

WELCOME TO REDDAM HOUSE BERKSHIRE



REDDAM
— HOUSE —
BERKSHIRE

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An **inspired** school



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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 taster 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.

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 aged from 3 months to 18 years, we are extremely vigilant about making our school safe. We ask parents only to enter the school via Reception and everyone must sign in, wear a visitor's badge, and be accompanied by a member of staff. Throughout 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 for lost keys. The locker is sized to house books, laptops, 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 students 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 the lost property store. We store unlabelled items for a month before transferring 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 operate 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 but this is usually a Monday.

We do recommend that your child is present for the initial purchasing as this will give you an actual size guide. Please refer to the Uniform Guide for more information.

ITEM	BOYS	GIRLS
FORMAL – BRANDED		
Blazer	•	•
Tie	•	•
Camel trousers	•	•
Camel or navy skort		•
MULTIFORM – BRANDED		
Navy v-neck jumper	•	•
Navy zip up fleece	•	•
White short 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. Please see the additional uniform guidance for Sixth Form for more information.

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		BOYS	GIRLS
BRANDED			
White sports polo shirt	PE	•	
Reddam sports top	PE, netball, hockey & rounders		•
Navy skort	PE, netball, hockey & rounders		•
Navy shorts	PE, rugby, football & hockey	•	
Blue games shirt	Rugby, football & hockey	•	
Sports jacket	Adverse weather and travelling	•	•
Leggings	Adverse weather and travelling		•
Training pants	Adverse weather and travelling	•	
Navy long sports socks	Rugby, hockey, football	•	•
Plain navy swimming costume	Swimming		•
Plain navy swimming trunks	Swimming	•	
UNBRANDED			
White sports socks	PE	•	•
White trousers	Summer term	•	

In addition, there are some sport specific requirements:

- 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.
- Gumshields will be available to purchase from Opro for students who are playing Rugby and Hockey.
- When students are representing Reddam House for fixtures, they are required to wear the full tracksuit.



LAPTOPS

All students in Years 5 to 13 are required to bring their personal device daily for school activities. We recommend purchasing a device that meets the following criteria (128GB SSD, 8GB RAM Memory, 1.50GHZ Processor Speed, Touch-Screen device recommended, Windows 10 preferred OS). It is also advisable that the device is insured through your home and contents insurance scheme.

With every device purchased the school will provide Office 365 local and cloud-based Microsoft Office suite license including Word, Excel, PowerPoint, Teams etc. All devices prescribed will be configured to connect to our Wi-Fi network and be allowed to access Microsoft cloud-based storage platform OneDrive/SharePoint.

It is a requirement that your device is well taken care of and protected against malware at all times. Therefore, every device must have an antivirus installed, in order for it to be used in the school network.

It is mandatory to have a paid Antivirus/ Anti-malware subscription. It is expected that every device will have an antivirus installed as described.

Always ensure an up-to-date Antivirus/ Malware solution is installed and active on your device at all times.

Should you have any IT questions, please contact the IT helpdesk via it.support@inspirededu.com.



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, with a second Cycle Test taking place later in the week. More details of which can be found in the section on Academic Approach & Progress. Tuesday afternoon sees Games, including matches, for Years 9 & 10 with the rest of the school on Wednesday afternoon.

THE SCHOOL DAY

Entry is open for students to arrive from 8am. They may enter via the main Mansion doors and go to the Library where they are supervised until Community time begins. Sixth Form students can go straight to the Sixth Form Common room from 8am. 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 one hour. We have a morning break and a staggered lunch. The last lesson of the day finishes at 4pm. If they choose to take part in an activity, activities finish at 5.15pm unless otherwise notified by the activity coordinator.

Prep/Homework

At Reddam House prep (homework) is 'practice'. This means that outside of the classroom students are consolidating their understanding of the material they have covered in lessons. This may be through a series of questions, an exam style question, or an online testing platform such as Inspired AI. Due to our rigorous Cycle Testing programme it is important that our students are able to undertake regular 'spaced practice' of all of their subjects to give them the best chance of success. Therefore, only Cycle Test subjects will set prep.

Prep is set as an 'assignment' in Canvas, our Learning Management System, so students can easily view and prioritise tasks.

The quantity of prep set by teachers will depend on year group and is timetabled for Y7-11:

Year 7-9 receive 40 minutes per Cycle Test subject per week.

Year 10-11 receive 50 minutes for all of their subjects.

Year 12-13 are expected to do several hours of prep a day as well as Super-Curricular work.

Absence Reporting

If your son/daughter is absent from school, please email reception, copying in their tutor and Year Co-ordinator by 8.30am, stating the reason for the absence. All absence requests for anything other than illness should be completed by filling in the leave of absence request form on the parent portal.



REWARDING THE POSITIVES

Students can gain credits and commendations 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 credits and commendations leads to certificates and awards that are presented in assemblies for Middle School students. We would welcome your support in celebrating with us the awarding of credits and commendations 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 of a demerit 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 students 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.

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 (8am-5.15pm).

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 website, 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.

Students will be asked to read and sign to say they have understood this policy at the start of the academic year.

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 a snack is 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 27).

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 airborne nut allergies. Snacks from home can only be eaten in the dining hall or form room, with all rubbish disposed of in the bin.





CYCLE TESTS

Cycle Tests are an Inspired USP and have been hugely successful in improving student outcomes. They run on the principle of 'spaced retrieval practice' which suggests that students learn best when they are revising and recalling little and often.

Every Monday Y7-13 have a scheduled Cycle Test slot. In addition, Cycle Tests may also happen in lessons or in a scheduled Thursday slot depending on the year group. A timetable of all Cycle Tests for all year groups is published at the start of the year, as well as Assessment Planners showing students what they will be assessed on.

Following the Cycle Test teachers provide students with a grade (in the form of GCSE 9-1 or A Level A*-E) as well as a full feedback lesson which we call CRAFT (Correction, Reflection and Acting on Feedback Time). CRAFT lessons encourage students to engage in metacognition while also giving them opportunities to learn from mark schemes and model answers. These lessons enable students to actively close the gaps in their learning thus facilitating further progress and increasing attainment.

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' and 'Canvas' 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 with the tutor how your son/daughter has settled, rather than academic progress per se. If you need to have a longer conversation, you or the tutor may ask to make an appointment to speak at another occasion. Throughout the year each Year Group has a specified Parents' Evening. Year group dates are published in the newsletter and will be available on the Parent Portal. All parents' evenings are held virtually with 5 minute-timed appointments for each teacher.

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 you will receive a report for your son/daughter. This will either be a data report, which will be followed by a meeting with the tutor or subject teachers, or a full report which includes a subject teacher comment.

Reddam House reports have three sections:

1. Data page: This page shows the grades your son/daughter has achieved in each subject throughout the term. The grade 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 table shows progress across all three terms.

2. Subject progress and attainment page: There are four areas of effort which contribute to academic success in each subject area: behaviour, organisation, preparation and approach to learning. These are assessed at four levels and all four levels are described to support students and their parents in knowing what must be improved to reach the next level.

3. Tutor comment and/or teacher comments: Every term your son/daughter's tutor will write a comment about their performance overall and pastoral strengths or areas for development. In the summer term, subject teachers will also write an end of term comment reflecting on attainment for that term and considering progress across the whole year.

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.**



DANCE LESSONS

Reddam House Dance department works with a talented team of specialist Dance teachers who have qualifications with The Royal Academy of Dance and International Dance Teachers Association. The Dance clubs currently on offer are Ballet, Tap, Freestyle, Street, Contemporary, Dance Scholars, Senior Dance Company, Junior Dance Company and Aerial with Acro Dance. Our Head of Dance organises the timetable and you can select to join classes at the beginning of each term. In term three we host examinations for students to take graded work with RAD, IDTA plus RLS Jazz, which is taught within timetabled lessons. We have tremendous success in all genres with many students achieving distinctions. At the higher levels these results contribute to UCAS points.

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 currently includes voice, violin and viola, cello, drums, guitar, percussion, saxophone, flute, clarinet, bassoon and piano.

Our Director of Music organises the timetable and booking process for lessons and if you are interested in a music lesson for your child please contact her. Lessons are scheduled throughout the school day and are rotated to ensure they lesson any academic subject impact.

LAMDA LESSONS

We are fortunate that we have a team of superb LAMDA teachers who visit the school. We have tremendous success in LAMDA, with many students achieving distinctions, which at the later stages can count towards UCAS points. Lessons are scheduled throughout the school day and are rotated as much as possible. 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. If you are interested in your child taking up LAMBA lessons, please get in touch.

Our Head Drama organises the LAMDA timetable and will contact parents at the start of the school year with your timetable.

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 compulsory after school activity, Combined Cadet Force (CCF) at Reddam House Berkshire. Pupils in Year 9 and 10 join the CCF as a compulsory Thursday activity but many stay to take on leadership roles in Years 11 to 13. During CCF Field Days and on Thursdays after school, the cadets work to achieve a variety of qualifications from survival and map reading to teamwork. 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 three. Our offering changes termly and flexes to meet the demands of the students and their interests. Parents can sign up to after school activities online.



ASSEMBLIES

We run regular assemblies which are led by the Head of School, Year Co-ordinator or Head of House. 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 there is great anticipation about which House is leading in the House Challenges.

SPECIAL EVENTS

Throughout the year we host a variety of events that we welcome all parents to attend. 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 ceremonies. The calendar of events can be found via your ISAMS login on the Parent Portal and important upcoming dates are announced in the weekly newsletters

PARENTS' SOCIAL ASSOCIATION

We are delighted to receive the help 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 with Invitations to join or find out more about their events. If you would like to speak to them, please 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. Students also have use of 'Whisper', where any concerns can be reported anonymously.

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. Our filtering and monitoring software will pick up any concerns.



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.

PARENT PORTAL

Information about the school, including your son/daughter's timetable can be found on the Parent Portal. All club information, sports matches and team sheets can be accessed on SOCS.

OUR NEWSLETTER

Every week of term time we publish our Middle and 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.



We are extremely proud of our Boarding Houses, which have all recently been upgraded and offer a comfortable and spacious environment. 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, dependent on capacity:

Ad-hoc or regular 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. Our weekend activities programme takes place on Saturday and / or Sunday, however, 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 8:15pm

Further details and to make bookings, please contact our Director of Boarding, Kieron O'Brien for more information, by emailing k.obrien@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:

Admissions Office	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



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An **inspired** school