



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**

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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: Jodie.mason@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 child's 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 after 4pm 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, e.g. 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 (Nursery & Reception)**

Breakfast Club	7.30–8.30am
Doors Open	8.30am
Registration	8.45am
Morning Session	8.45–12.30pm
Break	10.30–10.50am
Lunch	12.30-1.30pm
Afternoon Session	1.30-3.15pm
End of Day	3.15pm
End of day supervision	
• Nursery	3.15pm
• Reception	3.25pm
After School Club	3.30-4.00pm
Session 6	4.00-6.00pm

### **Key Stage 1 (Years 1 & 2)**

Breakfast Club	7.30–8.30am
Doors Open	8.30am
Registration	8.45am
Morning Session	8.45–12.30pm
Break	10.50–11.10am
Lunch	12.30-1.30pm
Afternoon Session	1.30-3.30pm
(Years 1 & 2 Optional Break)	2.25-2.25pm
After School Club	3.30-4.00pm
Session 6	4.00-6.00pm

### **Key Stage 2 (Years 3-5)**

Breakfast Club	7.30–8.15am
Doors Open	8.20am
Registration	8.30am
Lesson 1	9.30-10.40am
Morning Snack	10.40-10.50am
Break	10.50-11.10am
Lesson 2	11.15–12.30pm
Lunch	12.30-1.30pm
Registration	1.30-1.35pm
Lesson 3	1.35-2.25pm
(Years 4 & 5 Optional Break)	2.45-3.00pm
Lesson 4	3.00-4.00pm
Session 6	4.00-6.00pm

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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. Children in Years 3-5 will be escorted to the classrooms at 8.15am; at 8.30am children in Nursery - Year 2 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

For children in Nursery – Year 2, 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.

The vicarage door entrance is opened at 8.20am for children and parents in Years 3-5. Pupils should arrive no later than 8.30am.

## Assembly and PSHE/RSE

Assembly or a programme of Personal, Social and Health Education (PSHE)/Relationships and Sex Education (RSE) takes place at the start of each day for pupils in Reception - Year 5.

## Break and Lunchtimes

All pupils in Years 1-5 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). Children in Years 1-5 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 in Years 1-5 must 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.

Key Stage 2 pupils (Years 3-5) 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

Lunch for Nursery – Year 2 is from 12.30-1pm. The lunch break for pupils in Years 3-5 is from 12.30-1pm, pupils then go to lunch at 1-1.30pm. Our catering team provide weekly menus, which are available on the school website and are displayed in all the main areas of the Junior School.

It is important that any special dietary requirements are discussed with Mr Simon Haywood, Head of the Junior School, 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 end of the school day is 3.30pm for Years 1-3 and 4pm for Years 4 & 5. 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.

Depending on lessons, Years 4 & 5 may be picked up from the Senior School.

Pupils not collected at the end of the day are handed over to Wrap Around Care (WAC) staff.

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

#### **Session 4 (3.30-4.00pm) & Session 6 (4.00-6.00pm)**

Session 4 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 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 out your child.

All children present at 4pm will be registered for Session 6. 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 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; 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 be all things to all people. For this reason, we have to be selective.

Children are eligible to join Nursery from 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.

In the upper part of the Senior 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 access the 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 SEND difficulties. Such schools exist and they can provide a more appropriate 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 with mixed ability, and groups are named with the initial of the Tutor. Teaching in Year 7 and above is set independently by performance in Mathematics, the MFL's and the sciences. English is set from Year 9.

The majority of pupils go through the school from Nursery to GCSE. However, there are occasionally cases when this is not advisable. If this is likely to be the case, we will have been discussing the matter with parents for an extended period of time before this.

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.

## Carbon Neutral Group

In February 2022, a working party of pupils, teachers and governors was created with a pledge to offset School's carbon emissions and become Carbon Neutral by 2030. The group regularly meet at lunch times to review their action plan and propose initiatives to support this aim. The group are proud of their achievements to-date, including eco-friendly meal days; battery and paper recycling; litter picking rotas, in school and in the wider community; implementing bird boxes; cycle training; planting an orchard; sourcing renewable energy provision; and planning an annual 'Environment Week', with a range of eco challenges for the school community to take part in. The group is also supported by a co-curricular after school 'Eco Club' and they are keen to welcome any new members who would like to join.

## **Co-Curricular Activities**

Whilst academic work is central to life of the school, there is 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, some of which may incur an extra charge as provided by external providers.

## **Community Action Group**

We established a Community Action Group in the Senior School from September 2022, which comprises of the Head plus a group of pupils in Years 6 and 7. Over the past year, we have been involved in a plethora of community activities, designed to improve the environment of our local community and put a smile on the faces of the Norton residents. In an act of kindness for World Mental Health Awareness Day, chocolate tokens and cards were hand-delivered to the homes of 70 local residents by our pupils. We received lots of appreciative messages back on the Norton Village social media pages and also emails and cards from the local residents. We also delivered Christmas cards and a chocolate gift and Easter greetings cards and eggs to all of the residents around The Green.

To improve our local area, we regularly litter pick on Norton Green and Norton High Street, assisting the 'Norton Clean Up Your Act' FaceBook campaign. The Community Action Group also collaborates with our local church, St Mary's Church in Norton; for example, sweeping up leaves ahead of the Remembrance Day event and tidying the church car park and graveyard of rubbish ahead of important services taking place. We have also continued to build links with local residential care and nursing homes. For example, taking our School Wellness dog, Charlie, to visit the residents of Millbeck Nursing Home.

## **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 is set at an age-appropriate level. Teachers send home details of the homework in the child's book bag on a Friday. Key Stage 2 pupils have a planner to record their homework and other school events. Further details of homework expectations and routines are given at the Parents' Information Evening.

## **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 English, Mathematics, ICT, French, RE, PSHE/RSE 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/RSE, Art, DT, Geography, History and ICT. Cross-curricular topic links are made where appropriate.

Music and Physical Education are taught with specialist teachers. 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 and continue through to Year 6. Music from Year 4 takes place at the Senior School.

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

## 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.

The Junior School offers a mixture of environments designed to meet the needs of all children on their learning journeys. In addition to the classroom environment, children also have access to the computer room, which offers a creative and purposeful environment to cultivate the focus needed to complete projects and research topics using technology. The outdoor learning area has been designed to motivate and enhance children's communication and outdoor skills whilst also decreasing stress levels. The children practise mindfulness as part of their daily routine, including Wellbeing Wednesday activities in EYFS and Key Stage 1. Children are encouraged to be mindful throughout their day, using breathing techniques and meditation practices. The Zen Den offers a calm and peaceful space intended for improving concentration and emotional wellbeing and can be used on a timetabled basis.

We develop community links between the Junior and Senior Schools and the wider community. Examples include: Senior School pupils delivering a mental health assembly on the theme of 'Hello Yellow' to the pupils in the Junior School, our Community Action Group marking World Mental Health Day with cards to our local neighbours. We also have a number of Year 7 Transition Prefects, who provide enhanced support to pupils during their transition to Senior School life. In addition, we have several Year 11 Prefects who are pupil 'Wellness Ambassadors', not only on hand to chat and support pupils with any worries they may have, they also organise wellbeing activities at lunchtime and set weekly wellbeing goals with the pupils across the school.

In the Senior and Junior Schools, we have staff 'Wellness Ambassadors' for pupils. This is an opportunity to chat or sessions may include mindfulness or meditation and work on growth mindset and resilience.

Charlie, a black Labrador, is our official wellness dog. He is a much-loved member of the Red House family. Charlie regularly attends the Junior School and Senior School and participates in a wide variety of activities. School dogs have been proven to help reduce anxiety, develop pupils' academic confidence, increase their understanding of responsibility, develop empathy and nurturing skills, and provide companionship and a friendly welcome to school.

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## WELFARE MATTERS

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### Red House has a Christian Ethos

We seek to create a Christian ethos within Red House 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.

The above information does not influence in any way our Admissions Policy.

### Personal, Social and Health Education (PSHE) and Relationships and Sex Education (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.

### 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. Star pupil badges are also awarded to pupils who achieve above expectations in either academic work or in their behaviour/service to others. Staff also award incentives in the classroom. Rewards include:

- Star Pupil
- House Awards at EYFS/Key Stage 1
- Reading Awards
- Merit certificates for pupils in Years 3-5
- House Award for Years 3-5
- Star of the Week, Nursery – Year 5
- Good Work Certificate

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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 Key Stage 2 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/RSE 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.

Class teachers 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 (EYFS Coordinator) 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

RHS News is an important mechanism for keeping you informed. Parents should be aware that this is normally issued on a Friday afternoon and is available on the Parent Portal.

### 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 Craig Staniford, Head of Finance & Compliance, on 01642 553370 or email [craig.staniford@redhouseschool.co.uk](mailto:craig.staniford@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 School (Nursery to Year 8) and runs from 8am to 5.30pm on selected dates. There are a variety of activities on offer including art and craft projects, baking, gardening, role-play, local visits, games and dance activities. Further information and booking forms are available from Mrs Mason, Junior School Secretary. Early booking is advisable as places are allocated on a first come first served basis.

### Attendance and Holidays During Term Time

At Red House, we recognise and value the strong link between attainment and attendance and are committed to maintaining the highest standards of attendance and punctuality. You will receive your child's attendance data at the end of each term, via your child's school report or other means; for example, if a Parent Teacher Consultation Evening has been held instead of a report. The Autumn and Spring Term data is to help you track your child's attendance, and the Summer Term data will provide the summative data for the year. To provide some context to the data, we have created an infographic, which is attached to your child's school report and is also available on the Attendance Policy.

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 Dr Ashcroft, Head, 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.

## **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.

## **Prefect Teams**

The prefect system is a traditional form of 'leadership training'. It gives pupils experience of taking responsibility and of beginning to understand 'authority' and how to persuade people to cooperate. The key purpose of the role is to:

- To act as a role model for all pupils in School, in terms of behaviour, appearance and commitment.
- To represent the School at events and to be an ambassador for the School within the local community.
- To uphold the School's values and ethos.

## **Junior School Prefects**

Every pupil in Year 5 is given the opportunity to be part of the prefect team. Prefects are appointed for one academic year. The Prefect Team in the Junior School comprises of the following:

- Head Boy
- Head Girl
- Deputy Head Boy
- Deputy Head Girl
- Prefects

## **Nursery**

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

## **Parent Portal**

Parents will receive an email with details of how to access our Parent Portal and how to download the app.

## **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.

## **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 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.'*

## 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 Parent Portal. 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. Details are available on the Parent Portal.

## 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

In addition, we also have a Head Twitter account and a Sport Twitter account that you may like to follow:

@redhouseHead  
@redhousesport



## **Sports Days**

In the Summer Term there are two Sports Days: the Sports Day for Nursery & Reception and Years 1-3 are held on the Junior School field. Years 4 & 5 take part in the Key Stage 2 Sports Day at the Senior School.

## **Term Dates**

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

Autumn 2024

(Staff Days: Friday 30 August & Monday 2 September 2024)

Start of Term: Tuesday 3 September 2024

Half Term: 21 October – 1 November 2024 inclusive

End of Term: Friday 13 December 2024

Spring 2025

(Staff Day: Friday 3 January 2025)

Start of Term: Monday 6 January 2025

Half Term: 24 – 28 February 2025 inclusive

End of Term: Friday 4 April 2025

Summer 2025

(Staff Day: Tuesday 22 April 2025)

Start of Term: Wednesday 23 April 2025

Bank Holiday: Monday 5 May 2025

Half Term: 26 – 30 May 2025 inclusive

End of Term: Friday 4 July 2025

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# GUIDANCE ON APPEARANCE

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## 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 can be made at the time of purchase electronically or is expected within 5 working days from the date of purchase 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.

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.
- Trousers should be dark grey and a regular fit (no skinny or slim fit).

## 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 (e.g. shaved) is not acceptable, i.e. not less than blade 2.
- No outlandish hairstyles which are a fashion statement.
- 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.

## **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.
- Long hair must be tied back.
- No outlandish hairstyles which are a fashion statement.
- 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).
- 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.

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## **BAGS AND ESSENTIAL EQUIPMENT**

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Children do not need a pencil case until Year 4.

### **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.

### **Drinking Bottles**

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

### **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 should bring a small healthy snack into school e.g. 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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Red House 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 'Policies' section of the school website: [redhouseschool.co.uk](http://redhouseschool.co.uk). They may also be obtained from the School Office.

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

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# BOARD OF GOVERNORS

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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 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.

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# RED HOUSE SCHOOL PARENT TEACHER ASSOCIATION (PTA)

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## 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 Kay Bloomfield, Dr Fiona Hunt
Treasurer:	Mrs Sue De Badgecoe

## 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 pupil's area 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. 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 mini-bus, 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. Meetings can also be joined via Teams for any members unable to attend in person. 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!