

# Lancaster Royal Grammar School

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## Information for parents of new Sixth Form boarding entrants to the school

### Expectations

Sixth Form students are expected to take 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 or daughter should be proactive in ensuring that he/she has no unauthorised absences on his/her record: please be in communication with their form tutor to discuss planned absences in advance, and to supply a note for 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/her 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 students receive careers advice in school and a wide programme of lunchtime talks is provided. Any student may make an appointment with the careers advisor, Mrs Hope, if he/she requires individual advice.

### Cars

Sixth Formers wishing to drive to school 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 students if the Headmaster has received prior approval in writing from the parents involved. Parents who drop off students 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.

## **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 students 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 in the school who organise 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 child during term time. It is our experience that such absences cause a major disruption to their 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 child'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 child 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.

**Lost Property**

The loss of any item should be reported at the earliest opportunity to the 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 child's name and form.**

**Map**

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

**Medical arrangements**

The school nursing Sister will register your child with the local practice upon admission. It is important that you complete the medical form and consent form that you will receive. This will ensure that all the medical information and needs can be processed and act upon in good time for your child's arrival in school. Routine dental care or treatment is not provided by the school. Parents shall arrange routine visits during holidays. School will make arrangements for emergency dental care only should the need arise.

**Mobile phones**

The only times students 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**

Students 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 child's progress with the 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 students 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 child 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**

Students 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 student's attention, disruption to school especially in September and again in February and March can be considerable. Students 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](http://www.opendays.com)