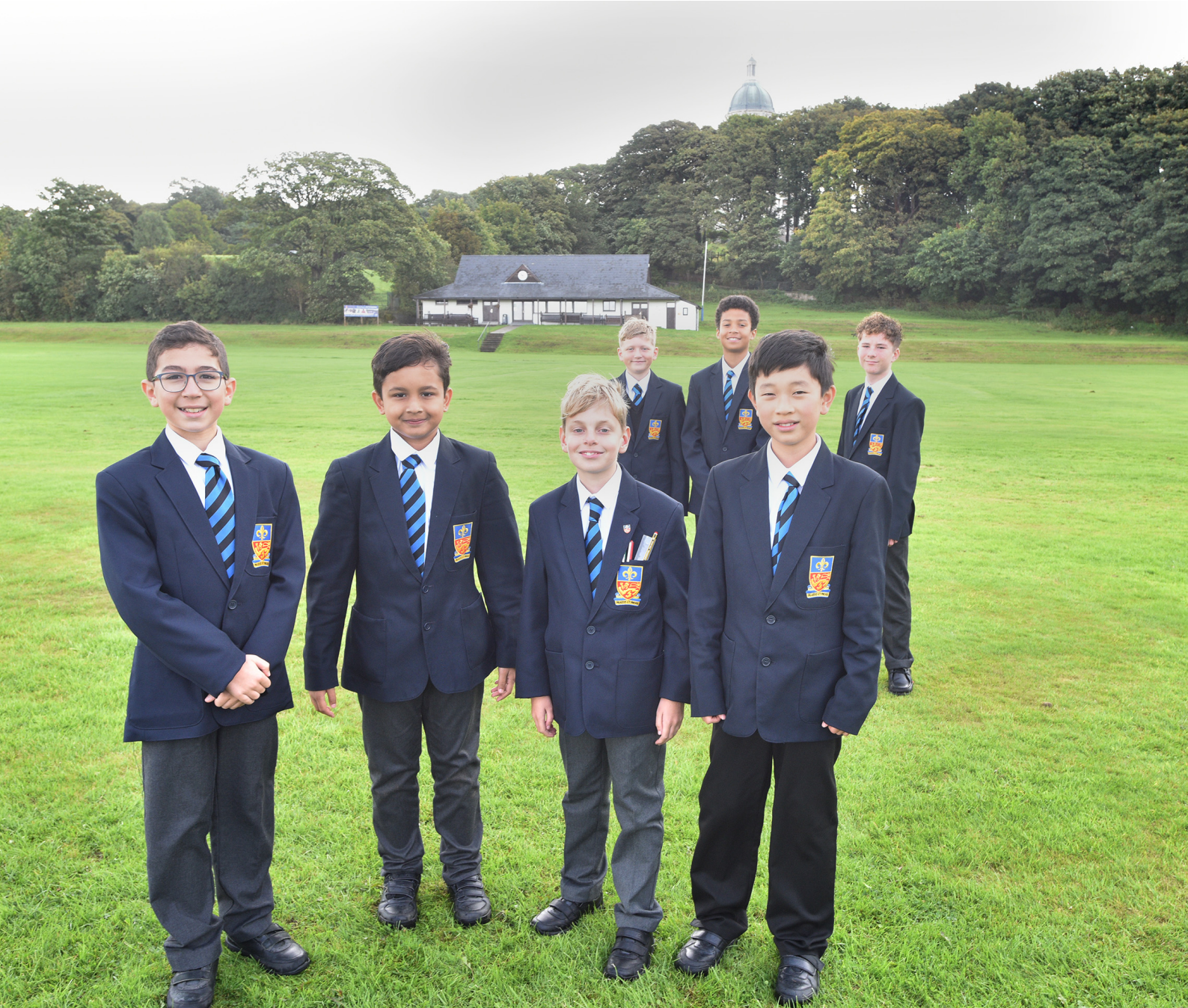




Year 7 - 9 Handbook 2026-27



Lancaster Royal
Grammar School

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



Lancaster Royal Grammar School

Year 7-9

Pupil Handbook 2026-27

Head Teacher: Dr. C. Pyle

Head of Year 7: Miss. H. Booth
Head of Years 8 & 9: Mr. S. Young

Head of Year 8: Mr. A. Shawcross

Head of Year 9: Mr. M. Rosbottom

Lancaster Royal Grammar School, East Road, Lancaster LA1 3EF
01524 580600



www.lrgs.org.uk



genoffice@lrgs.org.uk



[lancaster_royal_grammar_school](https://www.instagram.com/lancaster_royal_grammar_school)



[@LancasterRoyalGrammarSchool](https://www.facebook.com/LancasterRoyalGrammarSchool)



Timings for the Day

8.45 Arrive

8.50 Form Period & Registration

9.10 Period 1

9.50 Period 2

10.35 Period 3

11.20 Break

11.40 Period 4

12.20 Period 5

13.05 Lunch

14.05 Period 6

14.45 Period 7

15.30 Dismissed

Attitude to Learning Grade Descriptors

A

Exemplary

Your attitude has a positive and encouraging effect on lessons; you are an excellent example to your peers.

You use your initiative, and are keen to help; you contribute to group activities, and support other students in their learning.

You take responsibility for extending your own learning.

B

Good

You try your best. You accept challenges, get involved in lessons, and have high aspirations.

You ask for help when you need it; you are well prepared and organized; you bring the right equipment to lessons, and meet deadlines.

C

Coasting

You do not always try your best. You do not meet challenges with a positive attitude.

You should get involved in lessons, and set yourself higher aspirations.

You need to ask for help when you need it, and organize yourself because you can be poorly prepared, and sometimes miss deadlines.

D

Unacceptable

Your attitude can have a detrimental effect on lessons; you can be a poor example to your peers.

You can be reluctant to engage with lessons, and you often need prompting to work.

You are not taking responsibility for your own progress and learning, and will underperform.

LRGS Student Site Map

••• Safety Spine

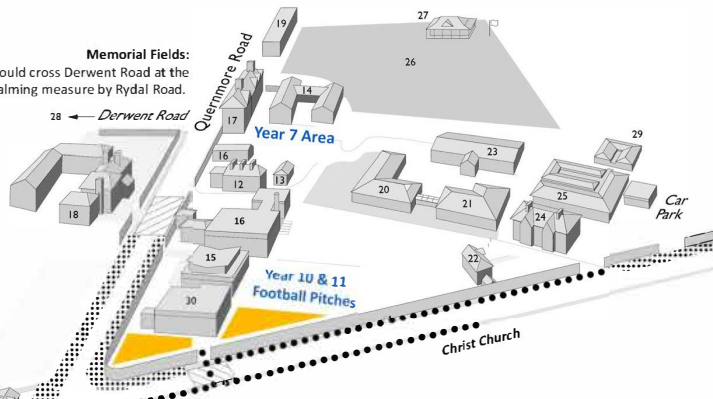
▨ Approved Crossing

▤ Out of Bounds

■ No contact games in these areas

Preston Bus Stop is located on the school side of Moorgate
Students should line up in Bus order in the area outside Music and wait to be directed by the member of staff on Bus Duty.

Memorial Fields:
Students should cross Derwent Road at the first traffic calming measure by Rydal Road.

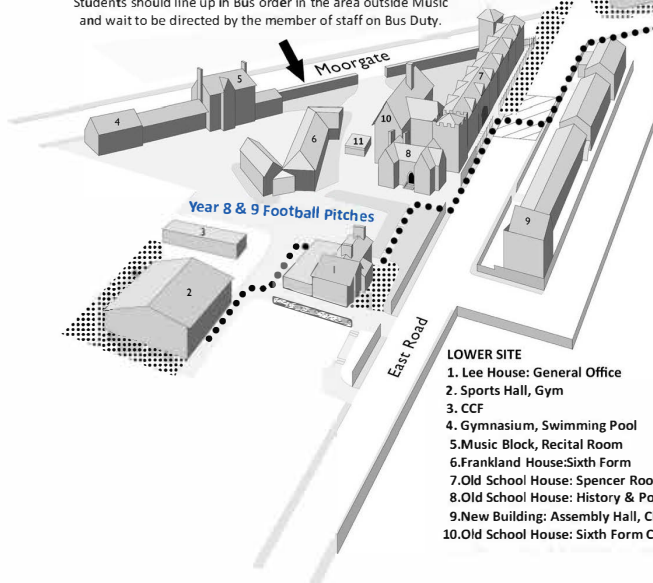


UPPER SITE

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 'The Hub' 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, Grab & Go Cafe

LOWER SITE

1. Lee House: General Office
2. Sports Hall, Gym
3. CCF
4. Gymnasium, Swimming Pool
5. Music Block, Recital Room
6. Frankland House: Sixth Form
7. Old School House: Spencer Room, Library, PE, Theatre Studies, Sixth Form Centre, Business & Economics, Maintenance
8. Old School House: History & 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 - Computer Science



Daily Check List

Remember to pack your bag the night before using these prompts:

1. What day is it tomorrow? Is it week A or B?
2. Have I packed all the books that I need for all of my lessons?
3. Have I packed my pencil case and reading book?
4. **Do I have a green pen in my pencil case?**
5. Have I got homework to hand in for lessons that I don't actually have tomorrow?
6. Have I got Games or PE?
7. Have I organised my lunch or do I need lunch money?
8. Have I got an absence note which I need to hand in?

Show My Homework



www.showmyhomework.co.uk

Homework will be set by your teachers via Show My Homework.

Login to see your homework calendar, or use the app on your device. If you forget your login details visit the school's website for the link to the school homework calendar. You can request a new password yourself using the ['forgot password?'](#) link on the login page.

Remember to ask your teacher before the end of the lesson if you don't understand the homework.

Do your homework the day it's set, and hand it in on time.

How To Thrive @ LRGs



Involved in lessons?
Friends?

I feel like
I belong

Form Tutor?
Academic Mentor?
Homework Club?

Form Tutor?
Head of Year?

I am
actively
involved in
school life

Clubs & Societies?
School teams?

I know
who to
turn to for
help

I'm
organised
and
prepared

I'm looking
after my
physical
health

School Nurse?

Feedback from your teachers?
Catch up sessions?
Being assertive & negotiating?
Forgiving and making amends?

Looking for evidence?
Putting things in
perspective?

I can
regulate
my
emotions

I can deal
with things
going
wrong

Careers Advisor?

Seward Committee?
Year Group Forum?
Independent Person?
Advocate?

I am
excited
about the
future

My voice is
heard, and
I can affect
change

A chat with
Mrs. Gibbon or
Mrs. Haywood?

A catch-up
with Sister
Moghaddam?

I'm looking
after my
mental
health

I'm learning
new things
and making
progress

Learning Support?
Academic Mentor?

Getting some headspace?
Reflection & meditation?

Counselling
with Graham
or Sara?

Home – School Agreement

We aim to encourage all students to...

- behave well and exhibit self-discipline;
- maintain high standards of academic achievement;
- value the contribution of others in the community and respect their opinions and beliefs;
- actively seek guidance throughout their school career;
- gain exposure to a wide range of experiences;
- respect property belonging to the school and to other pupils.

Students shall endeavour to...

- attend school regularly and on time;
- bring all the equipment they need each day;
- wear the school uniform and be tidy in appearance;
- complete all work to the best of their ability and meet deadlines;
- be polite, and respect other people and their property;
- keep the school free from litter and graffiti;
- represent the school to the best of their ability;
- follow the school's code of conduct.

Parent/Guardians shall endeavour to...

- promote regularly attendance, punctuality and organization;
- inform the school of pupil absence, in advance if possible;
- contact the school regarding any pupil well-being concerns;
- support the school's policies and code of conduct;
- support pupils in homework and extended learning opportunities;
- attend parents' evenings and learn about their son's school life.

The school will endeavour to...

- provide a broad and balanced curriculum and meet pupils' needs;
- promote high standards of work and behaviour amongst pupils;
- promote pupil safety and welfare within the school;
- keep parents informed about school matters and pupil progress;
- inform parents of concerns regarding pupil work or behaviour;
- provide a broad range of extra-curricular activities;
- offer opportunities for parents to be involved in school life.

The School Rules

The complete list of school rules can be found in the **Behaviour of Pupils Policy** on the school's website. A selection of these rules follow:

We expect all pupils to be courteous, considerate and honest and to respect other people and their property, both in and out of school.

- No item that could be dangerous in any way or detrimental to good behaviour must be brought into school.
- Gambling, selling and swapping can only take place after consultation with senior teaching staff.
- Smoking, vaping, drinking or the taking of recreational drugs are forbidden by any student whilst representing the school.
- Year 7 to 11 pupils may only leave the school grounds if a request from parents is made, signing in and out of Wyresdale House.
- Pupils must not enter classrooms, laboratories, sports facilities or the assembly hall without permission from a member of staff.
- Pupils must move around the site using the safety spine; observe the out of bounds signs; be self-disciplined and keep to the left.
- The following areas are out of bounds to students: any pavement not outlined on the safety spine; the Science car park; the 'A/B playground' by the New Building.
- Any breakages or damage must be reported to a member of staff. Pupils may be charged to repair malicious damage.
- Litter must be placed in the bins provided.
- Chewing gum is not permitted in school.
- Valuable items are brought into school at the owner's risk and all personal items should be named.
- Students must be courteous to all members of the public at all times. This includes whilst moving around the site, waiting at bus stops and congregating in the town centre.

The **Seward Committee (School Council)** will have the opportunity to discuss any changes or additions to the code of conduct but the Headmaster may make an amendment to any rule, at any time by communication to pupils during assemblies or form periods.

Appearance of Pupils (Years 7 – 11)

There are three guiding principles regarding the appearance of pupils:

- the school's desire to promote a strong, cohesive, school identity that supports high standards and a sense of collective identity among pupils;
- that pupils should consider that appearance is communication and they are expected to present themselves in a thoughtful and business-like manner;
- the school want to actively avoid "indirect" discrimination. This involves the application of a requirement, which, although applied equally to everyone, puts those of a particular gender, race, sexual orientation or religion or belief at a disadvantage because they cannot in practice comply with it.

Boys should be dressed in accordance with this uniform list, which also applies on the journey to and from school.

- Blazers to be worn at all times around school, unless otherwise authorised by the Headmaster.
- Top buttons fastened; tie properly done up. Shirts tucked in.
- Grey school trousers. Jeans, chinos and other fashion trousers are not acceptable. Belts, if worn, should be plain and with a modest buckle.
- Black smart shoes with plain dark soles. Not boots, trainers or brown shoes. Dark grey or black plain socks.
- V necked navy blue or grey sweaters are allowed. No cardigans, sweatshirts, hoodies, fleeces, track suit tops or denim jackets for use as coats.
- Coats should allow you to be visible to traffic in the dark winter months and a plain design. They should not be worn inside the school buildings.
- Hats, gloves, and scarves must be plain coloured either blue or black. These should not be worn inside the school buildings.
- Hair must be of natural colour. Longer hair must be tied up and off the collar at all times. Hair clips and ties must be discreet. Facial hair is permitted.
- No earrings, bangles, make up or other jewellery is to be worn.
- Pupils are encouraged to maintain a healthy standard of personal hygiene.

Personal Property

1. At all times respect other people and their property.
2. All items brought to school must be named.
3. Any valuable item brought to school is at the owner's risk. It is the owner's responsibility to hand in to a member of staff any items when they are to be left unattended.
4. You must never interfere with or remove another student's property - it is likely to be treated as theft.

Lost Property?

1. Make sure all your other property is clearly named.
2. Look carefully for it in all the places where you may have left it.
3. Report your loss at the Lost Property Office in Lee House.

What should I do if I can't be in school?

The school need to know if you are absent from school. Your parent or guardian must report your absence to **Mrs. Pybus via the Contact Us section on the school's website or on 01524 580600 ext 225**. Bring an absence note to Mrs. Pybus on your return. If you need to leave the school premises for any reason, you must sign in and out at Wyresdale House.

What should I do if I become ill at school?

A member of staff is on duty in the Medical Centre. Please make sure you tell the teacher you should be with before going to the Medical Centre.

Facilities and Recreation Areas

Bell Room IT Room: is open every day **1.05-2.05**; priority is given to students wanting to complete school work.

School Library: Opening times 8.15 – 4.15 Monday to Friday. There are various newspapers, magazines, maps, revision resources, other reference materials. There are computers available throughout the day.

Food Outlets and Catering

Catering at LRGS is provided by Aramark in the Dining Hall, Grab & Go or Sixth Form Café. Payment for lunches is made by Wisepay.

Packed lunches can be eaten in the Dining Hall or Grab & Go.

Football Pitches

In order to fairly share football pitches between year groups, the school have allocated pitches as follows:

- Year 7 – Storey House football pitch
- Year 8 – one of the two pitches on the Lower Courts
- Year 9 – one of the two pitches on the Lower Courts
- Year 10 - one of the two pitches on the Upper Courts
- Year 11 - one of the two pitches on the Upper Courts

Pupils are expected to cooperate with other year groups in sharing pitches. Pupils are not permitted to move the goal posts and are expected to be mindful of their conduct while playing football.



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
- 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.



Our 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 or **Mrs. Haywood** 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, you can contact our **Independent Listeners**:

Rev. Carol Backhouse
revcarolbackhouse@gmail.com

Dr. Irene John
flagminister@hotmail.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** or **Sister Lashley** (**School Nurses**) about health worries (including eating disorders) in the Medical Centre.

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

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

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.healthyyoungmindsisc.co.uk

Lancashire & South Cumbria Talking Therapies

Over 16? You can self-refer to Lancashire Talking Therapies online

Beat Eating disorders

beateatingdisorders.org.uk

we are withyou

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.

Miss Booth (Head of Year 7 & Primary Transition)

Mr. Young (Head of Lower School: Years 8 & 9)

Mr. Rosbottom (Head of Year 8) & **Dr. Shawcross** (Head of Year 9)

Mr. Fisher (Head of Middle School)

Mr. Fenton (Head of Year 10) & **Mr. Jacques** (Head of Year 11)

Mr. Martin (Head of Sixth Form)

Mrs. Gibson (Head of Year 12) & **Mrs. Boak** (Head of 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.

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.

More Places of Support Advice

(Click link for more information)



Childnet
International



**UK Safer
Internet
Centre**

**DITCH
THE LABEL**

Here to help young people aged 12-25
navigate the issues affecting them the
most; from mental health and bullying to
identity and relationships.



NHS **choices**
www.nhs.uk

Your health, your choices...



Brook, the young people's sexual health & wellbeing charity



I want to quit smoking: the day you start to stop

withyou

Get free, confidential support with alcohol, drugs or mental health from one of our local services or online.



PAPYRUS
PREVENTION OF YOUNG SUICIDE

YOUNG MiNDS

fighting for young people's mental health

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.



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 Formers can use their devices **before 8.45am**, and at **break and lunch**, Sixth Formers may use their devices 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' LRGS 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 full version of the policy can be found on the school website.](#)

Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

Loss of consciousness or responsiveness
Lying motionless on ground/Slow to get up
Unsteady on feet / Balance problems or falling over/Incoordination
Grabbing/Clutching of head
Dazed, blank or vacant look
Confused/Not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- | | |
|--------------------------|----------------------------|
| - Loss of consciousness | - Headache |
| - Seizure or convulsion | - Dizziness |
| - Balance problems | - Confusion |
| - Nausea or vomiting | - Feeling slowed down |
| - Drowsiness | - "Pressure in head" |
| - More emotional | - Blurred vision |
| - Irritability | - Sensitivity to light |
| - Sadness | - Amnesia |
| - Fatigue or low energy | - Feeling like "in a fog" |
| - Nervous or anxious | - Neck Pain |
| - "Don't feel right" | - Sensitivity to noise |
| - Difficulty remembering | - Difficulty concentrating |

3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

"What venue are we at today?"

"Which half is it now?"

"Who scored last in this game?"

"What team did you play last week / game?"

"Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013