

Longridge
Towers School



SCHOOL HANDBOOK

This Handbook is written for you, as pupils at Longridge, and for your parents. It is updated annually at the start of each academic year. Dates of school events are published separately in a termly Calendar. In the light of the current Covid-19 pandemic, we have made alterations to the published information. Such changes are hopefully temporary and are written in *lighter blue italics for ease of reference*.

Academic Year

2020/2021

Values and Beliefs

We hope that all pupils will make outstanding progress at Longridge Towers School. The School's ambitions are underpinned by certain values and beliefs:

- We have high expectations of achievement and behaviour; of openness, honesty, trust and mutual respect. *We believe that these attributes are essential for building successful and supportive relationships.*
- We encourage everyone to be enthusiastic in all they do, to work with endeavour, and to learn from mistakes. *We believe that learning is enhanced through an active and positive involvement in the learning process, and an understanding of the importance of perseverance in achieving short and long-term goals.*
- We thrive on a wide portfolio of experiences that encourage individuals to develop a high degree of self-efficacy and to make well-informed choices. *We believe that a supportive and informed partnership between school, families and community provides a strong influence on an individual's development and learning.*
- We value all individuals and their contributions both in school and in the wider community. *We believe that all extra-curricular involvement helps develop responsible and caring young people.*
- We look for constant improvement in all we do and use the School motto *Carpe Diem* to encourage a healthy sense of purpose. *We believe that developing skills in self-management, communication and collaboration are essential to an individual's success in a diverse society.*
- We seek out opportunities to continually improve the School facilities and environment for the benefit of future generations. *We believe that individuals are responsible for their choices and can improve themselves, society and the environment by their actions.*
- We encourage people to develop these values in every aspect of their life. *We believe that learning is a life-long activity.*

Mission Statement

We will provide a holistic education where pupils are nurtured to become independent, confident, collaborative, innovative and life-long learners whilst fulfilling their potential; we will also purposefully engage individuals in a community where everyone feels happy, safe, valued and encouraged.

Aims

We aim to ensure that pupils:

- **Are happy and safe within a collaborative and innovative learning environment**
- **Make progress and achieve their full potential academically, socially, physically and personally; and have the skills, knowledge and understanding to express themselves creatively, artistically, emotionally and spiritually as mature adults**
- **Foster effective relationships, open communication and engage in critical thinking; with each other, with their families, and with adults inside and outside of School**
- **Value learning as a lifelong experience that will continue into the world of work and of leisure**
- **Develop independence as well as a sense of citizenship with a direct responsibility to the community and to society as a whole.**

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

Head

The Headmaster is Mr J C E Lee, who may also be contacted directly at the school address: Longridge Towers School, Berwick upon Tweed TD15 2XQ. Telephone: 01289 307584

If you have any questions or suggestions about the Handbook, please contact the School by email on enquiries@lts.org.uk

GOVERNORS

Chairman:	Mr A. E. R. Bell
Members:	Mr A. Birkett
	Mr T. Bramald
	Mrs D. Dakers
	Mrs S Dalrymple
	Mrs P. Derries
	Mr J.A. Houston
	Mrs A. Marshall
	Dr E.C. Miller
Non-teaching Team:	
Head of Junior Dept PA:	Mrs A. Allis, BA (Hons)
Registrar & Marketing Manager:	Mrs M. Burns
Headmaster's PA:	Mrs C. Craze, BSc (Hons)
Bursar's PA and HR Officer:	Mrs E. Crossan
Accounts Assistant/ H & S Co-ordinator	Mrs S. Fleming
IT Assistant:	Mr M. McCarter
IT Manager:	Mr D. Mulholland
Receptionists:	Mrs R. Flatman & Mrs I. Foxton
 <i>Pupil Executive</i>	
Head Boy:	Roy Siu
Deputy Head Boy:	Rory Lathangie
Head Girl:	Emma Cairns
Deputy Head Girl:	Katie Blackman

House Captains:

Jerningham: Alexander Fuller-Shapcott

Home: Rowan McAlpine

Stobo: Nina McCreath

Deputy House Captains:

Jerningham: Alexandra Carrington

Home: Beth Wilson

Stobo: Max Turner

School Prefects:

***Boarding:* Corinna Moody**

***Drama:* Ewan Jeffrey**

***Events and Social:* Elizabeth Allis**

***Junior Department:* Joshua Lowe and Brooke Plater**

***Music:* Alexandra Carrington**

***New Pupil Mentor:* Corinna Moody**

***Sport:* Millie Lough, Emma Cairns, Rory Lathangie,
Alexander Fuller-Shapcott and William Dalrymple**

***Pastoral:* Katie Blackman**

***Languages:* Amanpreet Nijjar & Brooke Plater**

***School Council:* Joshua Lowe & Amanpreet Nijjar**

Senior Leadership Team (*denotes Head of Faculty)

<i>Headmaster/ Mathematics, Psychology</i>	Mr J. C. E. Lee, MA (Hons), ACA, QTS, PGCE
<i>Deputy Head/ PSHE, Science</i>	Mr P. Whitcombe, BSc, PGCE
<i>Head of Junior Department</i>	Mrs S. Maddock, B.Ed (Hons)
<i>Bursar</i>	Mrs V. Bryson, Graduate Diploma in Professional Accounting, BA (Hons) European Finance & Accountancy Diplome Gestion Finance, Chartered Accountant
<i>SEN Coordinator (Senior)/ Designated Safeguarding Lead/ Senior Teacher/ PHSE, Music, DoFE Manager</i>	Mrs I. Cheer, BA, BSc (Hons), Cert.HSC, Dip.HSW, Advanced Diploma: Managing the Role of SENCo, DipTMus, DipMusP (ICMA)

Senior Management Team

<i>Deputy Head of Junior Department/ Deputy Designated Safeguarding Lead/ SEN Coordinator (Junior)</i>	Mrs S. Bullen, BA (Hons), QTS
<i>Head of Form 5/Director of Learning and Teaching/ English</i>	Dr N. Dalrymple, Ph.D, M.Litt, BA, PGCE
<i>Senior Teacher/ Maths*</i>	Mr P. Dodd, BEng (Hons), DIS, PGCE
<i>Head of Pastoral Care/ Careers/ Economics, Physical Education</i>	Mr A. Skeen, BA (Hons), QTS
<i>Finance Manager/ Assistant Bursar</i>	Mrs J. Aitchison, BSc (Hons)

Heads of Forms

<i>Head of Forms 1 & 2/ Biology, Science</i>	Miss J. McCalvey, BSc (Hons), PGCE
<i>Head of Forms 3 & 4/ Physical Education/ Deputy Designated Safeguarding Lead</i>	Mr S. Wilkinson, BA, MA, QTS
<i>Assistant Head of Sixth Form/ Mathematics</i>	Mr R. Davie, BSc, PGCE
<i>A Guide for Parents, Pupils and Guardians</i>	

Academic Staff

<i>General Subjects – Junior</i>	Ms D. Bryden, B.Ed (Hons)
<i>German*/ Examinations Officer</i>	Mr M. Caddick, BA, PGCE
<i>General Subjects – Junior</i>	Mrs C. Cairns, BA (Hons)
<i>History</i>	Mr D. Crowe, BA, PGCE
<i>General Subjects – Junior</i>	Mrs S. Douglas, BA (Hons)
<i>Deputy Designated Safeguarding Lead</i>	
<i>English/ Librarian</i>	Mrs A. Gettins, BA (Hons)
<i>EAL</i>	Mrs N. Green, BA (Hon), PGCE
<i>Physics/ Director of Music*</i>	Dr M Hardy, MA, PhD, LRSM, QTS
<i>English/Art</i>	Mrs L. Johnson, BA (Hons), MA, PGCE
<i>English, Art</i>	Mr R. Johnson, BA (Hons), MA, PGCE
<i>Geography</i>	Mr C. Johnston, BA (Hons), PGCE
<i>Physics</i>	Mr D. Kendall, B.Ed
<i>Science*, Chemistry, Physics</i>	Mrs J. Masey, BSc (Hons), PGCE, MA Ed.
<i>French, Spanish</i>	Mrs B. Mayhew, BA (Hons), PGCE
<i>Art</i>	Mr B. Jones (from January 2021)
<i>General Subjects – Junior</i>	Mrs R. Mole, BSc (Hons), PGCE
<i>General Subjects – Junior</i>	Mr R. Moscrop, BA (Hons), QTS
<i>General Subjects – Junior</i>	Mrs S. Murray, BA (Hons), PGCE
<i>General Subjects – Junior</i>	Ms H. Norbury, BA (Hons), PGCE
<i>Physical Education</i>	Mrs L. Peters, B.Ed (Hons)
<i>Drama, Speech & Drama</i>	Miss K. Phillips, BA
<i>Biology, Psychology</i>	Mr E. Roney, BSc (Hons), MSc, PGCE, PGDip
<i>Physical Education, PSHE, RE</i>	Mrs E. Shaw, BA, PGCE
<i>General Subjects – Junior</i>	Mrs G Skeen, BSc (Hons), QTS
<i>CDT</i>	Mr A. Westthorp, BEng (Hons), STTC, PGCE
<i>French, Spanish/ Deputy Designated</i>	Mrs K. Westthorp, MA (Hons), PGCE
<i>Safeguarding Lead</i>	

English, Drama**

Mrs D. Whitcombe, B.Ed (Hons)

Teaching Assistant (Senior School)

Mrs A. Young, FDTA

Junior Department Assistants

Miss C. Alexander FD (Level 3)

Mrs J. Bain, BA (Hons)

Mrs D. Johnston, FD (Level 5)

Miss D. Bowers, BA (Hons)

Learning Support (Senior School)

Mrs C. Handley, BA, HLTA

Learning Support (Senior School)

Ms K. Redpath, HLTA

Boarding and Pastoral Staff

Head of Boarding/ Housekeeping Manager

Mr G. Hattle, Certificate of Professional Practice

Residential Senior House Parent

Mrs A. Ireland, BA (Hons), PGCE

Deputy Designated Safeguarding Lead

Assistant House Parent

Mrs L. Patterson

Assistant House Parent

Mr M. Short, Certificate of Professional Practice

School Matron

Mrs M. Hattle, RGN

Telephone Numbers:

School Office: (01289) 307584

Email: enquiries@lts.org.uk

School Matron (01289) 302139

House Parents (01289) 308183

THE DAILY ROUTINE

School Day

The School Day for the majority of pupils is from 8.45am to 4.50pm. For KS1 pupils (J1 and J2), the day is from 8.45am until 3.15pm and EYFS (R1 and R2) pupils have more flexible pick up arrangements.

Pupils should be in their class or form room for registration before 8.45am.

The Senior School assemblies are held in Form Home Rooms and follow a programme of health and wellbeing as well as for notices, an occasional short act of worship or to hear from speakers on Tuesday, Wednesday and Friday. The Junior Department have assemblies three times a week at varying times also in their Form Rooms.

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

Registration	8.45am	Period 4	12.05pm
Period 1	9.00am	Senior Lunch	1.00pm – 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
		Lessons finish	4.45pm
		Buses Depart	4.50pm

Monday and Wednesday Academic Enrichment is a compulsory timetabled session for Junior and Senior pupils. .

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

Lessons finish 4.45pm

Buses Depart 4.50pm

At 3.15pm, KS1 and EYFS pupils have an option for structured play or enrichment activities.

During the School day pupils may not leave the school premises for any reason without the permission of a member of the Senior Leadership Team or School Matron. 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 in advance to the appropriate Form Tutor and collect pupils from Reception, where they should sign out (Senior School), or from the Stobo or Jerningham buildings (Junior Department). *Parents should not enter any of the buildings to collect their children, but wait for them to be brought out.*

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-J2) *should be taken to the entrance of the building* where they will be met and taken to their classrooms. Pupils in J3-J6 should go to their classrooms in the Stobo Building.

Parents who bring Senior pupils to school by car should drop off pupils in front of the Main Building and be mindful of other parents and pupils entering the School at this time.

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 or a school bus will be supervised in a structured play session until they are collected at either 4.00pm, or at 4.50pm after enrichment. All pupils in EYFS-J2 should be collected from the Jerningham Building.

For pupils in J3-U6, formal lessons end at 4.00pm (*on Tuesday, Thursday and Friday*) when they have a choice either to be picked up or remain in school and attend an Enrichment Activity which will continue until 4.45pm. Pupils who are going home at 4pm but have not been collected by 4.05pm may read quietly in the entrance hall, where they will be supervised by the Receptionist or be directed to attend a year-group enrichment activity by Reception or the Head's PA. Buses depart at 4.50pm. Junior pupils will be supervised in the Jerningham or Stobo buildings.

Full details of the Enrichment programme are provided in separate documentation, and are booked through the school website at the start of each Enrichment cycle.

Parents picking up Junior Department pupils should use the car park outside Jerningham and parents of Senior School pupils should collect at the front of School. We respectfully ask parents to support us by not using the small number of parking bays at the front of School other than for collection and by avoiding blocking any part of the school drive when waiting for their children. Under no circumstances should anyone park in the rear courtyard which is reserved for the school buses and deliveries.

Please note that there is a 10mph speed limit to be observed by all drivers on the school grounds.

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.

During the Covid-19 situation, overseas boarders should arrive in a timescale which allows for any quarantining arrangements to be concluded in a timely manner.

New Senior Day Pupils are invited to arrive early and report to the reception desk in the Front Hall between 8.30 and 8.40am on the first day of term.

We operate a 'buddy' system for each new pupil. A buddy is a pupil in the same form group as a new pupil whose responsibility is to support pupils through any transition in School and to assist with the settling in process. They are usually a first point of contact for new pupils and can help with getting to know other pupils, their way around the School and the timings of the day.

New entrants to the Junior Department should be taken directly to the Atrium in the Stobo Building or the entrance to the Jerningham Building where they will be met and taken to their class.

Further details are contained in the 'Joining Information' sent to all new pupils, along with uniform list which is also available on the school website.

Specific arrangements about the first day will be communicated to parents, guardians and pupils prior to the start of the term.

The School uses the English system of allocating pupils to years based upon your age on 1 September each year. The School has an Early Years Foundation Stage class comprising of nursery and reception aged children or years, R1 and R2. Year groups in the Junior Department are J1 (Year 1), J2, J3 etc. up to J6 (Year 6). In the Senior School, the Year groups are Form 1 (Year 7) to Form 5 (Year 11). In the Sixth Form, the years are the Lower Sixth (Year 12) and the Upper Sixth (Year 13).

Pupil Entrance

Year bubble zoning is currently in operation, and pupils will have specific entrances and exits associated with their particular zones.

Form Tutors

Form Tutors should be the first port of call for you as a pupil and for any parent with a query or concern about you. Each Form Tutor is responsible for the wellbeing and pastoral care of the pupils in their class and will provide feedback to parents and carers on their son/daughter's progress at parents' evenings and other meetings along with any class teachers.

Absence and Lateness

The School Office and Form Tutor should be informed as early as possible if a pupil's is absent due to illness, or unable to attend school for any reason. Parents can do this either by phone or email. This is to allow the Form Tutor to give the appropriate mark in the Register.

Permission for absences other than illness must be sought from the Head of Junior Department or the Deputy Headmaster using a form on the School's website a minimum of two weeks before the required date.

There are additional protocols in place for absences due to illness which are available from reception.

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.

Academic

Marking is a response to a pupil's work. It may take the form of ticks for work seen, grades or marks for tests as well as written comments for key pieces of work. It contributes to a process of continuous assessment. Pupils should note that the main aim of marking is:

1. To motivate and encourage you
2. To gauge your achievement (within clearly set learning objectives)
3. To monitor your progress
4. To advise you how to improve
5. To inform you and your parents of strengths and to set targets for future improvement
6. To provide feedback on teaching and inform future lesson planning.

In the Senior School, for each major piece of work/topic assessment and examination, pupils are given grades comparing work to either subject specific expectations ('flight paths'), aspirational targets or public examination criteria. Marking in the Junior School is usually 'diagnostic' outlining what a pupil has done well and what their next steps are for development/improvement.

Assessments are carried out at Longridge as part of the teaching, evaluating/ assessing and planning dynamic. Summative assessment feeds into records which, in turn, feed into reports for pupils and parents. Teachers use formative assessment as an important tool to monitor individual progress as well as to inform future planning.

Formative assessment takes place on a daily basis and informs both the teacher and pupil of 'how you are doing'. This kind of assessment may take the form of observation, marking or grading recorded work or (more formally) testing as part of the review and consolidation process at the end of a topic or unit of work. Individual feedback is given in order to inform

pupils of their progress to date and may be given orally as well as by marks, grades or written communication on marked work.

Summative Assessments take the form of standardised tests.

The school uses the materials provided by the CEM centre, based at Durham University, to provide baseline and predictive information for pupils. This testing is usually undertaken in the autumn term.

- In the Junior Department we use InCAS.
- In Forms 1 to 5, pupils complete MidYIS or Yellis tests.
- In the Sixth Form, pupils take ALIS tests.

Formal internal examinations will take place in May/June for Forms 1 to 4. Trial GCSE and A-level examinations will be in January and March respectively, with external papers being sat in May/June.

Diagnostic assessments may take place at any time during a pupil's career at Longridge, or on entry to the school.

New students are assessed prior to their entrance to the school to ascertain their individual needs in English and mathematics.

Admissions Policy

We aim 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.

Longridge 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 entry tests an interview at the School (in Senior School), and references from the candidate's previous school. Junior aged pupils are invited into class alongside their peers where they are assessed more informally.

Most pupils visit us before starting and have attended at least one taster day. We aim 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.

We are committed to equal treatment for all, regardless of a candidate's sex, gender, 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. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them the level of support that they require and cater for any additional needs and that our site can accommodate them.

Longridge offers a limited number of scholarships to reward excellence and celebrate exceptional talent in academic subjects, music and sport.

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. A copy of the School's Admissions Policy can be found on the School website www.lts.org.uk.

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.

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

Breaks

The Senior School has two main breaks during the day: there is a morning break between 10.50 and 11.10am (11.05 and 11.25am on a Friday) and lunch between 1.00 and 2.10pm. Juniors have three breaks: a morning break between 10.50 and 11.10am, lunch between 12.00 and 12.55pm and a short afternoon break between 1.55 and 2.10pm.

Pupils are expected to be outside during breaks, and should bring appropriate clothing when the weather is cooler.

All pupils are expected to use break times as an opportunity to organise themselves for the next part of the school day, and to socialise with other pupils. Some pupils choose to take part in physical activity, such as impromptu rugby or football games. It is strongly recommended that trainers are worn for such games. Pupils are expected to be courteous and kind to one another. Mobile phones should remain switched off and in bags in keeping with the School's Mobile Phone Policy.

Pupils are currently expected to maintain appropriate social distancing where possible, and to remain within the areas reserved for their year bubble. Contact physical sports are not permitted.

Pupils may bring a snack for break time. The type of snack should reflect the School's commitment to encouraging healthy eating, and ideally be fruit (fresh or dried), individual small packs of biscuits, crisps, popcorn or nuts, though parents and pupils should bear in mind that there will be members of the School community who are allergic to nuts.

Pupils should remain within the designated break areas at all times and any litter should be deposited tidily in the bins provided.

There will always be at least two members of staff on duty each break time and if a pupil is injured or feels unwell, Reception should be informed if they are in the Senior School. First Aid may be administered by the member of staff on duty if necessary. If an injury requires further attention, a pupil will be taken to the School matron.

Pupils are expected to use the toilet during the break and before returning to lessons.

At the wettest times of the year in the Senior School, pupils will be expected to remain on hard surfaces or permitted to return to their classrooms. A decision about wet breaks will be at the discretion of the Deputy Head and will be communicated to all staff and pupils prior to the break time. On wet days, pupils may remain indoors in form classrooms to quietly read or play games with friends. A member of staff will be on duty and they, or a prefect supervised by a member of staff on duty, will help to keep rooms orderly.

Pupils should remain in their respective home rooms for wet breaks.

Bus Service

The School has a fleet of fourteen mini buses and contracts one of its bus routes to a local operator. The bus service is run for the benefit of parents on a non-profit making basis. The service operates at the start and end of each School day, with a termly charge in advance according to the destination. Requests for new routes should be made to the Bursar. The routes may change depending upon need throughout the year and pupils and parents will be kept informed of such changes. The following routes are currently operated:

1. Greenlaw, Orange Lane, Whitsome, Norham, School
2. East Linton, Dunbar, School
3. Cockburnspath, Grantshouse, Reston, Ayton, Marshall Meadows, School
4. St Boswells, Kelso, Birgham, School
5. Bridge of Aln Crossroads, Powburn, Wooperton, Wooler, Lowick, Scremerston, School
6. Warkworth, Lesbury, Alnwick, Fenwick, School
7. Seahouses, Bamburgh, Purdy Lodge, School
8. Warenford, Belford, Beal, School
9. Old Cambus, Press Castle, Eyemouth, Berwick, School
10. Milfield, Doctors Lodge, Crookham, Cornhill, School
11. Gavinton, Duns, Chirnside, Foulden, School
12. Hutton, Paxton, The Meadows, North Road, Castle Terrace, Northumberland Avenue, School
13. Bowsden, Scremerston, Asda, Shielfield Terrace, 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.

In line with government guidance regarding School transport, pupils travelling by bus are required to wear a face covering. Procedures for the safe removal and storage/disposal of this should be followed on arrival at and departure from the School.

Careers Advice

All senior pupils benefit from the services of independent external advisors who previously worked for Inspiring Futures. There is no additional charge for this. These advisors provide advice and conduct interviews on a one-to-one basis for pupils at the major transition points from school, both before GCSE examinations and during A' Level study.

Carpe Diem

The School's motto is taken from a quotation from the Roman poet, Horace. It is generally taken to mean 'make the most of the present time' or 'seize the day'. This expression forms part of the School logo (along with the entrance of the School). It reflects a healthy sense of purpose in School as well as encouragement for all pupils to make the most of the time they have each day.

Child Protection

The School acknowledges the importance of keeping children and young people safe, and has a comprehensive Child Protection Policy, taking account of the procedures of both Northumberland Safeguarding Children Board and Scottish Borders Child Protection Committee. Mrs 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. Mrs Bullen, Mrs Douglas, Mrs Ireland, Mrs Westthorp and Mr Wilkinson make up the Safeguarding team, and deputise in Mrs Cheer's absence. Mrs Westthorp has specific oversight for mental health and wellbeing; Mrs Bullen has specific responsibilities for the EYFS setting, as has Mrs Ireland for Boarding. 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.

Classroom Expectations

We hope that all pupils will be able to answer the following questions about each learning experience:

1. What am I trying to achieve?
2. How much progress have I made so far?
3. What should I do next?

Teachers work hard to ensure that each lesson has a sense of purpose, a challenge and an opportunity for feedback and dialogue.

In the Senior School, we use three approaches to learning that support pupils' academic growth and development.

Self-management	Collaboration	Communication
<p><i>To demonstrate this, pupils should:</i></p> <ul style="list-style-type: none"> • Persevere with an optimistic approach when faced with challenge • Organise materials effectively • Manage time and meet deadlines • Reflect on strengths and areas for development • Set and work towards ambitious goals in an increasingly independent way • Work creatively to solve problems 	<p><i>To demonstrate this, pupils should:</i></p> <ul style="list-style-type: none"> • Support and encourage others • Take responsibility for tasks within groups • Contribute to discussions face-to-face • Respond positively and considerately to the contributions of others • Compromise where necessary 	<p><i>To demonstrate this, pupils should:</i></p> <ul style="list-style-type: none"> • Choose language appropriate to audience and purpose • Actively listen, read and watch • Express ideas in written work • Express ideas verbally • Clearly structure communications • Use information scientifically

In the Junior Department, we use a ‘Characteristics of Learning’ overview to consider pupils’ academic growth and development.

These aspects of learning are also central to any Remote Teaching and Learning which needs to take place due to the current circumstances.

Code of Conduct

At Longridge we have high expectations of behaviour and are a polite and well-mannered school. We respect others and take their views seriously. We believe in work with endeavour and we allow others to learn. We come to school on time, in uniform and with the necessary equipment, enthusiasm and completed tasks. We maintain a clean, safe and pleasant school environment. We work to the best of our ability and are proud of our achievements as well as those of others.

Any pupil who does not abide by this code can be deemed to be breaking the School’s rules and therefore will be subject to a sanction. The School’s aim to sustain a happy and safe learning environment is underpinned by a culture of care, respect, consideration and understanding.

Whilst the discipline and behaviour of a class is primarily the responsibility of the teacher, all the staff are collectively responsible for ensuring that pupils learn to be considerate to others and behave appropriately. If pupils do have to be reprimanded regarding inappropriate or anti-social behaviour, this is done in a constructive manner.

We encourage pupils to:

- Act considerately towards others**
- Tell the truth**
- Respect the rights and property of others**
- Keep promises**
- Show kindness to others**
- Take personal responsibility for one’s actions**
- Be self-disciplined**

The School does not tolerate bullying, cheating, cruelty, irresponsibility, dishonesty, theft, being unkind or consistently unacceptable work.

Pupils are expected to be courteous, polite and respectful at all times. Rudeness to teachers is not tolerated. As members of the ‘school family’, all pupils are required to be sensitive and thoughtful to the needs of others and to learn to value and respect each other’s different cultures and religions.

Pupils are expected to complete homework tasks on time and to keep their own learning and School environment in good order.

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 progress. In the Senior School, this is via a system of half termly 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. In the Junior Department, there is now one full report at the end of the year, an interim report at the end of Michaelmas and Lent terms and a Characteristics of Learning overview in October and February. Pupils in the Senior Department receive two interim reports and one full report per year. In the interim reports, pupils are invited to record their own comments on their progress.

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 emailed. For those not on emails, a hard copy can be made available on request at the start of the year.

The School Calendar also appears on the School's website at <http://www.lts.org.uk/information/calendar/> and is updated regularly when new events are added.

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 Tutor, Head of Department, or House Parent.

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. Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headmaster will also give reasons for his decision.

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. GCSE Examinations are taken in Forms 4/5 (Years 10/11) and a full programme of A' Levels is offered in the Sixth Form.

In Forms 1-3, all the pupils study: English, mathematics, science, Spanish, German, French, geography, history, art, music, DT, ICT, PSHE, PE and games.

In the GCSE years (Forms 4 and 5), most of the pupils will study for nine or 10 GCSEs. These include:

- English Language
- English Literature
- Mathematics
- Combined Science/ Triple Science

Additional options can be chosen from the following:

- Geography
- History
- DT
- Music
- Spanish
- French

- German
- Computer Science
- Art
- Sports Science

In the Sixth Form, in addition to the above, students can also study:

- Business and Economics
- Psychology
- Extended Project Qualification
- Gym Instructors' course

Data Privacy

The School processes data about you in accordance with the Data Protection Act 1998 (as amended or superseded) and other related legislation. The detail of how the School processes such information is contained within its Privacy Notice, a copy of which is available on the School's website.

Disability Accessibility Plan

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 Accessibility Plan' has been prepared. Copies of the full plan may be obtained, upon request, from the School Office.

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 any appeal hearing you, or your representative, may present your 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

During lunch break and after formal lessons, Longridge offers an extensive range of clubs and activities. Full details of the Enrichment Programme are provided in a separate booklet which is issued and revised for the start of the Michaelmas Term, at the Michaelmas half-term, and again at the start of the Summer Term.

- **Pupils are expected to confirm which activities they are choosing using a link to their enrichment choices on the School website, and they are**

expected to attend those activities throughout the enrichment cycle 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 and Adventure Service Challenge 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 Tutor.

Enrichment activities on a Monday and Wednesday are academic sessions and attendance is compulsory.

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 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 any individual or any group of pupils, are found guilty of discrimination or harassment, then the school will apply an appropriate sanction and parents will be informed.

Games and PE

We expect pupils to take part in all Games and PE sessions as part of their all-round education at Longridge. These are organised into PE lessons, which typically seek to develop pupils' focus on the skill requirements of specific sports and Games lessons, which in turn seek to provide them with the opportunity to apply these skills into practice through competitive and modified games. In most circumstances, pupils have a say in the sports chosen and this degree of independence works on the premise of compromise and shared consideration. We value the input of pupils as to how to structure the themes covered throughout the year and these suggestions should be directed towards the appropriate student body members who are charged with speaking on the pupils' behalf.

In the Senior School, Games and PE lessons are timetabled as one single PE lesson each week and one double Games lesson each week. In the Junior School, Games and PE lessons are timetabled as two single lessons each week with additional Games or Swimming each Friday afternoon. *The Swimming programme is not currently running due to Covid-19 restrictions. However, Form 1 & 2 pupils enjoy a variety of sports in School for this double period.*

Selection for school represented teams is based upon not only individual pupil ability, but also considers attitudes to teamwork, behaviour during lessons, as well as a commitment to team training (which is predominantly catered for during extra-curricular activities). Pupils must comply with the schools uniform policy.

Grades

In the Senior School, attitudes to learning and progress grades will be given each half of term. Progress grades are provided in comparison with pupils' aspirational grades (or for pupils in Forms 1-2, with 'flight paths'). These are set by the school using data obtained from assessments usually taken in Form 1, Form 3 or the Lower Sixth. As their names suggests, these grades represent aspirational expectations for pupils' achievement in GCSE or A-level examinations. Self and peer assessment take place informally throughout the whole school.

Houses

All pupils in the Junior School are allocated to either Cheviot or Tweed House, named after the two main geographical features in the area. In the Senior School, pupils and teachers are allocated to Home, Jerningham, or Stobo House. These Houses are named after the Founding President of Longridge Towers School (and former Prime Minister), Lord Home of the Hirsel; the family who originally lived at and who built Longridge Towers, Sir Hubert and Lady Ann Jerningham; and the Founding Chair of Governors (and our current President), Mr James Stobo. All teaching staff are also allocated to a House in the Senior School.

The House system operates to support the School's mentoring system, to enhance the pastoral provision through its Heads of Houses, and to engender a healthy drive for collaborative success. Individual as well collective success in the School's inter-house competitions is recognised in several prizes at Prize Giving.

Where possible, in the Senior School, pupils will be allocated the same House as any sibling.

The Senior School Head of House and the House Captains and their deputies are another source of pastoral support.

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 – J2 are based in the Jerningham Building, whilst pupils in J3 - J6 are housed in the Stobo Building.

For those in EYFS-J2 the school day ends at 3.15pm. They then have the option of joining an after-school club which finishes at 4.00pm. The School also offers a supervised structured play session for younger pupils until 4.45pm at the end of the Senior School day. Pick up times for children in EYFS are variable and are detailed in the 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.

It is our intention that these will re-commence when government guidance permit.

If parents have any concerns or wish to discuss their child's progress they should contact in the first instance their Child's Class Teacher, the Deputy Head of the Junior Department or the Head of the Junior Department.

Library Usage

We are operating a mobile library where pupils can request and return books and reading material.

Lockers

Each pupil in the Senior School may request a lockable space in which to keep his/her possessions. The School has a large number of open lockers and most pupils keep their items in these and respect each other's property stored there.

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 their child'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 for all pupils, the appropriate form which is available to download from the school website completed and handed in for the attention of Matron.

Pupils arriving by car should hand in any medications they require to take during the School day as soon as they arrive. This should be to Matron or, in her absence, the Designated Safeguarding Lead, for safe storage. Parents of pupils travelling by bus should hand the medication to the bus driver, clearly marked in a small plastic bag. The driver will then see that the medication is delivered to a member of the bus supervision staff on arrival at the School.

Mentors

Form 5 pupils are allocated academic mentors, teachers who are not their Form Tutor to support them with active revision strategies, and organisational skills when balancing competing demands.

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, Mrs Bryson. (Tel: 01289 307584).

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 Head of Boarding, Mr Gavin Hattle (01289 308183), e-mail: boardinghouse@lts.org.uk

We would ask that you please check the availability of this during the current Covid-19 situation.

Prioritisation

All pupils are required to give first priority to school and house fixtures and events, particularly in regard to Saturday matches. If a pupil should wish to be excused from playing in a match or if they are involved in another School event when they have been chosen for any reason, they should inform the teacher in charge of the team on the day the team sheet 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 your son/daughter acknowledges their responsibility to participate and to do so even when it is less convenient to themselves.

Prefects, Senior School Heads of School and House Captains

The Headmaster and staff select pupils who have shown considerable leadership qualities to the Pupil Executive. The Head Boy and Head Girl and their deputies are supported by House Captains, their deputies and prefects. These pupils act as ambassadors for the whole school and serve as the leaders and role models of the pupil body of the School. All students applying for such positions are interviewed by the Headmaster. All prefects have a role in finding out about and representing all pupils, taking part in decision making and supporting staff in some supervisory duties such as during lunch or wet weather breaks. Likewise in the Junior Department, pupils are elected to be House Captains, Sports Captains and Class Prefects.

Pupil Photographs

The way in which the School uses images to celebrate the successes of its pupils and to promote school events is highly regulated. The way in which the School uses and looks after images is detailed in its Taking, Storing and Using Images of Children Policy, a copy of which is available on the School's website.

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.

Rewards and sanctions

In Senior School, pupils who demonstrate a positive attitude and embrace the school values will see this recognised in their Grades, and via the recording of positive events (Merits) by teachers and Form Tutors. Pupils who display a consistently constructive approach can expect to be appropriately rewarded. Merits contribute to house points and certificates and letters home are gained when pupils achieve a certain number of merits.

We expect pupils and staff to treat each other with consideration and good manners and to respond positively to the opportunities and demands of school life. Pupils should follow the School Rules and appreciate what is expected of them and why sanctions may be imposed for inconsiderate behaviour. Pupils should understand what constitutes inconsiderate/ unacceptable behaviour and what the consequences are of such conduct. The disciplinary system is progressive reflecting either the previous record of misbehaviour, or the seriousness of an incident.

In most cases, a teacher will warn a pupil before giving any sanction. Should a teacher deem that a pupil has shown unacceptable behaviour, they will use their professional judgement to issue an appropriate sanction in line with the Behaviour Policy appropriate for pupil's age. Minor sanctions (Misdemeanours) are recorded by a class teacher and reported to Form Tutors. More serious or persistent matters may be referred to Heads of Form or the Head of Pastoral Care. Parents will be informed of an accumulation of school misdemeanours and matters referred to the Head of Pastoral Care.

In the unexpected event of serious incidents requiring the consideration of the Deputy Head or Headmaster, more serious sanctions may apply. 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.

At no time will any pupil be subjected to corporal punishment.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. The safety of our pupils is our number one priority. Please view our Safeguarding policies on our website for more details.

School Trips and Outings

Pupils go on educational trips and outings during the year and parents will be informed by letter or email giving details such as when and where the trip is taking place and the cost of the trip.

Full Risk Assessments are made prior to outings and every care is taken for everyone's welfare and safety.

If the school minibus is used, all drivers will have undertaken full MIDAS (Minibus Driver Awareness Scheme administered by the Community Transport Association) training. We have often received very positive comments following outings and visits, praising the politeness and good manners of our pupils.

Special Occasions

We have a wonderfully diverse mixture of pupils, parents and staff whose cultural and religious backgrounds define and enhance who we are. We seek to broaden your understanding and appreciation of the world, by not only educating these in RS lessons about the many religions and cultures, but also recognising and celebrating festivals and special occasions.

Founders' Day/ Speech Giving

Founders' Day/ Speech Giving takes place annually at the end of the summer term and it is compulsory for all pupils.

Parents receive an invitation to share this special day with us and a guest of honour gives an address to the school. The Headmaster and Chair of Governors usually address the School. The prize giving ceremony then follows

The awards are based on a multitude of criteria; this includes work as well as progress throughout the year, classroom contributions, exam results and contributions to the school and wider community.

Christmas Carol Service

Our annual Christmas Carol Service takes place at the end of the autumn term and all Senior School pupils are expected to *attend if we are permitted to host this event this year.*

Birthday celebration

Pupils may bring in homemade or shop-bought cakes, fruit or other similar items in to celebrate their birthday with their classmates. These should be given to the Form Tutor immediately on arrival at school. Parents are reminded that we have pupils at school who are allergic to a range of food ingredients, including nuts and eggs. Please avoid packets of sweets, chocolate and other confectionary of this sort.

Form Tutors are also aware of which pupils have specific medical/dietary needs, but in order to be as inclusive as possible in all celebrations we would ask you to do everything you can to bear these issues in mind. Shop bought cakes, whilst more expensive, can often make the ingredients clearer for the Form Tutors.

If pupils or their parents have any concerns regarding eating home-baked cakes, even if parents have made allergy warnings clear, please let the School Office know so that we can record this centrally and advise Form Tutors.

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 you 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.

If you have questions about the School Rules or Guidance provided, or any suggestions, please contact Mrs Cheer as Designated Safeguarding Lead or the Headmaster. You may also wish to contact the School via your Tootoot account; this is an online and anonymous way of raising questions, concerns or suggestions and will be provided to pupils when they join Longridge.

Pupils and parents should be aware that whilst the Covid-19 pandemic continues, there may be slight changes to School rules and regulations in order to comply with Government guidelines in order to keep all members of the School community safe. Pupils and parents will be fully briefed on these.

Acceptable Use Policy for ICT Facilities

You agree to a contract governing use of the School network and from J3 to Form 6, you and your parents 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

You should arrive each morning at School in good time for Registration with your Form Tutor 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). You may depart either at 4pm after lessons have finished, or at 4.50pm after Enrichment.

Bags

You are expected to carry books in an appropriate sturdy bag marked clearly with your 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 or on storage shelves. Handbags are only allowed in the Sixth Form. *During the Covid-19 restrictions, you should minimise the items you bring to and from school.*

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 behaviours 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 Form, 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).

Driving lessons

Sixth Form pupils may arrange driving lessons and tests during the school day provided that they coincide with study periods or lunch and have their parents' agreement to attend such lessons. School events, trips, lessons and fixtures must take precedence and if you are in any doubt about scheduling these lessons, you should check with the Head of Sixth Form. Pupils attending driving lessons should sign out and in with Reception and their Form Tutor.

Dress Code

You are expected to wear School Uniform throughout the day. Clothing should be neat and tidy and shoes should be cleaned and polished. At Longridge we expect you to wear your uniform with pride.

You should not bring undue attention to yourself through your 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. During the Michaelmas term 2020, Blazers are not required as part of the School uniform.
- Shirts and Blouses (except for tailored blouses in the Sixth Form) 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 appropriately when brought into School. Games kit must be School regulation - similar items are not acceptable. *During the Michaelmas term 2020, pupils may wear trips hoodies with the School logo on; pupils may also come to School in their games kit if they have PE or games on that day.*

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, are 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 and jewellery:

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. Permitted jewellery is a single pair of plain gold or silver ear studs (one in each ear), wristwatches and discreetly worn neck jewellery. Neck jewellery of a religious nature may be worn under the shirt only. Friendship bands or bangles and rings are not permitted.

Parents are requested to assist the School by providing their children with the correct full School uniform. Our uniform can be purchased online from Border Embroideries (<https://www.border-embroideries.co.uk>). 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.

A Fire Practice and whole school evacuation takes place each term. Pupils do not know in advance when this will occur. When the Fire Alarm is heard, all pupils and staff need to leave the building in silence as quickly as possible, and they must assemble on the main playground in front of the Stobo building in class and in alphabetical order. When all class registers have been taken, and a safety assessment made, a Fire Marshall or the Headmaster will advise pupils to return to their teaching rooms.

Silence must be observed throughout as instructions and additional information may need to be given.

Gambling

Gambling is not allowed.

Homework

A homework timetable is issued at the start of term. You are expected to record any tasks set, check the Google Calendar for any work set there, and to complete all set work to the best of your ability and hand it in by the deadline specified by your teacher. You are also expected to use your own time to research, read and prepare for lessons in an increasingly independent way as you progress through school.

Litter

There are a number of litter bins situated around the School and everyone is expected to take responsibility for using these. It is everyone's responsibility to pick up litter that has been dropped by accident and ensure that rooms, corridors, buses and grounds are left tidy.

Meals

Longridge catering fully complies with government guidelines on food-based standards for school lunches and pupils have a freshly prepared selection of hot meals. All food is fresh and locally sourced to create a delicious series of menus which are seasonal, healthy and nutritionally balanced. A vegetarian option, home-made soup, bread and a salad bar are available every day.

Pupils are permitted to bring packed lunches which can be eaten in the dining room or at the picnic tables at the front of the School.

There is fresh drinking water readily available for all pupils. Dietary requirements are collected from pupils or your parents on joining the School and catering staff will be aware of individual needs. Should your dietary requirements change, please advise the Office at: enquires@lts.org.uk.

Any suggestions about School meals should be made via the form representative to the School Council, Form Tutor 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, pupils are not permitted to use them during the School Day.

Ordinarily, pupils in the Junior Department must hand in their devices to their class teacher at the start of each day and then can collect them before going home. *In the Michaelmas term 2020, they can follow the guidance given for older pupils below.* Pupils in the Senior School may either hand portable devices in at the front office on arrival, and collect them on departure, or keep them switched off in their school bags.

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 or devices to School do so at their own risk, and the School cannot accept any liability for any loss or damage which occurs. The sanction for pupils who misuse their devices can include confiscation.

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 workplace 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 Form Tutors can, if required, further clarify them. Copies of the School's Relationships and Sex Education Policy can be requested via the School office.

Punctuality

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

Registration

All pupils in the Senior School are responsible for registering with their Form Tutors each morning, and with their class teacher during P5 on all other afternoons. Pupils in the Junior Department are registered twice a day at these points in time. Senior School pupils are additionally recorded at each lesson or supervised study period. Senior School pupils are responsible for using the online system or book in reception for signing in if they are late in to School, or sign out when they leave School at the end of the school day or for any other reason. This process helps monitor attendance and enables pupils to be found if they are needed to be contacted in an emergency.

Safety, wellbeing and enjoyment

We have few rules at Longridge as we expect all members of the community to treat each other with respect and common decency. For everyone's health and safety and wellbeing:

- Please walk with an awareness for others when moving about the school
- Take care and do not play in or near the car parking areas
- Please think about the experience of younger pupils when playing in the playground
- Eat lunches in the dining room or at the picnic tables. Eat snacks outside, and not in the corridors or classrooms.
- Acknowledge people in School and ideally use staff names rather than Sir or Miss
- Seek out opportunities to help others by holding doors open, and performing other acts of kindness to members of the Longridge community
- Put litter in the bins provided and pick up litter that has been dropped by accident
- *During the Covid-19 restrictions, respect the social distancing guidelines and safety measures in place for everyone's good health and wellbeing.*

School Equipment

All pupils need to bring a pencil case to school containing:

- a cartridge pen or suitable handwriting pen with blue ink
- pencil(s)
- rubber
- ruler
- pencil sharpener
- colouring pencils (not felt tips please)
- glue stick
- geometry set

Pupils should not bring word correction fluid or scissors into School (see note under Prohibited Items below)

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 and the pupil's Form Tutor by telephone or email on the first morning of absence. Without notification, the School Office will make contact to ascertain the whereabouts of a pupil. 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 Premises

In fine weather, pupils should be outside during breaks in the School day. *During the Covid-19 restrictions, pupils should respect the demarcated areas for their year-group or 'bubble'.*

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 and main staircase is ordinarily used during certain times in the day or by the Sixth Form as a privilege. *During the Covid restrictions in the Michaelmas term 2020, pupils may enter the main building by the front entrance and use the main staircase on the left hand side.*

The Tower is out of bounds at all times.

Senior School 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. At no time must hockey goals be used for football. Pupils are also not permitted in the Sports Hall and Astroturf without a member of staff present. 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 of School.

Junior Department pupils have separate playground areas near the Stobo and Jerningham buildings.

Relationships and Sex Education Policy

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

Effective relationship and sex 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 relationships and sex as well as physical development is delivered primarily through the Science Department as part of the science 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 interpersonal 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. This also applies to public displays of affection.

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 request from the School Office. 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. Again, permission forms are available from the School Office.

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

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 and Inclusion Policy. A copy of this policy is available on request from the school office.

The school accepts a broad range of academic abilities and all pupils' needs are provided for. Pupils are assessed prior to entry so that their strengths and weaknesses can be identified.

All pupils and students will sit tests and complete assessments and tasks in a class environment. If a teacher has a concern about the education of an individual, this is reported to either the SEN Co-ordinator responsible for the Junior Department or the SEN Co-ordinator for the Senior School.

The School uses a graduated response to support pupils where concerns about lack of progress have been raised by a parent/guardian, teacher or the pupil themselves. Appropriate levels of support are discussed, agreed and implemented. This may be a short or long term process, and may, if required, include the assistance of more specialised assessment. For some pupils, this will lead to the writing of a Personal Learning Plan (Juniors) or an Individual Education Plan (Seniors).

Regular discussion and communication between home and school takes place for pupils receiving support.

Sports Hall and Astro turf Rules

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

Pupils should also adhere to any additional rules and requirements around games during the Covid-19 situation.

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 any so-called '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.

Trading

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

Travelling by School Minibus

Pupils travelling in School minibuses must wear seat belts 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. This also applies to pupils travelling in buses contracted by the School to transport them e.g. to school, on trips.

Face coverings are currently required to be worn by pupils travelling on buses.

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. All clothing and personal effects should be clearly labelled with the pupil's name, to help facilitate their return if lost.

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 Form Tutor, Head of Form or a 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). They may also make contact via Tootoot.

TERM DATES

MICHAELMAS 2020

Boarders Return:	Wednesday 2 nd September
Term Begins:	Thursday 3 rd September
Half Term:	Saturday 17 th October – Sunday 1 st November
Term Ends:	Thursday 17 th December
Boarders Depart:	Friday 18 th December

LENT 2021

Boarders Return:	Wednesday 6 th January
Term Begins:	Thursday 7 th January
Half Term:	Saturday 13 th February – Sunday 21 st February
Term Ends:	Thursday 25 th March
Boarders Depart:	Friday 26 th March

SUMMER 2021

Boarders Return:	Wednesday 14 th April
Term Begins:	Thursday 15 th April
Half Term:	Saturday 29 th May – Sunday 6 th June
Term Ends:	Thursday 1 st July (after Founders' Day)
Boarders Depart:	Friday 2 nd July

MICHAELMAS 2021

Boarders Return:	Wednesday 1 st September
Term Begins:	Thursday 2 nd September
Half Term Begins:	Saturday 16 th October – Sunday 31 st October
Term Ends:	Thursday 16 th December
Boarders Depart:	Friday 17 th December

LENT 2022

Boarders Return:	Wednesday 5 th January
Term Begins:	Thursday 6 th January
Half Term:	Saturday 19 th February – Sunday 27 th February
Term Ends:	Thursday 7 th April
Boarders Depart:	Friday 8 th April

SUMMER 2022

Boarders Return:	Wednesday 27 th April
Term Begins:	Thursday 28 th April
Half Term:	Saturday 28 th May – Sunday 5 th June
Term Ends:	Tuesday 5 th July (after Founders' Day)
Boarders Depart:	Wednesday 6 th July

MICHAELMAS 2022

Boarders Return:	Wednesday 7 th September
Term Begins:	Thursday 8 th September

Telephone Numbers:

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					11.05-11.20am
3					
4					
Lunch 1.00 – 2.10pm					1.15-2.10pm
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					

A Guide for Parents, Pupils and Guardians