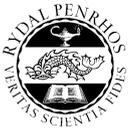


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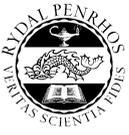
## Headmaster's Welcome

Welcome to the senior school of Rydal Penrhos. There is much to learn about a new school, and this booklet is designed to provide you with the information you will need to get started at the beginning of your time at Rydal Penrhos. The staff and current pupils will do all they can to help you feel comfortable in your new surroundings so that you will be confident about joining in and contributing to the many aspects of life in the school. Everyone in the community takes pride in the achievements of others as much as their own success, so make the most of what is on offer from the very start, and begin your career at Rydal Penrhos with an open mind, a willingness to help and the intention to achieve your best.

This booklet describes the routines and rules that ensure the smooth running of the school and explains how we look after your wellbeing and encourage you to be active outside the classroom. It also gives advice on what to do if you have worries or anxieties; I am responsible for the life of the school, so if you wish to discuss a matter that concerns you then you can ask to speak to me or the Deputy Head, Mr Cashell, at any time. There is a strong network of academic and pastoral support that starts with your form tutor, so get to know him or her early on and build up a good relationship of trust and support with others in your tutor group.

Enjoy your time in the school, and make the most of it. We want you to achieve the best you can by all the means you can, to make your life and the life of the school a more fulfilling one for everyone.

**SR Smith Headmaster**



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## Mission Statement of the Methodist Independent Schools Trust

The Methodist Church is engaged in education as part of its Christian mission in the world. Its schools will seek to extend the Methodist ethos and character and contribute to diversity in education.

The schools aim . . .

- ❑ to be caring Christian family communities, committed to the development of the full potential of each individual, having regard for their personal attributes in addition to their academic aspirations;
- ❑ to maintain high educational standards in all their academic, cultural and sporting activities, stimulating excitement in learning and requiring discipline in study whatever the ability of the child;
- ❑ to work in and with the communities they serve;
- ❑ to worship as Christians in the Methodist tradition; to uphold Christian values in practice as well as in theory and to make religious education a strong feature of the curriculum, whilst welcoming members of other faiths (and none) in a spirit of openness and tolerance;
- ❑ to encourage pupils in a critical examination of the standards and values current in society and to discover and develop a personal faith to guide them throughout their lives.

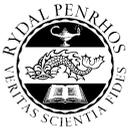
### **Rydal Penrhos Mission Statement**

*Rydal Penrhos is an inclusive Christian community, based on a Methodist foundation, dedicated to ensuring that the unique potential of each child and young person is realised.*

*Rydal Penrhos fosters respect for the individual in a safe and secure environment, thereby developing self confidence and personal independence.*

*Rydal Penrhos balances academic rigour with challenging experiences in the cultural, athletic, aesthetic and spiritual domains.*

*Rydal Penrhos is internationalist, multicultural, inclusive and committed to sustainable development and global citizenship.*

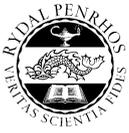


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## The Aims of the School

To provide the best in Christian based independent education and to extend the Methodist ethos and character in education.

- 1 The School is a caring Christian community which seeks to meet the pupil's academic and personal needs and to promote the acquisition of moral values. The School provides a structured and stable environment within which all pupils are able to develop their potential to the maximum in academic, aesthetic, physical and personal terms.
- 2 The School has high expectations of all pupils in all academic, cultural and sporting activities. All pupils are expected to achieve the highest standards of which they are capable in both curricular and extra-curricular areas. All pupil's subjects and activities are equally valued and all aspects of the curriculum and extra-curricular provision are available and equally accessible to all pupils based only on their abilities and interests.
- 3 The School demonstrates its Christian ethos in the quality of all relationships within the school, its work within the local community and by making religious education a strong feature of the curriculum. Worship follows the Methodist tradition whilst welcoming members of other faiths in a spirit of openness and tolerance.
- 4 The School is broadly selective and caters for a wide range of abilities.
- 5 The School has due regard to the National Curriculum and seeks to extend it in a number of areas.
- 6 The School seeks to recognise and reward the positive wherever possible in pupil work and conduct. In doing so it seeks to develop the self-confidence of every pupil.
- 7 The School believes that the extra-curricular provision generates a positive pupil atmosphere which enhances academic performance. The extra-curricular dimension is thus an important part of the school.
- 8 Courtesy and consideration are integral to all aspects of school life.
- 9 The School encourages pupils to develop self discipline and thus to take responsibility for their work and progress.
- 10 The School places great value on maintaining close, constructive communication with parents.
- 11 The School seeks to develop the whole person and the tutors and subject teachers work closely together. Pastoral care is the responsibility of all staff.
- 12 The School encourages pupils in a critical examination of the standards and values current in society and to discover and develop a personal faith to guide them throughout their lives.



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## Guidance for New Pupils

### Rydal Penrhos Boarding

#### BOARDING LIFE

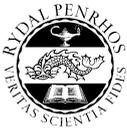
Each boarding house is in the care of a Housemaster/Housemistress, who consider the house as an extension of their home. For boarders it should also be an extension of home, offering, as far as possible, the interest, discipline and moral guidance to supplement that which comes initially from parents.

Our youngest boarders may begin boarding life in rooms with up to four beds, either with study bedrooms or with bedrooms and separate homework rooms. All Sixth Form boarders enjoy single or double study bedrooms. Prep is done in the boarding house and boarders are encouraged to see their boarding house as their home, from which they come to school for the day. As they move up the school, boarders are given more responsibility in the running of the house; with this responsibility comes increased freedom in the use of free time and arrangements for their study periods. Our community works best when these freedoms and responsibilities are maturely balanced.

Mr Tim Cashell is Deputy Headmaster and Head of Boarding. He is the school's nominated Child Protection Officer and is responsible for all aspects of pastoral care.

There are five boarding houses:

<u>Name of House</u>	<u>Members</u>	<u>Staff</u>
Beecholme	- Boys	Mr Ian Richardson (Housemaster) Mrs Sally Leach (Matron) Mrs Leah Crimes (Asst HoM)
Walshaw	- Boys (Years 10 – 13)	Dr Martin Brown (Housemaster) Dr Sara Brown (Matron) Mr Peter Richmond (Asst HoM)
Netherton	- Boys (Years 10 – 13)	Mr John Murphy (Senior Housemaster) Mrs Wilma Murphy (Matron) Mrs Sarah Chatburn (Asst HoM)
Hathaway	- Boys (Years 10 – 13)	Mr Phil Mather (Housemaster) Mrs Karen Mather (Matron) Miss Sarah James (Asst HoM)
Edwards	- Girls	Miss Fiona Earle (Housemistress) Mrs Debbie Riley (Matron) Mrs Alison Hind & Mrs Katie Sanders (Assistant HoMs)



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## PASTORAL FRAMEWORK

There are two pastoral sub-divisions according to year groupings.

- Lower School, comprising years 7 - 8 under the Head of Lower School, Mrs Gabriella Murphy
- Middle School, comprising years 9-11 under the Head of Middle School, Mr John Murphy
- The Sixth Form are the pastoral responsibility of Mr Peter Lavery (Head of Sixth Form)

Pupils are also assigned to four houses (Morgan, Osborn, Payne and Wesley) each house comprising of pupils from years 7 – 13. The houses are there to stimulate a wide variety of inter-house activities and competitions including sport, drama, and music, debating and academic.

### The Heads of Houses are:

Mr Paul Sanders	Morgan
Miss Hannah Freeman	Osborn
Mr David Robson	Payne
Mrs Rhian Williams	Wesley

- Forms are mixed - boys and girls, day pupils and boarders.
- In Years 7, 8 & 9, tutor forms have pupils only from their year group. In the Middle School and Sixth Form, tutor forms are mixed with pupils from 10 & 11 and 12 & 13 respectively.
- Members of the teaching staff act as tutors, and each tutor is in charge of a group of pupils, with the responsibility for pastoral care and for the monitoring of academic progress. The tutor will also be involved in organising house activities and competitions as well as looking after the needs of his/her tutees.
- Pupils meet with their tutor for registration every morning, as well as during Form Period. A similar system operates in the Sixth Form where provision is also made to discuss careers and higher education. The tutor is the first point of contact for any matter of concern.

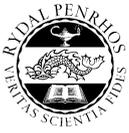
The pastoral framework is supported in other ways. The Chaplain, Reverend Nick Sissons, is always on call to assist in any conversations which need to take place and to give advice as appropriate.

The staff in the Health Centre are also available to deal with emergencies and to give advice of a medical nature. In addition, the form tutor or any other member of staff can be approached should the need arise.

## Financial Matters

The Finance Office deals with all aspects of school fees and insurance schemes. Please address all enquiries concerning termly bills to Mrs Angela Lindsay who can be contacted on 01492 532728.

Parents are urged to consider the schemes whereby, for a modest premium, they may insure against their child's absence from school for more than a few days as a result of illness, as well as for the loss of personal possessions.



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## RULES

As in any family or community, a school must have rules. These rules set the standard by which individuals within the school measure their relationships with others. They are based on experience and common sense as well as the traditions and changing needs of the school. Some do not need to be written down as they are part of the everyday life of the school, administered as a matter of course by the staff and the Headmaster.

The school rules are intended as guidelines for pupils in their conduct and for the Headmaster and staff in the exercise of their authority.

It is recognised that the viewpoint of pupils and those in authority do not always coincide. There are mechanisms for dealing with these concerns, the intention being to reconcile significant differences and respect individuals, both pupils and staff.

A full set of rules is included later in this booklet.

## REWARDS AND SANCTIONS

High achievement, extra effort and positive contribution are recognised in various ways:

- Merits are awarded by subject staff or tutors for good work in school. Good work, attitude and actions will be recorded in a student's planner by teachers at any stage during the year using a merit stamp.
- Certificates of Achievement can be awarded in any subject or activity to pupils who produce excellent work, contribution or effort. These may be awarded in form time, house assemblies or class.
- Effort and Achievement prizes are awarded at end of term prize-giving assemblies as well as Speech Day every year. There are a number of cups and shields presented for sporting, musical and other school activities.
- Pupils are awarded effort and attainment grades on school reports and assessments.

We have clear rules and explanations of them so it follows that action and sanctions are required if these rules are broken; the sanctions are outlined in the rules section of this booklet. Similar arrangements apply if a boarder breaches the rules which relate to his/her boarding house.

Major offences will be dealt with by the Headmaster or the Deputy Headmaster and, as stated in the rules; serious issues could result in suspension from school or even expulsion.

- **Break Time Detention**

Given for minor infringements of the rules or code of conduct these take place during break. Pupils may be set a specific task to complete.

- **Academic Detention**

These are the responsibility of academic departments when work is not completed or undertaken satisfactorily. This is for work related matters and usually takes place in lunchtime.



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- **After School Detention**

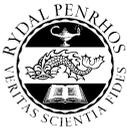
This deals with more serious breaches of discipline and the non-attendance at school timetabled sessions, including punishment sessions; these are held on Fridays from 4.30pm – 5.30pm. Attendance is compulsory and parents are advised that if their child is required, it is their responsibility to provide transport for their child at 5.30pm on a Friday.

- **Saturday morning Headmaster's Detention**

This is for persistent infringements or serious breaches in discipline. This detention is run by the Headmaster or the Deputy Head. A detainee reports at 9am in school uniform and is able to leave at 12pm.

The above system creates a fair and appropriate punishment at each level and one which pupils and parents can understand and which will be used appropriately by all staff.

All punishments will be recorded in the pupil's planner.



## **PUPILS' CONCERNS AND COMPLAINTS**

*This section is addressed to all pupils and a separate copy is included in the pocket on the inside rear cover of this booklet*

This section explains what you can do if you feel worried about something and what you may do if you wish to complain about how you are being treated or have been treated. If you misplace this leaflet and you think there is something you need to complain about, you can obtain another copy from the school office.

### **Things that might make you unhappy or upset:**

- You may feel bullied or discriminated against;
- Someone may have hurt you, abused you or made suggestions you think are not right;
- Maybe someone has taken something that belongs to you and not returned it;
- Perhaps you feel that a punishment is unjust or that you have been treated unfairly by a member of staff;
- You may feel that nobody understands the difficulties you are having with some of your work;
- Or there may be something else which you think is wrong.

### **If something is worrying you:**

There are many people at Rydal Penrhos to whom you may turn. Remember that you have friends who may be able to help you. Maybe there is an older boy or girl to whom you may feel you can turn. If it is an academic matter then talk to a teacher.

### **What to do if you are unhappy or worried:**

Any pupil who is worried about their work, activities or relationships is encouraged to seek help or counselling and appropriate contact people would be:

- Your form tutor
- Another teacher
- Your Head of School
- If you are a boarder, your Housemaster and House Staff Tutors
- The Chaplain
- The Deputy Head or the Headmaster
- Health Centre
- The School has a Counselling Service in which the welfare of the pupil is the over-riding consideration you can contact the School's independent counsellor: Tracey Boothby 07824544424

But there may be times when you feel that you wish to talk with someone else and this is perfectly understandable. You can talk with, telephone or write to any of the following

- Your parents or guardian
- The School Medical Officer  
Dr Weis, 98 Conway Road, Colwyn Bay (Telephone: 0844 4778574)
- Conwy Counselling Service
- Childline, Freepost, London 1111, N1 0BR (Freephone: 0800 11 11)



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## **If you want to make a complaint**

You may feel that you would like to complain about something which is worrying you and, if this is the case, then the first thing you should do is to speak to any member of staff and you may bring a friend with you if you wish. It would be usual for parents to be informed at this stage.

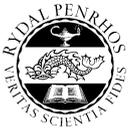
If the matter cannot be settled in this way, you can make a formal complaint. You can do this by writing to the Headmaster or by telling the Deputy Head or your Head of School that you wish to make a formal complaint. You do not have to inform staff or anyone else that you are complaining about them.

If you make a formal complaint it will be recorded in the Complaints Book kept by the Headmaster. Within three days you will be asked to talk the matter through at a meeting with either the Deputy Headmaster or the Headmaster, during which you may have a friend with you. Following this meeting you may still wish to contact the School Medical Officer, the Schools independent counsellor or Childline (as listed above) and they will advise you about the most sensible course of action for you to take.

You may simply prefer to go straight to the school's independent counsellor.

Under the Care Standards Act 2000 the National Assembly for Wales has a responsibility for the welfare of boarders in schools. Rydal Penrhos is inspected regularly by the Care and Social Services Inspectorate for Wales and boarders have an opportunity to discuss 'life as a boarder' and can raise any matters of concern. Boarders with any complaints about their welfare can contact the Care and Social Services Inspectorate for Wales at any time on 0300 790 0126.

**National Assembly for Wales  
Care and Social Services Inspectorate for Wales  
CSSIW North Wales Region,  
Government Offices,  
Sarn Mynach,  
Llandudno Junction.  
LL31 9RZ**

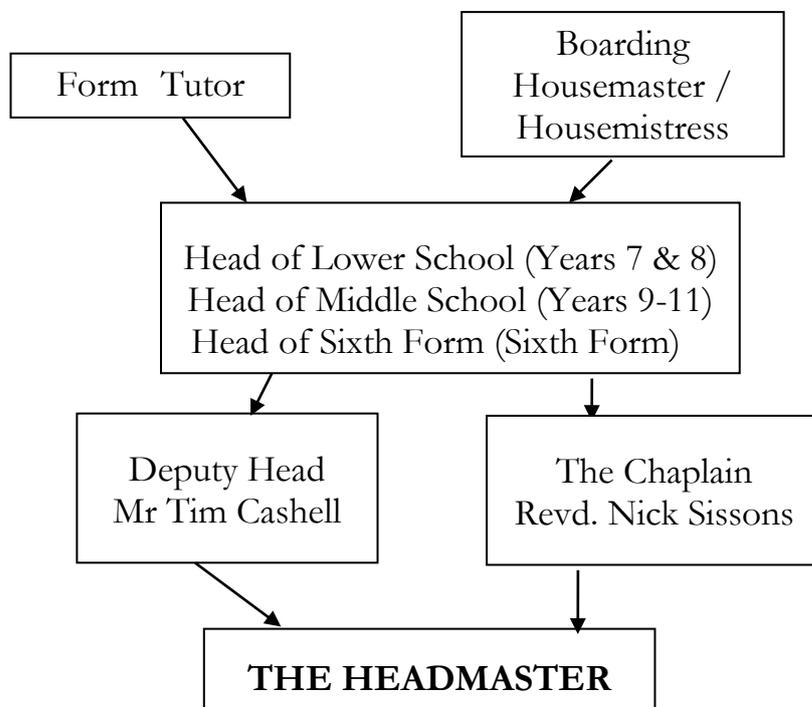


## Communication

The form tutor should normally be your first communication link with the school; this can be done either via your child's planner or by telephone. If you have a query concerning an aspect of boarding life, then please contact the Housemaster / Housemistress in the first instance.

All staff may be contacted via the School Office. Messages will be taken for staff unable to take your call immediately.

## Communication Channels



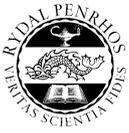
## Contact Details

### School Office

Telephone +44 (0)1492 530155  
e-mail: [info@rydalpenrhos.com](mailto:info@rydalpenrhos.com)  
Fax: +44 (0)1492 531872

### Boarding Houses

Beecholme: +44 (0)7501 809764  
Edwards: +44 (0)7502 413117  
Hathaway: +44 (0)7881 747105  
Netherton +44 (0)7501 918127  
Walshaw: +44 (0)7552 422535



## Registration

- Pupils should arrive in school by 8.15am to allow time to collect books etc. from lockers before registration.
- All pupils register with their tutors at 8.20am and in their Registration groups at the specified time in the afternoon.
- Pupils who arrive after 8.30am must sign in at Reception; they will be recorded as being late.
- Any pupil who needs to leave school during the normal school day must obtain permission from the form tutor; the request for such permission must be supported by a letter from home (or the Housemaster / Housemistress). In these circumstances, pupils must report to Reception at the time of departure and return.
- Any pupil who feels unwell during the day should request a Health Centre Referral slip from their teacher and report to Reception who will then contact the Health Centre. Health Centre staff will assess the pupil and contact home if they feel the pupil is too ill to remain in school. Pupils should, under no circumstances, phone home directly and make plans to be collected.
- **Parents must contact the school before 8.45am if their child is unable to attend school for any reason. If no contact has been received by 10.00am, the School will contact the parents.**
- After an absence a pupil must give the form tutor a note explaining the reason for missing school. Written confirmation will enable the School to authorise the absence.
- School end:

Monday – Thursday 5.10pm

Friday 4.25pm

After lessons, a number of activities take place, which are open to all pupils. Some team practices, for instance, take place at this time.

After 5.10pm, (4.25pm Friday) provision may be made, via the pupil's tutor, for a pupil to attend school supper and remain in school under the care of the appropriate Housemaster/Housemistress.

When a pupil wishes to stay for a school function in the evening such as a music concert, play or other organised activity etc, supper can be arranged in the same way via the pupil's tutor.

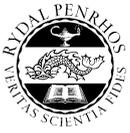


## Boarders' Weekend Routine

Pupils may be granted permission to go on leave for either, or both, of Saturday and Sunday. Please see section 5 on pages 18-19 for more details.

Apart from representing the school on away fixtures or serving the school in a formal capacity, boarding pupils may wear casual clothes during the weekend.

<b>SATURDAY</b>	
09:00	<p><b>Breakfast</b>  <i>Boarders involved in fixtures for which a coach is leaving early will be provided with breakfast.</i></p>
10.00 – 11.30	Private study in boarding house
13.00	<p><b>Lunch</b>            This is followed by recreation time.            There is a recreational swimming session between 13:30 and 14:30 &amp; sports facilities are available some afternoons.</p>
17:30	<p><b>Supper</b>            Boarders return to their houses and sign in before 19:00.</p> <p><b><u>Autumn &amp; Spring Terms</u></b>            Year 11 pupils (with Housemaster's permission) and Sixth Form pupils (who must sign out) may visit other houses; all visiting pupils must report in to the Housemaster of the house that they are visiting. Y11 must return to their house by 21:30, Sixth Form by 22:00.            The town is out of bounds except from members of the upper sixth who may have 'town leave' until 22:30</p> <p><b><u>Summer Term</u></b>            Years 7 – 10 may report out to play on one of the school fields or tennis courts. They must report back to house before 21:00.            Years 11 – 13 as for the previous term.</p>
21:30 – 23:00	<b>'Lights out'</b>



<b>SUNDAY</b>	
11:00	<p><b>Brunch</b></p> <p>A range of activities are arranged, some beginning before or immediately after brunch, others taking place later.</p> <p>The swimming pool is open for recreational swimming between 16:00 and 17:30. Sports facilities are available 14.30 – 17.30.</p>
17:30	<p><b>Supper</b></p> <p>Boarders return to houses and sign in before 19:00.</p> <p><b><u>Autumn &amp; Spring Terms</u></b></p> <p>Y11 (with Housemaster's permission) and Sixth Form pupils may visit other houses where they must report to the Housemaster of the house that they are visiting. They must return to their house by 21:30</p> <p>The town is out of bounds for all pupils.</p> <p><b><u>Summer Term</u></b></p> <p>Years 7 – 10 may report out to play on one of the school fields or tennis courts. They must report back to house before 21:00.</p>
21:30 – 23:00	<b>'Lights out'</b>



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## General Information for Boarding Pupils

### 1 Beginning of Term Arrangements

- 1.1 In the event of parents being unable to meet the published times of arrival on the first day of any term, they should inform their Housemaster / Housemistress (HoM) in advance. The HoM's email address and telephone number will have been communicated to you along with joining instructions prior to the start of term.
- 1.2 Pupils and parents should report to the HoM when they arrive at boarding houses.

### 2 The Health Questionnaire

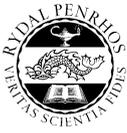
- 2.1 This will have been sent to all new parents prior to receiving this booklet. It should be completed and forwarded to the Health Centre in the pre-addressed envelope that was provided. The pupil's medical card should also be enclosed in the same envelope. **THE HEALTH CENTRE MUST RECEIVE THIS PRIOR TO THE START OF TERM.**
- 2.2 If a boarder is unable to return to school at the appointed time because of illness, the HoM should be notified as soon as you are aware of this and the staff at the Health Centre should be informed of the illness. It is, of course, important that no child should be sent to school after being exposed to any infectious disease and the school should be advised immediately of any infection which is discovered after the child's return to school. A pupil who contracts an infectious disease will, as far as possible, be kept away from school and will either return home or go to an appointed guardian.

### 3 Pocket Money

- 3.1 **Junior Boarders** (Years 7-11) Parents should ensure that at the beginning of each term, pupils are provided with sufficient pocket money to cover normal weekly expenses (around £10 per week is recommended). Ideally the allocated sum of money in small denomination notes should be handed to the HoM together with bank or building society cards for safe keeping. These can easily be made available for special purchases (e.g. birthday presents etc).
- 3.2 Parents are asked not to send money directly to junior boarding pupils during term. Instead, money can be deposited with the HoM (especially in the case of birthday money). We would be grateful if grandparents and relatives are made aware of this ruling. We try to discourage pupils from carrying large sums of money on their person.
- 3.3 **Sixth Formers** are encouraged to manage their own finances and budget for themselves, but must deposit large sums of cash with their HoM. All boarding pupils have the option of using a personal safe in their room but, at all times, the school recommends that pupils limit the number of valuable items they bring to school and ensure that these are stored securely; the HoM is happy to help in this regard.

### 4. Some Miscellaneous Points

- 4.1 **Letters** should be addressed to the pupil and sent to the **house address**.
- 4.2 **Parcels** should be addressed to the pupil and sent to the **school address**.



- 4.3 **Labelling of uniform & kit.** All items of uniform, including shoes and personal property must be clearly marked with your child's name and a supply of spare nametapes given to the HoM. It is preferable to use 'sew on' labels as others tend to come off in the wash.
- 4.4 **Bedding.** The school will provide appropriate bedding. If they wish to do so, boarding pupils may bring their own duvet covers and pillowcases - three sets of duvet covers and pillowcases are required.
- 4.5 **Electrical Equipment.** Radios, compact disc players etc. and lap-top computers are allowed but their use is subject to the house and school rules. Any pupil (boarding or day) bringing electrical equipment into school is responsible for its safety and insurance. Under Health and Safety regulations this equipment must be tested and passed as being safe, once a year, and should display an approved sticker to support this. We cannot allow untested electrical equipment to be used within the school.  
**ALL ELECTRICAL EQUIPMENT MUST BE FITTED WITH A UK STANDARD 3-PIN PLUG.**
- 4.6 **Telephones** Pupils have access to telephones which have been fitted in all boarding houses. We encourage parents/friends to use this system, but please avoid telephoning during prep time! In an emergency, parents or guardians can always communicate with boarders via the HoM.
- 4.7 **Saturday Town Leave** Parents are reminded that only students in the Upper Sixth who are 18 years old are permitted into town on Saturday evenings from 8.00 – 10.30 p.m. It is against UK Law for anyone under the age of 18 to buy or consume alcohol or to buy tobacco. Young people are normally asked by proprietors to produce some official identification as proof of age.

We believe that our most senior pupils should be allowed the freedom that town leave offers but it is essential for their well being and for the reputation of the school that this freedom is exercised with the utmost responsibility. This privilege will be removed from anyone who abuses it.

**Evening Outings** Occasionally HoMs may arrange social or cultural evening outings or meals with members of the house. This would not normally cost more than £20 and would be added to the school bill.

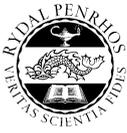
## 5 Leave

- 5.1 A 'Leave' is permission to be absent from school for a specified length of time.

**All school commitments, especially school fixtures and/or other Saturday matches must be fulfilled before leave can commence.**

It is expected that the HoM will be informed about 'leave' arrangements by means of a 'leave request form', a sample of which is included inside the rear cover (additional copies are available on the school website [www.rydalpenrhos.com](http://www.rydalpenrhos.com)). This can be e-mailed (scanned copy as parental signature required) or faxed but please allow at least 72 hours notice when requesting leave. **Wednesday evening, by 9.00pm**, is the latest time that leave requests will be considered for the forthcoming weekend.

Boarding, as well as day, pupils require written permission from the Deputy Headmaster if they request any planned leave from school which necessitates time out of school during the week. This must be requested in writing two weeks prior to the absence. This includes absence from planned



school activities at the weekend. **Speech Day and Open Morning are designated as normal school attendances.**

## 5.2 Weekend Leave

Boarders are able to take weekend leave after they have fulfilled their normal school obligations. The school encourages pupils to meet parents/relatives whenever this is convenient and the Housemaster / Housemistress (HoM) has discretion to grant 'special' leave at any time (see 5.4 below).

HoMs must receive a request in writing by Wednesday 9pm before the weekend for which leave is required. If a pupil is staying with another pupil, written permission is required from the host parents. Please remember school commitments take priority.

## 5.3 Day Leave – either Saturday until 6 pm or Sunday until 8 pm

HoMs will use their discretion about granting permission as birthday celebrations, cinema trips and other occurrences need to be considered appropriately and the Housemaster / Housemistress can retain flexibility in this respect in determining authority for permission.

## 5.4 Special Leave

Special leave may be granted, on written request, in special domestic and individual circumstances at the discretion of the HoM or Deputy Headmaster.

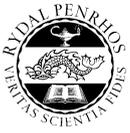
- Prior notification is required so that the catering staff is aware of the number of pupils likely to be absent to avoid any wastage of food.
- Please be aware of the responsibility which requests for leave imply. Parents are urged to be clear about the timing and also about what the programme for the pupil will be during leave.

## 6 Guardians

In line with Home Office legislation, Rydal Penrhos, in promoting and safeguarding the welfare of every pupil, requires parents who do not live in the United Kingdom to appoint a UK based guardian to act on their behalf. This applies to all pupils in the school irrespective of age and their normal place of residence. In practice, however, pupils from Europe often do not require a nominated Guardian but one can be appointed if the need arises. Pupils who normally return home for **ALL** school holidays, including half term breaks will not require a guardian. In the case of suspension from school or any other unforeseen emergency, there will be a school guardian available at short notice. This will be at an extra cost.

During term-time, the school is legally responsible for all pupils' welfare and accepts responsibility on behalf of the parents. However, there are times such as the beginning and end of term, half-term breaks or if a child is suspended or expelled by the school, when the school must be able to hand over these parental responsibilities to another adult, sometimes at short notice.

An appropriate guardian must be resident in the UK. They may be a family member or relative, or a family friend over 25 years of age who is not a full-time student. If parents do not have such a contact in the UK, the school will assist them to identify and secure the services of a suitable guardian, either known to the school or provided by a reputable guardian organisation.



**The Head must be notified in writing in advance if the pupil will be residing during term time under the care of someone other than a parent. To comply with Tier 4 visa regulations, the school is required to know the whereabouts of its pupils whilst they are in the UK, whether this be during term time or holidays.**

Rydal Penrhos will only refer parents to individual guardians with whom the school has a long working relationship and can recommend or to guardianship organisations who have been accredited by AEGIS. However, Rydal Penrhos cannot in any way be held responsible for the choice of guardian that parents make and parents must check carefully for themselves the suitability of any individual guardian or guardianship organisation they propose to use. Rydal Penrhos are able to appoint guardians on behalf of parents. All guardians used by the school are fully DBS checked and inspected by the school.

Should you require school to provide a guardian, please contact Sarah James, Guardian Co-ordinator [sjames@rydalpenrhos.com](mailto:sjames@rydalpenrhos.com) for more information.

## 7 **School Events**

Parents, guardians and friends are warmly encouraged to attend school functions such as matches, services, drama productions and choral or other musical occasions. Most of these events are listed in our termly calendar which is sent out routinely to every parent and notice about additional events will be sent out under separate cover. We always welcome visitors.

## 8 **End of Term Arrangements**

Parents are always informed about end of term arrangements, but should a problem arise involving travel, please inform the Housemaster / Housemistress (HoM). They are familiar with the routines, particularly if your child is travelling from overseas. The school accepts that pupils travelling abroad may need to leave on the last day of term and prior permission is not required on these occasions. However, the summer half term holiday begins **after** Speech Day and, as with Open Morning, attendance at Speech Day is compulsory. **The boarding house is open from 11am on the first day of school at the start of the academic year and from 2pm after all other half term and school holidays.**

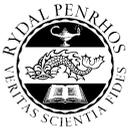
## 9 **Communication**

Our boarding houses function as family units and close links are maintained with the young people in our care. If parents or guardians have any problems regarding boarding arrangements or concerns about the welfare of their child, please consider the HoM as the first line of communication.

## 10 **Academic Progress**

Information regarding the academic progress of pupils is communicated to parents in a variety of ways; these include annual parent/teacher interview evenings, short and full school reports. Both the attainment and effort of pupils are reported equally, with progress being monitored in class and outside the classroom (prep). In Years 7-11 pupils are expected to use planners (issued by the school) as a positive means of communication between school and home.

If there are any concerns over academic progress the first point of contact is the tutor. If assessments show that there are concerns over work then the effort, organisation and achievements of a pupil will be monitored closely by the teachers, tutor, Heads of School and also, where appropriate, by the Housemaster / Housemistress over a period of time.



## **Electrical Equipment:**

**In the best interests of the health and safety of boarders.**

- All electrical equipment for use by pupils in boarding houses **must comply with UK standards.** (The Electricity at Work Regulations 1989)
- **The use of 2-pin European plugs is not permitted.** All plugs must conform to BS7671 – IEE Wiring Regulations 16<sup>th</sup> Edition.
- **Only one extension lead or adaptor is permitted.**
- Boarders should limit the number of electrical items they bring into the boarding houses, to reasonable essentials:-

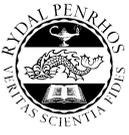
1 x Laptop computer  
1 x Mobile phone charger  
1 x Hairdryer  
1 x Music system, which must not have a loud speaker system

**All electrical equipment must be fitted with a 3-pin plug which complies with UK regulations.**

**Compatible 3-pin leads with transformer attachments for both lap tops and mobile phone chargers are available for purchase locally.**

- Fully equipped snack-making facilities are available for pupils in every boarding house. **The use of personal heaters, kettles, toasters, fridges etc for private use in bedrooms is therefore strictly prohibited.**
- All portable electrical equipment should have been PAT (Portable Appliance Testing) tested on arrival at the school. If this has not been possible, then the school will arrange a PAT test as quickly as possible. All untested appliances must remain unused until PAT testing has been carried out.

**Any piece of electrical equipment which does not comply with UK standards or which the school considers to be unnecessary will be removed from use. The item will be returned at the end of term so that the student can take it home.**



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## Airport Transport:

**Arrivals to UK: All flights must arrive before 20:00**

The school will not provide transport for flights that are scheduled to land after 20:00 unless the flight has been delayed. Flights scheduled to arrive after 20:00 will necessitate an overnight stay in an airport hotel (if the pupil is aged 18 or over) or, by appointment with a local Guardian. Transport will then be arranged for the next morning.

Please notify the Transport Manager, **no later than 2 weeks** before arrival of the flight details e.g. airport, terminal, flight from, name of airline, flight number and time of arrival for transport to be arranged.

Transport will depart from Manchester airport at 11:00, 16:00 and 20:00 on the day prior to the start of term. The aim is to ensure that no pupil remains at the airport for more than two hours after arrival. Transport times from Liverpool airport will depend upon requirements. The Transport Manager will be at Manchester airport on this day and can be contacted on +447793800419.

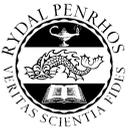
**Departures from UK: No flight may be booked to leave before 10:00.**

Flights must not be booked to leave the airport before 10:00 as pupils cannot leave from Boarding Houses before 06:30. If an earlier flight is required then we can arrange for alternative accommodation the night before. In this case, the School will also arrange transport to the accommodation.

Boarders must not leave School prior to the last day of term unless a written request has been submitted to the Deputy Headmaster **at least two weeks before the end of term.**

**Cost per single transfer - £39.00 - £95.00 depending on number sharing transport.**

Please note that an 'out of hours' pick up from an airport may lead to a higher transport cost. If this is the case, the school will notify you in advance.



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### **General:**

- Timetables are a guide and may change.
- Only 1 piece of hold luggage (max.25 kilos) and 1 piece of hand luggage will be permitted when transferring to and from the airport. **It is the pupil's responsibility to ensure bags are loaded onto the transport that takes you to and from the airport and that they are of the correct weight stipulated by the airline.**
- Pupils need to be at the pick-up point for transfers at least 15 minutes before the transport leaves school for their departure to the airport.
- Transport will leave at the designated time.
- Drivers have been instructed to report all occurrences of unacceptable behaviour to the School in the first instance. Unacceptable behaviour includes:
  - Standing on or kicking of seats;
  - Shouting or the use of inappropriate language;
  - Eating or drinking on buses;
  - Muddy or wet clothing;
  - Not wearing a seatbelt; etc.
- In the event of unacceptable behaviour, the parent will be informed and if the behaviour reoccurs then the bus place may be forfeited.
- **A bus place cannot be allocated and a passenger may not travel unless a signed request form has been submitted with the correct flight details to the Transport Manager.**

If you would like to be allocated a bus place and agree to the above terms and conditions, please completed the form attached and return it to the Transport Manager, Rydal Penrhos, Pwllcrochan Avenue, Colwyn Bay, Conwy, LL29 7BT or e-mail [philton@rydalpenrhos.com](mailto:philton@rydalpenrhos.com) Fax. 01492 539700



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*For the attention of Mr P Hilton at Rydal Penrhos School*

***Airport Transport***

Pupil(s) Name: \_\_\_\_\_

Year Group: \_\_\_\_\_

Boarding House: \_\_\_\_\_

**FLIGHT DETAILS:**

Airport to be collected from: Manchester [ ] Liverpool [ ]

Date of Flight: \_\_\_\_\_

Departure Airport: \_\_\_\_\_

Name of Airline: \_\_\_\_\_

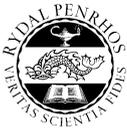
Flight Number: \_\_\_\_\_

Time of arrival: \_\_\_\_\_

Terminal Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Tel No: \_\_\_\_\_



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## General Information for Day Pupils

### 1. Beginning of Term Arrangements

If your child is unable to be present at the specified time on the first day of any term, please inform the school office

### 2. Uniform & Kit

All uniform, sports kit and other belongings must be **clearly labelled with the owner's name.**

### 3. School Events

Parents and friends are warmly encouraged to attend school functions (e.g. matches, services, choral and musical occasions, drama productions). Most of these events are listed in our termly calendar which is sent out routinely to every parent and given to each child.

### 4. Visits by Boarders

If your son/daughter is anticipating inviting a boarder to stay with you, please read the section on 'Leave' section 5 page 18/19.

### 5. Transport

Daily transport is available from/to Northop, Denbigh, Rhyl and Anglesey. Please contact the Transport Manager on 07793800419 for further information.

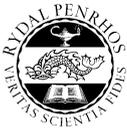
### 6. Academic Progress

Information regarding the academic progress of pupils is communicated to parents in a variety of ways; these include annual parent/teacher interview evenings, grade cards/tutor update letter, school examinations or tests and full school reports. Both the attainment and effort of pupils are reported equally, with progress being monitored in class and outside the classroom (prep/homework). In Years 7-11 pupils are expected to use a planner (issued by the school) as a positive means of communication between school and home.

If there are any concerns over academic progress the first point of contact is the tutor. If assessments show that there are concerns over work then the effort, organisation and achievements of a pupil will be monitored closely by the teachers, tutor, Head of School and the Housemaster over a period of time.

### 7. Absence

Both day and boarding pupils require written permission from the Deputy Headmaster if they request any planned leave from school. This must be requested in writing two weeks prior to the absence. This includes any other events happening during the school day. **Speech Day and Open Morning are designated as normal school attendances.**



## School Transport – daily bus service:

The service uses school minibuses driven by trained drivers who are school employees where possible. All bus routes are managed by Rydal Penrhos and should you have any queries regarding the bus routes, pick up location and times, please contact the Transport Manager.

Parents are asked to commit to a term's travel, providing one term's notice of withdrawal from the scheme, and are asked to commit to full weeks of travel, rather than random days. Minimum usage of the service is 5 trips per week, anything over this will be charged as a full day rate. The only exception to this will be for weekly boarders.

Due to the timings and possible traffic congestion in the mornings, drivers will not be able to wait at the pick-up points, beyond the time stated.

Normal school rules apply once the pupils board the minibuses; the schools reserve the right to ban/suspend a pupil from using the service should, in the opinion of the Headmaster his/her behaviour on the bus merit such action.

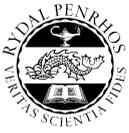
Parents are asked to appreciate that the services will be run subject to reasonable demand and that, with due notice, changes may be made. Places will be allocated on a first-come, first served basis. Subject to availability, if a pupil would like a friend to accompany them on the bus, they must submit a written request **at least 48 hours** prior to travel, and a charge will apply.

There can be no refund for any days when a child does not use the minibus, for whatever reason. For the Autumn Term, new parents to the service are asked to forward the booking form (below) and the charge will be added to the termly fee invoice a term in advance. If you live outside of the current routes or you have an alternative pick up point that you may wish to be considered please contact the Transport Manager; 07793800419 [philton@rydalpenrhos.com](mailto:philton@rydalpenrhos.com) Fax. 01492 539700.

### Cost Per Term:

<b>Zone</b>	<b>Full Day 10 trips</b>	<b>Half Day 5 trips</b>	<b>Includes:</b>
<b>A</b>	£220	£110	Abergele, Glan Conwy
<b>B</b>	£280	£140	St Asaph, Kinmel Bay, Rowen, Bodelwyddan
<b>C</b>	£345	£175	Rhyl, Llanfairfechan, Trefriw
<b>D</b>	£400	£200	Betws y Coed, Denbigh
<b>E</b>	£470	£235	Caerwys
<b>F</b>	£530	£265	Llandygai, Pentre Halkyn
<b>G</b>	£600	£300	Northop, Menai Bridge
<b>H</b>	£940	£470	Rhosneigr

If you would like to allocate a place on any of our services and agree to the above terms and conditions, please complete this form and return it to the Transport Manager.



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Please return to,  
Transport Manager  
Rydal Penrhos School,  
Pwllcrochan Avenue,  
Colwyn Bay,  
Conwy  
LL29 7BT

Term Commencing: .....

Number of place/s required: .....

Name/s of child/children: .....

I wish to reserve the above number of bus place/s on the ..... bus from  
.....stop (as shown on the Bus Service Timetable).

My child/children will be travelling as a:

Full Day / Half Day – AM / Half Day – PM (please delete as appropriate).

**I acknowledge that the cost of the transport will be billed to me one term in advance.**

Signed: .....

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Contact details:

Name of Parent: \_\_\_\_\_

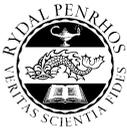
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone Home: \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_



Morning			Afternoon	
	Time	Location	Location	Time
<b>ANGLESEY</b>	7:15	Rhosneigr	Rydal Penrhos Prep School	17:00 (16.35 Fridays)
	07:35	Britannia Bridge	Rydal Penrhos Senior School	17:20 (16.45 Fridays)
	07:40	Llandygai (one stop garage)	Llanfairfechan (Village Inn)	17:45 (17.10 Fridays)
	07:55	Llanfairfechan (Village Inn)	Llandygai (one stop garage)	17:55 (17.30 Fridays)
	08:15	Rydal Penrhos Senior School	Britannia Bridge	18:05 (17.40 Fridays)
	08:20	Rydal Penrhos Prep School	Rhosneigr	18:10 (17:35 Fridays)
<b>CONWY VALLEY</b>	07:10	Betws Y Coed	Rydal Penrhos Prep School	17:00 (16.35 Fridays)
	07:25	Trefriw	Rydal Penrhos Senior School	17:20 (16.45 Fridays)
	07:35	Tal y Bont	Rowen	17:40 (17.10 Fridays)
	07:50	Rowen	Tal y Bont	17:50 (17.20 Fridays)
	08:15	Rydal Penrhos Senior School	Trefriw	18:00 (17.30 Fridays)
	08:20	Rydal Penrhos Prep School	Betws Y Coed	18:15 (17:45 Fridays)
<b>RHYL AREA</b>	07:30	Rhyl (Sainsburys)	Rydal Penrhos Prep School	17:00 (16.35 Fridays)
	07:40	Kinmel Bay	Rydal Penrhos Senior School	17:20 (16.45 Fridays)
	08:00	Abergele (Tesco)	Abergele (Tesco)	17:35 (17.00 Fridays)
	08:15	Rydal Penrhos Senior School	Kinmel Bay	17:45 (17.10 Fridays)
	08:20	Rydal Penrhos Prep School	Rhyl (Sainburys)	17:55 (17.20 Fridays)
<b>DENBIGH AREA</b>	07:30	Denbigh	Rydal Penrhos Prep School	17:00 (16.35 Fridays)
	07:45	Trefnant	Rydal Penrhos Senior School	17:20 (16.45 Fridays)
	07:50	St Asaph	St Asaph	17:40 (17.10 Fridays)
	08:15	Rydal Penrhos Senior School	Trefnant	17:50 (17.20 Fridays)
	08:20	Rydal Penrhos Prep School	Denbigh	18:05 (17.35 Fridays)
<b>CAERWYS</b>	07:45	Caerwys	Rydal Penrhos Prep School	17:00 (16.35 Fridays)
	08:15	Rydal Penrhos Senior School	Rydal Penrhos Senior School	17:20 (16.45 Fridays)
	08:20	Rydal Penrhos Prep School	Caerwys	17:50 (17.20 Fridays)
<b>NORTHOP</b>	07:25	Northop	Rydal Penrhos Prep School	17:00 (16.35 Fridays)
	07:30	Pentre Halkyn (Springfield Hotel)	Rydal Penrhos Senior School	17:20 (16.45 Fridays)
	07:55	Bodelwyddan	Bodelwyddan	17:35 (17.05 Fridays)
	08:15	Rydal Penrhos Senior School	Pentre Halkyn (Billie Jeans Café)	17:50 (17.20 Fridays)
	08:20	Rydal Penrhos Prep School	Northop	18:00 (17.30 Fridays)



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## Equipment and Uniform

### The Internet

Our pupils have the facility to access the internet, a resource which has been screened for educational use. There is also a provision for every pupil to have an e-mail box. Strict rules and regulations govern the use of our IT facilities and pupils will be asked to sign an agreement before they are given access.

### Laptop Computers

The general use of laptops by pupils in Years 7-11 is not encouraged but many of our Sixth Form pupils do use them during private study periods. It is essential that expensive equipment is insured and the School cannot accept responsibility for any loss or damage.

### Electronic Translators

Overseas pupils SHOULD bring an electronic translator and/or a bi-lingual dictionary.

### Mobile Telephones

Recognising the rapid developments in communications technology, the school has no objection to pupils having mobile phones in their possession. Parents and pupils are reminded, however, that at certain times within the school routine the use of such phones would be obtrusive and inappropriate. No photographs or videos should be taken without the consent of those being photographed. The use of dongles is not permitted in the school. Bearing in mind the implications of security, cost and health, the school insists upon **responsible** use of phones.

It is **essential** that:

- Mobile phones are insured
- The phone has a security PIN number
- Pupils know exactly what to do in the event of loss or theft of the phone as the School can take no responsibility in such cases
- Mobile phones are not used in school buildings
- Mobile phones are secured in lockers or handed in to PE teachers when changing for PE or games

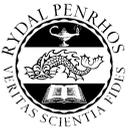
### Electronic Calculators

Much of the work leading up to GGSE requires the use of an electronic calculator. We shall advise pupils on its correct use at various stages of their courses. In this connection, we shall expect each pupil to possess a scientific calculator. This does **not** have to be a sophisticated piece of equipment but it **must** have the following facilities:

- the four basic functions  $+$ ,  $-$ ,  $\times$ ,  $\div$
- a square root key
- the trigonometric functions *sin*, *cos*, *tan*

**The ability to work in fractions is also extremely useful.**

For IB Mathematics, candidates are expected to have access to a graphic display calculator (GDC) at all times during the course. The required model is the Texas TI-*n*spire CX, as this will be the model used by teaching staff on the IB course. These calculators can be purchased from the school stationary shop providing authorisation from parents is received via email [info@rydalpenrhos.com](mailto:info@rydalpenrhos.com) (The current cost is approximately £110)



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## Uniform Shop

The school shop is situated in The Grange (on the corner of Pwllcrochan Avenue and Oak Drive), and, in addition to new dedicated school items, also stocks a good range of pre-owned uniform and regulation sports kit. During term time the uniform shop is open Monday 8.30am – 10.30am, Wednesday 8.30am – 10.30am, and Friday 3.30 - 4.30pm.

The school's Physical Education and Games kit is also available from the School Shop. The Senior School encourages all kit to be labelled with the initials of the pupil, thus making it very much easier to return items that go astray.

Special provision is also made at the beginning of the new academic year when both pre-arranged and extended opening times are offered. Please contact Reception to make pre-arranged appointments.

**Please note the cost of items purchased can be paid for by debit / credit card, cheque or in cash.**

## Conditions for Sales of Second Hand Uniform

Items for sale may be brought in at any time. If the shop is not open, these may be left at the school office. All items **must be clean**, in reasonable condition and **have the name tape intact**. Items are usually sold at between one-third and one-half of the new prices. When an item is sold, you will receive 50% of the selling price, the other 50% goes into school funds. Accounts are settled at the end of each term. If the pupil is still in the School settlement takes the form of a credit on the next school account for items sold or a debit for items purchased (boarders only).

Items will be kept in the shop for one year but this may be extended if there is a shortage of stock. If you wish to have unsold items returned to you, it is your responsibility to collect them. Any unclaimed articles, which are not dedicated Rydal Penrhos items, will be donated to charity after another year.

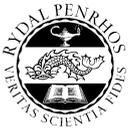
## Bookshop

The School Bookshop operates from the Library and pupils are able to purchase books. This facility allows pupils to purchase fiction, revision guides and non-fiction books that may be recommended by their subject teachers

The cost of all purchases will be charged to pupil accounts. If parents wish to set a termly limit on what may be spent at the book shop, they should do so in writing by the beginning of term, marked for the attention of the Library.

## Stationery Shop

Also on the premises is a small stationery shop from which pupils may buy such items as loose-leaf files, file paper, writing implements etc. These items appear on the school account as "*Stationery Shop*". If parents wish to set a termly limit on what may be spent at the shop, they should do so in writing by the beginning of term, marked for the attention of Sarah James, School Secretary.



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## The School Chapel

‘Veritas, Scientia Fides’ - ‘Truth, Knowledge, Faith.’

As a Christian school our motto indicates that within our community the search for truth and the acquisition of knowledge goes on in the context of faith. Faith is not there to restrict that search or limit that knowledge, but rather to offer a framework within which that search may be conducted and to offer guidance about what we do with what we learn.

This is why chapel is such an integral part of school life. It helps us think about the values we cherish and the values that inspired those who founded our school. It shares the traditions and stories of the Church, which have shaped our country and culture. It gives opportunities for pupils and staff to lead services and think through what motivates them and what message they wish to pass on.

One key part of the worship in the school is the singing. At its best this can create a strong sense of shared identity and give voice to the wide range of hopes and aspirations we embody. To achieve this it is essential to have a good hymn book from which to sing and this is exactly what we do have. The book, introduced in 2012, brings together traditional hymns, modern songs and chants from around the world, along with a short history, a small collection of prayers, bible readings and liturgies for special occasions, such as Remembrance Day and Founders’ Day.

Every pupil entering the school is billed for a new hymn book (£15), which is kept in the chapel, and when the time comes for them to leave school they will be presented with a new copy. The beautiful photographs in the book ensure that it will remain a significant reminder of their time at Rydal Penrhos School.

Reverend Nick Sissons, Chaplain

## Music at Rydal Penrhos

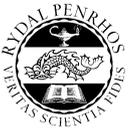
One of the strengths of a school such as Rydal Penrhos is that it encourages a broadness of vision and experience, providing opportunities for all pupils to develop expertise, knowledge and skill in many areas. Music is a fundamental part of this experience and all pupils are encouraged to take a full part in the school’s music programme, ranging from choirs and instrumental ensembles to bands and musical theatre.

### Singing and Playing

Singing forms part of every music lesson and all pupils are encouraged to join the choir as well as form their own vocal ensembles, to increase their confidence and performance skills. Other ensembles include Jazz Band and Orchestra, and pupils are encouraged to form other instrumental ensembles according to the performance situation. Examples of these are brass, string and woodwind groups, rock and folk bands, trios and duos. All pupils are given a wide variety of performance opportunities both in and out of the school, throughout the year.

### Instrumental and Vocal Tuition

Tuition is provided by a team of visiting music teachers on a wide range of orchestral and band instruments, as well as voice. All musical styles and tastes are catered for. An *Instrumental/Vocal Tuition Request Form* is included in this pack for your convenience and this explains the system further as well as detailing the *Terms and Conditions*. It is assumed that pupils transferring from Rydal Penrhos Preparatory School will continue their lessons unless we hear, in writing, to the contrary.



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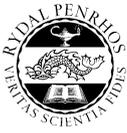
A valuable addition to individual tuition is to be found in ensemble participation and pupils may be invited to attend ensemble rehearsals for which their teachers consider them to be suitable.

Participation in County and National music ensembles and courses is actively supported and encouraged and suitable candidates may be put forward for Conwy Youth Orchestra, The Four Counties Youth Choir and Orchestra, The Welsh National Youth Orchestra, Big Band or Choir and The National Youth Choir and Orchestra of Great Britain.

## **Examination Courses**

Music is offered as an examination subject and courses include higher level GCSE and A level. Practical examinations taken by singers and instrumentalists are those of the Associated Board of the Royal Schools of Music, for which the School is an Examination Centre.

Please contact Mr Peter Williams (Director of Music) on [pwilliams@rydalpenrhos.com](mailto:pwilliams@rydalpenrhos.com), should you require any further information relating to the above, or on any other musical matter.



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## Sport and Outdoor Activities at Rydal Penrhos

The school offers a varied activities, games and PE programme as part of the curriculum. We encourage parents and friends to support games fixtures, many of which take place on Saturday mornings or afternoons.

All pupils are expected to be available for school fixtures if selected. However, if for any reason a pupil is unable to participate in a fixture it is extremely important that either the Head of Girls Games (girls) or Director of Sport (boys) and also the member of staff in charge of the particular team or activity are informed as early as possible. Requests for permission to be excused from such a commitment must be in writing and must be received **at least two weeks** in advance. In the event of illness or injury, day pupils' parents are requested to email the relevant staff to explain the reason for non-participation. Advance information about fixtures is available on [www.rydalpenrhosport.com](http://www.rydalpenrhosport.com) and all relevant sports events can be downloaded onto your calendar, onto your mobile phone or tablet.

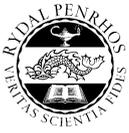
Pupils must wear clean, correct PE kit for every lesson **even if they are ill or injured** so they can still take an active part in the lesson. This will enable pupils to fully partake in the activity when they return to full health, it prevents their school uniform from getting damaged whilst standing on wet or muddy pitches and in cases of illness it prevents conditions from worsening as pupils still have their dry uniform to get changed into following the lesson should it be raining. There are occasions when this would not be possible and this is at the schools discretion i.e. severe injury or illness but **only in exceptional circumstances will alternative arrangements be made for pupils who are 'off games'**. Otherwise they will remain with their teaching groups and participate in the role of coach or official for the activity. Should a pupil be 'off games' they should come to their lesson in their PE kit as normal but also wear a school hoody/waterproof jacket and/or tracksuit bottoms. Parents are reminded that equipment and clothing belonging to pupils must be clearly labelled with the owner's name. Pupils are expected to maintain a high standard of dress for PE, games lessons and school matches. This includes having full and correct kit on commencement of each term and **only** school branded PE kit may be worn.

In the interests of safety, all pupils are required to adhere to the safety guidelines in respect of the use of facilities and equipment as specified by the PE department. Pupils will be requested to remove earrings (please ensure ears are not pierced within 6 weeks of school term commencement to facilitate this) and pupils playing rugby or hockey should wear a mouth guard. Ideally, these should be dental appliances (please refer to the section below and to the leaflet placed within the medical questionnaire for further information). In addition, shin guards are **essential** for those playing hockey.

**Please contact Mr Allen Boyd (Director of Sport) via email ([aboyd@rydalpenrhos.com](mailto:aboyd@rydalpenrhos.com)) if you have any enquiries concerning PE or games.**

### Mouth guards

As you may be aware, the governing bodies of rugby and hockey strongly recommend the wearing of custom fitting mouth guards at all levels of the sports and the School's policy is to adhere to these guidelines. We have asked OPRO, the dental organisation which specialises in mouth guards, to visit the school and give every pupil the opportunity to have a mouth guard, fitted dentally, at a reasonable cost.



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OPRO have visited the school for a number of years and their service includes . . .

- a qualified dentist to take the impression;
- a named mouth guard delivered within a week or so of fitting;
- a discounted replacement in case of loss as OPRO keep the mould;
- a comprehensive aftercare service;
- a full dental accident insurance for twelve months.

In order to take advantage of this service, all you need to do is refer to the OPRO leaflet inside the Health Questionnaire and

- choose from the leaflet/order form the mouth guard required;
- place the order over the internet, or by telephone, fax or mail.

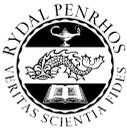
**Note:** In all cases **please deal direct with OPRO and not with the school.**

It is possible to accept completed order forms on the day of the fitting. BUT this does cause inconvenience and may delay the delivery of the mouth guard. We urge you, therefore, to reply as soon as you are able.

If your child already has a mouth guard, **please check that it still fits correctly**; growth does limit a mouth guard's useful life.

## **Jewellery**

Please note that pupils must remove all jewellery, including earrings, rings and necklaces for physical activity sessions. For those wishing to have their ears pierced, we recommend that this is done in the summer holidays only. Thereafter, in order to keep the earrings hygienic, they should not be removed and as such create a hazard when playing sport. To get around this situation, pupils must have their earring taped with a sticking plaster to avoid causing injury.



## THE HEALTH CENTRE

Edenfield, Pwllcrochan Avenue, Colwyn Bay. LL29 7DA.

*Telephone & Fax:* 01492 539729

*E-mail:* [healthcentre@rydalpenrhos.com](mailto:healthcentre@rydalpenrhos.com)

## THE HEALTH CENTRE TEAM

<b>Medical Officers</b>	Doctor G Murphy and Dr G Weis <b>Rysseldene Surgery</b> , 98 Conwy Road, Colwyn Bay, LL29 7LE <i>Telephone:</i> 01492 550969/ 0844 477 8574
<b>Sister in Charge</b>	Peta Stevens RGN
<b>Nursing Assistant</b>	Irene Hyland NVQ Level 3, QA Level 3
<b>Health Centre Assistant and Chaperone</b>	Deborah Edwards QA Level 3
<b>School Counsellor</b>	Tracey Boothby
<b>Sports Therapist</b>	Philip Mather BEd Hons. MNASC. Dip PT

The Health Centre is managed by a qualified nurse who is available to provide twenty-four hour advice and support as required.

## MISSION STATEMENT - 'Healthy children get the most out of their education'

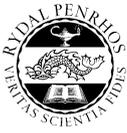
Our aim is to enhance the educational potential of all pupils by promoting wellness and addressing any health issues which may create barriers to learning. In collaboration with parents, teachers and community resources we aim to encourage pupils to develop positive attitudes to health, promote the development of healthy life choices and ultimately give our pupils the necessary tools for a happy, healthy life.

## INFORMATION RELEVANT TO ALL PUPILS

### Medical Information

The school is required by **UK law** to hold medical information including emergency contact details for all our pupils. **A completed health questionnaire is a mandatory requirement for your child's entry to the school.** Please complete the Health Questionnaire enclosed and return it in the envelope provided.

**HEALTH QUESTIONNAIRES MUST BE COMPLETED IN FULL AND RETURNED AT LEAST TWO WEEKS PRIOR TO YOUR CHILD'S FIRST DAY AT THE SCHOOL. IN THE INTEREST OF YOUR CHILD'S SAFETY WE REGRET THAT HE/SHE WILL NOT BE PERMITTED TO PARTAKE IN ANY SPORT, ACTIVITIES OR SCHOOL TRIPS UNTIL WE ARE IN RECEIPT OF THIS DOCUMENT.**



In order that we can provide the best care for your child you may be sent a Health Information Update form as required. It is imperative that **all** forms be returned as consents previously given are deemed to be invalid after a few months.

**IF YOUR CHILD SUFFERS FROM ANY SIGNIFICANT ILLNESS OR RECEIVES ANY VACCINATIONS OR OTHER MEDICAL TREATMENT DURING THE SCHOOL HOLIDAYS, PLEASE KEEP US INFORMED AND PASS ON ANY RECOMMENDATIONS THAT HAVE BEEN MADE.** Please telephone the Health Centre on 01492 539729 if you are in any doubt as to whether your child is fit enough to return to school.

### **Confidentiality**

All medical information will remain confidential unless it is in the interest of your child for specific relevant details to be disclosed to appropriate members of staff. Teachers will be made aware of conditions that may have implications for your child in School, for example asthma, epilepsy, diabetes, vision, hearing problems or significant allergies etc.

### **Parent Liaison**

Every effort will be made to inform you of the medical progress of your child. Parents and guardians are also welcome to telephone or visit the Health Centre.

### **Pastoral Care**

Health Centre staff are an integral part of the School's pastoral structure which aims to ensure that all aspects of each child's individual needs are recognised. As with all those involved in pastoral care, staff in the Health Centre provides non-judgmental support and comfort for any child who presents with a worry or personal problem.

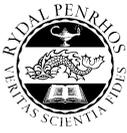
### **Counselling**

The counselling service is available to any pupil and is very much part of the strong tradition of pastoral support within the school. The School Counsellor, Tracey Boothby holds appointments in the Health Centre every Thursday. She also has a 'drop-in' session throughout lunch time. Pupils can book appointments via the Health Centre or by phone on 07824544424. Additional information for pupils and parents is available on the School website.

In the rare event that a pupil's psychological problem is so severe that remaining in school is likely to impede his or her recovery or be detrimental to others, the School reserves the right to recommend a period of time off school under the care and supervision of parents.

### **Infectious Illness**

In accordance with the Department of Public Health guidelines, the School reserves the right to send home for a period of exclusion any child with an infectious illness. Please refer to Incubation and Exclusion Period information sheet enclosed.



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## School Health Schedule

The School Health Centre Team works in partnership with the local NHS Child Health Service to ensure that your child benefits from all the services on offer to him/her. The NHS School Nurses attend the School to undertake health checks on Reception age children this includes vision and hearing tests and height/weight checks. They also provide an immunisation service in accordance with the NHS Immunisation Programme. If your child is due a health check or any immunisations you will be sent a NHS medical questionnaire and/or a consent form. If you wish your child to be included you need to complete and return the NHS documents in addition to the health questionnaire requested by the School.

If you have any concerns about your child's health please do not hesitate to contact us on: 01492 539729.

## Off Games/Activities

**Day Pupils** who need to be excused from games or activities due to illness or injury are required to give the Physical Education Department a signed and dated parental letter, indicating why they are unable to participate and for how long they need to be excused. Please include doctor's recommendations if applicable.

**Boarders** who need to be off games or activities will be assessed by the school nursing staff and issued with an 'Off Games' card as appropriate.

## Sports/Soft Tissue Injuries

Mr Philip Mather, a member of the Senior School Academic staff, who is a qualified Sports Therapist, is available as required to provide support and advice to the nursing staff in the care or long term management of sports injuries.

## Hospital Care

If your child has an accident or emergency that requires urgent hospital treatment, **every possible effort will be made to contact you**. It is essential, therefore, that the School has at least **three** current contact phone numbers. Please be sure to inform the School immediately if there are any changes to the contact details. However, in extreme cases, your child may be taken to hospital to receive the appropriate emergency medical treatment before we are able to contact you.

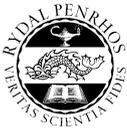
## Dental Care

The School provides optional cover with the Denplan for Schools Accident and Emergency Dental Plan. This plan offers worldwide comprehensive dental accident and emergency cover 24 hours a day, 365 days a year at a preferential rate. For further information call: **0800 214357**. For **Denplan 24 hour emergency helpline/claims phone: UK: 0800 844999. Overseas: 0044 1962 844999**.

In order to reduce the risk of dental injuries during sport, **please ensure that your child has a well fitting mouth guard. Mouth guards are compulsory for all contact sports.**

**NB. DENPLAN AND MOST OTHER DENTAL INSURANCES ARE INVALIDATED FOR INJURIES SUSTAINED IN CONTACT SPORT IF NOT WEARING A MOUTH GUARD**

**Opro mouth guard** impressions are taken on site by a qualified dentist at the start of every new school year. If you would like your child to be included please place your order online at **www.opro.com** at least



two weeks before the start of the new school year. Alternatively your child's own dentist can assist/advise you.

### **Routine Dental Care – Boarders only**

Due to a shortage of NHS Dentists, we recommend that your child continues to receive routine dental care at home during the school holidays. If your child is undergoing orthodontic treatment which needs to continue during term time please contact the Health Centre to discuss arrangements for this to continue after your child has joined the school.

### **Registration with the School Medical Officer – Boarders only**

In order to provide full medical care for your child it is essential that he/she is registered as an NHS patient of the School Medical Officer. If your child has previously been registered with a doctor in the UK please send his/her **NHS MEDICAL CARD** or complete and return the **BOARDERS REGISTRATION WITH THE SCHOOL MEDICAL OFFICER** form enclosed.

Boarders who are already registered with a local doctor may remain with their own doctor providing that parents take full responsibility for any appointment requirements. If you would like your child to remain with his own doctor please inform the Health Centre.

**Note:** It takes several months to transfer notes between doctors. Once your child's records have been received here, they should stay here until he or she leaves the School. If your child needs medical attention during the school holidays, he/she can usually be seen by a family doctor as a temporary resident. **PLEASE DO NOT RE-REGISTER AS A PERMANENT RESIDENT AS THIS CAUSES CONFUSION AND CAN LEAD TO NOTES BEING LOST.**

## **PUPILS WHO NEED TO TAKE MEDICINES IN SCHOOL**

### **School Homely Remedies (non-prescription medicines)**

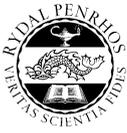
**PUPILS ARE NOT ALLOWED TO CARRY NON-PRESCRIPTION MEDICINES, HOMEOPATHIC, HERBAL OR ORIENTAL REMEDIES ON THEIR PERSON OR KEEP THEM IN THE BOARDING HOUSE.**

The School Health Centre provides a range of homely remedies for symptomatic relief of most minor ailments, these are also available in each boarding house. Therefore, there is no need for your child to bring anything into school other than prescription medicines. For the safety of all pupils any non-prescription medicines brought into school will be confiscated. The School Homely Remedies list is available on request from the Health Centre.

### **Prescription Medication**

Pupils are permitted to self-administer medicines that have been prescribed for them by a doctor. However, in all cases the pupil must undergo a risk assessment by the Health Centre staff.

- **All** medicines (including inhalers and EpiPens) brought into School **must** be in the original packaging and clearly labelled with the pupil's name, dose to be given and frequency of administration. Doctors instructions should be included if appropriate.



- A **REQUEST FOR MEDICINES TO BE ADMINISTERED** form (yellow) enclosed at the back of this booklet **must** be completed for **each** medicine that is brought into School (this form may be photocopied). Please complete **side 1** if you require School staff to administer the medicine or **side 2** if you would like your child to carry his/her own medicine (including inhalers and epipens). We regret that medicines cannot be administered/carried unless we are in receipt of a completed request form.

### **Pre-Preparatory and Preparatory Pupils**

- All **MEDICINE REQUEST** forms and medicines **must** be handed directly to Reception or your child's form tutor at the Prep school. (Please do not send the medicine in your child's bag unless you have made an arrangement to do this with your child's tutor)

### **Senior Day Pupils**

- **Must** report to the Health Centre immediately after registration at 8.25am if they bring any medicines into School. The nurse on duty will undertake a brief risk assessment of pupils who wish to self administer during the School day.

### **Boarding Pupils**

- Boarders **must** report to the Health Centre with their medication the morning after they bring any medicine into the boarding house so that a risk assessment can be undertaken.

**PUPILS MUST NOT UNDER ANY CIRCUMSTANCES SHARE/SWAP OR TRADE THEIR MEDICINE WITH ANY OTHER PUPIL.**

**NB. Administration of all medicines sent in from home is at the discretion of the member of staff to whom the request is made. Every effort will be made to fulfil your requirements. However, please note that neither the member of staff nor Rydal Penrhos accept responsibility for failure to do so.**

### **WHAT HAPPENS IF YOUR CHILD IS ILL OR INJURED IN SCHOOL?**

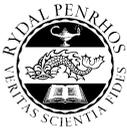
It is absolutely essential that we are able to contact you or someone with parental responsibility for your child at any time throughout the school day. Please ensure that you provide updated phone numbers if they change.

#### **Pre-Preparatory Pupils**

If your child has a minor illness or injury during the School day he/she will generally be cared for by the first aid trained Pre-Prep staff and you will be informed as soon as possible. If the illness or injury is more significant a nurse will attend to give advice or care for your child until you arrive.

#### **Preparatory Day Pupils**

Children who are ill or injured whilst in School will be cared for by a qualified first aider or the nurse on duty. If necessary your child may be taken to the School Health Centre where the nursing staff can care for them until he or she feels well enough to return to School or until you can be contacted to either take your child home or to the Hospital Accident & Emergency Department.



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## All Senior Pupils & Preparatory Boarders

If your child becomes unwell during the School day he/she may be cared for in the School Health Centre until he/she feels well enough to return to lessons or until arrangements can be made for him/her to go home. If you have consented to your child receiving non-prescription medicines (*homely remedies*), the lowest possible dose will be administered taking into account any pre-existing medical conditions including allergies that your child may have.

Children who suffer minor injuries may be treated in the Health Centre by the nursing staff. If your child's injury requires hospital treatment you will be contacted by telephone so that you can accompany your child to the hospital. Boarders whose parents or guardians live outside the UK or a considerable distance away from the School will be escorted to hospital by a member of School staff and you will be notified as soon as possible.

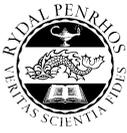
### Medical Appointments

Pupils who need to attend medical or dental appointments may be escorted by the School chaperone. This service is chargeable and will be added to your School bill. A list of charges is available from the Health Centre on request. Alternatively if you wish to make your own arrangements please inform the Health Centre.

### All Pupils

#### **WHAT HAPPENS IF YOUR CHILD NEEDS TO GO HOME DUE TO ILLNESS OR INJURY?**

In the interest of protecting your children, **pupils are NOT permitted to make their own arrangements to go home.** If your child telephones you to request that you collect him/her because he/she is unwell/injured, please advise him/her to report to the Health Centre or his/her Housemaster so that we can contact you to confirm arrangements. Boarding pupils who are unable to go home may be admitted to the Health Centre and cared until they are able to return to their boarding house.



## Uniform Lists

### Boys' Uniform Years 7-11

Uniform Checklist (Boys 7-11)	Day Boys	Boarders
	Items / Pairs / Sets	Items / Pairs / Sets
* Rydal Penrhos blazer	1	1
* School / House tie	1	1
White shirts (traditional collar)	3	6
Rydal Penrhos grey trousers	2	3
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Socks (black or grey)	4	8
Black leather traditional school shoes (not boots)	1	1
Plain black waterproof top coat / jacket	1	1
<i>* Available only from the school shop</i>		
<b>Additional items for boarders</b>		
Pyjamas		2
Dressing gown		1
Slippers		1
Underwear		8
Bath towels		3
Tissues / handkerchiefs		1
Sponge bag & toiletries		1
Bag suitable for carrying books		1
Mug, plate & cutlery for house snacks		
Coat hangers, clothes brush, shoe cleaning and sewing kit		

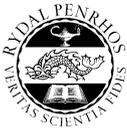
Please note:

- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase of appropriate items will be organised and charged to the school account.
- **All items of uniform, including shoes and personal property must be clearly marked with your child's name.**
- Please supply spare name tapes for boarding pupils.

### Boarding Pupil's Casual Clothes

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items.

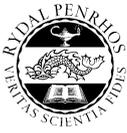
Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.



<b>Sports Kit</b>	<b>All boys Items / Pairs</b>
* Rydal Penrhos rugby shirt	1@
* Rydal Penrhos black rugby shorts	2
* Rydal Penrhos black rugby socks	2
Swimming trunks or shorts (plain black)	1
Rugby / football boots	1
Outdoor training shoes (no fashion shoes)	1
Sports towel	2
Swimming goggles	1
* Rydal Penrhos white polo shirt	1
Indoor training shoes (no fashion shoes)	1
White PE socks	2
* Rydal Penrhos swimming cap	
Mouth guard - compulsory (can be ordered through school)	1
Hockey shin pads - compulsory	1
Hockey stick	1
Sports water bottle	1
Tennis racquet	1
* Rydal Penrhos black track pants	1
* Rydal Penrhos black ¼ zip top	
<b>Summer Term Only</b>	
Cricket Abdominal Protector - compulsory	1
Cricket boots spikes (team players only)	1
White cricket trousers (team players only)	1
White cricket sweater (team players only)	1

\*Available only from the school shop / [www.maudesport.com](http://www.maudesport.com)

@ For boys playing a great deal of sport, two shirts might be more appropriate



## Girls' Uniform Years 7 - 11

Uniform Checklist (Girls 7-11)	Day Girls	Boarders
	Items / Pairs / Sets	Items / Pairs / Sets
* Rydal Penrhos blazer	1	1
* School / House tie	1	1
White shirts (traditional collar)	3	6
*Rydal Penrhos grey kilt	2	2
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Black tights	4	8
Low heeled black leather school shoes (not sling backs)	1	1
Plain black waterproof top coat / jacket	1	1
<i>*Available only from the school shop</i>		
<b>Additional items for boarders</b>		
Nightdresses or Pyjamas	-	2
Dressing gown	-	1
Slippers	-	1
Underwear	-	8
Bath towels	-	3
Tissues / handkerchiefs	-	1
Sponge bag & toiletries	-	1
Bag suitable for carrying books	-	1
Mug, plate & cutlery for house snacks	-	
Coat hangers, clothes brush, shoe cleaning and sewing kit	-	

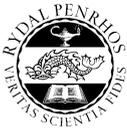
### Please note:

- Make up must not be worn with school uniform and the wearing of jewellery is limited. Girls with pierced ears may wear a small stud in each ear lobe; and one signet ring may be worn. All jewellery must be removed for games.
- Hair colour and style must be appropriate for school. Longer hair must be completely tied back off the face and neck.
- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase appropriate items will be organised and charged to the school account.
- **All items of uniform, including shoes and personal property must be clearly marked with your child's name.** Please supply spare name tapes for boarding pupils.

### Boarding Pupil's Casual Clothes

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items.

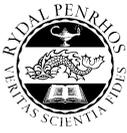
Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.



<b>Sports Kit</b>	<b>All girls Items / Pairs</b>
* Rydal Penrhos hockey shirt	1@
* Rydal Penrhos Black socks	2
* Black skort	1
Hockey AstroTurf shoes	1
Sports towel	2
* Rydal Penrhos white polo shirt	1
White tennis skort (summer term only)	1
White PE socks	2
Speedo style swimsuit (plain black)	1
* Rydal Penrhos swimming cap	1
Swimming goggles	1
Indoor training shoes (no fashion shoes)	1
Tennis racquet	1
Mouth guard - compulsory (can be ordered through school)	1
Hockey shin pads - compulsory	1
Hockey stick	1
Sports water bottle	1
* Rydal Penrhos black track pant	1
* Rydal Penrhos black ¼ zip top	1

\* Available only from the school shop / [www.maudesport.com](http://www.maudesport.com)

@ For girls playing a great deal of sport, two shirts might be more appropriate



## SIXTH FORM BOYS' UNIFORM

### For formal and everyday wear

- Plain business suit: grey, black or navy
- Smart cotton, plain or striped shirt of any colour. However, a plain, white shirt *must* be worn on formal occasions (see below)
- School / House tie
- Black or brown smart shoes
- Smart grey, black or navy V-Neck jumper – no cardigans (waistcoat acceptable)

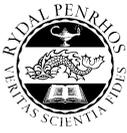
If a pullover is worn, it must be the regulation school pullover and it must be worn under (not instead of) the suit jacket. **Jackets must be worn at all times.**

### Additional Notes:

- Photos of correct uniform (and unacceptable examples) are on display in the Ferguson Centre and in Tutor rooms.
- Formal occasions include Speech Day, evening prefect duties, concerts, end of term services, prize-giving, school photos and any other occasion notified in advance by the senior management.

<b>Uniform Checklist (Sixth Form boys)</b>	<b>Day Boys</b> Items / Pairs / Sets	<b>Boarders</b> Items / Pairs / Sets
Dark business suit	1+	at least 1
* School / House tie	1	1
Shirts (traditional collar)	3	6
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Socks (black or grey)	4	8
Leather traditional school shoes (not boots)	1	1
Dark conventional style top coat	1	1
<i>*Available only from the school shop</i>		
<b>Additional items for boarders</b>		
Pyjamas		2
Dressing gown		1
Slippers		1
Underwear		8
Bath towels		3
Tissues / handkerchiefs		1
Sponge bag & toiletries		1
Bag suitable for carrying books		1

*\*Available only from the school shop*



<b>Sports Kit</b>	<b>All boys Items / Pairs</b>
* Rydal Penrhos rugby shirt	1@
* Black rugby shorts	1
* Black rugby socks	2
Swimming trunks or shorts (plain black)	1
Rugby / football boots	1
Outdoor training shoes (no fashion shoes)	1
Sports towel	2
* Rydal Penrhos white polo shirt	1
Indoor training shoes (no fashion shoes)	1
White PE socks	2
Mouth guard - compulsory (can be ordered through school)	1
Hockey shin pads (compulsory for team players only)	1
Hockey stick (team players only)	1
Sports water bottle	1
Tennis racquet (compulsory for those opting for Tennis)	1
* Rydal Penrhos track pant	1
* Rydal Penrhos black ¼ zip top	1
<b>Summer Term Only</b>	
Cricket Abdominal Protector (team players only)	1
Cricket boots spikes (team players only)	1
White cricket trousers (team players only)	1
White cricket shirts (team players only)	1
White cricket sweater (team players only)	1

@ For boys playing a great deal of sport, two shirts might be more appropriate

\* Available only from the school shop / [www.maudesport.com](http://www.maudesport.com)

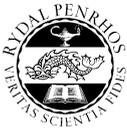
### **Boarding pupils' casual clothes**

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items. Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.

#### **Please note:**

- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase of appropriate items will be organised and charged to the school account.
- **All items of uniform, including shoes and personal property must be clearly marked with your child's name.**

Please supply spare name tapes for boarding pupils.



## SIXTH FORM GIRLS' UNIFORM

### For formal and everyday wear

- Plain business Suit: grey, black or navy – both halves of the suit *must* be matching
- In line with current fashions and availability of business suits for women, skirts should be of an appropriate length for the work place. If the skirt is worn above the knee, girls should wear black or navy 60 denier tights. If the skirt is worn to the knee, girls may wear "nude" coloured tights. A guideline for 'appropriate length' is 'we deem this to be no shorter than 10cm above the knee when stood still'.
- A trouser suit may be worn, but trousers must be cropped, boot-cut or slim – *not skinny, leggings or jeans style*.
- Smart plain or striped, cotton, flat-collared blouse of any colour or shirt and tie - (White blouse or white shirt and tie *must* be worn on formal occasions). The neck opening should be decorous. If wearing a jumper, an open collar shirt is acceptable.
- A plain white camisole or vest top should be worn under a blouse.
- Black or brown smart shoes - with a heel of practical height. 'Sling-back', mule styles and stilettos are not permitted.
- Smart plain grey, black or navy v-neck jumper – no cardigans
- Unobtrusive make-up and jewellery may be worn
- Hair must be worn in a tidy style
- Black, navy or natural tights.
- The wearing of jewellery is limited. Girls with pierced ears may wear a small stud in each ear lobe; and one signet ring may be worn. All jewellery must be removed for games.

### Additional Notes:

- Photos of correct uniform (and unacceptable examples) are on display in the Ferguson Centre and in Tutor rooms.
- Formal occasions include Speech Day, evening prefect duties, concerts, end of term services, prize-giving, school photos and any other occasion notified in advance by the senior management.

### General

- If a pullover is worn, it must be the regulation school pullover and it must be worn under (not instead of) the suit jacket. **Jackets must be worn at all times.**
- Girls may wear a school tie if they wish.
- The wearing of jewellery is limited. Girls with pierced ears may wear a small stud in each ear lobe; and one signet ring may be worn. All jewellery must be removed for games.
- Clothing which is not in keeping with our rules will not be allowed and if necessary the purchase of appropriate items will be organised and charged to the school account.
- **All items of uniform, including shoes and personal property must be clearly marked with your child's name.**
- Please supply spare name tapes for boarding pupils.



<b>Uniform Checklist (Sixth Form Girls)</b>	<b>Day Girls</b> Items / Pairs / Sets	<b>Boarders</b> Items / Pairs / Sets
Dark business suit (with skirt)	1+	1+
Dark trouser suit	Optional	Optional
White blouse (with collar)	3	5
* Rydal Penrhos black embroidered school pullover	Optional	Optional
Black / navy / natural tights	8	8
Black leather shoes (not sling back, mule or stiletto)	1	1
Dark conventional style top coat	1	1
<b>Additional items for boarders</b>		
Nightdresses or Pyjamas		2
Dressing gown		1
Slippers		1
Underwear		8
Bath towels		3
Tissues / handkerchiefs		1
Sponge bag & toiletries		1
Bag suitable for carrying books		1

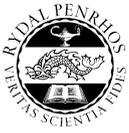
<b>Sports Kit</b>	<b>All girls</b> Items / Pairs
* Rydal Penrhos hockey shirt	2
* Rydal Penrhos black hockey socks	2
* Rydal Penrhos black hockey skort (team players only)	1
Black shorts / * black skort	1
Hockey Astroturf shoes or outdoor training shoes (no fashion shoes)	1
Sports towel	2
* Rydal Penrhos white polo shirt	1
White tennis skort – optional (summer term only)	1
White PE socks	2
Speedo style swimsuit (plain black)	1
Indoor training shoes (no fashion shoes)	1
Hockey stick (team players only)	1
Tennis racquet (compulsory for those opting for Tennis)	1
Hockey shin pads (compulsory for team players only)	1
Mouth guard - compulsory for hockey players (can be ordered through school)	1
* Rydal Penrhos track pant	1
* Rydal Penrhos black ¼ zip top	1

\* Available only from the school shop / [www.maudesport.com](http://www.maudesport.com)

@ For girls playing a great deal of sport, two shirts might be more appropriate

## **Boarding Pupil's Casual Clothes**

Boarders wear casual clothes after school and at weekends. We recommend practical clothing and advise against extreme fashion items. Pupils must look smart when attending theatres, lectures etc. and require suitable clothing (not jeans) for such occasions. Please limit the number of casual clothes required by your child to a practical minimum.



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## School Rules

### General values

In order to function efficiently, every community needs rules and guidelines, which are there to protect both the individual and the community. The guiding values at Rydal Penrhos School are those of fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration. We also attach great importance to manners, good discipline, service to others and to caring for the school and the external environment. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the school community. Any pupil may be required by members of staff to perform general duties of a reasonable nature for the benefit of the school, and they are expected to respond swiftly to the direction of those in authority.

The school rules are primarily addressed to each pupil, but some of them necessarily apply also to parents. Compliance with these rules and any subsequent amendments is a condition of membership of the school. Parents are asked to read through these rules with their son or daughter from time to time.

Pupils are expected to conduct themselves with dignity and common sense at all times. The school's good name and standing depend upon its pupils, who should do nothing to harm its reputation. Pupils should have due regard for the amenities and property of the school.

In addition to the times and places stated in individual rules, the school rules apply to all pupils while in school uniform or while travelling to and from school, or during an out of school activity.

There are also unwritten rules, dictated by common sense, which must also be observed.

### 1 Conduct

Pupils should be polite to all members of the school community and to all visitors to the school. They should be ready always to offer help to members of the Common Room, parents, visitors or other pupils if necessary. Pupils should not keep their hands in pockets when talking to an adult.

Pupils should move around the school in a quiet and orderly manner

Pupils must attend all lessons and other school activities punctually, and always arrive in good time for all commitments wherever possible.

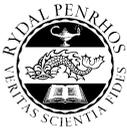
Pupils should take pride in the school environment and keep it tidy.

Spitting is offensive and is strictly forbidden.

Pupils must not chew gum.

The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons it is forbidden.

Nobody may climb banks, fences or walls, or climb through any window, or do anything to damage or disfigure the school property, either inside or outside the buildings. Vandalism on school premises and elsewhere is strictly forbidden



Damage should be reported immediately to a member of staff by the person responsible, or by the person discovering it.

The school is a working environment and so public displays of affection are not appropriate during the normal school day, nor whilst on official school business. Friendships between pupils must be conducted in such a way that no embarrassment or offence is caused to other members of the school, or to staff or visitors or to members of the public.

Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to keep smoking materials, alcoholic drinks or drugs. This includes the times when pupils are travelling to and from school. There are separate school policies for each of these matters.

Gambling is forbidden.

Ball games are not allowed in the quad area or in the vicinity of any school buildings.

MP3 players, ipods or other personal music players may not be used within school, except with the permission of a teacher, during private study or in social areas during free time. Earpieces, headphones etc may not be worn or used around the school. Pupils may only use mobile phones in school for emergencies. Pupils must keep mobile telephones and personal music equipment turned off completely during all lessons and school activities.

Any pupil using a phone or music player without permission, or whose phone rings or makes a noise during class or an activity can expect to have it confiscated. It will be passed to the pupil's tutor, who will inform the pupil when it will be returned. The taking of photographs using a mobile phone is strictly prohibited unless a pupil asks a member of staff for permission for a special purpose.

Pupils may not swim or take part in water sports at any time or in any place without supervision by qualified personnel.

All pupils who bring bicycles to school must have written permission from their parents.

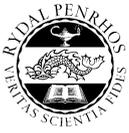
## **2 Property**

Lockers must be used to store bags, books and valuables (though pupils are advised not to bring valuable items into school if possible).

All clothing and equipment must be clearly named.

Money and other valuables must not be left in unattended clothing especially in changing rooms. Pupils are strongly advised not to carry or keep large sums of money. In boarding houses, all but very small amounts should be deposited with Housemasters. The school will not accept responsibility for lost property, since pupils' personal possessions are not covered by the school's insurance policy, and parents should arrange their own insurance cover. Nevertheless, all losses should be reported immediately.

Pupils must not interfere with other people's property. Borrowing money, articles of clothing, books and notes or other valuables without permission is not allowed. Pupils must be strictly honest with regard to money or property that they find, and hand any such items in to Reception or to their tutor.



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The keeping of chemicals, fireworks, firearms, catapults, knives or any other dangerous or offensive item is strictly forbidden.

### **3 Bounds and restricted areas**

'School Premises' means the school buildings and their surroundings, games fields, boarding houses and all the routes between them along Lansdowne Road, Pwlycrochan Avenue, Queen's Drive, Oak Drive, Brackley Avenue and Walshaw Avenue.

Pupils must not eat or drink in public areas. Designated eating areas are the dining hall and social areas.

The Senior Common Room is out of bounds to pupils.

### **4 Boarding Houses**

There are separate rules that apply to the boarding houses, and it is the responsibility of boarders and visitors to know these rules.

### **5 Leave**

The school calendar dates, including half-terms, are published well in advance and should be strictly observed.

#### **Boarders**

Weekend leave begins at 4.25pm or after school commitments including detention on Friday, and after completion of all games and/or other school commitments on Saturday.

Special leave, by written request of parent or guardian, may be granted in unusual circumstances at the discretion of Housemaster/mistress and the Deputy Head.

If leave is requested to stay with another pupil, then a 'Leave Request' form must be completed both by the host family and by the parents of the visiting pupil.

Ordinary leave, for Saturday or Sunday may be granted by Housemasters/mistress they will use their discretion on requesting a written request from parents.

#### **Day Pupils**

Pupils should observe the term dates and holidays should not be organised in term time. Leave of absence will only be given for special reasons. Parents must request such leave in writing from the Headmaster or Deputy Head in good time, and at least two weeks in advance if possible.

### **6 Classroom behaviour and routines**

Styles of teaching and degrees of formality will vary from one teacher and from one class to another. Nevertheless, there are common standards which we expect in all lessons:

Pupils are expected to be punctual; if late they should apologise and explain.



Pupils who need to miss lessons must ask permission of the teachers concerned at least a day in advance. Pupils must copy up any work missed and show it to the teacher to ensure it has been understood.

Pupils should bring all necessary equipment to lessons. With the exception of music instruments, specialist equipment and sports kit, pupils are not permitted to return to their lockers in lesson time to collect items.

Pupils should wait to be invited into a classroom.

Pupils are expected to contribute to good learning for all through positive effort and polite behaviour.

Pupils should not stand if another teacher enters a classroom, but continue working. They should stand for visitors, however, to show courtesy.

Pupils should leave classrooms clean and tidy.

In the Lower and Middle Schools, prep planners should always be used to record work. Preps should be done on time and to a good standard.

## 7 Sport

**Day Pupils** who need to be excused from games or activities due to illness or injury are required to give the Physical Education Department a signed and dated parental letter, indicating why they are unable to participate and for how long they need to be excused. Please include doctor's recommendations if applicable.

**Boarders** who need to be off games or activities will be assessed by the School Nurse and issued with an 'Off Games' card as appropriate.

All pupils who are off games must report to the member of staff in charge of the activity they will be missing. **Pupils are expected to have the appropriate kit for all sessions and activities, whether on or off games.**

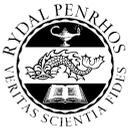
School games and activities take priority over other commitments outside school that a pupil may have. Pupils and their parents should liaise with the member of staff in charge if they wish to be excused from a game or activity that clashes in this way and where possible **provide two weeks' written notice.**

Only official school kit should be worn for games, outdoor education and physical education, whether in school or for away fixtures or other events.

The sports hall, astro-turf pitch, the swimming pool, the squash courts and all their equipment may only be used in accordance with the rules laid down by the PE department. The published safety precautions for these areas must be strictly observed during all practice sessions.

Studded boots must be carried to and from all pitches and the mud scraped off boots prior to leaving the field. Shoes for use in the sports hall, astro-turf and squash courts must not be worn elsewhere. School shoes may not be worn in these areas.

Whether pupils are competing or spectating at team events or taking part in some other competitive activity, they are expected to behave with good manners and always to set an example that reflects well on the school.



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## 8 Health

Health Centre hours are published on school and house notice boards.

Anyone who feels ill or who is injured or who requires medical attention outside surgery hours must, except in an emergency, request written permission from his/her tutor or class teacher to attend the Health Centre and report, in the first instance, to Reception.

Day pupils must not make their own arrangements to go home. If a day pupil is unwell she or he must report to the Health Centre via Reception where the nurse on duty will make whatever arrangements might be necessary for the pupil to be collected.

After a stay in the Health Centre boarders must report back to their Housemaster/mistress.

## 9 Conduct in the Dining Hall

All meals are compulsory for boarders, and day pupils must attend lunch.

Pupils may not join the lunch queue before the published time and should then queue in an orderly manner. Pupils with an early lunch pass may present themselves to the member of staff at the door to take an early lunch.

Good manners are expected in the dining hall and, at the end of a meal, pupils should leave the table tidy and take their tray with crockery and cutlery to the designated place.

Food must not be taken out of the dining hall without permission.

Crockery and cutlery must not be removed from the dining hall.

Food and drink may only be consumed in the dining hall or in designated social areas. Pupils must not eat or drink in other parts of the school.

## 10 Fire Regulations

Specific instructions for individual buildings are posted throughout the school.

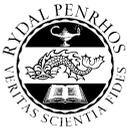
During school hours On hearing the alarm, leave rooms as quickly as possible, and proceed to the appropriate assembly point where a roll call will be taken by tutor groups.

At other times On discovering a fire, raise the alarm. Leave the building as quickly as possible, and proceed to the appropriate assembly point.

## 11 Cars

Pupils may not drive to, away from or near the school during term time or on school business unless they have written permission from the Head of Sixth Form. Motorcycles are not normally permitted because of the dangers inherent in their use. Permission to drive is given only when a completed request form signed by parents or guardians is received and approved by the Head of Sixth Form.

A driver must have a full driving licence or, with a provisional licence, be accompanied by a parent or other responsible adult. The school can accept no responsibility for the vehicle, or the consequences of its use.



No pupil may give a lift to another pupil to or from school, during school hours or on school business except with the written permission of both sets of parents and the approval of the school, which will be recorded by the Head of Sixth Form.

No pupil is allowed to travel in a car driven by a former pupil, by another pupil or by an unauthorised person to or from school, during school hours or on school business without written permission from his/her parents, provided to the Head of Sixth Form.

Boarders are not permitted to have a car at the school, (save in exceptional circumstances) or to have the use of a car during term time and may not travel as passengers in cars driven by day pupils.

Cars must be parked throughout the day. They may not be used during the school day without specific permission from the Head of Sixth Form.

If a pupil contravenes any of these rules or if, in the opinion of the school, he or she has acted irresponsibly in connection with the use of a vehicle, he or she can expect to be banned from driving to school. Any pupil travelling as a passenger without the appropriate permission will receive a detention in the first instance.

## **12 Day Pupils**

The school rules apply in their entirety to day pupils at all times while they are under the school's authority. This includes journeys to and from school.

Day pupils are expected to be at school for registration at 8.20am each day (Monday – Friday) and throughout the year they are expected to remain at school until 5.10pm (4.35pm on Friday). On Saturdays some pupils will be involved in team matches, prearranged practices or other events. All pupils are required punctually to attend registration, chapel and assemblies, meals, lessons and routine extra-curricular activities, and to give priority to school engagements and meet commitments made by or for them.

If a day pupil is to be absent from school, the school reception should be informed as early as possible and no later than 9am on the day in question. Requests for longer planned absences must be made to the Headmaster, in writing, at least two weeks in advance. After any unexpected absence, a pupil must give to his/her tutor a letter from parents explaining the absence. A request for a pupil to be excused from games should be addressed to the Physical Education Department.

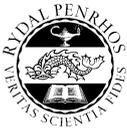
Pupils should remain in school until the conclusion of the school timetable.

When required to do so, pupils must attend detentions. Details of any detention will be entered in the pupil's weekly planner, and parents will be informed of a Headmaster's detention so that any appropriate arrangements can be made for the pupil to attend.

## **13 Dress Regulations**

School uniform must be worn to and from school each day, during school hours and for other school activities. Pupils must be smartly turned out and in all other respects conform to the school's dress regulations and wear full uniform when in uniform, and they should take a pride in their appearance.

The full uniform list is published separately, and pupils are expected to be familiar with its contents and to observe the regulations.



In general, jewellery must not be worn with school uniform, however, pupils may wear a signet ring and girls with pierced ears may wear one pair of small plain studs in the ear lobes. They may also wear a simple chain with a discreet pendant worn around the neck

Pupils' hair should be kept at a reasonable length and unacceptable colours and styles will not be permitted. The style and colour of all pupils' hair must be moderate enough to avoid attracting undue attention. Pupils with an inappropriate hairstyle will be required to have it re-cut or re-coloured and may be required to stay at home until it has been restored to its natural style or colour. In Years 7-11, hair must be worn off the face and tied back. Boys' hair should be off the shoulders and cut in an orthodox manner. Very short, or 'skinhead' haircuts, are not allowed.

Make-up must not be worn with school uniform by pupils in Years 7-11; however, Sixth Form girls may wear discreet make-up. All boys must be cleanly shaven each day.

Casual clothing must be clean, discreet and in good repair. It must be reasonable, unprovocative and not cause offence. The Headmaster's ruling on what is reasonable is final. Boys may wear an earring out of school hours and at weekends.

Responsibility for appropriate dress for trips and visits lies with the member of staff concerned, in consultation with the Deputy Head. Full uniform is the normal dress for formal occasions where representing the school and out of school visits. Smart casuals may appropriate for some visits, in which circumstances permission should be gained from the Deputy Head.

## **14 Discipline in the school**

A community functions more easily and more effectively with clear standards of behaviour and manners. Because misbehaviour can range from minor breaches of the school rules to more serious offences, it is important that pupils are aware of the consequences of unacceptable behaviour both in school and in the local community. They should know in advance the school's policy for deterring and correcting such behaviour. The guidelines that follow provide part of the framework for developing the self-discipline and individual responsibility which are essential in any civilised adult community.

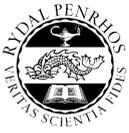
### **Sanctions for Minor Offences**

These include lateness for a lesson or activity, unruly behaviour, poor manners and a poor standard of work or dress. Punishment is at the discretion of the staff concerned and should be dealt with at the time. Sanctions such as a verbal reprimand, making a pupil stay behind, report in break, or do extra work may be used as appropriate.

If the matter is more serious, the pupil may be given a department detention as arranged by the department in question, or a Head of School detention, which takes place on Friday at 4.30 pm. Further or more serious breaches may result in a Headmaster's detention, which takes place from 9am to 12pm on a Saturday. Detention takes priority over all other commitments or activities, and pupils must wear school uniform for all detentions.

Repeated offences will result in a gating, which is a requirement for the pupil to remain on the school premises and report to a member of staff on duty at regular intervals during the day. This can include the weekend (until 6pm) during which time the pupil must be dressed in school uniform. Gatings will be decided in conjunction with the Head of School and Housemaster/mistress.

Detentions and gatings will be notified to parents/guardians, and recorded by the tutor/HoM.



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## Sanctions for Major Offences

These relate to offences that reveal a serious disregard for others, the school community, for an individual's health and character development or for the law. Once the offence has been investigated and it is deemed that a punishment is necessary, the Deputy Head will contact parents and an appointment will be arranged to see the Headmaster, if possible before the final decision is made. Each case will be treated on its own facts and merits. Major offences are recorded in the pupil's file and in the Major Punishment book.

**Suspension** If a pupil is suspended, he or she will be required to go home immediately following the decision. In certain cases, a pupil may be given an internal suspension, in which case he or she will be isolated from the rest of the school and supervised for the duration of the suspension.

In the event that an overseas boarder is suspended, he or she may be confined to the Health Centre or be lodged with a guardian rather than returning home.

**Withdrawal** In the event of a single act of gross misconduct or a repeated series of breaches of discipline, parents may be asked to withdraw a pupil from the school if the Headmaster judges it to be in the best interests of the school or the child.

**Expulsion** The Headmaster reserves the right in the last resort to expel a pupil.

### Major offences

#### Alcohol

In addition to those prohibited by the law of the land, alcohol offences also include drinking or possession of alcohol on school premises except at specified approved school functions.

Pupils must not bring alcohol into the school, or consume alcohol either on the school premises or their vicinity, or while taking part in a school trip, unless specific permission has been given under Common Room supervision. Pubs are out of bounds to all boarders, except when they have permission to go into town on a Saturday night and they should then observe legal restrictions.

Any pupil arriving at a school event under the influence of alcohol will be banned from the event, their parents will be contacted and the Headmaster informed. All offences will be dealt with by the Headmaster and at his discretion. Punishment ranges from a short suspension from school to expulsion for recurrent episodes.

#### Bullying

Bullying is not tolerated at Rydal Penrhos. Bullying is the hurting, humiliating, threatening or frightening of another person. This may be physical or verbal abuse of the person, or abuse of his or her property. It may involve prejudice of a racial, religious, cultural, homophobic, sexual or anti-disability nature.

Any pupil who is being bullied or who knows of someone being bullied should be confident that the information will be treated confidentially and sympathetically. In particular all pupils should feel free to talk to members of Common Room and able to contact their tutor, the Chaplain, Head of school or Housemaster/Housemistress or the school Sister on any sensitive issues.



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All forms of bullying will be dealt with by the Head of school, the Deputy Head or the Headmaster as appropriate. All bullying should be reported and will be treated extremely seriously. Severe or repeated cases of bullying may result in suspension or expulsion.

### **Drugs**

No pupil may possess or use drugs or illegal substances. This rule applies equally to term or holiday, to school or elsewhere.

If a pupil is suspected of being under the influence of a drug or illegal substance they may be required to undergo a drugs test. A pupil found to be involved in the possession or consumption of a drug or illegal substance must expect to be suspended or required to leave the school. A pupil found to have passed on a drug or illegal substance for personal gain must expect to be required to leave the school.

### **Failure to respect authority**

A pupil who fails to respect the authority of the Headmaster or the staff may be suspended or asked to leave the school, according to the circumstances.

### **Relationships**

Normal personal relationships in everyday life should be based on respect for each other and for other people. Given the sensitive nature of this area, all cases will be dealt with on an individual basis. However, any pupil found to be involved in sexual relations with another person on school premises, or anywhere else whilst under the care of the school, must expect to be required to leave the school.

### **Smoking**

No pupil may smoke at school or anywhere else whilst under the care of the school, whilst journeying to or from it, or bring cigarettes to school. Pupils must not have any other smoking materials, matches or lighters in their possession. In not permitting smoking, the school is concerned not only with the health aspects and current social expectations but also with the associated fire and safety hazards. A pupil in the company of smokers or smelling of smoke may be deemed to be smoking. Smoking will be punished by the Head of School or Housemaster / Housemistress and will take the form of a letter to parents and a suitable gating.

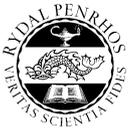
Repeated offences and smoking in the school buildings will be dealt with by the Deputy Head or Headmaster as appropriate, and may lead to suspension.

### **Stealing**

In law, theft is a criminal offence and the school regards it equally seriously. No pupil must interfere with or remove the possessions of anyone without prior permission from them. No pupil must interfere with or remove school property.

Any pupil found to have stolen the property of the school or another pupil must expect to be suspended or required to leave the school.

### **Vandalism**



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The sanctions for this may vary from detention and restitution of the damage to expulsion, according to the severity of the offence.

## **15 Data Protection and ICT**

The School has a Data Protection policy and an Acceptable Use Policy for use of ICT, the internet and emails. Pupils are required to comply with this policy and must sign an ICT contract before they can make use of the facilities.

## **16 Records of Punishment**

The school keeps a record of any punishments and sanctions administered and these records can be discussed with the school if necessary.

## **17 Feedback Procedures**

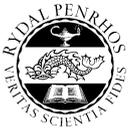
The school is a listening community and we recognise that, in addition to having obligations and responsibilities, pupils also have rights, and many of these rights are safeguarded by the rules themselves. However, misunderstandings can arise and there is always the opportunity to discuss these with teachers, tutors or Housemasters/mistress. The Headmaster, Deputy Head, Chaplain and Heads of School are always available to help sort out problems that cannot be settled elsewhere. These problems will normally be resolved quickly and privately, but a written complaint will always receive a written reply after investigation and the correspondence will be retained on file.

## **18 Counselling**

The school has a Counselling Service in which the welfare of the pupil is the over-riding consideration. Any pupil who is worried about their work, activities or relationships is encouraged to seek counselling help and appropriate contact people would be:

- Your form tutor
- Another teacher
- Your Head of school
- The Deputy Head
- The Chaplain
- If you are a boarder, your Housemasters
- The school's independent external counsellor: Tracey Boothby 07824544424
- Childline 0800 1111

The Headmaster reserves the right to have the final say in any dispute over the interpretation of these rules.



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## Care Standards Act 2000

Under the Care Standards Act 2000 the National Assembly for Wales has a responsibility for the welfare of boarders in schools. Rydal Penrhos is inspected regularly by the Care and Social Services Inspectorate for Wales and boarders have an opportunity to discuss 'life as a boarder' and can raise any matters of concern. Boarders with any complaints about their welfare can contact the Care and Social Services Inspectorate for Wales at any time on 0300 790 0126.

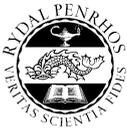
National Assembly for Wales  
Care and Social Services Inspectorate for Wales  
CSSIW North Wales Region  
Government Offices  
Sarn Mynach  
Llandudno Junction  
Conwy  
LL31 9RZ

*The Headmaster reserves the right to have the final say in any dispute over the interpretation of these rules.*

## Complaints Procedure for Parents

The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect to be treated by the School in accordance with this Procedure.

The complaints procedure can be found on the school's website, and a copy will be sent to any parent on request. The School provides for written records to be kept of all complaints.



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## Pupil ICT Contract

The ICT facilities at Rydal Penrhos School are provided:

- as an aid to academic work: in lessons and prep, for private study and research;
- as a means of communication between staff, pupils, parents and others.

Pupils are expected to use the School equipment and software for the purposes stated above. Reasonable personal use is permitted. ICT equipment owned by pupils and used on School premises is subject to the same terms, and must be used in accordance with Appendix E. This contract is a summary version of the Rydal Penrhos School ICT Acceptable Usage Policy, which should be consulted for any clarification.

### **This contract should be read, understood and signed by all pupils**

#### NETWORK AND COMPUTERS

You should:

- only use your own user ID to log on to the network
- keep your password secure and not reveal it to anyone else
- lock a computer down or log off when leaving a computer unattended, even for a short time
- use printers for school work only and not print a very large number of copies without permission
- appreciate the dangers of 'sharing' machines across the network, which opens them to viruses or other contamination, and understand that sharing of licensed software, music and video is illegal.
- close (or secure with a password) any file sharing facility on any networked computer
- obtain permission from the Headmaster before publishing material concerning the School, staff or pupils anywhere on the worldwide web
- save important work in more than one location (e.g. on a named USB memory stick as well as in your user area on the school network)
- understand that hacking of any nature or attempting to access material belonging to anyone else without specific permission is strictly prohibited.

You should not:

- modify the standard settings for any school computers
- play games on school computers or across the network
- wear games clothes or consume food or drink in any ICT room

#### E-MAIL AND INTERNET ACCESS

You should:

- use e-mail and the internet, including social networking, in a sensible and appropriate manner
- appreciate that plagiarism is unacceptable and could result in disqualification from public examinations

You should not:

- send e-mails that bully, threaten or use bad language
- send e-mails under another's name
- send e-mails to large groups of people without permission
- access inappropriate, offensive, obscene or illegal material
- load or download inappropriate material or software from the Internet
- attempt to access restricted sites
- use the email and internet in such a way as to bring the school into disrepute

The School may examine internet access histories, e-mails and stored files as part of routine supervision or following any suspected breach of ICT rules.

Name: \_\_\_\_\_ Form: \_\_\_\_\_  
(Print in capital letters)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_