



RANBY HOUSE

Parent Handbook

2022-2023



Welcome to Ranby House

As Headmaster of Ranby House, I am immensely proud of the wonderful educational opportunities we provide to all pupils. It is a very exciting time for parents with new children or even siblings starting school at this amazing site.

Ranby House has the most amazing 'family feel', where staff, pupils and families work collaboratively to provide the best learning experience for all our children.

Prep school life is a very busy environment to work in, all we ask of our pupils is that they arrive each day with plenty of enthusiasm and a desire to give their best effort in every subject, simply; 'Be the Best you Can Be'.

As one of the only schools offering Boarding in the area with residential staff, our school day is flexible for pupils, where we offer breakfast club, through to an evening 'tea' with all snacks and mealtimes provided throughout the day.

Occasional boarding nights provide the added advantage of children having amazing, fun experiences beyond the classroom. With the best facilities in the region for primary aged children, we offer the broadest educational experiences including music, sport, outdoor pursuits, hobbies or learning new skills such as fishing providing your child with the very best of Independent Education. We are therefore very proud of our broad curriculum which also includes specialist staff teaching Foreign Languages, Art/Design, Music, Science, with plenty of Physical Exercise, alongside class-based English, Maths and Humanities.

As a Growth Mindset school we promote challenge, collaborative learning and success. The school has proudly high expectations of pupil behaviour and attitudes to work, maintaining important Core Values. We promote good behaviour, pastoral support and competitive drive among our House system, which also develops confidence and leadership among the children.



Ranby House Core Values

**Show Respect
Be Honest
Listen
Forgive
Be Kind and Helpful
Always Do Your Best**

I am pleased to welcome you to Ranby House. I hope that this Handbook will answer many of the preliminary questions you might have. However, if you are unclear about anything, please do not hesitate to contact us.

David J. Thorpe

**D J Thorpe
Headmaster**

HANDBOOK FOR PARENTS

Our Motto:

Semper ad Coelestia (Always to the Heavens)

Our Vision:

We support, encourage and challenge, creating exceptional people who leave our Christian community with confidence, resilience and humility

Our approach to learning:

'Bold & Ambitious' - 'Inquisitive & Thoughtful' - 'Supportive, yet Challenging'

We learn to be:

'Independent, Adaptable, Resilient'

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Please ensure that the following documents, usually enclosed with this booklet for parents of pupils new to the school, are completed and returned to the school:

HEALTH RECORDS

ICT ACCEPTABLE USER POLICY

REQUEST FOR INSTRUMENTAL TUITION

PHOTOGRAPHY CONSENT FORM

ETHNIC BACKGROUND FORM

PRE-PREP QUESTIONNAIRE

NURSERY CONSENT FORM

The following documents should be read in conjunction with this Handbook:

TERMLY CALENDAR – accessed through the parent portal

UNIFORM LIST - enclosed

INSURANCE LEAFLETS - SCHOOL FEES REFUND SCHEME AND PERSONAL ACCIDENT – available from the College Finance Department

COMPLAINTS PROCEDURE – available on school website

SCHOOL POLICIES – available on school website

1. SCHOOL CONTACT DETAILS

Headmaster's PA (Mrs Jackie Newbold)

01777 714387
j.newbold@wsnl.co.uk

Reception Office Open from 8.00am – 6.30pm
(Mrs Jane Sulley j.sulley@wsnl.co.uk & Mrs G Dilks g.dilks@wsnl.co.uk)

01777 703138

Website address
www.wsnl.co.uk

Twitter
[@RanbyHouse](https://twitter.com/RanbyHouse) [@RanbyHeadmaster](https://twitter.com/RanbyHeadmaster)

Instagram
[ranbyhouseschool](https://www.instagram.com/ranbyhouseschool)

Boarding Houseparents (Mr Mark & Mrs Andrea Sullivan)

01777 714394

Finance Department (based at Worksop College)

01909 537123

Health Care Centre at Worksop College (School Nurse)

01909 537100 ext 138

Ranby House, Nearly New and Uniform Fitting Shop

Contacting Members of the Senior Leadership Team:

Mr David Thorpe
Headmaster

via Headmaster's PA on 01777 714387
headmasterprep@wsnl.co.uk

Mrs Helen Clark
Deputy Head

via Reception Office on 01777 703138
h.clark@wsnl.co.uk

Mrs Stephanie Payne
Head of Pre-Prep & EYFS

via Reception Office or Pre-Prep Staff room 01777 714392
s.payne@wsnl.co.uk

Mr Mark Pymm,
Head of Junior Boarding

via Enquiry Office 01909 537100
m.pymm@wsnl.co.uk

Contact may be made with a member of the governing body, the Board of Woodard Schools (Nottinghamshire) Limited through the Custos, Mr Jason Barnsdale, to whom correspondence should be addressed via the school address.

2. NEW PUPILS

New pupils in Years 1-6 will be invited to the school to for induction days prior to starting. On the first day of school, new pupils should arrive at Reception, in the Main Building at 8.15 am with their parents. They will be met by the a member of the Senior Leadership Team and their Class Teacher. Pupil Guardians are carefully selected to guide new pupils in their first days and weeks in the school.

New pupils joining the Pre-Prep department will also be invited to spend some time in school as part of their induction. On their first morning, please take them directly to the EYFS Centre, where they will be met by the EYFS Staff.

3. HEALTH CARE

During the school day a fully qualified Enhanced First Aider is available. The First Aider at Ranby House will work in conjunction with the Health Care Centre (based and Worksop College) to ensure:

- Maintaining up-to-date health information for each pupil.
- On-site First Aid and healthcare services.
- Health monitoring.
- Organising vaccination programmes.
- Informal Health promotion, advice and guidance.
- Organising boarding pupils' access to other healthcare professionals as necessary.
- Safe management of medications at school.

Please ensure that:

- The enclosed **Health Forms** should be completed and returned to the Health Care Centre before the first day of term.
- If your child requires any **medications, ointments, homeopathic remedies or vitamins** during the school day please refer to the Medicines in School Policy. A parental agreement form **MUST** accompany any medicines. This form can be collected from the Reception Office.
- If there are health reasons why a child should **not participate in any sports or games**, please email the School Office, Class Teacher or the Health Care Centre (hcc@wsnl.co.uk), stating the nature of the problem and the duration of non-participation.
- Please notify the Nurse if your child has an **infectious disease** such as chicken pox or impetigo. Parents are requested to absent their child from school during the infectious period.
- Sickness and/or Diarrhoea – please ensure that your child is kept off school for at least **48 hours** after the last bout of sickness and/or diarrhoea.
- If your child is **unwell and unable to attend school** please ensure that you inform the School Office at your earliest convenience. The school needs to be informed of pupil absence by 9:00am.
- Please notify the health centre if your child has been hospitalised or had any significant medical intervention during school holidays.

4. REQUEST FOR PUPIL ABSENCE

Ranby House School is required by Law and the Department for Education to keep an accurate record of pupil attendance.

It is crucial that any planned absence is **requested in writing** by letter or e-mail to the Headmaster headmasterprep@wsnl.co.uk, or via his PA (j.newbold@wsnl.co.uk) in good time.

Family holidays are not always authorised for term-time and although requests may be acknowledged, holiday during term time are not necessarily be authorised by the Head.

5. PERSONAL DETAILS

Please ensure that if any of your personal details alter (postal address, land-line telephone number, e-mail address or mobile telephone number), you advise the Reception Office as soon as possible.

6. THE SCHOOL DAY / WEEK

Timings of the School day for Kindergarten		
MORNING SESSION	Children aged 2 are not entitled to breakfast club or the early drop off system due to staffing ratios	
	8:30 – 9:00	Parent drop-off Breakfast snack (toast)
	9:00 – 10:00	Activities which cover the seven areas of learning outlined in the EYFS document.
	10:00: - 10:30	(Snack: fruit, biscuit and milk)
	10:30 – 11:30	Activities which cover the seven areas of learning outlined in the EYFS document. Parent pick-up/drop-off
	11:30 – 12:30	Lunch (hot or cold options)
AFTERNOON SESSION	12:30 – 1:00	Parent pick-up/drop-off
	1:00 – 2:00	Activities which cover the seven areas of learning outlined in the EYFS document
	2:00 – 2:30	Drink & Snack
	2:30 – 3:30	Activities which cover the seven areas of learning outlined in the EYFS document Parent pick-up
CRECHE	3:30 – 6:30	Extra fee for attending Crèche Must be pre-booked to allow for extra staffing

Timings of the School day EYFS Nursery & Reception		
7:45 – 8:15 Breakfast Club (sign in at the Slipper Room, Main Building)		
8:15 – 8:25	Early Drop Off	
8:30 – 8:45	Start of the School Day AM Registration (Pupils in classrooms)	
8:45 – 9:10	Period 1	
9:10 – 9:35	Period 2	
9:35 – 10:00	Period 3	
10:00 – 10:25	Period 4	
10:25 – 10:50	Break (drink & snack)	
10:50 – 11:15	Period 5	
11:15 – 11:40	Period 6	
11:40 – 12:05	Period 7	
12:05 – 1:30	Lunch & Break (children have a hot two-course lunch)	
1:30 – 1:55	(PM Reg) 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	Finish (Pupils collected)	
3:35 - onwards	Clubs/Activities (Nursery – Yr. 2)	
3:35 - onwards	Crèche (Tea 5:10)	

Timings of the School day Years 1- 6	
7:45 – 8:15 Breakfast Club (sign in at the Slipper Room)	
8:15 – 8:30	Drop Off – Pupils arrive in school
8:30	Start of the School Day AM Registration (Pupils in classrooms)
8:45 – 9:10	Period 1
9:10 – 9:35	Period 2
9:35 – 10:00	Period 3
10:00 – 10:25	Period 4
10:25 – 10:50	Break (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
12:30 – 1:30	Lunch – Years 1-6 (hot or cold options)
1:30 – 1:55	PM Registration (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	End of Day for Pre-Prep (Nur – Year 2)
3:35 - onwards	Clubs/Activities (Reception – Yr. 2)
3:35 - onwards	Crèche (Nur – Year 2) (Tea 5:10)
3:45 – 4:10	Sign Out 1 (pupils collected, Old Gym)
3:45 – 4:10	PM Break (for pupils staying later than 4:10)
4:10 – 5:10	Clubs/Activities
5:10 – 5:30	Sign Out 2 (pupils collected, Old Gym) OR Tea (Late Stay begins)
6:30	Boarding Routines begin (All day pupils collected from School Office)

The School Week

The school operates a Monday to Friday teaching week for all pupils. There may be occasional sports fixtures and events on Saturdays, in which case, parents of children involved will be informed by an invitational letter or email. Events are all listed on the school's digital calendar through the Parent App.

The children are provided with a drink and a snack during break time in the morning, so there is no need to send food items from home. All children should bring their own named water bottle and they are encouraged to drink at regular intervals throughout the day.

All children take lunch in the dining room where they are encouraged to eat healthily. There is a list of weekly menus on display on the school website. Special dietary requirements are catered for.

7. REGISTRATION AND COLLECTION

All children will be registered at 8.30am and every effort must be made for your child to be in school punctually at this time.

Prep pupils (Years 3-6) should be aware of their end of day arrangements (picked up at 3:45pm, staying for an activity until 5:10 or staying late and having tea), the expected time of collection can then be recorded during registration.

Please notify the class teacher if your child is to be collected by anyone other than yourself.

Nursery children who are being collected after the morning session at 11.30am, will be handed over to you by a member of staff, please wait by the front door of the EYFS Centre.

EYFS Children are picked up from the front door, staff will hand children to parents at 3.35pm. Children in Years 1 and 2 should be collected from the Chapel Quad area at 3.35pm. Staff will hand your child over to you.

Whilst we expect parents to collect Pre-Prep children promptly at the end of the day, we appreciate that you may become unexpectedly delayed. Children who are not collected on time will be cared for either in the EYFS Centre or with the Year 1 and 2 Crèche facility

Please call the Reception Office if you are unexpectedly delayed so that we may reassure your child.

Prep Pupils in Years 3-6 'Sign Out' at two different times of the day via the Old Gym; Sign Out 1 before activities begin (3.45-4.10pm); Sign Out 2 (5.10-5.30pm) after activities.

Children go home in their school uniform and will be asked to change after sports or activities, unless permission has been granted from the Headmaster for the child to go home in non-uniform.

Parents wait outside the Old Gym, but during inclement weather and/or when the evenings are dark, parents meet their child inside.

Children being collected at any other time must be met and signed out via the Reception Office.

If your child is late arriving at school or is leaving early, please ensure that they are signed in or out at the Reception Office.

8. BEFORE SCHOOL AND AFTER SCHOOL CARE

Before School (7.45-8.30am, available to children in Nursery to Year 6, not Kindergarten)

Parents who require childcare before the start of the official school day, may bring their children in for Breakfast Club. Children who arrive early will be supervised from their arrival (after 7.45am) until 8.15am during which time a light breakfast will be served. Please sign your child in on the Early Arrivals Sheet in the Slipper Room and escort them to the dining room, where they will be met by a member of the boarding staff. Pre-Prep children are escorted to Years 1 and 2 classrooms and the EYFS department at 8.15am.

Breakfast Club is not available for children in our Kindergarten, due to required staffing levels.

Pupils in Years 3-6 not using the Breakfast Club should arrive at school from 8.15am onwards, the time at which staff supervision will be provided. Pupils who arrive early to school must 'sign in' by writing their name on the sheet in the slipper room.

Pre-Prep children may arrive from 8.15am and should be taken to either the Nursery classroom or the middle area between Year 1 and 2 classroom. Parents need to sign in their children on the register provided by a member of staff.

After School Clubs

Activities are selected in advance of the term using the online options form. The chosen clubs or 'Prep' (supervised study) run throughout the term (there are no clubs on the Friday of Half Term or Exeat weekends).

Year 3 – Year 6 After School Activities (4:10-5:10pm)

On Tuesdays, Thursday and Fridays the school offers a wide variety of after school enrichment activities. A booklet is emailed to parents with details of all the activities on offer. A selection form is completed online for the child's preferred choices for the term. The activities range from peaceful indoor arts and crafts to outdoor adventures and sports. Some of the activities incur a cost for transport or external providers' fees.

The clubs begin at 4:10 following a short afternoon break and finish in time for the second Sign Out at 5:10pm. However, if children travel off site to a suitable venue then children may leave earlier and return after 5:10, specific timings are detailed in the enrichment booklet.

Throughout the week teacher supervision or 'Prep' is available for pupils who can opt in to this at any time if they wish to work on projects or homework with teacher support.

There are no clubs on Wednesdays, due to sporting fixtures and our Monday enrichment time is solely for our Chapel Choir rehearsal.

For more information contact Mr Dan Simpson d.simpson@wsnl.co.uk who co-ordinates Ranby's enrichment programme.

Nursery – Year 2 After School Activities (from 3:35 – finish times vary according to the club)

Information detailing the clubs on offer for Pre-Prep children are sent to parents. Selections are made in the same way as the Prep school, by contacting the external provider or completing the online form.

Crèche

EYFS - This is an extension to the day. For Kindergarten, it must be pre-booked in advance to allow for staffing of this facility. Kindergarten crèche will run from 3.30 - 6.30pm in the EYFS Centre. There is an additional charge for this facility.

Year 1 and 2 - This is an extension to the end of the Pre-Prep school day to assist those working parents who need a later pick-up time. The pupils are looked after in the dedicated crèche room, which is situated in the Main School Building. Collection from Crèche may be at any stage up until 6.30pm. In order to ensure the correct staffing levels parents should contact Mrs Sulley at Reception to book a place for their child.

The children attending Crèche, under the care and supervision of qualified staff, are provided with refreshments and a hot tea is available at 5.10pm.

Following a review of the facility, certain procedures were established for Crèche, which are outlined below for your information:

- The Crèche booking sheet is located in the Main Reception Office.
- Places for the Crèche are limited so please try to book in advance.
- Places can be booked for the Crèche half a term in advance.
- To cancel your child's place by ringing the Reception Office.
- Places may be available on the day – please ring the Reception office to check.
- There is a charge per session and, if notice is not given as required, the full charge will be made. A younger sibling is offered up to one hour of free crèche whilst their older sibling is taking part in an after school club.

9. HALF TERMS AND EXEAT WEEKENDS

It is important that children are collected at the times shown in the school calendar for Half Terms and Exeat Weekends as there is no tea or activities running on these days, bus times often run earlier than scheduled. Boarding nights are not available at half terms and exeats.

10. CHAPEL

Chapel plays a very important part in the lives of everyone here at the school. You and your family are welcome to join us at our Chapel Eucharist services, these take place on alternative Thursdays, from 8:50am. There are refreshments available after the service in our Main Entrance, other special school services are detailed in the school Calendar.

11. COMMUNICATION

The Website and Parent Portal

The school website (www.wsnl.co.uk) is the best means of finding out information about the whole school (age 2-18).

The School Calendar, which can be synced to your personal device lists events and fixtures for the coming term. Any event where parents are most welcome to come and support, will be listed as **"Parents welcome"**.

Parent App



Weekly Team Sheets, music lessons and letters to parents, as well as other information are emailed to parents on a Monday and/or Friday. Copies of the emailed documents are then uploaded to the 'Information section' on the **iParent App**.

You can Download the iParent App by following the link and instructions from the **Parent Portal** accessible via <https://parentportal.wsnl.co.uk/api/login/>

If you have issues accessing the Portal the using the iParent App, please contact support@wsnl.co.uk

Email

Termly and weekly news and information are emailed to parents. In order to keep parents up to date, we request that you provide us with an up to date email address.

When you are new to the school please check you junk folder in case our email addresses do not reach your inbox as we do send to a large number of recipients.

Social Media

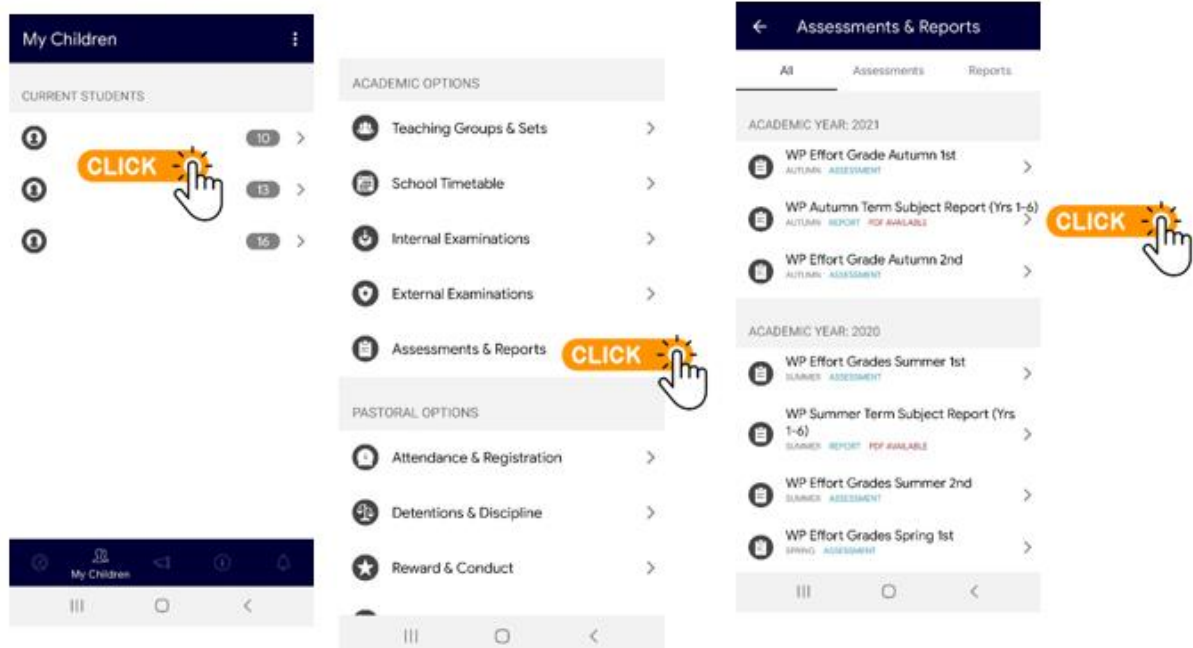
To find out what has been happening at Ranby House, follow us on Twitter at [@RanbyHouse](https://twitter.com/RanbyHouse) or [@RanbyHeadmaster](https://twitter.com/RanbyHeadmaster). There is a whole school Facebook page as well as a Ranby Parents' Group page that you may find useful to request to join.

12. COMMUNICATING YOUR CHILD'S PROGRESS

Kindergarten and EYFS – Parents of 2 year olds in our Kindergarten will be invited to a meeting to discuss their child's, '2 Year Old Progress Check'. A written report is provided for EYFS children in the Summer Term, including information about your child's progress against the 'Development Matters' document. EYFS staff make systematic observations of each child's achievements, interests and learning styles and enter this information into 'Tapestry' - an online learning journal for EYFS pupils.

Kindergarten – Year 6 - Parents of children from Kindergarten -Y6 are invited to attend two formal parents' evenings, one in the Autumn Term (class teachers) and one in the Spring Term (class teachers and subject specialists). These act as opportunities to discuss the progress of your child with individual teachers. Of course, we hope all parents will feel able to come and talk informally or formally whenever there are concerns. Please do not feel that you must wait for a Parents' Meeting if you wish to discuss your child's progress.

In the Pre-Prep and Prep School (Years 1-6), written reports are published to the iParent App at the end of each term.



At the end of the Autumn Term, the report includes Performance Indicators and teachers' comments on all academic subjects, as well as targets in both English and Maths. Performance Indicators are sent out at the end of the Spring Term, although

written comments and targets are provided in English and Maths. At the end of the academic year, parents receive a full report for all subjects along with Performance Indicators. Written reports are also made available in electronic format via the Parent Portal.

Written peripatetic music reports are provided at the end of the autumn and summer terms; an opportunity for parents to discuss progress with the Music teachers is provided in the Spring Term.

ACADEMIC REPORT:

At Ranby House School your child is assessed in a variety of ways against the learning objectives covered within the class setting they are working. The codes below indicate his/her performance within each subject in relation to the objectives covered and the National age-related expectations.

Code	Expected National Age-Related Standards for your child's teaching group	Description
MA	MASTERED	Your child is exceeding the expected standards for his/her age in ALL areas – He/she is extremely able in this area of the curriculum and is consistently working at a level well above what would normally be expected for his/her age and stage of learning in ALL areas of the subject.
EX	EXCEEDING	Your child is exceeding the expected standards for his/her age in MANY areas - He/she is very able in this area of the curriculum and is making progress beyond what would normally be expected for his/her age and stage of learning in MANY areas of the subject.
AC	ACHIEVING	Your child is working in line with the expected standards for his/her age – He/she is making the progress we would expect in line with their age and stage of learning. <i>Most pupils will be at this level.</i>
WO	WORKING TOWARDS	Your child is working towards the expected standards for his/her age – He/she is finding some objectives and areas of learning in this subject difficult to fully understand and use confidently. Your child is therefore receiving additional help and support at school in this subject area.
DE	DEVELOPING	Your child is beginning to develop the knowledge of the expected standards for his/her age – He/she is establishing basic knowledge and understanding of key concepts. Your child may be receiving additional help and support at school in this subject area.

DEFINITIONS OF EFFORT GRADES			
1 = Inconsistent (improvement required)	2 = Clear (expected, clear effort most of the time)	3 = Commendable (always applies clear effort)	4 = Exemplary (the best you can be)

PASTORAL REPORT:

At Ranby House School 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. We also realise that pupils need to understand that there are also consequences for poor effort or behaviour. The descriptions below explain the rewards and sanctions.

Name of reward or conduct	Description of the criteria necessary to achieve the reward	Points for House
Industry 1 (I1)	<i>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: Effort (trying hard).</i>	+1
Industry 3 (I3)	<i>Your effort has resulted in a significant improvement on a piece of work. Using 3 growth mindset approaches to work:</i> <ul style="list-style-type: none"> · Effort (trying hard), · Resilience (not giving in or asking for help straight away) & · Retention (remembering information from other lessons) 	+3
Industry 5 (I5)	<i>Your effort has resulted in a distinctive improvement on a piece of project or topic work. Using 5 growth mindset approaches to work:</i> <ul style="list-style-type: none"> · Effort (trying hard), · Resilience (not giving in or asking for help straight away), · Retention (remembering information from other lessons), · Reflective (thinking how you could make your work even better) & · Resourcefulness (using different ways to find out or show information) 	+5
Headmaster's Commendation HMCs (Badge)	Headmaster's Commendations <i>Your outstanding effort and commitment to complete five elements within one area of the Learner Profile are recognised with an HMC badge. On completion of all the elements in a particular area of our Learner Profile, HMCs are exchanged for a Learner Profile badge (Resilience- red badge, Adaptable- orange/amber badge or Independent- indigo badge). In Year 6, pupils with all three badges (Resilience, Adaptable & Independent) are then eligible to apply for their Gold 'Learner Profile' award by presenting a range of examples and achievements covering all the Learner Profile components to the Headmaster from January.</i>	N/A
Blue Star	<i>A pupil has made a conscious decision to go out of their way to be, 'Kind and Helpful' beyond the expectations of our 'Manners charter'.</i>	+1
Commendation (Commo)	<i>Commendations (commos.) are awarded in recognition for a child making a significant sacrifice of time and effort as an extreme act of helpfulness, kindness or good conduct, without being asked or prompted to do so.</i>	+3
Spot	<i>Spots are issued to pupils for minor breaches of the School Rules and/or the School's expectations of pupil conduct (Manners Charter) as improvement is required; examples include, lateness, littering and not being polite.</i>	-1
Red Spot	<i>'Red Spots' are issued to pupils for continual breaches of the School Rules and/or repeated poor behaviour. Pupils will usually be given a verbal warning, giving them the opportunity to correct their behaviour, before receiving a Red Spot.</i>	-3
Minus	<i>Minuses are given for continued poor behaviour or major breaches in the CORE VALUES. When a minus is awarded, the parents are informed by the teacher awarding the minus.</i>	-5

13. HOUSE SYSTEM/HOUSE BOOKS

The House system exists to encourage team spirit. Children in Years 1-6 are allocated to a House, (St. Alban, St. Benedict, St. Columba or St. Dunstan) for the time they are a member of the school. All pupils within the House system will be part of a Buddy Group, which enables pupils across the year groups to support, encourage and converse with one another. The Year 6 pupils lead a buddy group and can be recognised by a coloured pip on their blazer. The House system establishes a real sense of belonging and community with staff also playing an active role in their designated house.

If you are an Old Ranbian and would like your child to join the House you were a member of, please do let us know.

House Books

At the start of each year your child will be given a House Book (Years 1 to 6) or a Home/School Book (EYFS) which contains useful information about school expectations and routines.

The books are also a regular form of communication between school and home. Reminders, homework, reading records and effort grades relevant to your child will be recorded within this important document.

We would be grateful if, could you please sign the relevant page by each Friday morning, where indicated, to acknowledge that you have seen the book.

14. HELPING YOUR CHILD

In order to develop independence, we have provided a list of age and stage appropriate skills. Please help your child to:

- use the toilet confidently and competently.
- put on shoes and learn to fasten them.
- use a knife and fork correctly.
- dress and undress without help. This will be a great help when changing for P.E.
- pack their school bags and sports kit.
- learn weekly spelling word lists and multiplication tables.
- complete regular reading practice.

15. FLEXI OR CASUAL BOARDING

Children in Years 2 – 6 love their boarding experiences at Ranby House. Boarding is available from Monday – Friday during term time. Friday nights are very popular as they are often theme nights, details of the planned events are sent to parents at the start of the term. These are advertised in advance through the Weekly Flyer, emailed to parents each Friday. If you would like your child to try boarding, please arrange this with the Houseparents ranbyboarding@wsnl.co.uk.

Pupils who wish to board more regularly should take advantage of the Flexi-Boarding fee (for the equivalent of either one or two nights per week). Please speak with the Houseparents or the Billing Officer for further details.

16. PREP

The amount of Prep (homework) your child is set will vary depending on the age of the child and expectations increase in preparation for secondary education. Prep is recorded in House Books with the task and deadline included.

For children in Years 3-6 supervised Prep sessions are available daily from 4.10-5.10pm.

17. INSTRUMENTAL TUITION

All classes in the school from Nursery upwards have weekly class-based music lessons.

Opportunities for children to receive individual peripatetic music lessons are available from an outstanding instrumental coaching team in the following disciplines: Strings, Woodwind, Brass, Piano (Organ (for more advanced pianists), Voice and Percussion

The school has an excellent stock of instruments which pupils may hire for their initial lessons. A charge is made for this per term. The Director of Music is happy to advise parents on instrumental purchase. A free trial lesson is usually possible on any of the instruments listed above. The current termly charges for instrument tuition can be obtained from the Director of Music.

Lessons normally occur on a rotating timetable and will therefore be at a different time each week. Lessons are usually 25 minutes long, although beginners have shorter lessons at first. If a child misses a lesson because of illness, everything possible will be done to make up the lesson. However, refunds are not given unless there is a prolonged illness.

In addition to individual lessons, we have a Chapel Choir and various ensembles. There is no additional charge for any of these activities.

All children are encouraged to perform, whether in class or in the formal concerts, informal teatime concerts, competitions and workshops which are held in school during the year. Our principle aim is to provide 'Music for all'!

There is also the opportunity for pupils to work towards the public examinations such as the Associated Board of the Royal Schools of Music. Many of our musical pupils have gained Music Scholarships in the past five years.

Notice of the intention to discontinue music lessons should be given at least a term in advance, otherwise a fee will be payable.

Please do not hesitate to get in touch with the Director of Music if you would like to discuss any aspect of instrumental tuition. A Music Tuition Form can be found with this pack if you would like to request instrumental tuition.

18. UNIFORM AND APPEARANCE

School Uniform and Personal Property

All personal property must be clearly named, where possible, with woven name tapes. The school cannot accept financial responsibility for the loss or damage to personal property. Please notify the school immediately if anything is missing in order that we can make a proper search.

Lost property is returned to the child where it is clearly named. Un-named items are located in the Ranby School Shop, all items are then displayed at the end of half terms

There is also a second-hand uniform shop at Ranby, which has a good selection of quality second hand uniform and games kit and is open throughout term-time. Please contact the reception office at Ranby House to make an appointment to visit the shop.

Second hand uniform may be bought or sold in the shop. Parents bringing in uniform for sale should leave name tapes sewn in if they wish to receive 50% of the sale price. All uniform brought in for sale should be clean and in good condition.



WORKSOP COLLEGE
AND
RANBY HOUSE

Ranby House – School Uniform

We have tried to make the uniform requirements as simple as possible. Many items can be purchased from other retailers.

-  → Compulsory item that must be purchased from **Mansfield Sports Group**
-  → Compulsory item that can be purchased elsewhere if you choose
-  → Non-compulsory item

Kindergarten (Age 2) School Uniform

Compulsory Items <i>(must be purchased from the MSG Website)</i>	
Unisex school-branded navy waterproof reversible jacket	
Unisex school-branded sweatshirt	
Compulsory Items <i>(may be purchased elsewhere)</i>	
Unisex white sports polo top (no logos or markings)	
Unisex navy jogging bottoms	
Navy long/short socks	
Comfortable trainers/shoes	
Slippers for indoor use	
Non Compulsory items – optional extras	
Navy winter coat	
Gloves, scarves and woolly hats/caps should be plain and navy in colour	



AND



BOY & GIRL



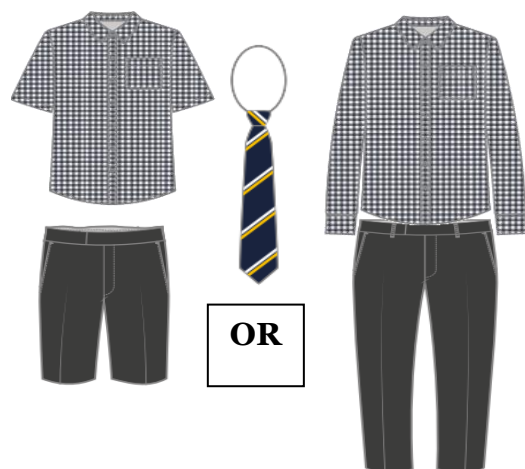
COMPULSORY

**Waterproof
Reversible Jacket**

Pre-Prep (Nursery – Year 2) School Uniform

Compulsory Items <i>(must be purchased from the MSG Website)</i>	
GIRLS	BOYS
Girls school tartan pinafore (winter uniform)	Boys short-sleeved gingham shirt
Girls school tartan summer dress (summer uniform)	Boys elastic school tie
Compulsory UNISEX ITEMS & EQUIPMENT <i>(must be purchased from the MSG Website)</i>	
School-branded book bag	
Unisex school-branded navy waterproof reversible jacket	
Compulsory Items <i>(may be purchased elsewhere)</i>	
GIRLS	BOYS
White school blouse (winter uniform)	Boys mid-grey trousers/shorts
mid-grey trousers/shorts (alternative to pinafore and summer dress)	Navy socks
Navy knee-high socks or navy tights (winter uniform)	
White knee-high or short socks (summer uniform)	
Compulsory UNISEX ITEMS & EQUIPMENT	
Cap (school branded or plain navy)	
Water bottle	
Comfortable black fastened shoes (Velcro/buckle/laces – no slip-ons)	
Non Compulsory items – optional extras	
GIRLS	BOYS
Navy blue cardigan (school branded or plain)	Navy 'v' neck sweater (school branded or plain)
School tartan or plain hair band/scrunchies	
UNISEX ITEMS & EQUIPMENT	
Gloves, scarves and woolly hats/caps should be plain and navy in colour	

BOYS UNIFORM



GIRLS SUMMER UNIFORM



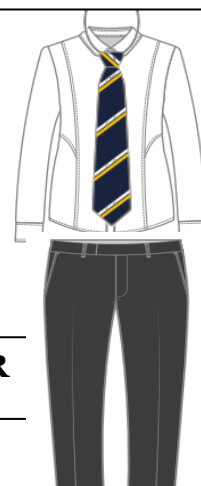
AND

GIRLS WINTER UNIFORM



OR

GIRLS ALTERNATIVE UNIFORM



Children in Nursery, Reception, Year 1 and Year 2 DO NOT require a blazer



COMPULSORY
Waterproof
Reversible Jacket

Pre-Prep (Nursery – Year 2) PE/Games Kit

Compulsory Items <i>(must be purchased from the MSG Website)</i>	
GIRLS	BOYS
School Branded Navy Skort OR Lightweight 'PE' Shorts	School Branded, Navy, Lightweight 'PE' Shorts
Compulsory UNISEX ITEMS & EQUIPMENT <i>(must be purchased from the MSG Website)</i>	
School Branded Navy Mid Layer OR Navy Hoodie	
School Branded Navy Tracksuit Bottoms	
School Branded Navy 'PE' top	
(Year 2 only) school-branded drawstring Swimming Bag	
Compulsory Items <i>(may be purchased elsewhere)</i>	
GIRLS	BOYS
(Year 2 only) Swimming Costume (not two-piece, plain navy)	(Year 2 only) Swimming Trunks/Shorts (not loose fitting, plain navy)
Compulsory UNISEX ITEMS & EQUIPMENT	
Indoor Sports Trainers	
White Sports socks	
(Year 1 & 2 only) Outdoor Sports Trainers/Boots	
(Year 2) Swimming Towel	
(Year 2) School-branded or plain navy swimming cap (long hair only)	
Non Compulsory items – optional extras	
UNISEX ITEMS & EQUIPMENT	
(Year 2 only) swimming goggles	



YEAR 1-3
SWIM KIT



UNISEX
Mid Layer

UNISEX
Tracksuit bottoms

OR



UNISEX
Hoodie



BOY
PE/GAMES KIT



GIRL
PE/GAMES KIT

OR

Prep School (Years 3 – 6) School Uniform

Compulsory Items <i>(must be purchased from the MSG Website)</i>	
GIRLS	BOYS
Girls school tartan kilt (winter uniform)	Boys short-sleeved gingham shirt (summer uniform)
Girls school tartan summer dress (summer uniform)	Boys long-sleeved gingham shirt (summer uniform)
Compulsory UNISEX ITEMS & EQUIPMENT <i>(must be purchased from the MSG Website)</i>	
School Tie	
Unisex school-branded navy waterproof reversible jacket	
Compulsory Items <i>(may be purchased elsewhere)</i>	
GIRLS	BOYS
White school blouse (winter uniform)	Boys mid-grey trousers/shorts
mid-grey trousers/shorts (alternative to kilt and summer dress)	Plain grey socks
Navy knee-high socks or navy tights (winter uniform)	
White knee-high or short socks (summer uniform)	
Compulsory UNISEX ITEMS & EQUIPMENT	
Cap (school branded or plain navy)	
Water bottle	
Comfortable black fastened shoes (Velcro/buckle/laces – no slip-ons)	
Non Compulsory items – optional extras	
GIRLS	BOYS
Navy blue cardigan (school branded or plain)	Navy 'v' neck sweater (school branded or plain)
School tartan or plain hair band/scrunchies	
UNISEX ITEMS & EQUIPMENT	
Gloves, scarves and woolly hats/caps should be plain and navy in colour	



BOYS SCHOOL UNIFORM
(Years 3-6)

AND





COMPULSORY
Waterproof
Reversible Jacket

Children in the Prep. School (Years 3-6) DO require a blazer

GIRLS SCHOOL UNIFORM (Years 3-6)



AND



AND



COMPULSORY

**Waterproof
Reversible Jacket**

GIRLS ALTERNATIVE SCHOOL UNIFORM (Years 3-6)



AND



COMPULSORY

**Waterproof
Reversible Jacket**

Children in the Prep. School (Years 3-6) DO require a blazer

Prep (Years 3 – 6) PE/Games Kit

Compulsory Items <i>(must be purchased from the MSG Website)</i>	
GIRLS	BOYS
School Branded Navy Skort (PE & Games)	School Branded, Navy, Lightweight Shorts (PE)
School Branded Reversible Games Top	School Branded Reversible Games Top
Compulsory UNISEX ITEMS & EQUIPMENT <i>(must be purchased from the MSG Website)</i>	
School Branded Navy Mid Layer OR Navy Hoodie	
School Branded Navy Tracksuit Bottoms	
School Branded Navy 'PE' top (PE Lessons)	
School Branded lightweight Navy 'Active Jacket'	
School Branded kit bag (Games Fixtures Kit/School Uniform)	
School Branded Navy 'Rugby' Shorts (Rugby Games option)	
Unisex water proof 'Spray'/training top (Rugby Games option)	
(Year 3 only) school-branded drawstring Swimming Bag	
Compulsory Items <i>(may be purchased elsewhere)</i>	
GIRLS	BOYS
(Year 3 only) Swimming Costume (not two-piece, plain navy)	(Year 3 only) Swimming Trunks/Shorts (not loose fitting, plain navy)
Compulsory UNISEX ITEMS & EQUIPMENT	
White Sports socks (PE lessons)	
Navy knee high sports socks (Games lessons)	
Indoor Sports Trainers	
Outdoor Sports Trainers/Astro Trainers	
Rugby studded boots (Rugby Games option)	
Gum Guard (Hockey & Rugby Games option)	
Shin Pads (Hockey Games option)	
(Year 3) Swimming Towel	
(Year 3) School-branded or plain navy swimming cap (long hair only)	
Non Compulsory items – optional extras	
UNISEX ITEMS & EQUIPMENT	
Plain Navy Baselayer 'skin' Top	
Plain Navy Baselayer 'leggings' Bottoms and/or Shorts	
Body/Shoulder padded protection top (Rugby Games option)	
Scrum Cap, plain navy, black or grey (Rugby Games option)	
Hockey Stick (Hockey Games option)	
Cricket Bat, pads, protective box, protective gloves and/or helmet (Cricket Games option)	
Running spikes (Cross Country option)	
(Year 3 only) swimming goggles	

Prep (Years 3 – 6) PE/Games Kit

UNISEX 'PE' Top



AND



OR

**BOY
Shorts**

**GIRL
Skort / Short**

**UNISEX
Mid Layer**



OR



**UNISEX
Tracksuit
bottoms**

**UNISEX
Hoodie**



AND

**UNISEX
Active Jacket**

**BOYS/GIRLS
REVERSIBLE
GAMES TOP**



**UNISEX
SPORT
SOCKS**



**COMPULSORY
(Rugby Option only)
'SPRAY TOP'**

**OPTIONAL
Baselayer
Top**



**COMPULSORY
(Rugby Option only)
Rugby Shorts**



**OPTIONAL
Baselayer shorts
or bottoms**



<p style="text-align: center;">Your UNIFORM MATTERS EYFS</p> <p style="text-align: center;"><i>We do have high expectations of our appearance and pupils feel proud to wear the School's Uniform.</i></p>	
<p>Girls' – 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</p>	
<p>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/Trainers - black polishable shoes, velcro fastening trainers. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap, book bag & school water bottle.</p>	
<p>Girls' – 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</p>	
<p>Dress - School Summer dress Pullover - Navy blue V neck or plain knit navy cardigan. Socks - White long or short socks Shoes/Trainers - black polishable shoes, velcro fastening trainers. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap, book bag & school water bottle.</p>	
<p>Boys' – 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</p>	
<p>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/Trainers - black polishable shoes, velcro fastening trainers. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap, book bag, school water bottle & school tie.</p>	
<p>Boys' – 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</p>	
<p>Shirt – School blue checked shirt with short sleeves Pullover - Navy blue V neck Shorts - Mid-Grey shorts Socks - Navy long or short socks Shoes/Trainers - black polishable shoes, velcro fastening trainers. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap, book bag, school water bottle & school tie.</p>	

<p style="text-align: center;">Your UNIFORM MATTERS Year 1 & 2 <i>We do have high expectations of our appearance and pupils feel proud to wear the School's Uniform.</i></p>	
<p>Girls' – 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 GAMES – Pupils must wear tracksuit bottoms over their skort and have a school hoodie,/zip top over Games/PE top</p>	
<p>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 – Long socks or tights, navy in colour. Shoes - black polishable, shoes. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap & school water bottle.</p>	
<p>Girls' – 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 GAMES – Pupils may wear skort to school, but should have a school hoodie,/zip top and tracksuit bottoms available in school</p>	
<p>Dress - School Summer dress Pullover - Navy blue V neck or plain knit navy Cardigan. Socks - White long or short. Shoes - black polishable, shoes. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap & school water bottle.</p>	
<p>Boys' – 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 GAMES – Pupils must wear tracksuit bottoms over their shorts and have a school hoodie,/zip top over Games/PE top</p>	
<p>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 socks Shoes - black polishable, shoes. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap, school water bottle & school tie.</p>	
<p>Boys' – 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 GAMES – Pupils may wear shorts to school, but should have a school hoodie,/zip top and tracksuit bottoms available in school</p>	
<p>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. Other items - School coat or a plain navy/black coat, with no logos or writing. School cap, school water bottle & school tie (option for Yr. 2 children to wear non-elasticated tie in the Summer Term).</p>	

<p style="text-align: center;">UNIFORM MATTERS Years 3-6 <i>We do have high expectations of our appearance and pupils feel proud to wear the School's Uniform.</i></p>
<p>Shoes - Black shoes, polishable, non-patent. Other items – School blazer, school tie, school coat, school cap (for outdoor use), school water bottle.</p>
<p>Girls' 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. GAMES – Pupils must wear tracksuit bottoms over their skort and have a school hoodie,/zip top over Games/PE top</p>
<p>Blouse - White long sleeved shirt and school tie Dress - School Tartan kilt (or alternative uniform, grey trousers) Pullover - Navy blue V neck or plain knit navy cardigan. Socks or Tights - Navy in colour</p>
<p>Girls' 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. GAMES – Pupils may wear skort to school, but should have a school hoodie,/zip top and tracksuit bottoms available in school</p>
<p>Dress - School Summer dress with navy belt (or alternative uniform, grey trousers, white blouse, shirt and school tie) Pullover - Navy blue V neck or plain knit navy Cardigan. Socks – Plain white short socks – not hidden or frilled socks. Shoes - Black shoes, polishable, non-patent. Other items – School blazer, school coat or a plain navy/black coat with no logos or writing. School cap (for outdoor use), school water bottle.</p>
<p>Boys' 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. GAMES – Pupils must wear tracksuit bottoms over their shorts and have a school hoodie,/zip top over Games/PE top</p>
<p>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</p>
<p>Boys' 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. GAMES – Pupils may wear shorts to school, but should have a school hoodie,/zip top and tracksuit bottoms available in school</p>
<p>Shirt – School checked shirt with short sleeves. Pullover - Navy blue V neck Shorts - Mid-grey shorts Socks – Plain grey-coloured long or short socks</p>

Your APPEARANCE MATTERS Year 1 & 2 <i>Looking smart is all part of being prepared and ‘Ready to Learn’.</i> <i>Your Class teacher will remind you if you need to improve.</i>	
Girls’ Hair	Boys’ 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, and 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.	Hair must be a reasonable length, neither excessively long, nor excessively short, clean and tidy at all times. Hair length at the back should be above the shirt collar. Fringes should be a sensible length and not over the face. Permed and dyed hair is not acceptable. Hair styling products are not allowed.
Shoes	
Shoes suitable for school purpose should be worn, laced or buckled is preferable, not sling- backed. Shoes should be plain black, polishable (not suede or suede effect), sensible (no wheelies or lights) and sturdy. Boots or casual trainers are not allowed. Ornamental buckles or shoe decorations are unacceptable.	
Jewellery	
Only plain silver/gold stud earrings are acceptable; one in each ear lobe. (Girls only) The wearing of bracelets, rings, leather / coloured bands, bangles, necklaces are not allowed. A wrist watch is NOT to be worn. Only School awarded badges can be worn on coats, 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, is not allowed.	

APPEARANCE MATTERS Years 3-6 <i>Looking smart is all part of being prepared and ‘Ready to Learn’.</i> <i>Your Form Tutor will remind you if you need to improve.</i>	
Girls’ Hair	Boys’ 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. Hair styling products are not allowed.	Hair must be a reasonable length, neither excessively long, nor excessively short, clean and tidy at all times. Hair length at the back should be above the shirt collar. Hair exceeding this length should be tied back firmly in a single pony tail/plait. Hair that is tied back should be held in place with a plain band or slide. Fringes should be a sensible length and not over the face. Permed and dyed hair is not acceptable. Hair styling products are not allowed.
Shoes	
Shoes suitable for school purpose should be worn, laced or buckled are preferable, not sling- backed. Shoes should be plain black, polishable (not suede or suede effect), sensible (no wheelies or lights) and sturdy (max heel height, including sole, of 4cm). 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, necklaces is not allowed. A wrist watch 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 previous badges should be removed at the start of an academic year.	
Make-up	
The wearing of any make-up, including nail varnish, is not allowed.	

19. RANBY PARENTS' GROUP

The Ranby Parents' Group exists to organise social/fundraising events including regular Coffee Mornings in school. There is usually at least one social function each term. Parents of all age groups are encouraged to support these. Support is also required on the Committee and also in a less formal way, helping to run any of these events. New parents with time, energy and ideas are always welcome: please do contact the RPG Chairperson via the Reception Office or by email at rpg@wsnl.co.uk.

You can also request to join the 'Ranby Parents Group' closed Facebook Group.

Ranby Parents Group is a non-profit organisation. Its objective is to support the school through a range of fundraising activities and to promote a parent social environment. The organisation aims to achieve this by adding value to the pupils of the school with purchases and experiences that enhance their educational journey whilst attending the school.

Please ask to be added to your Year Group Whats App Group, where you can keep up to date with day to day school life

20. SCHOOL POLICIES

A comprehensive set of school policies, some of which are available directly on the school's website, are available on request from the Reception Office.

A copy of the Complaints Procedure is available from the school website.

21. THE SCHOOL ACCOUNT

All information regarding school fees, remissions, insurance and personal accident premiums are available from the Finance Department. Please contact the Billing Officer at Worksop College on 01909 537100.

INFORMATION FOR CHILDREN IN YEARS 3 – 6

22. STATIONERY/SCHOOL BAGS

Stationery

In Years 3 to 6 pupils will be expected to provide any stationery equipment they need. Form teachers will however communicate to parents regarding the purchase of suitable pens at the relevant stage.

School bags

Pupils in Years 3 to 6 require a school bag for transporting house books, reading books, homework and pencil cases to and from school. No specific design of school bag is at present recommended.

All pupils will also require a **sports kit bag** (see Games Kit.)

23. MONEY/TELEPHONE

Money

There is no need for pupils to have money in school.

Telephone

If required, the children may ask to use the telephone in the Main Reception to call parents.

Pupils are not allowed to have mobile phones in school. Pupils may wish to use electronic gadgets when travelling into school on the school buses. All electronic gadgets must be handed in at Reception on arrival at school and collected at the end of the day.

Food Items

Please do not send children to school with any food items or sweets etc.

24. ICT ACCEPTABLE USE POLICY

Ranby House School has an 'Acceptable User Policy' that must be agreed upon and signed by all parents and their children prior to joining the school. A copy of this policy is enclosed for each of your child/children. Please discuss it with your child and then complete and return to the Reception Office.

25. SPORTS KIT

Sports kit should be brought to school in a suitable bag to be left in the changing room locker for the week. Each pupil is allocated their own locker in the Sports Hall changing rooms. Pupils should take all kit home for washing every weekend.

Sports kit must be named on the outside of the garment (large name tapes will be provided by the school shop for this purpose). Please ensure all sports equipment and footwear are clearly named.

26. SPORTS FIXTURES

It is important that parents check the termly calendar carefully for occasions when their child may be involved in representing the school in a sports match during the forthcoming term. Playing for a school team is a commitment to honour and there is a strong expectation that, once selected, pupils will play and represent the school with pride.

Team selection lists and all the necessary venue, timings and kit requirements will be posted on the iParent app and on display in the Slipper room of the Main Building.

Spectators are welcome to support matches being played at home or at other schools. Following a Home Fixture at Ranby House visitors are invited to tea in the Front Hall or Old Library. For away matches supporters need to make their own travel arrangements whilst children will usually travel to the fixture with their team. After the match and team tea, parents may take their child home with them, however, please ensure that the member of staff responsible for the team is made aware that the child is not returning to school with the team.