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# CHECKLIST

The documents listed below are included in a separate folder for you to complete and return.

**PLEASE RETURN THEM TO SIXTH FORM RECEPTION AS SOON AS POSSIBLE OR NO LATER THAN FRIDAY 20th SEPTEMBER 2019.**

## ALL STUDENTS

- Sixth Form Induction Package Cheque £50/ ScoPay payment  
  - please remember to write your child’s name on the back of the cheque
- Online reply permission slip for Induction Package visits

## NEW STUDENTS IN KEY STAGE 5 IN ADDITION TO THE ABOVE

- Ethnic Background Record Form and First Language
- Instrumental Music Tuition Request Form
- KS5 Consent Forms 2019/2020:
  - Home School Agreement / Student Code of Conduct
  - IT (Photography, Biometric Opt-In for Cashless Catering, E-Safety Agreement)
  - Cycle Pass Student and Parent Pledge
- Pupil Admission Record
- Sixth Form Induction Package Visits Permission Slip
TERM DATES 2019 - 2020

AUTUMN TERM 2019

Monday 2 September                      Staff Development Day
Tuesday 3 September                     8.40am       Year 7 start
                                        2.15pm (p5)  Years 8-11 and Year 13 start
Wednesday 4 September                   Year 12 Induction Day
Thursday 26 September                   Open Evening. Students Leave Early (time TBC)
Friday 27 September                     School Closed
Monday 28 October - Friday 1 November  HALF TERM

Thursday 21 November                    Staff Development Conference. School Closed
Friday 22 November                      Staff Development Conference. School Closed
Friday 20 December                      Last Day of Term

SPRING TERM 2020

Monday 6 January                        Staff Development Day
Tuesday 7 January                       Term Starts (all Years)
Monday 17 February - Friday 21 February HALF TERM

Friday 3 April                          Last Day of Term

SUMMER TERM 2020

Monday 20 April                         Staff Development Day
Tuesday 21 April                        Term Starts
Monday 4 May                            Bank Holiday
Monday 25 May - Friday 29 May          HALF TERM

Friday 17 July                          Last Day of Term
SCHOOL MAP

STRUCTURE OF THE SCHOOL DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40am - 9:45am</td>
<td>Period 1 (inc 5 minutes for Student Bulletin)</td>
</tr>
<tr>
<td>9:45am - 9:50am</td>
<td>Movement Time</td>
</tr>
<tr>
<td>9:50am - 10:50am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:50am - 11:10am</td>
<td>Break Time</td>
</tr>
<tr>
<td>11:10am - 12:10pm</td>
<td>Period 3</td>
</tr>
<tr>
<td>12:10pm - 12:15pm</td>
<td>Movement Time</td>
</tr>
<tr>
<td>12:15pm - 1:15pm</td>
<td>Period 4</td>
</tr>
<tr>
<td>1:15pm - 1:35pm</td>
<td>Registration</td>
</tr>
<tr>
<td>1:35pm - 2:15pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:15pm - 3:15pm</td>
<td>Period 5</td>
</tr>
</tbody>
</table>
## Pastoral and Academic Structure

### Form Groups

<table>
<thead>
<tr>
<th>House - Bury</th>
<th>House - Springwell</th>
<th>House - Inns</th>
<th>House - Stockers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms</td>
<td>Forms</td>
<td>Forms</td>
<td>Forms</td>
</tr>
<tr>
<td>6Bu1</td>
<td>6Sp1</td>
<td>6In1</td>
<td>6St1</td>
</tr>
<tr>
<td>6Bu2</td>
<td>6Sp2</td>
<td>6In2</td>
<td>6St2</td>
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<tr>
<td>6Bu3</td>
<td>6Sp3</td>
<td>6In3</td>
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</tr>
<tr>
<td>6Bu4</td>
<td>6Sp4</td>
<td>6In4</td>
<td></td>
</tr>
</tbody>
</table>

### Senior Leadership Team

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Headteacher</td>
<td>Mr P Thompson</td>
<td>Acting Deputy Headteacher</td>
<td>Mr C Hambleton</td>
</tr>
<tr>
<td>Assistant Headteacher</td>
<td>Mr R Titley</td>
<td>Assistant Headteacher (Maternity Cover)</td>
<td>Mrs L Cramp</td>
</tr>
<tr>
<td>Acting Assistant Headteacher</td>
<td>Mr C Eley</td>
<td>Acting Assistant Headteacher</td>
<td>Mr S White</td>
</tr>
</tbody>
</table>

### Directors of Learning

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 Director of Learning</td>
<td>Mrs A-M Sprenger</td>
<td>Year 8 &amp; 9 Director of Learning</td>
<td>Mr G Burgess</td>
</tr>
<tr>
<td>Year 10 &amp; 11 Director of Learning</td>
<td>Mr R Nelson</td>
<td>Director of Sixth Form</td>
<td>Mr C Eley/MR S White</td>
</tr>
</tbody>
</table>

### Heads of Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Subjects Within Faculty</th>
<th>Head of Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>English and Film Studies</td>
<td>Mrs S Doyle</td>
</tr>
<tr>
<td>Maths</td>
<td>Maths and Computing</td>
<td>Mr A Akram</td>
</tr>
<tr>
<td>Science</td>
<td>Science, Biology, Chemistry, Physics and Astronomy</td>
<td>Mr N Hayyan</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Music, Dance and Drama</td>
<td>TBC</td>
</tr>
<tr>
<td>Modern Foreign Languages</td>
<td>French and German</td>
<td>Miss S Streatfield</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Business, Economics and Geography</td>
<td>Mr I Martin (Business and Economics)</td>
</tr>
<tr>
<td>Humanities</td>
<td>History, Religious Studies and Psychology</td>
<td>Mr J Carrera (Geography)</td>
</tr>
<tr>
<td>Design Technology</td>
<td>Art, Food Studies, Technology and Photography</td>
<td>Mrs L Cramp</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
<td>TBC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr R Gunn</td>
</tr>
</tbody>
</table>
USEFUL CONTACTS

School Office
01923 773296
admin@rickmansworth.herts.sch.uk

School Burser
bursar@rickmansworth.herts.sch.uk

SEND Co-Ordinator
Mrs M Shallcross
mshallcross@rickmansworth.herts.sch.uk

Director of Sixth Form
Mr C Eley
cely@rickmansworth.herts.sch.uk

Mr S White
swhite@rickmansworth.herts.sch.uk

Deputy Director of Sixth Form
TBC

Sixth Form Office
Mrs J Plested (Monday - Wednesday)
Miss N Kennedy (Thursday - Friday)
01923 773296 (Option 6)
sixthform@rickmansworth.herts.sch.uk

RICKMANSWORTH SCHOOL RULES AND PROCEDURES

ATTENDANCE

Parents are under a duty to ensure that their children attend full-time education. Permission for absence other than that due to illness must be sought in writing, in advance.

Notification of illness must be telephoned to the School by 9.30am on the first day of absence and each subsequent day on 01923 773296 option 6. Alternatively, you can email sixthform@rickmansworth.herts.sch.uk. Written confirmation, addressed to Sixth Form Admin, must accompany the student on return to School.

The parents of students marked absent in morning registration, who have not telephoned the School, will receive an automated message reminding them to contact the school.

Parents are asked to avoid arranging visits to the dentist etc. during school time unless it is an emergency. Absence from School affects a child’s study and in most subjects, it is not possible to provide an adequate substitute for missed lessons. Permission to leave the School during school hours will be subject to a written request to the Head of Sixth Form from parents, and students must sign out and in at the Sixth Form Office.

If Sixth Form students know in advance that they are going to be absent from school, they need to complete a pink absence request form available from the Sixth Form office.

Possible reasons for advance absences are:
- Medical Appointments
- Driving or Theory Test
- University Visits
- Interviews

Please note that students are not permitted to take driving lessons during school hours.

The Sixth Form Office is open from 8.00am until 4.00pm Monday to Friday during term time.
ILLNESS AND MEDICAL CARE

Inhalers, Epipens and other prescribed medication may be given to the School Office for safekeeping. If a student feels unwell during the day they should tell their teacher who will send you to the medical room should they think it essential. The Welfare Assistant in Student Reception will deal with any illness or accident in school and, if necessary, contact parents. **Students must not phone home themselves.** For this reason, it is essential for the School to have up to date emergency contact telephone numbers. If your child is too ill to remain at school you will be required to collect them. Sixth Form students may make their own way home, with permission, but we will ask them to call to let us know that they have arrived home safely.

SCHOOL LUNCHES

School lunch is available from the Cafeteria, which has a Coffee Shop open all day. The Cafeteria operates Cashless Catering. There is also a Food Point in the Sixth Form Study.

BEFORE SCHOOL

Students are not admitted into the Sixth Form block before 8.00am and the main school building before 8.30am, unless they are attending a sports club or using the Library, which will open from 8.15am. Alternatively the dining hall will be open from 8am where students can purchase breakfast, sit quietly or study.

BEHAVIOUR POLICY

The school’s behaviour policy is available on the website. This outlines the rewards and consequences for specific behaviour and applies to all students.

MOVEMENT IN SCHOOL

- Students should keep to the left on staircases and in corridors
- Students should form an orderly queue outside classrooms and laboratories before being admitted
- Outside the buildings, pupils should use surfaced walkways only
- Students should walk, not run, inside the building
- Students should not push

AREAS OUT OF BOUNDS

- All car parks except to gain access to a building or classroom
- The cycle sheds except before and after school
- The back of the Sixth Form Block
- Additional areas will be marked out of bounds during exam periods

CYCLING TO SCHOOL

Students must be in possession of a Rickmansworth School Cycle Pass and wear a helmet.
RICKMANSWORTH SCHOOL RULES AND PROCEDURES

CARS AND MOTORBIKES

The School gates are locked throughout the school day and are only accessible to staff. Sixth Form students are not allowed to drive onto or park on the school site at any time, due to lack of car parking space. Students must not park in Visitors Bays. If you choose to drive to school, you will have to park off-site and you are reminded to be courteous to our neighbours.

PERSONAL PROPERTY

Items of value or potentially dangerous objects should not be brought into the School. They are liable to be confiscated, and returned at the discretion of the member of staff. All articles of clothing, footwear, and other property MUST be clearly marked with the owner’s name. We cannot accept responsibility for loss or damage to personal property although we will, of course, do all we can to help recover it.

HOMEWORK

This will be a mixture of home learning and independent study. The work to be done will be noted on Show My Homework.

CHANGE OF PERSONAL DETAILS

The Sixth Form Office must be informed of any change of address, telephone number or other relevant personal details. A form to facilitate this can be found on the School website or a hard copy is available from the Sixth Form Office.

REPORTS

Every year parents/carers will receive one full written report on their child, and the opportunity to attend one parents’ evening. In addition, each student will receive a termly assessment tracker report containing the following information for each subject:

- Target A Level Grade
- Level or Grade predicted to achieve
- Grade for home learning (A-D)
- Grade for attitude to learning (A-D)
- Independent wider study (A-D)
- Progress towards Ricky Learner (A-D)

Grade A is outstanding, Grade B is good, Grade C requires improvement and Grade D is inadequate.

EQUIPMENT

Each student should ensure they have the correct equipment for each subject they are taking at A Level. More detailed lists can be found in the A Level Choices Booklet.

NOTICES

Notices are predominately sent via ParentMail, but sometimes sent by student post. All students are required to deliver notices to parents on the day of issue.
RICKMANSWORTH SCHOOL RULES AND PROCEDURES

LITTER AND CHEWING GUM
It is everyone’s responsibility to keep the School and its surroundings in a tidy state. Chewing gum is banned from the School site.

SMOKING
The School operates a no-smoking and vaping policy for everyone including staff, visitors and students, on the School site and in the vicinity at all times. Sanctions will be issued in line with the school behavior code where appropriate.

TIMETABLE
Here at Rickmansworth School we run a two week timetable (Week A and Week B). Students have five lessons a day. Four lessons take place before lunch and one after. The School operates a staggered lunch time which runs alongside registration and assemblies. Sixth Form lunch time is between 1.35pm - 2.15pm followed by Period 5 lesson 2.15pm - 3.15pm.

PARENT CONSULTATION
Parents/carers are invited to attend both a Parents’ Consultation and Academic Review Day each year. Times of appointments are arranged between the student and individual members of staff.

ATTITUDE TO STUDIES AND EXAMINATIONS
You are required to pay examination fees if you withdraw from a subject after having been entered for exams or are withdrawn by the School following a lack of progress or non-attendance. You are also required to pay examination fees for any module you choose to re-sit.

STUDY AFTERNOONS
All Sixth Form Students are expected to be in school from 8.35am - 3.15pm.
After October half-term, students will be granted Independent Study afternoons based on their attitude to learning combined with their attendance. Students are permitted to leave between 1.35pm and 2.10pm only after having signed out and showed their stamped study afternoon card at Student Reception.
Study afternoons are reviewed termly and can be revoked if a student shows a decline in their progress or attendance.

ENRICHMENT
Rickmansworth School offers many enrichment opportunities for our Sixth Form students.

IN CLASS SUPPORT
Students are able to volunteer to help out within a lower school class of their choice. These hours can be logged and go towards a volunteering award.

VOLUNTEERING
All of our Sixth Form students are encouraged to sign up to complete a volunteering award, V50 or V100. Students should sign up at https://vinspired.com/ and log their hours in order to achieve nationally acknowledged certification.
RICKMANSWORTH SCHOOL RULES AND PROCEDURES

ENRICHMENT cont/d

DofE
Rickmansworth School has a thriving Duke of Edinburgh team. Students are able to undertake their Bronze, Silver and Gold awards here at school and are also able to help supervise the younger years with their expeditions. For more information please speak to the DofE co-ordinator, Miss Baron.

YOGA
In order to promote student mental well-being, school is able to offer free of charge yoga sessions to Y12 students on a Wednesday week A period 5 and Y13 students on Wednesdays week B period 5.

SPORT
There are numerous sporting teams and activities available to Sixth Form students. Please see a member of the PE department for further information.

PREFECT SYSTEM

All Year 12 students are invited to apply to become a Prefect. Being a Prefect enables students to hone their leadership skills; be a role model for younger pupils and to become involved in the day-to-day running of the school. In the spring term, interviews are conducted for the role of Head Students and Deputy Head Students, as well as for Senior Prefects.

DESTINATIONS

Rickmansworth School provides a comprehensive package of Destinations guidance. Students are supported through their next steps by their Form Tutor, the KS5 pastoral team, Mrs Pickford and YC Herts in addition to their UniFrog subscription. Please see the separate Destinations Handbook for further guidance.

SIXTH FORM INDUCTION PACKAGE

The Sixth Form Induction Package includes the following:

- Sixth Form Lanyard
- Sixth Form Access ID Card
- Subscription to UniFrog for the duration of Y12 and Y13
- Trip to Phasels Wood in October 2019
- Visit to Live2Learn at Watford Colosseum
- Visit to UCAS convention at Brunel University in March 2020

We ask for a £50 contribution towards this Induction Package, which can be paid by cheque or cash in the School Bursar’s office or online via ScoPay. Please also complete the GroupCall online trips and visits permission slip; a paper copy is included for new students. Students who make a successful Bursary application will have this Induction Package paid for them.
SIXTH FORM DRESS CODE 2019

As role models and leaders of our student community, Sixth Form students are expected to set an example to the rest of the school through their high standard of business-like dress and the way they present themselves.

The Sixth Form dress code is smart office wear and the requirements are as follows:

<table>
<thead>
<tr>
<th>Suit OR</th>
<th>Tailored jacket with matching smart tailored skirt, tailored trousers or a tailored professional dress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt, tucked in with a tie OR</td>
<td>Fitted blouse (with collar and buttons)</td>
</tr>
</tbody>
</table>

A smart, v-neck, plain (slogan free) woollen jumper is permitted over a shirt or blouse. Smart leather shoes (not trainers, boots, canvas or other casual shoes.)

JEWELLERY

Only small items of jewellery which are suitable for a school environment are permitted.

- A maximum of two stud earrings in each ear
- Facial piercing is not encouraged, however, one discreet nose stud is allowed

Further Guidance:

Skirts and dresses must reach at least fingertips when arms are extended. Bodycon or lycra skirts and dresses are not permitted. A blazer must be worn when walking around the School, as well as for assemblies and any formal occasions. Outdoor coats must be dark coloured and not patterned. They must be removed in class and during assemblies. Hair must be conventional in style and length. For practical lessons, students may change into appropriate clothing.

SIXTH FORM STUDY

All Sixth Form students are expected to undertake one hour of independent study for every one hour spent in the classroom. All Sixth Form students have access to the group and silent study, as well as the school library.

SILENT STUDY EXPECTATIONS

When Entering the Silent Study

- Take coats off
- Place bags on the floor

When Working in the Silent Study

- Ensure you are working independently and in silence
- Use devices appropriately
- No food or drink (other than water) allowed in the silent study

When Leaving the Silent Study

- Be prompt in leaving for your next lesson
- Tuck your chair in
- Ensure the table is clear
- If P5 put all chairs on the tables
- Leave quietly
- Remove headphones and put phones away
SIXTH FORM STUDY

GROUP STUDY EXPECTATIONS

When Entering the Group Study
• Take coats off
• Place bags on the floor

When Working in the Group Study
• Ensure you are working with purpose
• Noise should be kept to an acceptable and respectable level. Only people on your table should be able to hear you
• Use devices appropriately
• No more than six people to a table

When Leaving the Group Study
• Be prompt in leaving for your next lesson
• Tuck your chair in
• Ensure the table is clear
• If P5 put all chairs on the tables
• Leave quietly
• Remove headphones and put phones away

COMMUNICATION

The School’s expectation is that the vast majority of communication will be directed towards Form Tutors, Heads of Faculty and the Head of Sixth Form.

Once an enquiry has been received, the member of staff will contact you within 48 hours to acknowledge that they have received the enquiry and should the matter require information to be gathered and collected, this will be completed and reported back to you as soon as possible.

The School would request that parents only telephone the Sixth Form administrative staff to leave a message for their child in an emergency. With over 500 students, it is not possible for administrative staff to deliver messages to individual students.

The School sends information to parents and carers on a frequent basis using a software package (GroupCall) which generates emails to broadcast messages to parents and carers. Using emails as the preferred method of communication has vastly improved the speed and reliability of communication from School to parents and carers. The School uses the same tool to gather consents for trips and events online.

With regards to parent and carers communication with the School, the preferred methods of communication are by phone, email or letter. It is often difficult to know whom to approach when you have an enquiry and so we would request that you use the following guidance.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Pastoral or Academic</td>
<td>Form Tutor</td>
</tr>
<tr>
<td>Subject Specific</td>
<td>Head of Faculty or Class Teacher</td>
</tr>
<tr>
<td>Serious Concern</td>
<td>Director of Learning or Senior Leadership Team</td>
</tr>
</tbody>
</table>
HOME SCHOOL AGREEMENT

At Rickmansworth School our aims are to ensure the students become outstanding learners by developing:

- Reflectiveness through evaluating their own learning, setting themselves targets, taking and acting on feedback from others
- Positive relationships through taking a full part in lessons and the life of the school and collaborating with staff and their peers to work towards common goals
- Resilience through managing pressures to reach their full potential and responding effectively to challenges
- Resourcefulness through using every opportunity to learn, be creative and proactive
- Respect through valuing the opinions of others, respecting peers, staff and their environment
- Responsibility through being ready and willing to learn and participating effectively

To achieve these aims staff will:

- Encourage independence
- Promote challenge
- Develop resilience
- Value relationships
- Engage learners
- Broaden thinking
- Uphold routines
- Personalise learning
- Value assessment for learning
- Endorse innovation

During their time at Rickmansworth, we ask all students to aim high and work hard to fulfil their potential whilst participating fully in the extra-curricular life of the School.

Extra-curricular participation could involve:

- Participating in Drama or Music
- Participating in sport
- Taking part in a charitable event
- Taking an active role in house competitions
- Travel on school visits or trips
- Becoming a prefect

We aim to provide opportunities for all students to excel and become ambassadors for the School.

Both the parent and student need to sign and return the Sixth Form Consent Form: Home School Agreement to the School Office.

INTRODUCTION TO GROUPCALL

Rickmansworth School uses GroupCall Messenger (GroupCall) as our preferred method of direct communication with you.

GroupCall allows us to communicate important information quickly and easily to you by email and text messages. This includes letters from your son/daughter's teachers, the School's pastoral staff and the School's leadership team. GroupCall has many advantages, one of which is that we can send reply slips to you electronically – no more printing forms to complete and hand in.

As a School, we aim to reduce the amount of paper we use in order to reduce costs and to be environmentally friendly; please note that where possible all School letters and messages are issued electronically.

If you lose a GroupCall email or miss the reply by deadline, letters and reply slips are also available to download and print from the School's website.

http://www.rickmansworth.herts.sch.uk/752/parents-and-community/parents/letters

Please be aware that you will be receiving email from a GroupCall email address, in particular you will receive GroupCall email shortly after your place is confirmed. Do ensure to check your junk mailboxes initially to avoid missing any communications.

If your email address changes you will need to contact the School Office to update your email address in our records in order to keep receiving School emails. Once you have been given a login to Progresso, our School Management Information System, you will be able to update your details yourself online.
SIXTH FORM BURSARY

If you are aged between 16 and 19 years and think you might struggle with the costs for full-time education in the Sixth Form you may be eligible to receive a bursary. The government provides limited funds to support students in need. In so far as we can, we wish to ensure that no student is prevented from following a course of study solely because he or she cannot afford to do so.

Those who may be eligible for support are asked to complete an application form, which is available from the Sixth Form Office. Applications for financial support are invited from students or their parents in confidence to the Head of Sixth Form. The School will require evidence of financial need to satisfy our auditors, and financial support will be dependent on students meeting agreed standards of attendance, punctuality and progress with their studies. Evidence of Working Tax Credit could act as Proof of eligibility to the fund.

Rickmansworth School is responsible for awarding bursaries to its students. With the exception of the £1,200 bursaries for students most in need, the amount paid to other students is at the School’s discretion.

The payments are to be spread over the three terms with an initial payment at the start of the year followed by three payments at the end of each term. The amount paid will depend on attendance, and so the end of term payment may be reduced commensurate with any absence by the recipient. Band B and Band C payments may change depending on the number of applicants and the amount of money available to the school.

**Break down of payments:**

- Band A to receive £1200 per annum
- Band B to receive up to £600 per annum
- Band C to receive up to £200 per annum

**CATEGORY A**

Students most in need will be eligible to receive a bursary of £1,200 a year. This group includes:

- Students in care under the Local Authority
- Care Leavers. (A Care Leaver is someone who has been in the care of the Local Authority for a period of 13 weeks or more spanning his or her 16th birthday)
- students claiming income support
- disabled students who receive Employment Support Allowance and Disability Living Allowance

**CATEGORY B**

Those students who are most likely to need financial support will qualify for free school meals and therefore their parents or guardians would be in receipt of one or more of the following:

- Income Support
- Income based Job Seekers’ Allowance
- Income Related Employment and Support Allowance.
- Child Tax Credit with an annual income of less than £16,190. (provided you’re not also receiving Working Tax Credit)
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after employment finishes or after you start to work for fewer than 16 hours per week
- Universal Credit

Students whose parents or guardians are in receipt of any of the above benefits are urged to register for Free School Meals to qualify for the bursary.

**CATEGORY C**

Students with parents/guardians earning below £25,000 and not claiming Free School Meals.
CASHLESS CATERING

We operate a cashless catering system at School incorporating the latest technology and eliminating the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise the 'fingerprint' of your child at the tills. No fingerprint is in any way stored or retrievable.

Any amount of money can be paid into a student’s account and any money spent on food and drink will be deducted from their account on a daily basis. A daily ‘spend limit’ of £6 will be programmed into the system. This may be increased or decreased for an individual student by making a written request to the Bursar’s Office.

We have two payment options available to you:

• Online (recommended) using a very secure website run by Tiscali and powered by WorldPay. This site offers you the freedom to make payments wherever and whenever you like, 24-7, safe in the knowledge that the technology used is the highest internet security available. You have a secure online account, with a unique user ID and password - making a payment is easy and simple. Tiscali holds an electronic record of your payments and any transactions within the School to view at a later date.
• Students can bring cash into School and load it onto their accounts using the cash loader machine. (This is not recommended as queues form for this machine during the student’s break and lunchtime.)

We will contact you once your place is confirmed to explain how to register for Tiscali and WorldPay. As per current legislation we will be operating an ‘opt in’ policy.

If you choose not to have your child registered on the biometrics system alternative forms of payment may be available. If you wish to opt in to the biometrics system please tick the relevant box on the Sixth Form Consent Form: IT. Any student who has not opted in will not be able to use the biometric scanners to purchase food and drink.

BENEFITS OF CASHLESS CATERING

• Increased speed of service reducing queuing time
• Increased uptake and anonymity on free school meals
• You can be sure that they are buying lunch in School
• Facility to pay on-line
• No need to carry cash preventing loss/theft
• Students learn about important lifestyle control by monitoring their own accounts
• Reporting facilities help decrease wastage and improve the overall efficiency of the meal service

It may be that you have questions about either the biometric system or about Cashless Catering in general, in which case please contact the Bursars Office. In addition you can use Tiscali and WorldPay to allow you to make all payments to School for trips, music tuition etc.

GENERAL DATA PROTECTION REGULATIONS

You may be aware that current data protection regulations changed in May to be replaced and enhanced by the General Data Protection Regulations (GDPR).

This requires us to seek your permission to store and use your and your child’s data. To this effect we will be issuing a Privacy Notice for Parents / Carers to sign. You will receive this in due course.

On the following pages you will find details of the facilities we use within the school to which the GDPR applies.
ROAD SAFETY - RICKMANSWORTH SCHOOL CYCLE PASS

At Rickmansworth School we continually strive to ensure our students and members of the local community are safe, including on journeys to and from School. As a result we have introduced the Rickmansworth School Cycle Pass, which all students wishing to cycle to School are required to have.

In order for your child to obtain a Cycle Pass we request that you discuss the Cycle Pass pledge enclosed with your child which all students are expected to follow. Your child should then sign and return the enclosed Pledge to School. Your child will be issued with a credit card sized School Cycle Pass.

Students issued with a Cycle Pass will be required to carry the pass at all times if they wish to use the School's bike sheds. Please note that members of staff on duty will request to see cycle permits at random, or if they witness the agreement being breached.

Thank you for your support in keeping your child and the wider community safe on our roads.

CYCLE PASS STUDENT AND PARENT PLEDGE

I pledge to adhere to the Highway Code for cyclists https://www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82 and I agree specifically to follow the guidelines below at all times:

- Check my bike on a weekly basis
- Wear a helmet
- Have working lights when cycling in the dark or dusk
- Never cycle in groups larger than 3, and cycle in single file when doing so
- Never cycle on pavements
- Never perform tricks on public roads and pavements
- Bring a padlock to School and secure my bike
- Never ride my bike on the School grounds at any time
- Carry my Cycle Pass at all times
- Report any dangerous cycling behavior

I am aware that failure to follow these guidelines will result in my cycle pass being revoked, meaning I am unable to cycle to School.

PUBLIC TRANSPORT AND PETER REYNOLDS COACHES

The School is within walking distance of Rickmansworth and Croxley Green train stations and is also accessible via Arriva bus service routes; http://www.arrivabus.co.uk/

Peter Reynolds Coaches also facilitate an independent timetabled service for the following routes:

<table>
<thead>
<tr>
<th>ROUTE NUMBER</th>
<th>ROUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>408</td>
<td>Denham, The Chalfonts, Amersham, Chorleywood and Rickmansworth</td>
</tr>
<tr>
<td>439</td>
<td>Bushey, Oxhey Hall, South Oxhey and Eastbury</td>
</tr>
<tr>
<td>846</td>
<td>Bushey, Bushey Arches, Watford Town, Two Bridges, Baldwins Lane, Scots Hill and Rickmansworth Town Centre</td>
</tr>
<tr>
<td>849</td>
<td>Hempstead Road, Watford Town Hall, Rickmansworth Road, Two Bridges</td>
</tr>
</tbody>
</table>

Please see their website at: http://www.peterreynoldscoaches.co.uk/school-bus#rickmansworth. Or contact them on (01923) 841174

For more details on transport and safe travel please visit: http://www.rickmansworth.herts.sch.uk/722/parents-and-community/parents/travelling-to-school#sthash.aGYBMbeJ.pdf
PERMISSION FOR PHOTOGRAPHY OF STUDENTS

Occasionally we will take photographs of the children at our School. We may use these images in our School prospectus or in other printed publications and on our website. We may also make video or webcam recordings for school-to-school conferences or other educational use. From time to time our School will be visited by the media who may take photographs or film footage. Students may appear in these images in local or national newspapers, or on televised news programmes. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the second part of this letter: “Conditions of use”.

If you are happy for your child to be included in any photographs for this purpose, please tick the relevant box on the Sixth Form Consent Form - IT Department, and return it to the School Office. A central register will be held of all those children for whom parents have not given permission for photography and this will remain throughout your child's time at Rickmansworth School unless you notify us otherwise.

CONDITIONS OF USE

1. These conditions are valid for the period of time your child attends this School. The consent will automatically expire after this time. Please contact the School at any time if you wish to withdraw your consent.
2. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our School prospectus or in any of our other printed publications.
3. We will not include personal email or postal addresses, telephone or fax numbers on video, on our website, in our School prospectus or in other printed publications.
4. If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption.
5. If we name a student in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of students and teachers that have been drawn by the students.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

E-Safety Agreement

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of E-Safety and know how to stay safe when using any ICT. Students are expected to read and discuss the agreement below with their parent or carer and then to sign the enclosed E-Safety Agreement section in the Sixth Form Consent Form - IT Department. They are expected to strictly adhere to the terms of this agreement. Any concerns or explanation can be discussed with their class teacher or the school E-Safety coordinator.

• I will only use ICT systems in school, including the internet, e-mail, digital video and mobile technologies for school purposes
• I will not download or install software on school technologies
• I will only log on to the School network, other systems and resources with my own user name and password
• I will follow the School’s ICT security system and not reveal my passwords to anyone and change them regularly
• I will only use my School e-mail address for school related purposes
• I will make sure that all ICT communication with students, teachers or others is responsible and sensible
• I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
• I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
• I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a School project approved by my teacher
• Images of students and/ or staff will only be taken, stored and used for School purposes in line with school policy and not be distributed outside the school network without the permission of the Headteacher
• I will ensure that my online activity, both in school and outside school, will not cause my School, the staff, students or others distress or bring into disrepute
• I will support the School’s approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the School community
• I will respect the privacy and ownership of others’ work on-line at all times
• I will not attempt to bypass the internet filtering system
• I understand that my use of the Internet and other related technologies can be monitored and logged and may be made available to my teachers
• I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted
Bring Your Own Device (BYOD)

Technology and the use of personal devices are transforming the learning environment for young people. Research shows that as many as 70% of schools are moving towards all students having a personal device.

Whilst BYOD enhances teaching and learning in all year groups, the benefits for Sixth Form students are significant. Having a personal device in lessons allows access to a variety of interactive resources, instant feedback, sharing of work and materials and the obvious benefits of research through the internet.

Our primary aim is to develop well rounded successful individuals ready for life beyond school. This now involves preparing students for careers that are yet to exist where the use of technology will be critical. BYOD will help achieve to achieve this, as well as help to prepare the 85% of students we anticipate moving onto university where they will be expected to be efficient users of technology and Cloud Based learning platforms.

From September 2019 all Year 12 students will require access to a personal device in all lessons. Unlike students in younger year groups Sixth Form students are able to choose their own device to best suit their needs.

The device, will need to have a minimum of an 11.5-inch diagonal screen, meaning the device cannot be an iPad or Android tablet. Students will also be unable to rely on their phone as a learning device. Devices must have a battery capable of running for a minimum of 6 hours and should be brought to school fully charged. The device should also have a fast boot time of no more than 1 minute.

The costs of devices obviously vary significantly, but either an Asus C213 or Asus C204 Chromebook would be sufficient. However, Sixth Form students are able to use any Microsoft Windows or Apple Mac devices.

We are obviously aware that purchasing a device has a financial implication which could place a financial burden on some students and families. In this instance students, including those eligible for Bursary funding should speak to the Sixth Form pastoral team.

In order to maximize the impact of our BYOD strategy the following developments have been implemented;

- We have significantly increased our internet speed and updated the WIFI network. Sixth Form students will have full access to the schools WIFI system.
- BYOD will be used in form time each week
- BYOD will be used at least once in every three lessons and schemes for learning are being adapted to place a greater focus on its use
- Overtime subjects will be migrating from text books to online resources
- We are migrating from our current Cloud Based Learning Platform to Google. This will allow staff and students to access the resources and tools available through G Suite and specifically Google Classroom.

PTA

The education of students at Rickmansworth School is enhanced significantly thanks to the support of the The PTA. The Parents and Teachers Association of Rickmansworth School whose volunteers work hard, raise funds that improve the well-being of our children. Over the past two academic years these funds have paid for state of the art equipment in the modern foreign languages department, Maths calculators, iPads for the Science department, instruments for the Music department, Library equipment, laptops for the Sixth Form study centre and a new sound deck for the Performing Arts department.

Whilst fundraising is a priority for the PTA, they also play an essential role in our community, creating opportunities for parents and carers to socialise with one another. For further information on the PTA including details of forthcoming events and how to become an active member please contact the School.

At Rickmansworth School, all parents/carers automatically become members of the PTA - some choose to become committee members and others support by attending PTA events. A central aim of the PTA is to promote involvement and co-operation between parents and the School.

On behalf of the PTA Committee, welcome to the Rickmansworth School PTA.