



**WORKSOP COLLEGE**  
**AND**  
**RANBY HOUSE**

**Pupil Charter 19-20**

**Ranby House (3-11)**  
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## **Ranby House (3-11)**

### **The behaviour we expect**

#### **Our Manners Charter**

Manners cost nothing, but are priceless in giving a good impression and making people feel respected and appreciated.

#### **Politeness with People**

##### **Speaking**

- Always say 'please' and 'thank you'.
- Appreciate the work done by other people, such as cleaners, the kitchen and grounds staff and also other pupils.
- Speak clearly and properly to each other, adults & visitors. Do not mumble.
- Address adults by name or 'Sir'/'Miss'.
- Make eye contact when talking to people
- Do not use bad language.
- Do not answer back.
- Be friendly and welcoming to all.

##### **Listening**

- Listen and pay attention when being spoken to
- Do not interrupt.
- Take time to listen to each other and show interest.
- Respect the views of others.
- Show respect for and do as you are asked by Staff, or pupils with responsibility, such as House Leaders or School Captains.

#### **The Classroom**

- Stand up when a visitor enters the room with a member of staff (Yrs. 3-6).
- Raise your hand if you wish to speak.
- Do not shout out or interrupt.
- Apologise to the teacher if you are late.

#### **Chapel**

Remember that Chapel is a place of worship and prayer, so be quiet and respectful.

#### **The Dining Room**

- Hold your cutlery correctly.
- Keep your mouth closed when you are eating.
- Keep your elbows off the table.
- Always ask a member of staff when you want to be excused from the meal table.
- Help with clearing away - wipe up small spills from the 'spill station' or report larger spills to a member of staff.

#### **Moving around school**

- Do not push in front of others when approaching a door.

- Hold doors open for staff and visitors and allow them to pass through first.
- Walk carefully inside buildings, showing consideration for people and property.
- Do not run inside.
- Walk in the quad, round corners and through the white tunnel.
- Offer help to those in need.
- Make sure litter is put into bins.
- Respect notice boards and display areas.
- Stay within school boundaries.

### **Property**

- Respect all school property and property of others
- Report a breakage or damage to school property to a member of staff.

### **Appearance**

- Keep your hands out of your pockets.
- Shoes must be clean, with laces tied properly.
- Shirts must be tucked in.
- Hair must be neat and tidy.

## **UNIFORM and appearance**

We have high expectations of our appearance and we want children to feel proud to wear our school uniform.

### **Summer Uniform**

Can be worn from the start of the Summer Term. Must be worn after the 1st Summer Term Exeat weekend. Must not be worn after the 1st Autumn Term Exeat

### **Winter Uniform**

Can be worn from the start of the Autumn Term. Must be worn after the 1st Autumn Term Exeat weekend. Must not be worn after the 1st Summer Term Exeat

### **Pre-Prep (N1 – Yr 2)**

#### **Girls' – Winter Uniform**

- Blouse - White school blouse with blue piping
- Dress - Gordon Tartan Pinafore dress.
- Pullover - Navy blue V neck or plain knit navy cardigan.
- Socks or Tights - Navy in colour
- Shoes - black polishable shoes.
- Coat - School coat or a plain navy/black coat, with no logos or writing.
- School cap
- school water bottle

#### **Girls' – Summer Uniform**

- Dress - School Summer dress
- Pullover - Navy blue V neck or plain knit navy cardigan.
- Socks - White long or short socks
- Shoes - black polishable shoes.
- Coat - School coat or a plain navy/black coat, with no logos or writing.
- School cap
- school water bottle

### **Boys' – Winter Uniform**

- Shirt – School blue checked shirt with short sleeves
- (Year Two boys may wear long sleeves if preferred, in winter only).
- Pullover - Navy blue V neck
- Shorts - Mid-Grey shorts (long trousers if preferred, in Winter only)
- Socks - Navy long or short socks
- Shoes - black polishable shoes
- Coat - School coat or a plain navy/black coat, with no logos or writing.
- School cap
- School tie
- school water bottle

### **Boys' – Summer Uniform**

- Shirt – School blue checked shirt with short sleeves
- Pullover - Navy blue V neck
- Shorts - Mid-Grey shorts
- Socks - Navy long or short socks
- Shoes - black polishable shoes
- School cap
- School tie
- school water bottle

### **Prep (Years 3-6)**

#### **Girls' – Winter Uniform**

- Blouse - White long sleeved shirt.
- Dress - School Tartan kilt.
- Pullover - Navy blue V neck or plain knit navy cardigan.
- Socks or Tights - Navy in colour
- Shoes - black polishable shoes. Non-patent
- School blazer
- school tie
- school coat or a plain navy/black coat
- with no logos or writing
- School cap
- School water bottle.

#### **Girls' – Summer Uniform**

- Dress - School Summer dress with navy belt
- Pullover - Navy blue V neck or plain knit navy Cardigan.
- Socks – Plain white short socks – not ankle or frilled socks
- Shoes - black polishable shoes. Non-patent
- School blazer
- School coat or a plain navy/black coat with no logos or writing
- School cap
- School water bottle

#### **Boys' – Winter Uniform**

- Shirt – School blue checked shirt, short or long sleeves.
- Pullover - Navy blue V neck
- Shorts - Mid-Grey shorts (long trousers if preferred, in Winter only)
- Socks - Plain grey coloured long or short socks

- Shoes - black shoes, polishable, non-patent.
- White shirt for formal occasions
- School blazer
- School coat or a plain navy/black coat with no logos or writing
- School cap
- School water bottle

### **Boys' – Summer Uniform**

- Shirt – School blue checked shirt with short sleeves.
- Pullover - Navy blue V neck
- Shorts - Mid-Grey shorts
- Socks – Plain grey coloured long or short socks
- Shoes - black shoes, polishable, non-patent
- School blazer
- School coat or a plain navy/black coat with no logos or writing
- School cap
- School water bottle

### **Your appearance**

Looking smart is all part of being prepared and ready to learn. Form Tutors will remind children if they need to improve.

### **Hair**

- Long hair should be neatly and firmly tied back in a single pony tail/plait, this should be positioned centrally at the back of the head, partly tied long hair is unacceptable.
- Hair that is tied back should be held in place with a plain band or slide. The band/slide should be navy blue, match the colour of the hair or be in the school tartan.
- Permed and dyed hair is not acceptable.
- The use of hair styling products is not allowed.

### **Shoes**

- Shoes should be plain black, polishable (not suede or suede effect), sensible (no wheels or lights) and sturdy (max heel height, including sole, of 4cm).
- Laced or buckled shoes are preferable, shoes must not be not sling-backed

Boots or casual trainers are not allowed. Ornamental buckles or shoe decorations are unacceptable.

### **Jewellery**

- Only plain silver/gold stud earrings are acceptable (Girls only); one in each ear lobe.
- The wearing of bracelets, rings, leather/coloured bands (charity bands), bangles, and necklaces is not allowed.
- A wristwatch may be worn, but must not have the ability to capture images or audio (smart watches), analogue watches are preferred.
- Only school awarded badges can be worn on blazers, HMC awards on the left, others on the right lapel. All badges should be removed at the start of an academic year.

### **Make-up**

The wearing of any make-up, including nail varnish on fingers and toenails, is not allowed.

### Timing of the School Day

<b>Timings of the School day – Pre-Prep (EYFS, Years 1 &amp; 2)</b>	
7:45 – 8:15 <b>Breakfast Club</b> (sign in at the Slipper Room)	
8:15 – 8:25	Early drop Off, rear of Pre-Prep
<b>8:30 – 8:45</b>	<b>AM Registration</b>
8:45 – 9:10	Period 1
9:10 – 9:35	Period 2
9:35 – 10:00	Period 3
10:00 – 10:25	Period 4
<b>10:25 – 10:50</b>	<b>Break</b> (drink & snack)
10:50 – 11:15	Period 5
11:15 – 11:40	Period 6
11:40 – 12:05	Period 7
12:05 – 12:30	Period 8 <b>EYFS Lunch from 12:00</b>
<b>12:30 – 1:30</b>	<b>Lunch</b> (hot or cold options)
<b>1:30 – 1:55</b>	<b>PM Registration</b> Period 9
1:55 – 2:20	Period 10
2:20 – 2:45	Period 11
2:45 – 3:10	Period 12
3:10 – 3:35	Period 13
<b>3:35</b>	<b>Finish (Pupils collected)</b>
3:35 – onwards	Clubs/Activities
3:35 – onwards	Crèche (Tea 5:10)

<b>Timings of the School day (Years 3 - 6)</b>	
7:45 – 8:15 <b>Breakfast Club</b> (sign in at the Slipper Room)	
8:15 – 8:30	Drop Off
<b>8:30 – 8:45</b>	<b>AM Registration</b>
8:45 – 9:10	Period 1
9:10 – 9:35	Period 2
9:35 – 10:00	Period 3
10:00 – 10:25	Period 4
<b>10:25 – 10:50</b>	<b>Break</b> (drink & snack)
10:50 – 11:15	Period 5
11:15 – 11:40	Period 6
11:40 – 12:05	Period 7
12:05 – 12:30	Period 8
<b>12:30 – 1:30</b>	<b>Lunch</b> (hot or cold options)
<b>1:30 – 1:55</b>	<b>PM Registration</b> (Period 9)
1:55 – 2:20	Period 10
2:20 – 2:45	Period 11
2:45 – 3:10	Period 12
3:10 – 3:35	Period 13
3:35 – 3:45	Form Period
<b>3:45</b>	<b>Sign Out 1</b> (pupils collected, Old Gym)
3:45 – 4:10	<b>PM Break</b> (for pupils staying until 5:10)
4:10 – 5:10	Clubs/Activities
5:10 – 5:30	<b>Sign Out 2</b> (pupils collected, Old Gym)
5:10	Tea for extended Day pupils and Boarders

## Who should I talk to?

During your child's time at school or at home, they may want to tell someone about a problem or worry. They might also want to share news of something they have achieved or are proud of.

Check the Slipper Room notice boards for team sheets and school notices, and children arrive at school every day, encourage them to check the digital notice board – it contains important information about the day ahead.

## Who should I tell?

- A problem has happened at school between other pupils. (Teacher on duty or Class teacher)
- I am finding the class work difficult and don't understand. (Class or Subject's teacher)
- I feel unwell or have hurt myself. (Class teacher or Nurse)
- Am I in a team? How can I make a team? What fixtures are coming up? (Games teacher or Mrs Wing)
- I can't remember what after school activity I am doing. (Class teacher or Mrs Johns)
- I want to swap an activity. (Mrs Johns)
- I would like sing in Choir or play an instrument (Miss Massey)
- I really want to share some news or show something interesting to the class or school (Any teacher)
- I am unhappy or afraid about something (any adult)

## Parents

To keep up to date across what's happening at school, please download our app. You can configure your settings so you receive information at a frequency to suit you. As well as our app, please follow us on Facebook, Twitter and Instagram to find out more about all the exciting things we're involved in.

You will also receive our e-newsletter once a month and a copy of our school magazine, once a year.

## Who to speak to

- General enquiry, update contact details - School Office 01777 703138
- Update your child's Health or Dietary Records - School Nurse
- Enquiry about Boarding options, book your child into the Boarding House - School Office 01777 703138
- School academic matters – teaching, learning, assessment, reporting & policies - Deputy Head [j.harper@wsnl.co.uk](mailto:j.harper@wsnl.co.uk)
- School routines, calendar events, behaviour and rewards, policies - Deputy Head [j.harper@wsnl.co.uk](mailto:j.harper@wsnl.co.uk)
- Leadership and management of the school. – Headmaster, David Thorpe [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk)



## **Your rights**

You as a pupil at a boarding and day school, have rights to protect you from any sort of danger. All the adults at the school have to make sure that your rights are protected.

You have the right to expect that:

- you are generally happy and healthy;
- you will always be listened to if you feel you are being unfairly treated;
- you can talk to someone of your choice about your problems;
- you can complain about unfair treatment of you by anybody;
- you can complain about unfair treatment of a friend;
- you will be advised about who to complain to, and how to go about it;
- you have access to a telephone, and important phone numbers;
- something will be done, you will get help, you will not be blamed or made to feel embarrassed for telling someone

We want you to be yourself, and will encourage you to be proud of your own abilities, and improve on them. We want to give you the best possible opportunities. We will expect you always to do your best in work, sport and leisure, and try to be confident, honest and helpful.

We want you to see the school as a big family, of which you are an important member. Each one of us is different, and should be proud of it because when we put our differences together we have an interesting and exciting family! This is a Woodard School, which means above all that we try to make it a safe, happy place where we share common values.

Most important is, that you should feel able to talk about your problems to anyone you choose.

As well as being able to approach any adult at school, we also have an Independent Listener. They will be happy to talk, listen to or meet with you. There are posters across school which explain the best way to get in contact with the school listener.

If you find it difficult to talk about how you're feeling, feel free to write it down, email, hand the note to someone, or post in the 'Post a Problem' mailbox by the School Office.

## **When you need help or you have a problem**

Don't ever be ashamed to admit you have a problem. We all have worries, so get help quickly so it can be sorted out.

Times when a chat would be a good idea could be when:

- you feel unable to cope because of problems with school work, at home,
- or difficulties with friendships;
- you feel children or staff are getting at you because of your religion, your size, your name, your accent, or for any other reason;
- you feel you are being treated unfairly by a teacher about your work or any other matter in school; -
- you are being bullied or treated unfairly by another child;
- someone is trying to persuade you to do things that you are not comfortable about;
- someone is frightening you
- someone is telling you to keep a secret when you would rather not

## **Formal Complaint Procedure**

If you have complained to some of the people mentioned, and feel that nothing has happened, or you still feel unsatisfied, you may want to take it further. To make a formal complaint, you can follow the steps below. You do not have to tell the person you are complaining about.

### **Steps**

1. Complain, verbally or in writing, to either Mr Thorpe (Headmaster) to Mr Harper (Deputy Head), or your House Leader.

### **House Leaders**

**St. Alban** – Mr Simpson

**St. Benedict** – Mrs Wing

**St. Columba** – Miss Rebecca Harvey

**St Dunstan** – Mrs Bezoari

2. Your complaint will be noted.

3. Within 24 hours, the person contacted will speak to you and try to sort your problem out.

4. If you are still not happy with things, then you will have the chance to talk it through with the Headmaster and the independent listener. You may invite a pupil and/or an adult of your choice to be with you.

## **20 Important school rules for pupils in Yrs. 3-6**

1 Always follow the six behaviours of the school: Show respect. Be honest. Listen. Forgive. Be kind and helpful. Always do your best.

2 ALL Pupils should take their House Books with them to all lessons, including instrumental music lessons.

3 Always sign-in and out, and stay within the area marked as the school grounds. Stay in lit areas after dark.

4 Always sign in at the Slipper Room if you arrive before 8.15am. In the morning wait in the Quad - Do not enter the classrooms until a member of staff is with you.

5 Do not leave the grounds with any adult other than the one who usually picks you up or one who has been asked by your parents to collect you. If you are in the slightest doubt, be sure to check with a member of staff or telephone your parents.

6 Classrooms, Changing Rooms, the Sports Hall, the Performing Arts Centre and Pavilions may only be entered with a teacher or with permission.

7 The dining room is available during morning and afternoon breaks and at meal times only. It is not to be used as a short cut for any reason other than fire or similar emergency.

8 The boarders' bedrooms are their private area, so day children have no access to them.

9 The Kitchen, Kitchen Courtyard, Laundry and Maintenance Workshop are out of bounds at all times.

10 Access to the 'Gobi' field is only permitted for official games sessions or training runs.

11 For your own safety, car parks and roadways should not be used as playground areas.

12 The property of the school and of other pupils should be treated with respect. Report any damage or breakages immediately to a member of staff.

- 13 Similarly, all pitches and sports equipment should be treated with respect.
- 14 Do not tamper with electrical appliances, and use them only with permission or supervision.
- 15 Mobile devices must be handed into the School Office and must not be used around school. Any electrical device must be handed in to the School Office for a safety check before you use them.
- 16 Do not bring in items that are valuable or inappropriate for school. Forbidden items include laser pens, penknives, electronic devices and smart watches.
- 17 Any medicines must be left in the care of the Nurse or a Houseparent. Any glues or paints required for model making, etc. must be left with the teacher in charge. Tobacco, drugs, alcohol and solvents are forbidden in school.
- 18 Only Tuck from the school Tuck Shop is allowed at school. Do not bring in any other sweets, chewing gum or cakes without permission from a teacher.
- 19 Money is not to be brought into school, unless permission has been given for a charity donation or spending money on a trip.
- 20 All litter should be placed in waste bins provided, pick up any litter you see as part of our 'Community Service' and place it in a recycling or waste bin.

## Rewards & Sanctions

### Assessing Effort

As a Growth Mindset school we believe that pupils should always give their best, embrace challenge and learn from failed attempts.

	Grade & Points allocated to the child's House
<p><b>Exemplary Effort</b> - the best you can be. You apply your best effort almost all of the time and are regularly commended for your effort levels. Awarded to children who consistently apply their best effort in all that they do.</p>	<b>+4</b>
<p><b>Commendable Effort</b> – impressive, you always apply clear effort. You demonstrate increasing determination to better your effort and this is evident in your progress. Awarded to children who consistently apply clear effort and are determined to improve.</p>	<b>+3</b>
<p><b>Clear Effort</b> - expected - you apply clear effort most of the time. Clear effort is evident in your progress. Expected of all children at the school and awarded to children who demonstrate clear effort in most areas of school life, most of the time.</p>	<b>+2</b>
<p><b>Inconsistent Effort</b> - improvement is required. You show some effort, but it is not consistent enough. Awarded to children who are not demonstrating the level of effort expected, in relation to their age, stage and ability. This, in turn, is hampering their progress.</p>	<b>+1</b>
<p><b>FULL HOUSE EFFORT AWARD</b> ~ the best you can be, in all aspects of school life. <b>(Awarded to a child who achieves a FULL SET OF LEVEL 4 EFFORT AWARDS IN EVERY SUBJECT AREA IN A SCHOOL TERM.</b> They have applied their best effort almost all of the time and are regularly commended for their effort levels in all areas of school life.</p>	

## Industry Rewards

At Ranby House we believe that pupils should be rewarded for their positive behaviour and effort. Receiving points for their House encourages pupils to work together and support one another in achieving success.

		<b>Points for House (House Industry Cup)</b>
<b>Industry 1</b>	Your effort in a lesson has been recognised, as you maintained expected standards of presentation and you met the lesson's targets (WALT & WILF) Using 1 growth mindset approach; <b>Effort</b> (trying hard).	<b>+1</b>
<b>Industry 3</b>	Your effort has resulted in a significant improvement on a piece of work. Using 3 growth mindset approaches to work; <b>Effort</b> (trying hard), <b>Resilience</b> (not giving in or asking for help straight away) & <b>Retention</b> (remembering information from other lessons)	<b>+3</b>
<b>Industry 5</b>	Your effort has resulted in a distinctive improvement on a piece of project or topic work. Using 5 growth mindset approaches to work; <b>Effort</b> (trying hard), <b>Resilience</b> (not giving in or asking for help straight away), <b>Retention</b> (remembering information from other lessons), <b>Reflective</b> (thinking how you could make your work even better), & <b>Resourcefulness</b> (using different ways to find out or show information)	<b>+5</b>
<b>HMC's</b>	<b>Headmaster's Commendation</b> Success that reflects a particular element of our Learner Profile. The outstanding effort has resulted in an achievement above and beyond all expectations that demonstrates a number of criteria listed for a specific learning style. (Resilience- red badge, Adaptable- orange/amber badge or Independent- indigo badge) On achievement of all three components to the Learner Profile the child receives their Learner Profile Award – Gold Badge	<b>+10</b>

## Pupils' Behaviour

We firmly believe that pupils should be rewarded for being kind and helpful beyond our expectations in the Manners Charter. It is also important that pupils are challenged for poor behaviour. Pupils need to learn that there are consequences for their actions. Pupils are generally given a verbal warning, giving them the opportunity to correct their behaviour, however sanctions may be given that represent the severity of the breaches of the **School Rules, the Manners Charter or the Core Values.**

		<b>Points for House (Count towards House Conduct Cup)</b>
<b>Star</b>	'Being Kind and helpful' beyond the expectations of our 'Manners charter'	<b>+1</b>
<b>Commo</b>	Commendation (commo.) has the equivalent value of five Stars. Commos are, 'Awarded in their own right for extreme acts of helpfulness, kindness or good conduct'	<b>+5</b>
<b>Spot</b>	Spots are issued to pupils for minor breaches of the School Rules and the School's expectations of pupil conduct (Manners Charter).	<b>-1</b>
<b>Minus</b>	Minuses are given for continued poor behaviour or major breaches of the CORE VALUES. When a minus is awarded, the parents are informed by the teacher awarding the minus.	<b>-5</b>
<p>The school will always consult and work with the pupil and their parents if further sanctions or strategies are required to support a pupil to improve their behaviour/effort. These may include, pupils missing break times, not representing the school in team sport or having their behaviour monitored during the week (report card).</p> <p>This is not an exhaustive list of sanctions, the school will always follow its Behaviour Policy for serious or persistent acts of ill-discipline</p>		

### **Pupil Positions of responsibility**

Pupils at Ranby House have the opportunity to become Captains and Deputy Captains of school, as well as Head of Chapel, Head of Choir or a member of a committee. For a list of the current pupils positions of responsibility, please check our website.

## **WORKSOP COLLEGE**

### **Worksop College (11-18)**

- The behaviour we expect
- Codes of conduct
- Uniform and appearance
- School Day
- School routines
- Rewards and Sanctions

### **The behaviour we expect**

Basic expectations are that all pupils will -

- Openly welcome all to our community;
- Accept the rules of the School and behaviour codes which are based on the laws of the land and common sense
- Attend the appropriate number of Chapel services and recognise their own spiritual dimension
- Make academic study their priority, whilst showing a determination to develop to the full all their talents, whether intellectual, physical or creative
- Find the necessary motivation to pursue their academic work in lessons, in study periods and in preparation to the best of their ability
- Show involvement and effort in extra-curricular commitments this includes School, House and recreational sport and other chosen activities
- Wear the School uniform and see it as a unifying factor for community identity
- treat all others with equal respect, regardless of age, gender, race, religion, sexual orientation or ability and see any differences as an enrichment to the life of the College
- Be sensitive to the fact that appropriate members of staff will need to know of an individual's whereabouts
- Adhere to the School and house timetables
- Communicate on a regular basis with parents and guardians
- Take primary responsibility for their own health and personal hygiene and alert the appropriate people if they, or others, are in need of pastoral or practical help
- Conduct any close relationships sensitively and in an acceptable manner
- Remember that, as the College is home for many of the school community, a respect for personal privacy and property is necessary
- Conduct themselves outside the school in a responsible manner

### **Codes of conduct**

The purpose of school policies and procedures is to create a supportive, caring and co-operative environment within which all pupils have the opportunity to mature and develop as well-rounded, happy and fulfilled individuals. This framework aims to encourage in each student respect for themselves and others, build self-esteem, forge a strong set of moral standards, encourage self-motivation and independence and engender a positive approach to life.

What follows is a summary of the principal policies relating to general conduct and discipline. Copies of full school policies are available on our website.

Any act that may injure an individual or the school community as a whole is unacceptable. Persistent abuse of one or a combination of the following could lead to a pupil being asked by the Head to leave the school.

Any act that may injure an individual or the school community as a whole is unacceptable. Persistent abuse of one or a combination of the following could lead to a pupil being asked by the Head to leave the school.

### **1.1 Alcohol**

- a) The legal requirements regarding the consumption of alcohol by persons under the age of 18 are central to school policy and will be adhered to at all times.
- b) Members of the school will not drink alcohol unless legally allowed to do so and under the supervision of a staff member. Pupils will not, under any circumstances, bring alcoholic drinks into the school.
- c) A sensible amount of alcohol may be consumed on school trips with written parental permission and under staff supervision, and in line with (a) and (b) above.

### **1.2 Bullying**

Bullying of any kind is absolutely unacceptable. Detail of the school's attitude and response to all forms of bullying is made clear in the College Anti-bullying Policy.

**1.3 Close Relationships** In a community such as ours, close relationships sometimes develop between two members of the school. Any physical contact beyond a respectable level is unacceptable and public showing of affection and thus embarrassment to others must be avoided. A close relationship between pupils is strongly discouraged if there is more than two years difference in the school years of the pupils concerned.

### **1.4 Medicines and Drugs**

- a) The possession and use of medicines and drugs without permission from the Health Care Centre or Housemaster/ mistress is not permitted. **ALL** medicines and drugs, whether requiring a prescription or not, will be kept in the Health Care Centre and dispensed by the Health Care Centre staff unless special permission has been otherwise granted.
- b) The use or possession of any illegal drugs is not allowed. The school reserves the right to ask a pupil to undergo a test if there are suspicions that an illegal drug has been, or is being, used, including 'Legal Highs'. The above guidelines are strictly in accordance with current legal requirements. A detailed drugs policy document is available on request.

### **1.5 Smoking**

Smoking, the possession of smoking materials and the purchase of tobacco, in any form, are forbidden, this includes electronic cigarettes. Punishment procedures are clearly outlined in the smoking policy document.

### **1.6 Electronic Communications**

- a) Pupils are reminded that using a mobile phone, an Ipad, a computer or any other electronic means to retrieve, download, send, store or print any material which is, or might be considered, offensive, pornographic or libellous is a criminal offence.
- b) Technological communication (email, sms, mms, social network sites e.g. Facebook, Twitter, WhatsApp etc) that offends others will be treated as bullying and dealt with accordingly.
- c) The connection of laptops into the network or printer is not allowed. The College will always deal particularly rigorously with such offences.
- d) The College reserves the right to look at the contents of any file, whether stored on the school network, I pad, laptop, flash memory stick, or any other memory storage facility. All pupils are asked to sign the Worksop College Acceptance Use Policy.

- e) Random checks will be carried out to ensure that College's policy is being adhered to, for the safety and protection of both the College and the pupils.
- f) Guidelines on the use of all Computer Rooms and the College ICT systems are published in the Computer Room and must be adhered to.
- g) Any pupil who observes wrong-doing in the use of electronic communication should report it without fear of retribution or feelings of disloyalty.

#### Sensitive Personal Data

The College operates a Data Protection Policy, a full copy of which is available on demand.

### **1.7 Photography**

It must be recognised that all members of the College community have the right to privacy and to have that privacy respected by others. It should not therefore be assumed by anyone taking photographs in the College that subjects of those photographs are willing for them to be used for any purpose which would involve them coming into the public domain. Anyone taking photographs or video recordings anywhere on the College site is requested to bear in mind that they are aware of the College policy regarding photographs, a copy of which can be obtained from the College upon request. No photographs may be taken or video recordings made in class unless:-

- (i) explicit permission has been given by a teacher and
- (ii) it is a part of the curriculum being followed.

The taking of photographs/videos in bathrooms, bedrooms or changing rooms is strictly forbidden.

### **1.8 Motor Vehicles**

Members of the School are not allowed to take a lift in a car without written permission from their parents and the driver's parents. Pupils may use their car **only** to drive to and from school, with the Head's permission, following written authorisation from parents. The vehicle must be parked in the visitors' car park and must not be used during the day, other than in an emergency and only then with the express permission of a pupil's Housemaster/ Housemistress. Entry to and departure from the College is only via the main drive.

### **1.9 Health & Safety**

Pupils should be aware that due to the age of the building some floors and stairs are uneven. Correct footwear should be worn at all times and there should be no running, either in the cloisters or up and down stairs.

### **1.10 Sports Hall**

Pupils are reminded that they may not enter the main Sports Hall unless a member of staff is present. Clean indoor footwear must be worn in the main hall. Pupils wishing to use the Fitness Suite must have been inducted by a member of the P.E. department and wipe down equipment after use. No pupil may use the Fitness Suite without a member of staff being present.

### **1.11 Bounds (leaving the school grounds)**

- a) Once pupils return to school from holiday or exeat they must not leave the school grounds without permission. All boarders are expected to be back by 9.00 p.m. Pupils may return before 7.00 p.m. in exceptional circumstances only and with prior arrangement with Housemaster/mistress.
- b) When a day pupil signs out of the House at the end of the day he or she should not return to school that day without the permission of his/her Housemaster/mistress.



## 1.12 Restricted areas outside School

a) Outside the School grounds – All areas outside those marked on the maps published in Houses (except when under the auspices of a teacher, e.g. on Community Service), Windmill Lane, the Golf Course (except for those who are members), the Golf Clubhouse, the Worksoop Manor Estate (down Castle Farm Lane) and premises such as hotels, public houses, licensed premises, snooker halls, betting shops and amusement arcades.

b) Pupils may walk or bicycle in Clumber Park and on the main road of Welbeck Park, up to the Lake Bridge. A helmet must be worn if cycling.

## 1.13 Dangerous Weapons

The possession or use of any gun, pistol, blank, live ammunition, fireworks, sheath or flick knives, darts, laser pointer or any other dangerous implement or weapon is prohibited.

## 1.14 Gambling

No gambling of any kind is permitted at school.

## 2. SCHOOL ROUTINES

### 2.1 Daily Routine

The typical school day can be found below

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08.30 - 8.55	Registration and Chapel	Registration and House Assembly	Registration and Congregational Practice	Registration and Headmaster's Assembly	Registration and House Time	Registration and House Time
08.55 - 09.45	Period 1	Period 1	Period 1	Period 1	TUTORIALS	Period 1 (8.40 start)
09.45 - 10.35	Period 2	Period 2	Period 2	Period 2	Chapel	Period 2 (9.30 start)
10.35 – 10.55	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10.55 – 11.45	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3 (10.40 start)
11.45 – 12.35	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4 (11.30 start)
12.35 – 13.55	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH (12.20)
13.35 – 14.25	Period 5	Period 5	Games	Period 5	Period 5	Games
14.25 – 15.15	Period 6	Senior Games Period 6	Games	Junior Games Period 6	Period 6	Games
15.15 – 16.05	Period 7	Senior Games Period 7	Games	Junior Games Period 7	Period 7	Games
16.05 – 16.20	BREAK & 1 <sup>ST</sup> Tea	BREAK & 1 <sup>ST</sup> Tea	BREAK & 1 <sup>ST</sup> Tea	BREAK & 1 <sup>ST</sup> Tea	BREAK & 1 <sup>ST</sup> Tea	
16.20 – 17.05	CCF	Priority Time	1 <sup>st</sup> Tea and Free Time	Priority Time (ends 17.00)	Priority Time	Free Time
17.05 – 17.40	CCF	Priority Time		House Time	Priority Time	
End of School Day						

Registration is by Houses at the designated point.

At weekends, Day pupils remaining in school beyond normal hours **must** inform the house staff of their presence.

### 2.2 Evening Routine

a) Prep sessions will be as outlined in the daily routine and under the direction of Housemasters/mistresses.

b) A pupil given permission to leave the house, for example to work in the Computer Centre or Library, must spend the whole prep in that place.

c) A day pupil who elects to stay for evening prep must stay for the whole session. Day pupils may stay after 5.40 p.m. if they are attending an official school activity. Staying to socialise is not acceptable.

d) Pizzas and other fast food may only be purchased on Saturday and Sunday evenings or on special occasions at the discretion of Housemasters and Housemistresses. Orders may only be made through the member of staff on duty in the House and be delivered to the **Bus Shelter, where a member of the ordering House should collect it.**

### **2.3 Exeats and Leave**

a) Applications for leave should be made to the Housemaster/ mistress. We do not grant leave during term-term unless in exceptional circumstances

b) If a boarding pupil is staying with another pupil written permission/e mail must be received from both sets of parents or guardians by the Thursday evening prior to the break.

c) It is vital that pupils going on leave complete the correct House leaving procedures.

d) It will not normally be permitted for boarding pupils to attend parties during term time. Day pupils and weekly boarders are strongly encouraged to hold parties only during exeats or school holidays.

e) All pupils must leave school in uniform unless they have been given permission to wear casual clothes.

### **2.4 Chapel**

a) Pupils must attend the designated weekly Chapel services including the occasional Friday or Sunday Evensongs.

### **2.5 Health Care Centre**

**In case of accident or other medical emergency** – pupils should go directly to the Health Care Centre, having informed the appropriate member of staff, accompanied by one or more pupils. (See the medical precautions contained in 1.4 above). If it is not possible to go directly to the Health Care Centre, a member of staff or a prefect must be alerted as soon as possible. In the case of non-emergency problems, attend the Health Care Centre at surgery times.

#### **Monday-Friday:**

8.00 -8.25 a.m.

10.35 -10.55 a.m.

1.00 –1.30 p.m.

5.40 -6.00 p.m.

#### **Saturday/ Sunday**

HCC closes at 6pm when an on call system will be in place until 8am on a Monday morning.

Throughout a pupil's time as a member of the College, the Medical Officers shall have the right to give the pupil's parents (or guardians) the Head, Housemaster or Housemistress, any confidential information about the boy or girl, if he/she considers that it is in the pupil's own interest or necessary for the protection of other members of the College community that he/she should do so. It is acknowledged, of course, that permission will be needed in the case of pupils who are over 16 years of age.

## **2.6 Designated Safeguarding/Child Protection Person**

To ensure that the welfare of pupils is secured, the School has clearly laid down and recognised procedures for dealing with the safeguarding of children. The Deputy Head has lead responsibility within the school for child protection and other welfare issues, and for liaison with the Local Safeguarding Children Board (LSCB). Mrs Charlotte Futter, Deputy Head is the Deputy Designated Person at the College.

## **2.7 Personal Matters**

a) We can all have worries, problems, difficulties, from time to time which could be major or minor and which could affect an individual or group. They might cause anxiety or prompt complaint. In a boarding school matters can normally be resolved or dealt with to some extent by talking to one's friends, a peer listener, or any member of staff or by telephoning home. The Chaplain, a Housemaster, Housemistress or Tutor will always be ready to listen. The Doctor, the School Nurses, the Deputy Head are also available. A pupil may also contact other people who are not involved in the day-to-day running of the College.

### **Key listening contacts**

Mrs. N.E. Boole(school listener) [nadine.boole@googlemail.com](mailto:nadine.boole@googlemail.com)

Father Nicolas Spicer 01909 472180 (independent listener)

Revd. Canon B. Clover, Provost 01283 840120

Childline 0800 1111

The Samaritans 116123

Children's Commissioner 02077838330, [info.request@childrenscommissioner.gs.gov.uk](mailto:info.request@childrenscommissioner.gs.gov.uk)

Some problems are best dealt with by individual contact with one person, but others may need to be dealt with by several people. It is important to stress that you may choose the people with whom you would like to speak. Your choice may depend on the circumstances and your feelings at the time and you do not have to tell anyone else what you are doing.

There are many problems and situations which may upset you. No list can ever be appropriate for all individuals at all times, but you may not be able to manage alone in the following situations:

- (i) You feel you are unable to cope owing to problems with work or for social reasons, (i.e. difficulty with friends).
- (ii) You feel you are being discriminated against on grounds of race, religion, gender or otherwise.
- (iii) Someone has hurt, abused or harassed you or someone else has made suggestions, sexual or otherwise, that you feel are inappropriate.
- (iv) You feel you have been treated unreasonably by a member of staff.
- (v) You are being bullied or treated unkindly or unfairly by another pupil.

The College's pastoral and counselling system, including the arrangements in place for peer listening, should support you through your time at Worksop and deal with most matters of concern. In order to support you professionally and carefully teachers may need to share information you give them. Under some circumstances you may wish to make a formal complaint in writing, especially if an informal complaint has not been satisfactorily resolved. Whether you deal alone with the problem, seek advice or help in sorting it out informally, or feel that a formal complaint is appropriate, is a matter for you to decide. Pupils are encouraged to report serious wrong-doing they experience or observe, without feelings of disloyalty or fear.

## **Pupils Making a Formal Complaint**

You may make a formal complaint by adopting the following procedure, (with or without informing the person you are complaining about).

- (i) Write to your Housemaster/Housemistress or to a Deputy Head. In practice you may have discussed the matter with this person already.
- (ii) Your complaint will be registered.
- (iii) The Deputy Head will speak to you acknowledging your letter and indicating that it is being attended to, within 24hrs of you making the complaint.
- (iv) You will then be asked to talk the matter through with the Head, the Deputy Head or the Chaplain. You may invite a pupil or a member of staff of your choice to come to this meeting with you.
- (v) If, at this stage, you are dissatisfied with this procedure you may contact Revd. Canon Clover, the Provost or Mrs Penny Owston, the Custos. They will come and speak to you privately at the College (again you may have someone with you), and will advise you about what course seems sensible. At that stage it will be up to you to make a decision, acting on the advice given.

## **2.8 Fire and Emergencies**

- a) If you discover a fire, shout 'Fire' and sound the nearest alarm (break the glass), but do not attempt to deal with the fire yourself. Go immediately to your House assembly point, via the nearest exit.
- b) If you hear the fire alarm, proceed in an orderly manner, using the nearest exit, to the House assembly points. Houses are to line up in year groups whereupon a roll call will be taken.
- c) Fire emergency instructions are published in every House and fire training is given in each House. Pupils must familiarise themselves with these instructions. The school Fire Policy document is published in the Cloisters.
- d) If you hear any alarm (Health Care Centre, Gibbs House alarm), please respond and ascertain the nature of the assistance required.

## **2.9 House Visiting**

- a) Pupils should respect the people, contents and fabric of the house they are visiting.
- b) Visitors' signing-in procedures should be followed, particularly when boys are visiting girls' houses or vice-versa. Pupils may **ONLY** visit Houses of the opposite sex when a member of staff is in House.
- c) On Sundays, members of the school are not allowed to visit members of the opposite sex in their house until after 12.45 p.m
- d) Pupils may only visit Houses of the opposite sex when a member of staff is in House.

## **2.10 Library**

- a) Pupils are able to take books, CDs and DVDs out by using the signing out procedure published.
- b) The Library is available for 'quiet' use, with House permission, in the evening.

## **2.11 Lost Property**

Lost Property (Years 9 – 13) is kept in the Sewing Room, Year 7 and 8 in Portland House. Pupils who lose property around School should check with their Housekeeper. If that property is not found the loss should be reported to the Housemaster/ mistress. The School Shop may be able to lend items of games kit to pupils who have forgotten them. Pupils must not use any kit belonging to another pupil.

## **2.12 Meals and Registration**

- a) Pupils must return to House or designated room at 12.35 p.m. (12.20 on Saturday) in order to register, with the exception of Portland House who will register after lunch. Pupils must not go to lunch until their designated time.
- b) All pupils are expected to attend all meals to which they are entitled. Attendance at lunch is obligatory for all pupils.
- c) Second tea is only available for day students who are remaining at school. Breakfast is only for those who have boarded overnight
- d) Pupils requiring early lunch must have a chit signed by a member of staff.

## **2.13 Off-Games**

Off-games slips must be obtained from the Health Care Centre by all pupils. Day pupils must bring a letter from their parent or guardian explaining why they wish to be off games. Pupils must report to their coach or supervisor with the slip (and then attend the designated classroom with work). One copy must also go to the Housemaster/mistress.

## **2.14 School Trips**

- a) Parental permission is required for every school visit except when this is less than a school day in length and under £10 in estimated cost.
- b) Normal school rules apply, unless otherwise stated by the member of staff in charge of the trip.

## **3. EVERYDAY CODES OF CONDUCT**

### **3.1 School Sport**

- a) Any pupil selected to represent the school is required to fulfil this commitment.
- b) There should be no foul or abusive language in any arena of school sport.
- c) Teams should never seek to claim unfair advantage by verbal abuse or any other means.
- d) Showing dissent or open criticism of umpiring or refereeing decisions, whether playing or spectating, is unacceptable.
- e) Any pupil who is in breach of the above guidelines will be formally warned – any necessary further sanctions will include suspension from matches.

### **3.2 Eating & drinking**

There is to be no eating or drinking downstairs in the school building during the working day, except in the Dining Hall. Chewing gum is not permitted anywhere downstairs in the school building. Food may not be taken out of the Dining Hall without permission.

### **3.3 Manners**

- a) High standards of courtesy are expected throughout the school at all times.
- b) Students should always remember to hold doors for and acknowledge others whom they meet around the school. However, pupils are expected to question (or report to a member of staff) any adult in the school building who is not wearing a visitors' badge.

### **3.4 Mobile Phones (see also 1.6)**

The guiding principle is that mobile phones may only be used to make essential calls and these calls must not be made in public places. During the working day mobile phones should not be used in classrooms, cloisters or other public areas. (Years 7 and 8 under separate guidance from the Housemaster). The use of mobile phone cameras or videos is not permitted unless part of a lesson.

No mobile phones may be taken into the Health Care Centre. These guidelines apply equally to text messages, phone calls or pagers. A full mobile phone policy is available on request. Any pupil failing to adhere to these guidelines is likely to have his/her mobile phone confiscated for a period of time. The right to bring a mobile phone to school will be withdrawn for persistent offenders.

However, mobile devices such as laptops Ipads or tablets, with permission from a member of staff, may be used in lessons as part of a learning activity.

### **3.5 Electronic Games**

No pupil may use, access or bring into the school any games console, computer game or dvd which is rated above his/her age.

### **3.6 Noise**

When allowed, radios, CD players, iPad must be played quietly enough not to disturb others or interrupt school activities. Headphones may not be worn or used on the ground floor during the working day unless this is required for specific lessons.

### **3.7 Study Periods**

- a) Sixth Form students are expected to use study periods gainfully.
- b) Visiting other Houses during lesson time is not allowed.

## **4. REWARDS AND SANCTIONS**

The promotion and maintenance of good discipline is based on praise, rewards and encouragement rather than on the threat of sanctions. The School relies upon the integrity of each pupil to observe the School rules but clearly, from time to time, sanctions may have to be applied.

### **4.1 Rewards**

- a) For academic achievement pupils may receive Head's commendations, credits, distinctions, school prizes, exhibitions, music or art. All Scholars may wear a scholar's tie or jumper.
- b) For sporting and extra-curricular activities there is an honours system for awarding colours. Full colour sweaters may be worn as part of normal working dress.
- c) For achievement outside the academic or sporting programme, a card system also operates.
- d) Recognition for outstanding contribution to College life is given in assemblies, through the reporting system, as well as in e-newsletters and school publications.
- e) Each house also has a system of rewards.

### **4.2 Sanctions**

Apart from verbal reprimands the following sanctions may be imposed. It should be noted that sanctions are designed to enforce school rules and systems and correct inappropriate behaviour. However, serious breaches will be monitored and recorded by the Housemaster/mistress and, if necessary, referred to the Deputy Heads or the Head.

### **Academic**

- Students who produce unsatisfactory academic work are managed by their subject teacher. Persistent unsatisfactory work will be referred to the individual's academic tutor and Housemaster/mistress - a work report card may be issued. Teaching staff, often in consultation with Heads of Department, may put a student in Detention. Those with scholarships or exhibitions may have that award removed.
- Sixth form pupils, whose work leads to significant and ongoing concern, will be subject to closer monitoring in a programme of support. This will be led by the Head of Sixth Form and/ or Deputy Heads of Sixth Form and involve discussion with the pupil's teachers, the Head of

Department, the pupil's academic tutor, his/her Housemaster/mistress and, if necessary, the Head. A target-based action plan will be put in place to measure progress, the detail of which will be discussed with parents.

### **Non-academic**

- Pupils who are found by Prefects to be breaking certain school rules can expect to be challenged
- A student may be placed in the school detention which takes place on Friday after school from 4.20p.m.- 6.35 p.m. (on Thursday prior to Exeats or holidays). Parents will be informed by the Deputy Head
- Serious breaches of school rules (refer to relevant section) will be brought before the Deputy Head or the Head. Punishments, suspension or expulsion may result depending upon the nature and seriousness of the offence

## **5. GENERAL INFORMATION**

### **5.1 Care of Own Property**

All pupils must be responsible for their own property and money, and valuables should be handed to the Housemaster/mistress for safekeeping, otherwise the School cannot be responsible for their loss. Any form of buying or selling transaction may only take place with parents' and Housemaster/mistress's permission.

### **5.2 Bicycles**

a) Bicycles must comply with accepted safety standards. Bicycles cannot be used after dark without a light. Having a pillion passenger is not allowed. Bicycles using public roads must adhere to the rules of the road as applicable. Cycle helmets must be worn.

b) When not in use bicycles must be kept in the bicycle shed and locked with a padlock and chain.

### **5.3 Electrical Appliances**

Tampering with electrical fittings is forbidden. Electrical installations in studies must be approved by the Housemaster or Housemistress in consultation with the Operations Manager. Detailed guidelines regarding electrical appliances in studies are published in each house.

### **5.4 Roller Blades/Skateboards**

The use of roller blades/skateboards is permitted around the school grounds, but not beyond the iron gates. Full protective equipment must be worn – helmet, elbow and knee protectors.

### **5.5 Restricted areas in school**

a) In the school building(s) - the cellars, the kitchen and kitchen yard and the area adjacent to the caterers' outside entrance.

b) Within the school grounds – areas behind the outlying buildings such as the CCF building, Health Care Centre, Geography School, the Drama Studio and the Squash courts. Pupils are not allowed onto or beyond Windmill Lane.

## 5.6 School Shop

The School Shop, which is situated in the College grounds, can supply all the articles on the clothing list. Uniform fittings normally take approximately one hour, therefore appointments with the School Shop are in the best interests of parents.

01909 537144

[schoolshop@wsnl.co.uk](mailto:schoolshop@wsnl.co.uk)

## 5.7 Sewing Room

On weekdays, the sewing room will be open for normal work for an hour after breakfast and lunch. Emergencies (ripped seams etc) can be dealt with at any time.

## Uniform and appearance

**Working Dress:** Must be worn on the ground floor throughout the working day, unless advised otherwise, and in the school grounds, but need not be worn in House areas, for breakfast or 2<sup>nd</sup> tea. Day pupils must arrive and return home in working dress. On match afternoons or after priority time, pupils may go home in tracksuit trousers and tracksuit top/school hoodie/school sweatshirt.

**Formal Dress:** To be worn for Chapel services, plays, concerts and other special occasions.

**Smart Casual:** The member of staff in charge of a school outing will usually provide dress regulations in advance of the outing.

**Informal Dress:** Pupils may wear informal dress before and after the working day.

**Dining Hall:** School uniform or tracksuit trousers (plus school top) can be worn for lunch, first tea and match teas. Informal clothing at other times; shorts are permitted but only knee length, non sports shorts.

Informal dress must be worn in town and appropriate in nature.

## Working Day Uniform (11-18)

- Clothes marked with an asterisk are to be bought from the School Shop
- Where choice is allowed, pupils are asked to show restraint.

<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"><li>• *School blazer</li><li>• *Navy-blue checked skirt (at least knee length)</li><li>• White shirt-type blouse with collar (short sleeve Summer term) to be tucked into skirts</li><li>• Navy-blue sweater (v-necked)</li><li>• *House and school neckwear</li><li>• Flesh, black or navy-blue tights</li><li>• Plain black shoes (lightweight) with a sensible heel. Stiletto or wedge heels are not allowed.</li></ul>	<ul style="list-style-type: none"><li>• *School blazer</li><li>• Charcoal grey trousers(not narrow fit)</li><li>• White shirt (short sleeved Summer term) to be tucked into trousers</li><li>• Navy-blue V-necked sweater</li><li>• *School tie</li><li>• *House tie</li><li>• Dark plain socks</li><li>• Plain black or brogue shoes.</li></ul>



To include Jeans, smart casual trousers, skirt, shirt and sweater of own choice.	To include Jeans, smart casual trousers, smart knee length shorts, shirt and sweater of own choice.
<b>SIXTH FORM PUPILS (GIRLS)</b>	<b>SIXTH FORM PUPILS (BOYS)</b>
<ul style="list-style-type: none"> <li>• Navy-blue, dark grey, dark pin striped or black suit, with skirt (at least knee length) or tailored trousers (not tapered or tight fitting). Brown or light coloured suits (including light grey) are not allowed.</li> <li>• Plain dark coloured v-necked sweater (light coloured sweaters are not allowed).</li> <li>• Shirts with a full buttoned front and a collar may be of an appropriate plain colour, discreet small check or thinly pinstriped. These should be cotton based, but not denim.</li> <li>• Black/navy or flesh coloured tights</li> <li>• Plain black or navy shoes with a sensible heel. Stiletto or wedge heels are not allowed, nor are platform soled shoes.</li> </ul>	<ul style="list-style-type: none"> <li>• Dark grey, black, dark pin striped, or dark blue suit (with trousers that are not tapered or tight fitting). Brown or light coloured suits (including light grey) are not allowed.</li> <li>• Shirts may be of an appropriate plain colour, discreet small check or thinly pinstriped. These should be cotton based, but not denim.</li> <li>• *School tie or House tie.</li> <li>• Plain dark coloured V-necked sweater (light coloured sweaters are not allowed).</li> <li>• Dark coloured plain socks.</li> <li>• Black or brown shoes as above.</li> </ul>
To include; Jeans, smart casual trousers, skirt, shirt and sweater of own choice.	To include; Jeans, smart casual trousers, smart knee length shorts, shirt and sweater of own choice.
As per working dress above but with a plain white blouse with a full buttoned front and a collar.	As per working dress above but with a white shirt plus school or house tie.

**Sports uniform (11-18)**

<b>GIRLS</b>	<b>BOYS</b>
*1 School skort *1 School swimming costume *1 School Tracksuit *2 pairs hockey socks (1 yellow, 1 navy) *1 School Sweatshirt *2 School polo shirts *1 School Hockey shirt *1 House Polo Shirt *House socks *1 School skin top (optional) 1 pair indoor trainers (non-marking) 1 pair outdoor trainers 1 pair hockey/astro boots. White sports socks Swimming goggles (recommended) Shin pads (compulsory for hockey) Fitted mouth guard (highly recommended). Hockey stick	*1 School tracksuit *2 Rugby/ Hockey shirts * 2 School polo shirt *2 pairs School shorts *1 School sweatshirt *1 school skin top (optional) *2 pairs rugby/hockey socks ( 1 yellow 1 navy) White sports socks School navy swimming jammers/shorts * School cricket trousers and shirt (compulsory) *Cricket sweater and cap (optional but purchased from school shop) *1 House rugby/ hockey shirt *House socks 1pr indoor trainer (non-marking) 1pr outdoor trainers 1pr rugby boots Shin pads (compulsory) Swimming goggles (recommended) Fitted mouth guard (highly recommended) Hockey stick
Items marked with an asterisk* must be purchased from the school shop.	

**Sports Equipment:** All necessary sports equipment can be purchased from the School Shop.

**Protective Equipment:** The wearing of mouthguards for hockey and rugby is strongly recommended. A leaflet from O-Pro, a specialist supplier of fitted mouthguards, will be sent out during the summer holiday; it takes about a week for them to supply a mouthguard after taking an impression. Dental practices can provide fitted mouthguards; they are likely to need more notice. Proprietary self-fitted mouthguards are available in the School Shop. The wearing of shin-guards is compulsory for hockey. Body or head protectors worn for rugby must be approved by the International Rugby Board and marked with the IRB label. Helmets must be worn by batsmen and close fielders in cricket; the school will provide helmets for those pupils who do not have their own. The wearing of goggles to play squash is mandatory.

### Appearance and standards

<b><u>GIRLS</u></b>	<b><u>BOYS</u></b>
<b>Sweaters:</b> Cardigans are not allowed. School sweatshirts are not an acceptable alternative to a V-necked sweater.	<b>Sweaters:</b> Crew-necked, polo-necked sweaters, sweatshirts (including school sweatshirts) and cardigans are not allowed.
<b>Shoes:</b> Only plain polishable shoes are acceptable; not suede, suede effect, heavy duty 'Doc Marten' type, patent, sling-backed. Heels must be of a sensible design. Heels above 5cm (2") are not acceptable. Boots or casual trainers are not to be worn with school uniform. Ankle boots may be worn with trouser suits.	<b>Shoes:</b> Only plain, polishable shoes are acceptable; not suede or suede effect or heavy duty 'Doc Marten' type. Boots or casual trainers are not allowed to be worn with school uniform.

<p><b>Hair:</b> Hair should be tied back when appropriate with plain dark coloured hair bands. Dyed hair is not acceptable.</p>	<p><b>Hair:</b> Hair must be a reasonable length, neither excessively long nor short, clean and tidy at all times. As a guideline hair length at the back should be above the shirt collar, and above or on the top of ears but not over them. Pupils are expected to be clean shaven. Dyed hair is not acceptable.</p>
<p><b>Jewellery:</b> A wrist watch and one pair of earrings, one in each ear lobe, (not in the upper ear) and a small chain may be worn. No other jewellery may be worn by pupils below the Sixth Form One charity wristband may be worn. The law states that persons under the age of 18 are not allowed to be tattooed and the school expects pupils to observe this law. On pupils who are over 18, tattoos that can be seen when wearing school uniform or games kit are not permissible.</p>	<p><b>Jewellery:</b> The wearing of earrings, bracelets, bangles, necklaces and coat badges is not allowed. Rings are not to be worn by anyone below the VIth form. Sixth formers may wear one ring. All pupils may wear a wrist watch. One charity wristband may be worn. The law states that persons under the age of 18 are not allowed to be tattooed and the school expects pupils to observe this law. On pupils who are over 18, tattoos that can be seen when wearing school uniform or games kit are not permissible.</p>
<p><b>Skirts:</b> Must be of an acceptable length and style. Skirt lengths must be between knee and mid-calf. Full length skirts are unacceptable. Slits in skirts are unacceptable other than a kick pleat or small slit at the back. No skirts with fringes are permitted.</p>	<p><b>Socks:</b> Should be of a quiet, single colour. Highly coloured or striped socks are not allowed. White socks must not be worn with weekday or formal wear.</p>
<p><b>Make-up:</b> Discreet make-up may be worn by members of the Sixth form. They may also wear nail varnish but only pale shades of pink or beige. Other colours are not acceptable. Extensions, decorated gels, acrylics or any other glitter type varnish may not be worn. Pupils below the Sixth form are not allowed to wear make-up.</p>	<p><b>Ties:</b> An appropriate School, House, or Colours tie may be worn. Ties must always be worn properly inside school grounds.</p>

## **Pupil positions of responsibility**

### **Purple Gowns**

Purple Gowns are the most senior prefects across the school, comprising two Captains of School (sometimes described as Head Boy and Head Girl) plus two Vice Captains of School. These positions are voted for by their peers and teachers.

### **House Captains**

Each House is led by a House Captain, elected each year by the Houseparent(s). House Captains are often prefects.

### **Blue Gowns**

Blue Gowns are school prefects who undertake responsibilities across different areas of the school.

For a full list of our current pupils in positions of responsibility, please check our website.

## Contact Details

A list of all teachers and contact details can be found on the Parents area of our website – [wsnl.co.uk/parents](http://wsnl.co.uk/parents). You will need your log-in details.

Area	Phone	Email
Worksop College Main School Office	01909 537100	enquiries@wsnl.co.uk
Worksop College Head's PA	01909 537127	head@wsnl.co.uk
Ranby House Main School Office	01777 703138	officeprep@wsnl.co.uk
Ranby House Head's PA	01777 714387	<a href="mailto:headmasterprep@wsnl.co.uk">headmasterprep@wsnl.co.uk</a>
Marketing & Admissions Team	01909 537155	marketing@wsnl.co.uk   admissions@wsnl.co.uk
Finance Team	01909 535764	billing@wsnl.co.uk
School Shop	01909 537144	schoolshop@wsnl.co.uk
Healthcare Centre	01909 535764	hcc@wsnl.co.uk
<b>Houses – Ranby House</b>		
St Alban ( Mr Dan Simpson)	01777 703138	d.simpson@wsnl.co.uk
St Benedict ( Mrs Nicola Wing)	01777 703138	n.wing@wsnl.co.uk
St Columba (Miss Rebecca Harvey)	01777 703138	r.harvey@wsnl.co.uk
St Dunstan ( Mrs Bezoari )	01777 730138	e.bezoari@wsnl.co.uk
<b>Houses - Worksop College</b>		
Derry House (Miss Charley Phillips)	01909 537134	c.phillips@wsnl.co.uk
Gibbs House (Mr. Richard James)	01909 537137	r.james@wsnl.co.uk
Mason House (Mr Robert Hewett)	01909 537129	r.hewett@wsnl.co.uk
Pelham House (Mr. Trevor Franse)	01909 537131	t.franse@wsnl.co.uk
Portland House (Mr Mark Pymm)	01909 5357102	m.pymm@wsnl.co.uk
School House (Mrs. Paula Parkinson)	01909 537175	p.parkinson@wsnl.co.uk
Shirley House (Mr Richard Baker)	01909 537130	r.baker@wsnl.co.uk
Talbot House (Mr Nathan Hill)	01909 537152	n.hill@wsnl.co.uk