

Reading School Sixth Form Welcome Pack 2025/6



Table of Contents

Message from the Headmaster – Dr C Evans	3
Sixth Form Life at Reading School.....	4
A Welcome from School Captain – James Titmas	5
Sixth Form Registration Day and the Start of Term	7
Sixth Form Devices	9
Parent Portal.....	12
Contacting the School	13
Term Dates – 2025 - 2026.....	15
Timings of the School Day	18
School Opening Times	19
Visiting the School and Parking.....	19
Reading Buses.....	18
Cycling to School.....	18
Parking in School	18
Absence & Punctuality	19
Clubs and Societies	21
Additional Support and Opportunities.....	22
Academic Intervention	23
Sixth Form Dress Code.....	25
Reading School Uniform Shop	26
Lockers	26
Additional Clothing Requirements for Boarders	27
Afternoon Private Study	28
Sixth Form Leadership Opportunities.....	29
School Sport.....	32
Pre-Season Rugby Training	33
Sixth Form Agreement.....	34
Financial Hardship.....	36
Annual Boarding Fees (from 1st September 2025).....	37
Reading School Refund Scheme	37
Appendix of Policies and Safeguarding.....	38

Message from the Headmaster – Dr C Evans

Dear Parents and Carers,

The brief period a young person is in the Sixth Form can be two of the most formative years of their life.

In front of your son is a window in which he must make decisions that will forge his future and help determine his influence upon society, his impact in the world and – even more importantly – his own identity.

Decisions and development over the next two years will shape your son's relationships and his sense of fulfilment, and we are therefore hugely privileged to be a part of his journey.

We passionately believe in developing excellence and in building good men.

We encourage our Sixth Form students to be inquisitive, courageous and generous. We hope they will aim high and nurture the ambitions that enable their dreams to be achieved. We want them to be authentic and worthy of trust. We aspire for each of them to become a role model who collaborates effectively, leads inspirationally and serves others willingly.

Our goal is that every one of our alumni leaves this school to live a life that strengthens society and creates social impact. We therefore hope each Sixth Form student will ask themselves three questions:

1. How far can I go this year?
2. What can I give this year?
3. Who can I encourage?

Whether your son is a boarder or a day student, asking searching questions, stretching independence and finding his own motivation will be at the heart of his development. We know that if the right questions are explored, and if energy is applied to the right opportunities, each Sixth Form student will flourish in their time here.

This is a great place to grow and to learn, and we promise to do all we can to maximise the opportunities for your son in the year ahead. Indeed, in this 900th anniversary year we have the greatest range of opportunities imaginable, and we hope your son will enjoy being part of a remarkable and unbroken chain of scholarship which now enters its tenth century.

We're looking forward to welcoming your sons on 3rd and 4th July 2025 for their induction days, and know these will be useful. We thank you for your partnership and wish you all the best. Yours sincerely,



Revd Dr Chris Evans

Headmaster



Sixth Form Life at Reading School

It is a pleasure to welcome you into the Sixth Form at Reading School. It is our aim to make your two years in the Sixth Form as happy and as productive as possible, through creating a culture and an environment that will enable you to reach your goals. We are here to look after your welfare and support you through the Sixth Form and onwards toward future success.



This booklet has been designed to give you key information and to make your transition into Sixth Form life as smooth as possible. You will already know that Reading School has a strong commitment to providing you with the qualifications and skills to meet the demands of our ever-changing world. As hundreds of our students discover each year, our learning environment offers an ideal preparation for Higher Education and employment. For example: last year 84% of students went to high-tariff universities.

Every Sixth Form student is placed into one of twenty tutor groups, each comprising of around eighteen students. The tutor groups are made up of a combination of Year 12 and Year 13 students, including both those who are joining us for the first time and those who studied for their GCSEs with us. These tutor groups are all associated with a House and a key pastoral figure for all students will be their Head of House.

Additionally, the Sixth Form team are proactively involved in ensuring your progress, welfare and support. You will meet them at the upcoming Transition Week. They will also be here in August for the returning students' results day and again at your arrival in September. Their care for you and their wisdom in guiding you towards your next steps is guaranteed. I strongly recommend that you introduce yourself to them and learn to trust the expertise that they and your new form tutor will provide.

We want you to 'hit the ground running' and to feel in September that you truly belong in Reading School Sixth Form. The information included in this guide is intended to be read during the summer to help prepare you for the beginning of term. A subject specific booklist and links to 'Bridging Work' for some subjects has also been sent to you. It is vital that you work through these resources before your arrival in order to be well prepared for the first week of term.

If you have any financial difficulties purchasing the textbooks or equipment, please refer to the Bursary and 'Reading School Promise' sections of this booklet. We are always happy to discuss such matters confidentially. Alternatively, you can [email Mr T Evans](#), who is responsible for this aspect of school life.

Entering the Sixth Form is a hugely important stage in your development: the two years ahead afford you an unparalleled opportunity for developing your own interests, advancing your own independent learning and enhancing your leadership skills. We look forward to welcoming you in September and wish you the very best with your impending GCSE results.

With best wishes

Sixth Form Team

A Welcome from School Captain – James Titmas

James Titmas – School Captain

On behalf of the whole student body, I am glad to welcome you into our Reading School Sixth Form. An especially warm welcome to students new to Reading School, and to returning students I hope you will settle into Sixth Form life equally quickly. Each of you is now part of a fantastic community that is over 900 years old, and being amongst the oldest students it is your responsibility to shape the legacy of Reading School.



Congratulations for completing your GCSEs and for your evident success, a brilliant achievement that you should certainly be proud of and one that I hope is a stepping stone to the next two years of your school journey being even more successful. As a Sixth Form student at Reading School, you will find that your teachers go above and beyond, even more so than for younger students, not only to help you achieve outstanding results but more importantly to give you the freedom to explore your subjects with a genuine passion and inquisitive attitude. I would encourage you to view excellence and success not as merely the grades you get, but the way in which you achieve them and your curiosity to learn throughout your A-levels.

Transitioning into Sixth Form can be difficult, with the greatest change coming from now having only three or four subjects to study. This means that each of your subjects will stretch you academically with extra content and complex ideas, but you will also now have free periods. I would advise you to seek out a balance between studying and socialising during your free time, making use of both our Sixth Form Common Room and the Learning Resources Centre (LRC). You will be able to use your own devices to study, and the LRC has laptops, textbooks, e-resources, university guides and much more to offer, which I recommend checking out this coming year.

Although you may feel a little nervous ahead of this change, you will have all the support you need from your Form Tutor, your teachers, the incredible Sixth Form Team and the School Prefect Team. I would like to include a couple of words from Jiji Wu, our School Vice-Captain responsible for the Sixth Form:

“As one of the Vice-Captains of Reading School, my role is to oversee the activities within the Sixth form and enrich the overall Sixth Form experience. I warmly welcome you to this exciting new phase of your school journey – the shortest, but arguably the most crucial in shaping your future. Change is inevitable, but growth is a choice. As you step into a new Sixth Form, I encourage you to embrace the challenges ahead, with confidence that our teachers and students will support you through learning new concepts, gaining new skills and making new memories.”

Beyond the Sixth Form, Reading School offers plenty of opportunities to get involved within your Houses: County, East, Laud, School and West. Form time every day will be in your House and you will be able to become prefects, support younger students through mentoring, and take part in House competitions.

One of the greatest aspects of Reading School is the vast array of extra-curricular activities on offer, including the opportunity to represent the school in many sports such as rugby, football, cricket, table tennis, lacrosse and basketball, just to name a few. There is also a wide variety of student-led clubs, for example the Engineering and Medical societies, in which you can explore future career paths together alongside other students with similar interests.

I hope you enjoy the next two years in Sixth Form and that you can look back with pride on not only your A-Level achievements but rather on both of your years as a part of Reading School Sixth Form. I wish you the best for this coming year, and for all your endeavours at Reading School and beyond.

Kind regards,

James.

Sixth Form Registration Day and the Start of Term

Registration for the Sixth Form

We have moved the registration process online. Please do not come into Reading School on results day, as staff will be focused on dealing with the usual pressures of GCSE results.

This will involve the following process:

1. On the 21st August 2025 you will receive your results. If you have been successful in achieving the points needed to meet the conditions of your offer, and you are still interested in joining the Sixth Form at Reading School, you will need to send us proof of your results. This should be a scan or photograph of your results emailed to Sixthformadmissions@reading-school.co.uk by **no later than 2pm**. If you have not been successful, please could you send an email to the same address indicating that this is the case, so we can update our records. If you wish to withdraw your interest in Reading School, please could you let us know as soon as possible as we have a waiting list of interested students. **Internal students do not need to send in proof of their results, as we will already have this information, but they will need to complete the registration form (see step 3).**
2. For those students who were offered a place conditional on moving into the designated area by results day, they will need to provide evidence that they have moved. Please scan and send in appropriate evidence of this. Your son's place will not be confirmed unless the admissions office receives the documentary evidence.

Students who have met the conditions of their offers will be required to complete the Microsoft Form at the link below. All students must complete this Form, both returning students and new students.

This form will give them the option to confirm their choices or make a change. Any change requests will be subject to space being available. Please note no requests for changes will be accepted by email at this time. The Microsoft Form is the official form for these requests.

3. Additionally, this Form will have a section which will require students to confirm that they have read the attached Sixth Form Agreement. This agreement outlines the expectations of Sixth Form students, as well as indicating what the School will do for them during their time in Sixth Form. This is a really important document and should be read very carefully before confirming their agreement on the Form. The Sixth Form Agreement can be found at the end of this document.

[Sixth Form Registration Form](#)

Please note – this Form will NOT go live until 8am on Thursday 21st August, so please do not attempt to complete the registration process before this time.

4. Once students have completed their Form, the School will have a record of your GCSE results and confirmation that you wish to register for a place in Reading School Sixth Form. We will begin the process of making any adjustments to subjects that are possible. Any students whose subject changes have been confirmed will be emailed confirmation of their new subjects. Any students whose subject changes are not possible will be contacted to discuss their options by a member of the Sixth Form team.
5. It is important to note that until the Form is completed, we will not have received notice that a student has registered formally for a place, so please make this a priority on results day.

6. All students who have registered for a place by sending in their GCSE results and completing the Microsoft Form will receive an email from the School as soon as we are able to process all of the forms and requests, indicating the offer of a place and the subjects we currently have on file as being their A-level choices. We aim for this to be done by Wednesday 27th August 2025.

We hope this information is clear and will allow for a very smooth registration process. If you have any questions about this please email Sixthformadmissions@reading-school.co.uk and someone in the team will get back to you.

Monday 8th September 2025

This is the first day of term and will involve some administrative tasks for students new to the School (ICT log ons, LRC Inductions etc.). Full information about the first day will be sent closer to the time.

Induction

The first three weeks of term represent a period of induction for all students entering Year 12. This is designed to help students find their feet and ensure they feel confident on their chosen program of study. Tutors will be given additional time to build the relationships within their form and there will be parental appointments with their tutors after school in these first three weeks for all students who are new to the School.

Sixth Form Bridging Work

All students have received a detailed pack of Bridging Work alongside this email. Please make sure you engage with this work, as this will mean you are well-prepared for the start of the academic year.

If there are any questions, please direct them to Mr Lloyd, on alloyd@reading-school.co.uk, unless they're specific to a subject and the subject Head of Department has shared their information, in which case please contact them directly.

All subjects will have specified any required books that will be needed for your A-level studies. You will also need a digital tablet device to ensure that you are able to access the digital aspects of Sixth Form study. We ask that you purchase the resources necessary for your learning in Year 12 in advance of the start of term.

Please ensure that you have bought the relevant books prior to the commencement of school in September. If you find yourself in financial difficulty or are concerned about the affordability of these resources, please do not hesitate to contact Mr T Evans (tevans@reading-school.co.uk) and he will be able to offer some support.

Sixth Form Devices

Digital learning is an integral part of Sixth Form study. Devices are used in and out of lessons to support your learning through a range of activities including digital notetaking, completing digital worksheets, and accessing online resources.

Choosing the right device

You are free to choose which device you wish to use; however, it must conform to the following requirements:

- The device must be capable of “digital inking”; that is the ability to digitally write on the screen using a capacitive (“active”) stylus or digital pencil.
- The device must provide access to Microsoft’s Office (Microsoft 365), Teams and OneNote **native** applications (not their web-based variants).
- The device must provide all-day battery life (at least 7 hours in real-world use).

Our recommended device is an Apple iPad, 11th generation (2025 model, Apple A16 Bionic processor), with a digital pencil and a protective case.

- There is no need to buy an official Apple Pencil; a wide range of cheaper third-party pencils can be found on Amazon, such as the [Metapen Pencil Air8](#).
- If you are studying subjects that involve significant amounts of writing, for example English, History or Philosophy, then you might wish to buy [a portable Bluetooth keyboard](#) or a keyboard case for your iPad.
- As a student you can buy an iPad from an Apple Store at a discounted price (about 8% off) if you bring proof of your enrolment at Reading School with you (an official letter confirming your Sixth Form place).
- A refurbished iPad 10th generation (2022 series, with A14 processor) available from sites such as [BackMarket](#) would also be a very good option and perfectly suitable for the duration of your Sixth Form study.

Why iPad?

iPads offer the best-in-class digital inking experience at the best price, in a device that (if looked after) will last throughout your Sixth Form studies and even into work or university. Microsoft’s 365 apps (including Teams and OneNote) are excellent and fully compatible with our digital learning platforms.

iPadOS also offers excellent controls for managing notifications and distractions, as well as the ability to track your device and remotely lock it if misplaced.

What if I’m studying Computer Science? Don’t I need a laptop?

Most current Year 12 Computer Science students use iPads for notetaking and completing past exam questions, whilst using the classroom computers for completing programming tasks and their NEA (coursework) projects.

If you would prefer to use a laptop and this is to be your main device that you use across all subjects then you must ensure that it conforms to the following requirements:

- It must be capable of digital inking (this is particularly essential if you are studying Maths or Further Maths, where you will be completing a lot of work digitally).
- It must be small with a screen no larger than 14”.
- It must have an all-day battery life.

The [Lenovo IdeaPad Flex](#), [Microsoft Surface Pro](#) and [HP Envy x360](#) devices would all be good choices. Equally, a second-hand or refurbished Microsoft Surface Pro 8 or above could be a good option, offering a great combination of laptop and tablet use.

Microsoft and HP both offer education discounts via their websites – [HP Student's Store](#) | [Microsoft's Education store](#).

Using the right apps

Whatever device you choose, you must ensure that you have installed the following apps:

- Microsoft 365 (formerly Microsoft Office)
- Microsoft Teams
- Microsoft OneNote
- Microsoft OneDrive
- Microsoft Outlook

You can sign into each of the apps with your school email address to unlock full access to all features – there is no need to purchase a Microsoft 365 subscription.

OneNote

You will use Microsoft OneNote for notetaking and completing work in lessons.

Whilst you may prefer other notetaking applications, using OneNote will ensure that:

- Your notes are backed up to your school Microsoft account
- You can access digital whiteboard content produced by your teachers in lessons
- Your notes and work can be accessed by your teachers to provide feedback
- Your notes and work can be accessed from any school device/computer should you not have yours with you.

OneNote is integrated within Microsoft Teams as the “Class Notebook”. For each subject you study, you will have a distinct team within which will be a Class Notebook where you will complete your work. For the best experience, you should access this as a notebook via the OneNote app and **not** via the Teams app.

Expectations

The following principles are key to our digital strategy:

- Devices should be considered digital learning companions that disappear when not in use.
- We wish to avoid any sense of a "digital invasion" into classrooms.
- The integration of devices into lessons should be to augment existing best practice, not arbitrarily replacing great methods for sake of “being modern”.

You should not expect to use a device throughout every lesson, and you should not presume to use a device without being directed to by your teacher. Your teachers will make clear when you should use your devices and when you should put them away.

Behaviour Points can be logged for the following:

- Misuse of a device: if you are using your device for anything other than what you have been directed to use it for in a lesson, or for causing a distraction to others.
- Missing equipment: not having a device or required accessory (for example, a digital pencil) with you for your lesson and/or for your device/accessory not being charged.

Setting yourself up for success

Here are some tips to get you off the best start with using your device in Sixth Form.

Tip 1 – Get your apps installed before you get to school!

Ensure that each of the required apps are installed on your device and that you have signed into them before you get to school in September.

If you are new to Reading School and do not have an email address and password yet, you will still be able to download apps ahead of time but you will need to wait until you get to school to sign into them.

Tip 2 – Manage your distractions

Using devices in lessons has many benefits but could also cause significant distraction which can impact academic performance.

Many apps are actively designed to grab and hold your attention and so it is essential that you learn to **take control of your device** - you are to master *it*, not be mastered by it!

On iPad, you should [set up and use a "Focus" mode](#) to disable notifications during school hours.

- All social media and messaging apps should be silenced or, ideally, not installed at all.
- Email and Teams notifications should also be silenced.

Equivalent settings on other platforms should be used to the same effect.

What about Teams notifications?

You might think it important that you can receive email and Teams notifications during the day. After all, your teachers are very important people and their attempt to communicate with you must be a top priority for you. Actually, the most important member of staff is the one who is present in the classroom with you. Emails and Teams posts from anyone else can wait until a study period or break for you to respond.

Tip 3 – Get familiar with Teams and OneNote

If you have never used Microsoft Teams or OneNote before then you should take some time to work through these “getting started” guides from Microsoft before September:

- [Microsoft OneNote Help \(iPad\) - Microsoft Support](#)
- [Get started in your class team - Microsoft Support](#)

Cost of Devices

We recognise that this is an additional expense to families, at a time of rising costs. If you have any financial difficulties purchasing the textbooks or equipment, please refer to the Financial Support section of this booklet for information on the 16-19 Bursary and ‘Reading School Promise’.

I am always happy to discuss such matters confidentially. Alternatively, you can email Mr T Evans, who is responsible for supporting families who may need additional financial assistance. His email address is tevans@reading-school.co.uk

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 Bromcom.

An important part of maintaining an information rich database is being able to share parts of it with parents. The software allows us to publish online much of the data we hold on the students in our care through a secure website called My Child at School.

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 My Child at School 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.

Contacting the School

Address: Reading School
 Erleigh Road
 Reading
 RG1 5LW
 0118 901 5600

Tel:

Email: sixthformadmissions@reading-school.co.uk

Useful Staff Information:

Name	Role	Email Contact
Rev Dr C Evans	Headmaster	headspa@reading-school.co.uk
Mrs L Ayres	Deputy Headteacher	layres@reading-school.co.uk
Mr A Lloyd	Assistant Headteacher	alloyd@reading-school.co.uk
Mr D McGall	Assistant Headteacher	dmcgall@reading-school.co.uk
Mr A Lloyd	Assistant Headteacher Boarding Housemaster (South House)	alloyd@reading-school.co.uk
Mr G Fairchild	Assistant Headteacher	gfairchild@reading-school.co.uk
Mr T Evans	Assistant Headteacher	tevans@reading-school.co.uk
Miss C Mole	Executive Assistant, Admissions Officer	cmole@reading-school.co.uk
Ms S Rogers	Head of Student Support	srogers@reading-school.co.uk
Mr L Dowle	Head of County House	ldowle@reading-school.co.uk
Mrs K Rosser-Evans	Head of East House	krosserevans@reading-school.co.uk
Mrs L Clarke	Head of Laud House	lclarke@reading-school.co.uk
Mr C Betteridge	Head of School House	cbetteridge@reading-school.co.uk
Mr J Escribano Sánchez	Head of West House, Boarding Housemaster (East Wing)	jsanchez@reading-school.co.uk
Mrs M Alberici	Sixth Form & Boarding Administrator	malberici@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

The Sixth Form Team is made up of:

Mr D McGall	Assistant Headteacher/KS3-KS5 Pastoral Lead	dmcgall@reading-school.co.uk
Mr D Whitehorn	Transition Lead	dwhitehorn@reading-school.co.uk
Mrs H Majorossy	Sixth Form Intervention Lead	hmajorossy@reading-school.co.uk
Miss A Stratford	Sixth Form Pastoral Lead	astratford@reading-school.co.uk

Term Dates – 2025 - 2026

2025-2026

Michaelmas Term 2025	
Staff Day	Wednesday 3 rd September
Staff Day	Thursday 4 th September
Year 7 Entrance Examination	Friday 5 th September
Michaelmas Term commences for all students - Boarders return on the night of Sunday 7 th September.	Monday 8 th September
Half Term	Monday 27 th October – Friday 31 st October
Reading Week	Monday 3 rd November - Friday 7 th November
School reopens for students	Monday 10 th November
Term ends	Friday 19 th December (a.m.)
Lent Term 2026	
Lent Term Commences	Monday 5 th January
Staff Day	Monday 26 th January
Half Term	Monday 16 th February to Friday 20 th February
School reopens for students	Monday 23 rd February
Term ends	Friday 27 th March (a.m.)
Summer Term 2026	
Summer Term Commences	Monday 13 th April
Bank Holiday	Monday 4 th May
Half Term	Monday 25 th May – Friday 29 th May
School reopens for students	Monday 1 st June
Term ends	Thursday 16 th July (a.m.)

Staff Days – 2025/2026

3rd September 2025

4th September 2025

26th January 2026

Timings of the School Day

The school day is organised to have a slightly different approach for lower school students and Sixth Form students. For Sixth Formers, the day typically begins at 09:10, unless they have been requested at an additional support lesson by their teacher or are attending a supra-curricular learning group. In that circumstance, they will be expected in at 08:20.

Sixth Form students are expected to arrive in time for their first lesson of the day. Lateness to their first lesson is to be avoided. Three instances of lateness in a half term will result in an after-school detention. If a Sixth Form student has no lessons in the afternoon, they will be permitted to leave the School site after tutor time.

Typically, the Sixth Form day proceeds from 09:20, but there may be occasions when the first lesson of the day will be from 08:30. The day typically consists of six 45-minute long lessons, each with a five minute break of transition time. For Sixth Formers, there will be a break from 10:55 until 11:15 and lunch from 13:00 until 13:45. There is also a 15-minute tutor time, chapel or assembly in the middle of the day. The school day ends at 15:25.

Timetable

Reading School Daily Timetable											
	AM registration	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Pastoral Time	Period 6	Period 7	Period 8
	08:20-08:30	08:30-09:15	09:20-10:05		10:25 - 11:10	11:15 - 12:00	12:00 - 12:45	12:45-13:00	13:00-13:45	13:50-14:35	14:40-15:25
Year 7	Tutor Time	Lesson	Lesson	Break	Lesson	Lesson	Lunch	Tutor Time/ Chapel / Assembly	Lesson	Lesson	Lesson
Year 8											
Year 9											
Year 10											
Year 11											
Year 12	Register (for support only)	Support lessons	Lesson	break	Lesson	Lesson	Lesson	Lunch	Lesson	Lesson	
Year 13											
	08:20-08:30	08:30-09:15	09:20-10:05	10:10-10:55	11:15 - 12:00	12:00 - 12:45	12:45-13:00	13:00-13:45	13:50-14:35	14:40-15:25	

School Opening Times

The School Reception is open between 08:00 and 16:00. For safety reasons please ensure your son does not arrive on site before 07:45. As most Sixth Formers won't have a lesson until 09:20, this is unlikely to be an issue. If a student does not have a lesson until later in the day, they can arrive for their first scheduled lesson.

Upon arriving at the School, students should go directly to their first lesson where they will be registered.

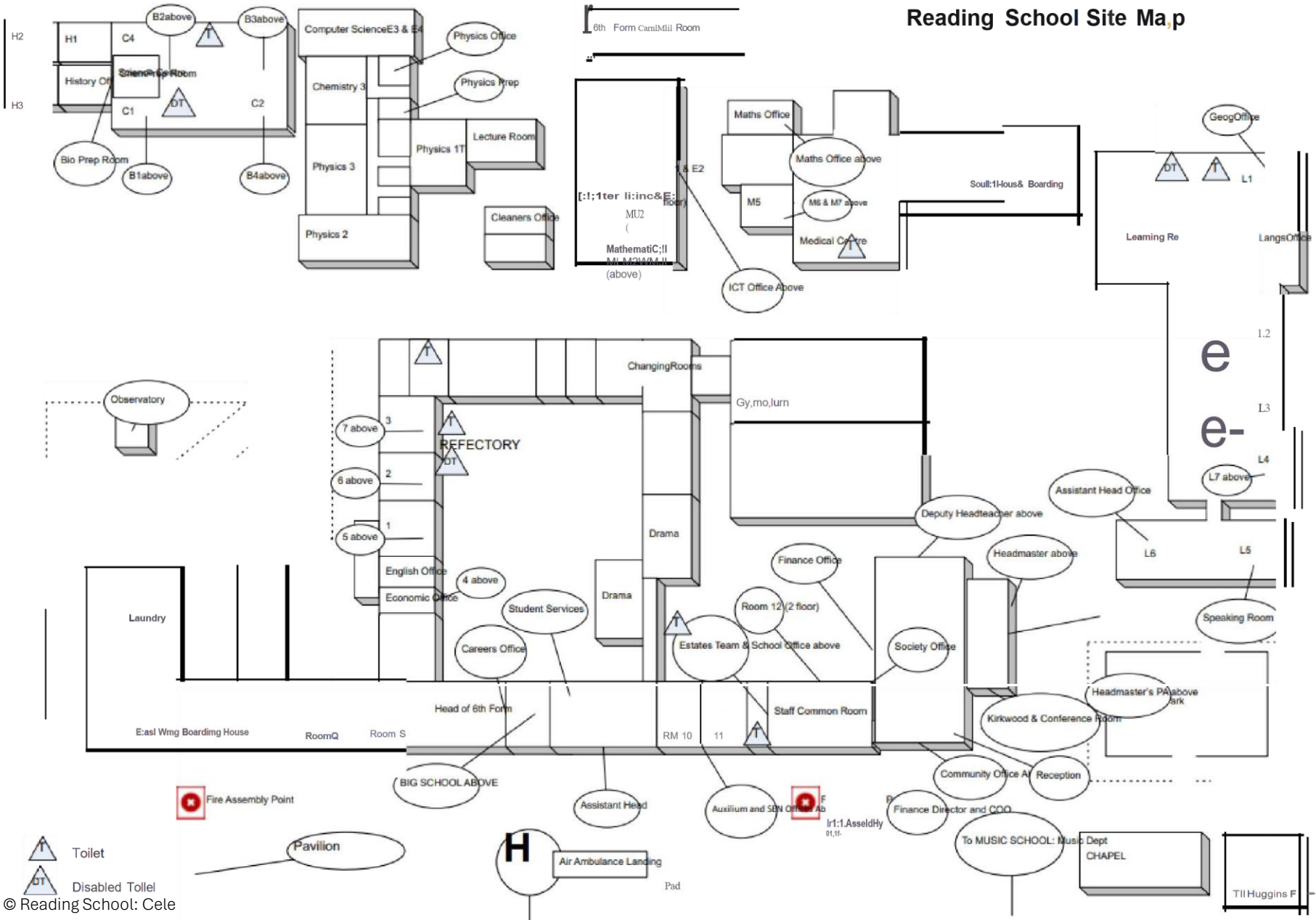
Equally, if a Sixth Form student has no lessons in the afternoon, they will be permitted to leave the School site after tutor time.

Visiting the School and Parking

Please be aware that there is no parking for parents or students 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.

Reading School Site Map



Reading Buses

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

Cycling to School

We support students who choose to cycle to school. Those that do so 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's insurance does not cover the loss of personal possessions including bikes. There is CCTV in this area, but this will be checked after an incident rather than as a constant supervision measure. Boys should also ensure that they wear cycle helmets and appropriate reflective clothing.

Parking in School

No students are allowed to drive or park on the School site. If they choose to drive to school then they must find parking in one of the neighbouring roads. Also, mopeds are not allowed to be driven or parked on the School site.

Absence & Punctuality

Parents are asked to ring the School Reception on 0118 901 5600 **on each day of absence**, either to leave a message explaining the student's absence or to talk to a member of staff in person. Please note that all absences must be explained by a parent/guardian otherwise the absence is noted as unauthorised. A telephone call or email is sufficient notification and a written note is then not required.

Requests for leave of absence to keep appointments with doctors, dentists etc. should be made in advance to the School Attendance Officer (attendance@reading-school.co.uk). Students having obtained permission, must sign themselves out at Student Services and sign in again on their return. Students should also inform their tutor and relevant teachers of their planned absence.

If a student feels unwell during the day, he must report to the Student Support staff. Students are not allowed to leave the school premises due to illness without permission.

Please note that poor punctuality and attendance will not be tolerated.

If attendance is between 95%-90% your parents may receive a warning letter or phone call alerting them to a potential attendance problem. A member of the Sixth Form Team will monitor your attendance. You will meet with your tutor or a member of the Sixth Form Team to discuss your academic progress and to develop strategies to improve attendance.

If attendance is below 90% your parents will receive a warning letter or phone call alerting them to an attendance problem. Your parents may be invited to join you in a meeting with the Sixth Form Intervention Lead, or the Head of Sixth Form to create a pastoral support plan that will improve attendance. The Intervention Lead and Head of Sixth Form will also monitor your attendance.

If an improvement in attendance is not realised during the next half term, you may be asked to leave Reading School Sixth Form. Attendance is not optional, and students with unauthorised absences will be breaching the Sixth Form Agreement.

Punctuality

If you are late to school or lessons three times during a half term without a valid reason, you will be required to attend a 30 minute punctuality detention. Five lates will result in an additional sanction of a 60 minute punctuality detention. Any more lates will result in further 60 minute detentions. Failure to attend these sanctions will result in one final warning and then an internal exclusion. If punctuality continues to be an issue, the attendance sanctions detailed above will apply.

Break and Lunch

Sixth Form students may leave the School site at lunch, but any lateness to morning or to afternoon lessons, will result in this privilege being withdrawn. Equally, this is a privilege that will be removed in circumstances when students' independent work is deemed to be insufficient and they will then be asked to remain in school to work until 15:25.

No students are allowed to leave the School site at break time or during the morning when they have free periods.

The Learning Environment

The Refectory

The Refectory is open to Sixth Form students throughout the day from 07:50 to 16:00 and provides an excellent venue for private study. Hot snacks are available from the Grab & Go window all day and hot food is available at break and lunch time. Cashless tills are in operation and make use of biometric fingerprint technology, hence you will need to register in the School Office on the Induction Day, if you are new to the School. Sixth Form students can add credit to their account either via their bank account or they may bring cash to the School Finance Office on Monday or Wednesday break or lunchtime. This must be in note form or by cheque, as coins will not be accepted.

If your timetable allows, we would prefer you to let the younger students in the school make greater use of this facility during their break and lunch times due to space limitations. Obviously, you are free to move to the Sixth Form Common Rooms or LRC as these are open throughout the day.

Learning Resource Centre (LRC)

The LRC is open from 08.30 to 16.30 for private study, quiet group work, ICT access, photocopying/printing and access to a range of learning resources. The LRC is usually a quiet study area during lesson time and is a hive of more social use at break, lunch and after school. There is no limit to the number of books Sixth Form students can borrow and books are usually loaned for two to four weeks at a time.

Many of our books are aimed at the Sixth Form to support the curriculum, wider interest and career pathways. There is a collection of magazines that support specific subjects e.g. the Hodder Review magazines, the Mary Glasgow language magazines, The Economist and The Student British Medical Journal. The LRC also provides access to a range of good quality online resources through the school VLE e.g. JSTOR, Britannica and the Science and History Reference Centres. The LRC encourages students to get involved and boasts an impressive team of Pupil Librarians who not only support the day to day running of the LRC, but also special projects like cultural days and our Book Festival.

Sixth Form Common Rooms

These are spaces for Sixth Form students to relax and socialise. Some study does take place here, but the LRC and Refectory are better suited for this than the Common Rooms.

The School is continually working in order to upgrade the Common Room facilities so that they better serve the needs of Sixth Form students. This is an on-going programme of improvements and our aim is to provide an environment in which students can relax, socialise and study. This coming year a Sixth Form student in both Year 12 and Year 13 will be given a role as Common Room Prefect and they will lead on the improvements to the Sixth Form Common Rooms.

Mobile Phone Use

The School has a no phones policy for Years 7-11. Sixth Form are permitted to use their phones on the School site, however, in order to minimise the visibility of electronic devices and to model behaviour for the lower years, Sixth Form students are expected to not have headphones or mobile phones in visible use while walking around the School site. They are permitted to use them in the LRC, Refectory and other appropriate spaces.

Clubs and Societies

At Reading School, we run a huge selection of regular activities for students to participate in.

Lunchtimes and after school form an integral part of the daily pattern of life at Reading School. The Reading Way is broad and balanced, enabling students in the Sixth Form to participate and lead in House activities, clubs, societies and trips. The School runs around 50-60 trips a year many of which are available for the Sixth Form.

There are some activities which we expect all students to participate in, as part of the balanced diet of team building and collaboration. For the Sixth Form, the expectation is for students to find ways to give back to the School community and to offer leadership. This can be through running a club, mentoring or community service. There is also a specific Character Education programme that all Year 12 students will engage with. There is more information about this later in the Welcome Pack.

The clubs and societies available are communicated to parents and students on a termly basis.

There is an extensive range of sport, drama, music and art open to all, in addition to a variety of academic opportunities and clinics to support classroom learning.

Clubs range from: debating and philosophy, to fencing and cricket, LAMDA, mock trial, Maths Intelligence 24, Warhammer, coding, from Spanish Scrabble, to Sixth Form weightlifting.

The vast majority of clubs are completely free of charge, however there are some activities such as peripatetic music lessons, LAMDA classes and fencing that incur additional charges.

We are always looking for opportunities for students to help us come up with new ideas and to provide space for student leadership, so if there is club missing from our current provision that a Sixth Form student wants to lead on, that would be encouraged. They should simply speak to either their tutor or Mr T Evans, Assistant Head responsible for the Co-curricular Programme.

We encourage all students to take part in an extra-curricular activity at least once a week to ensure students are actively involved in pursuing areas of interest and stretching themselves.

Additional Support and Opportunities

Work Experience

The current model is for all Year 12 students to be provided with a week in June to arrange their own work experience. Learning from the workplace is an important step towards applying for jobs in the future and produces a great many benefits. It should be noted that this is a model that is currently under review.

The School is supportive of students' attempts to develop skills that increase employability, but encourage students to recognise that significant permanent paid employment on a weekly basis may place a strain upon their studies, and should be treated with caution. A balanced approach to part-time employment is encouraged.

Careers Support

Careers provision is an important component of the support provided by the School, and students may request appointments at any point in their academic career by emailing careers@reading-school.co.uk. Mrs Chhokar, the careers advisor, has been a vital resource for countless Sixth Form students and all Sixth Form students will have an appointment with her during their time at the School. Sixth Formers are encouraged to contact her to book a conversation, if they are ever uncertain about their next steps.

School Counsellor

We employ two School Counsellors. We have felt for some time that students and their parents had to search around for professional counselling agencies and that some students would like to be able to talk to a counsellor on site. This service is free to students. Our counsellors work within the British Association for Counselling and Psychotherapy Code of Ethics and Practice which means that the counselling is confidential except in the following circumstances:

- Where there is a serious risk of harm to self or others
- Where the counsellor believes there is a child protection issue

Appointments can be arranged through tutors, the Sixth Form team or Student Support.

Student Support

Ms Rogers and her team provide emotional and SEND support for students. They are based in a specialist part of the School called 'Auxilium'. The team has provided support to students at Reading School for many years.

Support is also offered by the Community Nurse with whom appointments can be made.

Academic Intervention

Intervention Lead

In the Sixth Form, there is a designated member of staff who will be responsible for offering supportive academic interventions for all Sixth Form students who require it. This member of staff is Mrs H Majorossy and she will offer guidance on techniques and structures that can help students who need additional academic support.

While the first approach staff will take for students who need academic help will be support, it is also sometimes the case that there are other issues at play relating to a lack of effort or behavioural concerns. In these circumstances, sanctions can be administered by Heads of Department, Heads of House and the Sixth Form Team. There are very high standards expected of Sixth Form students, as laid out in the Sixth Form Agreement.

Mentoring

Academic mentoring is available within nearly all departments within the School and is a key part of our learning environment. Students who need support may be offered a student mentor. Equally, if students are excelling in a subject, they may be asked to volunteer as a mentor themselves.

Students whose attitude to learning or progress is less than satisfactory will be offered intervention mentoring with a member of the Sixth Form Team. Whilst in the first instance Form Tutors work hard to motivate and support this additional, targeted intervention, this additional intervention is intended to achieve specific goals and help students fulfil their potential.

Missing Lessons

Students are expected to attend all of their lessons. Students who miss lessons without authorisation or permission should expect to be placed in detention. Frequent occasions of missed lessons will result in conversations with the Sixth Form team about whether the programme of study the student currently has matches their needs.

Progression into Year 13, Subject Drops and Subject Changes

We hope that all students will undertake two years of study at Reading School and will complete their A-levels successfully. However, conversations will be held with students who are not achieving at the level expected in the end of Year 12 exams. Students who are achieving significantly below their own ability at the end of Year 12 will be encouraged to carefully consider their pathway and option choices.

We encourage students to commence their Sixth Form studies with an academic programme that suits them. Students may be allowed to drop a subject in the first weeks of term, or at the end of the summer term. Drops at other times of the year are discouraged, and students are reminded that beginning a subject which they later drop disadvantages themselves, the School and others.

Apart from in exceptional circumstances, no A-level subject changes will be permitted beyond the first half term of Year 12.

Coursework and UCAS Deadlines:

We expect students to be proactive in managing their workload and meeting deadlines as part of their preparation for life after school.

Students who fail to meet interim deadlines will be managed by subject teachers and/or Heads of Departments:

- Your tutor will be informed
- A new deadline will be negotiated which may involve insisting that you work at lunchtimes and during free periods until the work is completed

Final coursework and UCAS deadlines set by the school are non-negotiable, except in truly exceptional circumstances.

Breach of Sixth Form Agreement

We aim to support students in their learning journey, but in extreme cases, if we feel we have done all that can be reasonably expected, a student's actions may result in the loss of their place in the Sixth Form. This is particularly the case for any students whose breach of the Sixth Form Agreement negatively affects the learning of other students.

Sixth Form Dress Code

Policy

Please follow this link for the [School Uniform Policy](#).

The Principles

- Students who enter the Sixth Form at Reading School, as young adults within the School community should understand the importance of acting as role models. They are expected to set an example for the rest of the School, whilst enjoying the privilege of expressing themselves more independently.
- Ultimately, students enter the Sixth Form to work and contribute to the wider school community therefore their dress should reflect this.

Sixth Form Uniform

- Dark suit (grey, black or dark blue and with either trousers or skirt option)
- Sixth Form tie (available from Stevensons, Reading)
- White or grey shirt
- Plain black or brown shoes – note, not black trainers.
- Dark socks
- Grey or dark blue pullover V neck: purchase of this is optional
- Chemistry coat (if subject has been opted for)
- Overcoats should be plain and dark in colour. Hoodies are not permitted. This includes House Hoodies purchased within School. These can be worn to and from Games sessions.
- Navy ¼ zip jumpers are permitted, but must be worn with their school jackets, not in place of them.

Suits

Suits are to be grey, black or dark blue, suitable for a mainstream office environment. Students have the option of wearing trousers or skirt with their suit jacket.

Skirts should be on or below the knee and should match the colour of the jacket (grey, black or dark blue). Any tights worn must be black or grey.

Shoes

Shoes should be sensible i.e. not trainers (including all branded and/or black leather trainers). Equally they should not have high heels/wedges. No stilettos, sling backs, open toes or UGG boots are permitted.

Shoes should be dark, plain leather (black or brown).

Top 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.

PE Kit

All Year 12 students must wear School branded Games kit for their weekly Games sessions or other, navy, minimally branded sports kit. Full information about this can be found in the Sixth Form Games section later in the booklet.

Wearing of Uniform

- Uniform is to be worn smartly around the school. Ties are to be worn appropriately and jackets are to be worn to Chapel, assembly, lessons and formal lectures/events.
- Casual clothes are not permitted. Any hooded top or sports garments are not permitted.
- Wearing of inappropriate uniform / jewellery / hair styles may result in the student being sent home.

The final decision as to what is appropriate is down to the Sixth Form Team and ultimately the Headmaster.

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 opposite the Chapel.

Opening times are the Friday and Saturday preceding the last day of each half term and end of term.

These dates can be confirmed on the RSPA website at the following address:

<https://www.readingschoolpa.org.uk/uniform-shop>

Friday times are 14:30 – 16:00

Saturday times are 09:30 – 11:00

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 'Uniform Shop'.

Lockers

We operate a locker hire scheme and lockers can be hired from Perfect Lockers. You can hire a locker for each academic year by visiting <https://www.locker.rentals/> and searching Reading

School and following the online prompts. If you have any difficulties, you can call 0330 311 1003. Having somewhere secure to leave items and reducing the necessity of carrying excess resources around the School is useful for students.

The lockers are installed with a combination lock. The code will be sent once you hire a locker.

Additional Clothing Requirements for Boarders

Boarders will receive additional guidance on all aspects of boarding, but as a quick guide here are the basic requirements.

- Dressing Gown
- Bedroom Slippers
- Pyjamas
- Vests (white cotton optional)
- Underpants
- Handkerchiefs (optional)
- Bath Towels (4ft)
- Two sheets
- Two pillow cases
- Two duvets and two 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
- Two sets of casual clothing which must be named

All towels should have loops.

All items should be clean and in good repair.

Important information on labelling clothes:

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 tags, as these come off in the wash.

Afternoon Private Study

It is our practice to increase flexibility in the timetable and relax some of the customary school supervision as students enter the Sixth Form. We encourage pupils to develop personal responsibility and time management of their own private study time.

We currently permit Sixth Form students to leave the school premises after registration should they have no further lessons or commitments. Students may not leave the site during lesson time until the beginning of lunch. The only exception is for occasional necessary appointments when parental permission is granted. Parents can communicate dates and appointment times by emailing or telephoning their son's tutor and the Attendance Officer (attendance@reading-school.co.uk). Please do not arrange driving lessons, driving tests or job interviews at times which clash with taught lessons.

We expect off-site private study to be seen as an opportunity for further study, fieldwork, research in libraries, or extending work experience but not for extra part-time earnings. Students may also be permitted to be off-site for music coaching, community outreach and driving lessons during private study time. Where there are other commitments in school such as House activities, School events or sports practices and matches after school then this commitment must be honoured.

We are unable to accept responsibility for students who are not on the School premises. Students may of course stay in school during the afternoon to use the Learning Resources Centre or other facilities if they wish. If they do so, they need to sign-in to the Learning Resources Centre.

Additionally, parents may be assured that off-site privileges will be withdrawn if a student's progress or behaviour is unsatisfactory. We would greatly appreciate your support, if we decide that it is in your child's best interests to remain on-site, for the whole of the School day. Parents may like to check their child's timetable at the start of term to clarify when he may be off-site. Due to the flexibility that off-site study periods provide it should never be necessary for a student to miss a lesson. Please note that all students are expected in school on time for their first lesson.

For most students, the degree of flexibility in all aspects of their school life allows them to progress into independent learners and mature young men, within a structure and support system that enables them to fulfil their potential, whilst learning from their mistakes.

Furthermore, Reading School is an environment where we try to ensure that academic excellence is underpinned by a pastoral system that promotes self-respect and respect for others. Sixth Form students are powerful role models in the School and their attitude and behaviour set an example that other students lower down the School will aim to follow.

We recognise that this study environment will not suit all students and they need to be happy to conform to the expectations and ethos before they join the Sixth Form at Reading School.

All Sixth Form students should understand that failure to sign out appropriately when they leave the School site will result in sanction. This is to ensure that the School maintains the highest safety standards.

Sixth Form Leadership Opportunities

Prefects

The School Captain and the School Vice-Captains along with the School Prefects are elected in April and May. We have a very strong Prefect team that makes a positive and valuable contribution to the School community. Every House also has their own House Prefect Team too. Beyond the roles of the elected School Prefects every student is expected to contribute to the life of the School, offering leadership within their house and contributing to School events (such as open evenings).

Diverse leadership opportunities are open to all Sixth Formers with volunteers often being sought for House competitions, charity fundraising, the Future Stories outreach programmes and other internal activities.

Co-curricular Programme

The co-curricular programme is designed to enable boys to extend their aspirations, skills and range of interests beyond the classroom and to help develop socially and emotionally.

In typical years, there are over 50 enrichment activities available to students at lunch time and after school including:

- Arts, drama and debating
- Music
- Service Activities
- Sport
- Spirituality and contemplation groups
- House competitions
- Events, talks, trips and expeditions

It is expected that students participate, or ideally lead, in a range of activities beyond their studies, so as to excel in a range of areas, beyond simply achieving academically.

Character Education

Sixth Formers must have choice and autonomy in their access to and selection of character education and service. It would be unproductive to prescribe all students to take the same journey or to be conscripted into the same volunteering or leadership roles.

For Sixth Formers, the opportunities to give back to the School and to provide service are boundless. We always encourage them to consider the ways they can build themselves and serve the School, each other and the local community. This ethos has always inspired a large number of students to reach out and provide service to others. This year we are launching a new programme of character education and service with the aim of developing this aspect of school life, without losing that sense of choice. We do not wish to force students into service or learning they do not believe in, as it diminishes the value for all parties involved if this is the case.

Our aim is to provide opportunities to create additional education structures and to add a framework in which these service and character opportunities can be accessed by more students.

We have created an overarching structure that allows students to opt into at least one of the different strands of service and character education.

There are four strands of choice. Sixth Formers can choose to do more than one, but they have to do at least one. These strands do not cover the prefect system, house system or clubs at present, as these are additions that students will still choose to opt into.



WHAT IS CHARACTER EDUCATION?

Exposure to experiences and opportunities where character values can be developed, alongside Reading School's four pillars: **Leadership, Integrity, Excellence and Community.**

WHAT DOES IT LOOK LIKE?

Leadership: a series of lectures, seminars and wider learning about character, leadership and personal development.

Integrity: taking on independent learning opportunities to better understand self through the 'Voyage' app.

Excellence: being a part of the School's mentoring programmes, supporting younger students in their academic subjects.

Community: looking beyond the School by contributing to the local community via structured programmes.

WHAT NEXT?

All students are expected to select one (or more) of the four threads, as part of their character education programme in the Sixth Form.

Beyond this programme, we advocate for students to have choice in the way in which they provide service to others, encouraging students to be imaginative and find areas that most interest them in

this pursuit, but we also provide a number of ready-made opportunities for them to achieve this service criteria.

We have strong links with NCS and local charities like Me2Club, as well as contacts with a number of different care homes for students looking to create a portfolio of work experience for a medical school application.

School Sport

Your son will be able to choose from a variety of options for Games sessions. These sessions are compulsory for Year 12 and are timetabled on Wednesday afternoons.

For gymnastics, athletics, indoor games, tennis and striking and fielding activities, students require the following:

- Macron Deneb shirt
- Macron Hero 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, students require the following:

- Navy/House colour reversible rugby shirt (please make sure you mark down the correct house on the order form)
- Macron Rayon rugby/football socks
- Macron Rhine ¼ zip training top
- Mouth-guard
- Shin pads
- Rugby/football boots (with safety studs)
- Macron Hero shorts
- Outdoor trainers

*Please make sure that you mark down the correct house on the order form.

Maroon = County Sky = Laud Yellow = West Green = School Pink = East

For your convenience we have created a [Reading School PE pack](#) with Macron which includes all the compulsory items they provide. Smaller sizes are also available on the website if the linked sizes do not suit.

If you find yourself in financial difficulty or are concerned about the affordability of this kit, please do not hesitate to contact Mr T Evans (tevans@reading-school.co.uk) and he will be able to offer some support.

Optional additional items which can be bought and worn in times of inclement weather:

- [Abydos Hero](#) Plain navy blue tracksuit bottoms can be bought either from Macron with the school logo or sourced from another retailer.
- [Tully Windbreaker](#)
- [Vancouver Jacket](#)
- [Reading School Path Bag](#)

Sports kit is available from Macron throughout the year online by using this [link](#) with delivery usually within 2/3 days. Additional contact can be made by telephone 02083037793, or email Naomi@macronlondonsoutheast.com

Pre-Season Rugby Training

Pre-season rugby training will take place on the 27th-29th August (08:30-16:00). No prior experience of rugby is needed – anyone is welcome to come along and join in! You need to bring boots, trainers, a gumshield, water bottle, and packed lunch every day. Thereafter, training will take place on Mondays, 15:30 – 17:00 starting on the 8th September.

There will be senior fixtures on most Wednesdays for both the 1st and 2nd XV teams.

Email mkearle@reading-school.co.uk to express your interest and for further information.



Sixth Form Agreement

What the School agrees to:

Sixth Form students at Reading School can expect the school to support them through many opportunities to learn and grow. We endeavour:

- To offer a first-class education, which will challenge you to achieve your very best academically, as well as giving you the opportunity to explore existing and newly discovered talents through varied extra-curricular opportunities;
- To let you grow as an individual in a happy and caring environment where you will be supported in all that you do;
- To inform you about your progress in the Sixth Form and about the opportunities available at 18-plus;
- To make the School's expectations clear and consistent for all, with due regard for preparing Sixth Formers for adult life.
- What you agree to:
- The School can expect you to enter the Sixth Form as young adults within the School community and understand the importance of acting as role models;
- To enjoy the opportunities and privileges, you are expected to set an example to the rest of the School in your studies and in all other aspects of life in the School community;
- To challenge yourself in all that you do, and aim to leave the School with life changing qualifications and a breadth of different skills and experiences, ready to make a positive difference to the world;
- To bring the correct equipment to lessons;
- To spend adequate time on your work as advised by your teachers;
- To complete homework and coursework on time;
- To attend all external examinations punctually. (If you do not attend an examination without good reason you will pay the examination fee.) All resits must be paid for in advance;
- To respect the academic expertise of subject staff and recognise that predicted grades made in Year 13 are not subject to negotiation.
- We expect that you are responsible for your own learning and adopt the following:

Excellence

- Be enthusiastic learners
- Ask questions when you don't understand
- Learn from your mistakes
- Complete all work to the best of your ability and on time
- Take time to review feedback and work out how to improve next time
- Be eager to participate in class discussions and activities
- Be inquisitive and have an open mind
- Present work well and take pride in it
- Be eager to try new ways of learning and go outside of your comfort zone
- Be prepared to tackle difficult problems and activities
- Do independent work outside of your lessons to ensure you are working to your potential

Integrity

- Have good manners
- Show respect and tolerance to other students and staff
- Conform fully to the School's expectations about personal conduct and appearance - please read the School Dress Code fully.
- Attend all lessons, including additional support sessions and directed study periods you are allocated
- Treat the School with respect and accept responsibility for maintaining the Sixth Form Common Room
- Never leave School premises without authorisation from your tutor and/or Sixth Form Staff Member/Head of Sixth Form. You may leave the site after registration if you do not have any lessons after this time
- Holidays should not be taken in term time
- Driving lessons should not be arranged during school time unless it is during a study period in the afternoon

Leadership

- Be a positive influence on others around you
- Be confident in what you can do
- Bring your own ideas and information to lessons
- Take advantage of extra-curricular activities which take place outside school hours, looking to lead the lower years in these activities where possible, as well as support and represent the school when asked to do so e.g. at Open Days
- Understand the importance of acting as role models to students in the School

Community

- Help and encourage others to learn when they are stuck or confused
- Look after the learning environment
- Listen carefully to the teacher and fellow students when they are talking
- Be present in school at the times you are expected
- Attend all afternoon tutor periods, House Assembly and Chapel
- Inform your form tutor and your subject teachers and make arrangements to complete any work missed, if you know in advance that you will be absent
- Attend Games lessons on Wednesday afternoons
- Commit to performing community work/service on a regular basis throughout Year 12.

Disciplinary Procedure

- If you fail to observe the expectations, the following sanctions will apply:
- Your tutor will discuss the problem with you and remind you of our expectations. This meeting will have the status of an oral warning and a record will be kept of it.
- If you do not heed this warning, the matter will be referred to the Sixth Form Intervention Team. They will see you about the matter and after the discussion a letter will be sent to both you and your parents. This will constitute a written warning.

- Should you fail to act upon this warning, this will be referred to the Head of Sixth Form and, in consultation with the Headmaster, you may be required to leave the Sixth Form.

Financial Hardship

The School is committed to supporting students from families for whom there are financial challenges. The 16-19 Bursary is the mechanism by which the School is able to offer financial support to qualifying families.

If you believe this may apply to you, please read the information in the 16-19 Bursary Policy and please contact tevens@reading-school.co.uk for any extra information related to this.

[16-19 Bursary Policy](#)

If you have any questions about the support available, have other specific needs, or would like to discuss any concerns, please contact Mr T. Evans on 0118 9015600 or email: tevens@reading-school.co.uk

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



For full information about all financial support available, please click this link:

[Financial Support at Reading School](#)

Annual Boarding Fees (from 1st September 2025)

The Governors set the following boarding fees for the academic year 2025/26:

Years 7 – 13	£15,066 per year
	£5,022 per term

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 three 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.

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
- Code of Conduct for Educational Visits Policy
- Collective Worship Policy
- Complaints Policy
- Curriculum Policy
- Data Protection Policy
- Discriminatory Incidents Policy
- Educational Visits Policy
- E-Safety Policy
- Equal Opportunities Policy and Equality Objectives
- First Aid Policy
- Freedom of Information Policy
- Health and Safety Policy
- Home School Agreement
- Homework Policy
- Infection Control Policy
- Learning and Teaching Policy
- Lettings and Charges Policy
- Mental Health and Well-Being Policy
- Preventing Violent Extremism and Radicalisation Policy
- Privacy Notice for Alumni, Friends and Supporters Policy
- Privacy Notice for Parents
- Privacy Notice for Staff
- Relationships and Sex Education Policy
- Rewards Policy
- Safeguarding and Promoting Welfare Statement
- Safeguarding Children Policy
- Safeguarding Staff Recruitment Policy
- School Uniform Policy
- Self-harm Policy
- Special Educational Needs Policy
- Statement of Principles for Promoting Good Behaviour
- Student Behaviour Policy
- Supporting Students with Medical Conditions Policy

- Whistleblowing Policy

Further information regarding Safeguarding at the school can be found on the School website at the following link: [Reading School Safeguarding](#)



Reading School
Erleigh Road
Reading
Berkshire, RG1 5LW

headspa@reading-school.co.uk
0118 901 5600
www.reading-school.co.uk



[@readingsch](https://twitter.com/readingsch)



[ReadingSchoolOfficial](https://www.facebook.com/ReadingSchoolOfficial)



[reading-school](https://www.linkedin.com/company/reading-school)