents of pupils receiving specific learning support will be issued with a copy of the Learning Support Policy Handbook. This is also available upon request and provided if deemed appropriate.

22. Contacting pupils and mobile phones

While it is recognised in today's world that most pupils have mobile phones the College expects pupils to only use them in their House areas. If pupils are seen using them in the College grounds or in class, without permission, during the school day they could find their phones confiscated. Thus we would ask parents to refrain from contacting their child during the school day except during their 'free' time and ideally only in an emergency.

If a parent is struggling to contact their child and wishes to pass on a message to their child then they should contact Reception during the school day, which will make every effort to pass it on as soon as possible. Reception is manned from 8.00am in the morning until 5.15pm in the afternoon from Monday to Friday, while on Saturday it is manned from 8.30am to 12.30pm.

In the evening the appropriate boarding house would be the first point of contact.

Below is the mobile phone guide set out in the Pupil handbook:

- Pupils in Year 10-13 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. Year 7 to 9 are not permitted to use their phones during the school day.
- 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 iPods and phones are kept in a secure area when left in the house.

23. Music

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.

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.

24. Games Arrangements

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 or Tennis.

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

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.

Off Games Procedures

- Pupils should go to the Medical Centre before 8.30am on a games day if they need to be put off games. Only in an emergency, should they go after 8.30am.
- No pupil is off games without reporting to the Medical Centre.
- All pupils put off games must attend the library at the beginning of their games periods unless they are detained in the Medical Centre, in House for 6th formers, or they have permission from the teacher in charge of their game to watch the games session/match.

25. Parents Association - RCPA

The Parents' Association provides a sounding board for Headmaster, Bursar and staff representatives, and organises social and fund-raising events. The committee welcome suggestions for suitable projects as fund-raising targets. All parents belong and pay a small subscription and there is a committee which is elected at the AGM in and meet regularly.

The RCPA's aim is primarily to organise fundraising events which then go towards financing projects in the College. Events include supporting Fireworks' Night, organising Balls and small-scale social and fund-raising events. The committee welcome suggestions for suitable projects as fund-raising targets. Informal contact at such occasions is invaluable, and is greatly appreciated by our parents who often choose Rendcomb because we are approachable and welcoming.

26. Parking – Dropping off/Picking up

Traffic is an issue around the College and village and we would respectfully ask parents to drive with care when coming to the College. In the morning pupils should be dropped off at their respective houses before 8.15am, Monday to Friday, while on Saturday pupils should be dropped off at the designated meet time for their sports fixture or activity. Similarly picking up at the end of the normal school day should be from the pupil's house. This is often an excellent time to have a brief conversation with the Houseparents if needed.

If you are delivering your child to College after the official start of the day then you must drop them off at reception so they can sign-in. Similarly if you need to pick them up before the end of the school day then you should do so from reception so they can sign-out.

27. Physical Restraint

All schools are obliged to have a policy that is known to staff, pupils and parents concerning the very few occasions when the use of physical restraint by a teacher on a pupil would be both justified and necessary. Rendcomb College has such a policy that has been discussed with all staff on the basis of the guidelines issued by the DFES to accompany the provisions of the 1996 Education Act.

A full and detailed copy of the policy is available upon request. This covers reasonable force, search powers, self-defence and defence of others by a member of staff.

28. Removal and Expulsion of a Pupil

The full Exclusion Policy is available on request and as a school we hope that you will never have the need to read it, however below is the introduction to the Policy for information:

Every pupil at Rendcomb, irrespective of age, is required, as a condition of staying in the College, to maintain an acceptable standard of work and conduct and must abide by the College's Behavioural Policy. Where good standards of conduct are not maintained by pupils, it may be necessary to take a disciplinary line, including exclusion from the College in the most serious cases. The responsibility for serious disciplinary matters and exclusions rests with the Headmaster and the Second Master. However, Houseparents have a key role in addressing bad behaviour by pupils.

The Headmaster has the right to exclude or suspend any pupil if it should appear to his judgement (after appropriate consultation) to be in the best interests of the pupil not to remain at the College or in the best interests of the College. The process outlined in this policy is intended to ensure that any exclusion is dealt with in an entirely fair and transparent way. The Headmaster has the right to treat as a breach of College discipline behaviour during the holidays of a pupil's school career which is liable to bring Rendcomb into disrepute. The Headmaster may also at his discretion require a parent to remove or may suspend or expel a pupil if the behaviour of either parent or pupil is in the opinion of the Headmaster unreasonable and affects or is likely to affect adversely the child's or other children's progress at the College or the well-being of staff or to bring the College into disrepute. The Headmaster will inform the Chair of Governors if he feels that he might need to explore excluding a pupil.

Parents/Guardians have the right to remove their child from the College at any time; however, they will not be entitled to any refund or remission of fees or supplemental charges due

(whether paid or payable). Provided parents have given a term's notice to withdraw their child they will not be charged fees in lieu of notice but they will forfeit the deposit.

The College Behaviour Policy sets out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Headmaster may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. Usually, in such instances, the Headmaster will already have issued a Final Warning Letter. All aspects of the pupil's record at the College may be taken into account.

In certain circumstances, the suspected offence may be so serious that a specific process of investigation may be deemed appropriate. For example, the Headmaster may exclude any pupil for possessing, using or supplying any illicit drug or other harmful substance at any point during their school career. Accordingly, the Headmaster may require any pupil to submit an appropriate test whether on suspicion of the use of illicit drugs or other harmful substances, or otherwise at his sole discretion, and may countenance a search to be carried out of any pupil's personal possessions or room, if appropriate.

29. Safeguarding (Child Protection)

Rendcomb College fully recognises its responsibilities for safeguarding children (child protection). This policy is made available via the parental handbook and on request. This policy is reviewed on an annual basis by Governors and is available on the school Website and by request.

Due to the regulatory of changes to the Policy in accordance with Government legislation the policy is not published here. However below are the contact details of the staff responsible for this area of school life.

Designated Safeguarding Lead:

Jonnie Howorth; tel: 01285 832333 or 07801273353; or you can email DHP@RendcombCollege.org.uk

30. Weather – school policy for extreme weather

The College publishes a letter annually with regards the way we communicate decisions to close the school due to bad weather. However if the weather deteriorates overnight, we will aim to make a decision by 0600 to inform you if the College is closed. There will be a message on the College voicemail so please ring 01285 832300 to check as well as on the school website before travelling.

If the school has to close during the school day then all pupils will be held in their houses until you can pick your child up. If you have difficulties getting to the school then we will continue to look after your child until you can get to the school, as we do have a boarding community to look after as well.

If the school is closed for a significant period then staff will ensure work is set on our VLE which all pupils can access via the internet. While the school is closed boarders who are local can go home if they choose to do so and can be picked up. However the school remains open for the boarding community and will continue to function, including catering and housekeeping, although no doubt on a reduced staffing since some live offsite.

31. Structure of the School Day (Senior)

	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		BUSES 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									
FRI		ASSEMBLY*								YEAR 7-10 GAMES									
SAT	REGISTRATION, MATCHES (PREFERABLY AM), BOARDERS PROGRAMME, AGREED TRIP WEEKENDS									12:00 ONWARDS – PICKUP FOR DAY PUPILS									

