

Reading School

Sixth Form Welcome Pack

2021/22

Erleigh Road, Reading, Berkshire, RG1 5LW



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Message from the Headmaster - Mr A M Robson

Dear Parent/Carer,

Welcome to the Sixth Form of Reading School. We believe that our students should be role models who lead and also serve others in the school community and beyond.

We passionately believe in developing excellence and building good men. We seek to develop a spirit of compassion, commitment and community.

We encourage our sixth formers to be inquisitive, courageous, generous and outward facing.

Our Sixth Formers should aim high and develop the ambitions that enable dreams to be achieved. They should be authentic and worthy of trust. Indeed, young men who collaborate for the common good demonstrate a spirit of commitment.

Significantly, they should seek to play roles in partnerships that nurture social mobility, growth and lifelong learning.

I would like to challenge them to make the most of the opportunities afforded them so that they can lead and serve. By focusing on three key questions they can develop a generous, courageous and inquisitive approach.

1. Inquisitive: what more do I hope to do this year?
2. Courageous: what can I give this year?
3. Outward-Facing: what lies beyond for me this year?

Everything we aspire to do at Reading School in the Sixth Form is underpinned by our core values and shaped by our strategic vision that provides the direction for an ambitious and successful future. We encourage you and your son to help us in our drive for educational excellence and the nurturing of character.

Whether your son is a boarder or a day student, there are a myriad of opportunities to flourish. Our co-curricular programme and array of partnerships ensure that our Sixth Formers succeed both inside and beyond the classroom.

We look forward to welcoming you and your son to our Sixth Form community.

Yours sincerely,



Mr AM Robson
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 80% of our students are rewarded with their first-choice university courses and 18% with their second choice.

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 mixture mix 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 here.

Additionally, the Sixth Form team, Mr Whitehorn, Mrs Majorossy and Miss Stratford, as well as the Head of Sixth Form, Mr Lloyd, are proactively involved in ensuring your progress, welfare and support. You will have met them at the recent Transition Week. They will also be here on August 10th for the returning students' results day and again at your arrival in September. Their care for you and their wisdom in guiding you towards university 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 at Reading School. As a consequence, 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. Please feel free to contact me if you have any queries before you arrive in September. My email address is alloyd@reading-school.co.uk.

If you have any financial difficulties purchasing the textbooks or equipment, please refer to the Bursary and 'Reading School Promise' sections of this booklet. I am always happy to discuss such matters confidentially. Alternatively, you can email Mr T Evans, who is responsible for this aspect of school life. His email address is tevans@reading-school.co.uk.

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.



Mr A Lloyd
Assistant Headmaster/Head of Sixth Form

A Welcome from School Captain, Adam Paterson

Welcome to Reading School. As the School Captain, it is my job to welcome you to Reading School and introduce you to all it has to offer. Coming to Reading School from elsewhere may be a big change, but the current pupils and teachers will make becoming part of school life a smooth transition. There is so much the School has to offer new students regardless of interests and talents.

The incredible standard of teaching and learning present at the School is something you'll quickly experience when arriving, with passionate teachers nurturing students to achieve ambitious academic goals. Whilst at Reading School, you'll undoubtedly be challenged, as the teachers always provide work at the highest standards. However, by applying yourself effectively, you can flourish and achieve excellent results and secure your future.



Reading School also offers a variety of activities outside academia. Sport is incredibly important to the School, with rugby, football, and cricket being the main sports played in each term respectively. The active and welcoming PE department means that sport is often a great method of meeting new friends, connecting with teachers and enriching your Reading School experience. Many other smaller sports are offered too, including lacrosse, basketball, table tennis and badminton, in which the School was recently national champion.

For those who enjoy quieter hobbies, there is a wide array of clubs and societies on offer, stretching from Warhammer to debating. Many clubs are student run, and new boys are encouraged to explore whatever they're interested in. With an extraordinary librarian, Mrs Kesteven, the Learning Resources Centre is an excellent place to do homework, dive into a great book, or simply spend time in a quiet space. Music and drama are also very popular at Reading School. In recent years, a number of successful musicals have been organised, collaborating with other schools in the local area. Regardless of your interests, you'll find something to be excited about at Reading School.

The House system is also incredibly important, with each new student being placed into one of the five houses: County, West, Laud, East, School. Within your house, you'll compete in a number of house events, including sports, public speaking and music. The house competition is one of my personal favourite aspects at the school, with the friendly competition always exciting but never overwhelming.

I understand you may be feeling anxious about joining, I've shared your feelings before, but I hope you find the same sense of belonging I quickly found after experiencing the vibrant school community, and understanding the history and traditions of Reading School.

Adam Paterson
School Captain

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 Thursday 12th or Friday 13th August due to the ongoing restrictions and preventative measures. No staff will be on site and available to meet with you.

This will involve the following process.

1. On the 12th August 2021 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 admissions2021@reading-school.co.uk by **no later than 4pm**. 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.
2. For those students who were offered a place conditional on moving into the designated area by 12th August 2021, 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.
3. 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.

[Sixth Form Registration Form](#)

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.

4. 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.

[Sixth Form Agreement 2021 - 22](#)

5. 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.
6. 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 (Thursday 12th August 2021).

7. 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 on Friday 13th August by midday, indicating the offer of a place and the subjects we currently have on file as being their A-level choices.

We hope this information is clear and will allow for a very smooth registration process. If you have any questions about this please email admissions2021@reading-school.co.uk and someone in the team will get back to you.

Monday 6th September 2021

The schedule for the first day of school is currently uncertain as we await government guidelines with regard to testing. More information related to this will be sent in due course.

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. Make sure you engage with this work, as this will mean you are well-prepared for the start of the academic year.

Detailed instructions related to this Bridging Work have been sent out separately to you and you should all be familiar with this process at this point. If there are any questions, please direct them to Mr Lloyd, Head of Sixth Form, on alloyd@reading-school.co.uk.

All subjects will have specified any required books that will be needed for your A-level studies. We ask that you purchase the resources necessary for your learning in Year 12. 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.

Covid-19

The School will be in communication with all students in advance of September to inform them of any procedures we are putting in place to ensure the safety of all staff and students. At this point it is difficult to say exactly what those measures will be.

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

Tel: 0118 901 5600

Email: secretary@reading-school.co.uk

Useful Staff Information:

Mr A Robson	Headmaster	headspa@reading-school.co.uk
Rev Dr C Evans	Deputy Headteacher	cevans@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 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 D Tridgell	Head of County House	dtridgell@reading-school.co.uk
Mrs N Williams	Head of East House	nwilliams@reading-school.co.uk
Mrs L Clarke	Head of Laud House	lclarke@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 A Lloyd	Boarding Housemaster (South House)	alloyd@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 A Lloyd	Assistant Headmaster/Head of Sixth Form	alloyd@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 – 2021- 2022

Michaelmas Term 2020	
Staff Day	Thursday 2 nd September
Staff Day	Friday 3 rd September
Michaelmas Term commences for all students	Monday 7 th September
Year 7 Entrance Examination	Saturday 11 th September and Sunday 12 th September
Staff Day	Friday 8 th October
Half Term	Monday 25 th October to Friday 29 th November
School reopens for students	Monday 1 st November
Term ends	Friday 17 th December (a.m.)
Lent Term 2021	
Staff Day	Tuesday 4 th January
Lent Term Commences	Wednesday 5 th January
Staff Day	Monday 24 th January
Half Term	Monday 21 st February to Friday 25 th February
School reopens for students	Monday 28 th February
Term ends	Friday 8 th April (a.m.)
Summer Term 2021	
Summer Term Commences	Monday 25 th April
Bank Holiday	Monday 2 nd May
Bank Holiday	Thursday 2 nd June
Bank Holiday	Friday 3 rd June
Half Term	Monday 30 th May to Friday 3 rd June
School reopens for students	Monday 6 th June
Term ends	Friday 15 th July (a.m.)

Staff Days – 2021/2022

2nd September 2021

3rd September 2021

8th October 2021

4th January 2022

24th January 2022

Timings of the School Day

The School is launching a new timetable for the upcoming academic year. For Sixth Formers, the day begins at 09:10, unless they have been requested at an additional support lesson by their teacher. In that circumstance, they will be expected in at 08:20.

From 09:10 the day proceeds with six 45 minute long lessons, each with a five minute break of transition time. For Sixth Formers, there will be a break from 10:45 until 11:05 and lunch from 12:40 until 13:25. Then there is a 25 minute tutor time, chapel or assembly, before the final two lessons of the day, ending at 15:25.

Timetable 2021/22

Y7	Lesson	Lesson	Break	Lesson	Lesson	Lunch	Lesson	Tutor/ Chapel / Assembly	Lesson	Electives				
Y8											Lesson	Lesson	Lesson	
Y9			Lesson	Lesson		Lesson	Lesson			Lesson	Lesson	Lesson	Lesson	Lesson
Y10			Lesson	Lesson		Lesson	Lesson			Lesson	Lesson	Lesson	Lesson	
Y11			Lesson	Lesson		Lesson	Lesson			Lesson	Lesson	Lesson	Lesson	Lesson
Y12	Support lessons when required	Lesson	Lesson	Break	Lesson	Lesson	Lesson	Lesson	Lesson	Lesson				
Y13											Lesson	Lesson	Lesson	Lesson
	08:20-09:05	09:10-09:55	10:00-10:45	10:45-11:05	11:05 - 11:50	11:55 -12:40	12:40-13:25	13:25 - 13:50	13:50-14:35	14:40-15:25				

School Opening Times

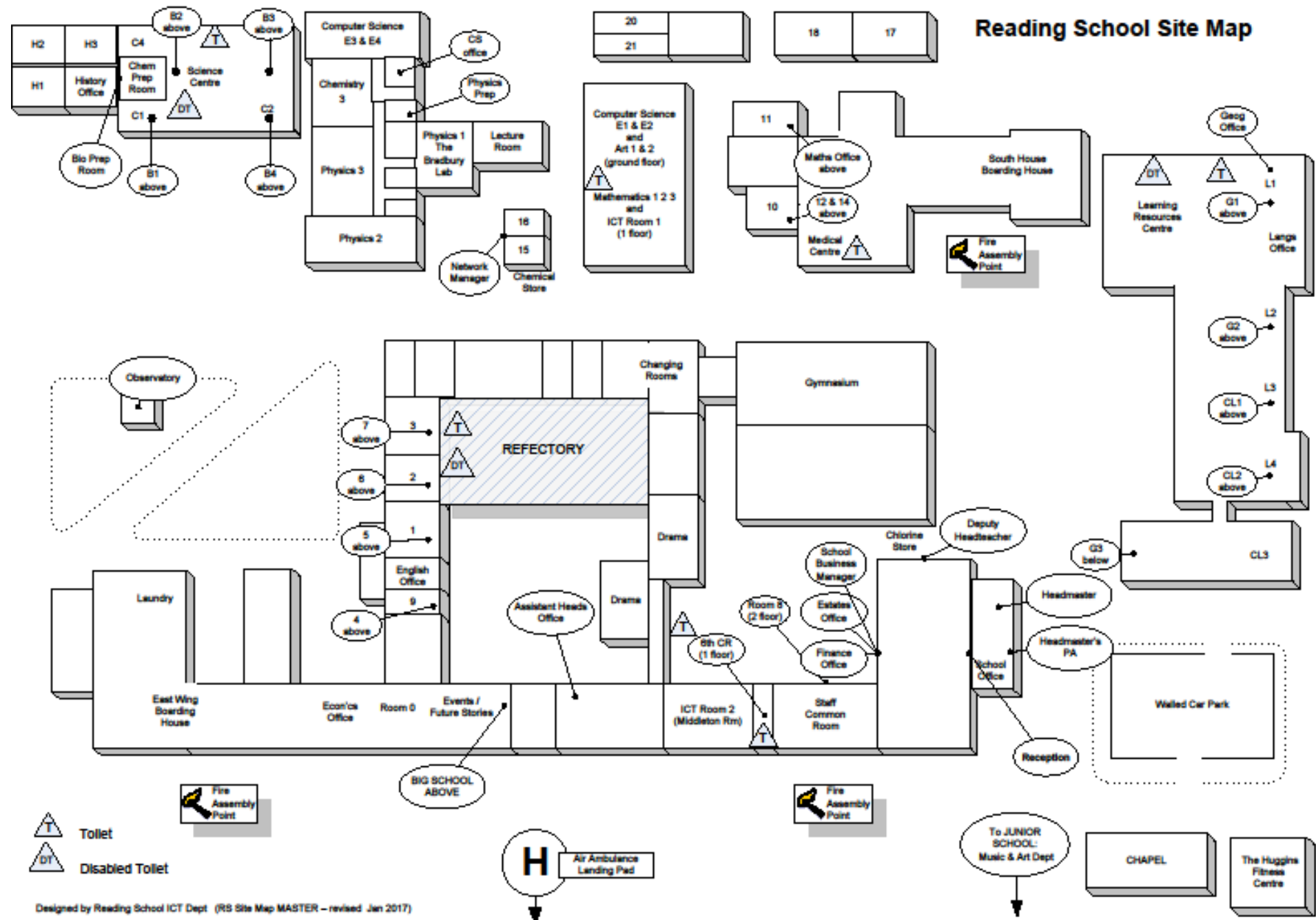
The School Reception is open between 08:00 and 16:00. For safety reasons please ensure your son does not arrive on site before 07:45. As most Sixth Formers won't have a lesson until 09:10, this is unlikely to be an issue. If a student does not have a lesson until later in the day, they can arrive for their first scheduled lesson.

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

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



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 Coaches' 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 are fitted with three-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. Some of the information detailed here may change for the new academic year. All queries related to this should be directed to Horseman Coaches.

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:	buspases@horsemancoaches.co.uk
Website:	www.horsemancoaches.co.uk

GDPR Notice from Horseman Coaches:

Please note that for GDPR purposes we 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. A request for information means we will hold personal data. 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 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. 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 three times or more during a term, you will be required to attend a punctuality detention. If punctuality continues to be an issue then 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.

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 finger print 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 at 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.

The Sixth Form 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.

Bring Your Own Device

We are pleased to enhance teaching and learning for Sixth Form students within Reading School by allowing students to bring to the School their own personal electronic devices not owned by the School such as mobile phones, iPads, Kindles, and laptops for educational use.

The letters *BYOD* are often used to stand for *Bring Your Own Device*, and refer to devices brought in by students that supplement and increase IT access for everyone.

Students bringing their own device will begin to increasingly see and experience these devices as tools for learning and research. Your son's classroom teacher will determine when and how personal electronic devices may be used in his/her classroom to aid their learning. Devices will be allowed in the LRC and Sixth Form Common Rooms. The Sixth Form *BYOD* initiative does not require the purchase of any device by our students or families. School devices will continue to be available for students to meet curriculum and instructional expectations. Devices brought to school can connect to the filtered, guest network to prevent excess data fees to your personal account.

Students are responsible for the safety, operation, troubleshooting, and repair of their own devices. Reading School will not be responsible for theft or damage of personal devices brought to school, or for excess personal plan data usage.

We have identified and developed safe and appropriate use of learning devices for our Sixth Form students. The combined increase in personal electronic devices and available online applications has created a powerful resource to personalise learning, engage with content, and develop lifelong learning habits.

Additionally, the School have moved a lot of resources online and Microsoft Teams is an increasingly popular method of lesson delivery, so online lessons and resources will be a feature of Sixth Form learning.

Detailed information about rules for the use of personal electronic devices at school can be found within the Acceptable Use Policy and BYOD Policy available for review on the School's web page.

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 in normal times many of which are available for the Sixth Form. It is hoped we will be able to return to something resembling this over the course of the coming two years.

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.

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, Spanish Scrabble, 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 the Head of Sixth Form, Mr A Lloyd, 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 from to ensure students are actively involved in pursuing areas of interest and stretching themselves.

Please note that due to the ongoing health situation, we are unable to confirm the exact nature of our provision for September 2021.

Additional Support

Work Experience

Traditionally, all Year 12 students will be provided with a week in June to arrange their own work experience. Learning from the work place is an important step towards applying for jobs in the future and produces a great many benefits. 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. This is something we hope to be able to return to this academic year. At present, most work spaces are restricting work experience opportunities, so this is something we will continue to monitor over the coming months.

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 Desai, the careers advisor, has been a vital resource for countless Sixth Form students and they are encouraged to contact her at some point during the next two years.

School Counsellor

As is the case in many local secondary schools, we employ a School Counsellor, Steve Griffiths. 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. Steve is available every Friday afternoon and part of his time will be devoted to pupils who have been referred to him through the relevant pastoral staff member. Steve works 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

Steve has worked with us for seven years.

Student Support

Ms Rogers, Mrs Gwyther and Ms Pravda provide emotional and SEND support for students and 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

Sixth Form 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 and the Sixth Form Team. There are very high standards expected of Sixth Form students, as laid out in the Sixth Form Agreement.

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.

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 may expect to be placed in detention.

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 meet 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.

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)
- 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.

PE Kit

Students will be able to choose from a variety of options for School games sessions. These sessions are compulsory for Year 12 and are timetabled on Wednesday afternoons.

It is not required for students in the Sixth Form to buy the School Games kit. They simply need to wear appropriate sporting clothing for the activity they have selected.

There are some sports that require particular equipment in order to participate. For example, in order to play rugby, they would need a mouth-guard and boots. For football: shin pads and boots.

If selected for a School team, then playing kit will be provided. Students can also purchase their own Reading School branded kit in line with Years 7 – 11. To reiterate, this is optional and not required to participate in Sixth Form Games.

Additional Rules

- Hair must be well-groomed and long hair tied back. Exaggerated and coloured hairstyles are not permitted. The school procedure is that any student in breach will be sanctioned and the parent informed.
- Jewellery must not be worn nor must it be brought to School. No piercings are permitted.
- Any make-up or nail varnish should be discreet.
- Facial hair should be well groomed unless it is in conflict with accepted religious beliefs.

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, the Head of Sixth Form 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

- 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 (12:40). 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.

Community and Future Stories

One of Reading School's four core values is Community. We aim to be a local body with an international heart and we particularly prioritise nurturing relationships in the community, maximising opportunities and assisting with social mobility.

All members of Year 12 are expected to participate in some form of service to the community, whether that is mentoring lower school students in a particular subject specialism, helping to organise a particular house event, or a regular community commitment outside of school.

We advocate for students to have choice in the way in which they achieve this service, 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.

Additionally, Future Stories is the school's flagship social mobility program, aiming to give Sixth Form students leadership opportunities. Students have the opportunity to deliver outreach work to a number of primary schools in the local area.

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.

It is not required for students in the Sixth Form to buy the School Games kit. They simply need to wear appropriate sporting clothing for the activity they have selected. Please ensure all kit is named, as this is the only way lost kit will be able to be returned.

There are some sports that require particular equipment in order to participate. For example, in order to play rugby, they would need a mouth-guard and boots. For football: shin pads and boots.

If selected for a School team, then playing kit will be provided. Many students will also purchase their own Reading School branded kit. If students wish to purchase some School kit, then there are a number of options available to them.

- Mesa Hero shorts
- Rayon socks
- Rhine ¼ Zip – for school representation
- Reversible Games Shirt.

*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 convenience there is a [Reading School PE pack](#) with Macron which includes all the branded items they provide if you wish to buy the full set. To reiterate, this is optional and not required to participate in Sixth Form Games.

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

It is hoped that we will be able to resume our usual fixtures and training programme for sports.

If that is possible, then pre-season rugby training will take place between 16:00 and 17:30 on Thursday 2nd September and Friday 3rd September. Anyone interested in playing School rugby should attend.

Thereafter, training will take place on Mondays, 15:45 - 17:00 starting on the 6th September. There will hopefully be senior fixtures every Wednesday.

Email dmcgall@reading-school.co.uk 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
- 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.
- 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.
- 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

There are two ways in which the School seeks to support students whose financial circumstances may produce hardship. Firstly the 16- 19 Bursary Fund and secondly the Reading School Promise.

The 16-19 Bursary Fund Policy establishes the circumstances in which someone may be eligible for a Bursary. This Policy is designed to promote fairness and consistency in the distribution of the 16-19 Bursary Fund. It does not replace the EFA Funding Guidance which must be followed.

Purpose

The purpose of the Bursary is to support and retain students and promote a positive attitude to learning.

Basis of distribution

- The Bursary is based on attendance and punctuality
- The Bursary should be applied fairly and consistently
- The process must be easily understood and accessible to young people
- The process should identify eligible students in a timely fashion
- The scheme should be designed to maximise the amount of the fund available to support students

Bursary Funds Available

The 16-19 Bursary Fund is a limited fund determined by the EFA. For 2017-18 Reading School was allocated a total fund of approximately £6,227.

Eligibility

To be eligible to receive the Bursary a young person must be aged between 16 and 18 at 31/8/20 and meet the residency requirements as set out in the government's 16-19 Bursary Fund Guide. Students may be eligible for a Bursary if they fall into one of the following categories:

Category A (maximum grant of £1200 per annum): Vulnerable Students

This category is defined by the Education Funding Agency as being evidenced by one or more of the following categories:

- Parents are in receipt of income support
- Student is in care (is a looked after child)
- Student is a care leaver
- Student is Disabled and is in receipt of both Employment Support Allowance and Disability Living Allowance

Category B (initial maximum grant of £450): Discretionary Awards

This category is defined by the School as follows:

- Targeted for any students facing financial barriers in meeting essential costs e.g. transport, meals, books and equipment.

Reading School has decided that the balance of the Bursary Fund remaining after awards to students in Category A and B will automatically be made available to allow students eligible for Pupil Premium to make a claim. Once all claims under category A and B and Pupil Premium eligibility have been made, additional discretionary awards, Category B (ii), initially of up to

£250 per student where gross annual household income, (as assessed by HMRC) does not exceed £25,500 per annum, will also be considered.

Contingency Eligibility

Any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by submitting an application in writing. Grants will only be considered if funds are available.

Distribution of Remaining Funds

Once all the above claims have been evaluated and met remaining funds may be used at the discretion of the Sixth Form Team to provide additional support for any student already in receipt of a mandatory or discretionary award. Payments may be made 'in kind' for example by provision of resources rather than cash.

Conditions for Receipt

Students must complete an application form which constitutes a signed contract and states the standards expected of students and confirms the legitimacy of the entitlement. Payment of the Bursary may be suspended if the standards are not met. Claims will be assessed by the Sixth Form Team and payment will be made via the School Finance System.

Types of Award

Category A: Students should expect three termly payments of £400 to be made in September (or on receipt of confirmation of eligibility), January and April.

Category B: Students will be reimbursed with payments of up to £450 per academic year paid on submission of claim forms and receipts or invoices.

Category B(ii): Students will be reimbursed with payments of up to £250 per academic year paid on submission of claim forms and receipts or invoices.

Supporting Evidence

Students in Categories A and B(i) can be verified through the evidence provided to the School Database. Students in Category B(ii) should provide documents from one of the following categories:

- **Part 1** of the latest **Tax Credit Award Notice (TCAN)** for the young person's household for the year 6/4/17 – 5/4/18
- **P60 End of Year Certificate(s)** for **ALL** adults in the young person's household who contribute to household costs for the year ended 5/4/17
- **Self-Assessment Tax Calculation (SA302)**, this is the equivalent of a P60 for self-employed people for the year ended 5/4/17.

Confidentiality

Applications and supporting evidence will remain confidential to the Sixth Form Team and the School Finance Office (who retain documentation for audit purposes).

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. In addition, 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.

Annual Boarding Fees (from 1st September 2021)

The Governors set the following boarding fees for the academic year 2020/121:

Years 7 – 13	£12,660 per year £4,220 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 1.1% 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 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](#)



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