

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 Sixth Form boarding entrants to the school

Expectations

Sixth Form students are expected to take the initiative and to become more independent to ensure they work towards their full potential in and out of the classroom. It is expected that Sixth Formers will:

- find out what work needs doing and get it done to schedule
- ensure a good attendance record
- seek to use study periods effectively
- communicate efficiently and courteously
- support the school's ethos, especially on appearance and extracurricular activities

Staff will prompt and guide pupils and answer questions but should not have to chase.

Absences

Your son should be proactive in ensuring that he has no unauthorised absences on his record: please be in communication with his form tutor to discuss planned absences in advance, and to supply a note for him to bring in after unplanned but unavoidable ones. A telephone call or e-mail to [Mrs Pybus](#) on the morning of an unplanned absence to tell us not to expect him is also appreciated, or you can file an absence report on the web-site. The parents of boarders will of course need to be in close communication with the housemaster. Longer absences e.g. work experience placements need approval from Dr Pyle.

Accounts

The school account is dispatched early in the holidays. The boarding fee is due at the start of each term.

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 a wide programme of lunchtime talks is provided. Any boy may make an appointment with the careers advisor, Mrs Hope, if he requires individual advice.

Cars

Only Sixth Form pupils may bring cars or motor cycles to school and they should first fill in and return a permission form available from the Head of Sixth Form. Parking is not permitted on the school site. Pupils may only give lifts to other boys if the Headmaster has received prior approval in writing from the parents involved. Parents who deliver boys to school by car are asked to avoid stopping on East Road.

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.

Dress Regulations

Parents should appreciate that the regulations will be strictly enforced by the school. Please would you ensure that all clothes and other items are labelled before being brought to school. Please see [Sixth Form Dress Code](#)

Exeats

In addition to the half-term and end of term holidays, there is one weekend shut down every half-term. Permission is required from parents/guardians if boarders are going anywhere other than home. Shut downs are included in the in the school term and holiday arrangements on a previous page.

Flexible Boarding

This is by arrangement with the Housemaster

Form Teacher

Each form is under the care of a Form Teacher who is responsible for the everyday affairs of the form and pastoral care of the boys in it. Most communications between parents and school (e.g. absence, illness, games notes etc) should be addressed to the Form Teacher.

Friends of LRGS

An association of parents of boys in the school organises fund-raising activities. All parents are welcome to attend the Annual General Meeting held in November each year and are encouraged to support the Friends activities and events whenever possible.

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.

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 or the school doctor 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 charged on termly bills unless you specifically request us to exclude your son.

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 Room 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.

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.

Mobile phones

The only times boys are allowed to use mobile phones during the school day is in the Sixth Form Centre at break or lunchtime. Necessary or emergency calls during the day may be made from the General Office.

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

New Sixth Formers may prefer to open an account in the town. The amount of pocket money depends on the individual but most boys in junior years have approximately £50 per term.

Reports

Reports are issued twice a year in February and July.

Road Safety

The school site is transected by two busy roads. Fortunately accidents have been rare, but please emphasise the danger and encourage your son to cross safely, to watch out for younger boys and to use the designated safety spine.

Second-hand clothes

A second-hand clothes shop ('Buy or Sell Shop') is run by the Friends in Bay View cottages. The opening times are: Friday 3:30 – 4:30 pm and Saturday 10:00 -11:00 am (term time only)

University Open Days

Boys are allowed no more than two days of normal school time for open day visits. Permission forms are on the website. As universities compete with one another for the boys' attention, disruption to school especially in September and again in February and March can be considerable. Boys are expected to plan as many visits in weekends and holidays time and the final weeks of the summer term as possible: www.opendays.com