



Reading School
Pupil Handbook - 2018/19

A welcome from our School Captain – Nathan Galpin

Welcome and congratulations on getting into Reading School.

You are about to begin a new, and exciting journey and there are lots of things to look forward to. Despite this, it's perfectly natural to be feeling nervous; I felt the same way when I started in Year 7. The important thing to remember is that all your peers are going through the same thing as you; all the older boys went through the same thing as you; and all the staff want to support you. Don't be afraid to get stuck in to every aspect of Reading School life, whether your interests are: sport, board games, languages, Maths, books, chess... The list goes on.



When you arrive at Reading you will be assigned a house (East, School, County, West, or Laud) and you will meet the other people in your house in your year group. The house system will help you to fit in, so look forward to cheering on your peers in the various house events in an attempt to win the house cup. In your first year, you will have lessons with your house and this means you'll get to know your tutor group really well, and not have to worry about learning the names of everyone in the year straight away. You'll probably do some subjects you've never done before like Latin but don't worry, you're not expected to know everything. The greatest lesson I learnt from Reading School is the joy of getting things wrong and learning from it.

Your school day may look different from how it looked in primary school and you'll no doubt have to move around a lot more. The school site can be quite confusing at first, but you can stick with class mates and ask older students for directions if you get lost.

Reading School will stretch and challenge you more than you may be used to. Don't worry because the goal of the teachers here is to bring out the best in you. There's always help and support available and you'll find that you are gradually eased in the higher workload so that you'll soon be used to it.

I'm finishing my final year at Reading and I can still remember the nervous excitement of my days as a Year 7. I would love to go back and relive all those precious moments and see how much everyone has changed and developed. Year 7 is a tough time, because everything is so new, but it's also the best time because you get to meet so many new people who will become life-long friends. So, in a way, I'm jealous.

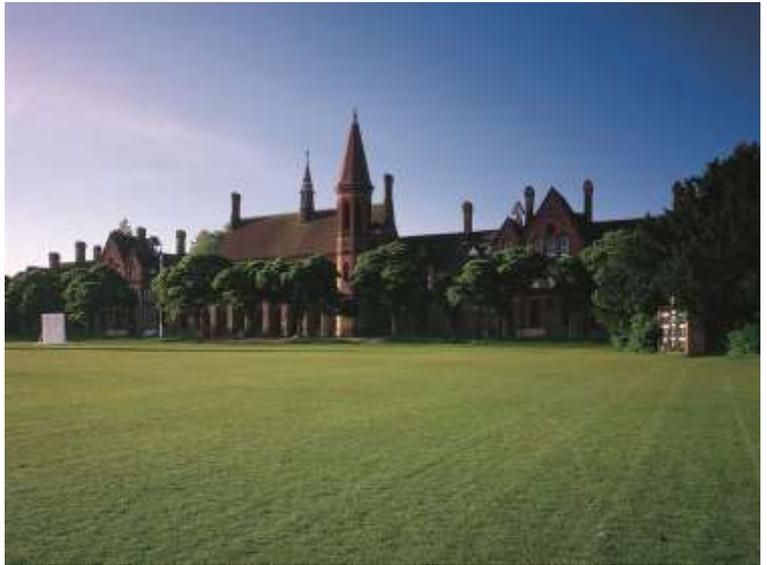
Welcome to Reading School, you're going to love it here.

Best Wishes

Nathan Galpin
School Captain

A day visit to School - Thursday 5th July 2018

We have made arrangements for you to visit Reading School before you break up for your summer holidays. You will be able to spend time with your Head of House, which will give you both the opportunity to meet each other. He/she will brief you on general School routine as well as accompanying you on a tour around the site. In addition you will have a taster of some of the subjects you will be studying next year. No equipment other than pen, pencil and ruler is required.



The following are some comments concerning this day which I hope you will find useful:

- You should arrive at School for an 8.20am start. You will be met by senior boys and directed to the Refectory. For this particular day your present school uniform will be sufficient. **No cars are allowed on site so please tell your parents to drop you off in a safe place away from the school.**
- For lunch on this day you should bring a packed lunch and drinks. During the day you will be registered for our biometric cashless payment system for school meals, which will enable you to purchase food from our refectory when you join the School in September.
- School on 5th July will finish at 3.25pm. It may help those of you who will not be collected daily (particularly those who live some distance from School) to make arrangements for your parents to collect you from School on this particular day. This will enable them to accompany you and will assist you in familiarising yourself with the route home. During the holidays practise the journey to School. If travelling by train, select a route to School from the station. **Again no cars will be allowed on site for pick up.**

The First Day - Wednesday 5th September 2018

New boys will start at 8.20am with all other year groups having academic reviews. New Year 7 pupils are asked to meet in the refectory. Make sure you bring a pen, a pencil, a ruler and a rubber. Anything else that you may need will be supplied. School will finish at 3.25pm.

Top Tips from our Year 7 pupils!



- Be organised and pack your bag the night before
- Wear a watch so that you are on time for lessons
- Always record your homework in your planner
- Make sure you do your homework on the day it is set, don't leave it too long
- Go to as many clubs as possible, that way you will make new friends
- Start every lesson with a positive attitude
- Don't be scared to ask for help. If you're finding things tough, tell your Form Tutor
- Wake up early enough to catch your bus or train
- Try to learn the school map off by heart
- Switch off your phone
- Don't bring valuables into school or abandon your bag around the school site during breaks
- Use the bag racks around the school site or leave your bag in your locker or tutor room at break and lunch
- Get into a healthy sleep routine. Don't go to bed too late and no screens for at least an hour before going to sleep

Equipment

You will need:

- A pen and a pencil
- Ruler
- Rough book
- Coloured pencils
- Your student planner
- Rubber
- Geometrical equipment
- Dictionary
- Calculator
- PE kit (keep the bag small)
- Exercise books for that day
- A bag to keep all this equipment

You have to carry all your books with you because you move around the school to different subject areas. Choose a bag that is not too large, is waterproof and will protect your books. Make sure it is labelled with your name. Where possible, get

a bag that is distinctive and easy to spot to avoid the possibility that you pick up the wrong bag by mistake!

Label everything! Don't leave your bag lying around the school site or leave valuables in your bag. Mobile phones are allowed in school but you must have them switched off during lessons.

Lockers

You will be issued with a locker where you can leave items so that you don't have to carry everything around with you all day. You will need to bring a padlock. We suggest that you buy a padlock with a key rather than a combination lock as these are more secure; you just need to make sure that you don't forget your key! To help, give a spare key to your Form Tutor labelled with your name or on a distinctive key ring.

The School Day

Unlike Primary School, you will now have different teachers for each subject you are studying and you will go to them for lessons as opposed to staying in the same room for most of the day. You will have a form room, which is where you will go each morning for registration and where your locker will be located. However, you must remember that your form room is also a classroom and that lessons will be taking place in the room whilst you are in lessons elsewhere! This means that you cannot leave your bag, PE kit, coat etc. in the form room throughout the day unless they are in your locker. It also means that you must take all of the items you need from your locker for your lessons; you must not expect that you will be allowed to return to your form room during a lesson to get an item that you have forgotten as you will be disrupting a lesson taking place in your form room.

Navigating your way around a much bigger school site may seem daunting but do not be worried! You will be given a map of the school and given a tour of the site on your visit to the school in July and again on the first day of school in September. If you do get lost, just ask any of the older students; they may be bigger than you but they are very helpful and remember clearly what it was like when they were new to the school. If you can't see anyone around to help, just follow the signs to Reception where they will help you.

Timetable

At Reading School we operate on a two week timetable. This means that you will have a timetable named 'Week A' and a different timetable for 'Week B'. The weeks run one after the other (so 'Week A' is followed by 'Week B' and then returns to 'Week A') and pause for half terms and holidays. For example, if the week before the October half term is 'Week A' then you will come back to school on a 'Week B'.

This may sound a bit daunting at first but you will quickly get used to it. You will be given a planner where there is space to write down the two timetables and the calendar on the school's website also indicates what week we are on if you are ever unsure.

Morning Registration	0820	-	0845
Chapel/Assembly/Tutor Period	0830	-	0845
Period 1	0850	-	0940
Period 2	0945	-	1035
BREAK	1035	-	1100
Period 3	1105	-	1155
Period 4	1200	-	1250
LUNCH	1250	-	1340
Period 5	1340	-	1430
Period 6	1435	-	1525

Sport

Boys who are selected for school teams will be required to play some of the matches on Saturday mornings. There are only a few Saturday fixtures for Year 7 boys, with the number increasing as boys progress up the School.



Subject Allocations

The subjects that Year 7 currently study are listed below, together with the number of lessons allocated per two week cycle for each one. Lessons are 50 minutes in duration.

Art	3
Biology	3
Chemistry	3
Computing	3
Drama	2
English	6
French	2
Geography	3
German	2
History	3
Latin / Classical Studies	3
Mathematics	6
Music	3
Physical Education / Games	10
Physics	3
PSHE	1
Religious Education	2
Spanish	2

1. Computing will also be included in most subjects where relevant.
2. Games lessons initially work on "Ball Skills" / Basketball / Hockey / Football / Rugby in the Michaelmas Term. Rugby and Football Clubs are extra curricular. Cricket and Athletics are covered in the Summer Term.

3. The school is privileged to be selected by the Confucius Institute to deliver fast track Mandarin Chinese over the next two years. Up to 20 students in Year 7 may benefit from this.
4. If you opt to have lessons to learn to play a musical instrument, these will be arranged at different times each week. This will ensure that you do not miss school lessons in the same subject each time. Whenever you do need to miss a lesson, you should ask permission from your teacher at least 24 hours in advance, you may use email to do this or write a note. Please note that it is your responsibility to do this not your parents!

The Pastoral System

All boys will be placed into one of five Houses - County, East, Laud, School and West. You will have a different tutor when you become a Year 8 pupil, but this tutor will normally remain with you for at least two years. You stay in the same House throughout your time at Reading School.

There are House competitions in most sports as well as in Music, Public Speaking, General Knowledge and Chess. Points are awarded in each of the competitions and the winners are presented with a trophy, known as the Cock House Cup.

Role of your Tutor

Your tutor is there to help you and will also deal with daily routine matters as well as any special problems, which you might have. Make an effort to get to know your tutor and help your tutor to get to know you. You might want to talk to your tutor if you have:



- problems with your work in any subject
- lost property
- problems travelling to or from school
- difficulties with friendship groups
- found your homework too difficult or too easy
- some good or bad news.

If your parents wish to contact the School about an academic, pastoral or discipline matter, they should contact your tutor first.

Progress

Throughout the year, you will receive a progress report that will be made available to view via our Parent Portal system. Your parents will receive information as to how to set this account up at the beginning of the school year. This outlines for your parents how you are getting on. You will be encouraged to discuss your report with your parents and your tutor. During the Summer Term you will have a ten to fifteen minute interview with your tutor regarding your progress and your priorities for the next year which is known in school as an Academic Review.

Examinations

You will take an examination in most subjects in the Summer Term. Your examinations will be fully discussed in lessons by your teachers afterwards and your results should help you set targets for the following year.

Rewards & Sanctions

DARE is our system of rewards and stands for:

- **Diligence** (Attitude to School, House, sport, community, homework, uniform)
- **Achievement** (academic, on the sports field, in creative arts, extra-curricular)
- **Respect** (for peers, staff, rules, subjects, property)
- **Effective participation** (in lessons, House events, sport, extra-curricular activities, tutor group, community)

Prizes are awarded each half term to the individual within each tutor group who has earned the most DARE points and a larger prize is awarded to the tutor group who collectively earn the most points in each half term for their year group. In Year 7, this is currently a 'lesson pass'.

Behaviour Points

At Reading School we have high expectations and expect you to be polite, hard-working, well behaved, dressed in correct school uniform and organised (ensuring that you bring the right equipment to your lessons and hand your work in on time). If any student fails to meet these expectations, then they will be issued with a behaviour point and may also receive a teacher or department detention. This information is uploaded onto the Parent Portal so your parents can see how well you are behaving in school. In the rare instances when behaviour doesn't improve, or if a student accumulates a number of behaviour points, then students can be placed in an after-school detention by their Head of House. These take place on a Friday for an hour after-school and are run by a member of the Senior Pastoral Team or Senior Leadership Team.

Absence

1. If you have been absent through illness, you should always bring a letter to your tutor when you return to school. Your parents should ring the Attendance Officer on the first day of your absence as well (0118 901 5600).
2. If you need to miss part of a school day for medical or any other reasons (for example, an external music exam), your parents should write to your tutor in advance explaining the circumstances and requesting leave of absence. If you need to be absent for a whole day or longer then a request for leave of absence should be made in writing to the Headmaster using the relevant form from the school's website. Such absences should be avoided if at all possible.

[Request for Leave of Absence](#)

Punctuality and Signing in or out

1. If you arrive at school between 8:30am and 8:45am, then you must go straight to your form room where you will need to explain the reason that you are late to your form tutor. You will receive a 'Late' mark in the register.
2. If you arrive at school after 8:45am, you must sign the 'late book' in Reception. You must explain the reason that you are late to the Attendance Officer in Reception. You will receive a 'Late' mark in the register.
3. If you arrive to school after the registers have closed and lessons have begun, you must still go straight to Reception to sign in to school and speak to the Attendance Officer. You may receive a 'U' mark in the register which indicates that you arrived after registration has closed. This counts as a school absence.
4. If you receive three 'Late' marks in the register, then you will be given a punctuality detention. These take place on Friday lunchtimes. Your form tutor

will advise you if you have been issued with a punctuality detention and will let you know where you need to go to serve this detention.

5. If you leave school early for any reason, you should sign the 'signing out book', in the School Office on departure. You may only leave early if your tutor has given you permission, (if you have a letter regarding the absence please take this with you to the School Office).

Break and Lunch time

Most day boys will either bring their own lunch or buy food provided by the school. You can eat your packed lunch in the refectory but must ensure that you leave your bag outside! The LRC (Learning Resource Centre) is also a popular location at break and lunch. You can eat in the LRC during break times but must ensure that you clear up after yourself.



Music or games practice, clubs and societies take place at lunch time or after school. Organised clubs and societies that meet include:

Art	Chemistry	Table Tennis	Brass Ensemble
Bridge	CCF	Technology	Choir
Chess	Drama	Robotics	Jazz Band
Coding	Geography	Warhammer	Orchestra

Further information about these can be obtained from your tutor. You are encouraged to join any of these clubs that interest you. If the one you are particularly interested in is not available, try to find a teacher or senior boy willing to start up such a club.

Homework

This will sometimes be called 'prep', which is an abbreviation for preparation. You will receive a homework timetable at the beginning of the academic year which should help you to anticipate and manage your workload. Each piece of homework should take a maximum of 30 minutes. If you are spending too long on your homework, you should discuss this with your tutor. Most homework should be done in the evening on which it is set and will usually be handed in on the next day.



If you need assistance with your homework, do not be afraid to ask for help at home, but remember that your parents should not do the work for you. You will be given a Student Planner to write down your homework in. Make sure that you write your homework down with enough detail to remember what it is that you need to do along with the deadline for the work! Do try to do your homework in a quiet place at a time when you are not too tired. Aim to do your homework on the day it is given to avoid a build-up of work.

If you are ill at school

If you are ill during lessons, tell your teacher, who may send you to see the Day Matron in the Medical Centre.

Learning Resource Centre

The School has a Learning Resource Centre which is open weekdays from 8.30am to 4.30pm. You can visit at break, lunch and after school. Sometimes your tutor will let you visit during tutor time and you will have an English lesson here once every six weeks. The LRC has an excellent collection of online resources and fiction books, comics and non-fiction books which you can borrow.



There are also laptops that you can use for school work and printing. At break and lunch, the upstairs of the LRC is for quiet study and reading. The downstairs of the LRC is for more social learning. Mrs Kesteven and Mrs Jackson work in the LRC and are always happy to help you. We love to hear your ideas and we encourage pupils to join in with our special events and activities.

Money, Keys and Personal Belongings

You will need to be responsible for money, keys, games kit and other personal belongings. If you need to bring money to hand in to the school, it should be in an envelope with your name and tutor group and its purpose written on it. Do not bring large amounts of personal money into school.

Under no circumstances should you leave money or personal belongings unattended (e.g. when taking part in games or P.E. lessons). Valuable trays are provided in Drama and games – you are responsible for handing in your valuables at the beginning of each lesson and for remembering to pick them up at the end.

Students will be allocated a locker for your books, your games kit and other belongings and you will need to provide a padlock and key. Take care of your key. Never leave any belongings in school overnight unless they are secure in your locker.

Check that as much of your personal property as possible, especially games kit, is clearly marked with your name.

If you need to bring a musical instrument to school or any other item, which is too big for your locker, your tutor will advise you where it can be safely kept.

Safety

You should not run in, or close to, school buildings. There will be occasional fire practices. Each area should display a clear set of instructions about this and your tutor should go through these with you in the early part of the term. Special safety rules apply in science laboratories. These will be given to you as part of your first lessons in these subjects.

School Calendar

The School Calendar is on the School's website. The calendar shows all the events taking place at Reading School on a daily basis.

[School Calendar](#)

Student Planner

You will be issued with a Student Planner to help you organise your time, especially your homework. The Planner will contain information about Lesson Requirements, Presentation of Work, Homework Guidelines, as well as diary pages for recording homework, including sections for comments from your teachers and parents.

The School Chapel

Once a week you will attend a brief chapel service with your tutor group. The service consists of a hymn, reading, thought and prayer. You should always be quiet and respectful in chapel. Everyone of any or no religious faith will find chapel helpful.



Early in the first term, there will be a Year 7 Welcome Service for new families. If you need help on spiritual and religious matters, the Chaplain will be glad to talk with you.

Useful Names *(correct as of May 2018)*

Headmaster		Mr A Robson
Deputy Head		Rev C Evans
Assistant Head		Miss L Ayres
Assistant Head		Mr G Fairchild
Assistant Head		Mrs C Harden
Assistant Head		Mr C Nicholas
Heads of House		
	County	Mr J Steadman
	East	Mrs V Geraghty-Green
	School	Mr S Allen
	West	Mr T Bellinger
	Laud	Miss L Ayres
Boarding Housemasters		
	South House	Mr P Teixeira
	East Wing	Mr C Nicholas
Director of Sport		Mr A Beckey
Chaplain		Mr G Cornelissen
Executive Assistant & Admissions Officer		Miss C Mole
School Secretary		Mrs J Lidbetter
Receptionists		Mrs Ellingham, Mrs Phillips, Mrs Alberici
Day Matron		Mrs E Goulding
Librarian		Mrs L Kesteven

Finally, remember this booklet is intended to help you settle in. If you have any further questions, do ask your tutor. If anything goes wrong or you are worried about something, make sure that you speak to your tutor about it.

If you feel that any information that you would have found useful has been omitted from this handbook, please let your tutor know so that it can be included in future years. Finally, and most importantly we are delighted to be welcoming you to Reading School. There is a lot to take in but many people to ask and who will help you to feel more comfortable here. We hope you will have a wonderful time!



READING SCHOOL

Erleigh Road, Reading, RG1 5LW

Telephone: 0118 9015600

admissions@reading-school.co.uk

www.reading-school.co.uk