



RYDAL PENRHOS SCHOOL

Rydal Penrhos School is an inclusive Christian community, based on a Methodist foundation, dedicated to ensuring that the unique potential of each young person is realised. The School fosters respect for the individual in a safe and secure environment, thereby developing self-confidence and personal independence.

Academic rigour is balanced with exciting and challenging experiences in the cultural, athletic, aesthetic and spiritual domains.

Rydal Penrhos School is an associated school of the Methodist Independent Schools Trust and strives to ensure that we are inclusive and welcoming, a place where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense is pursued.

Do all the good you can,
by all the means you can,
in all the ways you can,
in all the places you can,
at all the times you can,
to all the people you can,
as long as ever you can.

John Wesley

GUIDING CODE: POSITIVE VALUES, ATTITUDES AND BEHAVIOURS

Pupils are expected to:

- recognise the value of the School's Christian ethos;
- seek to fulfil their potential both in and outside the classroom, positively responding to the opportunities offered;
- recognise each other's worth and seek to support each other in a constructive way, avoiding hurting each other verbally, physically or emotionally;
- value opportunities for leadership and for healthy competition and co-operation;
- recognise the importance of self-discipline and responsible independence, and adhere to the School's codes of conduct, appearance and dress;
- recognise the importance of trying to become a more sustainable School, and contribute towards achieving this;
- behave courteously towards each other, the staff and visitors of the School;
- as individuals, seek to make their own positive mark on the world in which they live when they leave school.

CODE OF CONDUCT

In order to function efficiently, every community needs rules and guidelines, which are there to protect both the individual and the community.

All pupils are expected to conduct themselves with dignity and common sense at all times. The School's good name and standing is defined by the fine example set by its pupils.

In addition to the guiding code and values, pupils are asked to:

1. arrive at school, all lessons and other activities punctually, equipped and prepared to learn;
2. take pride in all that they do, and respect the right of others to live and work in an environment conducive for learning and developing as individuals;
3. show respect for the property of others;
4. take pride in personal presentation, and adhere to the School's uniform and dresscode, including permitted items to be brought in to school;
5. follow the School's mobile phone, acceptable use of ICT (including social media) policies;
6. move around the School premises in a quiet and orderly manner, and not enter classrooms until invited to do so by a member of staff;
7. take pride in the School environment and keep it tidy; and
8. communicate in a positive manner and not use vulgar, obscene or derogatory language.
9. if in the 6th Form, seek permission from the Head of Key Stage 5 before bringing a motor vehicle to school. Where permission is granted, such vehicles are for personal use only and subject to strict conditions. Vehicles are not to be used during the day.

Breaches of the code of conduct:

The following are considered to be serious anti-social offences against Rydal Penrhos community:

- a) Bullying
- b) Racial or sexual harassment
- c) Theft
- d) Dishonesty
- e) Malicious damage
- f) Leaving the School premises without permission
- g) Smoking (this includes using electronic cigarettes).
- h) Alcohol abuse
- i) The possession of illegal drugs and substances (including New Psychoactive Substances)
- j) The possession of knives or other weapons.

SCHOOL ATTENDANCE

Excellent attendance and punctuality are key factors in ensuring that the pupils reach their potential. The most important factor in promoting good attendance is the development of positive attitudes towards school. We encourage full attendance and a desire to participate fully in school life.

Summary Expectations – pupils must:

- attend school regularly and punctually;
- try to achieve 100% attendance;
- participate fully when action plans to improve attendance are put into place;
- report to Reception to sign in / out if arriving or leaving at any time during the school day which falls outside the School's morning registration period.

REGISTRATION AND ABSENCE PROCEDURES

For safety reasons, the procedures operate as follows:

- The school day / registration begins at 8.30am for all classes.
- Pupils arriving after 8.30am should sign in at the Reception Desk.
- Arrival after the close of registration at 8.45am, will be recorded as an unauthorised absence, unless a legitimate reason for lateness has been provided.
- On the first day and each subsequent day of absence from school, parents must email to Senior@rydalpenrhos.com or telephone the School Reception Office by 9.30am to report the reason for their child's absence.
- If notification of absence has not been received by 9.30am, the School will contact parents.
- Requests to attend dental or hospital appointments which cannot be made out of school hours should be sent by, for the attention of the Form Tutor.
- Permission for absence for reasons other than illness must be requested in writing to the Deputy Principal: psutton@rydalpenrhos.com *Parents are asked to exercise restraint when requesting such leave.*
- Attendance will be monitored, and the School's absence policy will be followed.

Absence during the School day

- Any pupil needing to leave the campus at any point within the School day (other than for school activities) must be granted permission by the Form Tutor or Head of Key Stage. (A permission slip will be provided, which must be presented at Reception when signing out.)
- Pupils leaving or arriving during the school day must do so via Reception and be signed out in the book available.
- If there is any doubt as to the whereabouts of a pupil at any other point during the school day, the procedures for a 'Missing Pupil' will be followed.

ARE YOU FEELING WORRIED OR CONFUSED?

Worried about:

school life

exam pressures

online safety

home life

bullying

friendships

school work

study choices

moving on

the future

a friend

family life

anything else?

Every pupil has the right to feel safe at all times

If you feel worried about something or do not feel safe, there are things you can do:

Talk to an adult you trust; they will listen to you and help you.

Remember - sharing a problem is the first step towards feeling better.

Some of the people you might choose to talk to could include:

- * One of your parents, a family member or a friend
- * Your Form Tutor (or any member of staff in school)
- * Your Head of Key Stage: Miss Bollan (KS3), Mr Sanders (KS4), Mr Brown (KS5)
- * The Deputy Principal: Mr Philip Sutton
- * The School Chaplain: Mr Beamish
- * The Pupil Welfare Assistant: Sarah James

If you feel unable to talk to someone you know, there are helplines offering support:

HELPLINES:

Childline: 0800 1111
Meic: 080880 23456
NHS Direct: 0845 4647
Samaritans: 116 123

Further contacts:

<https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>

If you have a serious worry, the adult you speak to may need to share this with one of The DSLs (Designated Safeguarding Leads: Head of Key Stage or Deputy Head - Pupils) in order that we can make sure you receive the help you need.

CONCERNED ABOUT BULLYING?

Bullying of any kind is unacceptable at our School. If bullying does occur, all pupils should know that incidents will be dealt with promptly and effectively. We are a *TELLING* School. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff.

As outlined in the School's Vision and Values statement, Rydal Penrhos School's core values reflect those of the Methodist Schools. The values relating to the Anti-Bullying are:

- 'to work to promote social justice and to counter prejudice and intolerance in whatever form that takes, by encouraging mutual respect and understanding;
- to encourage an appreciation of working together and of the importance of forgiveness, reconciliation and renewal in establishing happy communities;
- to encourage our pupils to refuse to accept that things have to be the way they are and to believe in larger possibilities for good, because education should be an instrument for reforming and reshaping society for the better.' (*Methodist Schools - Mission Statement*)

What is bullying?

Bullying is usually defined as behaviour that is:

- repeated;
- intended to hurt someone either physically or emotionally;
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation'

The School views bullying to be the wilful and conscious desire to hurt, frighten or threaten another person on purpose. Bullying is repeated unkind behaviour which intentionally hurts another pupil or group physically or emotionally.

What to do if you, or someone you know, is being bullied:

1. At the stage when teasing / conflict / action becomes distressing, remember three things:
 - give a very clear signal that you are distressed - ask them to stop;
 - tell a member of staff;
 - do not say anything to retaliate.
2. If problem persists and it becomes bullying:
 - maintain your self-esteem (Remember: it is not your fault.);
 - tell someone (a friend, an older pupil or peer mentor, a teacher, your Form Tutor / Head of Key Stage / your parent), so remedial action can be taken.

Remember: Do not suffer in silence. The staff in the School are here to help.

MOBILE PHONE CODE OF CONDUCT

Any pupil bringing a mobile phone to school must obey the following rules:

- phones may not be used during lessons;
- phones must be switched off (not on 'silent mode') in school except for in the Ferguson Centre for Years 12 and 13;
- phones may not be used in the toilets or changing rooms;
- phones (or other devices) must not be used for taking photos or recordings (either video or audio) of school staff or other pupils, without their consent;
- users should not share their contact details with people they do not know, and must not share other people's contact details without their consent;
- users must not share their passwords or access codes with anyone else;
- users must not use their mobile phone to bully, intimidate or harass anyone; this includes bullying, harassing or intimidating pupils or staff by email, text / messaging app or social media;
- users should not use their phone to send or receive any material that may be criminal, for instance, by 'sexting';
- any rules on bullying, harassment, and intimidation apply to how an individual uses his or her mobile phone, even when that individual is not in school;
- vulgar, obscene or derogatory language must not be used whilst on the phone or when using social media.
- pupils must comply with a request from a member of staff to switch off, or hand in*, a phone.
- phones are not permitted in any internal or external examination or test environment.

**Any breach of the rules outlined above may result in a pupil's phone being confiscated for the rest of the day. If this happens, the phone must be switched off, and may be collected from Reception at the end of the day. Repeat offenders may have a longer ban imposed upon them.*

GENERAL ROUTINE MATTERS

Break and Lunchtime

All Key Stage 3 and 4 pupils (Y7 to Y11) must stay on the School campus during break and lunchtime.

Break times - Each year group has an allocated indoor base as well as access to outdoor areas

- Eating or drinking in classrooms or corridors is not permitted at any time, unless given specific permission to do so.
- Snacks are available at morning break and before extra-curricular activities. Years 12 and 13 also have a café for purchasing drinks and snacks at various times during the day.

Dining - Lunch is provided by the School:

- Year groups have allocated daily times to go to lunch.
- Please use the queuing system, as indicated, and sanitize hands upon entry to the dining hall
- Please do not take food out of the dining room.
- If sports kit has to be worn in the dining room, tracksuit bottoms must be worn.

School Uniform

A high standard of personal appearance is expected of all pupils including travel to and from school, and whilst on any visits or fixtures.

Full school uniform (including Year 12 and 13 dress code) and sports kit lists can be found on the website: <https://rydalpenrhos.com/parent-new/uniform/>

Please look smart and take a pride in your appearance at all times:

- Hair should not be patterned, shaved (less than grade 2) or dyed an unnatural colour, and should always be tied back for practical lessons.
- Make-up should be natural and not noticeable.
- Jewellery should be kept to a minimum. One ring, stud earrings and necklace expressing one's faith is acceptable (all jewellery must be removed for games). Nail polish is not permitted.
- Sixth form girls may wear unobtrusive make up.
- No nail varnish is permitted.
- Pupils must wear suitable shoes in school at all times.
- All games kit worn in school must be school kit only.
- Shirt buttons must be fastened.
- Shirts and blouses must be tucked in.
- Please label all items, so that if lost, they can be returned to you.

Valuables and Lost Property

- Expensive personal items or large sums of money should not be brought into school – any valuables should be locked in lockers.
- Lost property should be handed in to the School Reception without delay. If you lose something, enquire at Reception and tell your form tutor.

Sports Kit and Equipment

The School's Physical Education and Games kit is available directly from the School's online shop.

- All kit should be labelled, thus making it easier to be returned to its owner, if lost.
- Please ensure that you have the full kit, as listed on the uniform/kit list.
- All pupils will require: 1/4 zip jacket and track suit trousers.
- It is compulsory for all pupils to have a mouth guard (*these can be ordered through OPRO and fitted in school*), hockey shin pads and a sports water bottle.
- All pupils will require a sports towel and a shower kit for all sport and activity sessions.

Illness or Injury

The School has a number of first aid qualified staff, including those with specialised sports trauma qualifications.

If you have been injured or feel unwell whilst at school, please report to a teacher.

The teacher who will authorise for you to go to Reception, where a first aider will assess you, and consider the best course of action.

TIMINGS OF THE SCHOOL DAY

Registration/Form/Chapel	08.30-09.00
Period 1	09.00-09.50
Period 2	09.55-10.45
Break	10.45-11.05
Period 3	11.05-11.55
Period 4	12.00-12.50
Lunch/Activities	12.50-13.45
Period 5	13.45-14.35
Period 6	14.40-15.30
Enrichment/Extra-curricular	15.40 – 16.20 (Monday-Friday)
Wraparound Care	to 18.00