

Lancaster Royal Grammar School

East Road Lancaster LA1 3EF

Tel: 01524 580600

Email: genoffice@lrgs.org.uk



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Information for parents of new boarding entrants to the school (Years 7 to Year 10)

First weekend

All boarders are encouraged to stay for the first weekend in order to help them settle into boarding life. If there are any circumstances that make this difficult, please discuss them with the Housemaster.

Absences

Please call or email [Mrs Pybus](mailto:Mrs.Pybus) on the morning of an unplanned absence or complete the [Absence Form](#) on our website. Please see the [term dates](#) for school closures.

Accounts

The boarding fee is due at the start of each term and can be paid by bank transfer or in instalments by direct debit.

Assemblies

Parents who wish their son to be excused Assembly on religious grounds should write to the Headmaster at the start of the school year.

Attendance

Boys are expected to attend School from Monday to Friday during school terms. In addition there are three compulsory school attendances on Saturdays: Speech Day (not Year 7 boys), Carol Service in the Michaelmas Term and Founders' Day in the Summer Term.

Bags

Your son will need a bag, satchel or rucksack to carry his school books. The use of polythene carrier bags is discouraged because of the risk of damage to the books inside.

Books

All books are provided by the school. If a book is lost or damaged, you may be charged for a replacement.

Calendar

The school events calendar is available on the school website and can easily be downloaded.

Careers

All boys receive careers advice in school and any boy may make an appointment with the careers advisor if he requires individual advice.

Charging and Remissions Policy

In accordance with the Education Reform Act 1988, the Governors have drawn up new guidelines on charging and remission. There is no change in the overall policy that parents are not charged for the education provided at LRGS.

Curriculum

Copies of the Statement of Aims and Curriculum of the School, Schemes of Work, School Policy Statements and DES circulars are available from the School Office on request. Swimming is part of the curriculum of the school as can be climbing on the school's climbing wall. Staff are appropriately qualified in both these activities.

Dictionary

All boys will require a dictionary e.g. Chambers Compact, Mini Oxford School or Longman Top Pocket.

Dress Regulations

All parents will receive prior notification of any changes in the dress regulations before the beginning of each school year. Please enquire at the school if you have any problems or difficulties. Parents should appreciate that the regulations will be strictly enforced by the school and that boys who are incorrectly dressed may be sent home without advance warning. Please would you ensure that all clothes and other items are labelled before being brought to school.

Exeats

In addition to the half-term and end of term holidays, there is one weekend every half-term when the boarding house closes. Permission is required from parents/guardians, if boarders are going anywhere other than home. Exeats are included in the in the school events calendar.

Form Teacher

Boarders' parents first line of contact is with their son's Housemaster but, on acceptance into the school at age 11, boys are placed in six parallel forms L, R, G, S, T, B. Each form is under the care of a Form Teacher who is responsible for the everyday affairs of the form and will share responsibility for your son's pastoral care with his Housemaster.

Form Rooms

Your son's form will be assigned to a form room which in Year 7 is his base for form activities.

Friends of LRGS

An association of parents of boys in the school (Friends of LRGS) organises fund-raising activities. All parents are welcome to attend the Annual General Meeting held in November each year.

Grades

Parents are informed up to four times per year of their son's progress in each subject via the school's e-Portal. You are welcome to send comments to the Form Teacher.

Head of Years 8 & 9

The Head of Years 8 & 9 is responsible for the academic progress of all the boys in these years.

Head of Middle School

The Head of Middle School is responsible for the academic progress of all the boys in Years 10 and 11.

Holiday Dates

Dates of terms are normally fixed at least one year ahead and all parents are regularly notified of holiday dates so that they do not inadvertently arrange a holiday for their son during term time. It is our experience that such absences cause a major disruption to a boy's education here and parents are **strongly discouraged** from requesting unforced absence from school.

Homework

At the beginning of term boys will receive a homework timetable and supervised 'prep' sessions will be held every evening. Homework assignments will be on 'Show my Homework' which parents will be able to access.

Ill-health

Parents are particularly requested to help the school in the following ways:

- 1 Inform the Housemaster immediately of any long or short term health problems which might affect your son's involvement in school activities (e.g. games).
- 2 Report contact with notifiable infectious diseases.
- 3 Ensure that the school has one or more emergency contact telephone numbers.
- 4 In the case of weekly boarders report absence to the school office or Housemaster on Monday morning if a boarder is not returning to school after the weekend owing to ill-health.

In the event of emergency illness or accident, your son may be treated by the school's qualified Nursing Sister and, if necessary, taken to the Out Patients' Department at the Lancaster Royal Infirmary.

Insurance

Pupils' Personal Accident Insurance Scheme. All boarders are automatically entered for this scheme and the premium is incorporated within the boarding fee.

Students' Personal Effects Insurance Scheme. The tendency in recent years has been for boys as they get older to have an increasing range of more valuable personal belongings at school from pocket calculators to electric razors, radios, and Hi-Fi equipment for the seniors. Whilst every effort is made to safeguard such property, it is not possible for the school effectively to insure against loss or damage of such items, and I regret that we are therefore unable to accept responsibility for their safety. Such personal belongings should be covered by individual 'all-risks' policies. Details are available of a scheme operated by the school which you may find convenient to join, either now or later, if you do not wish to make separate personal arrangements.

Lost Property

The loss of any item should be reported at the earliest opportunity to your son's Housemaster or Form Teacher. Lost property can be reclaimed from the Lost Property in Lee House. **Will you please ensure that all items of uniform and any other property is clearly marked with your son's name and form.**

Map

New boys are provided with a sketch map of the school on arrival.

Mathematics

For their maths lessons, all boys require a straightforward scientific calculator, a ruler, a pair of compasses and a protractor. Calculators can be purchased from the 'Friends' at the Year 7 Induction afternoon or from the Buy and Sell Shop.

Medical arrangements

All boarders should register with the school doctor. **Medical cards must be brought at the start of term and handed in to the Medical Centre.** Parents may, if they wish, enclose confidential details or information in a sealed letter addressed personally to the school's medical practitioner. The school will arrange emergency dental treatment in term-time but parents are requested to arrange for routine visits to the dentists during school holidays.

Money and Valuables

Boys are not advised to bring valuable possessions to school except by arrangement with their Housemaster who will also advise regarding pocket money.

Parents' Evenings

All parents will receive an invitation to come to the school once a year to discuss their son's progress with his teachers, Housemaster and Form Teacher. The Boarders' Parents' morning is held in the Lent Term.

Pocket money

Your son's Housemaster will suggest a suitable amount for new boarders for the first half of term. This money should be banked with the Housemaster. Any large sums sent by post should be by cheque made payable to your son's boarding house e.g. LRGS Storey House Account. We would recommend that the pocket money allowance is no more than £5 - £10 per week.

Road Safety

The school site is transected by two busy roads. Fortunately accidents have been rare, but they have usually involved boys in their first year. Please emphasise the danger and encourage your son to learn the Green Cross Code and use the school safety spine.

School Rules

A copy of the Code of Conduct is provided on the Information for School Records form which parents complete at the start of the academic year. Rules are subject to alteration from time to time with prior notice from the Headmaster.

School Shops

A second-hand clothes shop ('Buy or Sell Shop') is run by the Friends in Bay View cottages, as is the School Shop, also to be found in the same area.

Sport

Sport plays a very important part in the weekly programme, with matches against other schools on most Saturdays. It is expected that all boys will honour their commitments whenever they are selected to represent the school.