

# RIPON GRAMMAR SCHOOL



**SIXTH FORM HANDBOOK 2020**

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## **1. WELCOME**

It is my great pleasure to welcome you to the sixth form at Ripon Grammar school.

The next two years are going to be an incredibly busy, demanding and exciting time, during which you will make probably the first truly life-defining decisions that are yours to take alone, as well as making the final preparations for the routes and careers that will take you far beyond this school. The time will flash by, and opportunities and choices will come thick and fast. My advice is that, whilst you need to be very serious and focused upon your studies, you must also make the most of all the support, guidance and opportunities that are on offer here. These days only come once.

In choosing to come to Ripon Grammar School, you have made a conscious decision to join a strong school community, rather than an institution that is purely a sixth form environment. With this in mind, you are regarded as part of this community, and expected to play a strong and positive role within it. You are role models from your very first day, and we anticipate that you will set an outstanding example to younger year groups, and that you will willingly take on roles and responsibilities that will allow you to work with and support younger students.

It is also important to know that our sixth form has an outstanding reputation as a welcoming, tolerant, enthusiastic place, where students are encouraged to develop and to fulfil their talents. That reputation is now in your hands, and I know that you will enhance it. Be enthusiastic, curious, wholehearted and committed, and success will follow.

I hope that you thoroughly enjoy the next two years, and that they provide you both with success, and with very happy memories.

**Mr T. Fell**  
**Head of Sixth Form**

## 2. WELCOME FROM HEAD BOY & HEAD GIRL

Dedicated and inspiring staff, alongside hard-working and ambitious students, provide an outstanding environment for learning. In the sixth form you take responsibility for your own learning, with A levels providing an opportunity to study subjects that really interest you. The ethos of hard work allows teachers to treat students as independent learners, whilst continuing to provide extensive support. Sixth form facilities enable you to get the best out of your studies; including a sixth form centre, state-of-the-art science laboratories, engineering suites and an art studio. Specific study areas suit a variety of learning styles; the learning centre for silent work, study rooms for a more sociable working environment, or the library for quiet discussion.

The lynchpin of Ripon Grammar's academic excellence is the quality of teaching and pastoral support. Staff are passionate, conscientious, highly approachable and have student success very much at heart, creating a friendly and supportive atmosphere where every student is encouraged to fulfil their potential. The sixth form team comprising Mr Fell (Head of Sixth Form), Mrs Fell and Miss Anderson (Deputy Heads of Sixth Form) and Mrs Griffiths (Sixth Form Co-ordinator) are outstanding, providing continuous support and encouragement. During the important period of Post 18 choices, there is guidance on personal statements, applications, apprenticeships and gap years to name a few options. Our Careers department offers information and advice on a huge range of routes after leaving the sixth form.

Beyond the classroom there are lots of opportunities to get involved with sixth form life and the wider school community. Whether you are looking to have fun with friends, or to join school teams, there really is something for everyone. The sport centre, AstroTurf and brand new 3G pitch facilities are fantastic additions to the sports department. The new music block provides specialised rehearsal spaces for a variety of musical ensembles. One afternoon a week is set aside for enrichment, with clubs, societies or community volunteering schemes also available. You can also take part in schemes such as the Duke of Edinburgh Award Scheme and Young Enterprise.

Sixth form students play a vital role in the school community, working with all year groups. Leadership opportunities are available such as School Officers, Prefects and Wellbeing Champions along with the chance to join School Councils and Committees. Annual House Competitions take place, including swimming, drama and singing, which the sixth form take the lead role in organising. The sixth form also organise the annual Charity Week within school providing a huge range of activities for the chosen charity. The role that sixth formers play is hugely rewarding, and the more you get involved, the greater your experience will be.

Academic success is, and always will be, the cornerstone of Ripon Grammar's sixth form experience. In an increasingly challenging and competitive world, the academic qualifications which our school enables are invaluable. However, life in sixth form at Ripon Grammar offers so much more than this: an abundance of extra-curricular activities and a fun, caring and vibrant community forms well-rounded students. We have absolutely loved our time in the sixth form, and if you get involved and work hard, so will you.

### **3. A DAY IN THE LIFE OF A GIRL BOARDER**

I have been boarding at Ripon Grammar School for almost 5 years now and have greatly benefitted from the environment that the Boarding House provides. We're up and dressed for breakfast at 8.00am with the boys' boarding house. There is a variety of choices including a continental and cooked selection.

During the day we work together as a whole sixth form allowing friendships to develop outside of the boarding house. After school, free time gives us opportunities to attend a wide range of extra-curricular activities or meet friends. We have tea together with the boys at 6.00pm in the dining room, with a large variety of dishes and dietary needs catered for.

After tea there is time set aside for homework and extra study with sixth form students able to do this in their dorms, which have all been recently refurbished. During the evening the older students are encouraged to join in with lower school activities, ranging from table tennis competitions to baking sessions. At least once a term there is a Johnson House trip e.g. theatre trips or ice-skating, these are great fun! Bedtimes range depending on your age, for sixth formers it is 11.00pm; however during exam season many of the boarders are in bed before this time!

As a weekly boarder I go home on Friday nights and return on Sunday evenings, if you are termly then once a month there are trips out during the weekend, such as shopping trips or trips to the beach. I have enjoyed my time as a boarder and now share memories with many different people that I would have previously not met. Boarding has not only increased my independence, but also my confidence.

### **4. A DAY IN THE LIFE OF A BOY BOARDER**

I get up at about 7.40am to go and have a shower, and get dressed before going down for a cooked breakfast. Bacon, sausages, beans and eggs are always available, along with cereal, fruit and yoghurt, and sometimes our chef adds hash browns, mushrooms or egg bread! After breakfast I get ready for school.

When I get back at 4.00pm we have after school snacks. We have time to get changed and unwind watching TV, playing table tennis or activities outside. Tea is from 6.00pm, and then we have prep. The juniors are supervised in the library but the sixth formers can do their prep in their rooms.

At eight o'clock it is activity time, which ranges from touch-rugby to drumming to pancake-flipping. Monday is the highlight for upper school; we play a competitive but highly enjoyable game of 5-a-side football.

I joined the sixth form, and boarding house, from another school. I have been made to feel really welcome and have made lots of new friends. The boarding house allowed me to form a group of new friends straight away.

## 5. STARTING AS A NEW STUDENT

Starting a new school was daunting but as two new students we were made to feel really welcome and no longer feel like “newbies”. Ripon Grammar School is one of those places where after a couple of weeks you feel like you have been here forever, especially as there are such a lot of new students starting together. However, this didn’t mean we only made friends with other newbies but also students who have been here from the start.

It was great to have new teachers who offer fresh perspectives on a subject. Coming here also provided us with many new opportunities such as amazing visits to Iceland for geography and Madrid for Spanish, volunteering in the community, and enrichment activities.

We also had the opportunity to apply for positions of responsibility in the school such as prefects, school officers, peer listening and form prefects.

We are so glad that we came to Ripon Grammar School and are certain that anyone joining the sixth form will soon become an essential part of the school community and come away with new friendships, memories and experiences.

## 6. COMMENTS FROM STUDENTS

“There’s a real community feel, everyone knows each other in the year group”

“The facilities in the sixth form centre and learning centre are excellent”

“We are treated like young adults and have brilliant staff-students relationships”

“A fun, vibrant & inspiring community. The sixth form team are outstanding and are always there for support and guidance and to provide a friendly face when needed”

“Independence and freedom is given to students along with a wide range of opportunities”

“There are loads of opportunities to investigate your chosen subjects further and expand your learning”

“Thank you! The transition from my old school to Ripon Grammar School was made so much easier with all of the support I was given”

## 7. SIXTH FORM TEAM

<u>Name</u>	<u>Position &amp; Contact details</u>
Mr T Fell	Head of Sixth Form fellt@ripongrammar.com
Mrs J Fell	Deputy Head of Sixth Form fellj@ripongrammar.com
Miss L Anderson	Deputy Head of Sixth Form andersonl@ripongrammar.com
Mrs E Griffiths	Sixth Form Co-ordinator griffithse@ripongrammar.com

## 8. SIXTH FORM CENTRE

The Sixth Form Centre is a fantastic facility with Mrs Griffiths, the Sixth Form Co-ordinator, based in the office in the Centre for support or a chat whenever you need it.

### Making the most of the Sixth Form Centre

#### **Study Rooms**

These can be found downstairs in the Sixth Form Centre and are the ideal study spaces for group work. Drinks and snacks are allowed here, so it is very relaxed. You can use the drinks machines, bring your own supplies to make your own drinks, use the fridge, toaster and microwave here but please remember to respect the property of others and wash up afterwards!

There are also study facilities available in the additional downstairs space (SF1), providing extra workspace for during the day. There are no computers available downstairs but you may use your own laptop here.

There is also an outside seating area which the sixth form can use during break or lunch.

## **Learning Centre**

The Learning Centre is based upstairs and this is a silent working area, food and drinks (other than bottled water) are not permitted. This is a study, library and resource area dedicated to sixth form students. Here you can make use of a variety of resources available to help you have a successful time at school and equip you with the skills need for further education as well as a very helpful librarian. You will find:

- PC's to work on or bring your own laptops
- A Level textbooks
- magazines and periodicals
- daily newspapers
- EPQ information
- a rotating selection of senior fiction
- useful leaflets
- bag storage shelves on arrival
- phones permitted for work use only – please do not watch YouTube, social media, etc – save this for 'social spaces' in the Sixth Form Centre!
- You may listen to music quietly with headphones

The study books, periodicals & UCAS resources can be used in the Learning Centre but cannot be booked out.

## **9. THE FIRST FEW MONTHS**

### **PARENTS' TEA**

In September, **all** lower sixth students and their parents are invited to join us at the end of the school day for tea and cake. This is an informal opportunity to meet and chat to form tutors, some subject staff as well as the sixth form team. We hope that you will join us for this event.

### **REPORTS**

There are six sixth form reports produced during the year, keeping parents and students up to date with their progress. The first will be issued in October, followed by another at Christmas and again in the spring term. Where students may need support or guidance, the sixth form office team and form tutors will meet with them to discuss this. Parents will be informed in any cases where there are particular concerns. In December there is a lower sixth review when the progress of all students within the year group is discussed by sixth form

The sixth form team will also meet with all new students joining the school to talk about how they have found the transition and discuss any issues. However, if any student or parent has any concerns please do contact a member of the team to discuss these further.

## **10. BUDDIES**

All new students to Ripon Grammar School will be allocated a buddy to help you through the first few weeks of term, whether it is making new friends or finding your way around school.

Your buddy will be a member of your year group who will be in the same form as you and also in some of your lessons. The whole year group will be moved into new forms, we have 7 forms per year in the sixth form. Your buddy will be with you during the induction days and will meet you on the first day of term in the sixth form centre, when all new students will find out their forms, form tutor and form room.

## **11. ENRICHMENT**

Enrichment is a compulsory part of the Sixth Form curriculum and is designed to complement the students' A level studies, offering an opportunity to do something different from their academic choices. Enrichment is held on a Wednesday afternoon and Friday morning.

Enrichment enables students to develop other skills such as presentation and study skills. Students are also offered to opportunity to undertake extra qualifications e.g. Extended Project Qualification (EPQ) or an OU course. Enrichment activities will be a combination of teacher-led and student-led options with all students in the sixth form are timetabled to do 4 periods a week of enrichment.

### **Wednesday enrichment**

These activities are for all sixth form students and are non-academic enrichment. There are a variety of physical activities offered including dance, Zumba, football, netball, hockey, rugby, rock climbing, fitness and badminton. We also hold music and art sessions. Many students want to get involved with volunteering in the local community and this can be arranged also, with opportunities available in working with the elderly, young adults with disabilities, in schools, museums to name a few.

### **Friday enrichment**

These sessions cover academic and personal enrichment. Sessions are provided on a huge range of topics. These will include health and wellbeing, university choices, gap years, apprenticeships, study abroad, talks from the blood service, guest speakers, alternatives to university, driving awareness and finance.

## 12. STUDENT SOCIETIES

Students will form their own societies which meet during form time once a week. These societies are student led and cover a range of topics e.g. medicine, music, sciences, debating. Students will organise the discussions and arrange for external speakers to come in if necessary.

## 13. PRIVATE STUDY

Private study is a compulsory timetabled session and is important as you learn to manage your new workload and develop independent learning skills. You will need to learn these skills for in preparation for higher education and it provides the opportunity to get extra work done in school rather than leaving it for home.

1. Private Study is compulsory for all sixth form students and is for **SILENT INDEPENDENT** work. A register will be taken by staff at the start of each session.
2. You will be allocated periods of private study onto your timetable.
3. Students who are involved in other activities e.g. Language Assistant lessons **or** helping with lower school lessons, **must** discuss this Mrs Griffiths as soon as possible.

If students wish to make any changes to their private study or have any problems with their session they **must** see Mrs Griffiths.

## 14. EXTRA CURRICULAR

There are a very broad range of extra-curricular activities and opportunities available to students, ranging from house drama and music to sport and debating; from sports leaders to school council, the Duke of Edinburgh Award scheme, or supporting younger students in the classroom. There is a strong House system, and sixth form students in particular will take the lead in organising and running teams for a variety of activities.

Many of our students volunteer in the local community and there are also opportunities to undertake work experience and careers-related lectures and workshops, as well as The Princes Trust and Young Enterprise competitions.

There are a variety of opportunities for travel with school through subject-based visits. These have included World Challenge, Greece, Spain, Iceland, Germany and Cern, and a busy schedule of trips is planned in the coming months.

As part of the enrichment programme, students will have the opportunity to visit the UCAS Conference at Leeds and the Newcastle and Northumbria university open days, as well as attending the Oxford and Cambridge residential open days if applicable.

This is a busy and vibrant environment, and students are firmly encouraged to undertake activities beyond the classroom to develop and enhance their outlook and experience. There is certainly something to suit everyone.

## **15. WORK EXPERIENCE**

All sixth formers are given the invaluable opportunity to undertake a week of work experience in the summer term. The purpose of this week is to enable students to broaden their experience and to obtain placements that will enrich their university applications in the autumn term, or their CVs for future employment, and all students are expected to undertake work-experience at this time.

It is also significant that both universities and employers are increasingly clear that their ideal candidates will already have a range of work experience under their belt.

The aims and objectives of work experience will be explained to all of lower sixth students nearer the time. The value of the placement is enhanced when students take as much responsibility as possible for planning and finding their own placements. It is vital that students start organising their placements immediately as explained below.

Competition for work placements has become quite fierce, as many employers are reducing their commitment and offering fewer placements, it is therefore vitally important that the search for a work placement begins in earnest this half term. Larger employers, such as Rolls Royce and Harrogate Hospital, organise all of their placements this term. Many employers are only taking one student a year and places are soon snapped up. In addition many local schools are also sending their students out in July.

Students will have sessions on CV writing and letters of application as part of their Friday enrichment

## **16. CAREERS**

The Careers department staff are responsible for the provision of impartial careers advice and guidance centred on the individual needs of our students and a comprehensive careers education programme across all year groups.

Our well-resourced careers library is situated directly above the main school library and is open daily from 8.30am to 5.00pm during term time.

Sixth form students are encouraged to use the resources and to arrange individual guidance appointments during free periods, lunchtime or after school. Appointments can be arranged for students to meet with careers staff, parents most welcome to accompany them to the appointments.

The aims of the department are to:

- equip students with the knowledge and skills that they need to make realistic and informed decisions about their learning and work through a programme of careers education; and
- provide impartial careers advice and guidance to students on the range of options available to them at times which best meet the needs of the student.

A number of events are organised throughout the year for our sixth form students including higher education evenings, careers fairs and interview practice sessions, introducing the wide range of options available to our students. There are also a wide range of helpful websites and resources on the Careers section of our website.

### **17. 16 – 19 BURSARY FUND**

The 16-19 Bursary Fund is designed to help students who are in full time education and are in need of financial support during their time at school.

The Bursary can pay for a variety of things, e.g.

- Any essential course trips that students have to attend.
- Any equipment or books students need to assist with their course.
- Any other costs that may apply e.g. uniform, transport, meals.

The school is required by law to assess who is eligible, and **if you apply for funding you will need to provide evidence to the school of your family's financial position**. We are usually able to provide financial assistance to those who have a total household income of under £35,000 per year. The bursary is subject to attendance, behaviour and performance which will be monitored throughout the year, please see enclosure for further information.

If you think that you may be eligible for funding please complete and return the enclosed form, to Mrs Griffiths, Sixth Form Co-ordinator as soon as possible. All information provided is treated with the utmost confidence and if you have any questions please do not hesitate to contact Mrs Griffiths on 01765 602647 ext. 264 or [griffithse@ripongrammar.com](mailto:griffithse@ripongrammar.com)

## 18. LOCKERS

Sixth-formers have an increasing number of valuable items with them in school, such as iPods, mobile phones and occasionally laptops. Although there is still a general feeling that one's property is safe in school, there are lockers available for sixth form students to use in the sixth form common rooms.

If students would like a locker they need to pay a deposit of £5.00 for the use of the locker for the two years of sixth form, this will be returned once you leave. There are a limited number of lockers available and will be allocated on a first-come, first-served basis. If a locker key is lost or not returned at the end of your sixth form studies, you will not receive your deposit back.

If you wish to rent a locker information will be sent out at the start of term.

## 19. SIXTH FORM ATTENDANCE POLICY

### Attendance:

Attendance is a legal requirement at:

- Morning registration at 8.45am
- All timetabled lessons
- Afternoon registration at 1.50pm

### Absences:

The School must be notified of all absences as soon as possible.

1. In the case of planned absences please email Mrs Griffiths **in advance** of the absence to obtain authorisation e.g. urgent doctor appointments, hospital appointment, open days, etc.
2. In the case of unforeseen absences, the school should be contacted by phone or email [absence@ripongrammar.com](mailto:absence@ripongrammar.com) on the morning of the absence.

Absences which **can** be foreseen:

- Medical (excluding routine appointments which can be scheduled outside of school day)
- Caring for family members
- Religious holidays
- University interviews
- Significant participation in an extra-curricular activity
- Funerals/Court appearances/Driving test/Moving house/Severe travel disruption

Absences which **cannot** be foreseen:

- Bereavement
- Emergency

- Transport difficulties
- Sickness

Students **will not** be authorised to miss school due to the following reasons:

- Holidays during term time
- Social/leisure activities
- Paid employment
- Driving lessons
- Routine medical appointments
- Catching up with school work

**All sixth form students are only permitted to leave school at lunchtime only – they may NOT leave during morning break or free periods.**

## **20. THE FIRST DAY**

School is open from 8.30am, and students should be in school by 8.50am. The school day ends at 3.55pm.

All students should arrive at the Sixth Form Centre for 8.50am to meet buddies, find out their new form and form room.

Students should bring the following on the first day:

- Writing materials – pen, pencils and a rubber
- A strong bag - Please make sure that the bag is distinctive in some way, and that all possessions and equipment are clearly named.
- Lunch money or a packed lunch

## 21. DAILY TIMETABLE

Morning Registration	08:45 – 08:50
Morning Assembly	08:50 – 09:15
Lesson 1	09:15 – 09:50
Lesson 2	09:50 – 10:30
Lesson 3	10:30 – 11:10
Morning Break	11.10 – 11.30
Lesson 4	11:25 – 12:05
Lesson 5	12:05 – 12:50
Lunch	12:50 – 13:50
Afternoon Registration	13:50 – 13:55
Lesson 6	13:55 – 14:35
Lesson 7	14:35 – 15:15
Lesson 8	15:15 – 15:55

**NB:** All pupils should be in school by 08:45 for the morning session and 13:45 for the afternoon session.

## 22. TRAVEL TO SCHOOL

- **Walk:** Students who walk to school via Clotherholme road, should make sure that they use the footpath alongside the main drive, rather than walking up the drive itself. There is also access to school via the footpath from Kirkby Road through the allotments.
- **Cycle:** If cycling into school, students should use the back drive which passes the sixth form centre, or push your bike along the footpath through the allotments from Kirkby Road. Cycles must be completely roadworthy, and have lights for winter, and a good lock.
- **Car:** Parents are not permitted to drive onto the school site to drop off or collect students (unless there is a medical reason approved prior), but must drop them on the bus park via the patrolled system. Similarly, please collect children at a safe distance from the school drive at end of school. Please do not park on the yellow lines or across the school drive. There is a clear system for use of the bus park opposite the school site and students are directed to use the crossing.

- Student cars – please see the enclosed information regarding the use of cars by sixth form students.
- Bus: Students will be dropped off and collected from the bus park opposite the school. They will use the crossing to go directly to school.

### 23. HOME TO SCHOOL TRANSPORT

Home to school transport is arranged by North Yorkshire County Council who are committed to raising the standard of home to school transport throughout the county in order to ensure that all journeys to and from school are both safe and reliable. All vehicles are subject to regular inspections through their various licensing authorities.

The School Transport Team, based at County Hall, Northallerton, works closely with schools and operators to provide safe and reliable transport for students.

Bus passes are distributed by the Authority and you should direct any questions to them regarding these.

If you have any queries please contact the School Transport Team or visit the website [www.nyschoolbus.info](http://www.nyschoolbus.info) Tel: 08458 727374 Email: [schooltransport.services@northyorks.gov.uk](mailto:schooltransport.services@northyorks.gov.uk)

### 24. LUNCH ARRANGEMENTS

Our school caterers provide a healthy and varied choice of hot and cold food, as well as salads and sandwiches in the cafeteria. Students may also bring in packed lunches to eat in school, and these should be eaten in the Dining Hall, the outside eating area or sixth form study room.

We operate a biometric cashless catering system for all snacks and meals at break-time and lunchtime. You can top-up your child's canteen account via ParentPay or your child can deposit cash using their fingerprint via a biometric machine located near Reception.

On the first day of term, your child will have a fingerprint image scanned to register them on the system. (The actual fingerprint image **is not retained** but is converted to a number which the system recognises).

## **25. NUT AND OTHER FOOD ALLERGIES**

Ripon Grammar School is a nut free school, we have an increasing number of students at Ripon Grammar School who suffer from a severe allergy to nuts in particular and food allergies in general. For some students, coming into contact with nuts causes a potentially life-threatening anaphylactic reaction. This reaction can be induced by smell, touch or ingestion of nuts.

In order for us to reduce the risk of an anaphylactic reaction occurring at school, **we do not allow** students to bring into school nuts for consumption at break or lunch time, or in birthday cakes, etc. which are sometimes brought into school. This is not always convenient but to ensure that those students with allergies are able to attend school with confidence, this would be appreciated both by the school and the students' parents.

The school kitchen does not use nuts or nut oil in any of their food, which is prepared freshly each day. However, as with all foodstuffs, traces of nuts may be present in some ingredients. The school as a whole does everything possible to respect the needs of students, and staff, with food allergies but we cannot guarantee a completely nut-free environment.

Thank you for your cooperation in this matter.

## **26. PARENTPAY**

Towards the end of August you will receive a letter giving you a username and password for your child and all the information you will need to set up an account with ParentPay. This account can be used for canteen payments and also for school trips and other items. If you already have a child at the school using ParentPay you can merge their accounts using the new username and password. If you have been using ParentPay at your child's previous school, you will need to set up a new account.

## **27. SCHOOL CALENDAR**

The school calendar is available to view on our website and is regularly updated with forthcoming events, term dates and holidays etc.

## 28. NOTIFICATION OF ABSENCE FROM SCHOOL

Keeping your son or daughter safe is one of the prime objectives of Ripon Grammar School and on the 'every child matters' agenda. It is therefore essential that if your son or daughter is not in school we need to contact you as quickly as possible.

The vast majority of absences are known about either on the day or in advance, and the procedure to follow is shown below:

If your son or daughter is ill, please contact school to let us know before 9am on the first day of absence (either by telephone or email [absence@ripongrammar.com](mailto:absence@ripongrammar.com)). If the school does not receive a telephone call or email by this time, and the absence is unexplained, a member of the school's administration team will send a text message to the main contact's mobile telephone.

If your son or daughter is off school for more than one day, a member of the school's administration team may contact you again to enquire about your son/daughter's health and potential date of return. This will be done if it is deemed necessary, given uncertainty regarding the reason for continued absence. The absence can then be authorised on the school's management information system.

You must write a note to confirm your son or daughter's absence when he or she returns to school so that an accurate record of attendance can be maintained.

A potential long term absence (eg. an operation) should be discussed with your son or daughter's head of school. The school will aim to provide your son or daughter with appropriate work during their absence and make arrangements for their return to school.

Students who are late arriving and students who miss either morning or afternoon registration must sign the late book in reception or the Sixth Form Centre. This will ensure that we have an accurate record of who is present in school and will reduce the need to contact parents with regard to unexplained absences.

Routine medical and dental appointments should be made **outside** school hours. If this is unavoidable then please write to Mrs Griffiths in advance. Students should sign out at reception when leaving for appointments and sign back in when they return.

Please note also that the procedures for punctuality, attendance and illness are described in your son or daughter's school planner. These include procedures for late arrival into school, and procedures to follow should you wish to request for your son or daughter to be absent from school during term time.

## 29. REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

The Department for Education states that Parents/Carers do not have a right to take their children out of educational provision during term-time.

The Headteacher can no longer allow any leave of absence during term time unless there are exceptional circumstances, for which verification will be requested. This means that holidays in term time will not be authorised and will be recorded as an unauthorised absence.

Unauthorised absence (totalling 10 sessions or more) owing to leave taken during term-time, will result in a Penalty Notice being issued per parent per child. Payment of a Penalty Notice if paid within 21 days is £60. Should you be unable to pay within 21 days, the Penalty Notice increases to £120 with a further 7 days to submit full payment.

Non-payment of a £120.00 Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act (1996).

An exceptional leave of absence application form for parents to complete and return to the headmaster, is available to download from the school website should parents need to request leave of absence during term time. **Please do not use this form for educational courses, open days, taster days, etc you must contact Mr Fell directly regarding these.**

Thank you for your cooperation. However, I am sure you will appreciate that this is in the best interest of all students, and it will also help the school to manage its record of student attendance.

Ripon Grammar School enjoys exceptionally high attendance rates, which reflect the students' enjoyment of coming to school.

## 30. COMMUNICATION WITH PARENTS

Communicating with parents is essential to keep you updated regarding school events as well as the progress of you son/daughter. The traditional method of sending out letters has been replaced by email and all letters also appear on the website under '**Parents – Notices & Letters Home**'. Some parents may not have an e-mail address and accordingly letters will be posted to those parents if e-mail becomes the only method of communication for letters. Please advise us if your e-mail address changes at any time throughout the school year.

The school's management information system which holds all our students' personal, assessment and attendance data will be accessible from home. You will be able to access the information the school holds on your child with a username and password will be issued to you in September (new parents).

### 31. TEXT MESSAGING SERVICE

The school will send a text message to your mobile phone e.g. school closure, an important school meetings, parents' evenings, etc. It can also be used to remind parents about events which are happening, as well as conveying a change in the start time for a school event and it will be used to notify parents when your child is absent from school if a reason has not been given for a particular absence.

It is vital that the school has your up-to-date mobile telephone number, and if you change it please inform the school as soon as possible. The text will be sent to the first contact provided by you on the Entry Form.

### 32. MUSIC TUITION & CHORAL GROUPS

Ripon Grammar School has an exciting and vibrant music department. This is evident in our curriculum and our ensembles, choirs and Man Choir but also our wide range of instrumental tuition. We offer instrumental tuition through North Yorkshire Music Service and private teachers.

**Piano – Clarinet – Flute – Oboe – Saxophone – 'Cello – Double Bass**

**Piano – Violin – Viola – All Brass instruments – Guitar and Bass – Percussion (kit) – Voice**

Lessons costs vary between teachers but an individual 30 minute lesson cost between £12-15 or paired lesson £8-11. The School is able to loan a limited number of instruments free of charge to those students who learn an instrument in school. Our current stock is:

Trumpet x5	Euphonium	Clarinet x3	Violin x3
Tenor Horn	Baritone	Flute	Viola
Trombone x5	Tuba	Saxophone	'Cello

These will be distributed strictly on a first come first served basis

Lessons are taught during the school day and instrumental timetables will rotate so students do not miss the same lesson each week. The music department and instrumental teachers will monitor progress closely and report regularly to parents. In order to maximise progression students will be expected to participate in at least one school ensemble relating to their instrument.

If you would like your son or daughter to have instrumental lessons in school please complete and return the enclosed Instrumental Lesson Form.

### 33. RESPONSIBLE INTERNET USE

The school offers students supervised internet access in the Library, sixth form centre and in the computer rooms, enabling them to extend their learning in lessons and in private study.

Although internet use is supervised in our school, there are limits to the extent of our supervision. Despite our efforts, some students may encounter or seek to find ways to gain access to material which is inaccurate, defamatory, illegal or potentially offensive to others. If this were to happen we would respond appropriately in accordance with our pastoral and disciplinary procedures.

In school, teachers will guide students towards appropriate materials. However, we recognise that away from school parents and guardians are responsible for establishing the standards that their children should follow when using media and information sources. It is our hope that we can work together to ensure that access to the internet can be both safe and educationally worthwhile.

It is important for there to be an agreement with parents and students about the responsible use of the internet and would ask you to give permission for your child to use the internet in school in an appropriate way.

### 34. PHOTOGRAPHS AND IMAGES

Increasingly, computers and related technology are making it easier to use pictures and images in printed materials or on websites. As more and more people now have home computers, we need to take steps to prevent photographs and images being wrongly used. We take the issue of child safety very seriously and will not use an image of your child without your prior consent. We would ask you to sign the general consent form to enable the school, official County Council photographers or authorised press photographers to take and use photographs of your child individually, or in a group. There may be occasions when it is intended to use a photograph or image that identifies your child by name e.g. as part of a newspaper article, or is to be used in a particular context. In these instances, you can indicate whether you would be happy for the head teacher to use his/her discretion in the matter or whether you require the school to seek your specific permission.

### 35. UNIFORM AND REGULATIONS

All students are required to wear the school uniform and to provide themselves with the items on the uniform list. **Sixth Form do not need a games kit** unless they decide to join a school team.

Parents are advised to shop at the school suppliers listed below.

Rawcliffe's Schoolwear Centre Rawcliffes Corner East Parade Harrogate Tel: 01423 504130	Smart Start 3 High Skellgate Ripon Tel: 01765 607183	The Ripon Uniform Shop 64 Blossomgate Ripon Tel: 01765 692233
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### **35.1 Uniform and Appearance**

The school uniform as on the approved uniform list must be complete and worn with pride. Students may be sent home if they arrive at school incorrectly dressed and your co-operation in the enforcement of these standards is most earnestly sought. No deviation from the school uniform will be allowed

### **36. FRIENDS OF REIPON GRAMMAR SCHOOL**

FRGS are a group of parents who volunteer to raise funds to provide students with additional equipment and facilities that are not supplied by funding from the government. The committee meets regularly to plan and discuss fundraising as well as organising social events for parents, eg. Burns' night, wine tastings, Christmas fair, cookery demonstrations and quiz nights. The committee needs the support of all parents by giving up some of their time or supporting the events organised. Please complete and return the enclosed form if you able to help.

All information is available under the 'Parents' section of the website, Facebook, and through regular emailed updates and texts, or please contact them at [friends@ripongrammar.com](mailto:friends@ripongrammar.com)

### **37. POLICIES**

All school policies and guidance can be found on our website under the 'About Us – Polices' section.