



REIGATE GRAMMAR SCHOOL

# Parents' Handbook

September 2017

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Reigate Grammar School is a company limited by guarantee and also a registered charity (Reg. No. 1081898).

The school is owned by the Board of Governors. The current Chairman of the Board, Mr James Dean, may be contacted c/o The Bursar:

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## Introduction

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This handbook is intended to answer some of the questions that parents routinely ask and is aimed primarily at parents of new pupils, but I hope that existing parents will also find it useful. Please keep it for future reference.

We will work hard to help you – parents and children – settle into our school. If you and our child are new to RGS, you may be more worried about this new phase in your child's life than they are. Children adapt very quickly to new surroundings. We will look after them, help them to make friends quickly and we will support them every day as they try out many of the new opportunities here at RGS. This handbook should help you to understand some of what your child is experiencing.

Talking with you as parents about your child, about lessons, successes, worries or concerns is important to us. Please do be in touch sooner rather than later so that we may address any matters quickly. Education is a partnership and relies on parents and the school working together for the same end – namely each child's well-being and success.

I welcome and value your involvement in our

activities. You are always welcome to attend matches, concerts, plays and other events and I know that the students appreciate your support. We organise events specifically for parents, with or without their children, many of which are under the auspices of the Parents' and Friends' Association. I hope that you will support these events and look forward to seeing you there.

A love of learning and excellent qualifications will always be part of the Reigate Grammar School ethos but no more so than our commitment to positive, happy relationships, pastoral care and extra-curricular activity. Reigate Grammar School is about all that education should be, without compromise and with high standards in all that we do. We believe that each child has his or her own individual interests, skills and talents. Developing these on the journey from childhood to young adulthood is a privilege that we take seriously.

Our students, your children, only get one main chance of an education, one main chance to flourish and prepare for adult life. We strive to give our students the very best

because it is what every child deserves.

As you will hear, the tutor or Head of Year will usually be the best person to contact but I am always pleased to hear from you direct.

I hope that you will enjoy being a Reigate Grammar School parent.

### **Shaun Fenton**

Headmaster

[headmaster@reigategrammar.org](mailto:headmaster@reigategrammar.org)

## 1. The School Day

The school opens at 8.00am and is normally open until 6.00pm. Your son or daughter must be at school by 8.35am at the latest and normal lessons finish at 3.50pm. No pupils should be on school premises outside these hours or during school holidays unless engaged in a school activity or supervised by a member of staff.

The School Library is open from 8.00am until 5.45pm, giving pupils the opportunity to begin homework at school. Pupils may remain on site until 6.00pm but should wait in the main foyer.

Please note that, although staff are on site, students will not be directly supervised before or after school. Unless engaged in a school activity, all pupils must be collected by 6.00pm. Staff will bring any pupil left at Hartswood after a match back to the main school site. Pupils being picked up from Hartswood after games lessons should be collected by 4.30pm. After that time, they will be brought back to the main school.

## 2. The School Year

Term dates are published at least a year in advance and may be found on the school website. The school offers long holidays and a fortnight's half term in October: **We therefore ask you not to take your son or daughter out of school during term time.**

Legitimate requests for routine absence (e.g. Doctor's appointments) should be addressed to your child's Form Tutor. Requests for exceptional absences (whole days or longer) should be made to one of the Deputy Heads at least two weeks beforehand. In both cases the Absence Request Form (available on the Parent Portal) should be used.

Inter-school fixtures and other activities take place on Saturdays: boys and girls are required to be available if selected to represent the school. If you wish to remove your daughter or son from a school fixture, you must give the relevant games coach at least two weeks' notice.

## 3. Registration

All pupils (including Sixth Formers) are required by law to register each morning and this is normally carried out by Form Tutors by 8.45am. All pupils leaving school because of illness, doctor's appointments or other approved absences are required to sign out at the School Office and in again on their return. Any pupil arriving late to school, i.e. after 8.35am, must also sign in at the School Office on their arrival.

All pupils below the Sixth Form are also formally registered every afternoon.

Pupils may not leave the school premises during the school day except with specific permission from a member of staff or with a written request from a parent.

## 4. Contacting the school

The main school entrance is staffed by a team of Porters and Receptionists, who are the first port of call for all enquiries and visitors. Office hours are from 8.00am until 5.00pm during term time and 9.00am until 4.00pm in school holidays.

# A School Routines and Administration

If you are visiting during school hours, it is essential that you sign in at Reception when you arrive. Items for pupils may be left with the Porters. However, they are not able to pass messages on to pupils except in cases of genuine emergency.

## 5. Communication

### Routine communication

Routine communication is sent via email and a weekly bulletin including items of school news, administrative matters and forthcoming events is sent out on Fridays in term time. Parents may add or change email address via the Parent Portal. General letters are posted on the Parent Portal and may be downloaded from there. Each term, you will receive a printed copy of the school calendar for that term. Other useful information such as lists of staff, clubs and activities, future dates etc. are available on the website and on the Parent Portal.

The Pupil Planners are a good way for parents to keep in touch and parents of pupils from the First to the Third Forms are asked to sign the planners each week. (See below for further details.)

### Initial Contact

Your son's or daughter's Form Tutor is normally the first line of communication. They see the pupils most frequently and are best placed to deal with minor problems or queries. The Form Tutor (or the Head of Year/Section) will contact you if we have any concerns about your child's performance or behaviour which we think should be brought to your attention. Staff may be contacted by email – addresses are given in the school calendar and on the school website.

If you have any concerns regarding your child's education, please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

### Disciplinary matters

We will not automatically contact you if your son or daughter is in trouble for something minor: However, we will always contact you if there is something which we feel you need to know.

If your son or daughter is placed in a detention after school, you will receive notification of this at least 24 hours in advance.

If we have concerns about your child's behaviour or performance, we will usually ask you to come into school to see the relevant Head of Year/Section, one of the Deputy Heads or the Headmaster.

We ask that parents support the school on disciplinary matters. Our main purpose is always to educate and help prevent any repeated misbehaviour. This is most successful when parents work with the school to help set clear expectation and boundaries.

## 6. Contact Numbers

Occasionally it may be necessary for us to contact you during the school day. In particular, if your daughter or son is ill, we may need to discuss the best course of action as a matter of some urgency. We therefore ask that you always **notify us of any changes of address, telephone number or email**. This may also be done by updating your contact details on the Parent Portal. We also ask you to provide either mobile telephone numbers of parents/guardians or alternative numbers of other responsible adults (e.g. grandparents or neighbours).

## 7. Residence

Please note that it is a condition of acceptance into the school that all pupils (including Sixth Formers) reside with their parent(s) or legal guardian(s) during term time and that the school is informed if parents or guardians will be absent. (Please see Sections 25 and 27 of the standard Terms and Conditions.) You are expected to make proper provision for the supervision of your children when at home during your absence.

## 8. School Rules

The school rules are published in Pupil Planners and as an appendix to this handbook. They are updated from time to time. Please familiarise yourself with them and support us by ensuring that your son or daughter adheres to the regulations, which are in the interests of the whole community.

## 9. Property

Pupils should not bring valuable items or large sums of money to school. **Mobile phones may only be used at break and lunch time** unless otherwise directed by a member of staff. Some pupils, particularly in the Sixth Form, also bring other devices, such as laptops. Please note that the school cannot be held responsible for the security of these electronic items.

During Games and PE lessons, valuables must be handed in to the member of staff in charge of the activity. Junior pupils are provided with a locker in which to keep books and kit. Please ensure that all items of clothing, sports kit, bags, books, etc. are named: without this it is frequently impossible

to find the owner. The school cannot be held responsible for any bags or items of clothing left around the school at the end of day.

Pupils are responsible for looking after school books issued to them. Damage and loss will be charged to you, as will damage to school property e.g. broken windows.

Details of insurance cover, which the school recommends you should have, are sent to all new parents and may be obtained from the Bursar.

## 10. Publicity

As part of our marketing strategy, we take photographs of school activities on a regular basis, which may subsequently be used in the school prospectus, school magazine, in press releases or on our website. If you do not wish us to use photographs of your son or daughter in this way, please ensure you have indicated this on the admissions forms or if your child is currently at the school and you wish to update or change the information you gave us when your child joined the school, please write to the Headmaster.

## **A** School Routines and Administration

If you would be willing to help us spread the word about Reigate Grammar School, for example by speaking to prospective parents, please contact the Headmaster:

### **1.1. Information for separated parents**

Reigate Grammar School encourages all parents to be involved in their child's education as far as practically possible. We are aware that, where parents are separated or divorced, this can be difficult and may create difficulties for the school and each individual case will be considered. The following guidelines indicate our policy on the provision of information to separated or divorced parents. We will always be guided by legal decisions.

1. General correspondence is distributed via email (see above) and is therefore accessible to all parents who have registered their email addresses with the school through the Parent Portal. This includes letters concerning school trips, parents' evenings and social events. All such letters may also be viewed on the Parent Portal.
2. Formal correspondence, such as any letters of a serious disciplinary nature (e.g. a Headmaster's detention), will normally be sent by post to the parent with whom the child resides during the week. The same will apply to invitations to attend any meeting regarding a serious disciplinary issue, or if a child's academic work gives cause for major concern. School reports are published on the Parent Portal.
3. The school calendar is published each term and contains details of all matches, concerts, plays and most school trips. Each pupil is given two copies of the calendar at the beginning of the term. However, all published events may also be viewed on the Parent Portal.
4. Parents' Evenings. Students in the Third Form and above are asked to attend parents' evenings with their parents. We encourage the Second Form to attend as well but do leave this decision with the families. It is not possible for us to provide more than one appointment per pupil with any teacher. We therefore ask separated parents to agree either that (a) both will attend together; (b) that only one parent will attend; or (c) that the appointments will be divided between the two.

Please note that space at parents' evenings is limited and it is not possible for more than two adults to attend per pupil.

**The following notes are intended to provide an introduction to our pastoral structures and systems.**

## 1. Pastoral structure

### Organisation

The school is divided into three sections: **Lower School** (First and Second Forms); **Upper School** (Third, Fourth and Fifth Forms); and **Sixth Form** (Lower and Upper Sixth). Each year group is overseen by a Head of Year who works closely with the Head of Section.

This team has overall responsibility for the welfare, conduct and academic progress of all their pupils.

### Tutors

All boys and girls are part of a Form. They have their own Form Tutor who comes to know them well and their own Form Room which acts as their base.

The Tutor is responsible for the supervision, guidance and care of pupils in his/her Form,

meeting them every morning for registration at 8.35am and often teaching them one of their subjects during the week. Tutors keep records of attendance and academic progress for each pupil in the group and are also aware of individual circumstances and needs. Tutors are also ready to advise girls and boys and their parents on subject options, university applications and possible careers.

If you wish to contact the school about your son or daughter, you should normally contact their Form Tutor in the first instance.

## 2. Physical and Mental Well-Being

If your daughter or son is unable to come to school through physical or mental illness, please telephone (01737 222231) or email ([absence@reigategrammar.org](mailto:absence@reigategrammar.org)) the School Reception by **8.35am** each morning of absence. **If you do not do this, you will be contacted by the school so that we may be sure your child is safe.**

If your son or daughter is unwell during the school day, he/she should report to the School Office to be assessed by a qualified first aider. If necessary, the School Office will

contact you to discuss the problem. Pupils **must not** contact their parents and ask to be taken home without going to the School Office first, as we must know who is in school.

If your child has a serious medical condition (for example one of the following, although this is not an exhaustive list: a severe allergy, asthma, epilepsy, diabetes, depression), has recently been in contact with or been diagnosed with any contagious condition or has had major surgery, it is essential that you inform the school immediately, so that we may take any necessary steps to ensure the welfare of your child whilst on school premises or involved in school activities. We may ask for your assistance in writing a care plan and/or risk assessment including any recommendations from the health professionals involved with caring for your child.

### Administration of medicines

The school needs to know of any medication a child is taking (including for example, insulin, epipens, antidepressants, asthma inhalers) and should be instructed in its administration by a medical professional.

## B Pastoral Matters

For pupils under the age of 16, all other medication, including over-the-counter medication, should be handed into the School Office for safe-keeping and administration in the medical room. It is the responsibility of the parents to ensure that children take their morning medication and to ensure that pupils with insulin, epipens etc. have the medication with them when they leave for school. All other medicines should be carried to school by a parent or adult, not the pupil.

It is the responsibility of the parents to provide the school with medication for remedial pain relief for a regular medical condition such as menstrual pain or anti-inflammatories for sporting injuries.

On all trips it is the responsibility of parents to liaise with the trip leader with regard to the administration of any medication. NB:

If your child has a serious emotional or health condition, it is likely that a written risk assessment will be put in place, in consultation with parents, prior to any residential trips and for some day trips depending on their nature. It is the right of any member of staff to decline the administration of any medication.

Further details about the school's medical provision are given in our **First Aid and Medical Provision Policy** on the school website.

### 3. Meals

The school provides a food service at morning break and at lunch every day. This is paid for using the School's Parents' Online Payment system (POP). Alternatively, your son or daughter may bring a packed lunch which **must be eaten in the school dining hall or outside**. No pupil below the Sixth Form may leave the school premises during the school day or in the lunch hour.

In addition to the above, you may wish to give your child some form of snacks. A range of snacks is available in the dining hall at break each day.

We try to encourage pupils to eat a healthy and balanced diet and ask for your support in this. Crisps are not sold in school and chips are served no more than once a week. Vegetarian options are always available. Pupils with special dietary requirements are catered for e.g. sugar-free drinks for diabetics, gluten-

free dishes for non-wheat eaters. Please contact the Catering Manager should your son or daughter have any particular needs.

While we are not a nut free school, bought-in products that may contain nut traces are labelled and no nuts of any description are used in the kitchen. The school has written assurances from all its major suppliers that genetically modified ingredients are not used in their products.

We would also ask that parents do not send their children to school with nuts as a snack as we have a number of pupils with a nut allergy.

### 4. Assemblies

All pupils attend assemblies which are broadly Christian in character whilst remaining sensitive to the needs of those who have other faiths and beliefs. Each section of the school meets in assembly twice or three times a week, one of which will be held in St Mary's Parish Church next door to the school, which has strong historical links with the founding of Reigate Grammar School. There is a full programme of year group, house and form assemblies.

## 5. Bullying

The school is determined that no kind of bullying will be tolerated. The school's Anti-Bullying Policy may be found on the school website and in the School Rules included in this handbook. Please do not hesitate to contact your child's Form Tutor, Head of Year/ Section or a Deputy Head if you have any concerns.

## 6. Support Service

The school offers a number of avenues for student support including an independent counsellor who sees students one-to-one and in confidence and there is also a school chaplain. We also make use of external agencies for example CAMHS (Children and Adolescent Mental Health Service) and may also refer to other professionals such as educational psychologists.

## 7. Personal, Social, Health and Economic Education & Citizenship

We run a comprehensive PSHEE programme which aims to enable pupils to acquire knowledge and attitudes which will help them to manage their health, relationships and social interaction in a responsible manner.

The curriculum, which is constantly being updated, involves information and discussion on a range of issues, including smoking, alcohol and illegal drugs, sexual development and sexual health, diet and eating disorders.

We also organise **Parents' Forums** at which we invite parents to discuss an issue regarding teenagers and young people.

Details of the school's Sex Education Policy may be found on the school website.

## 8. Child Protection

The school takes seriously its responsibilities for protecting all children. The school's Designated Safeguarding Leads are **Miss S J Arthur** and **Mrs M-A Collins**. They may

be contacted via the School Office (01737 222231).

The Board of Governors nominates a governor to have oversight of pastoral care and relevant policies, including Child Protection. The school's full Child Protection policy may be found on the school website.

## 9. Smoking or Vaping on school premises

Reigate Grammar School (including the Hartswood Sports Ground) is a non-smoking and non-vaping institution. Parents are asked to respect this when attending events, including sports fixtures.

## 1. Curriculum

The curriculum is broad and pupils are encouraged to study a wide range of subjects which allows pupils to develop and pursue interests. We place considerable emphasis on acquiring good work habits: pupils learn self-discipline and the skills of independent study, so that they are equipped not only for public examinations, but also for the world beyond. The curriculum is designed to promote the intellectual, spiritual, moral, cultural, mental and physical development of our pupils and to equip them for the opportunities, responsibilities and experiences of adult life.

In keeping with the grammar school ethos, the RGS curriculum includes subjects which are traditional, such as separate sciences and modern and classical languages; however, we also offer a broader curriculum including subjects such as Economics, Sport Studies and Food Preparation and Nutrition. We do not follow the National Curriculum, but schemes of work in many departments encompass many of its features. All pupils study Theology & Philosophy in the Lower School; Personal, Social, Health and Economic Education

(PSHEE) throughout the school; and Careers largely in the Sixth Form. In addition, we offer Henry Smith Studies in the Sixth Form which offers pupils the opportunity to enrich their curriculum with an individual extended project or taking undergraduate style taster courses.

The curriculum and its delivery are under constant review and may change from year to year. We cannot guarantee the availability of courses or particular subjects in the future, as these will depend on demand and our ability to provide teaching of a sufficiently high standard.

There is no streaming, but pupils are set for mathematics and sometimes for modern foreign languages.

Please refer to the full Curriculum Policy on the school website for further details of this year's curriculum.

## 2. Timetabling

The school timetable is designed for the benefit of the school as a whole and offers great flexibility of choice but cannot be

changed to satisfy individual requirements. The school cannot guarantee that any particular teacher will, or will not, teach any particular pupil.

## 3. Homework

All pupils are set homework every day. Pupils must complete their Pupil Planner listing the homework they have been set. These planners will be monitored regularly by the Form Tutor. Parents of pupils in the First to Third Forms are also asked to countersign the planner every week.

Pupils below the Sixth Form should be set two or three pieces of homework in different subjects every day. These are expected to take a maximum of 20 minutes per subject in the First and Second Forms, 30 minutes in the Third Form and one hour in the Fourth and Fifth Forms. In the Sixth Form pupils are set approximately 16 hours of work each week.

If you are concerned that homework is apparently not being set, or if your daughter or son regularly claims not to have any homework, this should be discussed with the

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Form Tutor or Head of Year/Section. We ask pupils to do homework at home or in the library after school (or in private study periods in the case of Sixth Formers). We discourage pupils from doing homework during the lunch period (when there are plenty of alternative activities on offer) or before school.

Homework will not normally be set for holidays. However, pupils in the Fourth Form and above may well be given coursework or other projects which will need to be undertaken during school holidays.

#### 4. Learning Support

The school is committed to achieving the best possible education for every boy and girl. Part of this approach involves supporting students who have additional needs in relation to learning. Please tell us immediately if you know or suspect that your child may have some a specific learning difficulty which may need to be supported.

Some pupils are already identified as having additional needs before they enter the school, the most common being dyslexia.

Others manifest signs on entry, such as poor hand-writing, poor presentation, inconsistent spelling or very poor organisation. Where there is cause for concern, the Head of Learning Support will decide whether to recommend to parents that the student sees an educational psychologist for a formal diagnostic assessment.

The Head of Learning Support will disseminate the educational psychologist's advice to subject teachers. If necessary, for example if the pupil is failing to make progress in lessons, the learning support department will, where possible, provide additional support having first discussed the matter with the pupil's parents.

Candidates for public examinations may be eligible for access arrangements in these examinations, ranging from extra time to the use of an amanuensis or the use of a computer. In order to qualify for access arrangements, the school must submit on the student's behalf an educational psychologist's report produced in the last two years. This report must state which arrangements are appropriate and give supporting evidence in the form of below average standardised

scores. In addition, the school must submit evidence (for example, unfinished test papers, internal assessments or teachers' comments) explaining why we accept the recommendations of the educational psychologist's report. Exam access arrangements must reflect the student's normal way of working in school. The final decision regarding the approval of access arrangements rests with the exam boards.

Please contact the Head of Learning Support for further details.

#### 5. Reporting

Parents receive regular updates on their son's or daughter's progress. These may take the form of parents' evenings, short reports or full subject reports. The exact pattern will vary as your child moves through the school. We would encourage you to read all reports carefully and discuss them with your daughter or son, praising and encouraging where possible.

If there are any concerns raised in your child's report, or indeed at any point during the year, you may be asked to come into school and

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discuss the matter with the relevant Head of Year/Section. The emphasis of this meeting will be to look at ways in which your child can improve his or her performance.

In addition, a pupil who is under-performing may, in consultation with parents, be subject to an Academic Intervention Plan.

## **6. Pupil Planners**

At the beginning of the school year, your son or daughter will be issued with a Pupil Planner to help organise work. For those up to and including the Third Form, we ask that you look at their planner at the end of each week and sign it. For younger pupils, you may wish to look at it more often to check that they are using it properly. It is an important part of their school equipment – please ensure that they bring it with them to school every day. If a planner is lost a replacement charge will be made.

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**Parents are also referred to the school's standard Terms and Conditions (paragraphs 51-68)**

The school attaches great importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The School Rules (which are published in this handbook and the Pupils' Planner) make clear our expectations in this regard.

### **1. Rewards**

Pupils who do particularly good work relative to their ability, in both academic and non-academic spheres of school life, will be rewarded throughout the year. In addition, colours are awarded to those who make a major contribution to a school team or school activity.

### **2. Sanctions**

Please see our Behaviour Policy available on the school website for more information. Broadly speaking, there is a division between work-related offences and misbehaviour. However, both involve a gradual scale of increasing severity designed to encourage

the pupil towards an acceptable level of attainment or behaviour.

Detentions are given and supervised by individual members of staff. Parents are always notified at least the day before if the detention is to be served after school.

Serious misbehaviour, or persistent academic indiscipline, may result in a School Detention. For certain offences, the Headmaster may require a pupil to serve a Headmaster's Detention on a Saturday morning. A Headmaster's Detention is one step short of suspension and pupils need to understand how serious it is.

### **Suspension**

Serious or repeated disciplinary offences may result in the pupil's suspension. For a first offence, suspension will normally be for no more than two days, while more severe offences might involve a suspension of up to five days. While suspended, the pupil is expected to remain at home during the school day and work will, whenever possible, be set. A suspended pupil may not attend any school function (e.g. concert) or represent the school (e.g. for a sports team).

In certain cases, a pupil may be put into internal suspension, where they will be required to work under supervision but out of lessons and away from their peers.

Following a suspension, the pupil (and normally his or her parents) will be required to attend an interview with the Headmaster or the Deputy Head to discuss their future conduct. A final warning may also be issued at this stage.

### **Expulsion**

In the most extreme circumstances the Headmaster reserves the right to expel a girl or boy from the school. Although the pupil's best interests will be taken into consideration, the interests of the whole school community and the nature of the offence will be of particular significance. In such circumstances, parents have a right of appeal to the school Governors. A separate procedure covering the right of appeal is available from the Headmaster's office.

## D Discipline, Sanctions and Rewards

### Asked to leave

Parents' attention is drawn to the school's Terms and Conditions (see Section F), which state that "the Headmaster may request parents to withdraw their child from the school if, in his opinion, they are unable or unwilling to benefit from the opportunities offered". Repeated poor work, a refusal to complete homework or persistent absence from school are examples of occasions on which the Headmaster might require the withdrawal of a pupil.

### 3. Drugs Policy

This is a summary of the school's Drugs & Alcohol Policy, which may be found on the school website.

The school's policy is that Reigate Grammar School should be free from controlled drugs. We believe that involvement with controlled drugs is always wrong for several reasons including the following:

- It is illegal. Young people involved with illegal drugs run the risk of obtaining a criminal conviction which will affect

employment prospects throughout their lives.

- Drugs have harmful physical side-effects. Some of these are unpredictable and fairly immediate and account for a number of premature deaths amongst adolescents each year; all are now associated with longer term health problems.
- A small number of young people quickly develop some form of dependency on drugs.
- Involvement in drug culture tends to draw young people away from more worthwhile activities and often results in a falling away of academic performance.
- Involvement with controlled drugs is damaging to the school community as a whole.

Particular dangers are attached to allowing young people to attend parties which are not supervised by adults.

Any pupil found to be involved with illegal or other harmful drugs while under school jurisdiction either on or off school premises can expect to be suspended from school and may subsequently be expelled depending on

the circumstances. The school may ask for a drugs testing and the school reserves the right to inform the police.

### 4. Alcohol Policy

Pupils who are in the possession of alcohol, or are under the influence of alcohol, on school premises or under the jurisdiction of the school (i.e. school trips), are committing a serious breach of school rules and are liable to receive a serious sanction which could include suspension or expulsion. No pupil should visit licensed premises during school hours.

Alcohol will not be served to any student at school events except at special occasions, to members of the Sixth Form provided they are over the age of 18, with parental knowledge and only at the Headmaster's discretion.

## 1. School coaches

Reigate Grammar School coach services are designed to enable pupils from a broad catchment area to have access to the school. Coach routes are available from the Bursar's office.

Coach routes are negotiated annually with the coach companies, according to the differing needs of the passengers and with regard to the safety of pupils at pick-up and drop-off points. Routes are decided on a best fit basis and are not a bespoke service. Parents whose children use the coach service should be aware that coach routes are liable to change and that no guarantees of future services can be given. At least three weeks' notice of any change will be given.

The school requires at least half a term's notice of withdrawal from the coach service. In the absence of any such written notice, one half-term's fares in lieu of notice are due to the school.

## Pupil Conduct

Pupils are expected to be punctual for the arrival and departure of coaches. In the afternoon, pupils are required to wait by the Peter Masefield Hall (PMH) and not to move before being advised to do so by the teachers on duty. The PMH car park is potentially very dangerous. It is therefore crucial that pupils follow the instructions of the teachers on duty and the drivers.

Pupils travelling to and from school on coaches are considered to be at school and representatives of the school. They are expected to meet the same standards of behaviour and adhere to the rules that apply at school. This is essential for the good order of the coaches and to ensure the health and safety of all those who travel. In particular pupils are reminded:

- to wear full school uniform;
- to be polite and courteous to the drivers;
- to obey the instructions of the driver;
- to wear seat belts at all times;
- to remain in their seats until told to move;

- to avoid unreasonable levels of noise and distraction;
- to take any rubbish or food with them on departure;
- that smoking/vaping on the coach is strictly forbidden.

In accordance with the school's Code of Conduct and The Anti-Bullying Policy any behaviour which is designed to humiliate another pupil, or to make the journey uncomfortable for a pupil, will be treated very seriously. Pupils and parents should be aware that either a single serious offence on the coach, or repeated bad behaviour, is likely to incur a ban from the service, either permanently or for a specified period. Parents should note that a decision to ban a pupil from the service is at the Headmaster's discretion. There is no appeal to the Governors on such an occasion.

## **E** Other Matters

### **2. Severe weather**

The school will remain open whenever it is humanly possible. We will normally close the school only if it is unavoidable e.g. if gas or electricity supplies are disrupted, if the Highways Agency or Police advise against travelling, or if the Local Authority instructs all schools to close. Otherwise, please assume that the school will be open.

Crawley Luxury Coaches (and the other coach companies) will always endeavour to provide a full service. However, coaches may well be unavoidably delayed by adverse traffic conditions. Parents and pupils need to decide how long they are willing to wait for a coach, depending on the weather and other factors (e.g. the location of the bus stop).

The school is not and cannot be held responsible for children who are left at a bus stop in poor weather conditions. If in doubt, parents should contact the relevant coach company directly (see telephone numbers below) to establish whether a particular service is running. The safety of pupils must be paramount and, while all pupils should make every reasonable effort to reach the

school, the ultimate decision on whether to attend school rests with parents.

In the event that the school has to be closed and we are aware of this the day before, all pupils will be informed before the end of the school day and a message to this effect will be placed on the school website and on the answerphone.

If the school has to be closed in an emergency, an email and a text message will be sent to inform parents as soon as possible. Pupils will be supervised in school until parents can be contacted.

#### **Contact numbers:**

Crawley Luxury Coaches  
01293 521002 / 01293 521007

### **3. Sixth Form students and private cars**

Students in the Sixth Form are strongly discouraged from driving to school. They may not park in school or drive their cars onto the school site at any time, except at Hartswood. Students who choose to drive themselves to and from school are subject to the following rules:

- No student may drive a car during the school day (8.35am-3.50pm) except to Hartswood, in which case they must have the consent of their parents and the Head of Sixth Form.
- No student may transport another student without the consent of both sets of parents.
- Parking in neighbouring roads should be lawful and must not inconvenience members of the public or local residents.

#### 4. School Trips

As part of the school's commitment to an all-round education, we organise a large number of visits for all pupils. These will range from short, one-day trips for a whole class to a local site of interest, or evenings out to plays or concerts, to language exchanges, overseas visits and sports tours which take place during holiday time.

Your permission will be sought for any trip which takes your son or daughter out of school. The cost of many one-day trips which form a part of the normal curriculum is included in the school fee; for other trips, you may be asked to pay a sum to cover expenses. We hope that you will see such activities as an enrichment of your child's education, as well as an enjoyable addition. Places are sometimes available for parents on trips – please ask the member of staff in charge.

#### 5. Activities

Pupils are encouraged to become involved in a wide range of activities outside the classroom. While some sporting activities are compulsory, the majority are voluntary. Activities are listed on the school's website, in the illustrative Clubs & Activities booklet and in the termly Clubs & Activities Schedule. They include:

- sporting clubs
- art, music and drama
- school societies of which there are many, ranging from debating to Christian Union
- school expeditions
- Combined Cadet Force (Third Form and above)
- Duke of Edinburgh Award Scheme (Third Form and above)
- a variety of talks on a range of topics
- Model United Nations

Your daughter's or son's Form Tutor will encourage her/him to become involved in as many of these activities as is compatible with academic success.

#### 6. Parents' and Friends' Association

In conjunction with the school, the Parents' and Friends' Association (PFA) exists to develop extended relationships between staff, parents and others associated with the School, engage in activities which support the School and enhance the education of the pupils attending it and provide and assist in the provision of facilities for education at the School.

The PFA organises several events each year, the highlight being an annual Ball. Other events have included a barbeque and hog roast on Sports Day, safari suppers, quiz nights and discos. The PFA also organises a termly sale of nearly new school uniform and sports kit. There is a PFA Badminton Club and a Summer Sports Club. The committee is always looking for willing helpers and the current Chairman may be contacted via the School Office.

## **E** Other Matters

### **7. RGS Foundation**

The RGS Foundation supports the development of the school and fosters the friendship of the Reigatian community. The Director of the RGS Foundation works with his team to build and maintain relationships throughout the Reigatian community, which includes current and former pupils, parents, staff, governors and friends of the school – all, in fact, for whom the school is, or has been, an important part of their lives. The Foundation encourages contact through e-communications (social media and eNewsletter), the annual Reigatian magazine, reunions, events, telephone campaigns and much more.

One key group is the Reigate Grammar School London Professionals which brings former pupils and parents together through events in the city. It also provides opportunities for networking and school-career-work place links through Network Reigatian. There are over 1,000 members of this ever growing and active group.

Through friend-raising they encourage a culture of giving to maintain the ongoing

bursarial support that we offer to bright and talented children who come to RGS through our 1675 Bursary Fund; The Opportunities Fund that enables disadvantaged children to go on school enrichment trips; and The School Development Fund that is for small to large capital projects.

In 2014, the Changing Lives campaign was launched with the aim of raising the 1675 Bursary Fund to £4m and 50 student places for 2025 which marks the 350th anniversary of RGS. The campaign is providing opportunities through open access to those whose potential is far greater than their financial means. True to our ethos and charitable status, we have a responsibility to our local communities and the issue of social mobility: [www.rgschanginglives.org](http://www.rgschanginglives.org).

For further information please contact: [foundation@reigategrammar.org](mailto:foundation@reigategrammar.org).

## A. INTRODUCTION

1. **These Terms and Conditions** reflect the custom and practice of independent schools for many generations and they together with the terms of any letter of offer, acceptance form signed by the parents and any invoice issued by the School to the Parents form the basis of a legal contract for educational services. The Terms and Conditions are intended to promote the education and welfare of each pupil and the stability, forward-planning, proper resourcing and development of the School.
2. **Our prospectus and website** are not contractual documents. Please see **Section K** for further information.
3. **Fees & Notice:** The rules concerning Fees and notice are of particular importance and are set out at **Section H** and **Section I** below.
4. **Managing Change:** This School, as any other, is likely to undergo a number of changes during the time your child is a pupil here. Please see **Section K** for further details of the changes that may be made and the consultation and notice procedures that will apply.
5. **Documents referred to:** Before accepting the offer of a place, parents will receive a copy of the Fees List and the School Rules. Other School policies, including our Complaints Procedure and Data Protection Policy, can be found on the School's website. Parents also have an

opportunity, on request, to see any of the other documents referred to in these Terms and Conditions. Please now refer to **Section K**.

## B. TERMINOLOGY

6. **"The School"/"We"/"Us"** means Reigate Grammar School as now or in the future constituted (and any successor). The School is constituted as a charitable company limited by guarantee regulated by its Memorandum & Articles of Association.
7. **"Board of Governors"/"Governor(s)"** means the Governors of Reigate Grammar School who are appointed from time to time under the terms of the governing instrument referred to above and who are responsible for governance of the School.
8. **"The Head"** is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Head or of the Board of Governors have been delegated.
9. **"The Parents"/"You"** means any person who has signed the Acceptance Form and/or who has accepted responsibility for a child's attendance at this School. Parents are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions. Those who have "parental responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child unless

a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the interests and welfare and best interests of the child.

10. **"The Pupil"** is the child named on the Acceptance Form. The age of the Pupil will be calculated in accordance with UK custom.

## C. ADMISSION AND ENTRY TO THE SCHOOL

11. **Registration and Admission:** Applicants will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the Pupil and Parents satisfying the admission requirements at the time. **"Admission"** occurs when Parents accept the offer of a place. **"Entry"** is the date when a pupil attends the School for the first time under this contract.
12. **Equal Treatment:** The School is a mainstream, day school for boys and girls aged 11-18 years. The School has a Christian ethos and welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral

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responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants, pupils and members of the staff who have disabilities for which, after reasonable adjustments, we can cater adequately. The full Disability Policy can be found on the School's website or is available on request.

13. **Offer of a Place and Deposit:** A deposit ("**Acceptance Deposit**") as shown in the Prospectus Supplement for the relevant year will be payable when Parents accept the offer of a place. Part of the deposit is credited to the first term's Fees. A further sum is a lifetime subscription to the RGS Foundation's Reigatian Society. The balance of the deposit will be retained in the general funds of the School until the Pupil leaves and repaid by means of a credit without interest to the final payment of Fees or other sums due to the School on leaving including charges for unreturned books or any other property belonging to the School unless the Parent wishes to donate the Acceptance Deposit to the Reigate Grammar School Foundation.

### D. PASTORAL CARE

14. **Meaning:** Pastoral care is a thread that runs throughout all aspects of life at this School and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the school community.
15. **Our Commitment:** We will do all that is reasonable to safeguard and promote your child's

welfare and to provide pastoral care to at least the standard required by law in the particular circumstances and often to a much higher standard. We will respect your child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

16. **Complaints:** Any question, concern or complaint about the pastoral care or safety of a pupil must be notified immediately to the appropriate Head of Section or in the case of a grave concern must be notified in writing to the Head and/or by telephone and fax in a case of emergency. A copy of the School's current Complaints Procedure can be found in the Parents' Handbook. See also clause 68 below.
17. **Pupil's Rights:** A pupil of sufficient maturity and understanding has certain legal rights which the School must observe. These include the right to give or withhold consent in a variety of circumstances and certain rights of confidentiality and, usually, the right to have contact with both natural and adoptive parents. If a conflict of interests arises between a parent and a pupil, the rights of, and duties owed to, the Pupil will in most cases take precedence over the rights of, and duties owed to, the Parent.
18. **Head's Authority:** The Parents authorise the Head to take and/or authorise in good faith all decisions which the Head considers on proper grounds will safeguard and promote the Pupil's welfare.

19. **Ethos:** The ethos of this School must be such as to foster good relationships between members of the staff, the pupils themselves and between members of the staff and pupils. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the pupils and parents and we expect the same of pupils and parents in relation to the School.
20. **Physical Contact:** Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order; or in connection with the Pupil's health and welfare. Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal School and extra-curricular programme and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.
21. **Disclosures:** Parents must, as soon as possible, disclose to the School in confidence any known medical condition, health problem or allergy affecting the Pupil, any history of a learning difficulty on the part of the Pupil or any member of his/her immediate family, or any family circumstances or court order which might affect the Pupil's welfare or happiness, or any concerns about the Pupil's safety or any change in the financial circumstances of parent(s) of a pupil awarded an Assisted Place or a Bursary by the School.

22. **Confidentiality:** The Parents authorise the Head to override their own and (so far as they are entitled to do so) the Pupil's rights of confidentiality, and to impart confidential information on a need-to-know basis where necessary to safeguard or promote the Pupil's welfare or to avert a perceived risk of serious harm to the Pupil or to another person at the School. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the Pupil may have. The School reserves the right to monitor the Pupil's email communications and internet use.
23. **Special Precautions:** The Head needs to be aware of any matters that are relevant to the Pupil's safety and security. The Head must therefore be notified in writing immediately of any court orders or situations of risk in relation to the Pupil for whom any special safety precautions may be needed. Parents may be excluded from School premises if the Head, acting in a proper manner, considers such exclusion to be in the best interests of the Pupil or of the School.
24. **Leaving School Premises:** We will do all that is reasonable to ensure that your child remains in the care of the School during school hours but we cannot accept responsibility for a pupil who leaves school premises in breach of School Rules and we are not legally entitled to do so in the case of a pupil aged 16 years or over.
25. **Residence during Term Time:** Pupils are required during term time, half term and at weekends, to live with a parent or legal guardian or with an education guardian acceptable to the School. The Head must be notified in writing immediately if the Pupil will be residing during term time under the care of someone other than a parent.
26. **Communication with Parents:** With the exception of communication regarding cancellation, withdrawal and notice of withdrawal, the School will (unless otherwise notified) treat any communication from any person with parental responsibility as having been given on behalf of each such person unless other arrangements are made and any communication from the School to any such person as having been made to each of them.
27. **Absence of Parents:** When both Parents will be absent from the Pupil's home overnight or for a twenty-four-hour period or longer, the School must be told in writing the name, address and telephone number for twenty-four-hour contact with the adult who will have the care of the Pupil.
28. **Education Guardians:** A pupil of any age whose Parents are resident outside the United Kingdom must have an education guardian in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. The School can accept no responsibility during half term or the holidays for pupils whose Parents are resident abroad and the Parents and guardians of such pupils must make holiday arrangements, including travel to and from the School, well in advance. The responsibility for choosing an appropriate education guardian rests solely with the Parents but the School may be able to assist, by providing Parents with the names of agencies or individuals who have acted as guardians in the past. Parents are responsible in each case for satisfying themselves as to the suitability of an education guardian.
29. **Photographs:** It is the custom and practice of most independent schools, and of this School, to include some photographs or images of pupils in the School's promotional material such as the prospectus, school magazine and website. These may also be used in wider media as part of, for example, a press release about the School. We would not disclose the name or home address of a child without the Parents' consent. Parents who do not want their child's photograph or image to appear in any of the School's promotional material must ensure their child knows this and must write immediately to the Head requesting an acknowledgement of their letter. This information may be updated annually via the Data Update Sheet supplied by the School Office or by writing separately to the Head at any time.
30. **Transport:** The Parents' consent to the Pupil travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

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31. **Pupil's Personal Property:** Pupils are responsible for the security and safe use of all their personal property including money, mobile phones, locker keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School.
32. **Insurance:** Parents are responsible for insurance of the Pupil's personal property whilst at school or on the way to and from school or any school-sponsored activity away from school premises. From time to time the School can, via its insurance brokers, offer other forms of insurance such as personal accident benefits or fee remission insurance, but the School does not accept a contractual duty to do so. Parents may obtain further information on application to the Bursar.
33. **Liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the Pupil or Parents or for loss or damage to property.

### E. HEALTH & MEDICAL MATTERS

34. **Medical Declaration:** Parents will be asked to complete a form of medical declaration concerning the Pupil's health and must inform the Head in writing if the Pupil develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with infectious diseases.

35. **Medical Care:** Parents must comply with the School Medical Officer's quarantine regulations as varied from time to time.
36. **Pupil's Health:** The Head may at any time require a medical opinion or certificate as to the Pupil's general health where the Head considers that necessary as a matter of professional judgement in the interests of the child and/or the School. A pupil of sufficient age and maturity is entitled to insist on confidentiality which can nevertheless be overridden in the pupil's own interests or where necessary for the protection of other members of the school community.
37. **Emergency Medical Treatment:** The Parents authorise the Head to consent on behalf of the Parents to the Pupil receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under the National Health Service or at a private hospital where certified by an appropriately qualified person necessary for the Pupil's welfare and if the Parents cannot be contacted in time.

### F. EDUCATIONAL MATTERS

38. **Our Commitment:** Within the published range of the School's provision from time to time, we will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each Pupil and to provide education to at least the standard required by law in the particular circumstances,

and often to a much higher standard.

39. **Organisation:** We must reserve the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Head, is most appropriate to the school community as a whole. Our policy on streaming, setting and class sizes may change from year to year and from time to time and will depend mainly on the mixture of abilities and aptitudes among the pupils and may take into account management of friendship groups. Any parent who has specific requirements or concerns about any aspect of their child's education or progress should contact their child's tutor, or any other appropriate member of staff, as soon as possible, or contact the Head in the case of a grave concern.
40. **Progress Reports:** The School monitors the progress of each Pupil and reports regularly to Parents by means of half-termly grades, Parents' Evenings or by full written reports.
41. **Sex Education:** All pupils will receive health and life skills education appropriate to their age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing that they do not wish their child to take part in this aspect of the curriculum.
42. **Public Examinations:** The Head may refuse to allow a pupil to begin the study of a subject which leads to a public examination or decline to enter a pupil's name for a public examination if, in the exercise of professional judgement, the Head

considers that by doing so the Pupil's prospects in other examinations would be impaired and/or if the Pupil has not prepared for the examination with sufficient diligence, for example, because the Pupil has not worked or revised in accordance with advice or instruction from the staff.

43. **Reports and References:** Information supplied to Parents and others concerning the progress and character of a pupil, and about examination, further education and career prospects, and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.
44. **Learning Difficulties:** The School will do all that is reasonable in the case of each Pupil to detect and deal appropriately with a learning difficulty which amounts to a "special educational need". Our staff are not, however, qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, or of other learning difficulties.
45. **Screening for Learning Difficulties:** The screening tests available to Schools are indicative only; they are not infallible. Parents will be notified if a screening test indicates that a pupil may have a learning difficulty. A formal assessment can be arranged by the School at the Parents' expense or by the Parents themselves.
46. **Information about Learning Difficulties:** Parents must notify the Head in writing if they are aware or suspect that the Pupil (or anyone in his or her immediate family) has a learning difficulty and the Parents must provide us with copies of all written reports and other relevant information. Parents will be asked to withdraw the Pupil, without being charged Fees in lieu of notice if, in the professional judgement of the Head and after consultation with the Parents and with the Pupil (where appropriate), the School cannot provide adequately for a pupil's special educational needs. Remedial teaching or other support or provision provided by the School may be charged as an extra.
47. **Moving up the School:** It is assumed that, subject to satisfactory behaviour and academic progress, each Pupil who satisfies the relevant criteria at the time will progress through the School and will ultimately complete the Upper Sixth Year (Year 13). Parents will be consulted before the end of the Spring Term in the relevant year if there appears to be any reason why the Pupil may be refused a place at the next stage of the School. **Parents must give a term's notice in writing** (i.e. before the start of the Summer Term in the Fifth Form (Year 11) or the Lower Sixth Form (Year 12)) **in accordance with the Provisions about Notice (in Section H) if they do not intend their child to proceed to the next stage of the School, or a term's Fees in lieu of notice will be payable.**
48. **School's Intellectual Property:** The School reserves all rights and interest in any copyright, design right, registered design, patent or trademark ("intellectual property") arising as a result of the actions or work of the Pupil in conjunction with any member of staff and/or other pupils at the School for a purpose associated with the School. The School will acknowledge and allow to be acknowledged the Pupil's role in creation/development of intellectual property.
49. **Pupil's Original Work:** Copyright in the Pupil's original work, such as classroom work, prep or homework, projects, internal examination scripts, paintings and computer generated material, belongs to the Pupil. Most such work (but not examination scripts) will be returned to the Pupil when it is no longer required for purposes of assessment or display. The Parents' consent for themselves and (so far as they are entitled to do so) on behalf of the Pupil, to our retaining such work at school premises until, in our professional judgement, it is appropriate to release the work to the Pupil. Certain coursework may have to be retained for longer than other work in order to reduce the risk of cheating. We will take reasonable care to preserve the Pupil's work undamaged but cannot accept liability for loss or damage caused to this or any other property of the Pupil by factors outside the direct control of the Head and staff.
50. **School Trips:** A variety of school trips will be provided for your child while a pupil here. The costs of some school trips are already included in the School Fees; others will be charged as an extra and added to the bill. Parents' prior consent will be sought for all such trips. School

## F Standard Terms and Conditions

trips abroad or those in the United Kingdom involving an overnight stay will be the subject of a separate agreement with Parents. The cost of the trip will be payable in advance. The Pupil is subject to School discipline in all respects whilst engaged in a School trip. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill.

### G. BEHAVIOUR AND DISCIPLINE

51. **School Regime:** The Parents accept that the School will be run in accordance with the authorities delegated by the Board of Governors to the Head. The Head is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of a pupil is at issue.
52. **Conduct and Attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the Pupil will take a full part in the activities of the School, will attend each school day, will be punctual, will work hard, will be well-behaved and will comply with the School Rules about the wearing of uniform.
53. **School Rules:** The School Rules which apply are set out in the Parents' Handbook and the Pupil Planner and other documents published
- from time to time. Parents and pupils have an opportunity to see the current rules before they accept the offer of a place.
54. **School Discipline:** The Parents hereby confirm that they accept the authority of the Head and of other members of staff on the Head's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the school community as a whole. The School's disciplinary policy which is current at the time applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School.
55. **Investigative Action:** A complaint or rumour of misconduct will be investigated. The Pupil may be questioned and his/her belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Pupil's human rights and freedoms and to ensure that his/her Parents are informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action, and also to make arrangements for the Pupil to be accompanied and assisted by a parent, education guardian or a teacher of the Pupil's choice.
56. **Procedural Fairness:** Investigation of a complaint which could lead to expulsion, removal or withdrawal of the Pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the Parents so that
- they can attend a meeting with the Head before a decision is taken in such a case. In the absence of a parent or an education guardian, the Pupil will be assisted by an adult (usually a teacher) of his/her choice.
57. **Divulging Information:** Except as required by law, the School and its staff shall not be required to divulge to Parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Head has acquired during an investigation.
58. **Drugs & Alcohol:** The Pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of School discipline. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.
59. **Terminology:** In these Terms and Conditions "**Suspension**" means that a pupil has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or a Governors' Review. "**Withdrawal**" means that the Parents have withdrawn the Pupil from the School. "**Expulsion**" and "**Removal**" mean that the Pupil has been required to leave ("**asked to leave**") the School permanently in the circumstances described below. "**Released home**" means that the Head has consented to the Pupil being away from school

for a specified period of time. “**Exclusion**” means that the Pupil may not return to School until arrears of Fees have been paid. “**Exclusion**” may also be used as a general expression covering any or all of the other expressions defined in this clause.

60. **Sanctions:** The School's current policies on sanctions are published in the Parents' Handbook and available to Parents on request before they accept the offer of a place. These policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, detention for a reasonable period, withdrawal of privileges, suspension, or alternatively being removed or expelled.
61. **Expulsion:** The Pupil may be formally expelled from the School if it is decided by the Head that, on the balance of probabilities, the Pupil has committed a very grave breach of School discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches. The Head shall act with procedural fairness in all such cases. Parents will be given a copy of the review procedure current at the time. The Pupil shall remain away from school pending the outcome of the Review (see “Governors Review” below).
62. **Fees after Expulsion:** If the Pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past terms, but the unspent balance of any lump sum prepayment will be refunded without interest. There will be no charge to Fees in lieu of notice but save for any contrary provisions in any other agreement made between the Parents and the School all arrears of Fees and any other sum due to the School will be payable.
63. **Removal in other Circumstances:** Parents may be required, during or at the end of a term, to remove the Pupil, temporarily or permanently from the School, if, after consultation with a pupil and/or parent, the Head is of the opinion that by reason of the Pupil's conduct or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School, or if a parent has treated the School or members of its staff unreasonably. In these circumstances, Parents may be permitted to withdraw the Pupil as an alternative to removal being required. The Head shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and Parents as well as those of the School (see “Governors' Review” below).
64. **Fees Following Removal:** If the Pupil is removed or withdrawn in the circumstances described above, the rules relating to Fees and Acceptance Deposit shall be the same as for expulsion save that the Acceptance Deposit will be refunded in full without interest.
65. **Leaving Status:** The expression “leaving status” has reference to whether the Pupil has been expelled, removed or withdrawn, and to the record which will be entered into the Pupil's file as to the reason for leaving, and the Pupil's status as a leaver, and the transfer of the Pupil's work to another educational establishment and to the nature of the reference which will be given in respect of the Pupil, and also to the financial aspects of the Pupil's leaving. These and any other relevant matters of leaving status will be discussed by the Head with the Parents and, where appropriate with the Pupil, at the time of the Head's decision.
66. **Governors' Review:** Parents may ask for a Governors' Review of a decision to expel or require the removal of a pupil from the School (but not a decision to suspend a pupil unless the suspension is for eleven school days or more, or would prevent the Pupil taking a public examination). **The request must be made as soon as possible and in any event within ten days of the decision being notified to the Parents.** Parents will be entitled to know the names of the Governors who make up the Review Panel and may ask for the appointment of an independent panel member nominated by the School and approved by the Parent (approval not to be unreasonably withheld).
67. **Review Procedure:** The Head will advise the Parents of the procedure (current at that time) under which such a review will be conducted by a panel of up to three Governors (including an independent member if requested). If Parents request a Governors' Review, the Pupil will

## F Standard Terms and Conditions

be suspended from School until the Review procedure has been completed. While suspended, the Pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Head. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.

68. **Complaints Procedures:** A formal complaint about any matter of School policy or administration not involving a decision to expel or remove a pupil must be made in accordance with the School's published complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

### H. PROVISIONS ABOUT NOTICE (see also Section F "Moving up the School" and Section G)

69. **Notice to be given by Parents** means (unless the contrary is stated in these Terms and Conditions) a term's written notice addressed to and actually received by the Head personally. It is expected that Parents will consult with the Head before giving notice to withdraw the Pupil.
70. **Provisional Notice** is valid only for the term in which it is given and only when written and accepted in writing by the Head personally or the Head's deputy duly authorised for this purpose.
71. **Fees in lieu of notice** means Fees in full for

the term of notice at the rate that would have applied had the Pupil attended and not limited to the parental contribution in the case of a scholarship, exhibition, bursary or other award or concession.

72. **"A term's notice"** to be given by Parents means notice given before the first day of a term and expiring at the end of that term. A term's notice must be given **in writing** if the Parents **wish to cancel a place** which they have accepted, or if Parents **wish to withdraw a pupil** who has entered the School; or if, following the GCSE year or AS Level year, **the Pupil will not return for the following year** even if he/she has achieved the required grades; or **the Pupil wishes to discontinue extra tuition**.
73. **Cancelling Acceptance:** The Acceptance Form is the contract between the Parent(s) and the School. Parents have the right to cancel this contract within fourteen days without giving the School any reason. The cancellation period will expire after fourteen days from the date this contract was signed. To exercise the right to cancel, Parents must inform the School of a decision to cancel this contract by sending a clear statement in writing to the Admissions Secretary or by emailing [admissions@reigategrammar.org](mailto:admissions@reigategrammar.org). The cancellation of a place which has been accepted can cause long-term loss to the School if it occurs after other families have taken their decisions about schooling for their children. A genuine preestimate of loss is Fees for between one and five years. Nonetheless, the School

agrees to limit Parents' liability to a full term's Fees less the Acceptance Deposit payable as a debt if less than a term's notice of cancellation has been given, or to the full amount of the Acceptance Deposit if more than a term's notice has been given. Cases of serious illness or genuine hardship may receive special consideration on written request.

74. **Withdrawal by Parents:** If the Pupil is withdrawn on less than a term's notice, or excluded for more than twentyeight days for non-payment of Fees, Fees in lieu of notice less the Acceptance Deposit will be immediately due and payable as a debt at the rate applicable to the term in question. The charge to a term's Fees represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.
75. **Prior Consultation:** It is expected that a parent or duly authorised education guardian will in every case consult personally with the Head or with the Head's authorised Deputy before notice of withdrawal is given.
76. **Withdrawal by Pupil:** The Pupil's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by the Parents.
77. **Discontinuing Extras:** A term's written notice is required to discontinue extra tuition or a term's

Fees for the extra tuition will be immediately payable in lieu as a debt. All insurances are arranged on an annual basis and cannot be discontinued during the academic year. A half term's written notice is required to discontinue use of the coach service otherwise a half term's Fees will be immediately payable in lieu as a debt.

78. **Termination by the School:** The School may terminate this agreement on one term's written notice sent by ordinary post or on less than one term's notice in a case involving expulsion or required removal. The School would not terminate the contract without good cause and full consultation with Parents and also the Pupil (if of sufficient maturity and understanding), and would offer the Parents a Governors' Review of a decision to terminate. The Acceptance Deposit would be refunded without interest less any outstanding balance of the account.

## I. FEES

79. **Meaning:** "Fee" and "Fees" where used in these Terms and Conditions include each of the following charges where applicable: **Registration Fee; Acceptance Deposit; Tuition Fees; Fees for extra tuition** (such as EAL and Learning Support); **Fees for examinations; other extras** such as clothing and equipment, photographs and other items ordered by the Parent or the Pupil and **charges arising in respect of school trips, and damage** where a pupil alone or with others has caused wilful loss or damage to school property or the property of any other person

(fair wear and tear excluded) and **late payment charges** if incurred.

80. **Payment:** The Parents undertake to pay the Fees applicable in each School year. Except where a separate agreement has been made between the Parents and the School for the deferment of Fees, Fees are due and payable before the commencement of the School term to which they relate. If one or more items on the bill are under query, the balance of the bill must be paid.
81. **Refund/Waiver:** Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if the Pupil is released home after public examinations or otherwise before the normal end of term (provided that the School remains open to a pupil who wishes to stay at school during that period); or for any cause other than exceptionally and at the sole discretion of the Head in a case of genuine hardship or where there is a legal liability under a court order or under the provisions of this contract to make a refund. This rule is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other Parents. Separate rules (set out in **Section G** above) apply when a pupil is expelled or removed, i.e. asked to leave. **See also Section J for information about the rules on events beyond the control of the parties.**
82. **Exclusion for Non-Payment:** The right is reserved on three days' written notice to exclude

a pupil while Fees are unpaid. Exclusion on these grounds is not a disciplinary matter and the right to a Governors' Review will not normally arise but the Chairman of Governors has discretion if thought fit to authorise a review of the documentary evidence with or without a formal meeting with the Parents. The School may also withhold any information, character references or property while Fees are unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the Pupil. **A pupil who has been excluded at any time when Fees are unpaid will be deemed withdrawn without notice** twenty-eight days after exclusion. (Then a term's Fees in lieu of notice will be payable in accordance with the **Provisions about Notice** in **Section H**.)

83. **Late Payment:** Save where alternative provisions for the payment of interest are contained in a separate consumer credit agreement made between the Parents and the School, simple interest may be charged on a day-to-day basis on Fees which are unpaid. The rate of interest charged will be at up to 1.5% per month which is a genuine pre-estimate of the cost to the School of a default. Cheques and other instruments delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared.
84. **Part Payment:** Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges will be applied to any unpaid balance of Fees.

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85. **Appropriation:** The Parents agree that a payment made in respect of one child may be appropriated by the School to the unpaid account of any other child of those Parents.
86. **Payment of Fees by a Third Party:** An agreement with a third party (such as a grandparent) to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these Terms and Conditions unless an express release has been given in writing, signed by the Bursar. The School reserves the right to refuse a payment from a third party.
87. **Instalment Arrangements:** An agreement by the School to accept payment of current and/or past and/or future Fees by instalments is concessionary and will be subject to separate agreement(s) between the Parents and the School. Where there are inconsistencies between these Terms and Conditions and those of any instalment agreement or invoice issued by the School to the Parents (as applicable), the Terms and Conditions of the instalment agreement or the invoice shall prevail.
88. **Composition Schemes** under which a lump sum prepayment for between one and seven years is made by or on behalf of the Parents will be the subject of a separate contract which will provide, among other conditions, for a refund of the unused part of the prepayment in the event of the Pupil's leaving earlier than expected. Fees in lieu of notice (where applicable) and any other sum due and owing to the School at that time will be deducted from the sum to be refunded.
89. **Scholarships & Bursaries:** Every scholarship, exhibition, bursary or other award or concession is a discretionary privilege and is subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents' treating the School and our staff reasonably. The terms on which such awards are offered and accepted will be notified to Parents at the time of offer. The value of a scholarship shall be deducted from Fees before any bursary or other concession is calculated or assessed.
90. **Fee Increases:** Fees are reviewed annually and are subject to increase from time to time. If less than a term's notice is given of a Fee increase greater than 8%, notice of withdrawal given within twenty-one days after notice of the increase was received will not incur a term's Fees in lieu of notice and the Acceptance Deposit will be refunded without interest.
91. **Money Laundering:** In some circumstances the School will need to obtain satisfactory evidence (such as sight of a passport) of the identity of a person who is paying Fees.
92. **Force Majeure:** An event beyond the reasonable control of the parties to this agreement is referred to below as a "Force Majeure Event" and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.
93. **Notification:** If either party to the Agreement is prevented from or delayed in carrying out its obligations under this Agreement by a Force Majeure Event, that party shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.
94. **Continued Force Majeure:** If a Force Majeure Event continues for a period greater than ninety days, the party who has provided notification under clause 93 above shall notify the other of the steps to be taken to ensure performance of this Agreement.

## K. GENERAL CONTRACTUAL MATTERS

95. **Management:** It is our intention that the Terms and Conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and pupils, and those of the school community as a whole. We aim to ensure that the School, its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. We aim also to promote good order and discipline throughout our school community and to ensure compliance with the law.

- 
96. **Legal Contract:** The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of these Terms and Conditions.
97. **Data Protection:** By Signing the Acceptance Form or by agreeing to be bound by these Terms and Conditions the Parents on behalf of themselves and so far as they are able on behalf of the Pupil authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School.
98. **Change:** This School, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School Rules and Regulations, the disciplinary framework, and the length of School terms. In addition, there may be the need to undertake a corporate reorganisation exercise and/or a merger or change of ownership may be necessary. For these reasons, the benefit and burden of this agreement may be freely assigned to another party at the discretion of the School. Fee levels will be reviewed each year and there will be reasonable increases from time to time.
99. **Consumer Protection:** Care has been taken to use plain language in these Terms and Conditions and to explain the reasons for any of the terms that may appear one-sided. If any words above or in combination, infringe the Unfair Terms in Consumer Contracts Regulations 1999 or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair.
100. **Consultation:** It is not practicable to consult with parents and pupils over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that parents will be consulted and where possible given at least a term's notice of a change of policy, a change in any physical aspect of the School which would have a significant effect on their child's education or pastoral care, or a change of ownership.
101. **Representations:** Our prospectus and website describe the broad principles on which the School is presently run and give an indication of our history and ethos. Although believed correct at the time of publication, the prospectus and website are not part of any agreement between the Parents and the School. **Parents wishing to place specific reliance on a matter contained in the prospectus or website, or a statement made by a member of staff or a pupil during the course of a conducted tour of the School or a related meeting should seek written confirmation of that matter before entering this agreement.**
102. **Third Party Rights:** Only the School and the Parents are parties to this contract. The Pupil is not a party to it. The acts and omissions of Parents are binding on the Pupil and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the Parents are treated as being made on behalf of the Pupil and vice versa.
103. **Interpretation:** These Terms and Conditions supersede those previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of the Terms and Conditions. Examples given in these Terms and Conditions are by way of illustration only and are not exhaustive.
104. **Jurisdiction:** This contract was made at the School and is governed exclusively by the law of England and Wales. The parties submit to the non-exclusive jurisdiction of the Courts of England and Wales.

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# F Standard Terms and Conditions

## Data Protection Information Notes

1. The School holds information about you and your child including exam results, parent and guardian contact and financial information and details of medical conditions. That information is kept electronically on the School's information management system or manually in indexed filing systems.
2. These notes refer to the "processing" of information. "Processing" is a catch-all term and means obtaining or recording information or carrying out any operation on the information such as storing or using the information or passing it on to third parties.
3. The School processes information about you and your child in order to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. Examples may include: the School keeping details of medical conditions from which your child may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and/or the School processing financial information obtained from you or from third parties such as credit reference agencies.
4. The School may process different types of information about your child for the purposes set out above. That information may include:
  - Medical records and information, including details of any illnesses, allergies or other medical conditions suffered by your child.
  - Personal details such as home address, date of birth and next of kin.
  - Information concerning your child's performance at School, including discipline record, school reports and examination reports.
  - Financial information including information about the payment of fees at this school or any other school.
  - Where, in the professional opinion of the Head it is deemed necessary we may share information with certain third parties.
5. If the School enters into a separate arrangement for the payment of fees, we may, in order to verify your identity and so that we may assess your application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you. Failure to supply information may result in a refusal of credit.

Reigate Grammar School: a company limited by guarantee  
 Registered in England No: 3954365  
 Registered Office: Reigate Road Reigate Surrey RH2 0QS  
 Registered Charity No: 1081896

[www.reigategrammar.org](http://www.reigategrammar.org)

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## 1. Rules for Members of the School

These school rules are designed to encourage you to behave in a thoughtful and responsible way, to maintain the school's excellent reputation and to help us live together in an environment where what you do does not harm or upset other members of the school community.

Please remember that the school is judged by the appearance, good manners and general behaviour of its members. A high standard of behaviour is expected from you at all times and this is particularly important when you are travelling to school by bus or train, awaiting transport or walking through the town.

### 1. Appearance

You must wear full school uniform to and from school and on all formal school occasions, whether on or off the school premises; this includes games fixtures. A smart appearance is expected from you at all times.

## 2. Attendance

- a) You must register with your Form Tutor every school day at 8.35am (except when you have a Church Assembly, when you will be registered at St Mary's Church). This includes all Sixth Formers. **If you arrive late in the morning, you must sign in at the School Office.** It is the school's legal obligation to record your attendance in this way. You will be registered again at the start of lesson 6.
- b) You are expected to attend all timetabled lessons, assemblies, Form periods and activities (including games) unless ill or injured or for reasons notified to and agreed by the appropriate member of staff in advance.
- c) You may not leave the school site during the school day without permission (except for Sixth Formers – see below). If you do have permission, (an **Absence Request Form** must have been completed and submitted for consideration) you must

sign out in the School Office when you leave and sign in again when you return so that we know who is on site at all times.

- d) If you are ill during the school day, you must report to the School Office. Under no circumstances may you leave the school, even with your parents, without signing out.
- e) Sixth Formers may leave the premises at lunch time and school prefects may, in addition, leave the premises during their private study periods after lunch. School prefects may leave the premises after their last taught lesson.
- f) When you have been absent because of illness, you must bring a written note of explanation from your parent or guardian to your Form Tutor at registration on the first day back at school.

## 3. Safety

- a) You must ensure that your behaviour does nothing to harm or endanger

# G Appendices

yourself or other members of the School, staff or public, or do damage to property.

- b) You should not run in corridors or in Church Walk. Particular care should be taken at the junction of Church Walk and the Broadfield site, as coaches and other vehicles frequently enter and leave by that route.
- c) You may not cross the coach/minibus park except at the designated crossing or under instruction from a member of staff.
- d) Because of the danger from traffic, pupils below the Sixth Form must not use the path along the main road to walk between the main school and Broadfield during the school day. Between 8.00am and 4.15pm you must not use the main road entrance from Reigate Road. If you are being collected, you should wait within the school buildings.
- e) If the fire alarm sounds, remain silent and follow your teacher's instructions,

walking quickly and silently to the assembly point.

- f) If you are under 16, you may not carry with you any medicines, except insulin, epipens, asthma inhalers or similar emergency items. All other medicines must be handed to the School Office for safe-keeping and administration.

#### 4. Travel

- a) If you come to school by bicycle, you must not ride it in the school grounds and you must leave it, securely locked, in the sheds provided during the school day.
- b) Members of the Sixth Form may not bring cars onto the school site. A speed limit of 5mph must not be exceeded at Hartswood. Parking in neighbouring roads should be lawful and must not inconvenience members of the public or local residents. No student may drive a car during the school day (8.35am-3.50pm) without the consent of their parents and the Head of Sixth Form; this

includes those who wish to drive to Hartswood on Wednesday afternoons. No student may transport another student without the consent of both sets of parents.

#### 5. Use of School Coaches

Pupils using the school coach service are expected to be punctual for the arrival and departure of coaches. In the afternoon, you must wait by the PMH (unless instructed otherwise) and not move before being advised to do so by the teachers on duty. The coach park is potentially very dangerous. It is therefore crucial that pupils follow the instructions of the teachers on duty and the drivers.

While travelling to and from school on coaches, you are considered to be at school and representatives of the school. You are expected to meet the same standards of behaviour and adhere to the rules that apply at school. This is essential for the good order of the coaches and to ensure the health and safety of all those who travel. In particular, you are reminded to:

- wear full school uniform;
- be polite and courteous to the drivers;
- obey the instructions of the driver;
- wear seat belts at all times;
- remain in your seat until told to move;
- avoid unreasonable levels of noise and distraction;
- take any rubbish or food with you on departure.

Any behaviour which is designed to humiliate another pupil, or to make the journey uncomfortable for a pupil, will be treated very seriously. You should be aware that either a single serious offence on the coach, or repeated bad behaviour, is likely to incur a ban from the service, either permanently or for a specified period.

### 6. Responsibility for Property

- a) Do not bring money and other valuables to school unless absolutely necessary. If so, you should keep them under close personal care or hand them to a teacher or the School Office for safekeeping.
- b) Electronic devices including mobile

phones may be used only before school, during break and lunch and after school. They must be turned off during assemblies, form time, lessons and formal school activities, except with the express permission of a member of staff. Use at permitted times must be discreet. Misuse will result in confiscation. The School will not be responsible for mobile phones or other electronic equipment brought onto the premises. Pupils should not walk around the school with their earphones in and in the interest of safety are discouraged from doing so to and from school.

- c) You are responsible for school property such as books, equipment and team kit loaned to you. You will be charged if you lose or damage school property.
- d) Report breakages immediately to a member of staff. Deliberate or careless damage to the premises, school equipment or the property of other members of the school will be paid for by the pupil concerned.

- e) Bags should be left on the racks provided and not around school where they are likely to cause an obstacle or danger to other people or in vulnerable places near exits from the school. They should be taken home at the end of the school day.
- f) Do not tamper with, handle or interfere in any way with other people's property, except under clear instructions from a member of staff. This includes computers and other school equipment.

### 7. General Behaviour

- a) You are required to obey the instructions of teaching staff, support staff and school prefects at all times.
- b) All pupils should sign, and strictly observe, the ICT Code of Conduct.
- c) You are not allowed to smoke or vape on the school premises or at other times while wearing school uniform or when representing the School in any way. You must not bring cigarettes,

cigarettes, tobacco, matches or lighters to school.

- d) You must not be in possession of alcohol, or under the influence of alcohol, or visit licensed premises at any time during the school day or during school activities.
- e) You must not be in possession or under the influence of any illegal drugs.
- f) You must not have in your possession any weapons, chemicals or fireworks.
- g) You may not take photographs or make sound or video recordings of staff or pupils without their knowledge and consent.
- h) You must not publish in printed or electronic format (e.g. on websites) any material which is offensive or derogatory about the school or individuals connected with it.
- i) Every member of the School is expected to help keep the School and grounds free from litter. Do not drop

litter. Place litter into the bins provided.

- j) You must not bring chewing gum to school at any time.
- k) All lunches should be eaten in the dining hall. Eating and drinking are not allowed in form rooms, nor whilst moving between buildings.
- l) You must not publish anything on social media which could bring you, the School or any member of the school community into disrepute, nor anything that would upset any member of the School or the wider community.

## 8. Bullying

Bullying is a form of anti-social behaviour towards a person and has no place in this School. Bullying may include any sort of physical or mental intimidation of a person by another or a group, which can cause distress or anxiety to the victim. Such behaviour is unacceptable from any member of the school community, as no person has the right to intimidate another.

**Therefore:**

- **No-one should have to suffer name-calling.**
- **No-one should have to suffer physical violence.**
- **No-one should feel victimised in any way.**
- **No-one should suffer abusive messages via social media.**
- **It is everyone's responsibility to ensure that bullying is not tolerated.**
- **If there is a problem, share it; tell a member of staff or a senior student.**

**Finally:**

**Everyone should act with courtesy and consideration at all times.**

Any cases of bullying should be reported to a member of staff, prefect or peer supporter. Any failure to do so supports the bully and does not help the victim. All cases will be treated seriously. We will normally:

- interview the victim;
- convene a meeting to include all those

- involved and bystanders;
- determine a plan of action to support the victim and stop the bullying – this will be monitored.

### 9. Academic

- All homework must be completed on time as required by teachers.
- You must bring your planner to all lessons and record all homework in it.
- Coursework and Controlled Assessment must be completed according to the instructions of teachers and must be your own unaided work.

### 10. Classroom Rules

- At the start of a lesson, you should:
  - arrive promptly and wait outside the classroom unless instructed otherwise by your teacher. If you arrive late without justifiable cause, expect to be detained for the amount of time you missed in order to make up the work.

- ensure that you have your books, planner, pens and equipment with you and that your bag is stored in an appropriate place for the duration of the lesson.

#### b) During lessons, you should:

- listen and concentrate when your teacher or another pupil talks to the whole class;
- put up your hand to answer. If the whole class is asked a question do not call out (unless you are asked for quick ideas);
- work sensibly with your fellow pupils; do not distract or annoy them;
- record homework in your planner.

#### c) At the end of lessons:

- The bell and the clock are not signals for you: they are for the information of your teacher;
- Do not begin to pack away until your teacher tells you to do so.
- When instructed, stand and push in or stack your chairs: any litter should be picked up.
- Only when your teacher tells you to go, may you leave the room.

Most importantly, any request from a teacher must be carried out at once and without argument. There is no excuse for rudeness, disrespect or insolence towards teachers or other pupils. **Such behaviour will be treated as a MOST serious matter.**

*In the interpretation of all of the above rules, the Headmaster's decision is final. These rules may be amended from time to time.*

## 2. School Uniform

### General appearance

A smart appearance is expected at all times. Hair must be of a simple conventional style and tied back, if shoulder length or longer. Dyed hair is unacceptable. Jewellery and friendship bands are not permitted. Subtle makeup and a discreet necklace are allowed only in the Sixth Form. One gold or silver stud may be worn in each lower ear lobe.

### Sixth Form

To mark their growing independence and maturity, Sixth Formers are given a degree of flexibility in uniform matters. Sixth Formers

## G Appendices

are therefore allowed to wear their own suits. Accordingly, they are expected to take pride in what they wear and to be smartly and soberly dressed.

*A full uniform list may be found on the Parents' Pages of the school website.*

**All articles of clothing and sports kit must be clearly and durably marked with the owner's name.**

Uniform is available from:

SWOTS  
24 Church Street  
Reigate, RH2 0AN  
Tel: 01737 243825  
[www.schooluniformsonline.co.uk](http://www.schooluniformsonline.co.uk)

### 3. Code of Behaviour in Sport

Sport plays an important part of a Reigate Grammar School education and at all times, whether winning or losing, a spirit of good sportsmanship is expected. All those involved in school fixtures, including players, coaches or supporters, are expected to adhere to the following guidelines which have been

produced in order to preserve and enhance the educational, sporting and social aims of the school.

#### Pupils

- Pupils are expected to behave in a positive and sportsmanlike manner; extending standard courtesies to the opposing team, i.e. pre-match courtesies, recognition of good play, thanking umpires/referees and opposing team after the match;
- Deliberate violence of any sort is unacceptable;
- Verbal provocations, or responses to such provocations, are unacceptable;
- Bad language, whether directed at another player, umpire/referee or oneself is unacceptable;
- The umpire/referee's decision is always final and not to be contested;
- Immodest behaviour in victory or success, and manifestation of self-disgust at an error or failure, are acts of poor sportsmanship and are unacceptable;
- Unfair or illegal tactics to gain advantage are unacceptable and should never be used.

#### Parents and other spectators

- Pupils appreciate the presence and support of their parents who should always set an example of good sportsmanship and give enthusiastic, but not excessive or inappropriate, support;
- School sport is only a part of a student's education. A balanced approach to sport and to the allround offering and demands of the school is expected.
- Host school parents are invited to assume some responsibility for making visiting parents feel welcome;
- Parents should not give advice during a match to players, coaches, umpires or referees.

#### School

- All staff, especially sports teachers and staff in charge of individual sports, will aim to foster sportsmanlike and positive attitudes amongst their players, supporters and coaches;
- When hosting, the school will ensure that its responsibilities concerning first aid, changing rooms, refreshments etc. are met;

- Visiting schools are to be met courteously and shown the facilities they will use;
- We will do our best to avoid cancelling matches: early notification is an important courtesy in the event of inability to field a team;
- The Headmaster retains the ultimate responsibility for all disciplinary sanctions involving pupils of this school;
- The sporting life of the school must be kept in balance with other facets of school life.

#### 4. Complaints Procedure

We hope that your son's or daughter's career at Reigate Grammar School will proceed without major problems. However, if you have a concern, please follow this procedure.

Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago. Please state your problem or concern courteously: it does not help staff to resolve issues if intemperate or aggressive language is used, either in writing or in person.

We will always try to resolve any complaints within 10 working days of them being raised, except where they are raised in school holidays, in which case we will try to resolve them within 10 working days of the start of the new school term.

**Child Protection:** Concerns regarding Child Protection are outside the scope of this procedure. If you have a concern regarding Child Protection, please contact one of the school's Child Protection Officers, **Miss S J Arthur** or **Mrs MA Collins**, directly by telephoning the School Office (01737 222231).

**Appeals against expulsion:** These are heard under a different procedure, details of which are available from the Bursar.

#### Stage 1 (Informal)

1. It is hoped that most complaints and concerns can be resolved quickly and informally. Often there is a misunderstanding which can be easily resolved. If not, we will give you a chance to explain your concerns and will try to resolve them. Of course,

this does not mean that in every case we will come round to your point of view but it will help both you and the school to understand both sides of the question. It may also help to prevent a similar problem arising again.

2. The person best placed to deal with any concern and complaint will usually be your child's Form Tutor; however, you may wish to contact the relevant Head of Year/Section or, if the problem concerns an academic matter, the head of the relevant department. Staff email addresses may be found on the school website and in the termly calendar. If you are not sure whom to contact, please contact the School Office ([info@reigategrammar.org](mailto:info@reigategrammar.org)).

If you wish to discuss the problem face to face, the Form Tutor, Head of Year/Section or Head of Department will usually be able to see you one day before or after school. Please contact them by email in advance to make an appointment. Please do not simply turn up at school and expect to see someone, as they may not be available.

## Appendices

3. If necessary, the Form Tutor will speak to any other relevant staff (such as another teacher, Head of Department or Head of Year/Section) in order to investigate your concern.
4. The Form Tutor will make a written record of all concerns and complaints and the date on which they were received. These records will be kept for one year after your child leaves the school.
5. If the matter is not resolved to your satisfaction, or if you have a serious complaint which you feel cannot be dealt with by the Form Tutor, Head of Section or Head of Department, you should then proceed to Stage 2 of this procedure.

### Stage 2 (Formal)

6. If you believe that your complaint is sufficiently serious, or if the matter has not been resolved at Stage 1 above, you may make a formal complaint directly to the Headmaster. **This must be made courteously in**

**writing, stating that you are making a formal complaint.** The Headmaster will acknowledge receipt of your complaint.

7. The Headmaster will usually delegate responsibility for undertaking investigation of the complaint to one of the Deputy Heads as appropriate. He (or one of the Deputy Heads) may ask to meet you for a discussion of the problem. You may take a friend or relation to this appointment with you if you wish. The designated Deputy Head will then conduct a full investigation of the complaint and may interview any members of staff or pupils involved. A written record will be kept of all meetings and interviews held in relation to the complaint.
8. Following the investigation, the Headmaster will decide, after considering the complaint, the appropriate course of action to take. You will be informed of this decision in writing. The Headmaster may also ask to meet with you to explain the decision.

9. If your complaint is about an action of the Headmaster personally, then you may refer it to the Chairman of Governors. You may contact him by writing to him c/o the Bursar or by email to the Bursar's Personal Assistant (saw@reigategrammar.org), stating clearly that you are making a complaint.

### Stage 3 (Appeal)

10. If the matter is still not resolved to your satisfaction, you may wish to proceed to Stage 3 and ask for your complaint to be referred to a Complaints Panel. **The appeal must be made in writing, stating that you are making a request for a Panel Hearing.**
11. Your appeal should be addressed to the Chairman of Governors and sent to him c/o the Bursar or by email to the Bursar's Personal Assistant (saw@reigategrammar.org). The Bursar will acknowledge receipt of your complaint.
12. You must lodge your appeal within

10 working days of the date of the School's decision made in accordance with the Stage 2 Procedure. You should provide a list of your complaint(s) made against the school and which you believe not to have been resolved satisfactorily by the Stage 2 Procedure, along with the remedies sought in respect of each. You should also state whether you wish to attend the hearing or whether the panel may deal with the matter based only on written submissions.

13. The Chairman of Governors will then convene a panel consisting of three individuals, two governors and one independent member, who must have no previous knowledge of the problem and so will be able to give it a fresh assessment. The panel will convene as soon as possible, normally within 10 working days of the receipt of your appeal.
14. If you have requested to attend the hearing, you will be invited to attend and speak to the panel; you may bring a friend or relative with you, but

legal representation will not normally be permitted. The Headmaster will normally also attend the hearing and may bring a colleague (normally the Deputy Head who has investigated the matter under Stage 2 above).

15. After due consideration of all the facts they consider relevant, the panel will reach a decision and may make recommendations which it shall complete within 10 working days of the hearing. The decision reached by the Complaints Panel is final. The panel's findings will be sent in writing or email to the parents, the Headmaster, the Chairman of Governors and, where relevant, the person complained about. The letter will state any reasons for the decision reached and recommendations (if any) made by the Complaints Panel.

A written record of all formal complaints and their outcome will be kept by the Headmaster, including whether they have been resolved at Stage 2 or proceeded to a panel hearing. Such records will be kept for one year after the pupil leaves the school.

**Confidentiality:** Parents can be assured that all complaints and expressions of concern, whether raised informally or formally, will be treated seriously and confidentially. Correspondence, statements and records will remain confidential except where the Secretary of State or a body conducting an inspection requests access to them or where any other legal obligation prevails.

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## 5. Policies

A range of School Policies may be found on the school website and printed copies may be requested from the School Office.

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## REIGATE GRAMMAR SCHOOL

For further information please contact:

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