



**Reading School
Information for New Parents**

2019/20

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Message from the Headmaster - Mr A M Robson

Welcome to Reading School. I hope that you find this guide will serve to support you and your son in dealing with the practical aspects of helping him transition smoothly in to the life of a student at Reading School from September 2019.

The 2025 vision for Reading School is that we should become a flourishing world-leading institution developing academic excellence and building good men. Thus with your help we will be a powerhouse of sustained high performance, championing character through our expertise and partnerships. We are passionate about creating a culture of commitment. Our core values of Excellence, Integrity, Leadership and Community are at the heart of our distinctive approach to education that we term the 'Reading Way.'

Men of Excellence aim high and develop the ambitions that enable dreams to be achieved. We promote a culture of achievement that encourages talent and rewards intellectual curiosity for the benefit of others as well as themselves.

Men of Integrity are authentic and earn respect. We believe our students should sustain a positive attitude throughout their endeavours. We build champions of character through strengthening resilience and creating a culture of courage and initiative that builds men of principle.

Men of Leadership collaborate and show a spirit of commitment and a dynamic sense of purpose. We foster a culture of accountability complemented by a sense of compassion.

Men of Community nurture 'a local body with an international heart', that supports social mobility and lifelong learning. We build a culture of belonging and partnership that provides extensive opportunities in which students can cultivate a positive, outward-facing outlook.

Significantly 2020 marks the 150th Anniversary of the relocation of Reading School to the Erleigh Road site. I hope that you are able to join the Reading School family in participating in the activities planned to celebrate this important anniversary. In addition, your son will also be part of Reading School in 2025 when we commemorate the 900th Anniversary of the founding of Reading School in 1125.

Our approach to the curriculum is characterised by academic rigour, co-curricular coherence and engagement from students and parents. Whether your son is a boarder or a day student there are a myriad of opportunities for him to flourish. Our Co-curricular programme led by Assistant Headmaster, Mr Tom Evans is an important illustration of the range and quality of our approach to 'Building Good Men' as an integral aspect of the Reading Way.

In addition, it is crucial that we work in partnership and the role of the Society Manager, Mrs Jasbir Chhokar, is one of fundamental importance in this regard. Furthermore, the role of Head of House, who will be your son's tutor in Year 7 cannot be underestimated.

Everything we aspire to do at Reading School is underpinned by our core values and shaped by the Reading Way, which is our strategic vision in action. We want you and your son to help us in our pursuit of achieving educational excellence and building good men. Your son will be joining the Reading School family at an exciting time and we hope that he is inspired to pursue excellence and develop in to a young man of integrity and character.

Yours sincerely



Mr AM Robson
Headmaster



A welcome from our School Captain – Joe Barraclough

Welcome

I am happy to welcome your son to Reading School and to wish him luck for his time here. I was in his shoes seven years ago, but now as it is coming up to my time to leave I am excited to help the next cohort of new students settle in.

The years ahead will be a very different experience from where you have come from but it will definitely be very exciting and full of new experiences. The first of these will be entering our house system – most of what your son will experience during his first years will be within his house and tutor group, in one of County, East, West, School or Laud. Each house has their own strengths and ways of operating; every house however, will be a welcoming hub for your son to socialise and participate in activities while engaging with students throughout the school. Within his first years, most lessons will be taught in house classes so it is easy to form close bonds with the people who are all making the jump from primary school together.



Reading School prides itself on offering a wide range of extracurricular activities and clubs for students to enjoy and engage with. Personally, I have had so many good times with the Games department, representing the school and my house in numerous sports and other events. The events are very accessible to anybody who wants to participate and the department are open to any suggestions of new ideas for engagement in sport or activity of any kind. This year, I worked with the Games department to start a school team for table tennis as it is a passion of mine and I noticed a growing demand for it within the school. Furthermore, the school teams tour around the world for all sorts of events. Over Easter, the school Public Speaking team travelled to the World Championships in Toronto and the Rugby, Football and Cricket teams also are offered tours to destinations such as New Zealand and St Lucia. Also, the Games department and school work closely with Rain Edge High School which is a school for orphans in Kenya - we have led multiple exchanges with this school, using our shared passion for rugby and academic excellence to help each other. This is a very important legacy for me personally and for the school community so it would be fantastic for your son to get involved with this project.

But, of course, academia is still crucial within the school and the staff and students are committed to engagement and progression in the classroom in order for students to reach their potential and follow their passions. For new students, the workload can seem daunting but the teachers are very understanding and you will begin with a very manageable timetable of studies.

The classroom work and extracurricular activities are all part of your son's development over the next years of his life – very busy and exciting years where he will have many opportunities to enjoy his studies and pursue what he wants to achieve during his time at Reading School.

It's a long road ahead, but an exciting one and I wish your son the best of luck.

Joe Barraclough
School Captain

Contacting the School

Before your son starts at Reading School in September 2019, please address all questions to the Admissions department (2019admissions@reading-school.co.uk). After this date, please direct your queries to the **Head of House**, who is your son's Form Tutor in Year 7 (please see the contact details below). At Reading School, your son's Form Tutor should always be the first point of contact between home and school.

Address: **Reading School**
 Erleigh Road
 Reading
 RG1 5LW

Tel: 0118 9015600

Email: secretary@reading-school.co.uk

Mr A Robson	Headmaster	headspa@reading-school.co.uk
Rev Dr C Evans	Deputy Headteacher	cevans@reading-school.co.uk
Mr C Nicholas	Assistant Headteacher	cnicholas@reading-school.co.uk
Ms D McGall	Assistant Headteacher	dmcgall@reading-school.co.uk
Mr G Fairchild	Assistant Headteacher	gfairchild@reading-school.co.uk
Mr T Evans	Assistant Headteacher	tevans@reading-school.co.uk
Ms M Belcher	Finance Director	mbelcher@reading-school.co.uk
Miss C Mole	Executive Assistant, Admissions Officer	cmole@reading-school.co.uk
Miss S Rogers	SEND Coordinator	srogers@reading-school.co.uk
Mr J Steadman	Head of County House	jsteadman@reading-school.co.uk
Mrs N Williams	Head of East House	nwilliams@reading-school.co.uk
Mr J Gunson	Head of Laud House	jgunson@reading-school.co.uk
Mr S Allen	Head of School House	sallen@reading-school.co.uk
Mr J Escribano Sánchez	Head of West House, Boarding Housemaster, East Wing	jsanchez@reading-school.co.uk
Mr P Teixeira	Boarding Housemaster, South House	pteixeira@reading-school.co.uk
Mrs K Andrews	Matron, South House	kandrews@reading-school.co.uk
Mrs N Emmott	Matron, East Wing	nemmott@reading-school.co.uk
Mr R Jackson	First Aider	rjackson@reading-school.co.uk

Term Dates – 2019- 2020

Michaelmas Term 2019	
Staff Day	Monday 2 nd September
Staff Day	Tuesday 3 rd September
Michaelmas Term commences for all students - All Year 7 students will be in school from 8:20am - 3:25pm - All Year 12 students who are new to the school will be in school from 8.20 - 12.40pm - All Year 8 - 13 will be taking part in academic preview activities and will be expected to attend school only for their pre-booked appointment.	Wednesday 4 th September
Year 7 Entrance Examination	Saturday 14 th September
Staff Day	Friday 11 th October
Half Term	Saturday 26 th October to Sunday 3 rd October
School reopens for students	Monday 4 th October
Term ends	Friday 20 th December (a.m.)
Lent Term 2020	
Staff Day	Monday 6 th January
Lent Term Commences	Tuesday 7 th January
Staff Day	Monday 27 th January
Half Term	Saturday 15 th February to Sunday 23 rd February
School reopens for students	Monday 24 th February
Term ends	Friday 3 rd April (a.m.)
Summer Term 2020	
Summer Term Commences	Monday 20 th April
Bank Holiday	Monday 4 th May
Bank Holiday	Monday 25 th May
Half Term	Saturday 23 rd May to Sunday 31 st June
School reopens for students	Monday 1 st June
Term ends	Wednesday 10 th July (a.m.)

Staff Days – 2019/2020

2nd September 2019

3rd September 2019

11th October 2019

6th January 2020

27th January 2020

Timings of the School Day

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

School Opening Times

The School reception is open between 8.00 am and 4.00 pm. For safety reasons please ensure your son does not arrive on site before 07.45 am.

Visiting the School and Parking

Please be aware that there is no parking for parents anywhere on the school site. For those who have appointments to visit the school, access is via Erleigh Road. Visitors **must** report to Reception to sign in and out. The school is unable to provide spaces for parents dropping off or picking up pupils. Please do not park or drop students off on the school site or at the front of the school as this causes traffic congestion. The exception to this is for parents of boarders who are picking their son up on a Friday afternoon and dropping off on a Sunday evening/Monday morning.

The Foundation Years

An introduction to Years 7 and 8 for parents and carers

This information gives details on what is taught in the first two years at Reading School, and how you can be involved in your son's learning at secondary school.

What's so special about Years 7 and 8?

The 11-13 age range that makes up the Foundation years is an exciting time in life, but also brings with it a number of challenges. It involves making a fresh start in a new school and also being the youngest again. At the same time it involves taking a step towards adulthood. The aims of this stage at Reading School are to:

- Prepare students for the adult world
- Give them the skills and the knowledge they need for lifelong learning
- Introduce them to a wide range of subjects and studies
- Make them more independent and self-aware
- Show them how to think and learn for themselves
- Give them confidence to join in, ask questions and help others
- Lay the foundations for success at GCSE and beyond

What do we teach in Years 7 and 8 at Reading School?

English	History	Modern Foreign Languages*
Mathematics	Religious Education	Art and Design
Science	Computing	Physical Education
Latin	Drama	PSHCE (Personal, Social Health and Citizenship Education)
Geography	Music	

*French, German, Spanish and Mandarin Chinese

Year 8 GCSE Options – The Three Year GCSE Programme Year 9 – Year 11

In Year 7 and Year 8, lessons have virtually all been decided for the pupils. However, in Year 8 your son will get the opportunity to choose the GCSE options that he wishes to start studying in Year 9. We believe that a three year GCSE programme will better prepare the boys for the examinations and allow for additional extra-curricular activities. It is important to know that your son should not worry if he is unsure at this point what career he wishes to follow. Of course he may already have some thoughts about his future career, but equally he may not. Our Careers Consultant will be attending the parents' consultation evening when your son is in Year 8 and will be available to meet with your son to discuss his options. Making the right choice is important. He may already greatly enjoy some subjects and want to consider studying these. Also, if your son has some idea of what he wants to study at University, there may be some subjects he needs to take in order for him to get there.

The GCSE options process will take place in the Easter term of Year 8. A detailed curriculum guide will be sent to parents nearer the time and the Year 8 Parents' Consultation Evening will also guide parents through the options process.

At Reading School we aim to ensure that all students:

- Get off to a flying start in a new school
- Experience more exciting and interesting lessons
- Are actively involved in lessons, thinking hard
- Are more able to do things for themselves
- Make rapid progress and achieve higher standards
- Have extra support if they are not living up to their potential
- Are included, stimulated and make good progress

What can parents do to support their son?

At Reading School we work hard with our students to help develop them into independent young men, both academically in establishing independent thinking skills but also in terms of taking greater responsibility for themselves, their possessions and their learning.

One of the ways that parents can help their sons with this is to actively encourage their sons to:

- Organise themselves each night by packing for the next day
- Raise any concerns or worries they have themselves in the first instance to their Form Tutor and Head of House
- Contact their teachers themselves if they have a music lesson during the school day or have lost an item or bag etc.

Parents can also help with simple things like showing an interest in what they are doing at school and not how they are doing academically in the first few terms. This can give them the confidence to try out new skills and ideas and learn from mistakes without feeling discouraged.

Parents can:

- Show an interest
- Talk about the school day
- Attend and contribute to parents' meetings
- Discuss homework tasks, using their homework planner as a guide
- Help their son organise his time and paperwork
- Make sure he attends school regularly and punctually
- Find him a quiet place to study
- Praise his efforts

Useful websites for parents and carers

- Reading School Website and Virtual Learning Environment (VLE)
www.reading-school.co.uk
The School will supply a large resource of learning to learn resources and lesson materials to develop and enrich learning.
- OFSTED
<http://www.ofsted.gov.uk>
The Office for Standards in Education holds the most recent inspection reports on all maintained schools and local education authorities in England.
- BBC Schools
<http://www.bbc.co.uk/schools/>
Pages for parents as well as KS3 Bitesize, useful revision and practice for internal examinations
- Advisory Centre for Education
<http://www.ace-ed.org.uk/>
An independent national advice centre for parents.

Tips for helping with School and Homework

Homework

At secondary school your son will need to learn an important skill: organising his time so that he hands homework in on the right day. Your aim should be to enable him to become independent and well-organised. Doing the organising for him will not help him progress. Encourage him to form good habits each evening, setting aside a regular time to complete homework, using his school homework planner to keep a note of his deadlines. His tutor will regularly check through his planner and will expect your son to be using it appropriately to organise himself. You can take an active interest by asking your son how he will organise his homework time each evening and you will be expected to sign his planner weekly. Praise your son when he meets his deadlines. Stay calm and be supportive if things go wrong.

You will have your own routines already, but it is best if homework is completed in a family room where online use can be monitored and learning can be shared and interactive.

Talk through how you work things out

Next time your son asks for help with something, talk him through step by step. Talk about how you plan to do it, why you are doing it in a particular way, how you will know whether you've done it successfully or not and what mistakes you make and why.

How to help if your son is not clear about what he has to do:

- Detail – ensure your son is recording enough detail in his homework planner and encourage him to ask questions in class if he is unclear
- Book – advise your son to double check the task that he has been set and use his class exercise and text books for further information / help on the topic
- Internet – advise your son to go online to see if he can find further information / help on the topic. Help him search if he is finding it difficult. Some subjects use specific websites, e.g. in Mathematics, mymaths.co.uk can be used to access lessons on every topic up to GCSE. The online site 'Kerboodle' is actively used by many subjects and your son will have a login. Advise your son to ask his teachers if there are websites that would be useful to go to if he is stuck on his homework in that subject
- Buddy – if your son is still unsure, advise him to contact a friend in his class. Microsoft Teams is often used via your son's email to give detail on tasks set in class.
- Teacher – if your son is still unsure after taking the steps above, reassure him that it will be ok, that he is at school to learn and ask him to send an email / speak to his form tutor the next day to ask for their advice & help

Look back

Keep some of your son's old school work. Look back at it with your son to celebrate what he has learned and how he has improved over the last few years.

Check the timetable, check the diary

Your son's year will have a routine for homework (for example, Maths on Monday, etc). Make sure you have the timetable, make a large copy and put it in a visible place, perhaps a notice board in the kitchen. This way you can talk to your son each day about his homework. Reading School uses a student planner in which your son writes down what he has to do/remember to bring to school each day along with the homework he has been set. The planner will also be used by your son's tutor (Head of House in year 7) to communicate with you, and your son will ask you to sign it weekly to ensure he is sharing his learning and homework with you.

Try teaching me!

Learning, and especially revision, is best if active. If your son just reads information he is unlikely to retain it all. He needs to work, memorise and practise on his own and it can help if you offer to be the pupil – if he can teach you, he really knows and can understand it! Explaining something to someone else is one of the best ways of consolidating learning. Keeping the learning interactive and fun at home can help relieve any potential stress.

Talking it over to explain why he thinks a certain thing and push his thinking by asking him to consider an opposite view. We all learn through talking about what we think and what we are learning. The conversations you have with your son should be fun but can also be a chance to show you take him seriously, modelling deep listening so that he feels his opinions are validated.

Keeping it all together

Some subjects at Reading School use a lot of A4 hand-outs. Your son may use a ring binder or small folder to keep these all together. You can help him decide on a sensible order for these and check he has the right paper, folders and equipment, dedicating a shelf at home to order his text books and folders. A daily timetable next to this, with a checklist of daily required equipment, will help him to pack his bag each night.

Parent Portal

All schools have a database in which students' academic and personal information is recorded and securely stored. At Reading School we access this wealth of information through software called SIMS, a school information management system, provided by Capita ES.

An important part of maintaining an information rich database is being able to share parts of it with parents. Traditionally this has always been via a one-off end of year printed report.

Now, in addition to the usual annual report, the software allows us to publish online much of the data we hold on the students in our care through a secure website called the Parent Portal.

This information, such as academic progress, termly reports, behaviour, detentions, achievement and attendance is only available to the parents of that boy and can only be accessed through a password protected unique login. This information is live and, in the case of lesson attendance for example, is updated as the register is taken in class.

All parents will receive further information about the Parent Portal and be issued with a unique user name and password to access live data. For this communication each parent must have a unique email address that is not going to change over the time their son is at Reading School.

Behaviour Management

Use of Rewards in Years 7-9

Reading School's system of rewards encourages and recognises excellent standards of effort and achievement both in and out of the classroom, according to our Reading School Pillars:

Excellence (Academic, Sport, Creative arts, House, homework, dress)

Integrity (Character, on the sports field, extra-curricular, peers)

Leadership (When and how to be a good leader, teamwork, staff, rules and expectations)

Community (in lessons, House events, sport, extra-curricular activities, tutor group, wider-school community and outside of school)

Reading School students gain rewards through effort, achievement, punctuality, being ready for learning, participating in House events, representing the school etc. Rewards include a top tutor group award in each year, celebration assemblies, individual prizes, Headmaster's awards, and certificates.

A record of students' achievements are recorded by teachers and tutors in SIMS (School Information Management System). Results are collated twice a term by the Assistant Head for analysis. We aim for a consistent approach that celebrates success and rewards positive behaviour.

Use of Behaviour Points & Sanctions

At Reading School we have high expectations of our students and expect them to be polite, hard-working, well behaved, dressed in correct school uniform and organised (ensuring that they bring the right equipment to lessons and hand work in on time). If any student fails to meet these expectations, then they will be issued with a behaviour point and will receive a class teacher or department detention. This information is uploaded onto the Parent Portal so parents can see how well their son is 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. Parents will be able to see that a detention has been set on the Parent Portal and what it has been given for. However, in the case of an after school detention, parents will also be notified by email at least 24 hours in advance of the Friday after school detention.

Behaviour and School Rules

It is the School's expectation that all boys will conduct themselves in a responsible manner in all matters affecting the School so that our purpose in teaching and learning can be achieved to maximum effect. To this end the number of rules is kept to a minimum; the essence is positive, thoughtful, sensible behaviour. The principle behind the school rules is not prescriptive, but is one of reasonableness and common sense. They exist to ensure the safety and well-being of all students and the smooth running of the School. These expectations cover four principal areas.

1. Respect for others: i.e. proper and due respect for teachers and other members of staff; members of the public and visitors; members of your form and other boys in School.
2. Respect for yourself: i.e. respect for your own ability, aiming always to do your best and to display positive attitudes to those aspects of School life which you find difficult as well as in those which you find easy; presenting yourself on time and in correct uniform, both in School and travelling to or from School.
3. Respect for property: i.e. caring for the School and its property, the equipment and furniture you use, other people's possessions.
4. Respect for the School: i.e. recognising that employers, interviewers, members of the public will judge the School as a whole by the way they see you behave.

Specific School Rules

School rules are for the benefit of everyone; they are a framework to enable the School to operate smoothly and efficiently, to achieve its purpose in a civilised and positive atmosphere. They are there also to help maintain the reputation of the School. No set of rules can take into account every situation; they are sensible guidelines on reasonable conduct. By their nature rules are there to restrict bad behaviour; they indicate the boundaries of what is acceptable. They do not of themselves promote good conduct but by curtailing the bad they create an environment in which the good can thrive. Finally, the breaking of rules leads to some appropriate disciplinary action. There is inevitably a range of severity of offence and disciplinary action and where necessary, reflects this range.

General

1. Punctual arrival for all School activities is essential. Late arrival for School must be indicated in the late book. Persistent late arrival will lead to disciplinary action.
2. Correct School uniform must be worn in School, on journeys to and from school and on all official School events unless permission is granted by a member of staff for other dress. All students must wear uniform that accords with the current specifications. Uniform lists are issued to all boys when they enter the School; a copy can be found on the school website <http://www.reading-school.co.uk/4/uniform>. High standards of boys' presentation are expected at all times. Jewellery must not be worn nor must it be brought to School. Uniform must be worn at all times in an appropriate and suitable manner.
3. Students must ensure that if they have permission to leave the school site (e.g. for a medical appointment) that they sign out of school at Reception. Students must also ensure that they sign back into school upon their return.
4. Mobile telephones are permitted when turned off, but are brought into school at the owner's risk. They must be used in conjunction with the School's ICT Policy and turned off during the school day. They may be used for research only in lessons when expressly given permission by the class teacher. Please help your son by not contacting him on his mobile phone (by calling or

texting) during lesson times (as per the 'Timings Of The School Day' section of this booklet). In emergencies, please contact Reception.

Personal Property

1. The care of all personal property rests with the boy unless handed to a member of the teaching staff for safe keeping. For Games and Drama lessons, all valuables must be handed in to the member of staff before the lesson and reclaimed immediately after the lesson has finished. All personal clothing and property should be marked with the boy's name and are brought into school at the owner's risk.
2. All text books and equipment issued to boys remain the property of the School. They must be looked after carefully, handed in at the end of the School year or course as appropriate. Any loss or damage must be reported and may be charged for.
3. Theft or interference with others' personal property is treated as a serious offence.

Given the new environment and new equipment, some year 7s have a tendency to misplace items, including games kits and stationary. You can help your son by ensuring he has practice with taking responsibility for his own items, perhaps with a specific task throughout the summer holidays. If a pupil misplaces items, he must:

- Inform his tutor at the first appropriate time
- Retrace his steps with a friend
- Check lost property
- Ask at reception

More often than not misplaced items do turn up, but only if quick action and appropriate steps are taken.

School Property

Students are expected to treat school property with care. Any damage, however it is caused, must be reported immediately to a member of staff.

a) Tutor Rooms

1. Boys must use their own tutor room only unless directed otherwise by a member of staff or in accordance with the timetable.
2. The general state and tidiness of the tutor room is the responsibility of the form
3. Boys may display posters etc on display boards in their tutor room but only with the Form Tutor's permission. Any material displayed for teaching purposes must not be interfered with.

b) School Grounds

All boys have a responsibility for keeping the School site tidy and well maintained. In particular:-

1. Boys may not use the School field for games without the permission of a member of staff.
2. Boys must not walk on the grassed areas or around flower beds or shrubs.
3. Boys must place all litter in the bins provided.
4. Boys must enter and leave the School only by the recognised entrances and exits.

Behaviour

1. Boys are not allowed to smoke on the School site or when in uniform. Similarly boys must not have any smoking materials in their possession at School.
2. Knives or other dangerous implements must not be brought to School.
3. Possession of alcohol, drugs or other dangerous substances will be treated very severely.
4. Damage to property must be reported to a member of staff immediately. Boys found responsible for wilful damage will be disciplined and charged for replacement or repair.
5. Bullying of any type will be treated very severely. This includes victimisation, either physical or verbal of another boy for whatever reason, whether by an individual or by a group.

Attendance

Attendance at Reading School is excellent. The school encourages full attendance at all times. In line with the government and Local Authority (LA) expectations, absence for reasons other than illness is strongly discouraged. The school works very closely with the LA Education Welfare Officer (EWO) to monitor and promote good attendance. All requests for planned absence must be made in writing to the Headmaster (the relevant form can be downloaded from the school's website <http://www.reading-school.co.uk/14/document-zone>). Holidays, if taken during term time, will be marked as unauthorised absence.

Punctuality and Lates

All students are required to be in their form rooms by 8.20 am. A student is considered late if he arrives after 8.30 am. This will result in a late mark being recorded in the register.

Absence

Parents/Carers are asked to contact the school if students are going to be absent. It is most important that parents/carers report absences to school as early as possible on the morning of the first day of absence and subsequent days. All absences need to be followed up by a note to the tutor and Attendance Officer. In addition a letter to the PE staff is required in the case of temporary unfitness for PE. After the absence, students are expected to catch up on the work which has been missed.

Medical Appointments

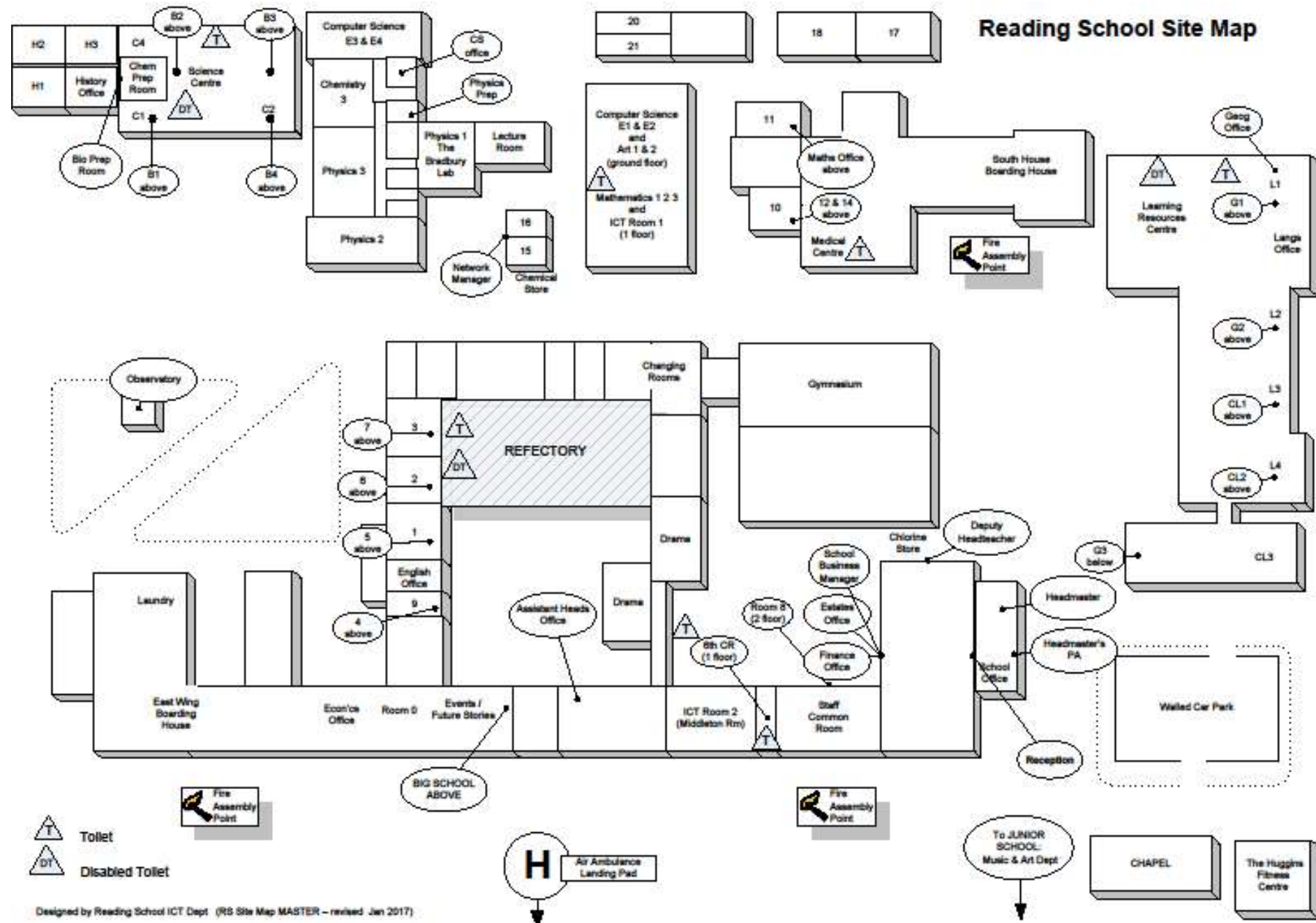
These should be arranged as far as possible outside of school hours. Illness in School Time: Parents will be contacted if their son becomes ill during the day and will be asked to collect him from school. Medication such as paracetamol will only be administered to students if authorised on their admission form. Any medication brought to school should be clearly labelled and, with the exception of asthma inhalers, handed to the Day Matron to be stored.

Holiday requests

All term time holidays are not permitted and will not be authorised. Local Authorities have a duty to ensure all children attend school regularly. If you take your son out of school without authorisation you could be issued with a Fixed Penalty Notice. If your son requires absence from school in term time due to other circumstances which involves being absent for a day or more, than a leave of absence form must be filled and sent back to the attendance officer with clear details of the absence, this can be found on the school's website. Please see link to Attendance Guide with advice/processes to follow in the event of an absence.

[Absence Request Proforma for Parents](#)
[Attendance Guide](#)

Reading School Site Map



Horseman Coaches Service

Horseman Coaches Ltd operates one coach a day to Reading School. The service is organised entirely by Horseman Coaches.

Route 300B currently serves Bracknell, Binfield, Wokingham, Emmbrook, Winnersh and Earley.

The route is reviewed every year to ensure the needs of current and new parents are accommodated where possible. The current timetables can be viewed on the Horseman's website by clicking the "services" tab.

There is an annual charge for this service which can be paid by standing order. Please contact Horseman Coaches for price information.

The coach is scheduled to arrive at Reading School by 08.10 hours and depart at 15.40 hours. All coaches operated by Horseman's are fitted with 3 point belts. All drivers are fully licensed and DBS cleared.

In order for Horseman Coaches to gauge the level of interest and revise the routes accordingly, it is necessary for new parents to contact them as soon as possible, and request an information pack. Parents of pupils currently using the service will be sent an information pack automatically.

Horseman Coaches will send you an information pack on request.

CONTACT:	Bus Pass Department Horseman Coaches Ltd 2 Acre Road Reading RG2 0SU
	Direct line: 0118 923 9983
	General Tel: 0118 975 3811
	Fax: 0118 975 3515
	Email: buspasses@horsemancoaches.co.uk
	Website: www.horsemancoaches.co.uk

Please note that for GDPR purposes we only hold personal data in order to send out forms, service notifications and to process bus pass applications. We do not use personal data for marketing our other services nor sell data to third parties. An email or verbal request for information gives us consent to hold personal data, and the application form gives an opportunity to opt in or out from future emails. If you decide that our bus service isn't suitable and wish to have your personal data deleted please let us know and we will remove your details from our distribution list. Our full privacy policy can be found on our website at www.horsemancoaches.co.uk.

Reading Buses

Reading Buses have several services to the roads surrounding School. For further details visit their website at www.reading-buses.co.uk or contact them on 0118 959 4000.

Cycling to School

Boys who choose to cycle to school must ensure they have a D Lock and lock their bikes securely in the bike sheds behind the JKB building. Please note that the school insurance does not cover the loss of personal possessions including bikes. Boys should also ensure they wear cycle helmets and full reflective clothing.

Clubs and Societies

(subject to amendments and additions at the discretion of the club leaders – this is the summer timetable)

CLUB NAME	ROOM NO	TIMES	LEADER
Monday			
Chapel Choir (Trebles only)	The Chapel	13.00	JTU
Chemistry Clinic	Rooms C1	12.50	Chemistry Dept & Sixth Form Students
Concert Band	Recital Hall	15.30	JTU
Economics Discussion Group (Year 12 only)	Lecture Theatre	12.50	FS
LAMDA Club only	Room DS2	12.50 - 13.30	Berzerk Productions (<i>separate charge</i>)
Mathematics Clinic	Room M2	12.50	Maths Dept
Tuesday			
Archery Club	Gym	12.55	LA/6 th Form Students
Book Club (All years welcome)	Room G1	12.50	AJ
Chemistry Olympiad Training	Room C4	12.50	Chemistry Dept
Chess Club	Room 4	12.50	EG
Coding Club	Room CS1 (formerly E1)	12.50	PF
Drama Club and LAMDA Club (Year 7 and 8 only)	Room DS2	15.25 - 16.25 16.30 - 17.30	Berzerk Productions (<i>separate charge</i>)
Formula 24 Club	Room 21	15.30	Y12 Students
French Clinic	Room L1	12.50	MPA/EF
German Revision Club (Y10 & 11)	Room L7	12.50	HMY
Junior Choir	Recital Hall	13.00	JNE
LAMDA Club only	Room DS2	12.50 - 13.30	Berzerk Productions (<i>separate charge</i>)
Medical Society (MedSoc) – Year 12 and 13 only	Room B3	12.50	JP
Music Clinic (by arrangement)	Tech Suite	13.00	JTU
Physics Clinic	Room P3	12.50	Physics Dept
Reading School Big Band	Recital Hall	15.30	JNE
Science – Stem Club	Room C2	15.30-16.30	TBC
Spanish Clinic (Year 11)	Room L4	12.50	JEE
Symphony Orchestra	Big School	15.30	JTU
Ultimate Frisbee Club	Front Field	15.30-16.30	DWH
Wednesday			
Chapel Choir (Alto/Tenor/Bass only)	The Chapel	13.00	JTU
D & D Club (all Years welcome)	LRC	15.25 – 16.30	Sixth Form Students
Drama Club (Y7-Y9) Week A only	Room DS1	12.50	Y13 Students

CLUB NAME	ROOM NO	TIMES	LEADER
Drama Club and LAMDA Club (Year 9 and above)	Room DS2	15.25 - 16.25 16.30 - 17.30	Berzerk Productions (separate charge)
Economics Clinic	Room 7	12.50	FS/ANC
French Film Club (Year 8)	Room L4	12.50	FD
History Club (Y7 – 8)	Room H1	12.50	DWH/SD
Intermediate Jazz Band	Recital Hall	13.00	JNE
Mathematics intelligence Groups (MiG 25)	Room M3	12.50	CS
Maths – Stem Club	Room M2	12.50	CS / BO
Mind Your Faith (Apologetics club)	Room 8	12.50	GC
Mock Trial Practice (for Y8 and 9s selected for the team)	Room Quad 6	15.40 – 17.00	ANC
Robotics Club (Sixth Form Only)	Room E2	15.30 – 16.30	PF
String Ensemble	Big School	15.30	JTU
Technology Club	Room CS2 (formerly E2)	12.50	SLW
Thursday			
Biology Clinic	Room B4	12.50	Sixth Form Students
Combined Cadet Force (Army & RAF) (Year 9-13)	Parade Square	15.45	JB/JF/DM/KMC
Geography Club (fortnightly)	Room G1	12.50	KY
German Clinic	Room L6	12.50	SUS
German Revision Club (Y10 & 11)	Room L7	12.50	HMY
Greek Club	Room P1	12.50	VZ
Junior Orchestra	Recital Hall	13.00	JTU
Junior Pops	Recital Hall	15.30	JNE
Mathematics Clinic	Room M2	12.50	Maths Department
Senior Choir	The Chapel	13.00	JNE
Spanish Reading Club (Y8 and Y9)	Rooms L3 and L4	12.50	Y12 Students
Technology Club	Room CS2 (formerly E2)	12.50	SLW
Friday			
Chapel Choir (Full Voices)	The Chapel	13.00	JTU
Christian Union (Y10 –Y13)	Room H1	12.50	CJE
German Clinic	Room L7	12.50	HMY
Philosophy Club	Room 8	12.50	GC
Spanish Clinic for Y10 students (only)	Room L4	12.50	EH
Warhammer Club (All years)	LRC	15.25-17.00	Sixth Form Students
Warhammer Workshop (BYO paint + modelling materials)	Room A1	12.50	AC

Uniform - Clothing List for Years 7 to 11

Reading School uniform can be purchased online at: www.stevensons.co.uk

Alternatively items can be purchased in store at their Reading Branch 11 – 12 Market Place, Reading, RG1 2EG.

Details of how to make to an appointment for a uniform fitting can be found at: [Stevensons Appointment Form 2019](#)

The Stevensons' price list is available by clicking on the link: [Stevensons Price List 2019](#)

School Uniform

- Plain grey suit*
- House tie (Years 7 – 11)*
- White or grey shirt
- Plain black shoes
- Plain grey or black socks
- Grey or dark blue pullover V neck: purchase of this is optional.
- Chemistry lab coat
- Chemistry goggles

Notes of Guidance for Parents

The School suppliers are Stevensons. Items marked * may be obtained only from them.

ALL ITEMS MUST BE MARKED WITH BOY'S NAME

PLEASE NOTE: clothing bought must comply with the requirements indicated. *If in doubt, parents should contact the School about the acceptability of a garment before purchasing it.*

SUITS are to be plain grey (Years 7 -11) or grey or black (Sixth Form), and of a conventional cut.

SHOES are to be plain black leather. Heavy boot type shoes, or other exotic styles are not acceptable.

Over coats should be plain and dark in colour. Leather/PVC and denim top coats are not permitted.

A rucksack style bag worn across both shoulders is recommended to alleviate problems of back pain later in life.

LOST ITEMS

Please encourage your son to take full responsibility of his equipment and uniform in school. The novelty of moving around for lessons can sometimes mean items are left behind. Pupils must take initiative and look for this immediately by informing a member of staff (or Form Tutor) and re-tracing their steps. Swift action increases the likelihood of an item's return.

Additional rules:

1. Hair must be kept clean, tidy and no longer than collar length. Exaggerated and coloured hairstyles are NOT permitted. The school procedure is that any student in breach will be sanctioned and the parent informed.
2. Jewellery must not be worn nor must it be brought to School. No piercings are permitted.
3. Students should be clean shaven unless this is in conflict with accepted religious beliefs. Students will be required to provide a letter from a religious leader if they are unable to conform with this.

Reading School Uniform Shop

Reading School Parents' Association also run a uniform shop selling second hand uniform items and sports kits in good condition at very reasonable prices. The shop is located in the walled car park behind the blue compactor. Opening times are:

First Friday of each half term (2.30 – 3.45 pm)

First Saturday of each half term (9.30 – 11.00 am)

The RSPA Uniform shop is run entirely by parent volunteers and all profits go to support projects that benefit students directly. Donations of uniform, sports kit and revision guides in good condition are always gratefully received and can be taken to school reception any time in a bag labelled 'school uniform shop'.

Additional Clothing Requirements for Boarders

- Dressing Gown
- Bedroom Slippers
- Pyjamas
- Vests (white cotton optional)
- Underpants
- Handkerchiefs (optional)
- Bath Towels (4ft)
- 2 Sheets
- 2 Pillow Cases
- 2 Duvet and 2 Covers
- Face Flannel
- Toilet bag, hairbrush, comb, clothes brush, toothpaste, nail brush, clothes brush, shampoo
- Small case or holdall (for first night's clothes, half-term and exeats)
- Trunk or large case
- Shoe cleaning kit
- Laundry bag
- Tuck box
- 2 sets of casual clothing which must have name tapes

All towels should have loops.

All items should be clean and in good repair.

IMPORTANT INFORMATION ON LABELLING CLOTHING:

Each article must be marked with surname and initials on either woven name tapes or a 'tag' or 'button' style label which should be placed in an easily visible position. We can recommend <http://www.snappytags.co.uk/>

PLEASE DO NOT USE IRON ON NAME TAPES AS THESE COME OFF IN THE WASH.

Physical Education and Games Wear

It is important that all boys and parents are aware of the manner of dress required to maintain the high standards set by the school. Outlined below are the minimum requirements of kit which we would expect boys to wear for the broad range of activities that are provided on the curriculum. All items listed below, should be named.

For Gymnastics, Athletics, Dance, Health Related Fitness and Cricket boys require the following:

- Plain White (round neck) T-Shirt
- Plain White shorts (Cricket Whites are optional for the Summer Term instead of shorts)
- Plain White socks
- Suitable indoor trainers or shoes appropriate to the activity (i.e. indoor trainers should not be worn on the field or vice versa).

For all outdoor team games boys require the following:

- Navy/House Colour Reversible Rugby Shirt (Please make sure that you mark down the correct house on the order form.)
- Plain Navy blue rugby shorts
- Navy Blue Rugby /Football socks
- Mouth-guard
- Shin-Pads
- Rugby/Football boots (with safety studs)
- Outdoor Trainers

Plain navy blue tracksuit bottoms and tops are optional. They can be bought either from Hawkinsport with the school logo or plain, sourced from another retailer. These can be worn in times of inclement weather.

The labelling of kit is hugely important – (please see next page). This will allow staff and members of the Parents' Association who sort out lost property once every half term to ensure you receive anything that has gone missing. Please help us out by ensuring your son's clothing and equipment is clearly named.

The School suppliers for PE Kit are Hawkinsport and Son.

The contact details for Hawkinsport and Son are: Hawkins & Son, Unit 10A Wessex Road Estate, Bourne End, Bucks, SL8 5DT.

Opening Hours: Monday to Saturday 9.00am—5.30pm. Tel: 01628 819242 or Email: sales@hawkinsport.co.uk.

If you would like to order online you can do so at <https://www.hawkinsport.co.uk/category/reading-school>

If you would like to discuss this matter or any other issue relating to Physical Education or Sport at Reading School, please feel free to contact me directly. I hope your son will enjoy his involvement in PE and Sport at Reading School.

Alex Beckey

Director of Sport

E: abeckey@reading-school.co.uk

T: 01189 015600 (ext. 230)



READING SCHOOL PE/GAMES KIT 2019



Unit 10a Wessex Road
Bourne End
Bucks SL8 5DT

Tel: 01628 819242

www.hawkinsport.co.uk

Sports kit is available from Hawkinsport throughout the year as follows:

- To purchase from our store in Bourne End
- Orders maybe placed online at www.hawkinsport.co.uk with delivery usually within 2/3 days
- **Online orders placed by Monday, 24th June can be collected at Welcome Evenings on 26th/ 27th June**
- **There will be a pop-up shop at the Welcome Evenings in the school refectory with all sports kit – it is anticipated that this will be busy with the number of people in attendance**

PE / GAMES KIT:

RUGBY JERSEY - Fully reversible Polyester navy with house colour inside	from £35.00
RUGBY SHORTS – Navy, elasticated waist, Lycra gusset and draw-cord	from £15.00
GAMES SOCKS – Navy/White with Reading School in calf	from £5.50
PE T-SHIRT – White with school logo	from £8.50
P.E. SHORTS – White lightweight performance short	from £11.00
GYM SOCKS – White - Pack of 2	from £4.00
MOUTHGUARD – various options including braces	£6.00, £10.00 plus
SHIN PADS - Junior (shoe size to 5) Senior (size 6+)	from £10.00
Also hockey style shin pads available	
NAME TAPES – LARGE 1" SIZE WOVEN – For front of PE kit	
25MM (1") line of lettering – Pack 10	£12.00

OPTIONAL ITEMS:

SWEATSHIRT – Plain navy sweatshirt with school crest	from £13.50
BASELAYER TOPS – Plain navy	from £25.00
HOLDALL - Navy with school logo and initials to fit in locker	£25.00

STORE OPENING HOURS:

Normal hours: Monday to Saturday, 9.00 am until 5.30 pm

EXTRA HOURS OPENING: See website www.hawkinsport.co.uk

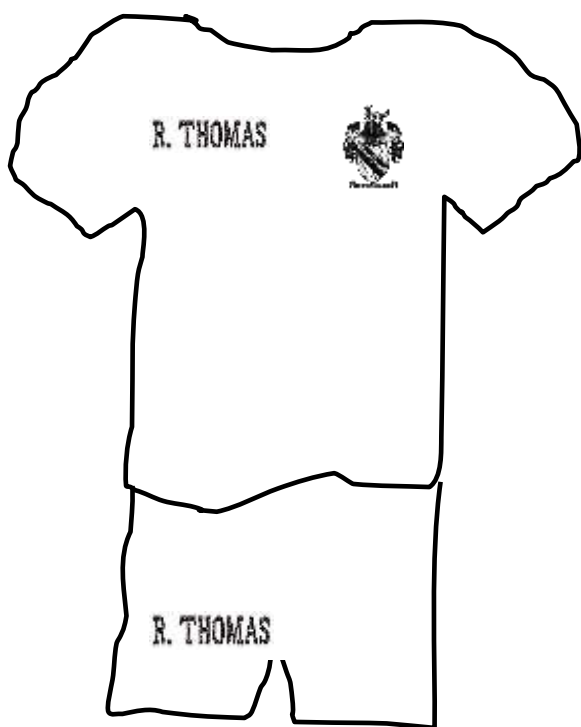
- Our Bourne End store is 10 minutes from M4 Junction 8/9 and we would be delighted to welcome you.
- In-store hitting zone for trying hockey sticks, cricket bats and rackets – largest selection in the South East.
- Free parking outside the store.

Reading School benefits for PE kit purchased through Hawkinsport

Labelling of PE Kit at Reading School

All PE clothing should be labelled with 1 inch ID tags (see below) showing Initial and Surname. This includes all shorts, football socks, rugby tops (navy side) and t-shirts. These labels should be visible on the outside of garments and front where appropriate.

Label example:



Hawkinsport can supply these labels. Shoes and hockey/soccer boots must be marked with indelible ink of a suitable colour. These labels will be checked in September.

Lockers

Your son will be issued with a locker in which to keep his belongings. I am sure you will agree that having somewhere secure to leave items and reducing the necessity of carrying excess resources around the School will be very helpful.

The lockers are installed with a hasp and staple fitting secured by a padlock, which your son will need to provide. The dimension required is a shackle up to 6mm. Please ensure the padlock is lockable and not a combination padlock.

Departmental Requirements

Art and Design

We ask that pupils bring the following to their art lessons:

- Graphite pencil (preferably softer B or 2B grade)
- Block eraser (plastic or natural rubber)
- Sharpener
- Black fineline pen – thin felt tip
- Glue stick

Pencils, erasers, and sharpeners are available to purchase from the Art Department (20p each).

In addition, it would be useful for your son to have access to basic art materials at home for completing homework, for example a set of colour pencils; pupils are always very welcome to use the Art Department's resources during lunchtimes should they wish to.

For additional optional enrichment, we would recommend the following books:

<i>Wreck This Journal</i> by Keri Smith	Penguin
<i>The Art Book</i>	Phaidon
<i>The Photo Book</i>	
<i>The 20th Century Artbook</i>	
<i>The Fashion Book</i>	
<i>...isms: Understanding Art</i> by Stephen Little	A&C Black

Chemistry – Safety in Laboratories

Many of our lessons involve practical work. Whilst the School is totally committed to following the advice and regulations on safety laid down by CLEAPSS, we expect parents to provide the following items for the start of term and ensure that their son brings them to all practical lessons.

1. EYE SHIELDS/LABORATORY GOGGLES

These can be purchased from the school uniform supplier, Stevensons.

2. LABORATORY COATS

In order to prevent damage to school uniform we ask that every boy wears protective clothing during practical lessons. Our preference is for white coats, which can either be purchased from Stevensons or Alexandra Workwear. However we are prepared to accept any suitable equivalent item of clothing. With care both items will last for several years and will prove to be a worthwhile investment.

Drama

All Students require a pair of black plimsolls to be worn (indoor only) for Drama lessons.

English

We would advise parents to ensure that their sons have a pocket-sized English dictionary and thesaurus, which they can carry around with them to use in lessons.

Students should also always carry a personal reading book with them.

We would also recommend a plastic zip wallet is used to contain English neat books and personal reading books, and that students are equipped with glue sticks and highlighter pens for text annotation work.

Mathematics

Pupils must have a protractor, a ruler, a pair of compasses and a scientific calculator for their Mathematics lessons.

A CASIO fx-991EX calculator is recommended.

Calculators will be available to purchase from the school Scopay system at the beginning of term. Other items of equipment are always on sale in the mathematics department.

From the Director of Music

I am delighted to welcome you and your son to Reading School.

Music is a vital component of our day-to-day life and staff, students and parents are able to look back with pride over the last year at some extremely special moments including: the Centennial Armistice Service featuring the Concert Band and Chapel Choir, the House Music Competition at The Hexagon which involved over 200 students, The Festival of Nine Lessons and Carols, our collaborative production of *Les Misérables* (Schools Edition) with Queen Anne's School and over a dozen other concerts and events.

I hope your son is excited about the range of musical opportunities he will be offered at Reading School and that he will enjoy getting involved in as many of them as he can over years to come.



Instrumental Lessons

We are lucky to have a large in-house team of experienced and expert peripatetic teachers available to offer a full range of individual music tuition. Pupils who have already been receiving lessons at their previous school would usually them to transfer them a member of our team. Likewise, some pupils take the opportunity of starting at a new school to begin a new musical journey.

Lessons are timetabled during curriculum time and care is taken to rotate these lessons so that the same period is not missed repeatedly. Students who are organised in catching up on their work and excusing themselves well in advance generally find that this arrangement is easily manageable.

Enclosed you will find an application form for individual music lessons and a copy of the Terms & Conditions. I would ask that you read these carefully as our teachers are dependent on these lessons for their livelihoods. Receiving lessons outside school will not prevent a student from taking part in the wider musical life of the school.

Extra-curricular Ensemble Music

The school has a diverse, vibrant and welcoming array of extra-curricular music ensembles for your son to get involved in as well as some more informal, student-led activities. The expectation is that if your son is learning an instrument, he is actively involved in and committed to suitable ensemble activities. Ensemble playing is an important musical skill which supports instrumental learning and development – it is also great fun!

Instrumental ensembles at Reading are organised by ability – rather than age – as follows:

	Ability Level (by Grade)									Suitable Instruments																		
	0	1	2	3	4	5	6	7	8	Vln	Vla	Vcs	DB	Flt	Ob	Clr	Bsn	Sax	Tpt	Trm	THrn	FHrn	Tba	EG	CG	BG	D&P	Pno
Orchestra	✓	✓	✓	✓	✓					✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓				✓	✓
Reading Pops	✓	✓	✓	✓	✓											✓		✓	✓	✓	✓	✓	✓	✓			✓	✓
Jazz Band				✓	✓	✓							✓			✓			✓	✓	✓			✓			✓	✓
Concert Band					✓	✓	✓	✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓
Big Band							✓	✓	✓				✓					✓	✓	✓				✓			✓	✓
String Orchestra						✓	✓	✓	✓	✓	✓	✓	✓															
Symphony Orchestra						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓				✓	
Guitar Ensemble							✓	✓	✓																✓			
Guitar Orchestra	✓	✓	✓	✓	✓	✓																			✓			

Instrument Key

Vln Violin	Vla Viola	Vcs Cello	DB Dbl Bass	Flt Flute	Ob Oboe	Clr Clarinet	Bsn Bassoon	Sax Saxophone	Tpt Trumpet
Trm Trombone	THrn Tenor Horn	FHrn French Horn	Tba Tuba	EG Electric Gtr	CG Classical Gtr	BG Bass Gtr	D&P Drums/Perc	Pno Piano	

If I can provide any further information or assistance, please do not hesitate to contact me.

Kind regards

James Tunstill
Director of Music

Appendix of Policies and Safeguarding

The policies listed below are available on our website at the following link [Reading School Policies](#). All policies and are reviewed and updated by the Governing Body on a cyclical basis.

- Accessibility Policy
- Accident Policy
- Administration of Medicines Policy
- Allegations of Abuse against Staff and Volunteers Policy
- Anti-Drugs Policy
- Anti-bullying Policy
- Anti-Harassment Policy
- Assessment Policy
- Attendance and Registration Policy
- Charging and Remissions Policy
- Child Protection Policy
- Collective Worship Policy
- Complaints Policy
- Curriculum Policy
- Data Protection Policy
- Discriminatory Incidents Policy
- Educational Visits Policy
- ESafety Policy
- Educational Visits Policy
- Equal Opportunities Policy and Equality Objectives
- Freedom of Information Statement
- First Aid Policy
- Health and Safety Policy
- Home School Agreement
- Homework Policy
- Infection Control Policy
- Learning and Teaching Policy
- Lettings and Charges Policy
- Preventing Violent Extremism and Radicalism Policy
- Privacy Notice for Parents
- Privacy Notice for Staff
- Privacy Notice for Students
- Relationships and Sex Education Policy
- Rewards Policy
- Safeguarding Children Policy
- Safeguarding Staff Recruitment Policy
- Safeguarding and Promoting Welfare Statement
- School Uniform
- Self Harm Policy
- Special Educational Needs Policy
- Statement of Principles for Promoting Good Behaviour
- Student Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Use of Social Media by Students
- Whistleblowing Policy

Further information regarding Safeguarding at the school can be found on the School website at the following link [Reading School Safeguarding](#) **Please note that to keep all of our students safe, parents must not be on site unless they have signed in at Reception, including in the boarding Houses.**

Reading School – Our Promise

Our aim is to make Reading School as open as possible to all children. We know that parents worry about the cost of sending their child to school and we want to take that worry away. If your son is currently eligible, a free school meal will be provided. For any boy offered a place at Reading School, who is eligible for pupil premium (i.e. who has been eligible for free school meals at any point in the last six years) we will provide:

1. **Confidentiality:** about financial arrangements with regard to your son. Assistance is given automatically with the minimum of fuss so that no family can be identified as receiving support. Our School Business Manager is there for you to talk to privately about any financial concerns.
2. **A £200 grant towards transport:** to get your son to and from school.
3. **A grant of £100 per year:** for compulsory school uniform
4. **A grant of £50 per year:** for basic school sports kit. Specialist sports equipment will be provided if your son is chosen to represent the school.
5. **Free essential equipment for lessons:** including free laboratory coats and goggles for science.
6. **Free essential school trips:** which are part of your son's education will be free, e.g. trips to theatres, museums and field trips which form part of teaching subjects in the curriculum. This does not apply to extra-curricular trips e.g. ski trips etc.
7. **One free residential trip in the UK:** this will happen once, usually early, in your son's school career which will help develop independence and friendship.
8. **Subsidised music lessons**

'A positive attitude creates positive thoughts, events and outcomes. It is a catalyst and it sparks extraordinary results.'



If you have any questions or would like to discuss any concerns you have, please telephone Mr Robson, Headmaster, at Reading School on 0118 9015600 or email: headspa@reading-school.co.uk

Additional Information for Boards

Childcare Vouchers and Boarding Fees

Information for working parents

Reading School is happy to accept Child Care Vouchers (CCVs) from parents, which might be used in payment or part payment of boarding fees.

If you are a UK taxpayer and your employer operates the Childcare Voucher Scheme, the voucher amount will be offset against your Income Tax and National Insurance contributions (up to a HM Revenue and Customs set limit) offering tax and NI savings. **You will qualify for childcare vouchers for any child which must be used by 1st September after the child turns 15, or 16 if they are disabled.**

In the first instance please refer to your employer to see whether your company participates in the scheme. Our school may already be registered with your employer's provider but if not we should be able to assist in registering it. There are a number of important factors that parents need to explore according to their own particular circumstances. Reading School cannot give any individual advice on this matter.

If you decide to make use of the vouchers as a payment of your child's boarding fees please contact the Finance Officer on 01189 015600 ext. 254 for more information.

Annual Boarding Fees (from 1st September 2019)

The Governors set the following boarding fees for the academic year 2019/20:

Years 7 – 13	£11,946 per year £3,982 per term
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Boarding fees are reviewed annually in March.

Parents are asked to note:

All fees are payable in advance, as invoiced by the Finance Manager. We regret that we must make a surcharge for fees not paid on time.

All known incidental charges (i.e. pocket money) for the term are to be paid in advance. Other charges will be billed for payment on the next invoice.

No allowance can be claimed for absence. However there is an optional Fees Insurance Scheme, the cost of which (currently 1% of boarding fees) is charged in advance.

The boarding year is split into 3 terms, Michaelmas, Lent and Summer. Fees for each term are due and payable as cleared funds before the first day of the term to which they relate. A full term's written notice is required before the withdrawal of a pupil, failing which a full term's fees are payable to the School. Further information on this is available in our Boarding Terms and Conditions.

Reading School Refund Scheme

The school operates a Fees Refund Scheme if your child cannot attend school for an extended period of time. A copy of the full Scheme is available from the Finance Office.



READING SCHOOL

Erleigh Road, Reading, RG1 5LW

Telephone: 0118 9015600

admissions@reading-school.co.uk

www.reading-school.co.uk