

Longridge
Towers School



HANDBOOK

Academic Year
2010/2011

PUPIL'S NAME

FORM

FORM TEACHER

LONGRIDGE TOWERS SCHOOL

Mission Statement

Longridge Towers School will provide opportunities for individuals to fulfil their potential, explore new areas of experience and become effective lifelong learners; educating the whole person in a community in which the pupils feel happy, valued, safe and supported.

Aims

- **To deliver a broad, balanced, coherent and relevant curriculum that meets the needs of all pupils.**
- **To allow students to excel academically, artistically, physically, creatively, emotionally, spiritual and socially.**
- **To create a positive learning environment which values learning, mutual respect, individuality, consideration and personal responsibility.**
- **To promote a sense of self worth, confidence and independence in the pupils.**
- **To provide opportunities for pupils to broaden their experiences and extend their thinking.**
- **To ensure all teaching is of a high standard and focussed on promoting excellent pupil learning.**
- **To ensure the school is a safe environment in which all parties can work and progress.**
- **To promote equal opportunities for all, regardless of ability, gender, race, religion, sexuality or disability.**
- **To foster effective working relationships with pupils, parents and other professional bodies, where communication is regular, co-operative and relevant, to the mutual benefit of all interested parties.**

Chairman of Governors

The Chairman of Governors is Mr I G McCreath, MBE, who may be contacted directly at the school address: Longridge Towers School, Berwick upon Tweed TD15 2XQ. Telephone: 01289 307584

Headmaster

The Headmaster is Mr T M Manning BSc, PGCE, who may be contacted directly at the school address: Longridge Towers School, Berwick upon Tweed TD15 2XQ. Telephone: 01289 307584

PUPIL HANDBOOK

This Handbook is published annually at the start of each academic year. Dates of school events and sports fixtures are published separately in a termly Calendar.

GOVERNORS

Chairman: **I.G. McCreath, Esq., MBE**
Vice Chairman: Mr J. Smithson
Members: **Mr J. Aynsley**
Mr A. E.R. Bell
Mrs J. Coats
Lt Col (Retired) H. A. Culley
Mr J.A. Houston
Lord Joicey
Mrs J. McGregor
Dr E.C. Miller
Dr C. Phillips
Mr J. Robertson

Other member of Committee: **Mr J. Hutchinson**
(Finance & General Purpose Committee)

Auxiliary:

Bursar **Mr S. Bankier, BA, FCMA**
Marketing Officer Mrs C. Rowe, MA
Bursar's Assistant **Mr D. Burns**
Headmaster's Secretary **Mrs J. Higgins**
Assistant Registrar/Receptionist **Mrs C. Jobson**

Pupil Executive

Head Boy: **Jamie Faed**
Head Girl: **Georgina Otley**

House Captains:

Jerningham: Karman Leung
Home: Rebecca Entwistle
Stobo: John Aynsley

Deputy House Captains:

Jerningham: Charlie Stanley-Brown
Home: James MacGregor
Stobo: Emma Brodie

Development Association

Chairman: **Mrs G. Allan** Tel: 01289 331224
Treasurer: **Mrs J. McGregor** Tel: 01890 882278
Secretary: **Mrs G. Brown** Tel: 01289 382331

Teaching Staff

Senior Management Team

Headmaster, Mathematics
Deputy Head, Mathematics
Head of Junior Department

Mr T. Manning, BSc, PGCE
Mr R. Notman, B.com, PGCE
Mrs S. Phillips, Cert. Ed

Senior Teachers

Examinations, History, Games
Operations, Maths, Physics, Sport*
Pastoral, Economics

Mr I. Dempster, B.Ed
Mr P. Dodd, BEng, DIS, PGCE
Mrs H. Notman, BSc, MSc, PGCE

Heads of Year

German, Head of Years 1-3*
Careers/PSHE, Psychology, Head of Forms 4-5*
ICT, Head of Year (Sixth Form)*

Mr M. Caddick, BA, PGCE
Miss J. Roberts, B.Ed.
Mr R. Glenn, BSc, MBCS, PGCE

Subject Teachers (*denotes Head of Department)

General Subjects – Junior

Ms D. Bryden, B.Ed

Reception/EYFS

Mrs S. Bullen, HLTA, FDEYP

*English**

Miss G. Campbell, BA, PGCE

English

Mrs R. Caton, BA, QTS

*Music**

Mrs I. Cheer, DipTMus

General Subjects – Junior

Mrs B. Chynoweth, MA, PGCE

Mathematics

Mr R. Davie, BSc, PGCE

EFL

Mrs N. Green, BA, PGCE

Biology

Mrs C. Krzysiak, BSc, PGCE

Drama, English*

Mrs L. Lee, MA(Ed), Cert. Ed.

General Subjects – Junior

Miss K. Martin, BA, PGCE

Science, Chemistry, Physics*

Mrs J. Masey, BSc, PGCE

General Subjects – Junior

Miss G Matthews, BSc, QTS

Humanities, Geography**

Mr P. McParland, BSc, MSc, PGCE

General Subjects – Junior

Mrs L. Monkman, BA, QTS

Games, German*

Mr A. Phillips, BA, PGCE

*Art**

Mr M. Plunkett, BA, Cert.RAS

*Geography, History, RE**

Mr P. Rowett, BA

Science, Chemistry, Biology

Mrs K. Rudge, BS, PGCE

Games

Mrs E. Shaw, BA, PGCE

Economics/Games

Mr A. Skeen, BA

Physics

Mr S. Spence, BEng, PGCE

Geography, History

Mr N. Sumerling, BSc, PGCE

Special Needs

Ms P. Turner, MA, BSc, PGCE, AdvDip SEN

Mrs J Irvine, MA, PGCE,

Modern Languages/Head of Forms 1-3

Mrs F. Weightman, MA, PGCE

C.D.T., ICT*

Mr A. Westthorp, BEng, PGCE

French

Mrs K Westthorp, MA, PGCE

Games

Miss L. Wood, BEd,

Teaching Assistant

Mrs A. Young

*Instrumental Music Tuition**

Mrs P. Bonia, B.Ed, PGCE

Speech & Drama

Miss A. Glasgow, BA

*Librarian**

Mrs A. Gettins, BA

Junior Auxiliary Assistants

Mrs M. Burns, Mrs C. Mole

School Matron

Mrs M Hattle, RGN

House Parent
Resident Matron
Assistant House Parent

Mr S. Douglas, BA+
Mrs M. Robson +
Mrs S. Hewitt+

+ indicates a resident member of staff

A Guide for Parents, Pupils and Guardians

THE DAILY ROUTINE

School Day

The School Day will last from 8.45am to 4.45pm (8.45am to 3.15pm for pupils in Reception to J3). Pupils should be in their form room for registration before 8.45am.

The Senior School assembles in the Assembly Hall for notices and a short act of worship from Tuesday to Thursday; the Junior Department has its own pattern of assemblies. Forms will be accompanied to assembly by their Form Teachers and should wait in silence for the arrival of the Headmaster or the person conducting the Assembly.

The timings of lessons and breaks are as follows:

Registration	8.45am	Period 5	1.00pm
Period 1	9.05am	Period 6	1.40pm
Period 2	9.45am	Break	2.20pm
Break	10.25am	Period 7	2.35pm
Period 3	10.40am	Period 8	3.15pm
Period 4	11.20am	Enrichment/Homework	3.55pm
Lunch	12.00 noon	Clubs	
Registration	12.55pm	End of School/Buses Leave	4.45pm

During the School day pupils may not leave the school premises for any reason without the permission of the Headmaster, Deputy Head, School Matron or Head of Sixth Form. Parents who require their sons or daughters to leave the premises during the day for a medical appointment or similar reason should send a note to the appropriate Form Teacher and collect the pupil from Reception.

School buses depart at 4.45pm each day.

Arrival at School

Throughout the term parents of pupils in the Junior Department are requested to use the car parking spaces that are at the front of the Jerningham Building.

On arrival at school, pupils who will be based in the Jerningham Building (Forms Reception-J3) should be taken to the foyer of the building where they will be met and taken to their classrooms. J4-J6 should go to their classrooms in the Stobo Building.

Throughout the term parents who bring senior pupils by car may park for a short while in the space in front of the Main Building.

Collection from School

For pupils in Reception-J3, school finishes at 3.15pm. Parents should collect their children at this time if they are not staying on for an after school club. Children who are awaiting an older sibling will be supervised until they are collected at 3.55pm or catch a bus at 4.45pm. All pupils in Reception-J3 should be collected from the Jerningham Building.

For pupils in J4-U6, formal lessons end at 3.55pm when pupils then have a choice. Pupils may join an Enrichment Activity, which continues until 4.45pm, or they may decide to go home. For those not joining an Enrichment Activity who are awaiting a bus, or collection by parents at a later time, homework clubs are available. Buses depart at 4.45pm, and homework club will also finish at this time.

Full details of the Enrichment programme are provided in separate documentation.

Parents may not park on any of the school drives when waiting for their children and under no circumstance should any parent park in the rear courtyard.

Note: The 10mph speed limit must be observed by all parents or pupils when driving in the school grounds.

FURTHER GUIDANCE FOR PARENTS, PUPILS AND GUARDIANS

This guide is intended to augment the information about the school contained in the Prospectus, the Application Form and the website, and covers aspects which are particularly relevant to pupils and their parents. There is a separate “Boarders’ Handbook” for boarding pupils. For ease of reference items appear in alphabetical order.

Admissions Policy

1. The policy has been authorised by the Governing Board of Longridge Towers School. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administrative staff.
2. **The aims of this policy are:**
 - To ensure compliance with the School’s charitable purpose which is to provide education of the highest possible quality to pupils from a wide spectrum of abilities;
 - To identify and admit children who will profit from the broad, balanced and differentiated curriculum and who will contribute to and benefit from the ethos and activities of our school community.
3. **Equal treatment**

We welcome pupils from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents’ race, colour, language, religion or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. School assemblies take place several times a week and are conducted within a broadly Christian framework.
4. **Disability and Special Educational Needs**

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational

Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the school. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is confirmed.

Similarly, if special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may allow the child to continue at the school.

Further details of our provision for pupils with disabilities and those with Special Educational Needs are provided in our policies relating specifically to these areas.

Procedures

5. Summary

Our admission procedure has the following elements:

- 5.1 Assessments;
- 5.2 Interviews;
- 5.3 Character references;
- 5.4 Disability assessments (if applicable).

6. Entry points:

Pupils may enter the school at any age provided that a vacancy exists in the appropriate year group. The possible exception to this is Form 5 (NC Year 11 (GCSE)) or Form Upper 6 (Year 13 (A Level)) where a change of school might be deemed educationally undesirable due to the incompatibility between examination courses taught at Longridge and those taught in the candidate's school.

7. Assessments

These are diagnostic and have no fixed pass mark but are intended to provide a basic assessment of a child's ability prior to admission.

- 7.1 For entry to the Junior Department, Reception Class –J6, candidates are invited to spend a day at the school during the course of which an assessment appropriate to the age of the child takes place.
- 7.2 For external candidates who wish to enter the Senior Department there are assessments in English and Mathematics.
- 7.3 The School does not normally permit a pupil to enter the Sixth Form unless he/she has a minimum of 5 GCSE passes at grade C or above.

8. Interviews

In general will be an interview to explore the applicant's interests, attitude to school, personal qualities, and ability to contribute to the school community.

9. Character reference

The Head of the applicant's current school will be asked to provide a written reference as to the applicant's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as SATs) and predicted grades at GCSE.

10. Candidate's Age

Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the School.

11. Special circumstances

We recognise that an applicant's performance during our assessment procedure may be affected by particular circumstances, for example:

- 11.1 If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- 11.2 If there are particular family circumstances;
- 11.3 If there is a relevant educational history, for example education outside the British system;
- 11.4 If the applicant has a disability or specific learning difficulties;
- 11.5 If English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

12. Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies disabilities or learning difficulties.

13. Additional factors

For year groups in which all places have been allocated waiting lists will be introduced, and prospective pupils will be informed at the point of acceptance of a Registration that there is a waiting list.

Bus Service

The school contracts some of its bus service to local operators and runs it for the convenience of parents on a non-profit making basis. Requests for details of the routes should be made to the Bursar. The service operates at the start and end of each School day, with a termly charge in advance according to the destination. The following routes are operated:

- **Kelso**
Kelso, Birgham, Coldstream, Cornhill, Donaldsons Lodge, LTS - Operated by Perryman's Buses
- **Greenlaw**
Fogo, Greenlaw, Duns, Chirnside, Allanton, Hutton, Paxton, LTS - Operated by Perryman's Buses
- **Beadnell**
Beadnell, Seahouses, Bamburgh, Waren Mill, Scremerston, LTS - Operated by Perryman's Buses
- **Powburn**
Powburn, Wooler, Doddington, Lowick, LTS - Operated by LTS
- **Wooler**
Wooler, Milfield, Ford, Etal, Duddo, Allerdean, Shoreswood, Thornton, LTS - Operated by LTS
- **Coldingham**
Coldingham, Eyemouth, Burnmouth, Foulden, Berwick (North Road, Castlegate, Ord Drive, East Ord), LTS - Operated by LTS
- **Alnwick**
Alnwick, Brownieside, Warenford, Belford, Fenwick, Beal, LTS - Operated by LTS
- **Cockburnspath**
Dunbar, Cockburnspath, Grantshouse, Reston, Ayton, LTS - Operated by LTS

The School reserves the right to refuse the use of a bus to any pupil who misbehaves or whose actions constitute a danger to other users. Pupils on the buses are expected to wear the seat belts provided.

Careers Advice

All senior pupils benefit from the services of ISCO (Independent Schools Careers Organisation) without an additional charge being made. The ISCO service is called *Futurewise*, which provides advice for young people at all the major transition points until their 23rd birthday.

Connexions Northumberland also provides careers advice at the school to augment the 'in house' provision. The Careers Officer may be contacted at Unit 5, The Chandlery, Berwick-upon-Tweed. Telephone: 01289 331823.

Child Protection

The School has a comprehensive Child Protection Policy, which is approved by the Northumberland safeguarding Children Board. Mrs Helen Notman is the designated senior member of staff who takes lead responsibility for dealing with child protection issues, including those affecting pupils in the EYFS setting in the Reception Class, and liaising with other agencies where necessary. A copy of the Child Protection Policy is available on the website and a hard copy is available on request from the School Office. All individuals who have regular access to children have undergone an enhanced Criminal Records Bureau check in accordance with legal requirements.

Commitment

All pupils are required to give first priority to school and house fixtures and events, particularly in regard to Saturday matches. Any pupil who for any reason wishes to be excused from playing in a match for which he/she has been chosen should inform the teacher in charge of the team **ON THE DAY THE TEAMSHEET IS PUBLISHED** at the latest.

Most fixtures, plays and musical activities are published in the termly Calendar and family commitments which clash should, where possible, be rearranged.

Any pupil joining Longridge Towers should be in no doubt that his/her commitment to the school is not fully discharged when the termly fee has been paid. It is expected of the School that it will not only provide high quality academic tuition but also sports teams to compete against other schools as

well as choirs, an orchestra and drama productions. In all of these communal undertakings the absence of some members jeopardises the activity for all of the rest. It is, therefore, essential that pupils acknowledge their responsibility to participate and to do so even when it is inconvenient to themselves.

Communication

Parents are welcome to contact the School at any time if they wish to discuss their child's progress. Pupils will receive regular feedback during the course of the term about their children's progress via a system of three weekly Grades. Parents' Meetings take place during the academic year when there is the opportunity to discuss an individual's progress with the staff who teach particular subjects. School reports are issued twice a year.

A school calendar of events is issued at the start of each term. Parents are welcome at all major school events. A weekly bulletin is posted on the school's website (www.lts.org.uk), and a newsletter is issued at the end of each half term.

Complaints

With the introduction of the Education (Independent School Standards) Regulations 2003, independent schools are required by law to adopt, make available and apply a Complaints Procedure.

The full Complaints Procedure is a detailed and lengthy document which may be obtained upon request from the School Office but an outline of it is included here for your information.

Stage 1 - Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally after parents have contacted a Form Teacher, Head of Department or Housemaster.

The person receiving the complaint will make a written record of all concerns and complaints and the date on which they were received.

Should the staff member and the parent fail to reach a satisfactory resolution the parents will be advised to proceed with their complaint in accordance with Stage 2 of the procedure.

Stage 2 - Formal Resolution

At this stage the parent should put their complaint in writing to the Headmaster. In most cases the Headmaster will meet the parents concerned to discuss the matter, if necessary he will conduct further investigations. The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.

If parents are not satisfied with the Headmaster's decision, which will have been notified to them in writing, they should proceed to Stage 3 of this procedure.

Stage 3 - Panel Hearing

If parents seek to invoke Stage 3 they will be referred to a Convenor who has been appointed by the Governors to call hearings of the Complaints Panel. The Panel will consist of three persons, one of whom shall be independent of the management and running of the school.

The Panel will write to the parents informing them of its decision and the reasons for it; the decision of the Panel will be final.

Curriculum

The School offers a broad and balanced curriculum, suitable for pupils with a wide range of abilities and interests. It gives pupils experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education, and provides opportunities for pupils to acquire skills in speaking and listening, literacy and numeracy. It aims to prepare its pupils for the opportunities, responsibilities and experiences of adult life. The curriculum is given greater depth by a full programme of Enrichment Activities and extra-curricular opportunities.

The requirements of the National Curriculum are enhanced in various ways, in particular in the provision of tuition in Modern foreign languages. Pupils sit National Curriculum Tests at Key Stage 1 and Key Stage 2. GCSE Examinations are taken in Forms 4/5 (NC Years 10/11) and a full programme of AS and A levels is offered in the Sixth Form.

Data Protection Act

Schools are “data controllers” under the Data Protection Act 1998 in that they possess “personal data” about pupils and from time-to-time exchange some of that data with third parties. We are now required to provide “data subjects” with details of the data held on them and the purposes for which the data is used. This is referred to as a “Fair Processing Notice” and I set out the version appropriate to Longridge Towers below; amendment notices will be issued whenever any material change is made to the procedures outlined.

Any parent wishing to discuss any element of the notice is welcome to contact the Headmaster at school or the Bursar.

Fair Processing Notice

Schools, local education authorities and the Department for Education and Skills all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. Below are set out the types of data held, why that data is held, and to whom it may be passed on. The **School** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time-to-time the School uses some of the information for marketing, fundraising or promotional purposes and to maintain relationships with pupils of the School, including transferring information to the Former Pupils’ Association for the purpose of establishing or maintaining contact with pupils or for fundraising, marketing or promotional purposes.

From time-to-time we are required to pass on some data to Connexions Northumberland (formerly the Careers Service), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

Connexions Northumberland is concerned only with pupils above age 13 and exists to support young people, to help them to achieve their potential and to help them to realise benefits from education, learning and employment. The information passed on by the School is the name and address of the pupil and parent, and any further information, such as public examination results and destination after leaving school, which is relevant to the role of the Connexions Northumberland. If a parent, or the pupil themselves, if aged 16 or over, wishes to restrict the information passed on to be only the name and address data, then they should contact the School.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, this can be done through a Subject Access Request. This is a formal procedure which is started in the first instance by contacting the school. Connexions Northumberland, the QCA and the DfES all have Data Protection Officers who may be contacted direct about data access requests. Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12.

The School shall, so far as is reasonably practicable, comply with the Principles in the Data Protection Act to ensure all data is:

fairly and lawfully processed; processed for a lawful purpose; adequate, relevant and not excessive; accurate and up to date; not kept for longer than necessary; processed in accordance with the data subject's rights; secure; not transferred to other countries without adequate protection.

The School has appointed the Bursar as Data Protection Controller (DPC) who holds details of the full Data Protection Policy and who may be consulted in the case of any queries which may arise.

Disability Policy

The school is committed to making its education available to as wide a spectrum of pupils as possible, including those with some form of disability and a 'Disability Access Plan' has been prepared. Copies of the full Disability Policy may be obtained, upon request, from the School Office.

Disciplinary Action – Code of Practice

Routine disciplinary infringements are dealt with by members of staff who may issue a verbal reprimand or a lunchtime detention. More serious matters are reported to the appropriate Head of Year who will interview the pupil concerned and decide the appropriate course of action.

For serious and/or repeated breaches of discipline, the pupil will be interviewed by the Headmaster or a member of the Senior Management Team usually accompanied by the Head of Year. At such an interview the pupils will be offered the opportunity to be accompanied by a friend or parent. Written notes will be taken of the contents of the interview. It will be at the discretion of the Headmaster whether or not the pupil's parents will be asked to attend the interview if the pupil does not request their attendance. Parents will be informed in writing of serious breaches of discipline, and pupils may receive a verbal or written warning.

In certain circumstances it is school policy to detain pupils after school in a SMT Detention, which will be supervised by a member of the Senior Management Team. This sanction will only be used for serious or persistent misdemeanours. Parents will be informed in writing of the circumstances that have led to this step.

A further sanction which may be employed as a consequence of a serious breach of discipline is suspension.

All warnings, whether written or verbal, will be recorded in the pupil's file and will remain 'active' for two years.

Whilst written warnings of possible suspension or even removal from school will normally be given, in very serious cases, such as the bringing of drugs into school, no previous warning may have been issued.

Disciplinary Action - Appeals Procedure

Any pupil who has undergone the disciplinary process which resulted in his/her suspension or expulsion may appeal, within 7 days of the date of the written notification of the punishment, in writing to a Committee of the Board of Governors to have his/her case reviewed; such review will take place within 7 days of the receipt of the appeal. At the appeal hearing the pupil, or his/her representative, may present his/her case in person. The decision of the Committee is final.

English for pupils whose first language is not English

The School is able to provide tuition for pupils whose first language is not English in small classes where virtually individual tuition is available. These lessons are charged as an extra. Further details are available from the School Office.

Enrichment

Formal lessons for pupils in Forms J4 – U6 will end at 3.55pm, and pupils then have a choice. They may join an Enrichment Activity or they may decide to go home. For those not joining an Activity and who are awaiting a bus or collection by parents at a later time, homework clubs are available. Full details of the Enrichment Programme are provided in a separate booklet which is issued and revised each half term in the Michaelmas Term and at the beginning of the Lent and Summer Terms respectively.

- Pupils are expected to state in advance by completion of an Enrichment Activity Form, which activities they are choosing, and they are expected to attend those activities throughout the half term or term in question.
- All pupils who opt for Enrichment Activities or Homework Clubs are registered at the session.
- Pupils involved in sport, drama productions, music, Duke of Edinburgh's Award make a long term commitment to these activities and are expected to give priority to these activities in all circumstances.
- We recognise that there may be circumstances when pupils or parents need to make changes to the arrangements previously notified on the Enrichment Activity Form. These should be verified in writing by a note from the parent addressed to the appropriate Form Teacher.

Equal Opportunities

This school is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. We oppose all forms of unlawful or unfair discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, sexual orientation, disability, political views and religious beliefs, and aim to ensure equal treatment for all.

Unacceptable behaviour would be, for example:

- (a) physical assault against a person or group because of colour, ethnicity, gender or disability.
- (b) verbal abuse, derogatory name-calling, insults, threats and racist jokes or graffiti.
- (c) refusing to co-operate with other pupils because of colour, ethnic origin, gender or disability.

Sanctions

If a pupil or group of pupils is found guilty of discrimination or harassment, then the school will apply an appropriate sanction and parents will be informed.

Financial

Fees (per term) for the Academic Year 2010-2011

	Day	Weekly Board	Termly Board
Junior (4 - 7 years)	£2,270		
Junior (8 - 10 years)	£3,157	£5,570	£6,848
Senior (11 - 18 years)	£3,547	£5,750	£7,226

Note: The tuition fee includes all of the ordinary amenities of the school, including textbooks, stationery, etc., but is NOT inclusive of entry fees for Public Examinations such as GCSE, AS and A level.

Grades & Merits

Approximately every three weeks pupils are given Grades for their academic work during the course of the term. These Grades consist of an Achievement Grade and an Effort Grade. In the Junior Department these are recorded on a Grade Card; for Forms 1-5 Grades are recorded on the appropriate pages in the pupil planner. Parents are expected to sign to say they have seen the grades awarded. The dates when Grades are awarded are indicated in the School calendar. After each Grades period, pupils' progress is reviewed and parents may be contacted in order to discuss aspects of their children's progress.

Merits are given as rewards for actions which are 'above and beyond' expectations, and may be used to reward contributions in a variety of areas including academic, extracurricular, music, sport, drama and general conduct. These are recorded in the pupil planner. Merits are totalled periodically and pupils are presented with Bronze, Silver, Gold and Platinum Certificates based on the number of merits achieved.

Junior Department

The Junior Department caters for pupils aged from 4-11 years. It has its own Head and it is housed in two separate buildings adjacent to the Main Building. Pupils in Reception – J3 are based in the Jerningham Building, whilst pupils in J4-J6 are housed in the Stobo Building.

For those in Reception-J3 the school day ends at 3.15pm. They also have the option of joining an after-school club which finishes at 3.55pm. The School also offers supervision for younger pupils to wait for their elder siblings until the end of the Senior School day.

Pupils in J4-J6 have the same length of school day as the Senior School but have a slightly different daily programme, as follows:

Daily Routine

Registration	8.45am	Period 5	1.00pm
Period 1	9.05am	Period 6	1.40pm
Period 2	9.45am	Break	2.20pm
Break	10.25am	Period 7	2.35pm
Period 3	10.40am	Period 8	3.15pm
Period 4	11.20am	Enrichment/Homework	3.55pm
Lunch	12.00 noon	Clubs	
Registration	12.55pm	End of School/Buses Leave	4.45pm

Parents and relatives are invited to join Junior Department pupils for various assemblies and functions throughout the school year. These include religious services taken by the children, a Harvest Festival and Carols round the Christmas tree at the start of the annual Christmas Fayre.

At the end of the Christmas Term there is a drama and/or musical production and biannually in the Lent Term, there is a Gym and Dance Display. Sports Days are held towards the end of the Summer Term.

If parents have any concerns or wish to discuss their child's progress they should contact in the first instance the Head of the Junior Department, Mrs Shelagh Phillips, via the School Office or their child's Class Teacher.

Lockers

Each pupil is assigned a locker with a key in which to keep his/her possessions and is responsible for the key. Replacement of lost keys will incur a charge. Keys must be returned to the Bursar at the end of the school year. If the locker is damaged or faulty in any way it should be reported to the Form Tutor immediately.

Medical

Medicines must not be brought into school unless a prescribed course of treatment requires it. If your child is taking a course of medication that needs to be administered during school time, we are able to assist you with this. Parents should ensure that medicines are clearly marked with the pupil's name. Written details of the dosage and the times the medicine is to be given should be given to the School Matron who may be contacted via the School Office. If the medication is for a Junior Department pupil, written details should be left with the class teacher, and the appropriate form completed.

Occasional Boarding

The School is pleased to offer occasional boarding facilities to day pupils. Stays as short as one night are possible, as are stays of several weeks. Charges are levied at an appropriate daily rate and should be discussed with the Bursar (Tel: 01289 301937).

Overnight stays by groups of day pupils setting out early the next day for some form of school trip are accommodated free of charge.

Requests for occasional boarding should be made several days in advance to the House Parent, Mr Scott Douglas (01289 308183), e-mail: boardinghouse@lts.org.uk

Pupil Photographs

The school likes to celebrate the success of its pupils by submitting articles that are used in the local press and other promotional material: these are frequently illustrated and accompanied by photographs. There are also occasions when pupils are photographed when they are involved in school productions, sporting events or similar events. We may also wish to use such photographs on the school website in order to provide an up to date record of school activities.

We hope that parents will wish to support this as a means of recording the success achieved by our pupils and promoting the school.

Changes in regulations mean that such photographs should only be taken and used with parental permission. All parents are asked to sign a consent form to this effect.

Removal of a Pupil

Parents are reminded that the school requires one full term's notice, terminating at the end of a term, of their intention to remove a pupil from the school or a term's fees in lieu of such notice.

Where a pupil is expelled or withdrawn from the school part-way through a term no repayment of fees is made in respect of the weeks missed.

Scholarship Awards/Bursaries

The School offers three types of awards - academic, musical and sporting - to be competed for annually on a Saturday either in late November or early December and awarded from the start of the following academic year.

In the case of sport the normal minimum requirement is that the candidate has achieved county honours, or equivalent, in at least one sport.

Full details of all scholarships available, along with application forms, can be obtained from the School Office after the 1st October.

Start of Term Arrangements

Boarders join the school on the **day before teaching begins**; new boarders should arrive at approximately 3.00pm where travel arrangements permit, whilst other boarders should arrive between 5.00 and 6.00pm. **NEW DAY PUPILS** into the Senior School should come to school and report to the reception desk in the Front Hall between 8.30 and 8.40am on the first day of term. New entrants to the Junior Department should be taken directly to the Atrium in the Stobo Building.

Further details are contained in the 'Joining Instructions' sent to all new pupils along with medical cards, uniform list etc.

School Rules and Guidance

General Conduct

Good manners are expected at all times both inside and outside the classroom, towards staff, prefects, other pupils and visitors. Pupils are expected to open doors for adults, stand aside, and to wait quietly outside rooms. Pupils are expected to stand when an adult enters the classroom; the exception to this would be the laboratory technician entering the science rooms. Pupils must not run in the school corridors or on the stairs. It is the custom of the school to keep to the left when moving about the building.

Absences

The school is required by law to make returns to the DfES concerning pupil absences. All absences through illness must be notified to the School Office or Form Teacher by telephone on the first morning of absence where possible. On return to school pupils should bring a note addressed to their Form Teacher confirming the nature of the absence. Notification of a medical appointment or similar should be given to the Form Teacher in writing. Pupils in the Senior School who leave school for such appointments should sign out and be collected from Reception. Junior Department pupils should be collected from the office in the Jerningham Building or the Stobo Building as appropriate.

Acceptable Use Policy for ICT Facilities

Before being granted access to the school's computer network, all pupils and their parents in Forms J4-Form 6 are requested to sign an Acceptable Use Policy which sets out their obligations in respect of use of the school's ICT facilities.

Bags/Satchels

All pupils are expected to carry books in a satchel or briefcase; only sports kit may be carried in a sports bag. Sports bags and kit must be brought to school only on the days of use. After use, all kit must be taken home for washing and not left in lockers.

Boarding Corridors

No day pupil is allowed along the boarding corridor beyond the PSHE Room or the Sixth Form Work Room unless accompanied by a member of staff as part of either curricular or extra-curricular activities. **THE BOARDING HOUSE IS THE HOME OF THE BOARDING PUPILS AND MUST BE RESPECTED AS SUCH.**

Bullying

The term "Bullying" should be interpreted in its widest sense to include all forms of aggressive behaviour. It can range from name calling, teasing, malicious gossip, belittling achievement or non-achievement, threatening and ostracising to causing real physical hurt and we must not forget modern variants such as the sending of aggressive or unpleasant e-mails or text messages. It is any behaviour which causes any sort of pain to the victim, including sexist or racist behaviour. It is also important to be aware of the sensitivities of particular groups so that behaviour which could be constructed as offensive to them is not tolerated. Any pupil who feels that he/she has been victimised in any way should report the matter immediately to his/her Form Tutor or any member of staff, including senior members of staff such as the Assistant Head, Deputy Head or Headmaster.

Dress Code

It is expected that regulation school uniform, including overalls and laboratory coats where appropriate, will be worn as specified by the Uniform List.

Pupils' clothing should be neat and tidy and shoes should be cleaned and polished.

Pupils should look smart at all times:

- Jumpers and Blazers/Jackets should be of a good fit.
- Blazers/Jackets must be worn at all times but can be removed for greater comfort in class with the permission of the teacher.
- Shirts and Blouses (except for tailored blouses as worn by Sixth Form Girls) should be tucked into waistbands.
- When worn with a tie shirt top buttons must be fastened.
- The ideal length of skirts is mid-knee, but to allow for growth, a range of 2.5 cm (1") below the knee to 5 cm (2") above the knee is allowed.

In the interests of Health and Safety low-heeled shoes must be worn: the school buildings and grounds are extensive, and pupils do a considerable amount of walking during the school day. For more information see LTS guidelines on shoes as written on the revised Uniform List.

All items of clothing, including shoes, must be marked with the owner's name. Games kit and workshop overalls are particularly vulnerable to loss and should be stored in the pupil's locker when brought into school.

Hair should be clean and tidy at all times. Exaggerated styles of hair and dyed hair of an unnatural colour are forbidden. Excessive gelled hair is unacceptable. Girls with long hair should wear their hair tied back for reasons of Health and Safety in for example Games, Science, Art and Technology lessons. Hair should be tied back in R – J6 at all times. In the Senior School, girls' hair should be worn off the face and hair slides, bobbles or hair bands are encouraged and preferred. All hair accessories should be plain, blue, black or dark brown. White hair bobbles are allowed when the junior schoolgirls wear their summer dresses. No pink or other bright colours are suitable with the uniform.

Boys should have their hair cut short of the collar line and it should also be clear of the ears and face. Older boys must be clean-shaven.

Pupils should not wear anything that detracts from their overall smart appearance in school uniform. Make-up is not appropriate in the Junior School and with Form1 – Form 3 but may be worn discreetly by Forms 4 – 6. Nail varnish is not permitted. If worn, jewellery should be discreet. A single pair of plain gold ear studs (one in each ear) may be worn by girls only. Wristwatches are acceptable. Friendship bands or bangles are not permitted. Neck jewellery of a religious nature may be worn under the shirt only.

Books must be carried in an appropriate plain dark colour, sturdy satchel/rucksack marked with owner's name. Sports bags must not be used in place of a satchel/rucksack and books must not be carried in a plastic bag.

Handbags are not allowed below the 6th Form.

Parents are requested to assist the school in maintaining good order by providing their children with the correct full school uniform which can be purchased from the School Outfitter, Robertson's,

15, West Street, Berwick-upon-Tweed. They should also check that it is in good condition and marked with sewn-in name tapes. Parents should also ensure that their children always look smart and that they comply with the LTS Dress Code as outlined above and in the Uniform List.

Electronic Equipment and Mobile Telephones

Pupils are forbidden to bring to school any kind of recording equipment including video cameras, cameras, tape recorders, MP3 Players and MP4 players. If pupils ignore this request, the equipment will be confiscated and parents will be asked to collect the item from reception.

Pupils who bring mobile telephones to school should ensure that they remain switched off during the course of the school day: the use of a mobile phone during school time is forbidden. Pupils who need to contact home urgently and wish to use a mobile phone during the course of the school day should seek permission from a member of staff.

Misuse of mobile phones will result in confiscation and parents will be asked to collect the item from Reception.

Fire Regulations

All members of the school are expected to be familiar with Fire Regulations and to be able to take appropriate action in the event of a fire.

Homework

Homework is set according to the published Homework Timetable and pupils must enter details in their planner or homework diary provided. These planners and diaries will be inspected on a weekly basis by the Form Tutor and parents are invited to do the same. Pupils are expected to do the work as set and must inform their teacher if they have any problems in doing the work.

Litter

Litter should be deposited in the bins provided.

All rooms, corridors and toilet areas and every part of the grounds should be left tidy as you would like to find them.

Meals

No food or utensils should be removed from the dining room.

Good table manners are expected and encouraged.

Pupils are permitted to bring packed lunches which should be eaten only in the designated room. Those who opt for packed lunches must attend.

Any complaint about meals should be made via the form representative on the Food Committee or the Form Teacher or, for boarders, the members of the Boarders' Forum.

Personal Relationships

See “Sex Education Policy”.

Prohibited Items

Chewing Gum is not permitted in school. The use of Tipp-Ex or other correcting fluids is banned by all examination boards and is not permitted in school.

Pupils may not bring onto the school premises under any circumstances any form of weapon e.g. a knife or firearm. This embargo includes potentially hazardous materials such as shotgun cartridges and fireworks. Aerosols are not permitted.

Pupil Cars

Sixth Formers may, with the written consent of their parents, bring themselves to school in cars but the cars must be left parked throughout the school day and may not be used either to leave the school premises or to move about the campus. Cars must not be used to give lifts to other pupils if the school has not received prior written notification from the parent of the pupil accepting the lift. Bicycles and Motor Bikes are extremely dangerous on the roads around Longridge and pupils are not permitted to bring them to school.

Sixth Formers’ cars must be parked in the designated car park and not in front of the school.

Further details of the school’s requirements in regards to these matters may be obtained from the Director of Sixth Form Studies.

Pupils failing to adhere to these regulations will not be permitted to bring a car to school.

School Minibuses

Pupils travelling in school minibuses must wear seatbelts throughout the journey. Moving about whilst the bus is in motion is strictly forbidden in the interests of safety, as is any form of behaviour which might distract the driver. Buses must be left clean and tidy after a journey and all litter put into waste bags.

School Premises

The main staircase is out of bounds to all save the Sixth Form, except in the company of a member of staff. The front door should not be used by pupils other than Sixth Formers between 8.45am and 3.55pm. The Tower is out of bounds at all times.

In fine weather, pupils up to and including Form 4 should be outside during break in the school day. Form 5 must be outside or in their own classroom.

The wooded areas except the paths around the school and the grassy areas which have been fenced off are out of bounds at all times of the year except when pupils are accompanied by a teacher.

Pupils are allowed on the games fields during the Summer Term and, at the discretion of the games staff, at other times of the year but at no time must hockey goals be used for football. At the wettest times of the year, pupils will be expected to remain on hard surfaces. A decision on this is at the discretion of the staff on duty. Pupils playing football during breaks must change their school shoes for trainers. Ball games should not be played on the Front Lawn. On wet days pupils should remain indoors in their classroom where they will be supervised by members of staff and prefects. There should be no unnecessary movement round the school.

Sports Hall Rules

1. No pupil may enter the Hall without a teacher's permission.
2. Outdoor shoes must not be worn in the sports hall.
3. No item of gymnastic equipment should be used in the absence of a member of staff.

Substance Use and Misuse

Pupils are not permitted to bring alcohol, illegal drugs and other substances, tobacco or solvents into the school or to use them.

Should any pupil be found in the possession of, using or dealing in an illegal substance, whilst on the school premises, on a school trip or out of school when in school uniform, the police will be informed. The parents of the pupil concerned will be immediately required to permanently remove that pupil.

If a pupil is found using or dealing in illegal drugs or other illegal substances in any other circumstances, then the school also reserves the right to ask for that pupil to be permanently removed.

Any pupil who gives cause for the school to suspect him/her of being under the influence of illegal drugs or other illegal substances will be invited to provide a urine sample for analysis. If the test proves positive, parents of the pupil will be required to permanently remove that pupil with immediate effect. Any pupil who refuses to co-operate in the testing procedure will be asked to leave the school immediately. All reasonable steps will be taken to inform parents of the grounds for suspicion in advance of the testing and, where time allows, this will be done in writing.

A pupil in possession of a substance which he/she believes, or even claims, to be an illegal substance is committing an equally serious offence in the eyes of the Law. The school may therefore ask for that pupil to be permanently removed.

Any references to parents in this section should be taken to refer to the UK Guardian of any pupil with overseas parents.

Second-hand Uniform/Kit

The school maintains a second-hand shop. Outgrown uniform/kit may be sent to the shop at any time via the School Secretary. Please note any uniform or kit, which is unnamed and not claimed at the end of each term is sent for cleaning at the school laundry and then to the shop. If you wish to view the shop to purchase any items please arrange an appointment via the School Office (tel: 01289 307584).

Sex Education Policy

The purpose of the School's policy is to ensure that an effective sex and relationship education is delivered to pupils to enable them to make well informed decisions about their lives.

Effective sex and relationship education does not encourage early sexual experimentation; it builds up knowledge and skills which are particularly important today because of the many different and conflicting pressures on young people.

Educational Aspects

The education of pupils about sex and relationships as well as physical development is delivered primarily through the Science Department as part of the National Curriculum. The PSHE programme is flexible and will follow up Biology lessons if required; it will also prepare primary aged pupils to cope with the physical and emotional challenges of growing up and at secondary level encourage consideration of the broader emotional and ethical dimensions of sexual attitudes. It is the beginning of lifelong learning about physical, moral and emotional development as well as the understanding of the importance of marriage for family life, stable and loving relationships, respect, love and care for others.

Disciplinary Aspects

Whilst the School recognises that friendships between boys and girls are important and wishes to encourage good inter-personal relationships it must balance several factors in its approach to very close relationships.

As regards pupils, the School is acting in loco parentis and must safeguard and promote the welfare of each pupil. For the sake of the well-being of the School community as a whole, exclusive relationships are discouraged and sexual intimacy is considered incompatible with a healthy, educational environment for young people.

In public, pupils are expected to act towards each other with good sense and a certain amount of ease but not to hold hands, embrace in a fashion which embarrasses others or to kiss. No pupil may engage in any close, physical relationship nor may he/she encourage or create an environment in the School in which other pupils feel that they must be part of such a relationship.

Special Educational Needs

The School is able to offer some support to pupils who have recognised Special Educational Needs. Full details of the School's approach to this are contained in the Special Educational Needs policy. A copy of this policy is available on request from the school office.

Use of School Facilities

It is the policy of the School to offer any of the School's facilities for use by local community groups. Where the group is working on behalf of a registered charity the facilities may be used free or at a nominal charge. Any parent who might be interested should contact the Bursar or the Headmaster. Some of the School's facilities are also available for private functions at a commercial rate. Please contact the Bursar for further details.

Valuables

Parents are reminded that pupils clothing and personal effects are not insured by the School and that no responsibility can be accepted for loss or damage. Parents are therefore advised to ensure that their private insurance policies cover these items.

Pupils should not bring large amounts of money or items of exceptional value to school.

Pupils who bring mobile telephones to school do so at their own risk, and the School cannot accept any liability for any loss or damage which occurs.

Worries

Any pupil who feels particularly worried about something should seek help or advice from their Form Teacher, Head of Year or Senior Teacher. They may also seek advice from a friend, an older pupil, the Matron, Deputy Head or Headmaster. If they feel unable to talk to someone at school they should talk to one of the following: their parents, Mrs H. Sutherland (Alba House, Longridge Park, tel: 302047), the School Doctor (DR S Ruffe, Union Brae Surgery, tel: 3303330 or call Childline (tel: 08001111).

MICHAELMAS 2010

Boarders Return: Wednesday 8th September
Term Begins: Thursday 9th September
Half Term: Saturday 23rd October – Sunday 31st October
Term Ends: Tuesday 14th December
Boarders Depart: Wednesday 15th December

LENT 2011

Boarders Return: Wednesday 5th January
Term Begins: Thursday 6th January
Half Term: Saturday 19th February – Sunday 27th February
Term Ends: Tuesday 5th April
Boarders Depart: Wednesday 6th April

SUMMER 2011

Boarders Return: Tuesday 26th April
Term Begins: Wednesday 27th April
Half Term: Saturday 28th May – Sunday 5th June
Term Ends: Thursday 7th July
Boarders Depart: Friday 8th July

Telephone Numbers:

Headmaster's Secretary, Bursar, School Office: (01289) 307584

Fax: (01289) 302581

Resident Matron & School Nurse (01289) 302139

House Parent (01289) 308183

Boarders:

Girls (01289) 301932

Boys (01289) 301930

Boys (01289) 301931

TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
	B	R	E	A	K
3					
4					
	L	U	N	C	H
5					
6					
	B	R	E	A	K
7					
8					
Clubs					

HOMEWORK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY