

RED HOUSE  
SCHOOL

# Parent Handbook

AN EDUCATION  
**ENJOYED**

[redhouseschool.co.uk](http://redhouseschool.co.uk)

## Welcome from the Headmaster

Red House School was founded in 1929 by a group of parents who wished to give their children the very best start in life by providing them with a first rate education. Since those early days the school has grown and developed, but the underlying principle of providing the highest quality education, still remains true.

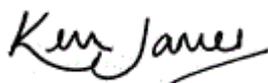
We believe that education should be seen holistically: the physical, intellectual and emotional development of an individual child coming from a wide range of experiences within a broad and balanced curriculum. Education is seen as more than just academic success. Although this is important, it includes exposure to 'culture'; initiates pupils into the norms, customs and values of society; and develops individuals capacities and capabilities both within and outside of the classroom.

Red House offers a high quality education to a relatively wide range of pupils from different backgrounds. Pupils entering Red House must have the potential to benefit from the broad and balanced curriculum we have to offer, but we have a remarkable track record in making the full academic curriculum accessible to a wide range of pupils.

A successful education is not down to any one individual; it is a combination of child, parent and teacher working together. At Red House we encourage parents to become involved in their child's education. Small class sizes ensure teachers really know the children they teach. Teachers are accessible and the pupil planner is used as a conduit for the regular passage of information between school and home.

The information contained within this Parent Handbook is written to help you and your child have a greater understanding of how the school functions. Further information can be found within the School's policies, available on the School's website or from the School Office. Should you have any further questions please do not hesitate to contact the School.

Yours sincerely

A handwritten signature in black ink that reads "Ken James". The signature is written in a cursive style with a long, sweeping underline.

**Ken James**  
**Headmaster**

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## ESSENTIAL INFORMATION

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### Contact the Junior School

During term time, the Junior School office is open from 8am–4pm Monday to Friday. The telephone number is 01642 553370, option 2. You may also email the Junior School Office: damaris.serewicz@redhouseschool.co.uk

The Senior School office is open from 7.30am-5pm during term time. Telephone number: 01642 553370, option 1. During holiday periods the Senior School office is open 9-4pm.

For non-urgent matters an email is the best method of communicating with your class teacher, giving them the chance to research any answer required. Parents can always call the school to arrange an appointment with a particular teacher although teaching commitments mean that this cannot be actioned immediately.

For more immediate matters it may be possible to catch your child's class teacher before the start of the school day or at the end of the day, but please appreciate that this is not an appropriate time to discuss detailed matters as other children and parents may be present.

Mr Simon Haywood, Head of the Junior School, is usually available between 8.30-8.45am and from 3.30-3.40pm in the office/reception area. Please contact the Junior School office to make an appointment at other times.

### Class Teachers

Your child will be assigned to a class. All classes are numbered by the National Curriculum year group with the initial of the class teacher. Your child's teacher has responsibility for overseeing academic progress, involvement in activities and for seeking to resolve any social problems. It is a good idea to develop close contact with your child's teacher.

Your child's teacher should always be your first point of contact at school if you have any questions, problem or concern. Please speak to them before a minor matter may escalate.

### Collection

It is important we know the person who is collecting your child at the end of the day. If you are unable to collect your child please let us know who will be collecting him/her at the end of the school day or from After School Club/Session 6. You may inform us either in writing via a letter to your child's class teacher, by email, or during the day by telephoning the school office. The adult collecting the child will be required to give the child's password.

Within our Enrolment Booklet, we ask each family to inform us of a password which can be requested by staff when another person, eg another family member, is collecting your child and who is not known to staff.

### Collection of Children During the School Day

We must be able to contact you during the day in case your child is unwell. Red House has a medical room and many staff have current first aid qualifications. The school does not employ a school nurse and thus you, or a family member, must be able to collect a sick child. It is of utmost importance that your emergency contact details are kept up to date.

If for any reason your child is unable to attend school:

- Where this is known in advance please send a letter to your child's class teacher.
- For unexpected absence please telephone the School Office between 8-9am on the first day of absence. This ensures we know that your child is unwell and in your care rather

than missing from school. Please then send an email/letter of confirmation when your child returns to school.

Pupils collected during the school day for whatever reason must be signed out with the School Office. If pupils come into school during the school day, they must sign in at the School Office before going into lessons.

If you do have any doubt about whether your child is well enough to be in school we must ask that you are contactable during the day and available to collect your child if it becomes clear that he or she is not well enough to continue. Further information regarding our policy on medication and illness can be found on the school website.

### **Drop off and Pick Up Arrangements**

Parking around The Green is not easy and the maintenance of good relationships with our neighbours is important. We therefore ask you to bear the following points in mind and move away as soon as possible after collecting your child to free parking spaces.

- Vehicles must always be parked legally so as not to cause an obstruction
- Please do not block the school drive or residents' drives, even for 'just a minute'
- Please leave enough room for the school bus companies to be able to enter and exit the Junior School staff car park

### **First Day**

On your child's first day at school please come to the main entrance of the Junior School, where members of staff will be on hand to welcome your child and take him/her to their class.

### **Staff List**

Junior School and Senior School staff lists are available on the school website: [redhouseschool.co.uk](http://redhouseschool.co.uk)

### **Timing of the School Day**

#### **EYFS Including Nursery & Reception**

Breakfast Club	7.30–8.30am
Doors Open	8.30am
Registration	8.45am
Morning Session	8.45–12.00pm
Break	10.20–10.40am
Lunch	12.00-1.30pm
Afternoon Session	1.30-3.15pm
End of Day	3.15pm
End of day supervision	
• Nursery	3.15pm
• Reception	3.30pm
After School Club	3.30-4pm
Session 6	4-6pm

## **Year 1 to Year 5**

Breakfast Club	7.30-8.30am
Doors Open	8.30am
Registration	8.45am
Assembly/PSHE	9.10am
Session 1	9.30-10.40am
Morning Snack	10.40-10.50am
Break	10.50-11.10am
Session 2	11.15am-12.30pm
Lunch	12.30-1.30pm
Registration	1.30-1.35pm
Session 3	1.35-2.25pm
(Y1/2 Optional break)	2.15-2.25pm
Session 4	2.25-3.20pm
End of Day	3.30pm
After School Club	3.30-4pm
Session 6	4-6pm

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## DAILY SCHEDULE

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### Breakfast Club

Breakfast Club takes place in the Barn and opens at 7.30am. Parents do not have to pre-book a session for their child. A healthy breakfast is available until 8.15am. In Breakfast Club your child will have a choice of activities, set out and supervised by qualified staff. At 8.30am your child will be escorted to their classroom ready for the start of the school day. The Breakfast Club Supervisor will pass on any messages from you to the class teacher as directed. Current charges for Breakfast Club are available on the School Fees section of the School website.

### Start of the School Day

The main entrance is open to parents and pupils from 8.30am. Pupils should arrive at school no later than 8.45am and be in their classrooms in time for registration at this time. Registration closes at 8.55am. Pupils arriving after 8.55am must be signed in to school by their parent/carers at the office.

### Assembly and PSHE

Assembly or a programme of Personal, Social and Health Education (PSHE) takes place at the start of each day for pupils in Reception-Year 5. On Wednesdays, the assembly usually takes place in St Mary's Church.

### Break and Lunchtimes

All pupils (Reception-Year 4) are expected to go outside during break and lunchtimes unless there are adverse weather conditions. Pupils must have a pair of training shoes to change into before going outside. In winter months, pupils should have their scarves, fleece hats and gloves in school every day. Suitable outdoor footwear should be worn in snowy conditions e.g. wellington boots.

A healthy snack is provided by school for all EYFS children (Pre-Nursery, Nursery & Reception children). Years 1-4 may bring a healthy snack to school in a labelled bag or container e.g. sliced fruit/vegetable, plain biscuit. A water bottle is available for all EYFS children daily. Older children may bring a water bottle to school daily. It is important that nuts of any kind are not brought into school as some children are prone to an allergic reaction. Milk is available for all pupils at break time.

KS2 pupils (Years 3 & 4) act as playground helpers and there are a variety of small games equipment and toys available for the children to play with, in addition to the climbing frame. A seated area is available for children who want to play quietly.

### Lunch

EYFS lunch is from 12.00-12.30pm. The lunch break for pupils in Years 1-5 is from 12.30-1.30pm. KS1 (Years 1 & 2) go to first lunch, 12.30-1.00pm and KS2 (Years 3-5) go to lunch 1-1.30pm. Our catering team provide weekly menus which are available on the school website and displayed in all the main areas of the Junior school.

It is important that any special dietary requirements are discussed with Simon Haywood before your child starts at school and the appropriate section in the Enrolment Booklet is completed and returned to school prior to entry.

### End of School

The Nursery day finishes at 3.15pm when pupils may be collected from the Nursery by their parent/carer. Parents are asked not to enter the school grounds until this time in order to avoid disrupting physical education lessons taking place on the field and playground.

The main end of school is at 3.30pm. Pupils in Reception and Years 1 & 2 exit via the main entrance. Pupils in Years 3-5 exit via the side gate. Pupils remain with their class teacher until he/she recognises the child's parents/ carer and then they dismiss each child in turn.

Pupils not collected at the end of the day are handed over to After School Club staff in the Nursery.

## **After School Club/Session 6**

### **Session 5 (3.30-4pm)    Session 6 (4-6pm)**

Session 5 and Session 6 are based in the Nursery Classrooms and outdoor areas. Each morning on arriving in the classroom you or your child will need to inform the class teacher if they will be staying after school to either or both sessions. EYFS parents will need to complete the sign in sheet provided in the child's classroom. Both sessions are held in the Nursery classrooms and your child will be escorted by the class teacher and registered by the Wrap Around Care (WAC) staff. Your child will have the opportunity to participate in a wide choice of activities, supervised by qualified staff. When collecting your child, please ring the bell located outside on the door to the reception area. This will alert staff of your presence; you will be asked to sign for your child.

All children present at 4pm will be registered for this session. A healthy snack is provided at 4.10pm and the choice of sandwich fillings and fruit varies daily. A range of activities are on offer including an adult led creative activity. The Barn and main playground are used for physical games. On club nights children attending Session 6 will be escorted to the Nursery by the club teacher and registered by the WAC staff and given a healthy snack.

Parents may contact WAC staff by the normal school telephone number: 01642 553370, option 2.

Current charges for Session 5 and Session 6 are available on the School Fee section of the school website. The cost of WAC is added to the fee bill at the end of term.

WAC staff finish at 6pm and, therefore, if a child is collected after 6pm you may incur a late collection charge.

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# THE CURRICULUM

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## **Red House is a Selective School**

Red House is a small school and many parents value this. It is, however, an inevitable consequence of our small size that we cannot seek to be all things to all people. For this reason we have to be selective.

Children are admitted into Nursery from the start of the term in which they attain their third birthday. There is no assessment for entry into Nursery or Reception, though entry will be dependent upon the availability of places. Children attending the EYFS will automatically be registered to enter Year 1. Proceeding into Year 1 is dependant upon a satisfactory assessment during the Spring Term of the Reception year.

Red House would normally look for evidence that a pupil is securely within the top 50% of the ability range. We will do everything we reasonably can to allow able pupils with special educational needs to succeed at this curriculum. However, it must be remembered that we are not a specialist school for pupils with learning or behavioural difficulties. Such schools exist and they can provide a more professional service for such pupils.

All teaching up to the end of Year 6 is in two balanced, mixed ability groups. In Year 7 and above the social base of the Tutor Group remains balanced and mixed ability and groups are named with the initial of the Tutor. Teaching in Year 7 and above is setted independently by performance in English, Mathematics and the Sciences.

The majority of pupils go through the school from Nursery to GCSE. However, there are occasionally cases when this is not advisable.

Red House does not have a formal assessment for current pupils progressing into Year 7. Very rarely it may not be possible for a pupil to enter the secondary school phase in Year 7. If this is likely to be the case we will have been discussing the matter with you for an extended period of time before the end of Year 6

To ensure that we help every pupil to achieve their full potential, Red House conducts regular assessments of both potential and performance. It is our aim that these should be rigorous but unobtrusive. Assessments will not dominate the school and in many cases, where it is simply routine, we will not inform parents. Parents will only be informed in advance if the outcome of any test could have serious or immediate consequences, as is the case with GCSE examinations.

## **Assessment of Progress**

EYFS pupils are regularly observed throughout the year and staff complete the Foundation Stage Profile, a mandatory assessment required by the local authority at the end of the Reception year.

Regular teacher assessments take place throughout the year against national curriculum levels in English and Mathematics. 'INCAS' assessments are also used to assess pupil progress through Key Stages 1&2.

## **Co-Curricular Activities**

Academic work is, of course, central to life of the school. There is, however, more to life at Red House. We believe strongly that every pupil should develop interests outside the classroom. The Junior School organises a programme of co-curricular activities which are listed on the website. Some activities are organised by outside providers for which there may be an additional charge.

## **Educational Visits and Workshops**

Red House pupils have the opportunity to undertake a wide range of educational visits to local places of educational interest which are linked to topics being studied in the curriculum. Transport to and from the venue is either by the school minibuses or a hired coach from a reputable company. Workshops, led by visiting professionals, are also organised. Full details of all educational visits are sent to parents well in advance of the trip.

Parents have given their consent for their child to attend off-site educational visits by signing the parental contract or completing an Educational Visits Consent Form. Parents of Pre-Nursery, Nursery and Reception pupils are required to complete a consent form for each educational visit.

## **Homework**

Homework for all pupils takes the form of short activities. Teachers send home details of the homework in the child's book bag on a Friday. KS2 pupils have a planner. Further details of homework expectations and routines are given at the Parents' Information Evening. Homework Club is available every night for KS2 children until 4pm.

## **New Parents' Meeting and Taster Day**

A meeting for parents of new pupils starting in Autumn Term is held at the end of the previous Summer Term. This precedes the Transition Day which is usually held for all new pupils in June.

## **Parents' Information Meeting**

At the end of the Summer Term parents have the opportunity to attend a meeting with next year's class teachers who advise parents on the academic programme, homework, daily routine, educational visits and pupil expectations. This is an important event and parents find the meetings very valuable in helping to prepare pupils for the next school year.

## **Reporting to Parents**

Parents have the opportunity to discuss their child's progress with the class teacher twice a year: in the Autumn Term and the end of the Spring Term. Parents will receive an interim report towards the end of the Autumn Term. A full written report is sent home at the end of the academic year and parents have the opportunity to discuss the report with the class teacher, if they wish, in the last week of the Summer Term. EYFS profile results are sent to all Reception pupils' parents with the end of year report.

## **Teaching Classes**

Nursery and Pre-Nursery pupils are accommodated in their own area, with an overall teacher in charge supported by highly qualified and experienced Nursery Nurses. Each child is allocated to a key worker group. Nursery and Reception pupils form the Early Years Foundation Stage.

Pupils in Reception to Year 5 are taught in year group classes, each with their own teacher. Physical Education and Music lessons are taught by specialist teachers from Nursery through to Year 5.

Pupils in Years 1 & 2 form Key Stage 1. They are predominantly classroom based for their lessons in literacy, numeracy, ICT, French, RE, PSHE and cross curricular topics which embrace art, DT, Geography, History & Science. Music and Physical Education are taught in specialist facilities.

Pupils in Years 3 & 4 form Lower Key Stage 2. Year 5 is part of Upper Key Stage 2. They study English, Mathematics, Science, French, RE, PSHE and cross curricular topics which embrace Art, DT, Geography and History.

Music and Physical Education are taught in specialist facilities. Year 3 has PE at the Junior School and Games at the Senior School. Years 4 & 5 have PE and Games at the Senior School. Swimming lessons also begin in Year 4.

Further details can be found within the Curriculum Policy, which is available on the school's website.

## **Wellbeing**

At Red House Junior School, pupils' wellbeing is paramount. Our 'Zen Den' room offers pupils the opportunity for reflection and mindfulness is embedded in our curriculum to help children develop coping skills and strategies.

Our outdoor classroom offers pupils the opportunity to learn new outdoor skills and also allows pupils to see education and learning as a multi-sensory experience.

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## WELFARE MATTERS

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### Red House is a Christian School

Red House is a non-denominational Christian school, but this does not influence in any way our Admissions Policy.

We seek to create a Christian ethos within the school. Morning assembly, Religious Studies lessons and Personal Education all have a broadly Christian message and the school celebrates the major Christian festivals. We hope all families will come to the annual Carol Service.

We expect that all parents accepting places at Red House welcome this and will support the school in developing Christian values in all our pupils. We see this as particularly important as the basis for all relationships within the school. We expect the whole community to develop tolerance, consideration and forgiveness.

### Personal and Social Education

Red House School takes very seriously its responsibility to guide all pupils in developing appropriate attitudes and values.

However, we do not see ourselves as taking over the role of parent. We believe that parents should, and indeed want to, take responsibility for many areas of their child's personal development.

We follow certain important principles:

- staff will always act as a responsible Christian parent would act.
- tolerance, consideration and indeed forgiveness must underpin all relationships.
- staff will teach pupils, according to age, about sensitive matters including sexual relationships, personal development, drugs, and health issues within a framework of tolerant Christian morality.

### Rewards

Systems operate throughout the Junior School to encourage and reward good behaviour. Individuals who have displayed good behaviour all week are acknowledged in Friday's morning assembly when they receive the 'Red House School Courtesy Award'. Star pupil badges are also awarded to pupils who achieve above expectations in either academic work or in their behaviour/service to others. The 'Class of the Week' is awarded in the Monday morning assembly to the class who has acquired the most credits for good behaviour around school, including lunch and playtimes. Staff also award incentives in the classroom.

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## EXPECTATIONS OF PUPILS

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Red House is proud of the fact that it has high expectations of every pupil. Clearly these expectations will increase as pupils get older, but the principles remain the same. In accepting a place for your child at Red House you are undertaking to support the school in its efforts to help everybody to meet these expectations. Please read them. They can be found in every class (located inside school planner for KS2 pupils) and make it clear to your child that you support the school in these expectations.

We do not put a great stress on a list of rules at Red House as such lists tend to be very negative. We do, however, have high expectations of our pupils.

We aim to develop children's self-esteem and self-control. We endeavour to do this through a firm yet gentle discipline in a mutually respectful environment; one where the children develop a sense of responsibility towards themselves, their peers and adults, in an atmosphere where learning can take place.

Fundamental to our policy at the Junior School are two basic rules:

- children must not say anything which hurts someone's feelings
- children must not do anything which hurts someone's body

Staff teach children strategies to empower them to deal with incidents; children can always enlist the help of an adult when needed.

Staff make clear to the pupils, through circle time, PSHE lessons and assemblies, our expectations of behaviour.

Pupils are expected to:

- be honest
- respect others
- think of others
- always do their best
- take care of school equipment
- take care of their possessions
- wear their uniform with pride

Form tutors will go through this list with their pupils and will monitor the responses of pupils. If particular pupils repeatedly stray from these guidelines, form tutors will report to Mr Haywood, who will decide whether to contact you. Mr Barnbook-McKay is responsible for behaviour management in the EYFS. Further information regarding expectations of pupils can be found in our Behaviour Management Policy which can be accessed from the School website.

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## GENERAL INFORMATION

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### Communication

Pupil post is an important mechanism for keeping you informed. Parents should be aware that items are normally emailed on a Friday. Other items, such as school reports, etc come home with your child.

### Fees

School fee bills are emailed and are payable in full before the first day of term to which they apply. Payment can be made by electronic, internet or telephone banking. The School's bank details are as follows:

Lloyds Banking Group  
Sort Code: 30-98-13  
Account Number: 01776186

If you have any queries regarding school fee bills, please contact Andrea Tomlinson, Head of Finance & Compliance, on 01642 553370 or email [andrea.tomlinson@redhouseschool.co.uk](mailto:andrea.tomlinson@redhouseschool.co.uk).

In association with market-leading school fee finance provider School Fee Plan ([www.sfpschoolfees.co.uk](http://www.sfpschoolfees.co.uk)), you can apply online at <https://www.myschoolfeeplan.com/RedHouseSchool-TS20> to pay your school fees by monthly instalments\*. It's quick, easy and once approved, the school will notify School Fee Plan of your termly fees, including extras.

\*Credit is subject to status. Terms and conditions apply.

### Festival of Achievement

It is important to recognise achievement if we are to achieve high standards. Towards the end of the Summer Term a 'Festival of Achievement' is held in the Senior School Hall to celebrate the achievements during the academic year. Pupils from Years 1-5 attend along with their parents. Reception pupils organise an end of year assembly for their parents.

### Holiday Club

The school operates a Holiday Club for pupils attending Red House Junior School. There are a variety of activities on offer including: art and craft projects, baking, gardening, role-play, local visits, games and dance activities. Information on dates, times, charges and booking forms are available from Damaris Serewicz, School Secretary, or available to download from the School website. Early booking is advisable as places are allocated on a first come first served basis. Pupils in Year 3 have the option of attending Holiday Club or Sports Camp (for Years 3-8). At the end of the Summer Term, Year 2 children about to enter Year 3, also have the same option.

### Holidays During Term Time

Red House holidays are generous and the dates given at least one year in advance. Parents are asked not to withdraw children for holidays during school terms. If absence from school of a non-medical nature is required parents must make a written request to Simon Haywood in advance. However, missing school is not encouraged since it not only disrupts the education of the individual who is absent but can also be detrimental to other pupils.

### Nursery

Part-time places are available for children in Nursery. Please discuss availability with Simon Haywood, Head of the Junior School. If a parent would like to increase their child's hours of attendance we ask that requests are put in writing

## **Personal Accident Insurance**

The school takes out Personal Accident Insurance on behalf of all pupils at the school. This cover applies both on and off the premises and includes the following activities:

- all sport activities
- all playground activities
- classroom, laboratories and work experience, etc
- educational visits

Details of the policy can be obtained from the Head of Finance & Compliance

## **Music**

Many pupils at Red House learn musical instruments and there is an additional charge for this. It must be remembered that these lessons may involve withdrawal from normal teaching – it is not possible for everyone to have lessons at break or during the lunch hour. These lessons lead to music examinations held by the Associated Board of the Royal School of Music. Junior School pupils may study a musical instrument after first being assessed by the music specialist.

## **Personal Belongings**

Bringing a small toy to school can help to ease feelings of anxiety during the early days. The toy should be small enough to fit into a pocket. Special toys and other 'valuable' possessions should not be brought to school. Their safety cannot be guaranteed and the loss of such precious belongings can cause upset.

## **Photographs and Data Protection**

The Information Commission has clarified:

Parents who take photographs of their children and friends at school events are not breaching the Data Protection Act and any claims to the contrary are false. The Deputy Information Commissioner has said:

*"We recognise that parents want to capture significant moments on camera and we want to reassure them and other family members that whatever they might be told data protection does not prevent them taking photographs of their children and friends at school events. Photographs taken for the family photograph album are exempt from the Act and citing the Data Protection Act to stop people taking photographs or filming their children at school is wrong."*

## **School Bus Service**

The School operates three school bus routes, servicing Sedgefield, Wynyard, Middlesborough, Ingleby Barwick, Peterlee and Hartlepool daily during term time. These provide a safe and reliable means of getting to school. Further details about the current bus service can be found in the 'Parents' section of the school website or by contacting Claire Bellerby on 01642 558119 or [claire.bellerby@redhouseschool.co.uk](mailto:claire.bellerby@redhouseschool.co.uk).

## **School Calendar**

The school calendar can be found on the School's website. It contains details of all important events for the term including the dates of Parent's Meetings.

## **School Events and Productions**

Throughout the year there are a variety of events, productions and services which parents and friends are invited to attend. A full list is given on the School website calendar and further details are emailed nearer the date. Harvest, Christmas and Easter Services take place in St Mary's Church which is adjacent to the school.

## **School Year Book**

The School year book is produced annually. This provides an opportunity to showcase the work of the children throughout the school and contains many written and pictorial contributions. The year book also acts as a record of the many events and activities that have taken place in school over the past year.

## **Social Media**

Red House is very proactive with its social media accounts. They are updated on a regular basis to help parents and family members to feel part of the school day. It's also a valuable tool to give parents peace of mind whilst their child is on a residential. We would like to encourage all of our parents and family members to like, follow and connect with our social media accounts.

Twitter: @RedHouseSchool

Facebook: @redhouseschooluk

Instagram: @redhouseschool

LinkedIn: Red House School – Teesside

## **Sports Days**

In the Summer Term there are two Sports Days, also the Nursery & Reception Sports Day is held on the Junior School field. Sports Day for Years 1-3 is held on the Junior School field. Years 4 & 5 take part in the Senior School Sports Day.

## **Term Dates**

Summer Term 2021

(Staff Days: Thursday 15 & Friday 16 April 2021)

Start of Term: Monday 19 April 2021

Bank Holiday: Monday 3 May 2021

Half Term: 31 May – 4 June 2021 inclusive

End of Term: 4pm Friday 9 July 2021

Autumn Term 2021

(Staff Days: Thursday 2 & Friday 3 September 2021)

Start of Term: Monday 6 September 2021

Half Term: 18-29 October 2021 inclusive

End of Term: 4pm Friday 17 December 2021

Spring Term 2022

(Staff Days: Tuesday 4 & Wednesday 5 January 2022)

Start of Term: Thursday 6 January 2022

Half Term: 21-25 February 2022 inclusive

End of Term: 4pm Friday 1 April 2022

Summer Term 2022

Start of Term: Monday 25 April 2022

Bank Holiday: Monday 2 May 2022

Half Term: 30 May – 3 June 2022 inclusive

End of Term: 4pm Friday 8 July 2022

## **Uniform**

Most items of uniform can be purchased directly from the school; all other uniform items are available from the high street. A dedicated member of staff is available daily at the school and can advise you fully on the uniform your child requires. Uniform lists are also available on the school website.

Individual appointments for viewing and fitting uniform are available and it's important you bring your child with you. An appointment gives you the opportunity to ask any questions you might have about the uniform and allows your child to be fitted and try clothes on in a comfortable environment.

To arrange an appointment, please contact Ann Morton on 01642 553370 or via email to [uniformshop@redhouseschool.co.uk](mailto:uniformshop@redhouseschool.co.uk). Uniform can also be purchased during school holidays.

Payment for new uniform is expected within 5 working days from the date of purchase and should be made by bank transfer to the school using the account details below:

Account No: 01776186  
Sort Code: 30-98-13

Additional items can be purchased anytime throughout the year and the charges will be added to your termly fees bill. Please note we are unable to accept payment by cash, cheque or debit/credit cards.

## **Use of Photographs and Images**

Please note that photographs of the school and its pupils are taken from time to time for the purposes of publicity, as a record of the life of the school for the enjoyment of the community and as part of academic work. These may be used in various forms, for example in printed promotional material and/or on the school website and social media. Your consent to the use of such photographs which have your child's image on them was demonstrated by your signature on the Acceptance Form.

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## GUIDANCE ON APPEARANCE

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Pupils should present a neat appearance at School and during travel to and from School. Cleanliness is important and attention should be paid to hair, hands, nails and teeth. Clothes according to the uniform lists, should be named and in a good clean condition. Sports clothes should also be clearly labelled and kept clean.

- blazers should be worn to and from school (with the exception of Nursery pupils.)
- ties must be worn correctly
- shirts should be tucked in
- skirt and dress lengths should not be higher than above the middle of the knee
- jumper / cardigan sleeves should not cover the hands
- shoes should be polished and in good condition

### Hair and Hairstyles

We expect pupils at Red House to have clean, neat hair that has been combed or brushed each morning. Red House is a high achieving school with high standards and we expect hair length to conform to conventional standards. We do not allow street culture into School. Nor do we allow the braiding of hair, although allowances maybe made for cultural background. Hair extensions are not acceptable.

#### Boys

- neat and clean
- above the collar and not over the eyes
- excessively short hair (eg shaved) is not acceptable
- no outlandish hairstyles which are a fashion statement
- natural hair colour

#### Girls

- neat and clean
- hair bands etc must be plain blue, red, black or white and no wider than 4 cms
- excessively long or short hair is not permitted
- long hair should be tied back
- no outlandish hairstyles which are a fashion statement
- hair extensions and braiding are not allowed
- natural hair colour

### Jewellery

- a watch is permitted from Year 3
- no jewellery is allowed including friendship bracelets and sweat bands
- earrings are not allowed in school at any time

### Nails

- nail varnish is not permitted

### Jumpers/Cardigans

- girls may only wear the blue cardigan with their summer uniform

### Shoes

- plain black shoes, without adornments, must be worn
- sandals with enclosed toes are permitted with the summer uniform

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## **BAGS AND ESSENTIAL EQUIPMENT**

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Children do not need a pencil case.

### **Bags**

All pupils require the School book bag which should be brought into School on a daily basis. The school PE drawstring bag (Nursery-Year 2) and school PE rucksack (Years 3-5) should be brought into school on a Monday/first day of the week and taken home on a Thursday evening, unless kit is required for an afterschool club on a Friday evening. LKS2 may bring a satchel to carry school equipment.

### **Drinking Bottles**

Pupils should bring a small named water bottle to school on a daily basis. Bottles can be refilled in the classroom.

### **Snacks**

EYFS pupils are provided with healthy snacks on a daily basis and are not permitted to bring a snack into school.

Pupils in Years 1-5 may bring a small healthy snack into school eg, one piece of fruit or a plain biscuit. Multiple items are not permitted.

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## SCHOOL POLICIES AND PROCEDURES

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The school has a range of policies and procedures covering many aspects of school life. Policies and procedures are subject to regular review.

The school has a statutory requirement to publicise certain policies to parents. There are other policies and procedures, an awareness of which will be useful for you and your child/children.

These policies and procedures are all available in the 'parents' section of the school website, [redhouseschool.co.uk](http://redhouseschool.co.uk). They may also be obtained from the School Office.

Current Policies and Procedures:

- Admissions
- Anti-Bullying
- Assessment
- Attendance
- Behaviour Management
- Bursary
- Bursary Application Form
- Child Protection (Safeguarding)
- Child Protection (Safeguarding) Suitability of Staff
- Colours
- Complaints
- Curriculum
- Disability Equality Scheme & Access Plan
- English as an Additional Language (EAL)
- Equality
- e-Safety
- Fire Safety Policies & Risk Assessment
- First Aid
- General Data Protection Regulations Privacy Notice
- General Data Protection Regulations Alumni Privacy Notice
- Health and Safety
- Health and Safety of Activities Outside School
- Infectious Diseases & the Administration of Medicines in School
- Missing Child Policy
- Non Collection of Children
- Risk Assessment
- School Closure
- SEND Information Report
- Special Educational Needs & Disability Policy
- Supervision of Pupils

Also available on the school website is the most recent version of this and the Senior School Parent Handbook.

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# SCHOOL COUNCIL

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## Message from the Chair

Red House School really will give your child a foundation for life. The school provides a bespoke education for its pupils who are given the opportunity to be the best that they can be. Our pupils excel in so many different areas of school life.

Red House's reputation is longstanding and one of which we are extremely proud. We have been providing a wonderful learning environment for over 90 years.

Red House has a beautiful setting in an ideal location. The School continues to grow and develop whilst retaining its strong sense of family and small class sizes.

As Chair of the School Council I can personally assure you that we are dedicated to maintaining and developing our fantastic school and giving all of our children the very best that Red House has to offer.

Victoria L Duncan  
Chair of School Council

## What is the School Council?

The School Council is the name for the Red House Governing Body. Unusually, School Council is comprised almost entirely of parents, elected at the Annual General Meeting. Full details of School Council members can be found on the school website. The primary function of the School Council is to ensure the continued success of the school as a charitable business and to ensure that it remains financially sound. While the School Council has responsibility for the overall operation of the school, educational matters are delegated to the Headmaster and his staff, who have discretion to operate within the broad policies set by School Council. Full details of School Council members are available on the school website.

## Annual General Meeting

The School Council reports to parents annually at the Annual General Meeting each Autumn. All parents, including both parents of each child, have the opportunity to become members of the Red House Company. The application form is provided with joining material. Please write to the School Office if you would like another copy. Parents who are members of the Company may also stand for election to School Council at the AGM.

## How To Become A Member Of The School Council

Information is sent out to parents prior to the AGM. To stand for election to School Council a parent must be a member of the Company and must be proposed and seconded by other members. Parents are advised to discuss the matter in advance with an existing member of School Council. Please write to the School Office for a list of members of School Council who can be contacted, via the School Office. It is important to remember that School Council does require parents with the expertise to contribute to the running of the school as a business.

## Red House School Ltd – Company Membership

All parents of pupils at Red House School have the opportunity to become members of the Company. There is no charge for this and the maximum financial exposure for members of the Company, in the unlikely event that the Company experienced financial difficulties, is £1. Membership of the Company entitles you to attend the AGM of the Company and to stand for election to the governing Council of the school. This is a unique opportunity for parents and gives you the opportunity to be fully involved in the business affairs of the school. If you wish to become a member of the Company, please complete and return the section in the Enrolment Booklet.

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# RED HOUSE SCHOOL PARENT TEACHER ASSOCIATION (PTA)

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## What is the PTA?

The PTA is an organisation made up of parents and staff of the school. The PTA is essentially a social organisation designed to further enhance positive relations amongst parents and between parents and staff, whilst working together to benefit the school community and enhance the Red House family ethos. The PTA complements the School Council, which has responsibility for the operation of the school. All social events are self-financing and any profits made are used to benefit the children within the school. All parents are members of the PTA and agree to pay the termly subscription when they accept a place for their child in the school. The PTA is not involved in the running of the school.

## PTA Officers

Chairman:

Vice-Chairman: Dr K Shaw

Secretary: Mrs G Cowley

Treasurer: Mrs J Craggs

## What the PTA Does

The PTA organises a wide range of very popular social events for children, parents, friends and staff. The major social event of the year is the Spring Ball, which usually takes place in April or May each year, whereby parents, teacher and friends of Red House, are all welcome to attend. Another very popular event is Firework Night, which is the ideal family event for children, parents and teachers to get together to enjoy a hot chocolate and some firework food, whilst enjoying the display. The PTA also organises a range of social events for the children, including visits from Santa and the Easter Bunny for the younger children and discos and parties for the older ones, as well as the Prom for Year 11 Leavers. The Garden Fete provides a fun-finish to the Summer Term, allowing the children to socialise with their friends and enjoy the inflatable assault courses and other fun stalls, whilst parents can visit the BBQ and savour a Pimms in the sun (assuming the weather is playing ball). The fundraising carried out by the PTA enables the finance of items such as a school mini-bus, renovations throughout the school and the purchase of equipment to aid the community such as a defibrillator for use in the school and community.

## How to Become a Member of the PTA Committee

The PTA is always very keen to welcome new members to the Committee - the only qualification is a willingness to help with social events and be able to attend the meetings. If you don't feel you have time to commit to being a full PTA member, the PTA also would be delighted to welcome 'PTA Helpers', who are not required to attend the meetings, but who are happy to help at some of the events during the year. Please contact any member of the Committee for further details or alternatively, the School Office can always arrange for a member of the Committee to contact you if you would like to volunteer. You will be very welcome!