

INFORMATION FOR PARENTS AND GUARDIANS

Welcome to
REDDAM HOUSE
BERKSHIRE

The Mansion House



REDDAM
House



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JOINING THE SCHOOL



WELCOME

We are delighted that you have chosen Reddam House Berkshire for your child and we look forward to welcoming your family to our community. This booklet gives you the key information you need both before your child starts and during those all-important first few weeks.

SETTLING IN

Our priority is for your child to be happy at our school and achieve their potential. Once they feel settled we know they'll feel confident to embrace every learning opportunity and grow as an individual. There will be a range of settling activities organised before your child joins us. These typically include settling days if they are joining an existing year group, through to whole year adventures, for example in Year 7, when all students are new to the Middle School. These settling in opportunities will be communicated to you nearer the time.

GETTING TO KNOW THE SCHOOL SITE

For Students

In the September term all students will take part in team building and orientation activities. These include getting to know the location of classrooms, changing rooms and toilets as well as the various other key parts of the school.

At the start of term maps showing the whole site will be dotted around the school for those who need a reminder and your child's timetable will show the room number, along with the subject and teacher.

For Parents & Guardians

As a school with students from 3 months to 19 years, we are extremely vigilant about making our school safe.

We ask parents only to enter the school via Reception, signing in, wearing a visitor's badge and being accompanied by a member of staff.

On our grounds we police a 15mph speed limit. Please drive slowly and understand that the area by the side gates and on the drive pitches is often used by our Boarding community at the end of the school day.

Please drive and park considerately in our car parks. The main North Court car park (in-front of the Mansion) benefits from a one-way system, where cars enter through the main gate, turn left and circle the quadrangle. Priority should be given to cars exiting North Court.

LOCKERS AND STORAGE

Each student is allocated a locker at the start of the year near their year group base, which is opened with their own key. The keys are the responsibility of the student (our Caretaker also has a master key if a key is forgotten). Please note there is a replacement charge of £20 for lost keys. The locker is sized to house books, Surface Pros and pencil cases.

Sports' kit is stored near to the changing rooms. Although we rarely have any difficulties, students are asked not to store any valuable items in their sports' kit, as this area is not locked. Some pupils will receive a sports' locker which can be locked with their own padlock, supplied from home, but we

advise that valuables are left in their book locker.

LOST PROPERTY AND LABELLING

All equipment and uniform must be clearly labelled with your child's name; we are highly successful at reuniting labelled belongings to their owner via their tutor.

If your child loses equipment or uniform, they should initially visit Reception. Items are stored at Reception for 24 hours and then transferred to their tutor (if labelled) or our caretaker, if not. We store unlabelled items for a month and then transfer them to our second hand uniform shop.

STATIONERY

The general stationery requirements for all students are:

- Black or blue ink pens (fountain, biro or erasable),
- Pencils, rubber, sharpener,
- Scissors, glue and sellotape
- Ruler and Mathematics set,
- Calculator with scientific functions,
- Colouring pencils, thin and thick nibbed felt tips,
- Highlighter pens.

UNIFORM

Years 7-11

Reddam House operates a 'multiform'. This means that on the majority of days students have the choice of wearing the Reddam House polo shirt along with the jumper or fleece, or their formal uniform.

On formal occasions and for Heads' Assembly, all students must wear a white shirt with collar, their school tie and school blazer. The Head of your school will confirm Heads' Assembly days in their welcome letter, before the start of term.

International starters that are unable to purchase uniform before the start of term will have an appointment arranged through the house parents.

We do recommend that your child is present for the initial purchasing as this will give you an actual size guide. Various sizes are displayed for choice and changing rooms are available within the shop.

Refer to the Uniform Guide for more information.

ITEM	BOYS	GIRLS
Formal - Branded		
Blazer	•	•
Tie	•	•
Camel Trousers	•	•
Camel Skort		•
Camel Bermuda Style Shorts	•	•
Multiform - Branded		
Navy V-Neck Jumper	•	•
Navy Cardigan		•
Navy Zip Up Fleece	•	•
White Short Sleeved Polo Shirt	•	•
White Long Sleeved Polo Shirt	•	•
Formal / Multiform - Unbranded		
Plain White Collared Shirt (Long or Short Sleeved) - Formal	•	•
Black Polishable Shoes	•	•
Navy Socks	•	•
Navy or skin coloured tights		•

Years 12 and 13 (Sixth Form)

Our Sixth Formers may wear uniform or appropriate 'business-style' clothing, such as one might wear to an interview or for a formal office role. Many choose to wear suits.

Tight or revealing clothing is discouraged.

because success is in our student's hands

SPORTS KIT



We are delighted to offer a full range of sports throughout the academic year.

In summary, each student needs:

ITEM	WORN FOR	BOYS	GIRLS
Branded			
White Sports Polo Shirt	PE	•	
White Sports Polo Shirt	PE, netball, hockey & rounders		•
Navy Skort	PE, netball, hockey & rounders		•
Navy Shorts	PE, rugby, football & hockey	•	
White & Camel Rugby Jersey	Rugby, football & hockey	•	
Tracksuit bottom and top	Matches & as advised by coaches	•	•
Long Sleeved Base Layer	Under existing kit when cold	•	•
Navy long sports socks	Rugby, hockey, football	•	•
Unbranded			
White Sports Socks	PE	•	•
Plain Navy Swimming Costume	Swimming		•
Plain Navy Swimming trunks	Swimming	•	

(knee length board shorts)

In addition, there are some sport specific requirements:

- Cricket whites are only needed if your son/daughter chooses cricket in the summer term.
- Rugby shorts, without pockets, are needed if your son chooses rugby in the winter or spring term. They will also require a mouthguard, which can be fitted by the school and recharged to your account (approximate cost £50)
- If dance is chosen as an activity or sports' choice, your son or daughter will require black leggings and top
- If selected to swim in our Swim Team, they will require a Reddam House swim cap. This will be given by the swim teacher and recharged to your account (approximate cost £5)

SURFACE DEVICE

Blended learning (including the use of e-resources, videos, quizzes and websites to help the learning process) is an integral part of the Reddam House teaching toolkit and the school's use of Surface Pros means that our students can benefit from technology both in and out of the classroom. To this end, all students in Years 5 to 11 are required to bring their Surface device daily for school activities. All other senior school pupils will also need access to a laptop/tablet. If they do not already possess a device, we recommend the purchase of a Surface Pro 5/ 6 or Surface Go. It is also advisable that the device is insured through your home and contents insurance scheme.

Software for the Surface Pro

When your child joins the school they will be given a school version Office 365 account. This allows them to download and use features such as Word, Excel, PowerPoint, along with some new and innovative features, such as One Note. As of January, 2017, all required software is available for download free of charge for our students. Details of how to download the software will be given before you join.

Technician help with Surface Pros

If your child is having difficulties with their Surface Pro our technician may be able to help. We limit students leaving lessons to find him, instead asking them to go to Reception at morning, lunch or after lesson breaks. The Receptionist will then schedule an appointment for your child to take their Surface Pro to the Technician Room. If the problem requires leaving the Surface Pro with the Technician, your child will be asked to sign it in and told when to collect it. It will be stored securely whilst in the care of the Technician.

THE SCHOOL DAY



A TYPICAL SCHOOL WEEK

Although we operate a 2 week timetable, and the lessons in a week change, there is still a similar structure to each school week. Monday sees Cycle Tests for the whole school. More details of which can be found in the section on Academic Approach & Progress. Wednesday afternoon sees sports for the whole school including matches. Heads Assembly will happen each week and Saturday Mornings are devoted to sports' matches.

THE SCHOOL DAY

School is open for students to arrive from 8am. They may enter via the main Mansion doors or via the 'Red corridor' door, which has a keypad code for entry. Students must arrive for registration at 8.30am. They gather in their tutor room for daily notices and a catch-up about how things are going. On some days of the week, they register quickly and join a House, Year group or Whole School assembly. If a student arrives after 8.30am, they must go to the Mansion Reception and sign in with the late book, explaining the reason for their late arrival. You will be able to monitor late arrivals via your parent portal. Each lesson lasts for 55 minutes with a 5 minute transition time between lessons to allow our students to move around the campus. A bell indicates the end of a lesson and rings across the site. We have a morning break and a staggered lunch. The last lesson of the day finishes at 4pm. If the student is not taking part in an activity, they may leave the school at this time, signing out at Reception. If they choose to take part in an activity, activities finish at 5.15pm unless otherwise notified by the activity coordinator.

Prep/Homework

Each student will receive a prep timetable by the end of the first week of term. This details the subject by subject prep they will be set by teachers. The time that the prep should take differs by year group across the four schools of Reddam House Berkshire:

Years 7-9 should be 20 minutes per subject, with a maximum of 3 subjects per night, which might include private reading.

Years 10-11 should be 30 minutes per subject, with a maximum of 3 subjects per night.

Years 12 and 13 do not have a formal prep timetable but should expect to receive regular preps which may take up to an hour to complete.

Students will write details of work set in their Prep Diary. If a piece of prep is taking your son/daughter longer than the appointed time, we ask an adult to sign and say that an appropriate amount of focused work has been completed. This helps the teacher to gauge the pace and rate of work of the individual child. Please do help us by writing this in for your son/daughter, even if they decide to spend more time on the piece of prep and complete it.

In addition your son/daughter may receive prep on a topic which they will learn about in the very next lesson. This might be pre-reading or watching a video and completing notes or a mind map. Our experience shows that this introduction to a new subject increases understanding, retention and involvement in lessons.

Many teachers use the resources on Youtube to enhance the learning experiences for your child and you'll notice that some of our teachers also publish their own learning videos too.

Absence Reporting

If your son/daughter is absent from school, please email their tutor by 8.30am, stating the reason for the absence. This procedure should also be followed for medical appointments or requests for leave of absence, which will be passed for approval to the relevant Head.

REWARDING THE POSITIVES

Students can gain merits for impressive results, charitable actions or extra effort. These are given by individual subject teachers or tutors and recorded in the parent portal. The accumulation of merits leads to certificates and awards that are presented in assemblies. We would welcome your support in celebrating with us the awarding of merits to your child at home. It is our belief that the rewarding of positive behaviour is far more meaningful than highlighting where students have not met our standards, however, when things haven't gone quite to plan your child will be involved in a dialogue with the relevant teacher and a notification will be added to their profile. This might be as a result of forgotten equipment, late prep, unsuitable behaviour in the classroom etc. Often, your child may be given a warning before a notification is written. We believe that student should be allowed to learn from their mistakes and to self-correct so following a notification, repeated behaviour/actions may lead to a discussion with a more senior member of staff and your son/daughter could be issued with a demerit notification. These demerit notifications also go to parents and can be viewed on the parent portal. Demerits can be given outright in the case of unacceptable behaviour, attitude or work. Full details of this, and the implications of the accumulation of demerits, can be found in our Rewards and Sanctions Policy, available on request.

STUDENT WELLBEING





Mobile Phones

Although mobile phones have become part of our everyday lives and certainly part of the lives of young people, here at Reddam House we believe that the more negative aspects of mobile phone use in school along with potential safeguarding issues outweigh the benefits of their use during the school day. To that end it is school policy that mobile phones should not be used during school hours.

If your son or daughter does not follow these rules there is the possibility that their mobile phone will be confiscated. If we have to do this on more than one occasion they will not be allowed to bring them into school.

While several schools have completely banned the use of mobile phones, we trust our pupils to use them in accordance with the policy and do not believe an outright ban is currently necessary.

The full Mobile Phone policy is available on the app, along with guidelines for the use of Social Media. We strongly recommended that you monitor your child's use of social media and ensure that they are behaving in a way that is demonstrating your family values and presenting your child in a positive light. Any instances of social media use which contravene our school policy will be subject to disciplinary sanctions.

STUDENT WELLBEING

Feeling unwell

If during the day your son/daughter feels unwell, they may go to Reception to request a visit to the Medical Centre.

If the nurse feels it would be better for your daughter/son to go home, our Receptionist will contact you and explain how to pick them up from the Medical Centre.

In-line with all schools, we ask your child to be free from infectious diseases, sickness or diarrhoea for 48 hours before returning to school.

Food and Drink at School

The quality and variety of food offered at the school is always something that visiting students comment upon and we are proud to offer a hot, nutritious lunch every day, with a choice of main courses, vegetarian courses, salads, bread and soup. Please complete the Sodexo nutrition form in the pack if your child has allergies or is on a restricted diet. We always try to have plain chicken available to those who do not like the main courses on offer.

At morning break and at 4pm, before activities, water and fresh fruit are available for all students.

Supper and breakfast are only available to those boarding with us, or taking advantage of one of our flexible boarding options (page 15).

Water is available from the water fountains on the ground floor at all times. We suggest students bring a refillable water bottle and consider where to store it when they purchase a bag.

Snacks from Home

We are a nut free school. If your child brings in a snack it must be nut-free, as we have several students with air-borne nut allergies. Snacks from home can only be eaten in the dining hall or form room, with all rubbish disposed of in the bin.





ACADEMIC APPROACH & PROGRESS



CYCLE TESTS

Every Monday the whole school has a timetabled Cycle Test slot. A schedule of subjects for the Cycle Tests is published on our Reddam House App at the start of each term, emailed to parents and given to students.

Teachers provide students with their result (as a percentage and/or a grade in the formal examination years) and their perception of their effort level. The student writes this result into their diary to take home. Often the subject teacher requests the student to take their question paper home and for a parent/adult to sign.

In the lesson where the Cycle Test is reviewed, the student completes an analysis of what went well and what needs improving. The teacher also often gives a model answer, showing the correct answers, for the students to use in future revision. The Cycle Test paper, model answer and reflection sheet are stored with the subject textbook or writing book, ready for revision for the Christmas or End of Year examinations.

CHALLENGE AND EXTENSION FOR ALL (CHEX)

Our CHEX programme is a cornerstone of academic life at Reddam House Berkshire. We believe that every student should be challenged and extended to achieve their very best in every subject.

CHEX manifests itself in lessons with extension exercises, higher-order thinking and challenging questions, in prep through wider reading and reflection and in cycle tests through extended opportunities to show understanding and learning. Every classroom has a CHEX display that aims to give some guidance on how to improve in the individual subject.

CHEX is part of the teaching philosophy of every lesson from formal academic to practical pursuits. It is a part of the vocabulary of Reddam House and we encourage all our students to embrace it.

MISSED LESSONS

If your son/daughter misses a lesson, either via a music/LAMDA lesson, or through illness, they should email their subject teachers to ask for the work to be sent to them.

Many teachers use 'One Note' as a collateral library and students will be able to access the site and download the resources/lesson details themselves.

If they are absent for a short illness, we ask the students to collect details of and complete the prep, so that their learning isn't compromised. The teachers will often agree an extended deadline to allow them to complete it.

PARENTS' CONSULTATION

In the Autumn Term we hold a Parents' Evening for the parents/guardians of all new joiners. The focus for this event is to discuss how your son/daughter has settled, rather than academic progress per se. On this occasion, timed appointments are not made but your son/daughter's teachers are available to see you between 5.30pm and 7pm. If you need to have a longer

conversation, you or the teacher may ask to make an appointment to speak at another occasion. Throughout the year each Year Group has a speci ed Parents' Evening. The dates are published in the newsletter and will be available on the Reddam House Berkshire App. All parents' evenings are held in the Picture Gallery with 5 minute-timed appointments for each teacher. Your child's tutor should also be available. In advance of parents' evening, we will write out to you to explain how to book appointments with the teachers you wish to see. All appointment bookings are made via your parent portal so that you have flexibility in choosing times to suit you.

REPORTS

Every term the teaching staff will write a report for your son/daughter. Reddam House reports have 2 sections:

1. Data page

This front page shows the percentage mark your son/daughter has achieved in each subject throughout the term. The percentage is compared to the average for the year group in that subject. Each term more attainment data is added to this page, so that by the end of the academic year, this sheet shows attainment in all 3 terms, average across the year and comparison to the year group average.

2. Individual subject page

This shows a summary of the topics that have been taught including subject competencies and approaches to learning. Finally, the teacher makes a comment about the term's work and how improvements can be made.

3. Explanation of the codes page

The final page of the report explains the grading used in the report.

Reports are loaded onto the TASS Parent Lounge and can be downloaded and accessed via your unique password and username. We will email you to let you know when the reports have been loaded.

ACADEMIC SUPPORT

We ask you to share any details that will make your child's introduction to school run smoothly, from anxieties and friendship issues to any educational support needs. We have a small team of specialists who are available for one to one or small group lessons during the school day, at additional cost. Our SENDCo is available to meet with any parents about any diagnosed or suspected educational need.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

We are delighted that Reddam House students have a rich and diverse range of cultures and first languages. To support our students for whom English is an additional language, we offer one to one and small group lessons at an additional cost.



because the greatest innovator
in the classroom is your child.

ENRICHMENT



MUSIC LESSONS

Reddam House works with a talented team of peripatetic music teachers who are able to offer individual or small group lessons to your child. The list of instruments appears to grow daily but currently includes: Voice, violin and viola, cello, drums, guitar, percussion, saxophone, flute, clarinet, bassoon and piano.

Our Director of Music handles the timetable and booking process for lessons and will be in contact with you at the start of the year. Lessons tend to be scheduled throughout the school day and are rotated to ensure they lessen any academic subject impact.

LAMDA LESSONS

We are fortunate that we have a team of superb LAMDA teachers who visit the school on Fridays. We have tremendous success in LAMDA, with many students achieving distinctions, which at the later stages can count towards UCAS points.

All students are welcome to apply to take part in LAMDA lessons, which run in a very similar manner to the music lessons outlined above. Our Head of Expressive and Performing Arts organises the LAMDA timetable and will contact parents at the start of the year to share more details and invite applications.

TRIPS AND VISITS

Trips and visits are an integral part of bringing the curriculum to life and Reddam House encourages co-curricular visits. Parents will be contacted with the purpose of the visit, the travel and catering arrangements, any uniform requirements, timings and cost. The cost of the trip will be added to the school bill unless parents specifically request for their child not to attend by the date given in the letter.

Reddam House Berkshire also offers international trips from time to time, including the annual ski trip. Details of these trips will be sent to parents and included in our newsletter.

DUKE OF EDINBURGH AWARD

We are proud to be our own accrediting centre for the D of E Awards and have a large number of our students completing Bronze, Silver and Gold Awards.

Pupils will be given the opportunity to join the programme in Year 9 for the Bronze Award. We anticipate that all those with an interest to do so could achieve their Gold Award before they leave in Year 13.

COMBINED CADET FORCE

We operate a very popular Combined Cadet Force (CCF) at Reddam House Berkshire. Pupils in Year 9 and 10 join the CCF as a compulsory Friday activity but many stay to take on leadership roles in Years 11 to 13.

During CCF Field Days and on Fridays, the cadets work to achieve a variety of qualifications, from survival and map reading, to team work and gun handling. The CCF also operate a variety of adventure camps in many of our holidays.

AFTER SCHOOL ACTIVITIES

We offer a wide variety of activities each day and our students select at least two. Our offering changes termly and flexes to meet the demands of the students and their interests. A sign up sheet is provided to your child at the start of each term.



ASSEMBLIES

We run regular assemblies to which parents are invited. In these assemblies we celebrate the success our students have achieved academically, in sport, the performing arts and through House Competitions. They often feature a display of the best of Reddam House in action and the current leader of the House Challenge always leads to great anticipation.

Details and timings of these will be shown in Reddahead two weeks in advance, although they tend to be at the end of term. We do hope you attend if you are able to.

SPECIAL EVENTS

Throughout the year we host a variety of events that we welcome all parents to. From dance shows, to drama performances, sports' matches to swimming galas, the whole Reddam House community benefits from your interest and attendance, if you are able to join us. Our Christmas service is always a highlight of the calendar, along with our end of year Prize Giving.

The calendar of events can be found on TASS Parents' Lounge and a summary for the next two weeks is on the final page of Reddahead.

PARENTS' SOCIAL ASSOCIATION

We are delighted to receive the support of a friendly group of parents who support the school with fundraising and social events. Early in the term they will write to all parents inviting all to join or find out more about their events. If you would like to make contact with them, please do contact Reception for the current Chair's details.



because life is all about seizing opportunities



Reddam House Berkshire is a listening school. If any student has any concerns they are encouraged to speak to their class teacher, form tutor or any member of staff, regardless of their job role, who will take the required action and aim to resolve the difficulty.

Similarly, if any student has concerns about another student, for example, they have witnessed unkind behaviour directed towards another student, they are encouraged to tell a member of staff.

Copies of the various Reddam House policies, including the anti-bullying policy and child protection policy, are available on the Reddam House website or by request to the relevant school administrator.

INTERNET SAFETY

Email and internet communication is monitored and unapproved sites are blocked by our firewall, Smoothwall. Details of our acceptable IT use policy are available on request from Reception.

SITE SAFETY

As a school with students from 3 months to 19 years, we are extremely vigilant about making our school safe.

We ask parents not to enter the school via any other means than Reception, signing in, wearing a visitor's badge and being accompanied by a member of staff.

On our grounds we police a 15mph speed limit. Please do drive slowly and understand that the area by the side gates and on the drive pitches is often used by our Boarding community at the end of the school day.

Please drive and park considerately in our car parks. The main North Court car park (in-front of the Mansion) benefits from a one-way system, where cars enter through the main gate, turn left and circle the quadrangle. Priority should be given to cars exiting North Court.

GENERAL

Once you've joined, the school, if you have a question, please contact your son/daughter's tutor. Tutors aim to respond to emails within 24 hours, but please do remember that they often have full teaching timetables, duties at lunchtime and may run an activity into the evening, so it may take some time to access the message. If your message is urgent, please ring or email Reception@reddamhouse.org.uk, 0118 974 8300.

REDDAM HOUSE BERKSHIRE APP

We have our own app to share with you information about the school. From curriculum plans and cycle test schedules, through to term dates, this is probably the first place to look.

You can download it for free via the Android and IOS store. Please search for Reddam House Berkshire.

OUR NEWSLETTER

Every week of term time we publish our Senior School newsletter. In it we celebrate our students' success, remind the community about calendar events, share details of the focus for our academic faculties and much more. You can also download newsletters from our Reddam House Berkshire App and it is emailed weekly.

OUR BLOG

We 'blog' and 'tweet' regularly about what's happening at Reddam House. You can find updates on all social media platforms [@reddamhouseuk](https://twitter.com/reddamhouseuk) and our blog is also available on our website, Reddamhouse.org.uk on the news wall.

FLEXIBLE BOARDING OPTIONS



FLEXIBLE BOARDING OPTIONS

We are extremely proud of our Boarding facilities, which were rated excellent in every area in the recent ISI Inspection Report. We endeavour to cater for the challenges parents face when juggling their own commitments with those of their busy teenagers. We offer a range of boarding options:

Flexi boarding: Regular or Occasional boarding up to 3 nights per week.

Weekly boarding: Pupils may leave on Friday after school or after Saturday morning commitments, whichever is the later.

Full boarding: 7 nights a week. Events are laid on at the weekend, although so busy is the week that many full boarders are perfectly happy to spend Sunday after brunch relaxing or socialising with their friends.

Study and Supper: Pupils can stay for supper after school and then have a supervised 2 hour prep session with access to different subject teachers on different nights. Pupils are collected at 8:30pm

Further details and to make bookings, please contact our Head of Boarding, Mr Steve Paxton for more information, by emailing s.paxton@reddamhouse.org.uk

CONTACT US

We hope that you have found the parent guide useful but should you have further questions please contact one of the below:

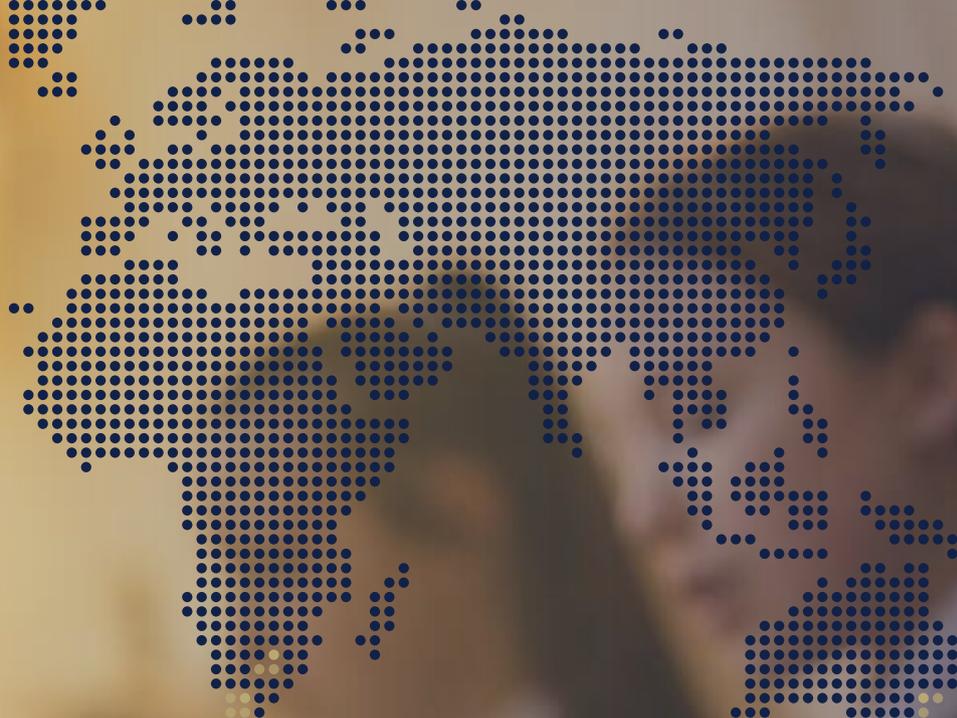
Admission Secretary registrar@reddamhouse.org.uk

Kay Dain, SENDCo k.dain@reddamhouse.org.uk

Vicky Harrison, Nursing sister v.harrison@reddamhouse.org.uk

Finance Office feesbilling@reddamhouse.org.uk

Our Reception team reception@reddamhouse.org.uk



REDDAM HOUSE

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