



Welcome to Boarding



Lancaster Royal Grammar School

State Day and Boarding School for Boys 11 to 18
Coeducational Sixth Form

Contents



Welcome	3
A-Z Guide to Boarding	4
School Map	15
Storey House	16
School House	22
Ashton House	28
Year 7 to 11 Uniform & Equipment	31
Sixth Form Uniform & Equipment	33
Lunch Menu	36
Who to Turn To	40
General Healthcare	41
Bullying	43
Complaints Procedure	44
Your Rights to Say	45
E-Safety	46
Mental Health and Wellbeing	47
LRGS Acceptable Use Policy Agreement	50
Bring Your Own Device	54
Lancaster Visitor Map	56



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Welcome

We would like to welcome all new boarders joining LRGS.

This guide is to support you and your family and will help you to understand how to settle in well into the boarding house and give you an idea on your new routines. We live in a community and it is vital that we all work together to make this a pleasant and positive place to live.

Storey House is for our Year 7, 8, 9 and 10 pupils and is home to around 40 pupils. Mr Viney is Housemaster and his aim is to provide a warm and supportive atmosphere for pupils during their earliest time in school.



Mr Viney

Storey House

School House is one of the senior houses and is home to approximately 60 pupils from Year 11 to Upper Sixth.

Mr Loney is Housemaster and works with pupils who transition from the junior boarding house as well as pupils who join us at a later stage and who are new to LRGS boarding. The emphasis is on creating a community founded on loyalty, respect, gratitude and service which is tied in to the LRGS school motto: *praesis ut prosis* or 'lead in order to serve'. Sixth Form girls board in Ashton House, a separate building with Assistant Housemistress Miss Doswell. There are up to 20 girls in upper and lower sixth.



Mr Loney

School House

Each Housemaster is supported by Duty Tutors and Matrons, who will be on hand to help pupils settle in and establish new routines. Their names are listed inside and you will also find details in this handbook of other people you can turn to for help and advice if needed.

We hope that your time in boarding is rewarding and productive and that you get as much as you can from the range of activities available in school.

An A to Z Guide to Boarding

Any community requires a set of rules to abide by and in one as big as ours this is certainly the case. For the most part these are merely common sense but are nonetheless important. It is our aim to instil a sense of self discipline thus making sets of rules obsolete. We need, however to ensure that the following are adhered to along with demanding that each of us practices a common code of courtesy and manners towards each other and visitors to the House.

Academic Tutors

If you are using an academic tutor whilst boarding, they must be DBS cleared and the School Office must have their records in the database. There are such tutors already on the system – please ask. The Housemaster must know where and when tutoring is taking place to ensure your safety.

Activities

There is always something on at the weekends, and frequently lots going on during the week. We work hard to put together a fantastic programme every term and are always happy for new ideas for things to do, so let us have your suggestions. Weekly boarders are always welcome to join in with the weekend activities, just let us know in advance. There are educational and cultural visits to museums and exhibitions, trips to the cinema, theme parks, adventurous activities, theatre productions and shopping trips to name a few. You can always organise other events!

Anti-perspirant/Deodorant

Such items may be used as long as their use is sensible and for the intended purpose. Inappropriate use of aerosols will lead to confiscation and/or exclusion of aerosols from the boarding house.

Bathrooms

All bathrooms must be kept clean and tidy and must not be used for cleaning CCF equipment or games kit. Newspapers, paper towels and large quantities of toilet paper must not be flushed down the toilet.

Bicycles

Lancaster has many cycle lanes and the surrounding area is great for bike rides. Pupils wishing to keep their bikes at school must complete a form with their parents' signature and cyclists must wear helmets. Bicycles must be kept in the bicycle room and should be padlocked. Bicycles should be in a good state of maintenance. Members of the boat club may cycle to and from the Boat House without specific permission. In all other cases pupils must obtain specific permission from the duty master for a cycle ride and should not go alone.

Brew Rooms

Pupils should use the brew rooms as they are intended – to make drinks. Drinks are allowed in studies, however cups should be returned to the kitchen daily. Items of food may be stored in the fridges, however they must be named and we must insist on honesty and avoid theft of food!

British Values

All boarding schools are required to promote British values, defined as: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. A caring and respectful boarding house is the very best model for future citizenship. A boarding school must assist in the preparation for a world that is larger and more complex than any child knows.

Bullying

A copy of the School's Bullying Policy is available for you to read on the school website. We do not accept bullying behaviour in any form and it is treated very seriously. Measures are put in place to help you deal with conflict situations in a positive way. Please remember there is always someone to talk to – see 'Who to turn to' section. Never suffer in silence.

Support email: help@lrgs.org.uk
Support text: 07825166762

Caffeine

Caffeine is limited to tea and coffee. Any additional sources of caffeine are not allowed in the House. This includes items such as Pro-Plus and energy drinks. Coffee machines are discouraged but permission for personal use can be discussed on a one-to-one basis.

Cars

Sixth Form students may start to learn to drive during their time in boarding and as such must abide by the following rules:

Students may drive to school on the Sunday evening/Monday morning or drive home from school at the weekend with parental permission. However, it is the Senior House policy that no student be allowed to keep their car keys during the week. Keys should be surrendered on arrival, which will then be locked securely in the Housemaster's office and returned in time to travel home. Should the car be needed during the week to travel home for example, then email permission from parents is needed as with usual Exeat arrangements. Parental permission is also needed for other pupils to travel with another pupil. As young drivers, the school must insist on a safe, workable policy whilst you are developing your driving skills. Please note that there is not enough space in the school grounds or other school car parks to park student cars. Cars will therefore be parked on residential streets and as such at the risk of the individual.

Chewing gum

This is forbidden in the House as per school rules.

Child Protection

At LRGS, Safeguarding of Children is of paramount importance. Any visitors must be signed into school via the school reception. Any visitor on site should wear a visitor badge. Likewise in the Boarding House, all visitors should be signed in by an adult, AND accompanied at all times. If you see any 'strangers', please report them immediately to an adult on duty.

Mr Hallsworth (Deputy Head) is the school Designated Person for Child Protection. Mr Millatt is the Deputy Designated Person for Child Protection.

There are four areas of abuse:

- Physical
- Emotional
- Neglect
- Sexual

Any pupil who has concerns in any of these areas should speak to someone. A full copy of the Child Protection Policy can be found on the school's website.

Code of Conduct

It is intended to keep rules to a minimum but in order to engender an atmosphere where common sense and consideration for others prevail.

Communication with your Child

There is a postal delivery to the school each morning. Post will then be taken up to the house daily. On occasion, pupils will be asked to open post in front of house staff where there is concern over the possible contents.

The school network can be used for emailing. Students who have agreed to the 'Acceptable User Policy' can access the school network. Matron/Duty Tutor carries a mobile phone whilst on duty. In emergencies, parents can get in touch with their child by calling the House directly.

The use of Instagram through **@LRGSBoarding** will be used to pass on important information, especially in case of emergencies. Please check this regularly. Photos will also be posted to reflect life in the boarding environment.

Consideration for Others

It is important that pupils consider the interests of those around them. Thus noise is forbidden at prep times and should always be kept to a level acceptable to those living close by. Personal property should never be interfered with without the owner's permission. Each pupil should have their own private space and this space should be respected.

Driving Instructors

All approved driving instructors in the UK must have an enhanced Disclosure and Barring Service (DBS) check to be on the Approved Driving Instructor (ADI) register. This check is mandatory both when first applying and when renewing their registration every four years to ensure they are a 'fit and proper' person to work with the public, including vulnerable adults and children. The Housemaster must know who the lesson is with and when and where lessons take place if they originate from the boarding house.

End of Term / Holidays

At the end of term it is important that you start taking your posters down and packing as directed by the Housemaster. The school often lets the building to external organisations during holiday periods. For all short and long fixed exeats, the House will be closed as soon as school closes and pupils can arrive back at the end of the exeat from 6pm. You will need to inform House Staff if you intend to leave significantly later than the designated time or if you are leaving or returning early. Holiday dates are published well in advance and your family should make travel arrangements to coincide with these dates and inform your Housemaster of these details.

Permission must be obtained from the Head if there is to be any change from the stated times and dates given on the Calendar.

Items can be stored in the cellar as long as they are clearly named and neatly packed.

If a pupil was to be absent it would be recorded as unauthorised, as it would for a pupil who was truanting from school. The school has a duty to try to minimise unauthorised absences. Technically it could mean that the parent is breaking the law. Apart from the missing lessons, the fact that this would be on their record would not have any other impact. However, it is at the discretion of the Head what further action is taken for a short term absence. The school can go through a process which leads to imposing a penalty notice.

Energy Drinks

Energy drinks such as Red Bull and Monster are banned in the House due to the high level of caffeine consumption.

Exeats

There is one exeat per half term. You will be expected to go home or to your guardians' home each exeat as soon as the school closes on the Friday. Please let your Housemaster know in advance where you will be going. You have stated your 'normal weekend' arrangements by filling in a Weekend Arrangements Form. Any deviation from this will require written permission from parents. This includes pupils wishing to stay the weekend when they usually go home and vice versa. Emails should be received by **Wednesday** evening for the week ahead.

Extra-Curricular Activities

There is an excellent programme of clubs on offer for you to participate in. It is expected that boarders make full use of the opportunities available to them.

Fire

It is strictly forbidden to use any product such as matches, lighters, candles, incense sticks or aromatherapy burners in the House, which all involve naked flames, because of the potential danger of fire. Aerosols are also a hazard as the detectors are sensitive to the particles and this can trigger the fire alarm and we would prefer that you do not bring aerosols into school.

The person discovering a fire will operate the nearest alarm.

On hearing the alarm:

By night

- Vacate your room immediately making sure everyone is awake.
- Take NOTHING but a pair of slippers or shoes and a dressing gown.
- Leave your room in silence, closing the door behind you.
- You should NOT run but walk quickly and in silence.
- Wait in silence at the assembly point. You are NOT to talk and must remain in position until dismissed by a member of staff.

By day

- DO NOT stop to collect personal belongings.
- Act quickly and quietly.
- DO NOT attempt to pass others on your way to the place of assembly.
- THE PLACE OF ASSEMBLY is on the football court where you will see the 'Assembly Point' sign. You need to line up in your year groups.



It is in your own best interest to familiarise yourself with the escape routes available from all locations within the House.

Friends

Boarders may not invite anyone who is not a member of the House into their boarding house unless they have permission from the Housemaster. 'Friends' should not enter individual rooms but may use the communal day rooms.

Health

The school Medical Centre is situated in Storey House on the ground floor.

The school nursing Sister is there to take care of you through illness and injury and can arrange appointments with a GP if needed.

At the Medical Centre you can find support on healthy diet, mental health and general wellbeing.

Students who are feeling unwell may not stay in their room - they must go to the Medical Centre first to be assessed.

There is a variety of people you can turn to regarding your health; House Matron and live-in staff are all trained and very experienced in dealing with minor ailments and knowing when to refer you to the Medical Centre.

**NO MEDICINE SHOULD BE KEPT BY PUPILS OR SELF ADMINISTERED!
(See Medicine Policy for more information)**

House Meeting

In Storey House and School House there is a house meeting every Monday through to Friday morning at 7.50am. You should be ready to go to school at this time – i.e. be showered and fully dressed. There is an evening meeting every day at 5.30pm with the Duty Tutor. There is a whole house meeting every Monday evening with the Housemaster.

Illegal Substances

The possession or use of illegal substances is forbidden at LRGS and parents and pupils are directed to the school policy on this matter.

Illness

Don't suffer in silence. Tell a member of staff if you feel ill.

Keys

These are expensive to replace, hence a returnable deposit payable at the beginning of the year. If you lose your key, please report immediately!

Kitchens

The kitchen area is a common room for all to use. There are microwaves, fridges, toasters and hot water tanks for you to use. Pupils must tidy up the kitchens after themselves – it is not someone else's job! Pupils may bring back personal food but must still attend all meals. Students must store food in the fridges and cupboards provided, not in their rooms. Students must take into account food hygiene and health and safety when cooking. ***There is to be no cooking of food after your year groups specified time.*** In the event that Matron is off, an able assistant will supervise the kitchen area. Abuse of the kitchen or of the rules will result in the closure of the kitchen.

Laptops

These are allowed in boarding houses. If you are found to be abusing the privilege of having a laptop i.e. by watching unsuitable films or watching films at the wrong time, it can be confiscated by the House staff. Laptops should be used sensibly and appropriately.

You must sign the Acceptable User Policy. You must take into account E-Safety.

You must ensure you have adequate Anti-Virus protection. The network manager will organise IP addresses before you can access the network.

Laundry

Bed linen, towels, uniform, underwear and home clothes are sent to the laundry once a week and are usually returned the next day. Please make sure all your clothes, towels and bed linen are clearly labelled. You must change your own bed and take your laundry to the Laundry Room, and put it in the right basket. Your clean laundry and towels can be collected from your shelf in the Locker Room every day at any point until bedtime. Please assist Matron by adhering to the schedules set.

Lights Out

Talking and reading are forbidden after lights out. No-one should leave their room after lights out, unless for a medical matter or emergency. Pupils must be in their bed 15 minutes before lights out, **reading**, having showered and visited the Medical Centre if needed.

Meals

The majority of meals are taken in the school dining room under supervision. Pupils must attend ALL meals as they also serve as a registration opportunity for staff. A snack is available at break in the house. Meal times are as follows:

Breakfast	Monday – Friday:	8 – 8.30am
	Saturday:	9 -10am
	Sunday (Brunch):	From 10.30 – 12.30pm
Lunch	Monday – Friday:	1.05 – 2.05pm
	Saturday:	From 12.30 – 1.30pm
Supper	Monday – Sunday:	5.30 (6.30pm on an Exeat) – 7.30pm

Courtesy to staff and good table manners are expected at all times.

Medicines

All boarders MUST inform the School Nursing Sister of any prescribed or over-the counter medication they may have acquired. (This includes foreign medication). This can then be recorded and a decision can be made on appropriate storage and method of administration. The active ingredients/substances of foreign medications would have to be identified by the GP before a decision could be made on their suitability to be used. Matrons and live-in staff are trained in the administration of over-the-counter medications for minor ailments and in accordance with the school's Medicines Policy.

Mobile Phones

Mobile phones are allowed, but you should not disturb others. It is school policy for them not to be used during the teaching day unless permission is given. If you are found to be using them at inappropriate times or abusing the privilege your phone will be confiscated for a designated length of time.

Money

Pupils must take responsibility for looking after any money they have with them in school. They should hand in any significant amounts to the Housemaster for safe keeping. Money should be kept securely in your locker.

Name Labels

ALL of your items should be clearly named preferably using sew-on/iron on labels or stickers (for identification with regard to your laundry).

Offensive Weapons

It is not permissible to bring offensive weapons of any sort to school, including firearms, fireworks and all forms of knives. Any such items of CCF or DoE kit must be handed to your Housemaster for safe keeping.

Outdoors

In School House, pupils may not climb over the wall or gate or fence and should be aware of the car park outside as many deliveries occur throughout the day. Fire doors and the fire escape are out of bounds unless there is a fire they should not be opened unless in an emergency.

Park Run

We are very fortunate to live on the doorstep of the Lancaster Park Run. This takes place in Williamson's Park every Saturday from 9am. Meet in the kitchen at 8.45am. Register at <http://www.parkrun.org.uk/register/>

Passports and Tickets

Travel documents can be handed to your Housemaster on your return to school. Parents or guardians are responsible for the purchase of tickets and the organisation of visas and other travel documents.

Personal Hygiene

You are expected to shower DAILY, if not twice daily. It is also an expectation that you clean your teeth twice daily as a minimum. Staff will happily intervene where appropriate to ensure that you practice a healthy lifestyle.

Pocket Money and Valuables

All pupils have a locker which needs a padlock. You can keep bulky possessions in these lockers although we strongly recommend that money and valuables be handed to your Housemaster for safe keeping. (Never keep more money with you than you are prepared to lose!) You are encouraged to bring back as few valuable items as possible. You should not leave valuables/money lying around. Valuable items should be insured!

Prefects

The house prefect system consists of: Head of House, Second Head of House and House Prefects.

Prep

Prep is held at the end of the day. Immediately after school, students have a break and are able to participate in many of the after school clubs on offer. Following this, prep begins from 5.30pm and is supervised by a member of staff and/or prefects. Prep is time for work and no Exeats are allowed during this time unless arranged with the Housemaster. Music, DVDs and TV may not be played during prep.

Prevent

A boarding school should protect children from the risk of radicalisation just as it protects children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. We also hope to build pupils' resilience to radicalisation by promoting fundamental British values and enabling pupils to challenge extremist views. Pupils are encouraged to debate controversial issues in a safe environment.

Reading

We are a school that loves reading. Please ensure you have a book ready for 15 minutes of reading before lights out daily.

Religious Observance

Provision of religious instruction shall be given 'in accordance with the Christian Faith'. However, within the House we aim to provide a structure which will cater for pupils of any religious persuasion or none. Provision is made for weekly worship for boarding pupils who remain at school over the weekends.

Room Checks

There are daily and weekly room inspections. Keep your rooms tidy and please assist the cleaning staff to do their jobs effectively. Beds and rooms must be tidied before school each day, with nothing cluttering the floor.

Running

It is important to exercise and we encourage students to go for runs, but please follow the simple instructions:

1. Run with someone else or in a group
2. Take your mobile phone with you
3. Sign out with your route destination (not just 'run') so we know where you have gone in case of accidents.
4. Avoid crossing too many roads
5. Run when it is light and wear 'visible' clothing
6. Why not try the Park Run (5km) on Saturday morning?

Rules, Sanctions & Rewards

As the boarding house is your home away from home we try to keep the number of rules to a minimum. The rules we do have are for your safety and for the good of the community. It is important that individuals are respected and that the community can function. It is your responsibility to be in the right place at the correct time, having done everything you need to. Few sanctions exist in the boarding house – the emphasis is on the individual being empowered to monitor their own behaviour within certain restrictions laid down by the school. It is important however, that you know the boundaries and understand that all actions have consequences. There are a number of sanctions that are in place for anti-social and disruptive behaviour within the House.

Sanctions

Prefects are able to use a "sanction" which may result in allocated jobs around the House. Housemasters will use a graduated scale of sanction or for more serious offences they will contact the Head of Boarding. Sanctions can include extra prep, loss of privileges and/or community service. Continued incidents or more serious cases will result in contact with parents either by phone call or letter. A record of punishments is maintained within each House. In the case of referral to the Head of Boarding contact will always be made with parents and sanctions will follow the pattern as above. Referral to the Headmaster will result from persistent ill discipline despite having been seen by the Head of Boarding or any offence which may necessitate suspension or exclusion from the boarding house.

Security

The boarding house is locked day and night for your safety and security. Please close doors behind you. The gate is also on a code – please do not divulge this code to ‘outsiders’. Your rooms should be locked when you are out. Please shut windows after use.

DO NOT LET STRANGERS INTO OUR GROUNDS OR HOUSE. This includes delivery drivers and potential parents whom you don’t know. Alert a member of staff who will meet and greet and let them in.

Signing –Out and In

There is a signing out and in sheet in:

The main entrance (School House and Ashton House)

Kitchen (Storey House)

You must fill it in legibly, appropriately and in person, whenever you go out or come in (apart from going to meals and to lessons). This lets the House Staff know where you are in case of an emergency, such as a fire.

Sixth Form Study

As the boarding house is cleaned from 9am – 1pm, Sixth Formers are encouraged to study in school during study periods in the morning, but U6 are allowed to study in their rooms in the afternoon.

Smoking, Alcohol and Drugs

The possession or consumption of alcohol by a pupil is forbidden unless it is under the supervision of the school staff at a specific event. The possession or consumption of alcohol is also forbidden whilst travelling to and from school. Smoking paraphernalia (including E-cigarettes) is strictly forbidden as is the use of any illegal drugs, legal highs and spice.

Social Media

This is a complicated area of modern society and one in which teenagers need to assess safely and then use appropriately. Be safe and think before you post.

Sports Hall and Gym

The sports Hall is available during the week. The Sports Hall and Gym are only to be used when supervised by a member of staff.

Strangers

If you see someone acting odd who you don't know in and around the boarding house, please report it to a member of staff immediately. All visitors should wear a visitor badge for identification.

Studies

Beds and studies must be tidied before school each day (with nothing cluttering the floor) and should be locked when unoccupied. No beds or study furniture may be moved without permission and any damage must be reported immediately to the duty tutor/matron. No furniture or electrical equipment may be put in studies without permission; this is to ensure they pass safety checks. Damage to studies is the responsibility of the occupier – you will be billed accordingly. Posters must comply with the House decency standard and may only be put up on the boards provided - no nails or tacks may be used except on the board provided. Only Upper Sixth are allowed to work in studies during afternoon study periods only. No pupil may enter another's study without the permission of the occupant.

Study Leave

Study leave arrangements, where time is requested out of the House, must be made well in advance of examinations and should involve return the night before an exam. Students will be asked to state their boarding intentions during study leave. During study leave, they may attend meals in acceptable casuals.

Travel

All travel arrangements are the responsibility of parents/guardians. Trunks and suitcases must be kept in the locker room. You must not leave the school premises with anyone else apart from your parents. This means permission needs to be received if you are going to travel with another pupil or another family.

Work

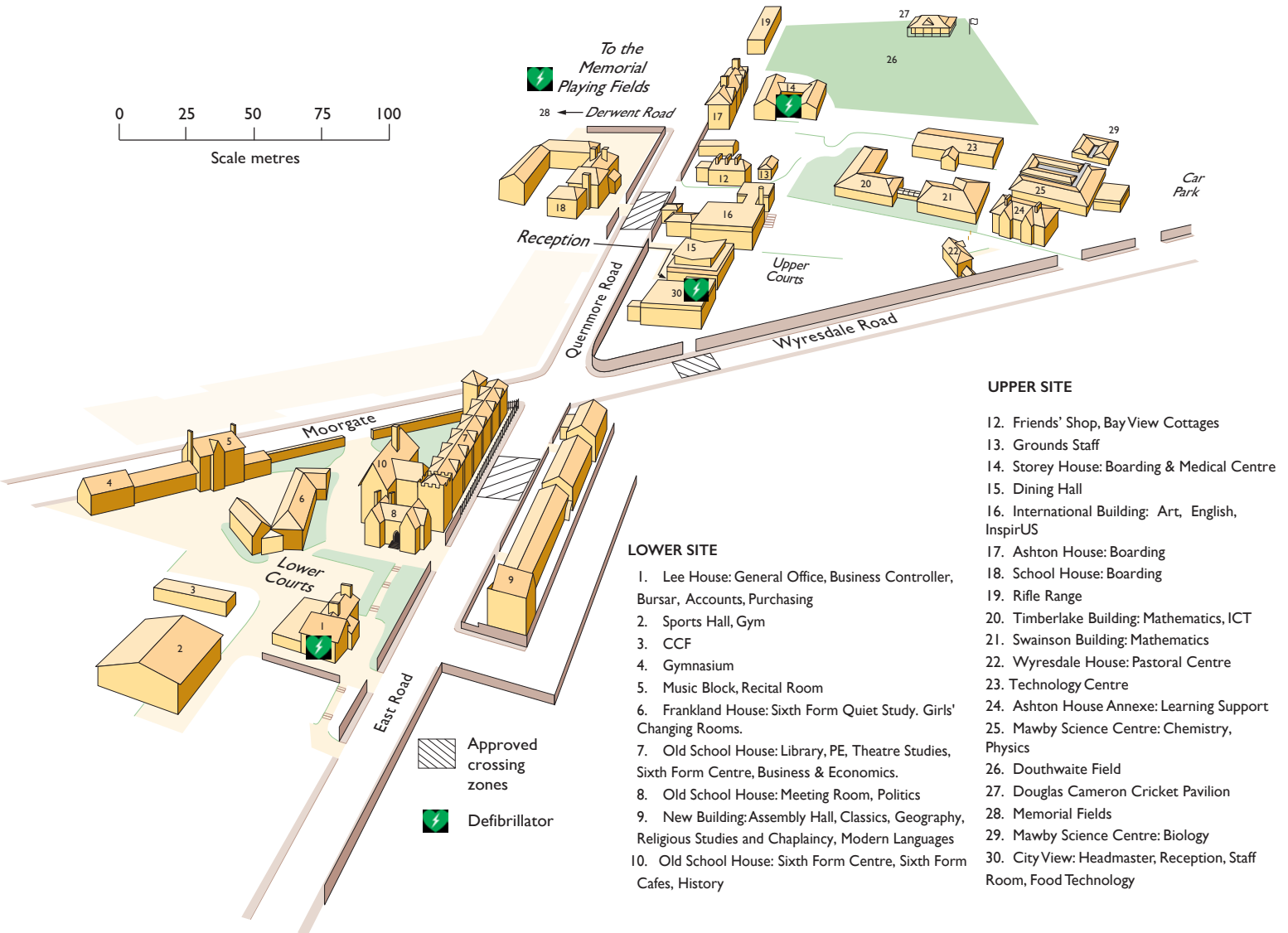
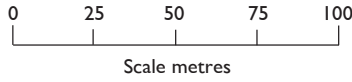
Obviously, work is a crucial part of your time at school. Although we want you to have fun and feel at home whilst you are in boarding it is very important that you feel relaxed here too. It is also important that you work hard and achieve the very best you can academically. We are very proud of our boarders' academic achievements and successes and we work very hard as a boarding team to ensure that you do well academically. This includes: supervising your prep, liaising with teaching staff about any problems, concerns or issues you may have, keeping in close contact with your parents about your academic progress and, occasionally, imposing sanctions (like supervised boarding prep), if we feel that you are not working hard enough. As with everything else, we really want you to do well and we want to work with you and your parents as a team, to ensure you do the very best you can. Your future is in your hands and results matter in the Senior Houses!



Lancaster Royal Grammar School

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LOWER SITE

1. Lee House: General Office, Business Controller, Bursar, Accounts, Purchasing
2. Sports Hall, Gym
3. CCF
4. Gymnasium
5. Music Block, Recital Room
6. Frankland House: Sixth Form Quiet Study. Girls' Changing Rooms.
7. Old School House: Library, PE, Theatre Studies, Sixth Form Centre, Business & Economics.
8. Old School House: Meeting Room, Politics
9. New Building: Assembly Hall, Classics, Geography, Religious Studies and Chaplaincy, Modern Languages
10. Old School House: Sixth Form Centre, Sixth Form Cafes, History

UPPER SITE

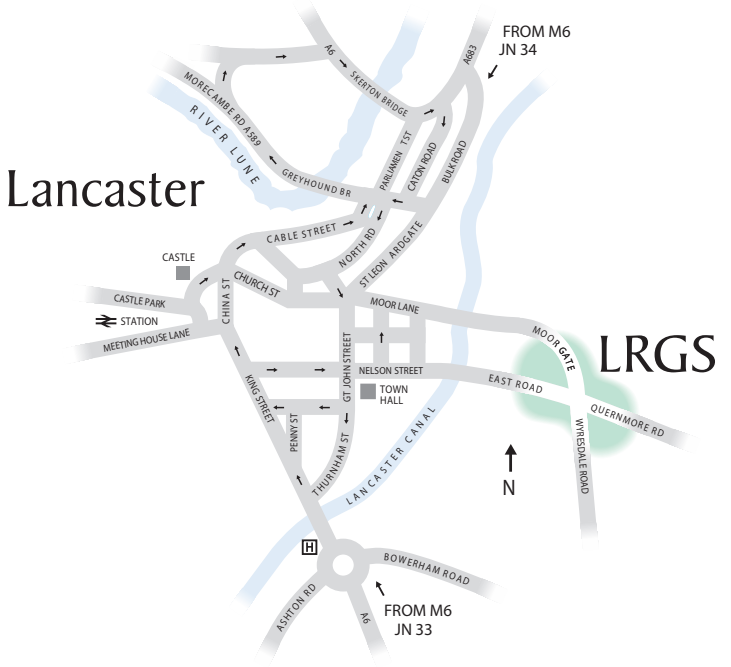
12. Friends' Shop, Bay View Cottages
13. Grounds Staff
14. Storey House: Boarding & Medical Centre
15. Dining Hall
16. International Building: Art, English, InspirUS
17. Ashton House: Boarding
18. School House: Boarding
19. Rifle Range
20. Timberlake Building: Mathematics, ICT
21. Swainson Building: Mathematics
22. Wyresdale House: Pastoral Centre
23. Technology Centre
24. Ashton House Annexe: Learning Support
25. Mawby Science Centre: Chemistry, Physics
26. Douthwaite Field
27. Douglas Cameron Cricket Pavilion
28. Memorial Fields
29. Mawby Science Centre: Biology
30. City View: Headmaster, Reception, Staff Room, Food Technology

Motorway travellers from the south:

Leave M6 at J33. Travel 3.5 miles along the A6 north towards Lancaster to the next roundabout. Take the second exit and pass hospital on left. Enter one-way system at the lights in the right hand lane. Continue past KFC on the right. Turn right at the next pedestrian crossing, passing the market and M&S store on left. Go straight on through two sets of traffic lights, passing the Cathedral on the right. Continue up the hill, over the crossroads and initial contact can be made at the reception in City View, on the right.

Motorway travellers from the north:

Leave M6 at J34. Turn onto the A683 and travel towards Lancaster for 1.5 miles joining the one-way system at the traffic lights. Choose the left hand lane and continue for approximately half a mile. Filter left at Dalton Square (statue of Queen Victoria) signed Clitheroe. Go straight on through traffic lights, passing the Cathedral on the right. Continue up the hill, over the crossroads and initial contact can be made at the reception in City View, on the right.



Storey House

Welcome to Storey House, the **FIRST** boarding house in your LRGS journey!

Friendship

Independence

Respect

Study

Team

Storey House is the junior boarding house of Lancaster Royal Grammar School and is home to around forty Year 7, 8, 9 and 10 pupils. Take a [virtual tour of the house](#) and visit the [Day Room](#), [the Kitchen](#), the [Computer Room](#) and see [inside a Dorm](#) (dorms have since been fitted with new furniture).

Our aim is to provide a warm and supportive atmosphere for you during your first years at the school. To help you settle in, we will provide a clear and easy to follow routine. You will also have plenty of free time when you can choose what activities you follow.

We hope that your time in Storey House is rewarding and productive and that you get as much as you can from the terrific range of activities available in school.

Storey House Staff:

Housemaster: Mr J. Viney (jviney@lrgs.org.uk)

Assistant Housemaster: Mr D Ryan

Resident House Tutor: Mr J. Kennedy

Duty Masters: Dr A. Shawcross, Mr J. Spencer

Matrons: Mrs K. Brown and Mrs T. Nelson

Useful Telephone Numbers:

Storey House Kitchen: 01524 580625

Storey House (Mobile): 07872 990574

J Viney: 01524 580616

Matron (Mobile): 07810 371447

Aims of Storey House

We endeavour to create a caring and supportive environment for the development of all pupils. We aim to create a community in which achievement is recognised and celebrated while harassment and teasing are discouraged. In close liaison with parents we seek to encourage independence, maturity and responsibility in every boy in our care.

Our specific aims are to:

1. To create a community that ensures the safety and welfare of its pupils in an environment where they can be both healthy and happy.
2. To provide an environment in which pupils can develop their intellectual, academic, sporting and creative potential through well structured routines, access to staff and other pupils in an atmosphere which values effort.
3. To provide a range of activities related to age and maturity that will assist in the personal, social, moral, spiritual and cultural development of each pupil.
4. To provide accommodation that is comfortable and suitable to the needs of boarders according to their age and which provides appropriate levels of privacy.
5. To provide an atmosphere that allows pupils to develop a tolerance of others and to live free of teasing, harassment and bullying.
6. To develop each boarder's responsibility for self, for others and for their environment.
7. To develop pupils' qualities of leadership and their ability to work as a team.
8. To develop close links with parents in the support of pupils development within school.
9. To provide ample opportunity for pupils to talk to staff about their day to day concerns.

Storey House – Daily Routine (Monday – Friday)

7.30am Woken by Matron. Wash, clean teeth and get dressed.

7.50am House Meeting in the Day Room

8.00am Go to breakfast. After breakfast: prepare for school, free time

8.40am Leave for school No one should be in the House You should have all necessary books/ PE kit with you

11.20am Break – return to Storey House for tuck and drinks

11.35am Leave for lessons 4 & 5 (Take all necessary books/PE kit with you)

1.05pm Lunch then prepare books for the afternoon, free time

1.55pm Leave for lessons 6 & 7 (Take all necessary books/PE kit with you)

3.30pm End of school. Return to Storey House then practices, tuck, free time, visits to locals/
town

4.00pm Snack in Storey House

5.30pm House Meeting in Day Room then go to Prep in T4 & Halstead Room

5.45-6.30pm Prep

6.30pm Tea

7.00-7.45pm Prep

7.45-9.00pm Activities/Free Time

Year 7

Year 8

Year 9 and 10

9.00pm Shower then dorms

9.15pm Shower then dorms

9.30pm Shower then dorms

9.15pm Silent reading

9.30pm Silent reading

9.45pm Silent reading

9.30pm Lights out

9.45pm Lights out

10pm Lights out

No one should leave their rooms after lights out, except for an emergency.

Storey House – Weekend Routine

The routine at the weekend is more flexible and the boys are likely to have more free time. The broad pattern of a day is shown below although considerable variation can occur with all-day outings etc.

Saturday

Pre-8.45am Stay in dorms – talk, read etc – unless still asleep

8.45am Get up, wash, clean teeth and get dressed

9.00am Go to breakfast. 10.30am Brunch on Sundays

9.30am to 12.45pm Morning activities – includes prep, free time, computer access, organised games etc.

11.00am Tuck and drinks

1pm Go to lunch

1.30pm to 6.30pm Afternoon activities – may include an outing in the minibus, a visit to Williamson Park, free time etc. Prefect Games is from 2.00pm to 3.00pm

4.00pm Snacks in Storey House

6.30pm (Sat) or 5.30pm (Sun) Go to tea

7.00-9.30pm Evening activities will include free time and/or a DVD/film

9.30pm to 10pm Showers/ baths and then bedtime

Sunday

Similar to the above but..... On some Sundays the boarders will attend a Church service in Christ Church or at School. Lights out time will be as during the week.

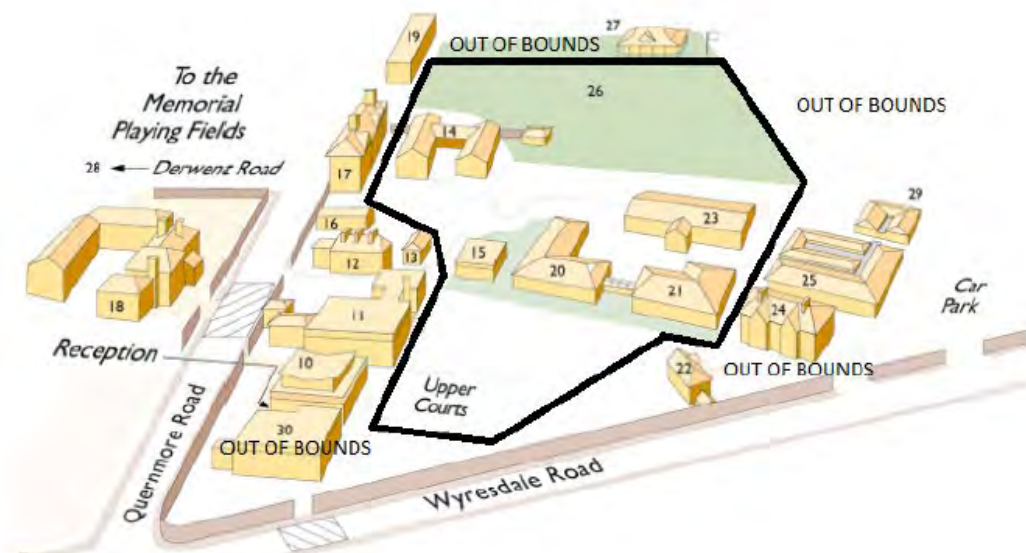
Where Can I Go on the Upper Site?

We want you to be able to use as much of the Upper Site as possible. In order to do this, we need to know where you will be and be able to check quickly that you are OK. Unfortunately this means that certain areas of the site are just too far away and so those we can't allow you to use those areas without supervision.

You are allowed to use most of the Upper Site but certain areas are "out of bounds". Anywhere inside the bold line on the map is OK – but you shouldn't use the areas outside the bold line.

It is ok to go: on Storey House yard, the Douthwaite Field (when it is dry), on the Upper Courts and around the Timberlake and Swainson buildings.

It is NOT ok to go: behind the Cricket Pavilion, on the Douthwaite Field (when it is wet), around and behind Ashton House, on the grass below the Upper Courts, beyond the Science or Biology buildings, off the Upper Site for any reason.



Storey House Exeat Procedures

We must know where you are (in case of emergencies) and, therefore, you must use the EXEAT BOOK to sign out and back in again.

You must sign out if you:

- are at a practice, club or other after-school activity
- are representing the school in a match or other fixture
- visit the locals or town
- go home
- visit another boarding house (with permission)

- anywhere else off the top site during time when you would normally be in Storey House.

Year 7:

May go to Town only after school has finished, once per week but must get permission from the Housemaster prior to the end of school. You must be in uniform. You have one hour from when you sign out.

May go to the Locals after school once each week with permission.

Year 8 - 10:

May go to Town only after school has finished, once per week but must get permission from the Housemaster prior to the end of school. You must be in uniform. You must be back before the 5.30pm meeting.

May go to the Locals after school once each week with permission.

Boys are not permitted to be off site at prep break or after prep (except in exceptional circumstances which will require permission from the Housemaster or Duty Master).

Under no circumstances should anyone be out of the House after Lights Out or before breakfast without permission. This is an extremely serious offence and will be dealt with as such.

School House

“Our aim is to provide a warm and supportive atmosphere for you to study and find challenge and opportunities. We live together in a community and it is vital that we all work together to make this a pleasant and positive place to live. If you remember the following four words, you won’t go far wrong: loyalty, respect, gratitude, service. I hope your time in School House is rewarding and productive. It is important to make the most of the opportunities available to you – remember that is up to you!” Mr Loney, Housemaster.

Take a [virtual tour of School House](#) and visit the Kitchen, Rec Rooms and see inside a bedroom.

School House Staff

Housemaster: Mr A. Loney (Aloney@lrgs.org.uk)

Assistant Housemaster: Mr T Forster (TForster@lrgs.org.uk)

Assistant Housemistress: Miss J Doswell (JDoswell@lrgs.org.uk)

Matrons: Mrs Cornthwaite, Mr Sammons, Miss Northway and Mrs Moorby

Resident House Tutor: Mr D. King, Mrs L Coulthwaite

Duty Tutors:

Mr Swarbrick

Useful Numbers

Dr Rowe, Head of Boarding	07789 722086
School House (Matron/Duty	07825 166751
Master) School House (Mr Loney)	07786 780916
Medical Centre	01524 580624
Sister Moghaddam	07810 396540
School House Annexe/Ashton House	07825 221593

Aims of School House

Look after the House and the House will look after you!

We endeavour to create a caring and supportive environment for the development of all pupils. We aim to create a community in which achievement is recognised and celebrated while harassment and teasing are discouraged. In close liaison with parents we seek to encourage independence, maturity and responsibility in every pupil in our care. Our specific aims are to:

1. Create a community that ensures the safety and welfare of its pupils in an environment where they can be both healthy and happy.
2. To provide an environment in which pupils can develop their intellectual, academic, sporting and creative potential through well-structured routines, access to staff and other pupils in an atmosphere which values effort.
3. To provide a range of activities related to age and maturity that will assist in the personal, social, moral, spiritual and cultural development of each pupil.
4. To provide accommodation that is comfortable and suitable to the needs of boarders according to their age and which provides appropriate levels of privacy.
5. To provide an atmosphere that allows pupils to develop a tolerance of others and to live free of teasing, harassment and bullying.
6. To develop each boarder's responsibility for self, for others and for their environment.
7. To develop pupils' qualities of leadership and their ability to work as a team.
8. To develop close links with parents in the support of pupils development within school.
9. To provide ample opportunity for pupils to talk to staff about their day to day concerns.

School House Daily Routine

Monday - Friday	
06.30 – 07.30	Running Club / Fitness
07.30	Morning Bell – shower and dress for school.
07.50	House Meeting (Mon - Fri)
08.00	Breakfast – compulsory attendance
08.30	Room inspections (Head of Year Tue & Thur, House Staff Wed)
08.40	Latest departure to School
11.20 – 11.35	Break – snacks available in School & Ashton House
13.05	Lunch– compulsory attendance
13.20 – 13.55	Housemaster available in School House
13.55	Latest departure to School
15.30	End of School - Extra-curricular activities / free time / Exeat to town
17.30	Prep 1 (compulsory Mon - Fri) House meeting for ALL in library (Mon) Registration for Yr11 – L6 in library & U6 in School House (Tue - Fri) Yr11 – L6 prep in Library & Bell Room with Duty Tutor & Prefects U6 prep in School House
18.30 – 19.30	Evening Meal– compulsory attendance Meal rota timings: 1) 18.30 – 18.40; 2) 18.40 – 18.50; 3) 18.50 – 19.00
19.30	Prep 2 (compulsory Mon to Thur) Registration for Yr11 – L6 in library & U6 in School House
19.30 – 21.00	Yr11 & L6 prep in Library & Bell Room with Duty Tutor & Prefects U6 prep in School House
MON	Activities: Social Night & Board Games & Mindfulness in School &/or Ashton House ; <i>21.00 – 22.00 = Yr 11 & Sixth Form</i>
TUE	Sports Hall/Gym/Fitness/ Sports Hall with Sports Grad: <i>21.30 – 22.00 = Yr 11; 21.30 – 22.30 = Sixth Form</i>
WED	Book Club in Ashton House & Art & Tech Club in School House <i>20.30-21.30 for all</i>
THUR	Boxset Night in School &/or Ashton House <i>20.30 - 21.30 for all</i>
FRI	TGIF Night and/or Sports Hall/Gym/Fitness <i>19.30 – 21.30 for all</i> Sports Hall with Staff: <i>21.00 – 22.00</i>
Yr 11	<u>Kitchen Closure:</u> 21.45
L6	<u>WOMD amnesty:</u> 22.00
U6	<u>Shower:</u> 22.00
L6	<u>Reading:</u> 22.15
U6	<u>Lights Out:</u> 22.30
22.30 – 06.00	Network shut down.
Lights Out	No one should leave their rooms except in medical emergencies or fire!

School House Weekend Routine

Registration takes place in the dining hall at meal times.

All meals are compulsory!

	Saturday		Sunday			
08.45	Park Run – Start time 9am <i>Registration card carried at all times.</i>		Church Services – as advertised			
09.00 – 10.00	Breakfast (compulsory registration)		Lie In (Optional: Homework catch up)			
10.00– 11.30	Compulsory supervised study: - Yr 11 in School House classroom/brew rooms with Duty Tutor - ALL L6 & U6 prep in School House					
10.30			Brunch (compulsory registration)			
11.30 – 12.30	Fitness Hour supervised by Duty Tutor (Run, Gym, MUGA etc) - Compulsory fun for ALL Year 11 - Optional fun for Sixth Form (but encouraged)					
12.30 – 13.30	Lunch (compulsory registration)		Boarding Activity (Variable timings) Yr 11 - U6 optional fun (but encouraged)			
14.00 – 15.00	Doing / No Screen Hour					
	- Volunteering		- Cooking / baking			
	- Creative arts		- Gardening			
	- Reading		- Walk			
	- Life Skills		- Board game / Chess			
	- Table tennis / Pool		- Crossword / Wordsearch / Jigsaw			
15.00 – 16.00	Sports Hall – supervised by Staff					
	- Compulsory fun for ALL Yr 11					
	- Optional fun for 6 th Form (but encouraged)					
	Badminton / Basketball / Handball / Dodgeball / Football					
16.00 – 17.30	Free / Gaming & Screen Time					
17.30 - 18.30			DINNER (compulsory registration)			
18.30 – 19.30	DINNER (compulsory registration)					
20.00 – 21.00	Pool – supervised by Pool Attendant					
21.00 – 22.00			Sports Hall – supervised by Staff			
21.00 – 23.00	FILM – Certificate appropriate (with Duty Tutor approval)					
	<u>Kitchen Closure:</u>	<u>WOMD amnesty:</u>	<u>Shower:</u>	<u>Reading:</u>	<u>Lights Out:</u>	
Yr 11	21.45	22.00	22.00	22.15	22.30	
L6	22.00		22.15	22.30	22.45	
U6	22.15		22.30	22.45	23.00	
22.30 – 06.00	Network shut down					
Lights Out	No one should leave their rooms except in medical emergencies/fire!					

School House Exeat Procedures

We must know where you are (in case of emergencies) and, therefore, you must use the EXEAT BOOK to sign out and back in again.

You must sign out if you leave the House grounds except for lessons and eating a meal in the Dining Hall. Your destination is important!

Year Group	Local shops (Moorgate/ Co op)	Midweek Town / Park	Weekend Town / Park
11	15-20 minute visit between 3.30 – 5.15pm. MUST be in a group. NEVER alone.	1 – 1.5 hour visit between 3.30 – 5.15pm. TWO visits / week. MUST be in a group. NEVER alone.	1 – 1.5 hour visit after negotiation with Duty Tutor. ONE visit / weekend. MUST be in a group. NEVER alone.
L6	15-20 minute visit at break / lunch / after school /prep break SHOULD be in a group. SHOULD not be alone.	1 – 1.5 hour visit between 3.30 – 5.15pm. SHOULD be in a group. SHOULD not be alone.	TWO visits / weekend Evening exeats arranged previously with the Housemaster. Report to the Duty Tutor to sign out & back in. Report in by 10.30pm.
U6	15-20 minute visit at break / lunch / after school /prep break SHOULD be in a group. SHOULD not be alone.	1 – 2 hour visit between 2.05 – 5.15pm. SHOULD be in a group. SHOULD not be alone.	TWO visits / weekend Evening exeats arranged previously with the Housemaster. Report to the Duty Tutor to sign out & back in. Report in by 10.45pm.

Pupils are not permitted to be off site at prep break or after prep (except in exceptional circumstances which will require permission from the Housemaster or Duty Master).

Under no circumstances should anyone be out of the House after Lights Out or before breakfast without permission. This is an extremely serious offence and will be dealt with as such.

Light Blue / Dark Blue Points System

Sports

- Any sporting appearance for any school team (excluding 1st teams) - 1 point
- Any goal, try scored, wicket taken etc - 2 points
- Any sporting appearance for a 1st team - 2 points
- Any sporting appearance for an A team - 1 points
- Winning your years set run - 20 points

CCF

- Any promotions - 5 points
- Any CCF badge - 1 point

Duke of Edinburgh

- Bronze - 6 points
- Silver - 8 points
- Gold - 10 points

Academic

- Any subject Olympiad/UKMT Challenges - 2 points
 - Hitting target grades - 3 points
 - Top of the year in an exam - 5 points
 - Any speech day prize - 5 points

Club & Societies

- Moving up one or more grade in music - 5 points
- Appearance in any school production - 3 points
- Appearance at any lunch time talks - 1 point
- Conducting assemblies - 2 points
- **In addition to this points will be awarded for House competitions (e.g. football, netball, dodge ball, Gladiators etc).**

- **If you feel that you should be awarded points for anything not on the list write on the slip and hand it in (e.g. passing a Driving Test).**

Ashton House

Welcome to Ashton House!

Ashton House is our Sixth Form girls' house. The house is located on the school's uppersite and is an annexe of School House. Ashton houses up to 20 girls in single rooms. There are shared bathroom facilities. There is a common room with a television and a workstation with computers- this is where house meetings are held. At the heart of the house, there is a kitchen with cooking facilities, a dining table and space to socialise. Wi-Fi is available throughout the House enabling the girls to study in all areas of the house.

The girls feel a genuine and strong connection to the house and it is important that they feel at home. It is a place where friendship and support for one another create a positive environment for study, relaxation and fun.

We celebrate individuality and encourage the girls to be actively involved in school life, through extra-curricular activities, prefect roles, mentoring and participating in many of the opportunities provided by school. Our girls have represented the school in a variety of sports, taken part in DofE awards, foreign exchanges and volunteered in the local community.

The girls also have opportunities to participate in House activities, from theatre trips to Bake Off competitions; candle making to Escape Rooms; to movie nights and birthday celebrations. There are many opportunities to show and develop their skills, build friendships and learn from one another.

Take the virtual tour of Ashton House and visit the Kitchen, Day Room and a sample bedroom.

Ashton House Staff

School House Housemaster: Mr. A Loney (aloney@lrgs.org.uk)

Assistant Housemistress: Miss Jenna Doswell (jdoswell@lrgs.org.uk)

Resident House Tutor: Mr. D King

Matrons: Ms Tracy Moorby and Miss Liz Northway

USEFUL NUMBERS

Duty Mobile: +447825221593

School House Duty Mobile: +447825166751

Mr. Loney (Housemaster): +447786780916

Dr. Rowe (Head of Boarding): +447789722086

Medical Centre: +441524580624

Sister Moghaddam (School Nurse): +447810 396540

AIMS

The aim of Ashton House is to create a caring and supportive environment where pupils feel comfortable, confident and able to thrive. We recognise and celebrate achievement in all areas; discouraging teasing and harassment. By working closely with parents, we strive to build independence and responsibility; preparing our sixth formers for the next step in their life; university, work and adulthood.

Our specific aims are to:

- Create a community that ensures the safety and welfare of its pupils in an environment where they can be both healthy and happy.
- To provide an environment in which pupils can develop their intellectual, academic, sporting and creative potential through well-structured routines, access to staff and other pupils in an atmosphere which values effort.
- To provide a range of activities related to age and maturity that will assist in the personal, social, moral, spiritual and cultural development of each pupil.
- To provide accommodation that is comfortable and suitable to the needs of boarders according to their age and which provides appropriate levels of privacy.
- To provide an atmosphere that allows pupils to develop a tolerance of others and to live free of teasing, harassment and bullying.
- To develop each boarder's responsibility for self, for others and for their environment.
- To develop pupils' qualities of leadership and their ability to work as a team.
- To develop close links with parents in the support of pupils development within school.
- To provide ample opportunity for pupils to talk to staff about their day to day concerns.

Ashton House Routine

We provide our boarders with a routine to help them achieve their potential in all areas of life and ensure their days are balanced between rest, study and fun.

Monday - Friday	
Time	Activity
7:30	Morning Bell – Shower, Dress and get ready for school
7:50	Morning Registration and Meeting.
8:00	Breakfast – compulsory attendance.
8:45	Latest departure for school. Monday – room inspections.
11:20-11:40	Break - Snacks available in the house
13:05-14:05	Lunch – available from canteen, grab-and-go or sixth form cafe
13.55	Latest departure for afternoon lessons
15:30	End of school – extracurricular, free time, exeat to town. Snack provided in House.
17:30	Prep 1 (compulsory Mon-Fri). House Meeting for all in Library (Mon).
18:40/50	Evening Meal – compulsory attendance.
19:30 - 21:00	Prep 2 (compulsory Mon-Thurs).
21:00-22:00	Activities/Free Time Planned activities including craft, baking, film night etc Sports Hall - Supervised by staff
22:00	Kitchen/Showers Closure.
22:30	Lights Out – All boarders in rooms and ready for bed, no one should leave room except in emergencies or to access bathroom.
23:00	Network Shutdown.

Time	Saturday	Sunday
8:45	Park Run – registration card to be carried at all times.	Lie in
9:00	Breakfast – compulsory registration	
10:30	Homework Volunteering	Brunch – compulsory registration
12:30	Lunch – compulsory registration	Boarding activities - Variable timings
13:30 - 15:30	Homework, volunteering, reading, sports, cooking, baking, art, walks, games etc	
15:00-17:00	School House Sports Hall – Supervised by Staff <i>Badminton / Basketball / Handball / Dodgeball / Football</i>	
17:15	Rest and Free Time	Registration Meeting
17:30		Dinner - Compulsory
17:45	Registration Meeting	Relaxing Activity – arts and craft, baking, yoga, karaoke... etc.
18:00	Dinner - compulsory	
19:30	Movie Night – age appropriate (with Duty Tutor approval)	
22:00	Kitchen/Showers Closure.	
22:30	Lights Out – All boarders in rooms and ready for bed, no one should leave room except in emergencies or to access bathroom.	
23:00	Network Shutdown.	

Boarders' Clothing List (Years 7-11)
Every single item must be clearly named

No. Required	Article	Notes
1	School blazer (dark blue with school crest)	Required for all boys up to and including Year 11 (available from Uniform & Leisurewear , Tel: 01524 388355)
2	Pairs of dark grey or charcoal trousers	Not jeans or cords
1	Warm blue or black outdoor coat – (not a fleece/nor with overstated logo)	
1	V-necked pullover, grey or blue (optional)	Polo-necked sweaters are NOT allowed
5	White shirts	
1	School tie	
5	Boxer shorts or equivalent	
2	Pyjamas	
1	Dressing gown (optional)	
1	Pair of shoes	Plain black leather shoes required for boys up to and including Year 11
5	Pairs of dark unpatterned socks	
2	Pairs of royal blue & black games socks	
2	Black rugby shorts	
1	Rugby jersey (blue & black reversible)	Winter only
1	Pair of football boots (rugby studs)	
2	Royal blue & white T shirts (for indoor sports)	
2	Royal blue with white trim shorts (for indoor sports))	
2	Pairs of white socks	
1	Pair of proper training shoes (non-marking and not plimsolls)	
1	Swimming trunks or swim shorts	
1	Track suit (optional)	An LRGS tracksuit is available
1	Pair of slippers	
	Boys will be informed about the required cricket kit after Christmas	
1	Overnight bag/games bag	
1	Trainer/football boot bag	
1	Bag for school books	
1	Pair of gloves (optional)	
1	School scarf (optional)	
1	Toilet bag and toiletries	
1	Shoe cleaning kit, suitable for shoes, gym shoes, rugby boots etc.	
3	Towels	Medium sized, not hand towels
1	Matress protector	Single size
2	Pillowcases	
1	Pillow	
2	Fitted single-bed size bottom sheets	
2	Duvet covers	

1	Duvet	
2/3	Pairs of jeans / trousers	A respectable style and appearance
2	Pullovers/sweaters	
3	Shirts / T-shirts	
2	Pairs of casual socks	Sports socks are suitable

Notes

- 1 'Casuals' are permitted during the evenings and weekends, but we do request that only 'reasonable' styles and colours be worn. Likewise, storage space is limited and boys should not exceed the quantities indicated. Also please bear in mind that the School does not accept responsibility for any losses or for possible shrinkage or other deterioration in the laundry. Thus it is inadvisable to bring very expensive or delicate items to school and such items should certainly **not** be sent for washing in the School Laundry.
- 2 If despatched separately, luggage must be sent so as to arrive at the School on or before the day they arrive.
- 3 Most of this uniform list is available from the school uniform supplier ([Uniform and Leisurewear](#), Tel: 01524 388355). Second hand uniform can be obtained from the School Shop which is open every Friday afternoon (3:30pm – 4:30 pm) during term-time and 10:00 – 12.00 noon on Saturdays (term time). Boarding clothing is available from Gilberts online at: www.grays-int.co.uk/Schools/Shop/LRGSboarding
- 4 Whilst every reasonable care is taken to ensure security of personal clothing and belongings, the school does not accept responsibility in the event of losses. **Every** article should be marked with the initials and surname, and be in a good state of repair. It is requested that shoes and boots be marked plainly, either inside, or under the soles with brass tacks or a hot wire. All boys should bring a supply of Cash's or other sew-in tapes with them.
- 5 Likewise, within the School Laundry, every care is taken of clothing submitted, but items without care labels and un-named items cannot be accepted. Moreover, in view of the wide variation in garment quality, the school cannot accept responsibility for any discoloration or shrinkage which may occur during washing.
- 6 To cover possible losses, parents are recommended to consider taking out Students' Personal Effects insurance cover.



The Sixth Form Dress Code 2024-25

As Sixth Formers you will be required to dress in a manner that is, in the opinion of the school, formal and smart. As senior students it is important that both your appearance and conduct set an appropriate tone and a good example for the younger pupils.

The Dress Code reflects the importance we attach to maintaining high standards whilst treating you as young adults. In joining the LRGS Sixth Form, you have opted to pursue academic qualifications, and your appearance should be tidy, smart and appropriate for a working environment in order to reflect the formal nature of your Sixth Form studies.

Suits: Suits must be matching and of a formal style and cut. **All Sixth Form students are required to wear a suit jacket or blazer as part of their uniform.** Alternatively, you may opt for a tailored jacket/blazer and coordinating smart trousers, skirt or dress.

Shirts: A tailored shirt (accompanied by an LRGS Sixth Form tie) or, alternatively, a blouse is to be worn. If wearing a stiff-collared shirt, a tie must be worn. Shirts are to be tucked in and top buttons should be always done up. Sleeveless or vest tops may **not** be worn.

Trousers/Skirts/Dresses: They must not be not be skinny fitting and should be neutral and not garish in colour. Jeans, chinos and other fashion trousers are **not** acceptable. Belts, if worn, must be plain and with a modest buckle. Leggings may **not** be substituted for formal trousers. Skirts and dresses must be appropriate in their material, fit and length for a professional working school environment.

Ties and badges: All Sixth Form students must wear either an LRGS Sixth Form tie **or** pin badge (or you may choose to wear both). Sixth Form ties and pin badges are available from our uniform supplier Uniform and Leisurewear and from Mrs. Haywood at the beginning of each academic year. Any other school ties that have been approved by the Sixth Form Team may also be worn.

Shoes: Dark or tan coloured, formal, low-heeled and closed-toe shoes must be worn - trainers, sandals or boots are **not** permitted. Dark socks must be worn and white socks are not permitted.

Coats: Smart coats may be worn around the school site but must be removed upon entering classrooms. Denim or leather jackets may **not** be worn. Hoodies or waterproof coats are **not** permitted as a replacement for a tailored jacket/blazer.

Jumpers/cardigans: Smart V-neck jumpers or cardigans may be worn in cold weather but should be plain and without obvious branding. Plain, non-branded jumpers with a zip collar are permitted, providing that the zip is down - your tie must be visible at all times (if wearing one). Jumpers and cardigans are **not** permitted as a replacement for a tailored jacket/blazer - they must be worn underneath your jacket/blazer.

Hair and jewellery: Hair should be of a natural colour. For safety reasons, long hair must be tied up and off the collar (using discreet hair clips and ties) in situations such as during science practicals, P.E./Games lessons and in the Technology block. Tidy facial hair is permitted. Modest ear-studs may be worn. Other jewellery, facial piercings and visible tattoos are **not** permitted.

Make-up: Only natural make-up and nails are allowed.

The Sixth Form Team reserve the right to make any decisions about suitability in terms of dress.

If a student is inappropriately dressed, they can expect to be asked to return home/to the boarding house to change where it is safe and appropriate to do so.

Every single item must be clearly named!

No. Required	Article	Notes
2	Suits	Matching, of a traditional formal style. Patterns are permissible if they are subtle (e.g. modest pin stripe). Alternatively, pupils may opt for a tailored jacket and smart trousers/skirt.
1	Warm blue or black outdoor coat – (not a fleece/nor with overstated logo)	
1	V-necked pullover (optional)	Polo-necked sweaters are NOT allowed
5	Collared shirts or blouses	
1	Sixth Form School tie for boys or pin badge for girls	Available on First Day from Mrs Haywood, Sixth Form Administrator. Tie: £10 Pin: £3 cash payment only.
5	Sets of underwear and a laundry bag	laundry bags: mesh bags which go in the machine and keep items together.
2	Pyjamas	
1	Dressing gown (optional)	
1	Pair of school shoes	Dark or tan coloured, formal, polishable shoes; no trainers or boots. Dark socks/tights should be worn.
5	Pairs of dark unpatterned socks or tights	
2	Pairs of royal blue & black hooped games socks	PE Kit available from: www.graysteamsports.com/collections/lancaster-royal-grammar-school-6th-form? ref=13396
2	Black PE shorts or Skort	
2	Royal blue T shirts (for indoor sports)	
2	Navy blue shorts or Skort (for indoor sports)	
1	Pair of proper training shoes (non-marking and not plimsolls)	
1	Swimming trunks/shorts or costume	
1	Track suit (optional)	LRGS tracksuit is available (optional)
1	Pair of slippers	
1	Overnight bag/games bag	
1	Trainer/football boot bag	
1	Bag for school books	
1	Pair of gloves (optional)	
1	School scarf (optional)	
1	Toilet bag and toiletries	
1	Shoe cleaning kit, suitable for shoes, gym shoes, rugby boots etc.	
3	Towels	Medium sized, not hand towels
2	Pillowcases	
1	Pillow	
2	Fitted single-bed size bottom sheets	
1	Mattress protector (Single)	

2	Duvet covers	
1	Duvet	
2/3	Pairs of jeans / trousers	A respectable style and appearance
2	Pullovers/sweaters	
3	Shirts / T-shirts	
2	Pairs of casual socks	Sports socks are suitable

Notes

- 1 'Casuals' are permitted during the evenings and weekends, but we do request that only 'reasonable' styles and colours be worn. Likewise, storage space is limited and students should not exceed the quantities indicated. Also please bear in mind that the School does not accept responsibility for any losses or for possible shrinkage or other deterioration in the laundry. Thus it is inadvisable to bring very expensive or delicate items to school and such items should certainly **not** be sent for washing in the School Laundry.
- 2 If dispatched separately, students' luggage must be sent so as to arrive at the School on or before the day they arrive.
- 3 Most of this uniform list is available from the school uniform supplier ([Uniform and Leisurewear](#), Tel: 01524 388355). School ties can be obtained from the School Shop which is open every Friday afternoon (3:30pm – 4:30 pm) during term-time and 10:00 – 12.00 noon on Saturdays (term time). Boarding clothing is available from Gilberts online at: www.grays-int.co.uk/Schools/Shop/LRGSboarding and Girls PE Kit: www.graysteamssports.com/collections/lancaster-royal-grammar-school-6th-form?ref=13396
- 4 Whilst every reasonable care is taken to ensure security of personal clothing and belongings, the school does not accept responsibility in the event of losses. **Every** article should be marked with the initials and surname of the student, and be in a good state of repair. It is requested that shoes and boots be marked plainly, either inside, or under the soles with brass tacks or a hot wire. All pupils should bring a supply of Cash's or other sew-in tapes with them.
- 5 Likewise, within the School Laundry, every care is taken of clothing submitted, but items without care labels and un-named items cannot be accepted. Moreover, in view of the wide variation in garment quality, the school cannot accept responsibility for any discoloration or shrinkage which may occur during washing.
- 6 To cover possible losses, parents are recommended to consider taking out their own Personal Effects insurance cover.

lunch week 1.

	mon	tue	wed	thu	fri	sat	sun
bread.	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	B
soup.	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	R
main 1.	beef goulash, paprika dumplings sour cream	normandy pork chop, apples, mushrooms & cream	honey & mustard glazed ham char-grilled pineapple & orange	chicken, ham hock leek & mustard pie	hand battered fish of the day Lemons / Tartar sauce pickled onions giant gherkins	spaghetti bolognese bacon & cheese mac	U
vegetarian	country vegetable, spinach & mustard pie	tomato, red pepper & chilli risotto parmesan crisps	applewood cheese & leek pie	baked stuffed peppers, greek feta & basil	five bean lasagne	basil, tomato, red onion & feta pasta	N
Sides.	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	C
Jackets.	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	H
Pasta.	spaghetti milanease	Reggae reggae chicken, pepperoni & penne	creamy char-grilled chicken, mushroom & garlic tagliatelle	penne napoli, black olives & mozzarella	Chef's Healthy Choice		
dessert.	steamed syrup sponge vanilla custard home baked cakes jelly pots yoghurt pots fresh fruit pots	bread & butter pudding custard home baked cakes jelly pots yoghurt pots fresh fruit pots	eve's pudding custard home baked cakes jelly pots yoghurt pots fresh fruit pots	traditional creamy rice pudding home baked cakes jelly pots yoghurt pots fresh fruit pots	apple crumble Custard home baked cakes jelly pots yoghurt pots fresh fruit pots	fresh fruit salad home baked cakes jelly pots yoghurt pots fresh fruit pots	

lunch week 2.

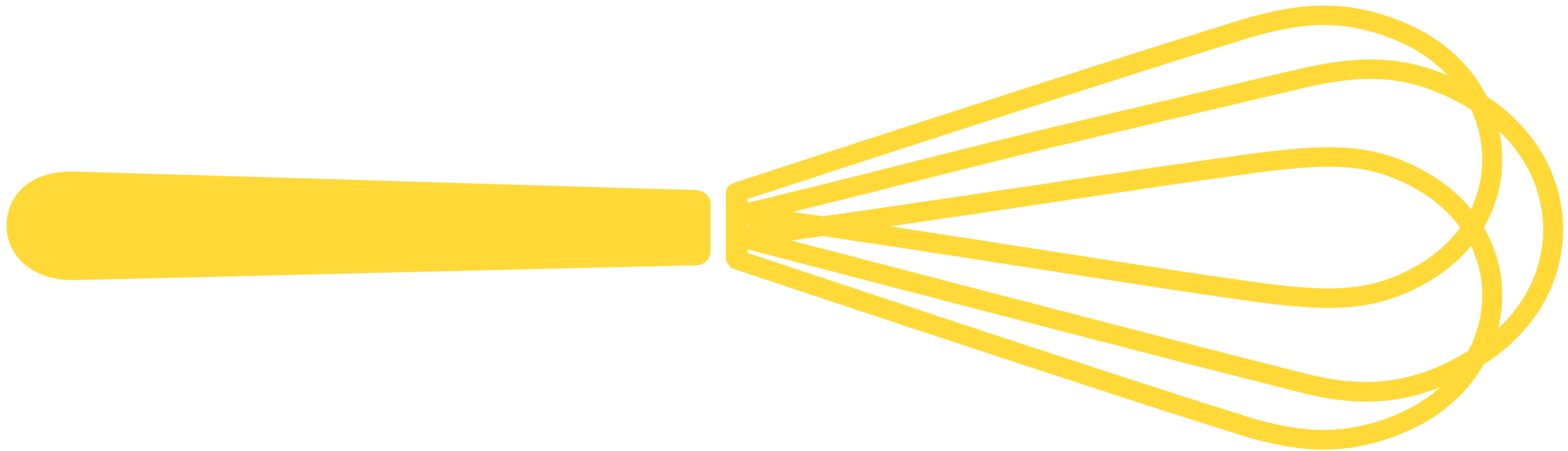
	mon	tue	wed	thu	fri	sat	sun
bread.	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	B
soup.	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	R
main 1.	mediterranean style chicken, rice pilaff garlic bread	traditional cumberland pie topped with crispy crumb potatoes	roast turkey breast sage & onion stuffing cranberry sauce	burrito bar char-grilled pineapple & roasted cherry tomato spicy beef & peppers cajun chicken & peppers	hand battered fish of the day lemon / tartar sauce pickled onions giant gherkins	chicken alfredo spinach & Ricotta tortellini tomato ragu	U
Vegetarian.	mushroom & spinach lasagne	vegetarian cottage pie with sweet potato mash	mediterranean tart with fresh basil	mushroom chow mein	spinach, salmon & dill fettuccini	pasta arrabiata	N
Sides.	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	C
Jackets.	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	H
Pasta.	spaghetti carbonara	creamy tomato pesto pasta	macaroni & double cheese bake	pasta bolognaise	Chef's Healthy Choice		
dessert.	jam roly poly custard selection of home baked cakes jelly pots yoghurt pots fresh fruit pots	orange & lemon cheesecake selection of home baked cakes jelly pots yoghurt pots fresh fruit pots	chocolate sponge chocolate sauce selection of home baked cakes jelly pots yoghurt pots fresh fruit pots	Semolina jam sauce selection of home baked cakes jelly pots yoghurt pots fresh fruit pots	apple & blackberry pie Custard selection of home baked cakes jelly pots yoghurt pots fresh fruit pots	fresh fruit salad selection of home baked cakes jelly pots yoghurt pots fresh fruit pots	

lunch week 3.

	mon	tue	wed	thu	fri	sat	sun
bread.	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	chefs bread of the day butter flora selection dipping oils	B
soup.	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	chefs soup of the day herb croutons chilli flakes poppy seeds pumpkin seeds parmesan	R
main 1.	pork & leek sausage cumberland sausage pan gravy	reggae reggae jerk chicken char-grilled pineapple	roast topside beef horseradish yorkshire pudding	beef & mushroom stroganoff	hand battered fish of the day lemon / tartar sauce pickled onions giant gherkins	beef lasagne spaghetti carbonara	U
Vegetarian.	veggie toad in the hole pan gravy	reggae reggae sweet potato, charred peppers & red onion spiced rice	aubergine parmigiani garlic bread	3 bean chilli enchiladas Sour cream salsa	3 cheese & onion quiche	macaroni cheese	N
Sides.	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	selection of freshly prepared vegetables	C
Jackets.	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	baked potatoes baked beans grated cheddar tuna mayonnaise	H
Pasta.	ham, broccoli & cherry tomato tagliatelle	spicy arrabiata, basil & mozzarella penne	spicy BBQ chicken & roast tomato ragu	garlic, mushroom & pesto rigati, parmesan crust	Chef's Healthy Choice	spaghetti carbonara	
dessert.	jam & coconut sponge custard selection of home baked cakes	pear & berry crumble,custard selection of home baked cakes	pineapple upside down custard selection of home baked cakes	bakewell tart custard selection of home baked cakes	rice pudding Jam sauce selection of home baked cakes	fresh fruit salad selection of home baked cakes	

lunch week 3.

	jelly pots yoghurt pots fresh fruit pots	jelly pots yoghurt pots fresh fruit pots	jelly pots yoghurt pots fresh fruit pots	jelly pots yoghurt pots fresh fruit pots	jelly pots yoghurt pots fresh fruit pots	jelly pots yoghurt pots fresh fruit pots	
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Early Help Offer: Who To Turn To

'Early Help' means acting **early in the age of a problem**, before it grows into something much bigger. Our early help offer is called **Who To Turn To**. It's a list of strategies, people, places, and services pupils can access if they have a problem and need some help.

Well-being drop in
with Well-being Prefects:
RFB room @ lunchtime

1

Happy dealing with things yourself?

Remember your
PRP skills:

- The A B C model
- Self talk and generating alternatives
- Look for evidence
- Putting things into perspective and don't catastrophise
- Hot seat tag lines
- Be assertive
- DEAL
- Negotiate
- Overcome procrastination

2

Just need a bit of help?

Your Form Teacher is your first point of contact to help with many aspects of school life.

Talk with your friends, family, and carers.

Turn to the **Prefects** who run the **Clubs & Societies**.

There's a quiet space run by Learning Support in 'The Hub' at lunchtimes.

Mr. Swarbrick co-ordinates **Sixth Form Academic Mentors & Homework Club** which support pupils with their school work.

The staff in **Lee House, Wyresdale House** or **City View** are always helpful.

You can borrow **books** on **well-being** themes from the Library or Wyresdale House.

3

Want to offload your worries?

Student Support is a 'drop in' listening service co-ordinated by **Mrs. Gibbon** in Wyresdale House.

Mrs. Haywood offers a listening service to Sixth Formers in the SF Centre.

The **Chaplaincy** is a quiet, safe, welcoming space for people of any or no faith.

The **Independent People** don't work for the school but have experience in helping others:

Rev. Carol Backhouse is one of our Independent People, you can contact her on: revcarolbackhouse@gmail.com

Medical Centre - if you feel ill during the day **first tell your class teacher**, you may then go to the Medical Centre.

Try **Kooth.com** for free online mental health support for young people.



4

Need help from someone a bit more specialist?

Referrals to our Mental Health Practitioner or Counsellor can be made through your Head of Year or Mrs. Gibbon.

The senior pastoral team are



Mr. Hallsworth and **Mrs. Gibbon** have ASIST suicide intervention training.

Speak to **Sister Moghaddam (School Nurse)** about health worries including eating disorders on: 07810 396540 cmoghaddam@lrgs.org.uk

You can meet with an NHS **School Nurse** for health and well-being advice.

Mrs Nelson (SENDCo) is available for Learning Support in The Annexe.

5

Time to contact
an expert?
**Specialist
External Services**



YOUNGMINDS
fighting for young people's mental health
a young people's mental health charity
youngminds.org.uk



**Child and Adolescent
Mental Health Services
(CAMHS)**
www.healthyyoungmindslsc.co.uk

**Lancashire &
South Cumbria
Talking Therapies**
Over 16? You can self-refer
to Lancashire
Talking Therapies online



beateatingdisorders.org.uk



positive changes with
alcohol and drug misuse
www.wearewithyou.org.uk



A charity dedicated to the prevention of young suicide
papyrus-uk.org

CHILDLINE 0800 1111
www.childline.org.uk

Samaritans 116 123
www.samaritans.org

Children's Commissioner
Freephone 0800 528 0731
or visit 'Help at Hand'
childrenscommissioner.gov.uk

Firstly, see if your **Form Tutor** can help, then if needed...

...the **Heads of Years** can help with more complex issues.

Mrs. Booth (Head of Year 7 & Transition)

Mr. Young (Head of Lower School)
Mr. Shawcross (Head of Year 8)
Mr. Rosbottom (Head of Year 9)

Mr. Fisher (Head of Middle School)
Mr. Davies-Taylor (Head of Year 10) & Mr. Jacques (Head of Year 11)

Mr. Martin (Head of Sixth Form)
Mrs. Gibson (Assistant Head - Year 13)

Boarders may choose to turn to their Housemaster, Matrons, other boarding house staff, or Dr. Rowe (Head of Boarding).

Deputy Head (Pastoral Care) & Senior Mental Health Lead:

Mr. Hallsworth is responsible for pastoral care across the school.

Not quite ready to ask for help in person?

help@lrgs.org.uk

Want some help getting your voice heard?
Check out your advocacy options.

Designated Safeguarding Leads:

If you're worried a child is at risk of harm and needs protecting, you should speak to **Mr. Hallsworth (DSL)** or **Mr. Millatt (Deputy-DSL)** who will act on any child protection concerns in school - anyone can call **Children's Social Care** on 0300 123 6720 or out of hours 0300 123 6722 to report a concern.

Lancaster Royal Grammar School

East Road Lancaster LA1 3EF

Tel: 01524 580600

Email: genoffice@lrgs.org.uk



Medical Protocols - Provision for ill boarders

The Medical Centre

The Medical Centre consists of Sister's Office, waiting area and treatment room.

Upstairs on the main floor of Storey House, there is an in-patient facility of two twin rooms and a bathroom/washroom.

Boarders have access to Medical Centre Staff (School Nursing Sister, RGN) between hours of 8 am until 3:30 pm daily, Mon-Fri. House Matrons provide the out of hours cover and continuation of care from 3:30pm.

All boarders must report to the Medical Centre if they are feeling unwell or have sustained an injury. They may be referred by boarding house staff, other staff within the school, by themselves or by parents without prior appointment. For non urgent treatment advice, pupils are encouraged to attend before the school day starts or during breaks and lunch time where possible.

There is an informal caring atmosphere and pupils are introduced to the School Nursing Sister as part of their initial medical assessment.

When a boarder is ill

Sister will make suitable provision on an individual basis for any pupil who is unwell or in need of further treatment. This may include quiet time and short period of assessment, nonprescription (homely remedies), being kept from school and periods of observation or a doctor's appointment. If boarders are to be kept from school due to illness, they will usually stay and be cared for in the Medical Centre. If the Medical Centre is full or, for reasons of privacy for older pupils, Sister will make arrangements for pupils to stay in their own house or dorm. If this happens the House Matron will always be informed and some suitable supervision be arranged. Sister/ Medical Centre staff will inform parents if their child is off school due to illness or injury. She will also liaise with parents on any treatments prescribed and discuss suitable arrangements for their future care (hospital /GP appointments/going home etc).

School Medical Officer -GP

It is normal practise for boarders to be registered with the local GP (Lancaster Medical Practice). Sister will make this arrangement as soon as your child starts boarding. This will mean that in the holidays pupils would consult their home GP in if needed as a 'temporary resident'. This will be easier for access to primary health care services for your child and better continuity of care during their school years.

School Nursing Sister

The School Nursing Sister will;

Provide first aid, advice and /or treatment of minor illnesses and injuries.

Support boarder's access to GP and other healthcare agencies, working closely and collaboratively with the School Medical Officer.

Provide help and support to promote good emotional health and well being.

Be discreet and respect confidentiality.*

Offer healthy lifestyle advice, including issues surrounding smoking, alcohol, sexual health and healthy eating.

Work with house staff to promote a happy and healthy boarding environment.

Provide individual health care plans for pupils with known health care needs to staff involved in the welfare of boarders.

Oversee the safe administration of medicines and adherence to the School Medicines Policy.

Confidentiality

In accordance with the school doctor's and nurse's professional obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that on occasions the doctor or nurse may liaise with parents or guardians, the head teacher or other academic staff and house staff, and that information, ideally with the pupil's prior consent, will be passed on as appropriate.

With all medical matters, the doctor and nurse will respect a pupil's confidence except on the very rare occasion when, having failed to persuade a pupil or his authorised representative to give consent to divulgence, the doctor or nurse consider it in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass on information to a relevant person or body.

Useful Contacts:

Mrs C Moghaddam

School Nursing Sister

School Medical Centre

Storey House

Quernmore Road

Lancaster

LA1 3EF

Email: cmoghaddam@lrgs.org.uk

Tel: 01524 580624 Mobile: 07810 396540

House Matrons (Storey House):

Kate Brown, Julie Elkins Tel: 01524 580625 Mobile: 07810371447

The Lancaster Medical Practice

9 Dalton Square

Lancaster

LA1 1PN

Tel: 01524 842200



Bullying is when an individual or a group, deliberately does something to make you feel uncomfortable. It often occurs on more than one occasion but can be just a single incident. Examples of bullying are:

- hitting you or threatening to hit you
- teasing you or calling you names
- damaging your personal property
- leaving you cut off and isolated

How do I report bullying?

- you can e-mail help@lrgs.org.uk or text the help line on 07825166762
- tell a teacher or another adult who works in school, or ask a parent/guardian to report it for you

What will happen next?

A teacher will meet discretely with those involved and work to make sure the bullying stops. We make sure that the person who is being bullied feels supported, and knows what is going on.

Will 'telling' make things worse?

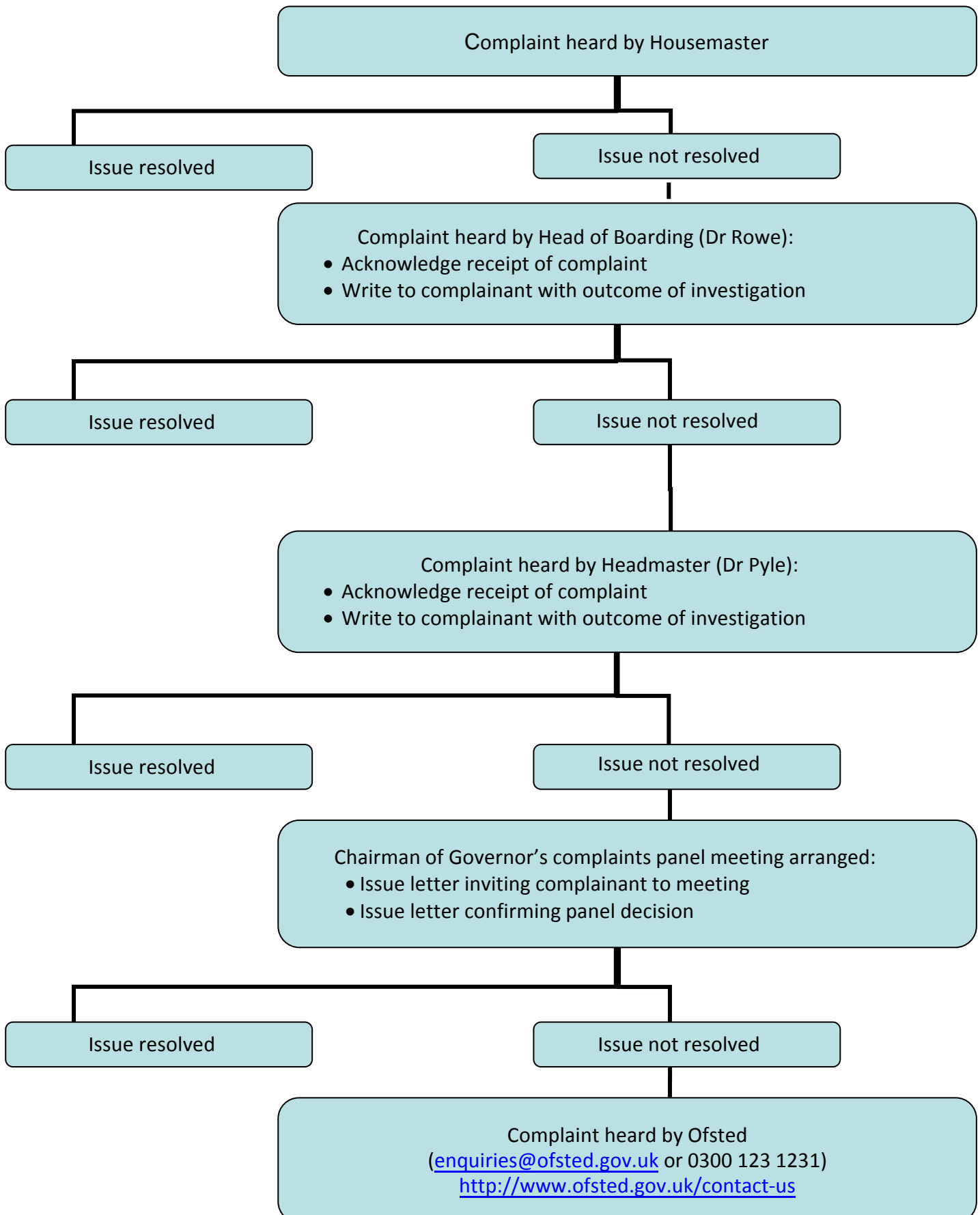
No. Bullies usually stop once the school gets involved because they know that they will face serious consequences if they go on.

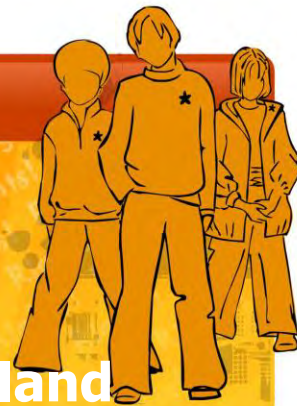
LRGS is committed to providing a supportive, friendly, safe and positive learning environment. Pupils and staff have the right to be treated with respect and must not be discriminated against as a result of their race, sexuality, religion, culture, gender, disability or personal circumstances. The school aims to create an atmosphere of trust and will act positively to prevent bullying.

Remember bullying is always wrong.

Complaints Procedure

Complaints flow chart:





The Children's Rights Director for England

About us...

The Children's Rights Director for England is Roger Morgan. Roger and his team were set up by law to help children and young people and are here for you if you are:

- ★ In care or getting help from children's social care services
- ★ A care leaver
- ★ Living in a boarding school, residential special school, or residential FE college



What we do...

- ★ We ask children's views and report them loud and clear to professionals and the Government
- ★ We write guides to explain your rights – these are on our website for you

If your rights are being seriously broken, you can contact us for advice and help. We can give you advice, and we can often take your problem up with the people in charge.



Office of the Children's Rights Director
Ofsted
Aviation House
125 Kingsway
London
WC2B 6SE

Freephone: 0800 528 0731

Email: Theteam.rights4me.@ofsted.gov.uk



e-safety

How to keep safe online

The internet and online tools are great for research, planning and communicating. Usually things go well but you should be aware of the risks and how to act safely and responsibly. Schools should have an 'Acceptable Use Policy' and you should be familiar with it. At home you may be exposed to more risks – have you talked to your parent/carer about the issues below?



It's best not to give out your personal details to online friends; you never know who might see it. Personal stuff includes your real name, your email address, your age, your phone number, where you live, your school and whether you are a boy or girl.



Think before you post something online or send an e-mail; remember absolutely anyone can read it and it can be forwarded or copied to anyone. If you wouldn't want your parent/carer to read it or see it... don't post it.



If you publish a picture or video online – anyone can change it or share it.



SPAM / Junk email & texts: don't believe it, reply to it or use it.



It's not a good idea to open files that are from people you don't know. You won't know what they contain – it could be a virus, or an inappropriate image or film.



Remember, some people lie online. It's better to keep online mates online. Don't meet up with any strangers without an adult you trust.



It's never too late to tell someone if something makes you feel uncomfortable. Tell a parent or teacher then report it online to the owner of the website or there are people who can help.



Before you can join a chatroom, get a new email address, shop online or do other things on the internet, you will usually need to sign up and give out some personal info like your name, address and telephone number. BEFORE you do this, ask your parent/carer or teacher if that is OK.



Remember, every photo, video, piece of music and line of text was created by someone. Most of this will not be freely available for you to use or copy. You ALWAYS need permission to use other people's stuff. It is safest to create your own.

For more information visit:
www.wmnet.org.uk

Troubled Teen's Campaign
www.ttc-ltd.co.uk/links.html

Useful Links

Here are some websites that we think may be of some help to you.

www.getconnected.org.uk

Our helpline volunteers are trained to provide emotional support, so your first step is to contact them on 0808 808 4994, email, or through web chat. You can also look for help yourself in our directory webhelp24/7. You can also text "Help" free to 08049.

www.mind.org.uk

Mind promotes the views and needs of people with mental health problems. You can also phone free on 0300 123 3393.

www.mentalhealth.org.uk

Provides information and support for everyone with mental health problems or learning disabilities.

www.youngminds.org.uk

Information for children and young people's mental health. Also, services for parents and professionals. Parents' helpline number is 0808 802 5544.

www.b-eat.co.uk

Beating Eating Disorders can be contacted on the helpline 0845 634 1414 or on the youth line 0845 634 7650.

www.rethink.org

Support and advice for people living with mental illness. Phone 0300 5000 927.

www.depressionalliance.org

Charity for sufferers of depression and have a network of self-help groups.

www.thecalmzone.net

C.A.L.M is the campaign against living miserably, for men aged 15-35.

www.bipolaruk.org.uk

Supporting people affected by bipolar disorder.

www.samaritans.org.uk

Confidential support for people experiencing feelings of distress or despair. Phone 08457 90 90 90 (24 Hour Helpline)

www.sane.org.uk

Charity offering support and carrying out research into mental illness. Phone 0845 767 8000 (6pm-11pm, daily) email: sanemail@org.uk

Parentline

Phone 0808 800 2222 (7am-midnight, daily)

www.talktofrank.com/

Frank: Friendly, confidential drugs advice

Exams. We all have to do them. Working towards exams can make us feel a lot of pressure. We might not have that much choice over whether or not we actually do exams, but there are definitely things we can do to help deal with the stress we're feeling. Here are some tips on dealing with exam stress!

1

Keep it in perspective

Exams aren't everything; exam success doesn't define you as a person.

Think about how far you've come already.

Once you've done an exam, try to forget about it.

2

Get that organised feeling

Picture your exams as a time-bound project.

Work out the basics: which exams you have, how the marks are allocated, and how much you have to learn for each one.

Break your revision down into small chunks, and form a plan.

Schedule in plenty of free time to unwind, and protect this time. Nobody can work all day every day.

Equally, don't panic if you go slightly off schedule - tomorrow is another day.

3

Get into some good habits

Take frequent breaks; eat well; drink lots of water.

Think about when and where you work best.

Keep active; sleep!

Find activities that help you relax.

4

Avoid these habits

Don't set yourself ridiculous goals.

Don't cut out all the enjoyment from your life.

Avoid stimulants.

5

Get support from family and friends

Don't be put off by peers saying they're doing huge amounts of revision.

If you can, discuss with your parents what they're expecting you to achieve.

If you're feeling really worried or anxious, chat to a good friend, family member, or tutor.

Self Help Stress Tips

Short periods of stress are normal and can often be resolved by something as simple as completing a task (and thus reducing your workload), or by talking to others and taking time to relax. One or more of the following suggestions might help:

- *Assess exactly what in your life is making you anxious. For example, is it exams, money or relationship problems? See if you can change your circumstances to ease the pressure you're under.*
- *Try to have a more healthy lifestyle. Eat well, get enough sleep, exercise regularly, cut down on alcohol and spend some time socialising as well as working and studying.*
- *Try not to worry about the future or compare yourself with others.*
- *Learn to relax. If you have a panic attack or are in a stressful situation, try to focus on something outside yourself, or switch off by watching TV or chatting to someone.*
- *Relaxation and breathing exercises may help.*
- *Try to resolve personal problems by talking to a friend, tutor or someone in your family.*
- *Read about how to cope with the stress of exams.*

NHS Choices Moodzone has a series of eight mental wellbeing podcasts or audio guides that you can listen to in your own time, in private, and that may help you through times when your mood is low or you're facing an anxious time in your life.

[For more information visit click here.](#)



LRGS Student Mobile Phone and Digital Device Acceptable Use Policy Agreement

The Policy In Brief:

1. We expect you to be **kind and thoughtful** when using technology.
2. The school have a **balanced approach**: taking advantage of benefits of technology but having rules to protect pupils & staff and promote good behaviour.
3. Year 7-11 pupils are **not allowed to use their mobile phones or digital devices in school – they must be turned off and in your bag**. Your teacher may allow you to use your phone in lessons, it's their decision not yours.
4. Sixth Form pupils can use their devices **before 8.45am**, and at **break and lunch**, and whenever they are in one of the Sixth Form Cafés, however your phone will be confiscated if you:
 - a. Use it around school outside permitted times e.g. in between lessons
 - b. Walk around school using it, including with headphones or buds, at any time;
 - c. Use your device in a device free zone (like the Grab & Go or Dining Hall);
 - d. Photograph, film, or record a pupil or member of staff;
 - e. Use your device in a way which causes issues or makes people feel uncomfortable.
5. If we confiscate your phone or device, **you get it back the next day** – you should go to one of the school offices and ring someone from home to **let them know you don't have your phone** – if this causes a real issue you should speak to someone in the pastoral team.
6. The school will take action if you post upsetting things about people at school online.
7. 'Unofficial' LRG accounts and form/class groups can become spaces with harmful, upsetting or unkind content – please think **very carefully** before setting them up or contributing.
8. **The school network is monitored**. We try to give you some privacy, but if your username is flagged by the system we will have to look into what you've been doing. We also look at pupil email accounts if we think you've been using the system inappropriately.

The Policy In Full:

School Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe and appropriate internet access, however it is the school's desire to balance the benefits of technology with attitudes and rules conducive to good behaviour, mental health and social wellbeing.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

The access to and use of the internet, school network and digital devices by students is on condition that they accept and uphold the following statements about their behaviour and use:

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of danger presented by people that I do not know, when I am communicating on-line.
- I am aware that people with extreme views may use the internet to try to involve me in illegal or terrorist activity.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that the school have a differentiated approach towards the rights and permissions of users and:

- I understand that this means that the rules relating to use are not the same for all students; differentiated rules will ensure all users use technology in a safe and appropriate way.

I understand that the school's ICT systems are primarily intended for educational use and:

- I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work and that it is acknowledged and referenced appropriately.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that the school's behaviour of pupils, anti-bullying, and pupil relationships policies may apply to my online actions out of school.
- I understand that the school provide platforms for groups and teams to communicate digitally and as such do not endorse any 'unofficial' groups or accounts. I understand that labelling something 'unofficial' does not remove its connection to the school. I understand that I do not have permission to create online groups linked to the membership of the school without permission from a member of staff.
- I understand that creating parody, fake or unofficial accounts linked to LRGS or members of its community is potentially harmful or upsetting and the school may take action against those who do so.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, exclusions, contact with parents and, in the event of illegal activities, involvement of the police.

I understand that the school operate a 'Bring Your Own Device' policy which means I may bring my own technology to school and use it under the following terms:

- In terms of this policy 'devices' are defined as an electronic technology which may have internet connectivity, including but not limited to: phones, tablets, computers, smart watches, gaming devices and other similar devices.
- All users must adhere to this policy regardless of who owns the device being used.
- The school has a set of clear expectations and responsibilities for all users, detailed in this policy.
- The school adheres to the Data Protection Act principles.

- All users are provided with and must act within this Acceptable Use Policy.
- Where possible these devices will be covered by the school's normal filtering and monitoring systems, while connected to the school's network.
- The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. The school permits users to bringing their own technologies to school in order to provide a greater freedom of choice and usability. However, the school has a differentiated approach to the use of these devices during the school day as follows:
 - **Pupils in Year 7 - 11:** are **not** permitted to use their devices during the school day, nor on the school site, **their devices must be switched off and in their bags at these points**. A teacher may give permission for these students to use their devices in lessons for a purpose which supports their learning.
 - **Pupils in Sixth Form:** are only permitted to use their mobile devices **before 8.45am**, and **during break and lunchtime**, and with the permission of their teacher in lessons in order to support their learning. The following rules apply at **all points** in the school day:
 - The use of a mobile device is prohibited when travelling around the site and crossing roads – this includes using headphones or buds.
 - The use of a mobile device is prohibited in toilets and changing rooms.
 - The use of a mobile device is prohibited in the Dining Hall and Grab and Go which are designated device free zones.
 - At no point must any member of the school community use their device in a way which disrupts teaching and learning, brings the school into disrepute, or adversely affects the safety and wellbeing of members of the school community.
 - The use of mobile devices must not contravene the school's behaviour of pupils, anti-bullying, pupil relationships policies or this Acceptable Use Policy.
 - Personal mobile devices must not be used for the taking of photographs, video or recordings of members of the school community. Nor will these features be used by students for other purposes on the school site without the permission of a member of staff.
 - Sixth Formers may use their phones in the Sixth Form Cafés. They are not allowed in the downstairs study space but can be used for work purposes in the upstairs study space to support their learning.

I understand and accept the consequences for students who misuse technology in school and that:

- The devices of students who fail to maintain these principles will be **confiscated** by a member of staff.
- The school operate a **next day return on confiscated devices**; confiscated devices may be collected the following morning from City View.
- Exceptions will be made for students with Health Care Plans who can pick up their phone at the end of the school day. Students who've had their device confiscated and need to contact their parents or carers may do this from any of the school receptions.
- In **exceptional circumstances**, a senior member of the pastoral team (such as a Head of Year) may decide that the confiscated phone may be returned to a student in order to safeguard them on their journey home. An equivalent consequence will be agreed.
- Students who have had their phone confiscated on Friday may choose to collect their phone from the City View reception at the end of school on Friday on the understanding that it is returned on Monday morning before registration, it can be collected on the following Tuesday.
- Before a confiscated phone is returned the student will have to demonstrate their understanding of the rules. In some instances, parents may be asked to collect the device and the student may forfeit the right to use their phone in school.
- Mobile devices are allowed in school on the understanding that they are the responsibility of the individual. The school can take no liability for their loss or damage. If a member of staff confiscates a device, they must take measures to protect the student's device and ensure its safe return at an appropriate point.



Bring Your Own Device

At LRGS we're aiming to develop students who use digital devices and social media in a safe, confident, and informed manner, so that technology works for them, and they are connected with the world around them.

We operate a **Bring Your Own Device** policy which allows you to bring appropriate digital devices into school in order for them to support you in your learning and help you make the most of the digital world.

The following guidance is designed to help you use your device appropriately.

- **Build resilience against digital distraction** – the device is for **work** and **learning**. Don't load apps onto your device which do not support your learning and you know will distract you. Games and social media apps shouldn't be on your school device.
- **Connect to our Wi-Fi** which is filtered and monitored to keep you safe.
- **Use the Office 365 apps** and log into them using your LRGS network credentials. Go to your app store and find: Word; PowerPoint; OneNote; Outlook; Teams; Office Lens; One Drive.
- **Use your calendar function, Show My Homework app** and to-do-list apps to help with your personal organization.
- Remember that **it's your teacher who decides** if you can use your device in their lesson. You must ask to use your device in a lesson unless it's clearly the established practice.

- The use of your device is **covered by the school's Acceptable Use Policy** and the Digital and Social Media Policy.
- Remember that **you must not take pictures of or video members of the school community** on your device.
- Your device must **only be used to support your learning**, it must not be used for activities which your teacher feels are disruptive or that are clearly not supporting your learning.
- **You are fully responsible** for the use, care and upkeep of your own device.

If at any point your teacher decides that you are using apps or functions which are not directly linked to your learning **a member of staff may confiscate your device** in accordance with school policy.

A **regular pattern of confiscations** may lead to sanctions such as **detentions**. If you cannot follow these rules your parents/carers may be contacted, and you may forfeit the right to bring your device to school.

The use of your device is also **covered in the school's behaviour and anti-bullying policy**. The use of your device in a way which is judged to breach these rules and standards may lead to more serious consequences.

Lancaster

SMALL CITY BIG STORY



KEY

- Main Routes 
- One Way Traffic System 
- Car Parks 
- Viewpoint 
- Coach Parks 
- Bus Station 
- Pedestrian areas/paths 
- Toilets (suitable for disabled except where indicated) 
- Chargeable Toilets 
- Railway line 
- Cycleway 
- Cycleway Contra-flow 
- Footpath 

To the Lake District & North
M6 Junction 34 A683

To the Lune Valley &
Kirkby Lonsdale A683

To Morecambe
& Heysham A683

To Carnforth and the
Lake District A6

To M6 Junction 33
Lancaster University
Peter Scott Gallery
& Nuffield Theatre A6

To Glasson Dock
A588

To Williamson Park, Ashton
Memorial & Butterfly House
Parking for Disabled and
Pedestrian Access only

To Williamson Park, Ashton
Memorial & Butterfly House
and Lancaster Leisure Park

To Lancaster Leisure Park
and the Trough of Bowland