



RED HOUSE  
SCHOOL

# Parent Handbook

AN EDUCATION  
ENJOYED

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

## Welcome from the Head

Red House was established in 1929 by a group of parents to provide the very best education possible for their children. This remains just as true today and a close working collaboration between parents and staff ensures that our pupils are happy in school and achieve their very best.

It is a great honour to be Head of Red House School, a truly cooperative community in which every member is working towards the goal of being the best they can be, whilst supporting those around them. We offer each of our pupils the opportunity to make the most of their talents and gain a wealth of new experiences in a happy, encouraging, and nurturing environment. We maximise their potential by affording our pupils a huge range of learning and co-curricular opportunities, whilst ensuring the highest levels of pastoral care and small class sizes. We want our pupils to flourish and to leave us at the end of their Red House journey, surrounded by friends, with the best grades possible, being fully prepared for the next exciting phase of their lives.

Our pupil's success is the result of their curiosity and intellectual engagement, as well as their developing maturity and self-confidence. Making learning exciting, engaging and memorable lies at the heart of a Red House education. However, academic results are not the sole success criteria: your child will enjoy a holistic education, and be inspired as much by the world outside the classroom as the world within it. At Red House, every aspect of school life complements the others, and it is precisely this rounded education which produces independent and creative young adults, who are prepared and ready to make their mark in the world.

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.

With very best wishes



**Dr Rebecca Ashcroft**  
**Head**

---

# CONTENTS

---

<b>Essential Information</b>	3
<b>Daily Schedule</b>	5
<b>The Curriculum</b>	7
<b>Welfare Matters</b>	9
<b>Expectations of Pupils</b>	10
<b>General information</b>	11
<b>Bags and Essential Equipment</b>	15
<b>Guidance on Appearance</b>	16
<b>School Policies and Procedures</b>	18
<b>The Board of Governors</b>	19
<b>Red House Parent Teacher Association (PTA)</b>	20

---

## ESSENTIAL INFORMATION

---

### Contact the Senior School

During term time, the Senior School office is open every weekday between 7.30am and 5pm. During the holidays, it is open between 9.30am and 4pm. If you wish to contact the office by telephone, the number is 01642 553370, option 1. If you would like to talk to a member of the teaching staff directly, the School Secretary will endeavour to transfer your call or take a message and ask the person concerned to return your call. You may also email the Senior School Office: linda.ward@redhouseschool.co.uk.

If you wish to discuss an academic matter, you may contact the subject teacher directly, or contact Lara Roberts, Assistant Head (Academic). However, for more general or pastoral matters, you should always make the form tutor your first point of contact. You can also do this by simply putting a note in your child's pupil planner.

We also have a Pastoral Team Leader working with each key stage:

- Mrs Lindsay-Symington Head of Years 9-11
- Mr Thorogood (from Sept 2022) Head of Years 7 & 8

You can also contact members of staff by email, details are available on the Parent Portal.

### Collection of Children during the School Day & Absence

We must be able to contact you during the day in the unlikely event that your child is unwell. Red House does not employ a school nurse and thus you, or a family member, must be able to collect a sick child.

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

- Where this is known in advance please send an email/letter to your child's form tutor.
- For unexpected absence please phone the School Office between 7.30-8.30 am on the first day of absence. This ensures we know that your child is unwell and in your care rather than missing from school.

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

If you 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.

### 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 minibus to be able to turn out of the Senior School at 4pm, as there are often away fixtures at that time.
- Please do not simply pull alongside the parked cars outside Senior School to allow your child to 'jump in'.

## First Day

If your child is joining at the beginning of the school year, in September, please come to the main entrance of the Senior School, facing The Green, at 8.15 am on the first day of term where members of staff will be on hand to welcome your child and take him/her to their tutor group.

If your child is joining during the year, Claire Bellerby, Head of Admissions will confirm arrangements for their first day.

## Form Tutors

Your child will be assigned to a tutor group. All tutor groups are numbered by the National Curriculum Year Group with the initial of the Form Tutor. Your child's form tutor has the responsibility for overseeing academic progress, involvement in activities, and for seeking to resolve any social problems. It is a good idea to develop close contacts with your child's tutor.

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

## Staff List

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

## Timing of the School Day

Breakfast Club	7.30–8.10am *at 8.10am all children go to the Astro, where they are supervised by a member of staff
Registration	8.30am
Assembly/Tutor Time	8.40am
Lesson 1	9.00-9.55am
Lesson 2	9.55-10.50am
Break	10.50-11.10am
Lesson 3	11.10-12.05pm
Lesson 4	12.05-1.00pm
Lunch	1.00-2.00pm
Registration	2.00-2.10pm
Lesson 5	2.10-3.05pm
Lesson 6	3.05-4.00pm
Tea & Prep	4.00-6.00pm

---

# DAILY SCHEDULE

---

## Breakfast Club

All pupils arriving at school before 8.10am will be supervised in Breakfast Club in the Senior School hall. Here the children are supervised and, should they require it, may purchase breakfast. Breakfast Club opens at 7.30am. There is no charge for Breakfast Club but pupils will require money if they wish to purchase breakfast items. At 8.10am, children are escorted outside, unless the weather is inclement, until the bell goes at 8.25am. Pupils who arrive between 8.10am and 8.25am should go straight to the outdoor astro area where they will be supervised.

## Start of the School Day

Pupils should arrive at school by 8.25am and be in their form rooms in time for registration, which is at 8.30am.

## Assembly and PSHE/RSE

Assembly or tutor time takes place at the start of each day.

## Break and Lunchtimes

All pupils are expected to go outside during break and lunchtimes unless it is raining. Pupils must have a pair of training shoes to change into before going outside. Senior School pupils play football or other games in separate areas of the school field. Pupils may bring a healthy snack with them to eat at school. Please do not provide nuts as a snack, as some pupils have severe allergies and we are a 'nut-free' school. A tuckshop is provided once a week:

- Mondays: Years 6 & 7
- Wednesdays: Years 8 & 9
- Fridays: Years 10 & 11

## Lunch

The lunch break is from 1.00pm until 1.55pm. Years 6-8 go to first lunch from 1.00-1.25pm and Years 9-11 go to second lunch, 1.25-1.55pm. There is a rota to ensure each year takes turns to be first into lunch. Our catering team provide weekly menus, which are displayed on the website and in all the main areas of the school.

It is important that all dietary requirements are completed within the Enrolment Booklet and returned to school prior to your child starting school.

## End of School

The end of school for Senior School is at 4.00pm. Pupils staying for Tea & Prep should go to the hall as soon as possible, so that tea can begin promptly.

Any pupils not collected by 4.15pm are brought back into Tea & Prep until they are collected.

## Tea and Prep

Each morning during registration, your child will need to inform their teacher if they will be staying for tea that day. The first session (snack only) runs from 4.00pm until 4.15pm. This is for children who are attending a co-curricular activity, who would like to have a snack and a drink before the club begins. Clubs run from 4.15-5.15pm. 'Tea and Prep 1' runs from 4.00-5.15pm and 'Tea and Prep 2' from 5.15-6.00pm.

Current charges for Tea & Prep are available on the school website under School Fees.

Tea is served at 4pm, usually in the hall and the menu varies daily. Pupils who are not taking part in co-curricular activities are expected to bring everything they need in order to do their homework, to work quietly without disturbing others and to have a reading book with them at all times. Once homework has been completed, younger pupils are allowed to play board games quietly and have access to drawing materials, word searches and crosswords. During most sessions, access to Chromebooks is available should they be required for research or homework. Pupils soon settle into the routine and make good use of the time available to them.

At the end of the first session (5.15pm) pupils are escorted outside under the supervision of a member of staff.

For reasons of security, should you wish to collect your child during, rather than at the end of a session, we ask that you wait at the Pupil Entrance and ring the Senior School number (01642 553370). A member of staff will bring your child to you. It would also be most helpful if you could use this number to let us know if you are likely to be late collecting your child for any reason. Please note that pupils are not allowed to have their mobile phones switched on in School so will not be able to receive calls or text messages.

---

# THE CURRICULUM

---

## 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.

In the upper part of the school, we offer only one curriculum leading to 9 or 10 GCSE's with teaching targeted at grade 4 and above. All pupils entering the school must have the potential to benefit from this curriculum. All pupils are, thus, assessed before a place in the school can be confirmed. This assessment is not normally competitive; except for entry to Year 7, where demand for places is high.

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 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 set 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. At the end of Year 4, parents will be alerted if there is serious doubt that a programme leading to 10 GCSEs at grade C and above is appropriate. This will then be reviewed again at the end of Year 6 prior to pupils starting on the academic programme in Year 7. Occasionally 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.

## Co-Curricular Activities

A range of both sporting and non-sporting co-curricular activities are organised appropriate to the age of the pupils. The sporting activities are additional to team practices and fixtures.

A list of current co-curricular activities will be circulated each term.

Parents have given their consent for their child to attend off-site educational trips and visits by signing the parental contract or completing an Educational Visits Consent Form. Where an activity is residential or involves adventurous activities, a further one-off Parental Consent and Medical Form will be sent home.

## Educational Visits and Workshops

Red House pupils have the opportunity to undertake a wide range of educational visits. These include a wide variety of day visits to local places of educational interest linked to topics studied in the curriculum, as well as foreign language and outdoor adventure education residential trips. 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. An annual skiing holiday, usually during the Christmas holiday, is open to pupils from Years 7-11.

### **Teaching and Tutor Groups**

Pupils in Year 6 are taught in balanced mixed ability classes by a primary teacher, with some specialist teachers (e.g. PE, DT, Art, Music and French). In Year 7 and above, balanced, mixed ability tutor groups remain together, but setting by performance is introduced. Mathematics and Sciences are able to set independently, according to a pupil's performance in that subject.

We will always listen to parents in matters of class allocation but, ultimately, we are unable to run a school with every parent choosing the group in which their child is placed. We will always listen, but in the end, parents placing pupils into Red House must accept that the school makes the final decision on these groupings.

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

### **Reporting to Parents**

Written reports, which give details of children's academic progress, are issued at the end of the Autumn and Summer Terms for Years 6-10. Year 11 have a report at the end of the Autumn Term.

Parent teacher consultations are held during the Spring Term.

### **Wellbeing**

Red House School's delivery of high impact pastoral care has been recognised in our School's Mental Health Award from The Carnegie Centre of Excellence. We work strategically to improve the wellness of our pupils and this award has highlighted many areas of success, as well as helping us to plan for emotional health and wellbeing provision.

---

## WELFARE MATTERS

---

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, Health and Social Education (PSHE) and Relationships and Sex Education (RSE) all have a broadly Christian message and the school celebrates the major Christian festivals. We hope that 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.

### **PSHE and RSE**

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.

---

## EXPECTATIONS OF PUPILS

---

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 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. The following list (although not exhaustive) does give some indication of the nature of our expectations:

- We expect pupils to be courteous and considerate at all times which will include making an appropriate response to a greeting or farewell by a member of staff, being prepared to say, 'excuse me,' when passing between two people, holding doors open for members of staff, visitors and for one another, being ready to help visitors.
- We expect pupils to be polite and pleasant.
- Pupils are expected to be quiet when lining up for a class and during assembly.
- We expect pupils to walk around school purposefully, without running or pushing. This should be done quietly, but not necessarily in silence.
- We greatly appreciate parental support in reinforcing these.

Form tutors will go through this list with their pupils and will monitor the response of pupils. If particular pupils repeatedly stray from these guidelines, form tutors will report to the Team Leader, who will decide whether to contact you. Further information regarding expectations of pupils can be found in our Behaviour Management Policy and within the School Code of Conduct. Copies of these are available on the school website.

---

## GENERAL INFORMATION

---

### Communication

Pupil Post is an important mechanism for keeping you informed. Parents should be aware that this is normally issued on a Friday afternoon.

### Fees

School fee bills are issued electronically 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 [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 is 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.

### Holidays during Term Time

Red House holidays are generous and the dates are 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 the Head in advance. 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.

### House Events

On entry to the Senior School, all pupils are placed into one of three houses: Castle, Ragworth or Whorlton.

House events - academic, sporting and co-curricular - take place throughout the year. Pupils have the opportunity to be part of the House Teams in hockey, netball, football, rugby and for U11 and U13 pupils, cross-country too. There are House competitions at U15 level too: netball, hockey and football for girls, rugby, hockey and football for boys. There is a House Swimming Gala open to Years 4-6 and usually takes place in the Spring Term. Sports Days form the House competition for Athletics and these take place in the Summer Term. Sports Day for Years 4-6 is held at school and Years 7-10 have their Sports Day at Middlesbrough Sports Village. We welcome all parents and families to attend Sports Day and Galas.

### 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. There is an additional charge for this individual tuition. 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. Music concerts give pupils learning musical instruments the chance to perform to an audience and are held on a number of occasions during the year. There is an annual musical production involving pupils from across the whole school.

## **Photographs and Data Protection**

The Information Commissioner's Office (ICO) 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."*

## **Prize Giving**

It is important to recognise achievement if we are to achieve high standards. Each section of the school holds a Prize Giving Ceremony. The Senior School Prize Giving Ceremony is at the end of the Summer Term.

## **School Bus Service**

The School operates three school bus routes, servicing Sedgefield, Wynyard, Middlesbrough and Hartlepool daily during term time. These provide a safe and reliable means of getting to school. Timetables and charges can be found on the school website. Please contact Claire Bellerby on 01642 558119 or [claire.bellerby@redhouseschool.co.uk](mailto:claire.bellerby@redhouseschool.co.uk) for further details on the school bus service.

## **School Calendar**

The school calendar can be found on the School's website. It contains details of all important events, including sports fixtures, Parents' Evenings etc.

## **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 other family members 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 other family members to like, follow and connect with our social media accounts.

Twitter: @RedHouseSchool  
Facebook: @redhouseschooluk  
Instagram: @redhouseschool  
LinkedIn: Red House School - Teesside

We also have the additional Senior School Twitter departmental account that you may like to follow.

@redhousesport

### **Sports Camp Holiday Club**

The Senior School Sports Camp is a fun way for pupils to keep active in the holidays, whilst improving their sports skills and spending time with their friends. The clubs are only open to children attending Red House School (Years 3-8) and are open from 9am-4.00pm on selected dates. Please contact Linda Ward, School Secretary for more details and booking information: linda.ward@redhouseschool.co.uk or telephone 01642 553370.

### **Term Dates**

Autumn Term 2022

(Staff Days: Thursday 1 & Friday 2 September 2022)

Start of Term: Monday 5 September 2022

Half Term: 17-28 October 2022 inclusive

End of Term: 4pm Friday 16 December 2022

Spring Term 2023

Start of Term: Thursday 5 January 2023

Half Term: 20-24 February 2023 inclusive

End of Term: 4pm Friday 31 March 2023

Summer Term 2023

(Staff Days: Thursday 20 & Friday 21 April 2023)

Start of Term: Monday 24 April 2023

Bank Holiday: Monday 1 May 2023

Half Term: 29 May – 2 June 2023 inclusive

End of Term: 4pm Friday 7 July 2023

Autumn Term 2023

(Staff Days: Monday 4 & Tuesday 5 September 2023)

Start of Term: Wednesday 6 September 2023

Half Term: 23 October -3 November 2023 inclusive

End of Term: 4pm Friday 15 December 2023

Spring Term 2024

(Staff Days: Wednesday 3 January 2024 & Wednesday 27 March 2024)

Start of Term: Thursday 4 January 2024

Half Term: 19-23 February 2024 inclusive

End of Term: 4pm Tuesday 26 March 2024

Summer Term 2024

Start of Term: Monday 15 April 2024

Bank Holiday: Monday 6 May 2024

Half Term: 27 May – 31 May 2024

End of Term: 4pm Friday 5 July 2024

## **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. It is important that 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 can be made by card at the time of purchase, or it is expected within 5 working days from the date of purchase if paying 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 or cheque.

## **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.

---

# BAGS AND ESSENTIAL EQUIPMENT

---

## Drinking Bottles

- Pupils should also bring a water bottle to school. Drinking fountains are available so that bottles can be refilled in school. If pupils are involved in sporting events or fixtures they should always take a filled water bottle with them.

## Pencil Cases

- Pupils in Year 6 and above should also have a pencil case containing the following equipment: handwriting pen with blue ink (black ink is allowed in KS4 only and biro's are not allowed); pencil; pencil sharpener; eraser; ruler; coloured pencils; compass; protractor; a scientific calculator: Casio fx-83GTX (from Year 7); glue; and safety scissors.

## School Bags

- A briefcase or hard-sided bag should be provided for carrying books and other equipment around school. As an alternative, a backpack type bag, which is well-padded, has compartments and will protect expensive textbooks is suitable. Normal rucksacks, which have no support in the main compartment, are unsuitable, as they do not offer protection for the carrier or contents of the bag. Bags should be of a plain dark blue or black colour, with no or discreet logos.
- We impress upon pupils that they should only carry those books that are necessary for each session and not to carry a whole day's books in their bags. Books should be stored at home and in the pupils' lockers in school when not required.
- Pupils in Year 6 are encouraged to use the School backpack or satchel. These can be purchased from the School Uniform shop. Alternatively, they may use a medium sized bag, which should be plain dark blue or black in colour, with no or discreet logos.

## Sports Bags

- Sports bags are available from the Uniform Shop.

---

## GUIDANCE ON APPEARANCE

---

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 and nails; not only first thing, but all day. Clothes, according to the uniform list, should be named and in a good clean condition. Sports clothes should also be clearly labelled and kept clean.

- Shirts must be tucked in
- Ties must be tied properly
- Blazers should be worn by all pupils
- Skirt and dress lengths should not be higher than above the middle of the knee
- Girls trousers (from Years 7-11) must be formal with a seam, dark grey and full length
- Jumpers should not be too baggy; jumper sleeves should not cover the hands
- If a belt is worn it must be a traditional black leather belt; a non-fashion item
- School shoes should be polished and in good condition

### Hair and Hairstyles

We expect pupils at Red House to have clean, neat, natural-coloured 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 and not be ostentatious. We do not allow street culture into school. Nor do we allow the braiding of hair though allowances may be made for cultural background. Hair extensions are not acceptable.

#### Boys

- Neat and clean
- Above the collar and not over the eyes
- Excessively short hair (e.g. shaved) is not acceptable
- No outlandish hairstyles which are a fashion statement
- Natural hair colour
- Whilst in PE/Games lessons, a sports practice or a fixture, hair should be tied up and kept away from the face (with hair band/grips).
- Boys must be clean-shaven

#### Girls

- Neat and clean
- Hair bands etc. must be plain blue, red, black or white and no wider than 4cms
- Excessively long or short hair is not permitted
- Hair extensions and braiding are not allowed
- Whilst in PE/Games lessons, a sports practice or a fixture, hair should be tied up and kept away from the face (with hair band/grips).
- Natural hair colour

### Jewellery

- With the exception of a watch, no jewellery is allowed for pupils in Years 7-10.
- This includes friendship bracelets and sweat bands.
- Earrings are not allowed in school at any time for pupils in Years 7-10. Pupils in Year 11 are permitted to wear one pair of earrings. However, they must be worn in the lobe, be at the same level in the lobe and be a plain stud. Earrings must be removed for PE/Games lessons. If ears are to be pierced, this should be arranged at the beginning of the long summer break to allow enough time for the healing process.
- Piercings are not permitted.

### Make Up

- The wearing of make-up and fake tan is not permitted (girls in Years 10 and 11 may wear discreet make-up).
- Tattoos are not permitted

## **Nails**

- Nail extensions, gel nails and nail varnish are not permitted.

## **Shoes**

- Plain, black shoes, without adornments, must be worn.
- Boots and sandals are not permitted.
- Girls below KS4 should wear shoes (heels no higher than 3cms, measured at the back).
- Girls in KS4 should wear shoes (heels no higher than 5cms, measured at the back).
- Stiletto-style heels and plimsolls are not permitted.

---

## SCHOOL POLICIES AND PROCEDURES

---

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
- Attendance
- Behaviour Management
- Bursary
- Bursary Application Form
- Child Protection (Safeguarding)
- Child Protection (Safeguarding) Suitability of Staff
- Complaints
- Curriculum
- English as an Additional Language (EAL)
- Equality
- e-Safety
- First Aid
- General Data Protection Regulations Privacy Notice
- Health and Safety
- Health and Safety of Activities Outside School
- Hiring Our Facilities (including Application Form for Hiring Our Facilities)
- Infectious Diseases & the Administration of Medicines in School
- Non Collection of Children
- Parental Agreement to Administer Medicine Form
- Request for Child to Carry His/Her Own Medicine Form
- RSE
- School Closure
- SEND Information Report
- Special Educational Needs (SEN)
- Wellbeing and Positive Mental Health

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

---

# BOARD OF GOVERNORS

---

## 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 Board of Governors 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 Board of Governors

## What is the Board of Governors?

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

## Annual General Meeting (AGM)

The Board of Governors report to parents annually at the AGM 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 the Board of Governors at the AGM.

## How to become a member of the Board of Governors

Information is sent out to parents prior to the AGM. To stand for election to the Board of Governors, 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 the Board of Governors. Please write to the School Office for a list of members of the Board of Governors who can be contacted. It is important to remember that the Board of Governors do require parents with the expertise to contribute to the running of the school as a business.

## Red House School Ltd – Company Membership

Membership is open to every person who for the time being shall be the father, mother or guardian, or other person having parental responsibility, of a boy or girl who shall have been accepted as a pupil of the School. 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 Board of Governors of the school. This is a unique opportunity 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.

---

# RED HOUSE SCHOOL PARENT TEACHER ASSOCIATION (PTA)

---

## What is the PTA?

The PTA is a group of parents and staff of the school which organises social events and activities that bring the school community together, thus enhancing positive relations amongst parents and between parents and staff, whilst working together to benefit the school community and enhance the Red House family ethos. 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, but complements the Board of Governors which has responsibility for the operation of the school.

## PTA Officers

Chair:	Dr Karen Shaw
Vice-Chair:	Dr Uzma Olbrich
Secretary:	Mrs Claire Dalton
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 throughout the academic year. These include a Welcome BBQ in September which parents, teachers and pupils are all welcome to attend. Another very popular event is Fireworks 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. Other events include an annual party/ball which is open to all parents, teachers and friends of Red House, as well as quiz nights, a fashion show and art exhibition. The PTA also organises a range of social events for the children, including cinema nights and 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 provides treats for the children, including selection boxes and Easter eggs, and finances items of benefit to the school. Examples include a school minibus, a piano, outdoor play equipment, refurbishments in school, and the purchase of a defibrillator for use in the school and by the wider community.

## How to become a member of the PTA Committee

The PTA is always very keen to welcome new members who are willing to help with social events. PTA meetings are held approximately every month but there is no requirement to attend so members can dip in and out depending on the time they have available. If you would like further details, please contact the PTA Officers at: [pta@redhouseschool.co.uk](mailto:pta@redhouseschool.co.uk) 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!