

# Boarding Handbook

2021-2022



RISHWORTH  
SCHOOL

# Welcome to Rishworth School

Rishworth School is characterised by the warmth of its welcome, its sense of purpose and its focus on the happiness and success of each individual. Rishworth's magnificent buildings, extensive grounds and superb Pennine location chart a 300 year heritage.

This handbook should be particularly useful for new students, to help you to settle in quickly by explaining how the school operates, what you need to do to, and who to speak to if you have any problems. However, there are always a few changes from year-to-year, so the handbook is also being given to all existing students.

You will soon find that Rishworth School is a very friendly place, and that anyone will be happy to answer any questions you may have. However, it is also a very busy school, and so you may find things a bit confusing at first. Don't worry! You will soon find your way around and get to know the ways in which we do things. Any of the adults in the School will be happy to help and guide you, and will always make themselves available if you need to talk with them at greater length. Please let your teachers know if there is anything which it would have been helpful to know, but does not appear in this handbook – you can help make it as useful as possible for Rishworth students in the future.

The School motto, 'Deeds Not Words', is all about taking advantage of what is on offer, always having a go at trying something new and never being disheartened if things don't go right first time. Most importantly, we support each other and enjoy what we do.

Mr Anthony Wilkins,

A M Wilkins

Head



# Rishworth School: Policy on Boarding

Through boarding, we aim to give the young people in our care the very best of opportunities to become well-balanced, responsible adults who are willing to contribute to society at large and, in so doing, to enrich their own life and that of others.

We believe that living in a boarding community, with the continuity in relationships it provides and the direct experience of diverse cultures and people it offers, constitutes an education that reaches into a young person's core in a particularly deep and lasting way.

Specifically, we seek to provide:

- A balance between privacy and sharing, and between freedom and guidance, as appropriate to the age and particular needs of the individual
- A blend of people, practices, provisions, and places where students can thrive, feeling properly "at home", happy, cared for, healthy and secure
- A flexible and convenient system for students and parents to remain properly in touch
- An exceptional breadth of experiences and activities
- A stable environment that offers a clear but supple structure of support, promoting
- Both the value of learning and the growth of the person as a whole
- A spirit of community and a sense of belonging
- A respect for the rights, cultures and beliefs of others as well as for the material fabric of both House and School
- The ability to live harmoniously and considerately with others, and to be organised and orderly in one's daily life
- A readiness to assume, and the capacity to discharge, appropriate responsibilities
- A high level of self-discipline and self-reliance coupled with a will to participate, co-operate, help and care

## Introductory Information

Upon arrival at Rishworth, you will:

- Be greeted by a member of the Boarding Staff and be introduced to your Housemaster or Housemistress.
- Be shown your room and given an opportunity to unpack.
- Meet other members of your House.
- Hand in passport, tickets, medical forms and any pocket money for safe keeping.
- Begin the Boarders' Induction Programme.

All enquiries concerning your daughter's or son's welfare should be addressed to the Housemistress or Housemaster either by e-mail or by phoning the school.

# General Information on Boarding

## The Boarding Houses

Our boarding houses are:

- Wheelwright
- Agate
- Wolden
- Ryburn
- Redmires
- Slitheroe
- Goat House Barn



## Our Boarding Staff

Our staff are experienced in the boarding environment and are available to you 24 hours a day, 7 days a week if you should need anything. Mr Davies, Mrs Payne, Mr Leach and Mrs Walsh are looking forward to meeting you upon your arrival to Rishworth.

On your first day at Rishworth, the Boarding Staff will provide you with all of the contact details you will need to reach them at any time day or night.

## The Start of the Academic Year

All new boarders who join the School in September take part in a New Boarders' Induction Programme details of which will be sent to you prior to your arrival. All returning boarders, i.e. those not new, should report to their House before 9.00 pm on the day before term starts, unless they are required to quarantine. Please remember that due to COVID-19, we do ask that each student has a pre-booked arrival time in which they will be greeted by a member of the Boarding Staff for check-in and to be shown to their room. In the Lent and Trinity Terms, the reporting time for returning boarders is between 10am and 9pm on the day before term starts. Please note this may change depending on guidance surrounding COVID-19.

No boarders may travel in a car driven by anyone without specific permission, in writing, from Parents/Guardians. Please see vetting authorisation information, available on the School website.

Visits from parents are welcome after school and at weekends, but prior notice is appreciated to ensure that your daughter/son is free and also for security reasons. Please liaise with your child's Housemaster/Housemistress to organise these visits and to ensure that all procedures surrounding COVID-19 are followed.

# Daily Routines

## The School Day

Time	Activity
7:30 am	Rise
8.00 am	Breakfast and roll call
8.30 am	Registration
8.40 am	Tutorial [Monday] PSHCE or General Studies [Tuesday and Wednesday] House Meeting [Thursday] Assembly [Friday]
9.00 am	Period 1
10.00 am	Break
10.30 am	Period 2
11.30 am	Period 3
12.30 pm	Lunch and Activities
1.30 pm	Period 4
2.30 pm	Period 5
3.30 pm	Movement and Changing Time
3.40 pm	Period 6 Enrichment and Extension
4.30 pm	Afternoon Tea in Boarding Houses and post given out
4.40 pm	Enrichment / free time
5.20 pm	Prep for all
6.00 pm	Supper and roll call



6.40 pm	Prep / reading time
7.20 pm	Free time and activities
9.15 pm	Roll call in common rooms

#### **Bedtimes**

Years 6-8	21.00
Year 9	22.00
Years 10-11	22:30
Years 12-13	22:45



We operate a two weekly timetable, so a student's lessons timetable in a 'blue week' will look different to a 'red week'.

#### **Weekend**

##### **Saturday**

8:00 am	Rise
9.00 am	Personal study
10.00 am	Breakfast and roll call
10.30 am	Activities / free time
5.00 pm	Supper and roll call
6.00 pm	Evening activities
9.15 pm	Roll call in common rooms

#### **Bedtimes**

Years 6-8	21.30
Year 9	22.00
Years 10-11	22:30
Years 12-13	22:45





## Sunday

10:30 am	Brunch and roll call
11.00 am	Activities / free time
2.45 pm	Snack
3.00 pm	Activities for all
5.30 pm	Supper and roll call
6.00 pm	Evening activities
9.15 pm	Roll call in common rooms

## Bedtimes

Years 6-8	21.30
Year 9	22.00
Years 10-11	22:30
Years 12-13	22:45



## Enrichment & Extension

Before School, during lunch breaks and after School, Rishworth offers an extensive range of Enrichment and Extension activities. The complete termly list is circulated before every new term and can be found on the School website. It is guaranteed that there will be something to suit you whether it's sport, drama, music or just finding something totally new and different to try.

It is expected that all students in the School participate in a minimum number of Enrichment & Extension activities during Period 6, the number differs based on age and section within the School.

Period 6 / Enrichment and Extension runs 3.30 – 4.30pm each day

- We expect that:
- Key Stage 3 students commit to at least 3 Period 6 / EE sessions per week
- Key Stage 4 students commit to at least 2 Period 6 / EE sessions per week
- Sixth Form students are expected to participate in or assist in running at least 2 hours of EE per week

## Homework (Prep)

Homework (also known as Prep) is considered an important part of academic study at Rishworth School. It encourages students to revisit work they have covered during the day, offers the opportunity to practise key skills, demonstrate individual understanding and extend learning beyond the classroom. The school highly values the discipline that this routine brings to students and prepares them for independent study for the future.

Students should record all homework set in their student planner and should endeavour to complete tasks on the correct evening to prevent a build-up of work later on. Time should be allocated on the weekend to check that all work is completed and to catch up if necessary.

Assistance is available for homework in the Library every day, as well as an opportunity for students who prefer to complete homework in school rather than at home to do so. The Library is open Monday to Friday from 9am to 6pm. All students are encouraged to use the in-school prep facilities available between 3.30pm and 4.30pm on evenings when they are not engaged in their expected Enrichment and Extension activities.

Homework is set by individual departments to provide further opportunities for students to develop their independent learning skills, consolidate work covered and to afford opportunity to practise formal exam style questions.

Years 7, 8 and 9: Students should expect to be set one to two pieces of homework each night; each homework should take no longer than 20 minutes. Reading is routinely set as part of this homework expectation.

Years 10 and 11: Students should expect to be set up to two pieces of homework each night, each homework should take at least 30 minutes.

Sixth Form: Students are expected to complete 5 hours of independent study per week, per subject. Time is allocated to allow some of this to be completed during the school day, but students at this level should be committed to developing their independent learning skills outside of the classroom.

Schoolwork must be carried out in a quiet and purposeful manner with the bedroom door propped open and any device screen should be clearly on show to the supervising member of staff. After 7.20pm, students may need to continue studying and others must respect this need for a quiet atmosphere. If you need to ask for support with your school work, you should do so early in the evening.

On occasion, you may have other organised activities or games such as sports matches, music or drama performances and so it may be necessary to miss the scheduled prep time. In such cases, you are required to seek permission from a member of the Boarding Staff and you are then expected to study at other times.

If for any reason a student is having difficulty in completing homework on time, they must seek the advice of House Staff.



## Boarders' Activities

There is a wide variety of activities arranged for all boarders. Many of these are outings which all boarders go on and these are funded by the School. Visits to the historic cities of York and Chester, and trips to some of the large shopping malls in Manchester and Sheffield are thoroughly enjoyed by the boarders.

There are also additional voluntary activities that boarders can sign up to join. On Sundays, activities such as paintballing, skiing and visits to theme parks are very popular. These supplementary activities incur an additional charge which varies according to the activity. Any additional charge is itemised on the School bill. If parents do not want their child to go on some or all of these additional voluntary activities then they should contact the Housemaster or Housemistress to advise them accordingly.

## Meals

Students must attend all meals in the dining room.

### **Breakfast**

- 08.00 to 08.25 on weekdays
- 10.00 am on Saturday
- 10.30-11.00 Sunday brunch

### **Lunch:**

- 12.20 in two sittings on weekdays

### **Afternoon tea:**

- 16.30 A snack is provided in House area (weekdays)
- 14.45 A snack is provided in House Areas (weekends)

### **Supper:**

- 18.00 on weekdays
- 17.00 on Saturday
- 17.30 on Sunday

### **Evening snack:**

- 21.15 A drink and snack are provided in Houses

### **Expectations**

- Students attend all meals within their residential house/bubble
- Alternative dietary requirements can be met, by arrangement with House Staff and Matron, on the request of parents.
- Food at main meals must be consumed in the dining room and not be taken outside.
- Meals at weekends are ordered individually on a Thursday night and must be cancelled through the Housemaster/Housemistress if not required.

- If packed meals are required, they may be ordered through Boarding Staff well in advance. Students are responsible for their collection.
- Good manners are necessary at all times when eating:
  - -no coats or outdoor clothing to be worn while eating
  - -tables and chairs to be neatly arranged after you have finished
  - -plates and cutlery are to be used at all times
  - -mobile phones should not be used in the dining room
- Food in Houses must be consumed only in the kitchen and dining areas.
- Good hygiene is important. When in your House, make sure that you wash plates and cutlery immediately after eating.
- Students are to bring their own supply of cutlery, crockery, a mug and a glass for personal use in their communal areas.
- The ordering of take-away meals is permitted on a Friday and Sunday evening. If a takeaway meal is ordered, it must be delivered by 21.30 at the latest. Permission must be given by duty staff in advance of this being ordered. Orders must not be placed before 19.00 or after 20.45.

## Contacting Home

### WiFi

It is extremely important that you are able to stay in touch with your friends and family while you living away from them at Rishworth. To help with this, WiFi is provided around the School and in the Boarding Houses.

### Telephones

- An emergency phone is located in each house in case of the need to call 999 overnight.
- An incoming call phone is provided in each House. If you answer an incoming call make sure you make every effort to find the person that the call is for. Failing this, take a message that includes the caller's name and telephone number, and the time of call. Put this information under the door of that person's study.
- Mobile phones may be brought to school. They must be switched off during all lessons and activities in day-school hours (including lunch). Students are requested not to take calls in communal social areas at any time.
- Mobile numbers should be given to Boarding Staff.
- Students are requested to respect each other's needs and restrict their length of time on the school phones to a reasonable length.
- The school phones in the Boarding Staff offices may be used only for urgent calls. Students must have the permission of the staff on duty to use these school phones.
- If students need to contact a member of staff, they should use only the telephone numbers listed below.

### Boarding Contact Numbers:

Redmires	01422 820904
Ryburn	01422 820905
Wolden	01422 820933
Goat House Barn	01422 820292
Calder Duty Mobile (boys)	07376 798676
Matron Mobile	07816 985923
Slitheroe	01422 820934
Wheelwright	01422 820903
Wheelwright Duty Mobile	07464 072596

## Your Study Bedroom

You are allocated a study bedroom.

- Due to COVID-19, each student will be allocated their own bedroom. This may change depending on the situation and some students who wish to share a room may be permitted to do so later in the year.
- You can personalise your room on the pin board provided. You must not put posters on decorated walls or woodwork.
- You will be provided with a key, which will cost £25 to replace it if it is lost.
- Your room is your private space and visitors must knock. People can enter your room only if you invite them. Be considerate to your roommates.
- You must ensure that your room is locked when left unoccupied.
- You must not lock the door when you are in the room.
- Each room has a lockable safe and a lock on each wardrobe. These require padlocks which students need to provide. The shank length for both these locks is between 20mm to 35mm and the calibre should not exceed 5mm.

## Medical Care

### Surgery Staff

Mrs Robinson is the school Matron in charge of any matters pertaining to your health. Mrs Leach, Mrs Taylor and Mrs Jones assist Matron.

Surgery Times Weekdays 08.15 - 08.30 and 12.20 – 13.40

How to contact Matron or her assistants -Matron is available in the surgery 08.15 – 16.30 on weekdays.

(When she is not there the name of staff on duty can be found on the surgery door and notice board. There is also a duty list on your House notice board.)

At all other times let the House Staff on duty know you are unwell or you can call Matron, or her assistant, on her mobile telephone (07816 985923)

### The Sanatorium

If you are not well enough to be in school or in your House (eg. if you have a temperature), you may be admitted to the sanatorium (San). You will be looked after by Matron and her staff until you are well enough to return to your House. Students will be immediately isolated and tested if they are showing signs of COVID-19.

The School Registered Medical Practitioner (Brig Royd Surgery, Ripponden: Tel 01422 822209)

All boarders are encouraged to register with the School's Registered Medical Practitioner, based at Brig Royd Surgery in Ripponden. They provide the School with 24-hour care and are readily available for advice when needed. The Registered Medical Practitioners have regular surgeries and same day appointments are available if required by Matron.

Boarders may see whichever Registered Medical Practitioner they prefer; girls may feel more comfortable seeing a female Registered Medical Practitioner. Boarders are able to see the Medical Registered Practitioner in private to enable any personal or confidential matters to be discussed.

### Medication

Parents need to authorise the School to administer medication, or allow students to administer it themselves. A medical consent form must be completed by the parents or guardians of all students. Any medication prescribed by the Registered Medical Practitioner will be administered by Matron. Medicines may be self-administered by students following the School's Self-Administration of Medicines Policy after consultation with Matron. Any medication brought into school by a student must be declared to Matron for assessment; including Paracetamol, cold remedies & non UK medication. No medication may be kept in your room unless Matron has given you permission to do so.

### Visits to the Hospital

Any special hospital treatment and visits can be arranged if needed by the Registered Medical Practitioner and Matron. If you require hospital treatment due to an injury, Matron or a member of surgery staff on duty will arrange for you to be escorted to casualty for medical treatment.

### Dental Treatment

Matron can arrange all dental and orthodontist treatment you may need.

### The Optician

The school optician is Whitakers in Sowerby Bridge. (Tel. 01422 831030)

Matron can arrange all visits to the optician for vision tests, new glasses and repairs.

### What to do if you feel threatened or down

Every student in boarding has the right to feel at ease, secure and happy.

Any instance of bullying is always treated seriously.

If you feel that you are under threat, unhappy or if you have a complaint, you must talk to someone whom you feel you can trust.

You may feel that you would like to talk to your Prefects, Boarding Staff, Matron or her assistants or any member of staff.

The Designated Safeguarding Lead is Ms Sheldrick, Deputy Head (Pastoral).

The following Helplines are available for your use:

1. Childline: 0800 11 11
2. Local Doctor: 01422 822209
3. Independent Listener: 07967 482501
4. Children's Commissioner for England: 0207 783 9330

If you would like to meet the Independent Listener, either telephone directly or ask your Housemaster or Housemistress to arrange this meeting.

## Laundry

- Students up to and including Year 9 will have their washing done at school by Matron.
- Students in Year 10 and above will be shown how to do their washing and will be responsible for doing their own washing.
- All sports kit and bedding will be washed by school.
- An iron and ironing board are provided in each House.
- All bedding is sent to the laundry once a week

## Lost property

Have you lost any of your belongings? Lost property can be claimed from surgery 12.20 –13.40 on weekdays.

## Safety in the house

Students may bring their own television; all students can bring computer, hairdryer, stereo etc. for their own personal use in their room. Televisions, however, require a separate licence unless they are battery-operated, in which case they come under their parents' licence.

Rice cookers, kettles, toasters and microwaves are provided in the House Kitchens, from where they must not be removed. Students must not bring their own to school.

Any electrical equipment must be registered and tested before you are allowed to use it. This must be arranged through Boarding Staff.

Sockets must not be overloaded. Ask a member of the Boarding Staff before you use extension leads and adapters for more than one plug per socket.

You must ensure that lights and appliances in your room are switched off when you are not there.

All hair straighteners must have a 30-minute safety cut-off mechanism - they must all be handed in for testing on arrival at the School, and must show an up-to-date PAT test sticker at all times.

## Cooking

You may cook using the facilities in the kitchens. Be aware of dangers and be careful! Food must only be eaten in the kitchen. Please pay particular attention to the Kitchen and Hygiene Safety Guidelines posted in each kitchen. Cooking is not permitted in study bedrooms.

Hot food is not permitted in study bedrooms.

## Insurance

Students are responsible for insuring personal items themselves.

Be aware of dangers!

Report immediately to a member of staff anything you notice that could be dangerous (eg. a loose step, a cracked window) and any incident that was, or could have been, dangerous.

## What to do in case of a fire

The fire alarm is a very loud continuous siren.

Every student should respond immediately to a fire alarm.

Every student, at the beginning of each school year, is shown an emergency action plan specifically for their residential area.

In the event of an alarm being sounded you must proceed quickly and quietly out of the building to the appointed assembly areas.

- Wheelwright, Wolden and Agate assemble in silence in the quad.
- Redmires and Ryburn assemble in silence on the hard-court play area.
- Goat House Barn assemble in silence in the car park at the front of the building.
- Slitheroe assemble in silence in the car park at the front of the building.

You must not re-enter the building until a member of staff tells you to do so.

A roll call is taken to check that everyone is out of the building.

If you detect a fire, sound the alarm by breaking the glass, and leave the building. Never attempt to put out a fire by yourself.

Regular fire drills ensure your safety. Never ignore an alarm!

At night always have slippers and a dressing gown or a coat ready in case you need them.

## Going Out

We need to know where you are and that you are safe! You should use common sense never to be in a situation where your own safety might be at risk!

## Leaving the Campus

You can leave the school campus only at the discretion of the Boarding Staff on duty, from whom permission must be sought. Permission will not always necessarily be granted.

## Signing out and in

Our Boarding Staff must know your whereabouts at all times.

If, for any reason, you leave the campus early during the school day (with permission), then you must sign out, giving time and destination, when you leave the House, and sign in when you return.

You must have permission when you go to other locations in the School, at a time when you would otherwise be expected to be in the House, but when you wish to be elsewhere, eg. In the library, sports hall, music school etc.

Years 6 to 8 may sign out on weekdays to go into Ripponden between 4.30 – 5.20pm. They must have returned by 5.20pm. On weekends they can sign out when free up to a 5pm return time. During the summer they can sign out up to an 8.30pm return time. When signing out and leaving the grounds they must be in a minimum group of 3.

Years 9 & 10 may sign out up to an 8.30pm return any day of the week, but can only leave the site in groups of 3. In summer, they can sign out up to a 9.00pm return time. When signing out and leaving School grounds, they must be in a minimum group of 3.

Years 11 to 13 may sign out up to a 9.30pm return any day of the week but must leave the site in a minimum group of 2. This time can be extended to 10.15pm for Sixth Form at the discretion of the Boarding Staff.

At the weekend, students in Years 9 to 13 may request to leave school to take the bus to Halifax, for example, to go shopping or to use the bank. Students must use the correct signing out procedure and ensure that group sizes are followed. Students in Years 6 to 8 who need to travel to Halifax will be catered for individually.

You must sign out any time you leave the campus and sign back in on your return.

Are you going to be back late?

If you miss a train or a bus, you must contact the Boarding Staff on duty directly by telephoning the house duty mobile telephone. Do not leave messages or expect friend to pass messages on to the Boarding Staff. The staff member on duty can reserve a late supper or organise a taxi for you.





# House Common Rooms

There are House Common Rooms in each house where you can relax.

The House Common Rooms provide television, DVD player, gaming consoles and ICT facilities.

The Boarders' Social Area may be open for drinks and snacks on Friday (7.30 - 9.15 pm)

Sunday (7.30 - 9.15 pm)

Time allowed in the bar varies according to year group of students.

Games rooms Monday and/or- Sunday 7.30 – 9.15pm.

## Access to areas in & around Boarding Houses: who may go where

The following Rules and Definitions detail the access limits which are indispensable for the proper protection and privacy of the School's students. It is each student's responsibility to know, and to comply with, the points below.

### Rules

Under no circumstances and at no time may a girl enter an area, or use an access, that is reserved exclusively for boys, and vice versa

No day student is allowed in any boarding area without the prior, express permission of the Boarding Housemaster or Housemistress

If any student is uncertain of where (s)he is allowed to go, even after having read the details below, (s)he should seek clarification, as appropriate, from the Housemaster or Housemistress

#### *Boy Boarders Only:*

Any of the boarding areas in Redmires and Ryburn, including all stairways and doors which lead solely to boarding areas (e.g. the staircases leading upwards from outside the Library)

Slitheroe

Wolden

Goat House Barn

#### *Girl Boarders Only:*

Any of the areas in Wheelwright, including the staircase leading up to Agate from outside Food Technology

Any door which leads directly into Wheelwright

Agate

## Boarding rewards & sanctions

The Boarders' 'Policy for Rewards & Sanctions' is consistent with, and so reinforces, the policy of the School which seeks to promote behaviour based on mutual respect between all members of the School community.

### Rewards

All staff and students are encouraged to recognise good behaviour with both praise, enthusiasm and the appropriate use of the School Credits, Spotted Awards and Commendations for an individual or a group.

Recognition of good behaviour and notable achievements, e.g. grade or report recognition will be provided by the Housemaster/Housemistress at the boarders' and whole school assemblies. Rewards can be given for good behaviour, improvement and notable achievements by an individual or group and will be awarded at the discretion of the Boarding Staff, for example cinema trips. House Prefects are thanked throughout the year and are rewarded each term.

### Sanctions

**Extra Work** - This is to be administered towards students who, for example, are not working in prep, have the wrong equipment, are late or for minor misdemeanours such as being late to bed, late up in the morning or general and inappropriate behaviour such as swearing, petty disputes etc. In carrying out this sanction students are to work from 7.20 – 8.00pm in the library.

**Early Bed** - Given for minor 'bed time' related misdemeanours, e.g. late to bed, late up. Early bed is to be carried out 30 minutes before a student's normal bed time.

**Early Wake Up** - Early wake up can be sanctioned as an addition to, or instead of, early bed. On such occasions the student punished is to report to the Housemaster or Housemistress at 7am in full uniform/suit.

**Facility Sanction** - This can be given to individuals or groups of the boarding community who, for example, are failing to fulfil their obligations or are failing to act in accordance with house guidelines and will involve the removal of a facility. For example, if students are leaving the kitchen dirty then it can be closed for a week or if the students are using the electric machines at inappropriate times then they can be removed from the day rooms. This sanction will be administered by the Housemaster or Housemistress

**Property Confiscation** - If a student is failing to use their property in the correct manner and they are failing to heed warnings then the property may be confiscated for two days. For example, if a student is playing his stereo too loud, watching TV after bed time or leaving property unsecured then these may be confiscated. Personal property must be secured using either the school safe or the lockable duty draws and the student is given a receipt identifying their name, property confiscated, the date, staff name and the date to be returned.

**Cleaning Duties** - This is administered towards students who, e.g. make a mess, have untidy rooms, don't clean up after themselves, litter and so on.

**Detention** - This is given by the Housemaster or Housemistress for repeatedly breaking the rules, or for a more serious offence.

**Gating** - This can be given at any time during the week although the duration of the punishment will vary in accordance with the seriousness of the offence

SLT Referral -Serious offences must be referred to Senior Staff.

## General Information

All personal property, clothes, linen etc. should be clearly marked with your child's name using name tapes. It should be stressed that any valuable items e.g. tablets, games consoles, laptop, mobile phones, should be adequately protected by your own insurance or otherwise not brought to school. The School cannot accept responsibility for loss of money or for loss of or damage to property. Students are asked to declare all items in their possession with an individual value of £100 or more.

Boarders are allowed to wear casual clothes when not engaged in lessons, Chapel Services or other official school activities, but all boarders must be in possession of a clean, complete school uniform/suit.

No non-uniform substitutes are allowed when uniform is required.

A Medical Information Sheet (New Starter Information) will have been sent to parents with the Registration and Acceptance form before the student is admitted into the School. Please complete this form, if you have not done so already and return it to [admissions@rishworth-school.co.uk](mailto:admissions@rishworth-school.co.uk) before the beginning of term. Your child should deposit their NHS Medical Card with Matron on the first day of term. The School will arrange for their name to be added to the School Medical Officer's list of patients and their name will remain on this list for the duration of their time at school.

Any treatment required in the holidays can be obtained from your local Doctor who will treat them as a temporary patient.

Please ensure your child visits their own dentist during the holidays for routine treatment. Matron can only arrange emergency treatment during term time. This does not apply to students whose parents live abroad.

Half-term holidays vary between one and two weeks' duration. In addition, boarders may be granted leave to go out of School on any weekend, from 4.30 pm on Friday until 8.30 pm on Sunday, or at any time between provided a boarder is not required for School activities and conditional upon their satisfactory behaviour and work.

Applications for leave of absence are made to the Housemistress/Housemaster on each occasion by the parent or guardian before Thursday in any week. Term dates and dates of important school events can all be found on the website.

### Pocket Money

Your child will need pocket money as required. This should be discussed with the Housemistress/Housemaster and the money deposited with them on the first day of term. Older students often run their own bank account. There are branches of many of the major banks in the neighbouring town of Halifax. It is advisable that older students, who have their own bank account, have a cash card of some kind. This allows convenient access to their money outside banking hours. Students must deposit all cash in excess of £50 with their Boarding Housemaster/Housemistress.

The amount of pocket money a student will require differs according to age.

Pocket money should be:

- Deposited with House Staff and withdrawn at weekly intervals at appointed times. Requests for money withdrawals are made on Thursday evenings and given out on Friday afternoon.
- Kept in a bank account (preferably a local bank that opens on Saturdays).
- Younger students (Years 6 to 9) are required to deposit their pocket money in the House account as this assists them with their budgeting.
- Money is the personal responsibility of each student. The School can be responsible for money only if it is deposited with House Staff for safe-keeping.
- Students are reminded that they should have their own insurance and that personal belongings are not insured under the School's insurance policies.
- Students may keep only small amounts of money for everyday needs and should not leave sums of money in their studies. Any large amounts (over £50) must be deposited with the House staff.
- No money should be left in communal areas unattended.
- Borrowing and lending of money is not allowed.
- Buying and selling of property is not allowed.
- Gambling is not allowed.