

SIXTH FORM NEW STUDENT INFORMATION

2023/2024

ROYAL
ALEXANDRA
& ALBERT
SCHOOL



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**BEFORE YOUR
CHILD ARRIVES**



Ambition

We will aspire to achieve great things
and will strive for success.



Courage

We will find the strength to persevere
and overcome challenges.



VALUES



Integrity

We will live by our values and do
the right thing – even when
nobody is looking.



Respect

We will treat others with empathy and
compassion; we will respect ourselves;
we will take care of our environment.

WELCOME



Founded in 1758, the Royal Alexandra and Albert has a proud history of over 260 years of providing boarding education for children. We continue this tradition today, with a supportive boarding community that encourages children to aim high in all aspects of their life.

The School has a strong boarding ethos and every student is a member of a boarding house, including those who live locally. This ensures a strong sense of community and allows all children to benefit from the support and pastoral care of the Boarding House team.

We provide all students with a broad, balanced, and well-rounded education. We believe that this is achieved through:

- A well-sequenced learning journey from age 7 to 18;
- Appropriate pathways and a robust assessment system to ensure that all students are motivated, supported and able to achieve;
- Passionate teachers with excellent subject knowledge and an ability to communicate the skills and knowledge students need to become life-long learners;
- A philosophy that education is more than just what happens in the classroom.

Alongside academic education and the boarding experience, the Co-Curricular Programme is very much one of the three pillars of the School.

The many activities and clubs on offer are an integral part of our dynamic community's life and are not regarded as "extra-curricular". They form part of students' everyday experiences – with the aim to develop physical, social and mental well-being by encouraging students to try something different and raising aspiration.

It is our hope that your child will be very happy as part of our community, and we look forward to welcoming them.

This booklet is in preparation for your child joining and should answer many of the questions you may have prior to your child's start. Should you have any further queries, please do not hesitate to contact the Admissions Office on **01737 649001** or email **admissions@gatton-park.org.uk**

TERM DATES

	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn Term	Monday 4th September 2023	Friday 20th October 2023	Friday 3rd November 2023	Thursday 14th December 2023
Boarders return	Sunday 3rd September 2023		Thursday 2nd November 2023	
Spring Term	Wednesday 3rd January 2024	Friday 9th February 2024	Monday 19th February 2024	Wednesday 27th March 2024
Boarders return	Tuesday 2nd January 2024		Sunday 18th February 2024	
Summer Term	Monday 15th April 2024	Friday 24th May 2024	Monday 3rd June 2024	Thursday 4th July 2024
Boarders return	Sunday 14th April 2024		Sunday 2nd June 2024	

NB: Bank Holiday Monday 6th May 2024 is a normal school day.

Rest and Recharge Day: Saturday 25th November 2023. There is no school on this day. Boarders are able to go home for the weekend after lessons on Friday. Boarding Houses will remain open for boarders who are unable to return home.

SHAPE OF THE DAY

This is a basic timetable of events during the day. Mealtimes are managed by Year group.

Monday to Friday	
6.45 - 7.00	Wake up
7.30 - 8.15	Breakfast (Last serving 8.00)
8.30 - 9.20	Period 1
9.25 - 10.15	Period 2
10.15 - 10.35	Break time
10.35 - 11.25	Period 3
11.30 - 12.20	Period 4
12.25 - 13.20	Lunch: 12.25 - 12.55
	Lunch break
13.20 - 13.45	Tutor/Assembly
13.50 - 14.40	Period 5
14.45 - 15.35	Period 6
15.35	Return to houses
16.00 - 17.00	Supervised study in Sunley
17.00 - 18.20	Evening meal (Last serving 18.15)
18.30 - 20.30	Prep
20.30 - 22.30	Leisure time



Attendance of Saturday school is not a compulsory requirement for Sixth Form students. However, students are encouraged to engage with the enrichment programme as volunteers or participate in sports fixtures.

GENERAL INFORMATION

TELEPHONE NUMBERS - OFFICE HOURS

Headteacher's Office	01737 649041	Foundation Office	01737 649050 - for all accounts queries
Health Centre	01737 649200	Admissions Office	01737 649001 - for new admissions only
Sixth Form Office	01737 649174	School Office	01737 649000 - the switchboard for all queries

SENIOR LEADERSHIP TEAM

Headteacher	Morgan Thomas	head@gatton-park.org.uk
Bursar	Elizabeth Lowe	elizabethlowe@gatton-park.org.uk
Deputy Head - Achievement, Standards and Inclusion	Joe Gale	joegale@gatton-park.org.uk
Deputy Head - Boarding and Co-Curricular	Jo Czerpak	joczepak@gatton-park.org.uk
Deputy Head - Teaching and Learning	Willem Stapelberg	willemstapelberg@gatton-park.org.uk
Head of the Junior School	Shaun Greenwood	shaungreenwood@gatton-park.org.uk
Director of Marketing, Admissions and Development	Connie Engelbrecht	connieengelbrecht@gatton-park.org.uk
Director of Boarding	Ben Maddox	benmaddox@gatton-park.org.uk
Director of Resources and Operations	Michelle Boyce	michelleboyce@gatton-park.org.uk
Director of Learning, Key Stage 3	Bryony Potter	bryonypotter@gatton-park.org.uk
Director of Standards, Key Stage 3	Sarah Wheeler	sarahwheeler@gatton-park.org.uk
Director of Learning, Key Stage 4	Ginny Fair	ginnyfair@gatton-park.org.uk
Director of Standards, Key Stage 4	Ffion Morris	ffionmorris@gatton-park.org.uk
Director of Learning, Key Stage 5	David Brackpool	davidbrackpool@gatton-park.org.uk

BOARDING HOUSE CONTACT DETAILS

Albert House	01737 649080	alberthouse@gatton-park.org.uk
Alexandra House	01737 649090	alexandrahouse@gatton-park.org.uk
Cornwall House	01737 649100	cornwallhouse@gatton-park.org.uk
Elizabeth House	01737 649120	elizabethhouse@gatton-park.org.uk
Gloucester House	01737 649140	gloucesterhouse@gatton-park.org.uk
Kent House	01737 649150	kenthouse@gatton-park.org.uk
Rank/Weston House	01737 649160	rankweston@gatton-park.org.uk
Gatton Hall	01737 649130	gattonhallboarding@gatton-park.org.uk

Please note that the email addresses above are for shared inboxes. For private/confidential matters, please contact your child's Head of House directly. Details of other useful contacts are available on our website. For Safeguarding concerns, please email:
safeguarding@gatton-park.org.uk

QUESTIONS ABOUT ACADEMIC PROGRESS OR BEHAVIOUR IN SCHOOL

For questions about academic progress and behaviour in school, parents should contact their child's Year Leader. Contact details are available on the school website:
www.raa-school.co.uk/contacts_for_parents.asp



SAFEGUARDING

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children, and all staff and volunteers share this commitment.

This means that we have a Safeguarding Policy and Child Protection procedures in place. All staff (including supply staff, volunteers and governors) are aware of these procedures. Parents and carers are welcome to read the Policy on the school website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

We will ensure that our concerns about our students are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

safeguarding@gatton-park.org.uk



SAFEGUARDING EDUCATION

There is a programme in school intended to inform and educate students about this subject. All new students receive an induction session where the following topics are covered in an age appropriate way.

1. What is child abuse?
2. Who is likely to abuse children?
3. What to do about it.

The emphasis is on the importance of 'telling' and who to tell at school. Lessons within the PSHE programme continue to raise students' awareness of their own safety.

HEALTH AND SAFETY

We all have to be aware of Health and Safety. Staff and students at the Royal Alexandra and Albert School work within the Health and Safety at Work Act 1974, together with many of the changes that have been made since then. These changes must be implemented as they affect all of us.

- We have frequent evacuations (fire drills).
- We assemble by tutor group in the designated area.
- These evacuations take place at least once a term.
- A member of the Senior Leadership Team of the school oversees the evacuations.
- The evacuations are to be conducted in SILENCE. In the event of a real emergency, we as staff need to know where everybody is. Foolish behaviour at this point could cost another person's life.

Fire extinguishers are an essential part of safety equipment; they are not to be played with. Likewise a fire alarm must never be played with. Any students caught playing with this equipment will be sanctioned under the school's Behaviour Policy.

Students should NEVER go into a classroom, changing room, laboratory or workshop without permission. For safety's sake, students must stay out of a room unless told to enter, leave safety equipment alone and conduct evacuations in SILENCE.

The School grounds contain a number of natural hazards. It is therefore imperative that students do not go into "out of bounds" areas.

IF WE ALL FOLLOW THESE SIMPLE RULES WE WILL ALL BE ABLE TO LIVE, LEARN AND ENJOY OUR TIME AT SCHOOL IN A SAFE AND HAPPY ENVIRONMENT.

COMMUNICATION

Education is a three-way partnership between parents, child and school. We are very aware of our tremendous responsibilities to you and your child in the boarding school situation. However, we do encourage your part in the process – this being:

- Regular communication with your child;
- Interest in their life and work at the school;
- Attendance, if possible, at school functions;
- Visits to your child, if possible;
- Support for the school's sanctions if and when these prove necessary;
- Encouragement to take part in co-curricular activity;
- Encouragement of positive friendships at school.

Weekly communications are added to the Parent Portal: <https://sites.google.com/gatton-park.org.uk/parentzone/home>

GETTING IN CONTACT

Your first and main point of contact once your child is in school will be the Head of your child's house. If your question or concern is about the academic work of your child, it may be more appropriate to contact your child's form tutor or Year Leader. Any on-going concern, either academic or boarding, should be brought to the attention of the Director of Learning for the relevant Key Stage.



Your child will be allocated their own email address so there will be no problems for them keeping in touch with family and friends.

FRIENDS OF ROYAL ALEXANDRA & ALBERT SCHOOL (PTA)

The aim of the Friends of RAAS is to raise funds for the school to purchase items that will be of benefit to all students. In the past they have contributed a wide range of equipment; eg: IT, sports, reading equipment/materials to name but a few. Becoming involved with the Friends of RAAS is a great way to get to know other parents, relatives and teachers and to be involved in your child's school. They are a very friendly group who would welcome support from all parents and relatives. They meet once or twice each term, at school, and would be pleased to see you at any of their meetings, details of which are regularly advertised in the school newsletter.

If you would like to participate, or to help at specific events please visit our web page or contact ptafriends@gatton-park.org.uk to find out more.



SCHOOL REPORTS

Learning Priorities and Individual Student Progress will be reported on throughout the academic year.

PROGRESS EVENINGS

Dates will be published on our website in September and all parents/guardians will be emailed arrangements for booking their consultation appointments.

WEEKLY NEWSLETTERS

These are emailed to parents directly. Please check your spam and/or junk folders in the first weeks as newsletters may sometimes be blocked from main inboxes.

FINANCIAL DETAILS

FEES - 2023/24

Boarders - Years 3-11	£6,130 per term
Boarders - Years 12 & 13	£6,400 per term
Senior Flexi Boarders	£2,320 per term
Junior Flexi Boarders	£1,760 per term
Sixth Form Non Boarding Package	£830 per term

All fees are payable in full before the term starts, unless the School has agreed separately in writing to a schedule of Direct Debit payments.

BANK DETAILS

Lloyds Bank	
A/C Name:	Royal Alexandra & Albert School
Sort Code:	30-94-38
A/C No:	25611768

INTERNATIONAL BANK DETAILS

Lloyds Bank	
IBAN/Number:	GB17 LOYD 30943825611768
Swift /BIC:	LOYD GB 21042

CHILDCARE VOUCHERS

Parents may be interested to know that we can accept childcare vouchers because our fees are (always and only) for wrap-around childcare and no element is for education. Childcare vouchers can be used to reduce your Direct Debit payments for school fees. We are already set up with several childcare voucher providers who usually pay us directly into our bank account. Individual childcare voucher providers have different reference numbers for the School. Please contact the Finance Office for information about these. The details you will require to give your provider are: DfE number 936/4623, Registering Body is OFSTED, and the government registration number (URN) is 125279. We do not have a certificate to attach to the application form, but this has never been a problem in the past.

Please note that childcare vouchers cannot be used for your child's deposit.

TERMS & CONDITIONS

Terms & Conditions, including information on required notice, can be found on the school website: www.raa-school.co.uk/policies.asp

FEES

Fees and any prepaid supplemental fees will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations, or stays at home following those examinations, no reduction of fees will be made in respect of such periods spent at home.

PAYMENT OF FEES

Payments can be made by Wisepay, bank transfer, credit or debit card. Alternatively, fees can be paid by termly or monthly Direct Debit from a UK bank account. Please call Finance on **01737 649057** or email directdebit@gatton-park.org.uk for details.

INVOICE QUERIES

If you have any queries about an invoice please contact our Fees team on **01737 649057** or email fees@gatton-park.org.uk

TAX CREDIT FOR CHILD CARE

You may be entitled to Tax Credit for after school care. Please direct your enquiries to the HMRC on: **0345 300 3900 / 0345 300 3909**, or write to: HM Revenue and Customs, Tax Credit Office BX9 1ER quoting DfE No: 936/4623. Website: www.gov.uk/help-with-childcare-costs/tax-credits
Please note: the School is not able to deal with ANY enquiries in this matter.

DEPOSITS

Deposits for your child's place at the school are held in our deposit account until the child leaves the school. Deposits are not used to pay school charges. We aim to return deposits in July for children leaving at the end of a school year. For refunds over £300 we will need to confirm your bank details in writing and over the phone.

INSURANCE

You should note that your child's personal effects are NOT covered for loss or damage under the school's insurance policies. If you have household contents insurance, you may be able to extend its cover to include possessions at school. If not, suitable policies are available at low cost through insurance companies and brokers.

SIXTH FORM DRESS CODE

The Sixth Form dress code is business casual and reflects the modern working environment. It is respectful of culture, heritage and gives students greater independence in their dress choice, whilst recognising that the Sixth Form is a working environment.

The Sixth Form dress code is gender neutral.

Business casual includes the following:
Smart trousers, chinos, cords, skirt, jumpsuit or dress.
Short or long sleeve collared shirt, roll neck or blouse (in any colour).
Blazer or jacket (optional*)
Jumper (optional, not sweatshirt).
Black or brown leather-style shoes or boots with minimal decoration.
No restriction on coat type or material. Coats must not be worn in classrooms.
Accessories, Hairstyles & Appearance:
Ear piercings acceptable – small hoops or studs. No large, hooped earrings allowed.
Nose piercings acceptable – studs, but no hoops. Maximum of two.
Rings are acceptable as long as they do not impact work or safety.
No restriction on hairstyle, but styles should be professionally acceptable.
Hair colour allowed but should be muted.
The following are unacceptable:
Hats and headwear, other than for specific religious reasons.
Jeans, denim, t-shirts, leather clothing or leggings.
Logos on clothing bigger than a postage stamp.
Writing or graphic design.
Hoodies, sweaters and the like are not a substitute for a coat and should not be brought to school.
No trainers – prohibited brands include Nike, Adidas, Puma and Reebok.

Note: Clothing should be fitted appropriately. Sixth Form students must recognise that they are role models for younger students and are expected to dress and act accordingly.

The Head or Deputy Headteachers will be the final arbiters in all such matters.



*Jackets/blazers are optional for everyday wear. However, jackets/blazers must be worn for Chapel assemblies, Open Mornings and other school events where they are compulsory.

SPORTS UNIFORM

Compulsory items:
†Sixth Form technical t-shirt.
Black shorts, skort or leggings (discrete logos allowed but logos should be no bigger than a postage stamp).
Maroon vertical stock socks or white sports socks.
Black swimsuit/trunks.
1 pair of trainers
Recommended optional items:
†Black and grey hoodie.
Black drill top or base layer (discrete logos allowed but logos should be no bigger than a postage stamp).
Black tracksuit bottoms (discrete logos allowed but logos should be no bigger than a postage stamp).

SPORTS UNIFORM SUPPLIERS

AKUMA	Tel: 01676 533320 www.akumashops.com/raas
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(†) items are only available from AKUMA.

SAFEGUARDING CHILDREN WITHIN SPORT

To safeguard children within sport, they must;

1. Wear gum shields for rugby, hockey and lacrosse.
2. Wear shin pads and football boots for football.
Parents are responsible for ensuring that their children have the necessary safety items. Students without the appropriate safety equipment will not be allowed to participate in the relevant sport.





BOARDING & NON BOARDING

NON BOARDING

WELCOME

The Sixth Form Non Boarding Package is designed for ambitious young adults and offers support for learning as well as increased independence and self-confidence – a real preparation to going away to university.

Students may arrive anytime after 7.30am to have full breakfast and are entitled to use the facilities of their attached boarding house from 7.30am, at break and lunchtime and after lessons until 8.30pm Monday to Friday and from 8.00am to 11.10am on Saturdays.

Lunch is included Monday to Friday, as is the evening meal if a student is staying on to study in the evening or taking part in evening activities. On Saturdays, only breakfast is included.

The Sunley Sixth Form Centre is open from 7.45am until 8pm Monday to Friday for study.

TRAVELLING TO SCHOOL

The School is keen to promote sustainable transport so encourages parents to consider this when planning how their child will come to school. Options that can be considered are:

- Walking
- Cycling. There are good facilities for storing bicycles on the school site.
- School minibus. The school operates a minibus service to pick children up from Redhill, Merstham, Caterham, Reigate, Coulsdon, Tadworth and Banstead. As places are limited, they are allocated on a 'needs basis' and are for the duration of a full academic year. For further details visit www.raa-school.co.uk/information_for_parents.asp
- Car Share. This can be arranged using www.surreycarshare.com



NON BOARDING ABSENCE PROCEDURE

If your child is absent from school due to illness, please ensure that you call Attendance on **01737 649106** or email **attendanceofficer@gatton-park.org.uk** on the first day and every day thereafter that the child remains unwell.

LATENESS

When a child is late for school, for whatever reason, please ensure that they go directly to the student services office to register their presence on site. They must register at the student services office before going to lessons.

If your child needs to be out of school, for any reason, you must get permission from the Headteacher using the Application Form for Leave of Absence (This can be found on the school website underneath General Information). A minimum of 7 days notice is required. Exceptional circumstances will, of course, be taken into account.

MEDICAL/HOSPITAL APPOINTMENTS

Please ensure that the school office is advised of dates and times in advance of the appointments.

If the appointment requires an absence of half a school day or more, please complete the Application Form for Leave of Absence (This can be found on the school website under General Information). A copy of an appointment card, letter or even a screen shot of reminder text messages should be sent to the school office for our records.

Where permission has been sought, and granted, for a child's absence from school and, subsequently, the child is absent beyond the agreed dates (ie leaves earlier or returns later) then this will be recorded as unauthorised absence.

School registers are checked on a regular basis by the Education Welfare Officer and unauthorised absences are seen and recorded by them who may wish to make further enquiries about absences with you.

MAY BANK HOLIDAY

The first Bank Holiday within May is a normal School working day. Students will be expected to be in School as normal. Any absence, for which prior approval has not been sought, will go down as unauthorised. The second Bank Holiday in May falls within half-term.

All emails regarding absences from school through illness, medical appointments, or lateness, should also be sent to the Attendance Officer - **attendanceofficer@gatton-park.org.uk**



BOARDING

Research indicates that boarding can play a major role in providing rich experiences to develop soft skills which are necessary for well rounded adults to live fulfilling and enriching lives. Boarding also has more immediate and tangible effects, raising the level of achievement in academic, sporting, musical, creative and dramatic fields. The boarding provision at the Royal Alexandra and Albert School defines the nature of the School and makes an exceptional contribution to the overall pastoral care and personal development of all our students. **Our whole school values of Ambition, Courage, Integrity and Respect are embedded within our boarding ethos.**



Ambition



Courage



Integrity



Respect

ETHOS

Our boarding ethos is one which supports the holistic achievement and welfare of the individual within the close-knit community of each boarding house and the wider boarding community.

BOARDING AIMS

For boarders at the Royal Alexandra and Albert School we aim to:

- Empower them to take ownership of their lives: their academic and pastoral development; their behaviour towards others and their role within our community.
- Cultivate an attitude of respect for all. Respect for themselves, for all members of our community and for the environment in which they live.
- Encourage them to become aspirational in all aspects of their education; show perseverance and resilience in the challenges that they will face, and to show grit and determination to succeed.
- Engender honesty and courage. Boarders should face each day with integrity, purpose and a healthy and positive respect.
- Provide opportunities to contribute to our community. To be proud Gattonians and feel and experience the value and worth of being part of an inclusive, positive and tolerant community.



ARRIVAL AND FIRST DAYS

New boarders should arrive at the boarding house between 2pm and 4pm, on the day prior to the start of term. Returning Senior boarders should arrive between 4pm and 8pm. Boarders in Years 3-6 should arrive between 4pm and 7pm. This will give you time to help your child settle, speak to the Head of House and discuss any medical matters that may be important as well as an opportunity to acquaint yourselves with the school.

One of the most important things for new students is that they join in the co-curricular activities. This means that they settle into the school quickly and gain so much more from the school.

You should therefore plan for your child to stay for at least the first two weekends rather than go home.

We do not recommend frequent daily communication with home in order to discuss every little matter that arises. An anxious parent can cause an anxious child.

Before setting off from home, we suggest the following mental checklist!

- Have you all the required documentation?
- Have you all the required school uniform?
- Are all your child's possessions labelled?
- Have a checklist of any questions you may have when delivering your child; ie: contact telephone numbers and best time to call your child (NOT during prep or after specified bed times!)

THE FIRST DAYS

In the first weeks, your child may miss you and the rest of the family, and may experience phases of unhappiness. You will also miss them! Please understand that this is very natural, and that if we work together closely, your child can be helped through any initial difficulties. It is essential that the school (first the House Staff) is made aware at the earliest opportunity of any concerns you have about your child.

Please take our advice on how to handle any situation involving a student who is feeling homesick. Not all children experience homesickness but for the few children who do, we take their concerns seriously and are experienced in quickly finding a happy solution.

Your child's boarding house will give you updates on how your child is progressing so that you are aware of how they are doing.

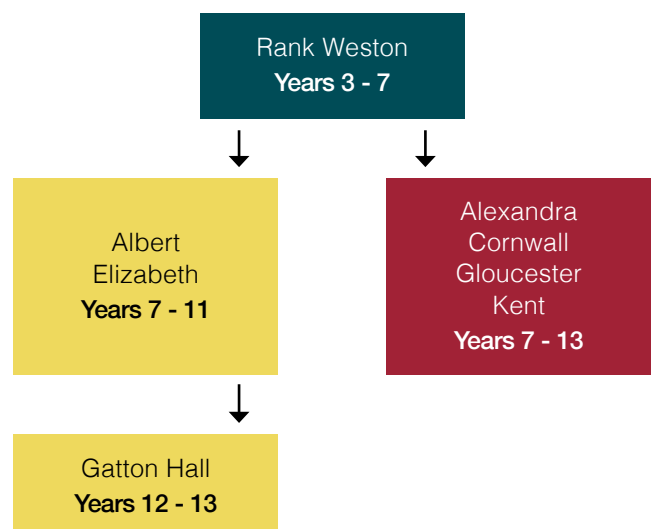
VISITS

You are free to visit the school and Boarding House, by arrangement, at any time. Please make the arrangements in advance with the Head of House.

VERTICAL HOUSE STRUCTURE

The School has a vertical house structure. This means students join the School and remain with their Boarding House throughout their secondary education. All Boarders and Non Boarders are attached to a boarding house. There are many benefits to having vertical houses, including:

- Continuity of care and relationship with the house staff
- Continuity of communication for parents
- Greater sense of belonging and ownership within the house
- Greater sense of house spirit
- More opportunity for inter-house events and sports activities
- More opportunity for older students to be positive role models for younger ones



LIST OF PERSONAL CLOTHING AND ITEMS

LIST OF ITEMS REQUIRED FOR BOARDING

2 towels for showering
Personal casual clothes, ie: 2 pairs of jeans and 2/3 sweaters or a track-suit + 1 smart outfit (Shirt and tie, dress, or blouse and skirt)
A pair of slippers for in-house use
Underwear - at least 5 sets recommended
3 pairs of pyjamas or nightwear / dressing gown (towelling preferable)
Toiletries and wash bag
Large suitcase
Wet weather shoes
Duvet, two duvet covers, two pillows & four pillow cases
2 Single fitted bottom sheets (Seniors only)
3 "String vest" type wash bags with zip for washing of delicates
12 wire coat hangers
2 small padlocks and a number of spare keys (Seniors only)

LAUNDRY ROUTINE

Socks and underwear are "house washing". Everything else is sent to the school laundry and is normally returned the following day. All laundry is washed at 40°C and tumble dried. Please ensure you check your child's labels before sending clothing items to school to ensure they can be washed at this temperature.

PERSONAL POSSESSIONS

You need to think about the quantity and quality of, in particular, personal clothing. We cannot give special treatment to delicate clothing and we do not have room to store unlimited quantities of personal possessions. Please:

- Send sufficient coat hangers to keep their clothes tidy. Twelve have been suggested.
- Make sure clothing is machine washable (at 40°C) and can be tumble dried.
- Don't send very expensive items of any sort, in particular, expensive trainers.
- Consider the need for insurance cover for your child's possessions.
- Make sure all items are labelled with your child's name (including shoes). This is very important. Please do not use iron-on labels as they come off very easily. Snappy tags are suggested.**



POCKET MONEY

Every Boarding House has a House Account where the pocket money for Full Boarders is kept. We believe that all children should have pocket money at school. It provides good training in the skill of managing money as well as allowing your child the opportunity to purchase chosen treats or everyday items such as sweets or toiletries. The boarding houses often organise weekend treats and outings for which it would not be appropriate to make charges on school bills.

Pocket money should preferably be paid to the relevant Boarding House by transfer into the House bank account, and details for the houses are shown on the right.

The recommended amount for pocket money is £10 per weekend.

Boarders in Years 7-13 are also encouraged to have their own bank/debit card. For younger children, their bank/debit cards can be stored in the House office safes.

POCKET MONEY HOUSE ACCOUNTS

Boarding House	Bank	Sort Code	Account Number
Cornwall House	Lloyds	30-94-38	35590768
Gatton Hall	Lloyds	30-94-38	35594568
Gloucester House	Lloyds	30-94-38	35594160
Rank Weston House	Lloyds	30-94-38	35596060
Alexandra House	Lloyds	30-94-38	39225560
Kent House	Lloyds	30-94-38	39225968
Elizabeth House	Lloyds	30-94-38	41955360
Albert House	Lloyds	30-94-38	38090468

BOARDER TRIPS PROGRAMME



The Boarder Trips Programme runs on Saturday afternoons, evenings and on Sundays.

Popular trips include Thorpe Park, surfing at The Wave, Fright Night, trampoline parks, and dining out. The trips team aim to include at least one free trip per half term.

Adhoc trips that occur during the week are open to all students dependent on year group and boarding house. Priority is given to Boarders on weekend trips.

Students who withdraw from a trip lose £5 of their deposit to cover admin costs. This may be more if tickets have already been bought. No refund is given if a cancellation is made less than a week before a trip.

HEALTH CENTRE INFORMATION

The Health Centre is a self-contained, nine bedded unit staffed by experienced, qualified health practitioners during opening hours, with an on-call service outside of these times.

MEDICAL QUESTIONNAIRES

These are very important and it is essential we receive them prior to arrival.

Please complete as fully and accurately as you can. It is vital for your child's health and welfare that we know all past and present medical history including allergies, hospital referrals, hospital admissions, hospital treatment, behavioural problems, child guidance referrals, bed wetting, etc.

It is also important that you provide us with a complete list of vaccinations that your child has received, and that you have signed the relevant consent forms.

CONFIDENTIALITY

In accordance with the school doctor's/nurse's professional obligations, medical information about students, regardless of age, will remain confidential. However, in providing medical/nursing care it is recognised that the doctor/nurse may liaise with parents or guardians, the head teacher or other academic staff and that information, ideally with the students' consent, will be passed on as appropriate. With all matters, the doctor/nurse will respect a student's confidence except on the very rare occasions when, to give consent or divulgence, the doctor/nurse considers it in the student's best interests, or necessary for the protection of the wider school community, to breach confidence and pass information on to a relevant person or body. 'Medical Officers for Schools association 1998'.

All matters will be dealt with confidentially by the Sister-in-Charge. You are welcome to visit the Health Centre at any time. Contact Sister-in-Charge: **01737 649200 / 01737 649201**

MEDICATION

The Health Centre keeps a supply of a range of 'over the counter' medications, as listed in the new students health questionnaire. All medication brought in to school must be in your child's name, in its original containers, clearly showing the medication's name and expiry date, accompanied by a copy of the prescription or doctor's letter (with a translation if appropriate). You may be asked to take the medication home with you if not supplied correctly. It should not be necessary for students to bring non-prescribed medication in to school, and boarders are not allowed to keep any medication

in their rooms, unless approved by the Health Centre. Boarding houses keep a supply of paracetamol and throat sweets should a boarder need medication when the Health Centre is closed.

On joining the school, parents are asked that Boarders have a minimum of one month's supply of prescribed medication(s).

HOMEOPATHIC MEDICATION

We do not stock/routinely give out any homeopathic medication. As with all medication brought in to school, it must be in your child's name, supplied in its original containers, clearly showing the medication's name and expiry date. It must be accompanied by a prescription from a registered homeopathic practitioner.

DIARRHOEA AND VOMITING GUIDELINES

As per the "Health Protection Agency" guidelines, if a child is unwell with diarrhoea and/or vomiting, they should not return to school for 48 hours following the last episode of diarrhoea or vomiting. The Health Centre should be informed if a child has been off school due to diarrhoea and/ or vomiting or other contagious illnesses.

HEAD LICE

Head lice are a common recurring problem in schools. Younger boarders have their hair checked regularly, and older students are encouraged to do it themselves. If live lice are found we use Hedrin Solution, which then needs re-applying a week later to ensure any eggs that may have hatched are treated. It is important that checks are also done in the holidays to ensure students do not come back to school with head lice.

SCHOOL COUNCILING SERVICE

The counselling service supports children and young people at the school who are suffering emotional difficulties. It offers a range of services, including one-to-one emergency appointments, long and short term one-to-one sessions, drop-ins, and email support during school holidays.

The counselling team like to inform parents/guardians and, depending on the student's age, may need written parental consent to see a child.

Sessions are confidential but, if a counsellor believes there is any danger to a student, or anyone else, they will share information with the school's Designated Safeguarding Lead.

The counselling service team is run by Mrs Elizabeth Seales, who is a member of the British Association for Counselling & Psychotherapy.

DOCTORS

Full Boarders are registered with the School Medical Officer of Holmhurst Medical Centre, Redhill.

If your child needs to be seen by a doctor when at home they can visit your family doctor as a temporary resident quoting the school address as their permanent address. Please do not re-register them. The Doctor visits the school once a week on a Tuesday morning. Students can also have appointments made at Holmhurst Medical Centre, where there is choice of male or female GPs.

TRAVEL IMMUNISATIONS

If your child (Full Boarder) requires any vaccinations for travel, please give at least six weeks notice to the Health Centre so that they can be organised in time. Our GP does not provide travel services, but we can arrange for any necessary vaccinations to be done at a local travel clinic, for which there will be a charge.

DENTIST AND OPTICIAN VISITS

Please arrange routine dental checks, treatment and orthodontic work during school holidays. Please also arrange routine eye tests and appointments during the holidays.

APPOINTMENTS

When required for Full Boarders, you will be charged for any transportation and escort services to non-urgent appointments. If your child has to attend an appointment further afield, you must collect and take your child yourself or arrange for a guardian to do so.

DAY OF ARRIVAL

After settling your child in the house, you are welcome to bring your child to the Health Centre if you have anything you wish to discuss. If your child has any medication, please bring this to the Health Centre.

HEALTH UPDATES

It is important that you notify the Health Centre if your child develops a medical condition during their time at this School or if there are any changes to their health and/or medication requirements.

healthcentre@gatton-park.org.uk

BOARDER ABSENCE PROCEDURE

If your child goes home for the weekend and becomes unwell and subsequently is unable to return to school, please ensure that you call Attendance on **01737 649106**, or email **attendanceofficer@gatton-park.org.uk**, on the first day and every day thereafter that the child remains unwell.

If your child needs to be out of school, for any reason, you must get permission from the Headteacher using the Application Form for Leave of Absence (This can be found on the school website underneath General Information). A minimum of 7 days notice is required. Exceptional circumstances will, of course, be taken into account.

MEDICAL/HOSPITAL APPOINTMENTS

Please ensure that the school office is advised of dates and times in advance of the appointments.

If the appointment requires an absence of half a school day or more, please complete the Application Form for Leave of Absence (This can be found on the school website underneath General Information). A copy of an appointment card, letter or even a screen shot of reminder text messages should be sent to the school office for our records.

Where permission has been sought, and granted, for a child's absence from school and, subsequently, the child is absent beyond the agreed dates (ie leaves earlier or returns later) then this will be recorded as unauthorised absence.

School registers are checked on a regular basis by the Education Welfare Officer and unauthorised absences are seen and recorded by them who may wish to make further enquiries about absences with you.

MAY BANK HOLIDAY

The first Bank Holiday within May is a normal School working day. Students will be expected to be in School as normal. Any absence, for which prior approval has not been sought, will go down as unauthorised. The second Bank Holiday in May falls within half-term.

Requests for permission for absence should be made by completing a Leave of Absence form.

All emails regarding absences from school through illness, medical appointments, or lateness, should also be sent to the Attendance Officer - **attendanceofficer@gatton-park.org.uk**

WEEKEND LEAVE

Please check the form to ensure that you have understood, agreed and signed all the permissions for your child to attend activities outside the school.

When Boarders in the Sixth Form take weekend leave they are required to complete a "Weekend Away Form" irrespective of where they are going and who is, or is not, collecting them. Permission for leave must always be given in writing.

Please inform the respective Head of House in writing (using the Weekend Away form) that you will be taking your child out for the weekend, PRIOR to your arrival at School to take them out. Please inform the member of staff on duty in the Boarding House of your departure with your child.



YOUR CHILD TRAVELLING HOME FOR THE WEEKEND

If your child is to go home unaccompanied for the weekend the following must apply:

- A written request must be made to the Head of House for your child, giving permission for your child to travel home unaccompanied on the specific weekend.
- Only those who are over fourteen years of age will be allowed to travel unaccompanied. All Boarders under the age of fourteen must travel in the company of an adult or an elder sibling or another student who is over fourteen and has your permission to act as the accompanying person.
- A written request must be made if your child is travelling to a relative. The name and address of the relative and the mode of travel must be given to the Head of House. The age rule also applies in this instance.

BOARDERS STAYING AT THE HOME OF A FRIEND FOR THE WEEKEND

We encourage Boarders to stay with friends for the weekends. The following procedures must be followed:

- Permission must be given by you in writing including the name, address and telephone number of the family with whom your child is staying.
- The host family must write to the Head of House concerned confirming this arrangement.
- If over the age of fourteen, your child may travel to the host home unaccompanied if specific permission is given by you.

VISITS TO REDHILL AND REIGATE OR TOWNS OUTSIDE THIS LOCALITY

During weekends and after school periods, at the discretion of your child's Head of House, Senior Boarders can visit Redhill and Reigate for specified periods of time.

Please note that we will not allow any town visits without the relevant permission form being completed and returned.

STUDENTS TAKING WEEKEND LEAVE WITHOUT THE NECESSARY PERMISSION BEING GIVEN

To ensure student safety, the above regulations will be stringently applied. Any Boarder who takes weekend leave without the necessary procedure being followed may be asked to spend their weekends at home or in the care of a responsible adult who has Parent/Guardian permission to look after such children, for a period of time specified by the School.

OTHER SCHOOL OUTINGS

At times your child will have the opportunity to go off-site on House activities (ice skating, cinema, bowling, theme parks, etc). Please ensure that your child understands that it is important for them, and for the safety of the group, that any rules set and any instructions given by the staff are obeyed fully. Please confirm that you understand that, while the school, staff and helpers in charge of the party will take reasonable care of the young people, unless they are negligent, they cannot be held responsible for any loss, damage or injury suffered by your child arising during or out of the journey. Please agree to indemnify Surrey County Council, The Royal Alexandra and Albert School, its employees and agents, against all liability for injury, loss to person or persons, including death and damage to property, legal expenses and direct consequential losses or damage due to acts or default of your child unless the illness, injury or death was due to the negligence of Surrey County Council, The Royal Alexandra and Albert School, its employees or agents.

GUARDIANS

INSTRUCTIONS AND ADVICE FOR GUARDIANS

Alexandra and Albert School whose parents live overseas must have a guardian in the UK.

- The Guardian should be aged 25 or over and reside within 2 hours of the school. Ideally this person should be a relative of the student, rather than a family friend. If the Nominated Guardian is employed by a guardianship agency, please check that the agency is of reputable status and a member of AEGIS or a BSA Certified agency.
- The Guardian's proficiency in spoken and written English should be of a good standard to allow for efficient and effective communication with the school.

BIOMETRIC INFORMATION

The School wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system for the purposes of improving our safeguarding capabilities. The automated recognition system allows for safe signing in and signing out of a boarding house.

The information we wish to use is biometric information. This is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint, iris or palm.

The School would like to use information from your child's fingerprint and use this information for the sole purpose of providing your child with a more secure and safe environment



Please inform the person you have nominated as Guardian of the information below:

- Guardians should be available 24/7 as they act on behalf of the parent and be able to be at the school within 2 hours if/when required.
- All travel arrangements to and from the school are the responsibility of the parents or Nominated Guardian.
- Guardian to be available to pick up and drop off students at school at the beginning and end of the holiday periods. Please note that, if the Guardian is accompanying a child under the age of 14 to an airport, he/she must be prepared to remain at the airport until the flight has left. This is an airline regulation.

- Guardian to be available to provide accommodation for students, e.g. during half term holidays or at the start and end of term.
- Guardian to inform House staff in advance of the student's travel and accommodation arrangements for all half terms and the end of term.
- Guardian to support students at Parents' Evenings, Careers Evenings and other school events which parents cannot attend and relaying information to them as appropriate.
- Guardian to provide a point of contact between the school and parents on issues such as health care, or where permission is needed for certain trips or activities. The Guardian must therefore be available for medical emergencies/hospitalisation, or epidemics/pandemics – this is at the discretion of the Health Centre Manager.
- In an emergency, whether medical or behavioural, the Guardian must come to the Royal Alexandra and Albert School to collect a student at short notice and provide accommodation for the student.
- Guardian to keep House staff informed of any period of time when the Guardian will not be available to fulfil guardianship duties.

In light of the above, it is essential that we are able to contact the Nominated Guardian immediately in an emergency. Please therefore complete the Guardian form which has been included in your new student information pack, and please ensure the school are aware of any changes to contact details for the Guardian.

Notes: We anticipate children returning to school at the start of term from 4pm onwards. We appreciate that this could be difficult for some overnight flights which arrive early in the morning. However, if you know that your child(ren) will be arriving at his/her House before 4pm, you should in the first instance contact your child's guardian to arrange for them to bring your child to school at 4pm. If this is not possible, we would be grateful if you could advise us a minimum of a week before of their earlier arrival time. Early arrival entails preparation, such as confirmation of catering requirements etc. For information on reputable guardianship organisations please see:

The Association for the Education & Guardianship of International Students (AEGIS) - www.aegisuk.net

Boarding Schools' Association (BSA) - www.boarding.org.uk/497/about-us-bsacertified-guardian-scheme



THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

- Any child whose parents do not live in the UK is required to have a Guardian resident in the UK who can be contacted in case of an emergency (including a medical emergency). Or to make travel and holiday arrangements for your child.
- All travel arrangements to and from the school for your child(ren) are the responsibility of the Parents.
- For ALL children under the age of 14 the Guardian or another nominated responsible adult will be responsible for meeting your child(ren) and accompanying them to and from the school at the commencement and end of each school term.
- If your child has a brother or sister, over the age of 14, who will be leaving the UK on the same flight, then this older brother or sister can accompany the younger sibling.
- The Guardian or a responsible adult that accompanies any child(ren) under the age of 14 to the airport must be prepared to remain at the airport until the flight has left. (This is an airline regulation).
- All travel and guardian arrangements made for your child(ren) at the end of term must be advised IN WRITING to the Head of House a minimum of a week before the end of term. In the event of a Guardian being unable to carry out the above instructions the responsible nominated adult must be communicated to the Head of House when notification of end of term travel arrangements are being made.



SCHOOL INFORMATION

SUNLEY SIXTH FORM CENTRE

The Sunley Sixth Form Centre is open from 7.45am until 8pm Monday to Friday for study.

Sixth Form students are expected to attend all study periods and lessons for the first half term of Year 12. From this point onward, they may then only attend lessons, Chapel and Lecture periods. Please note that this is subject to students making expected and satisfactory progress in their subjects of study.

REQUIRED ITEMS & PERSONAL POSSESSIONS

REQUIRED ITEMS

School bag for books and equipment.
Pens, pencils, colouring pencils, pencil sharpener, rubber, ruler, felt tips, glue stick, scissors and maths set (exercise & text books are supplied but students should aim to buy the core textbooks as highlighted in their enrolment information).
Calculator - For students undertaking subjects which require a calculator the Casio FX-991CW ClassWiz Advanced is recommended.
Headphones or earphones (with a standard headphone jack) are required for students undertaking A Level Music.
Colour fast towel for swimming

So-called “indelible markers” for clothes tend to fade easily. We strongly advise parents to use more permanent systems of marking, such as sewn on labels or snappy tags.

Please do not use iron-on labels - they come off easily!

PORTABLE ELECTRICAL EQUIPMENT BELONGING TO STUDENTS

All students (and therefore their parents and guardians) have a responsibility for the condition of the electrical equipment they own. As part of this responsibility, visual inspections of the equipment should be carried out prior to bringing the equipment to School to ensure that it is in good condition.

The School reserves the right to inspect and test personal electrical equipment and to remove, or to require to be removed, any electrical equipment judged not to conform to the requirements of Health and Safety. Accordingly our maintenance department will be carrying out regular random checks of students' electrical equipment each term. You should be aware that we are subject to variable electrical current in Gatton Park.

All electrical equipment brought onto the site by students is done so entirely at their own risk. We would strongly advise that all equipment is appropriately insured and, if necessary, devices be added to protect from variations in current.

MOBILE PHONES

Due to the potential impact of mobile phone usage on academic progress and students' emotional wellbeing, and after consultation with parents and staff, the School has expectations around mobile phone use.

Sixth Form students are allowed to have their mobile phones during the day but are expected to not use them outside of Sunley during school hours for anything other than directed school work during lessons.

Misuse of a mobile phone may result in the device being confiscated.

BRINGING VALUABLES INTO SCHOOL

Students are encouraged to have their own laptops, tablets or similar devices to assist with their studies.

Please note that the School cannot accept responsibility for personal items brought into school (including but not limited to mobile phones, Airpods, laptop or bicycles). The School cannot accept responsibility for personal items which may be damaged by other students.

ALL such items are brought into school at the student's own risk. We would strongly advise that all such possessions are appropriately insured.

It is important to also note that taking devices into an examination room is against regulations (for full procedures during exams, please see policy on website). Students and parents should be aware that members of staff are NOT able to look after students' personal possessions.

LABELLING OF POSSESSIONS

Everything must be clearly marked with the owner's name.
The labelling of clothes, shoes and all possessions is the responsibility of parents.

CO-CURRICULUM

SCHOOL TRIPS

As a school we firmly believe that our role goes beyond the timetabled day and that a wide range of visits and fieldwork is an invaluable part of the curriculum. Here are examples of some trips:

- Skiing/ snowboarding
- The Netherlands (Year 8, English and Geography)
- Swanage GCSE & A Level
- Butser Farm
- Borneo Expedition
- QE2 Park
- Sports Tours
- Theatre Visits

Outside of school we organise a range of recreational visits through the Boarders Trip Programme including climbing, musicals, bowling and cinema visits, which take place every Saturday afternoon, evenings and on Sundays.

For most trips, letters are emailed home from the School Office. Payment is required to reserve a place and can be done through Wisepay. There is often a limit on the number of places available, so places are allocated strictly on a first come basis.

Students are representing the school and inappropriate behaviour is not tolerated. Parents are welcome to help (especially day trips). If you can assist on a trip you need to contact the member of staff doing the organising. A DBS check needs to be carried out for staff/parents who help on residential.

As the school has its own fleet of minibuses we are in the fortunate position of being able to offer a wide range of educational and fun activities to enrich the lives of all of our students.

The Duke of Edinburgh Scheme for Years 9-13 and the Sixth Form Enrichment Programme are also on offer. Engagement with both of these activities greatly help with progression to university and beyond.

Co-curricular activities are an essential part of the Royal Alexandra and Albert School. All students can sign up for up to three activities a week and are expected to regularly attend at least one club per week, per term.

Activities take place Monday to Friday, before school, at lunch time, from 4-5pm and 7.30-9pm for both Boarders and Non Boarders. Students in Years 11 to 13 are also expected to attend at least one club per week unless it is an exam period.

We offer a broad range of activities - so there is something for everyone! - at the same time, students are provided with clear pathways in many different areas allowing them to push themselves further should they wish to. There are many activities to choose from, including:

- Football
- Swimming
- Trampolining
- Cooking
- Archery
- Boxing
- Dance
- Ballet
- Drama
- Orchestra
- Choir

In the Autumn and Spring terms, the sports on focus are Football, Rugby and Netball. In the Summer term, the sports on focus are Tennis, Rounders, Cricket and Athletics. Swimming is offered throughout the year.

All Senior Students have the option to participate in our evening clubs programme which runs from 7.30pm-9pm and consists of Football, Swimming, Trampolining and Cooking.

CLUBS AND ACTIVITIES

We are immensely proud of our Co-Curricular Clubs and Activities programme. The children get a great deal out of the range of activities on offer and are regularly encouraged to try something new and out of their comfort zone.

The key areas of the Co-curriculum are competitive sport, recreational sport, creative arts, leadership, academic enrichment, recreational and outdoor pursuits.





HOW TO SIGN UP

To pick their activities, at the beginning of every term, students and parents need to log in to the Activities website: www.raas-online.co.uk/pupils/

Students sign into the system by using their admission number and their date of birth (ddmmyyy) as the password.

Activities are allocated randomly – this makes the allocation process as fair as possible and avoids a first come, first served rush.

DUKE OF EDINBURGH'S AWARD

By learning new skills, each participant is encouraged to develop self-belief, self-confidence and a sense of responsibility. The challenges are applied in the following areas: physical, skills, community service and expedition. Participants receive Bronze, Silver and Gold awards.

The activities on offer through the scheme includes: dance, karate, hobbies, horse riding, archery, expedition, First Aid, watersports, table tennis, PGL camps, expedition camps, photography club, visiting the elderly, art clubs, Army Cadets, computer club, film club, basket ball club, ice skating trips, tenpin bowling trips, Art/Craft clubs, cookery club, swimming club, football club to name but a few!

There is a cost for registration and for the expeditions. Please enquire about current charges.

MUSIC LESSONS & HORSE RIDING

MUSIC LESSONS

We are fortunate to be an All-Steinway School - with eight Steinway pianos in total - which offers students the opportunity to learn and perform on world-class instruments, in both their music lessons and for musical performances.

The Music Department facilitates a large number of instrumental and vocal lessons with visiting specialists throughout each term of the academic year.

Individual or small group lessons are available on all orchestral instruments, drums, piano, violin, viola, cello, double bass, voice, classical guitar, electrical guitar, bass guitar, DJing, woodwind instruments (flute, saxophone, oboe, clarinet and bassoon) and brass instruments (trumpet, french horn, trombone and tuba).

All lessons are taught by visiting tutors, who contact parents directly regarding timetabling and invoicing. The contract for instrumental lessons is between the music department and the parent. Payment for music lessons should not be sent to the school under any circumstances.

Charges for tuition are given on the School website. The charges are in most cases for half an hour per week, with an average of ten lessons per term. Lessons must be paid for in advance of tuition being received.

Additionally, there are opportunities for Junior and Senior students, giving them the chance to join the Junior Orchestra and Senior Orchestra. All students receiving lessons will be expected to participate in at least one ensemble within the Co-Curricular Programme.

The form in the school's Admissions pack must be completed fully and returned to Admissions. Places will be allocated on a first come, first served basis.

If you wish to cease lessons, you are required to give a full term's notice. For any queries contact: musicadmin@gatton-park.org.uk

EQUINE STUDIES

The School's BHS approved riding centre is situated in the heart of picturesque Gatton Park. The Equestrian Centre boasts a double American barn that house up to 20 horses. There is a floodlit 40x50m outdoor school and a 20x30 indoor sand school.

The Centre provides year-round affordable children's riding lessons, hacking, and a broad equine training programme. It operates as a Pony Club Centre offering opportunity for students to compete in local and regional events, complete Pony Club test and badge training and work towards vocational BHS examinations.



Children are encouraged to participate from grass roots to National Schools Equestrian Association level, in a variety of internal and external competitions including: mounted games; dressage; showjumping; and the hugely popular, tetrathlon.

In addition to operating as a commercial riding school, the Centre provides Royal Alexandra and Albert students with the option to take riding as a co-curricular club, either at lunch time for most Juniors or after school and weekends for both Juniors and Seniors. As riding is very popular, once committed for the academic year, a term's notice will be required for cancellation.

All regular riders are encouraged to purchase their own personal protective equipment: helmet, body protector, riding boots and gloves to current standards are required. The Stables may be able to lend some items of equipment if the right size is in stock (please note that this is not guaranteed).

The Stables team look forward to inspiring the next generation of equestrian enthusiasts to reach their personal potential and help to encourage lifelong participation and passion for the sport. Please contact the Stables team should you have any questions: stables@gatton-park.org.uk

Details of riding lesson charges are available on the school website. An email will be sent to new parents in the summer with details of the application process.

THE DINING HALL

The School's meals are made in-house by our Harrison Catering Services team. During term time, the Dining Hall produces fresh meals for students and staff three times a day, seven days a week.

The School has a unique approach to school food. Everything is made from scratch in the School's own kitchens by our 26 catering staff, with the only exceptions being bread and yoghurts (and the chefs often make these, too!).

The Catering team create imaginative, nutritious menus from simple ingredients to appeal to a wide range of tastes and dietary needs. To give students more variety, there is a three-week menu rotation. For up to date menus, please visit the school website.

Boarders and Non Boarders have their three main meals together in the Dining Hall. Meals are included in the fees and there is no separate charge. During term time, Boarders are entitled to breakfast, lunch and dinner Monday to Sunday; and Non Boarders are entitled to breakfast, lunch and dinner Monday to Friday and breakfast on Saturdays. Additionally, snacks, such as fruit and biscuits, are available in the boarding houses for all students.

FOOD ALLERGIES & INTOLERANCES

The Dining Hall aims to serve all children with high quality, freshly produced food which meets and exceeds food safety and hygiene standards, and is enjoyable, nutritious and safe.

A small number of children can have allergic reactions or intolerances to commonly eaten foods. It is important that the School is made aware of any food allergy, intolerance or religious dietary requirement that your child may have.

Please complete your child's Health Questionnaire with full details of their dietary needs, giving as much detail as possible regarding their allergies and/or intolerances. This will assist Catering with managing the food that is prepared in the school kitchens to better suit student needs.

Should your child develop an allergy or intolerance during their time at the school, please email:

Catering - catering@gatton-park.org.uk

Health Centre - healthcentre@gatton-park.org.uk

SCHOOL RULES AND CLASSROOM CODE OF CONDUCT FOR STUDENTS

The staff and students at the Royal Alexandra and Albert School aspire to the highest standards in all aspects of school life – educational and social. We believe this can be achieved by following simple rules that should govern our behaviour at all times. The rules are based on respect for other people and are designed to promote a safe, caring environment in which the self-esteem of the student can be nurtured and where inappropriate behaviour is not tolerated.

Students are expected to behave in a manner which allows them and others to learn and develop within the school community.

COMMITMENT TO SCHOOL WORK

Students come to the Royal Alexandra and Albert School to fulfil their potential by working hard in co-operation with the staff. We expect students to try their best and to commit themselves to the highest standards they can achieve.

APPROPRIATE USE OF SCHOOL EQUIPMENT

Students are expected to use all school equipment appropriately. The School will monitor students ICT access to ensure that this facility is used according to the ICT Acceptable Usage Policy.

HONESTY AND TRUTHFULNESS

Students are expected to be honest at all times, to respect other's possessions and to take responsibility for their own actions.

COURTESY AND CONCERN FOR OTHERS

Students are expected to be courteous, showing to staff and other students the good manners they have a right to expect in return. Older students are expected to show consideration for younger students, helping them where possible and setting a good example.

SELF-CONTROL

Students are expected to make a real effort to understand the other person's point of view and to govern their own tempers.

SELF-DISCIPLINE

Students are expected to exercise self-discipline, to familiarise themselves with the School rules, and to abide by them.

READINESS TO TAKE RESPONSIBILITY

Students are encouraged to take on duties for the benefit of other students in the School at large.

PUNCTUALITY AND ATTENDANCE

Students are required to make every effort to ensure they are in the right place at the right time, whether it be assemblies, tutorials or other school commitments.



SCHOOL RULES

Most school rules are dictated by courtesy, consideration for others and common sense. The rules set out below are the most important basic rules and others which are most frequently forgotten or misinterpreted.

1. Students are expected to behave at all times so that they bring credit, and not discredit, upon the School, including on the journey to and from school and on school trips. Bringing the School in to disrepute is an extremely serious matter.
2. All forms of drugs, including alcohol, cigarettes and e cigarettes, are prohibited. Students should not use them or have them in their possession. (Full guidance can be found in the Alcohol, Tobacco, Drugs and Substance Abuse Policy)
3. Bullying of any kind is not tolerated in the school community. (Full guidance can be found in the Anti-bullying Policy)
4. Stealing is not allowed. Borrowing without permission and keeping items which one finds are both forms of theft.
5. Immoral and anti-social behaviour is not appropriate in school.
6. No student should leave the grounds without the permission of staff unless engaged in an organised outing or activity.
7. Fighting or any other form of physical misconduct is not allowed.
8. Students may not absent themselves from school or from any classes or activity without permission.
9. All students must know what to do in the case of a fire.
10. Improper use of the fire alarm system is an extremely serious matter.
11. For reasons of safety, several areas of the school are out of bounds.
12. Damage to buildings, fittings, furniture or school books, must be reported to a member of staff immediately. Deliberate damage of school property is an extremely serious matter.
13. For reasons of safety, no student should be in possession of any dangerous item or offensive weapon.
14. Chewing gum – because of the mess it makes to the School environment – is not allowed in school.
15. Masking white fluid (Tippex) is not allowed in school.
16. No student has the right to connect any device to our school network (with the exception of the Students WiFi) or to tamper with any school device.
17. **Please see page 25 for more information about mobile phone use.**



CLASSROOM CODE OF CONDUCT FOR STUDENTS

Every teacher has the right to teach and every student has the right to learn in a safe, friendly and well ordered environment.

High standards of behaviour are expected at all times if we are to achieve our very best.

In the classroom all students should:

1. Take responsibility for their own actions
2. Arrive on time to lessons
3. Bring all the necessary equipment for each lesson
4. Remove all outdoor clothing and put bags away safely
5. Not eat or chew in lessons
6. Listen to and follow all instructions in class carefully
7. Know and follow all school safety instructions
8. Put their hand up before speaking
9. Enter and leave the classroom in an orderly manner
10. Treat others and their property with respect
11. Treat the school environment and all school equipment with respect
12. No verbal or physical abuse to staff or students
13. Wear the Sixth Form dress code smartly (for full guidance refer to the Uniform and Appearance Policy)

BEHAVIOUR FOR LEARNING

To ensure that students make the most of their education and have a positive experience in the classroom, they are expected to have good behaviour for learning. This means that students should take it upon themselves to be and do the following:

1. I am a resilient learner and I always try my hardest.
2. I do as I am asked, the first time I am asked.
3. I am always in the right place at the right time doing the right thing.
4. I am a reflective learner. When someone is speaking, I always listen and give my full attention.
5. I always have the right equipment for every lesson.
6. I always look smart and I am ready to learn.
7. I am responsible for my learning and the learning of others – this means I work well independently and with others.
8. I respect others, focus on my learning and do not disrupt the learning of others.
9. I take pride in my work including the presentation of my work and my exercise books.
10. I am responsible for my own behaviour. I do not make inappropriate noises or comments.



CCTV & PRIVACY NOTICE

PRIVACY NOTICE

During your child's time at the School, we will gather and use information relating to you and your child. This will include data obtained directly from you or from other people and organisations. For more information regarding what data we collect, why we use your personal data, how we use your personal data, and who we will share your data with, please see the School's Privacy Policy on the school website:

www.raa-school.co.uk/downloads/parent_privacy_notice.pdf

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact the Data Protection Officer - dpo@gatton-park.org.uk

CCTV

We have CCTV installed in the boarding houses and across the school site. Monitoring is done expressly for the protection of students, and sensitive consideration is given to the placement of cameras. The CCTV systems do not intrude unreasonably on the privacy of students or staff. The objectives of having CCTV are:

- a) To ensure personal safety of students and staff, especially boarders
- b) To enhance the security of the boarders' belongings
- c) To assist in identifying, apprehending and prosecuting offenders
- d) To promote the welfare and safeguarding of students at the school
- e) To log the number plates of all vehicles that enter and leave the site, using ANPR.
- f) All data is kept for a maximum of 30 days

ICT ACCEPTABLE USE POLICY

Please discuss this with your child (see full policy on our website).

We believe that it is appropriate for people to be allowed a great deal of freedom in using ICT for study, work and leisure. With freedom comes responsibility. The RAAS cannot control what is available on the internet. A small proportion of the material which is possible to access

is not acceptable in school, while other material must be treated with great sensitivity and care.

Exactly the same standards apply to electronic material, as to material in any other form. If it is considered unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.



PHOTOGRAPHY AND VIDEO

USING PHOTOGRAPHIC AND VIDEO IMAGES OF CHILDREN - SEEKING YOUR CONSENT

We use images of children to maintain the connection between home and school, and give an insight into daily life as a student here. We may take photographs or videos of your child during the school day, boarding hours and on organised activities or trips away from the school site. We will only use images and/or videos if you or your child has given consent (if they are over the age of 13).

You can select how the School uses your child's image. Your consent options are the following:

- Internal use of your child's image and name in school and boarding (e.g. on display boards)
- Use of your child's image and name in school publications (e.g. newsletters)
- Use of your child's image or name in school online publications and social media (e.g. school website, Facebook or twitter accounts)
- Use of your child's image or name for external press or media (e.g. newspapers or television)

Please note that when your child's image is used on external media (for example, on the school website) your child will be unidentifiable by their full name unless agreed in advance with an adult with parental responsibility. You can change your consents at any point throughout the duration of your child's time at the School.

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. We will keep some photos in our archives for students to enjoy in later years. For further details, you may request a copy of our Retention and Destruction Policy by contacting the main school office.



USE YOUR CAMERA AND VIDEO COURTEOUSLY - A GUIDE FOR PARENTS WHO WISH TO PHOTOGRAPH AND/ OR VIDEO A SCHOOL EVENT

Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and young people and their families.

By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents and carers attend school events at the invitation of the Head and Governors.
- The Head and Governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The Head and Governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet because of the Data Protection legislation, which in such circumstance is likely to be contravened.
- Recording or/photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise, they may need to verify who they are if they are using a camera or video recorder.

ROYAL
ALEXANDRA
& ALBERT
SCHOOL



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