

Longridge
Towers School



CARPE DIEM

SCHOOL HANDBOOK

Academic Year

2017/2018

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 create circumstances which allow children to express themselves academically, artistically, physically, creatively, emotionally, spiritually 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 all pupils.**
- **To provide opportunities for pupils to broaden their experiences and extend their thinking.**
- **To continually evaluate all teaching with the aim of ensuring that it is of a high standard focused on promoting excellent pupil learning.**
- **To maintain a safe environment in the school 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 A E R Bell, 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 J C E Lee, MA Hons, ACA, QTS, PGCE who may be contacted directly at the school address: Longridge Towers School, Berwick upon Tweed TD15 2XQ. Telephone: 01289 307584

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

Any questions or suggestions, please contact the School or email: enquiries@lts.org.uk

GOVERNORS

Chairman:

Members:

Mr A.E.R. Bell
Mr A. Birkett
Mr T. Bramald
Mrs J. Coats
Mrs C. Davies
Mr J.A. Houston
Mr J. Hutchison
Mrs J. McGregor
Dr E.C. Miller
Mr J. Robertson

Administration:

Bursar:

Registrar & Marketing Manager:

Bursar's Assistant:

Bursar's Personal Assistant

Clerical Assistant:

Headmaster's Secretary:

Assistant Registrar/Receptionist:

PA to Head of Junior Dept:

Mr S. Bankier, BA, FCMA, CGMA

Mrs M. Burns

Mrs L. Mason, BSc, ACMA

Mrs E Crossan

Mrs A. Krzeminska, BA

Mrs C. Craze, BSc

Mrs C. Jobson, MA

Mrs A. Allis, BA

Pupil Executive

Head Boy:

Deputy Head Boy:

Jesse Holloway

Matthew Sanderson

Head Girl:

Deputy Head Girl:

Siobhan Bankier

Rachel Lee

House Captains:

Jerningham: Flora Bell

Home: Rebecca Aitken

Stobo: Evie Rutherford

Deputy House Captains:

Jerningham: Kirsty Burnett

Home: Bethany Thomas

Stobo: Eilidh Johnson

Teaching Staff

Senior Leadership Team

Headmaster, Mathematics
Deputy Head, PSHE, RE, Science
Head of Junior Department
Pastoral, PSHE,RE, SEN Co-ordinator*
Designated Safeguarding Lead

Mr J. C. E. Lee, MA, ACA, QTS, PGCE
Mr P. Whitcombe, BSc, PGCE
Mrs S. Maddock, B.Ed
Mrs I. Cheer, BA, BSc (Hons), Cert.HSC, & Dip.HSW, Advanced Diploma: Managing the Role of SENCo

Senior Teachers

Deputy Head of Junior Department
Examinations, History, Games
*Operations, Maths**

Mrs S. Bullen, BA, HLTA, FDEYP, QTS
Mr I. Dempster, B.Ed
Mr P. Dodd, BEng, DIS, PGCE

Heads of Year

Head of Years 1-2/Economics/Games,
Head of Years 3 - 4/German,*
Head of Year 5/Director of Learning and Teaching,
*Head of Sixth Form/ ICT**
Assistant Head of Sixth Form/Mathematics

Mr A. Skeen, BA, QTS
Mr M. Caddick, BA, PGCE
Dr N. Dalrymple, Ph.D, M.Litt, BA, PGCE

Mr R. Glenn, BSc, MBCS, PGCE
Mr R. Davie, BSc, PGCE

Subject Teachers (*denotes Head of Department)

General Subjects – Junior
General Subjects – Junior
Early Years Foundation Stage - Junior
Librarian, English*
EAL
General Subjects – Junior
English
English
Science, Chemistry, Physics*
French, Spanish
Biology, Science
Art
Director of Music
Humanities, Geography**
General Subjects – Junior
General Subjects – Junior – KS2 Co-ordinator
General Subjects – Junior
General Subjects – Junior
Games
*Games**
Drama/Speech & Drama
Physics
Biology, Psychology
*CDT, Geography, History, RE**
Games, CDT
General Subjects – Junior
Games
*C.D.T. *, ICT*
Deputy Designated Safeguarding Lead (Senior)/
French, Spanish

Ms D. Bryden, B.Ed
Mrs C. Cairns, BA (Hons)
Mrs S. Douglas, BA in Primary Education
Mrs A. Gettins, BA
Mrs N. Green, BA, PGCE
Mrs H Heath, BA (Hons), PGCE
Mrs L. Johnson, BA, MA, PGCE
Mr R. Johnson, BA, MA, PGCE
Mrs J. Masey, BSc, PGCE, MA, Ed.
Mrs B. Mayhew, BA, PGCE
Miss J. McCalvey, BSc, PGCE
Mrs E. McCorquodale, BA
Dr M Hardy, BA, GTC
Mr P. McParland, BSc, MSc, PGCE
Mrs R. Mole, BSc, PGCE
Mrs L. Monkman, BA, QTS
Mr R. Moscrop, BA, QTS
Mrs S. Murray, BA, PGCE
Mrs L. Peters, B.Ed
Mr S. Wilkinson, BA, QTS
Miss K. Phillips, BA
Mr M. Pugh, BSc, PGCE
Mr E. Roney, BSc, MSc, PGCE
Mr P. Rowett, BA, QTS
Mrs E. Shaw, BA, PGCE
Mrs G Skeen, BSc, QTS
Mrs M Smith, BSc, PGCE
Mr A. Westthorp, BEng, PGCE
Mrs K. Westthorp, MA, PGCE

Teaching Assistant
Junior Department Assistants

Learning Support (Senior School)
Learning Support (Senior School)

School Matron

Senior House Parent
Residential Senior House Parent
House Parent
House Parent
Gap Year Student/Sport
+ indicates a resident member of staff

Mrs A. Young
Miss C. Alexander, Mrs J. Bain, BA
Mrs D. Johnston, Miss D. Bowers
Mrs C. Handley, BA
Ms K. Redpath, HLTA

Mrs M. Hattle, RGN

Mr G. Hattle +
Mrs A. Ireland, BA +
Mrs L. Patterson+
Mr M. Short +
Miss S. Lieb

THE DAILY ROUTINE

School Day

The School Day will last from 8.45am to 4.45pm (8.45am to 3.15pm for pupils in J1 to J2). 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 Monday, Tuesday and Friday; the Junior Department has its own pattern of assemblies. Forms will be accompanied to assembly by their Form Tutors and should wait in silence for the arrival of the Headmaster or the person conducting the Assembly.

The timings of lessons and breaks in the Senior School are as follows:

Registration	8.45am	Lunch/Period 4	12.05pm & 1.00pm
Period 1	9.00am	Break/ Registration PM	1:55pm – 2:10pm
Period 2	9.55am	Period 5	2.10pm
Break	10.50am	Period 6	3.05pm
Period 3	11.10am	Enrichment/Homework	4.00pm
		End of School	4.45pm
		Buses Depart	4.50pm

The timings of lessons and breaks in the Junior Department are as follows:

Registration	8.45am	Lunch	12.00
Period 1	9.00am	Registration	12:55 – 1.00pm
Period 2	9.55am	Period 4	1.00pm
Break	10.50am	Break	1.55 – 2.10pm
Period 3	11.05am	Period 5	2.10pm
		Period 6	3.05pm
		Enrichment/Homework	4.00pm
		End of School	4.45pm
		Buses Depart	4.50pm

During the School day pupils may not leave the school premises for any reason without the permission of the Headmaster, Deputy Head, Head of the Junior Department, 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 4.50pm 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 (EYFS-J1) should be taken to the foyer of the building where they will be met and taken to their classrooms. J2-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 J1-J2, school finishes at 3.15pm. Parents should collect their children at this time if they are not staying on for an after school activity. Children who are awaiting an older sibling will be supervised until they are collected at 3.55pm or catch a bus at 4.50pm. All pupils in EYFS-J2 should be collected from the Jerningham Building.

For pupils in J3-U6, formal lessons end at 4.00pm 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 and are awaiting a bus, or collection by parents at a later time, homework clubs are available. Buses depart at 4.50pm.

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

GENERAL

Longridge Towers School is a co-educational independent school on the outskirts of Berwick upon Tweed, for pupils from ages 3 to 18. The School has 330 pupils, 40 of whom are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your family will visit Longridge. We hold two open events each year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School’s Registrar, Mrs Burns on 01289 307584 or email mburns@lts.org.uk to arrange a visit.

The aims of this policy are to ensure compliance with the School’s charitable purpose, to provide education of the highest possible quality to pupils from a wide spectrum of abilities, to identify and admit children who will benefit from the broad, balanced and differentiated curriculum and who will contribute to and benefit from the ethos and activities of our school community.

THE ENTRY PROCEDURE

Longridge Towers School is not a selective school. Our entry procedure is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. Academic ability is assessed to ensure the School can make a proper provision for children and is based upon an entry examination, an interview at the School and references from the candidate’s previous school.

The usual points of entry are at age five in Year 1, then Year 7 or Year 9 depending upon the schooling structure of pupils, and Year 12 for the Sixth Form. We admit up to 20 pupils a year in Year 1 and have a maximum of 36 pupils in each of the classes above Year 7. Pupils may be admitted into other year groups provided there are spaces available. Please contact the Registrar for details.

Applicants for admission should normally register by 30 June of the year proceeding the desired year of admission. The School's Registration Form is available on the School's website and from the Registrar.

There are six main steps in the entry process to Longridge Towers School:

1. Come and visit us.
The best way to get a feel for Longridge life is to see the School in action. Contact the Registrar to request a visit to the Junior Department or the Senior School - either on an individual basis or an Open Day.
2. Register.
After visiting, you can make your interest in the School clear by registering with us and by sending us a recent school report. Please complete our Registration Form and Registration Fee of £100 per pupil and return to the Registrar. If there is a waiting list, and no place becomes available, the Registration Fee will be refunded. It is non-refundable in all other cases.
3. Arrange a Taster Day.
Pupils can arrange to spend a day, or two, in School to experience life in School for themselves. These visits are arranged with the Registrar in conjunction with the Head and the Head of the Junior Department.
4. Sit the entrance assessments (and scholarship exams if applicable) and attend an interview.
 - Assessment for Junior School is based upon informal observation in School and reports from previous schools. All other candidates for entry sit papers in English and Mathematics which are designed for their age group.
 - Candidates for entry at 16+ sit papers in the subjects they propose to study at AS or A2. Our offer of places into Year 12 is conditional upon attaining a minimum of six GCSE passes at grade C or Level 4 at GCSE (or four National 5 passes at grade C or above), and an expectation that children will achieve Grade B or Level 5 in the subjects proposed for study at AS and A2.
 - We interview all candidates as part of our assessment process for each age group (apart from Reception). Your child will also be invited to attend an interview with the Head, the Head of the Junior Department or a senior member of staff. In all cases this interview will explore the applicant's interests, attitude to school, personal qualities, and ability to contribute to the school community.
 - Scholarship Examinations:
Longridge Towers School offers a limited number of scholarships for excellence in academic subjects, Music and Sport. These are available for entry in September for pupils entering each year from J5 (Year 5) upwards, with the exception of examination years (Years 11 and 13). Examinations are held on a Saturday morning in the previous November. Closing date for applications is two weeks before the examinations. Application forms are available from the start of October.
5. Receipt of 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. We make offers once entry requirements have been met and character references have been received from a candidate's

current or previous School.

6. Accept your offer.

If you fulfil the entry requirements, we will make you an offer of a place. To confirm that Longridge is your first choice of school, you will be asked to complete an Acceptance Form and to pay a deposit. The acceptance deposits are as follows: £350 for day pupils, £500 for children whose parent(s) are in the Forces, £750 for EU nationals, £1,000 for UK and EU boarders, and a full terms fee in advance for other applications (usually non-EU boarders). This is payable within three weeks of a firm offer of a place. Where the acceptance deposit is not paid by the due date, the School reserves the right to allocate the place to another candidate.

Once you have accepted your offer, we will send you information on everything you need to know, from school uniform to induction dates.

The School holds their main scholarships and assessments for pupils entering Year 5 and above in November each year but also offer individual assessments throughout the year, subject to availability.

EQUAL TREATMENT

Longridge Towers School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Longridge Towers School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. Human rights and freedoms are respected and are balanced with the lawful needs and rules of the School community and the rights and freedoms of others.

SPECIAL NEEDS

Longridge Towers School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them the level of support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he/she sits the entrance exam so that we can make adequate provision for him/her. Parents should provide a copy of a most recent educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

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.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Longridge Towers School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

We will offer places to candidates throughout the year. 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.

SPECIAL CIRCUMSTANCES:

1. 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 at the School's discretion that this would be in the best interests of the pupil and the School.

2. Unforeseen circumstances:

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

- If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- If there are particular family circumstances;
- If there is a relevant educational history, for example education outside the British system;
- If the applicant has a disability or specific learning difficulties;
- 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) as we consider necessary to make a fair assessment.

SIBLING POLICY

Longridge Towers School has no sibling preference policy.

SCHOLARSHIPS

Longridge Towers School offers a limited number of scholarships for excellence in:

- Academic subjects
- Music
- Sport

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions. All scholarships are made on the basis that a pupil's conduct remains satisfactory.

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered an annual reduction in the fees at Longridge Towers School. Music scholars are offered free tuition in musical instrument(s). Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest. We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same on registration of their child) for one of the School's means-tested bursaries.

Academic Scholarships

Candidates who apply for academic scholarships sit a separate entrance examination. A pupil who has not succeeded in the academic scholarship may be exempt from sitting the normal entrance examination, providing that he/she has performed sufficiently well.

Scholarships are held for the duration of a pupil's time at the School, provided his/ her academic attainment and effort remains significantly advanced in comparison to their peers. Four further scholarships are offered to entrants to Year 12.

All candidates will be interviewed and take a non-verbal reasoning test in addition to sitting papers in English and Mathematics. For Year 12 entrants, candidates will sit a further three papers in chosen subjects. Candidates choosing to be examined in Art will be required to make available a portfolio of their original work.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current Head of Music in addition to a reference from their current Head. They will be required to perform two short pieces and to complete a written paper, together with aural and practical tests, and a non-verbal reasoning test. They will also be interviewed by the Director of Music, or a member of the Music Department. He/she will be expected to demonstrate enthusiasm for and commitment to music and will be expected to contribute to, and promote, the musical life of the School throughout their time at the School. Music Scholarships will be made for either two or three years. Awards can be re-applied for and it is hoped that they will be held consecutively.

Music scholarships will only be awarded to pupils who have passed the School's entrance examination.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round sports women/ men who have achieved a high level of competence in two or more sports. He/she will be assessed and interviewed by the Head of Games and will sit a non-verbal reasoning test. They will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current Director of Sport. They will be expected to make a contribution to the sporting life of the School throughout their time at the School. Sports Scholarships will also be made for either two or three years. Awards can be re-applied for and it is hoped that they will be held consecutively.

Sports scholarships will only be awarded to pupils who have passed the School's entrance examination.

Junior Scholarships

Junior Academic Awards are available for pupils (whether current or new) who are in Year 5 or Year 6. Candidates for these awards will be invited into school for two Taster Days (unless already a current pupil) in November each year during which time they will work alongside their peers and complete tasks set in English and Mathematics. They will also undertake a Verbal and Non-verbal Reasoning test and meet the Head or Deputy of the Junior Department for an informal interview.

Music and Sport Scholarships are only awarded for pupils in the Senior School. Candidates may apply for these Scholarships whilst in Year 6 with the award beginning at the start of Form 1.

BURSARIES

Longridge Towers School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Longridge's entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets to an independent company who interviews parents at their home and make recommendations. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

Bursaries are always offered for twelve months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Longridge Towers School as a boarder provided that he/she has a relative or responsible adult living in the UK with whom they can stay for some weekends, more details of which are contained in the School's Terms and Conditions. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expects overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

Fluency in English

In order to cope with the academic and social demands of Longridge Towers School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for at least two years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Religious Beliefs

Longridge Towers School welcomes applications from prospective pupils of all faiths and of no faith.

Although Longridge Towers School has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for all to practise their own faiths.

However, parents should be aware that are occasional compulsory Saturday morning events and that all pupils are expected to attend the annual end of term Founders' Day service. School assemblies take place several times a week and are conducted within a broadly Christian framework.

SCHOOL'S TERMS & CONDITIONS

Copies of the School's Terms and Conditions are on the School's website and within the Parent Contract and will be made available to parents as part of the admissions process.

COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's Complaints Procedure are available on our website and can be sent to parents on request.

Bus Service

School transport is provided by a mixture of school run buses and services provided by local commercial operators under contract. Requests for new 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:

1. Pyatshaw, Hounslow, Greenlaw, Charterhall, School
2. East Linton Drylawhill Steadings, Wm Rose Lay-by, Dunbar, Cockburnspath, School
3. St Boswells, Kelso, Birgham, School
4. Powburn, Wooperton, Wooler, Lowick, School
5. Alnmouth, Riverside Road, Lesbury, Alnwick, Alnmouth Road, Alnwick Garden Junction, Warenford, School
6. Seahouses, Purdy Lodge, Belford, Beal, School

7. Press Castle, Coldingham, Eyemouth, Ayton, Marshall Meadows, A1/Duns Road, School
8. Coldingham AM only: Old Cambus, Press Castle, Coldingham, Eyemouth, Berwick - B&M Bargains, Berwick - Golden Square, School
9. Milfield, Doctors Lodge, Crookham Westfield, Cornhill, Coldstream PM, Thornton, School
10. Cothill Steading, Duns, Edrom, Chirnside, School
11. Hutton, Berwick – Magdalene Drive, Berwick – Crispin Road, Berwick – The Meadows, Berwick – Northumberland Avenue, Berwick B&M Bargains, Berwick – Castle Terrace, Berwick – Golden Square, School
12. Bowsden, Scremerston, Farmfoods, ASDA, Shilefield Terrace, School
13. Orange Lane, Swinton, Whitsome, Norham, School

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 must wear the seat belts provided.

Careers Advice

All senior pupils benefit from the services of Inspiring Futures without an additional charge being made. Inspiring Futures provides an advice service for young people at all the major transition points until their 23rd birthday.

Child Protection

The School has a comprehensive Child Protection Policy, with the procedures of Northumberland Safeguarding Children Board. Mrs Isabel Cheer is the designated senior member of staff who takes lead responsibility for dealing with child protection issues and liaising with other agencies where necessary. She is assisted by Mrs Sandra Bullen who has particular responsibility for safeguarding pupils in the EYFS setting, and Mrs Lindsey Monkman. 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 when he/she has been chosen should inform the teacher in charge of the team **ON THE DAY THE TEAMSHEET IS PUBLISHED** at the latest and preferably before publication.

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 them-selves.

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 weekly newsletter is issued at the end of each week.

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 and the School website 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 English National Curriculum is followed and enhanced in various ways. Formal assessments are levelled against National Curriculum standards. 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 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, that among other things, 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 the Northumberland Careers Service, to another school to which the pupil is transferring, to the Department for Education (DfE), and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Department for Education** 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 DfE 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. Northumberland Careers Service, the QCA and the DfE 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 temporary or permanent exclusion 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 J3 – U6 will end at 4.00pm, 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 2017/18:

	Day	Weekly Boarding	Termly Boarding
Junior (Ages 4 – 7: Reception & Forms J1 - J3)	£2,827		
Junior (Ages 8 – 10: Forms J4 – J6)	£3,927	£6,487	£8,509
Senior (Ages 11 – 18: Forms 1 -5, Sixth Form)	£4,411	£6,974	£8,981

2nd Sibling Discount 5%

3rd Sibling Discount 40%

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, A level LAMDA and ABRSM.

Grades & Merits

Approximately every three weeks Effort Grades will be given, accompanied on alternate occasions by Attainment Grades. Up to Form 3 the Attainment Grades will be recorded as a National Curriculum level and in Forms 4 and above in comparison with pupils' Aspirational Grades. Aspirational Grades are set by the school using data obtained from assessments usually taken in Form 3 or L6. As their names suggests, these grades represent aspirational expectations for pupils' achievement in GCSE or A-level examinations.

Junior Department

The Junior Department caters for pupils aged from 3-11 years. It has its own Head and it is housed in two separate buildings adjacent to the Main Building. Pupils in EYFS–J1 are based in the Jerningham Building, whilst pupils in J2-J6 are housed in the Stobo Building.

For those in EYFS-J2 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. Pick up times for children in EYFS are variable – please see EYFS handbook.

Pupils in J3-J6 have the same length of school day as the Senior School.

Parents and relatives are invited to join Junior Department pupils for various assemblies and functions throughout the school year. These include religious assemblies in which the children participate, a Harvest Festival and Carols round the Christmas Tree at the start of the annual Christmas Fair.

At the end of the Christmas Term there is an EYFS/KS1 Nativity production and KS2 pupils host a production in the Summer Term. 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 Sarah Maddock, the Head of the Junior Department, Sandra Bullen, the Deputy Head of the Junior Department or their child's Class Teacher.

Lockers

Each pupil in the Senior School is assigned a locker in which to keep his/her possessions and must provide their own padlock. 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 which is available to download on the school website.

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 Senior House Parent, Mr Gavin Hattle (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.

Start of Term Arrangements

Boarders join the school on the **day before teaching begins**; where travel arrangements permit, new boarders should arrive at approximately 3.00pm, 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 or the entrance to the Jerningham Building.

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

School Rules and Guidance

General Conduct

Pupils are expected to be well-mannered and courteous in their dealings with other members of the School, members of staff and of the public. Pupils are required to show diligence in their work as well as respect to each other and towards property at all times.

The School Rules apply when pupils are at School and when representing the School.

Any action which is contrary to common sense, good manners, or the law of the land, or which is likely to bring the name of the School into disrepute will be regarded as a breach of School Rules.

Acceptable Use Policy for ICT Facilities

Pupils agree to a contract governing use of the School network and all pupils (and their parents) in Forms J3 - Form 6 sign an Acceptable Use Policy.

Appointments

The Headmaster's approval is required for the appointment of all School officials or society officers.

Arrival and Departure

Pupils should arrive each morning at School in good time for Registration at 8.45am. Longridge is a School community and all pupils are expected to remain in School with only exceptional permission being given for absences (for instance for Examination Leave). Pupils may depart either at 4pm after lessons have finished, or at 4.50pm after Enrichment.

Bags

All pupils are expected to carry books in an appropriate sturdy bag marked with owner's name. For safety reasons, plastic bags may not be used. In the Senior School, 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. Handbags are only allowed in the Sixth Form.

Boarding Corridors

The Boarding House is the home of Boarding Pupils and must be respected as such. No pupils are allowed onto the boarding corridors during lessons. No day pupil should be in the Boarding House unless booked into boarding for that night, when they should report there after 4.50pm

Bullying

Bullying is the repeated and intentional hurting of one person by another person or a group. There is often an imbalance of power in the relationship. Bullying can be physical, verbal or psychological, and may be carried out face-to-face or in cyberspace. Such behaviour causes fear and distress for the victim and may distract them from enjoying their work and play. It often affects other children who witness the behaviour and it can damage the atmosphere in School. Neither bullying nor any other form of offensive behaviour are acceptable at Longridge Towers School and any pupil who feels that s/he has been subjected to such behaviour should report the matter immediately to her/his Form Tutor or any other member of staff they feel comfortable with, such as Head of Year, Senior Teacher, Matron, Deputy Head, Head of the Junior Department or the Headteacher. Persistent bullies must expect to be required to leave the School. (The Anti-Bullying Policy can be found on the School Website).

Dress Code

Pupils are expected to wear School Uniform throughout the day. Pupils' clothing should be neat and tidy and shoes should be cleaned and polished.

Pupils should not bring undue attention to themselves through their dress or appearance.

Clothing:

- Jumpers and Blazers/Jackets should be of a good fit and must be worn at all times outside of lessons. They can be removed for greater comfort in class with the permission of the teacher.
- Shirts and Blouses (except for tailored blouses) should be tucked into waistbands.
- When worn with a tie, shirt top buttons must be fastened. The ideal length of skirts is mid-knee.
- To assist pupils develop good posture, and because pupils do a considerable amount of walking during the School Day, robust shoes with low heels must be worn.

All items of clothing, including shoes, must be marked with the owner's name. Games kit and any item of clothing used for trips or expeditions should be stored in the pupil's locker when brought into School.

Hair:

All pupils should have clean, tidy, neatly brushed hair and must not dye their hair conspicuously. Exaggerated styles of hair, or excessively gelled hair, is unacceptable. All pupils 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 EYFS – J6 at all times. In the Senior School, girls' hair should be tied back in Forms 1 – 3, and in Forms 4 – 6 should be worn off the face. Hair slides, bobbles or hair bands are encouraged and preferred. All hair accessories should be plain, blue, black, dark brown or white.

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.

Make-up:

Make-up is not appropriate in the Junior School or in Forms 1 –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.

Parents are requested to assist the School 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. Pupils whose uniform does not comply should expect to be asked to rectify this immediately if practicable or by the next school day at the latest.

Email Etiquette

Senior School pupils are expected to check their School email account regularly during the week and to reply courteously to emails, particularly in response to those from members of staff.

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.

Gambling

Gambling is not allowed.

Homework

A homework timetable is issued at the start of term. Pupils are also issued with planners in which they are expected to record any tasks set. Pupils are expected to complete all set work to the best of their ability and hand it in by the deadline specified by their teacher. Pupils are also expected to use their own time to research, read and prepare for lessons in an increasingly independent way as they progress through school.

Litter

It is everyone's responsibility to pick up litter and ensure that rooms, corridors, buses and grounds are left tidy.

Meals

A hot school lunch with a variety of menu choices is available every day for pupils. Pupils are permitted to bring packed lunches which should be eaten in the room designated for this purpose or at the picnic tables at the front of the School.

Any suggestions about School meals should be made via the form representative to the School Council, their Form Teacher or, for boarders, the Boarding Prefect via their own Tuesday Forum.

Mobile Phones and Other Portable Communications Devices

Pupils may bring mobile phones or other portable communications devices to School. However, they are not permitted to use them during the School day, and should hand them in at the front office on arrival, and collect them on departure.

Sixth Form pupils may have the privilege of using their mobile phone in the classroom for work-related purposes at the discretion of their subject teachers, or in the Sixth Form Common Room.

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.

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 also not permitted in School.

Pupils may not bring onto the School premises under any circumstances any form of weapon or hazardous materials, alcohol, drugs or drug-related paraphernalia (other than for authorised medical purposes), aerosols, tobacco products or smoking paraphernalia.

Public Displays of Affection

Pupils should be aware that their behaviour towards each other is noticed by staff, other pupils and visitors. Pupils are expected to act towards each other sensitively and with a certain amount of ease

but not to hold hands, embrace in a fashion which embarrasses others or to kiss. This is a work place and such things are not suitable in such an environment. It is also a place where we do not expect there to be a close relationship in a physical sense between our pupils and certainly we do not want other pupils to be made to feel uncomfortable or that they must be part of such a relationship.

These are guidelines and a pupil's Form Tutor can, if required, further clarify them. Copies of the School's Sex and Relationships (S.R.E) Policy can be requested via the School office.

Punctuality

Pupils are expected to be punctual to all School activities, including Registration, lessons and sports fixtures.

School Leave and lesson absences

Our expectation is that pupils will attend School in accordance with the published term dates. In any exceptional educational circumstances, parents may apply to take children out during term time using the Permission for Absence Form (available on the School Website) at least two weeks in advance of any such requested absence.

The School is required by law to make returns to the DfE concerning pupil absences. All absences through illness must be notified to the School Office or a pupil's Form Tutor by telephone or email on the first morning of absence. On return to School, pupils should bring a note addressed to their Form Tutor confirming the nature of the absence. Notification of a medical appointment or similar should be given to the Form Tutor in advance. 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 Jerningham Building or the Stobo Building as appropriate.

Medical appointments, School educational trips and events or music lessons may mean that pupils are not available for individual academic lessons. Pupils should, where possible, give members of staff a week's notice of any such event so that they can keep up with the work missed or with any homework set.

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.

School Premises

In fine weather, pupils should be outside during break in the School day.

The wooded areas beyond 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.

The front door should not be used by pupils other than Sixth Formers between 8.45am and 4.00pm. The Sixth Form can use the main staircase as a privilege. This area is out of bounds to all other pupils except in the company of a member of staff. The Tower is out of bounds at all times.

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. For obvious reasons, ball games should not be played on the front lawn, the parking area in front of the School or the courtyard at the back. On wet days, pupils may remain indoors in their classroom where they will be supervised by members of staff and prefects.

Sixth Form - Pupil Cars

Sixth Formers may, with the prior written consent of their parents and the Head of Sixth Form, be permitted to travel to and from School in their own cars. Forms for this are available on the School

Website. Any pupil cars must be left parked in the designated car park throughout the School day and may not be used either to leave the School premises or to move about the campus until after the end of School. Cars must not be used to give lifts to other pupils unless the School has received prior written notification from both the parent of the pupil giving and the parent of the pupil accepting a lift.

The roads around Longridge can be extremely dangerous and pupils are not permitted to bring bicycles or motorcycles to School.

Sports Hall and Astroturf Rules

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

Study Periods

Study periods are for study and should be spent in School in the place of study appropriate to the age group unless the pupil has made other arrangements (music, drama etc.) with a member of staff.

Substance Use and Misuse

Anyone found possessing or using drugs or drug related paraphernalia, including 'legal highs', or misusing substances, will be dealt with in line with the School's Drug and Drug Testing Policy, copies of which can be requested from the School Reception.

Pupils should hand in any medications they require to take during the School day to Matron or, in her absence, the Senior Teacher – Pastoral, for safe storage.

Trading

Pupils must not buy or sell goods from each other whilst at School unless they have permission from the Headmaster.

If you have questions about the School Rules or Guidance provided, or any suggestions, please contact Mrs Cheer, Senior Teacher or the Headmaster. Pupils may also contact the School anonymously via their Tootoot account.

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.

Worries

Any pupil who feels particularly worried about something should seek help or advice from their Group Tutor, Head of Year or Senior Teacher. They may also seek advice from a friend, an older pupil, the Matron, Head of the Junior Department, Deputy Head or Headmaster. If they feel unable to talk to someone at school they should talk to one of the following: their parents or call ChildLine (Tel: 08001111)

TERM DATES

LENT 2018

Boarders Return:	Wednesday 3 rd January
Term Begins:	Thursday 4 th January
Half Term:	Saturday 10 th February – Sunday 18 th February
Term Ends:	Tuesday 27 th March
Boarders Depart:	Wednesday 28 th March
Easter Sunday:	Sunday 1 st April

SUMMER 2018

Boarders Return:	Monday 16 th April
Term Begins:	Tuesday 17 th April
Half Term:	Saturday 26 th May – Sunday 3 rd June
Term Ends:	Thursday 5 th July
Boarders Depart:	Friday 6 th July

MICHAELMAS 2018

Boarders Return:

Wednesday 5th September

Term Begins:

Thursday 6th September**Telephone Numbers:**

Headmaster's P.A, Bursar, School Office: (01289) 307584

Email: enquiries@lts.org.uk

School Matron (01289) 302139

House Parents (01289) 308183

SENIOR TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
Break 10.50 – 11.10am					
3					
4					
Lunch 1.00 – 2.10pm					
5					
6					
Enrichment					

JUNIOR TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
Break 10.50 – 11.05am					
3					
Lunch 12.00 – 12.55pm					
Registration					
4					
Break 1.55 – 2.10pm					
5					
6					
Enrichment					

HOMEWORK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY