

RANBY HOUSE

**Parent Handbook
2021/22**

HANDBOOK FOR PARENTS

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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

AN INTRODUCTION FOR PARENTS

As Headmaster, 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.

D J Thorpe
Headmaster

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 01777 703138
(Mrs Jane Sulley j.sulley@wsnl.co.uk & Mrs G Dilks g.dilks@wsnl.co.uk)

Website address
www.wsnl.co.uk

Boarding Houseparents (Mr Mark & Mrs Andrea Sullivan) 01777 714394

Finance Department 01909 537123

Health Care Centre at Worksop College (School Nurse) 01909 537100 ext 138

Music Department 01777 714399

School Uniform Shop (at Worksop College) 01909 537144

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, Mrs Penny Owston 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 for induction days prior to starting. On the first morning of their first term, new pupils should arrive at the Front Hall in the Main Building at 8.15 am with their parents, where they will be met by the Headmaster, the Headmaster's PA or 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 First Aider is available. The School Nurse (based at Worksop College) is responsible for:

- 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 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.

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 (these are available from the school shop) 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, so that the expected time of collection can 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 in the Pre-Prep playground.

EYFS Children are dismissed to parents at 3.35pm and should be picked up from the playground via the side gate. 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 crèche facility, depending on the length of time you may be delayed. 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 in the Old Gym. They should be met inside the building: Sign Out 1 before activities begin (3.45-4.10pm); Sign Out 2 (5.10-5.30pm) after activities. 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)

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. This facility is not available for children in our Kindergarten.

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 signing 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 start in the first week and 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. The children return a selection form to subscribe to their 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 Sarah Johns, the Prep School's enrichment co-ordinator.

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

An information sheet detailing the clubs on offer for Pre-Prep children is sent to parents. Parents select the clubs they wish their child to subscribe to and return to the class teacher before the start of the new term.

In addition, dance activities are offered on two lunchtimes to Nursery, Reception, Year 1 and Year 2 children.

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 Kindergarten room. 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 before taking part in activities, centred around the crèche room. 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 to a maximum of 18 (please do not add your child's name below number 18 on the booking form).
- Places can be booked for the Crèche half a term in advance.
- You should 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.

There are no after school clubs and activities and bus times often run earlier than scheduled. Boarding and Tea are not available on these days.

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”**.

Weekly Team Sheets, letters to parents and 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.

Social Media

To find out what has been happening at Ranby House, follow us on Twitter at [@RanbyHouse](https://twitter.com/RanbyHouse) or on Facebook Worksop College and Ranby House at [@WorksopCollegePrepSchool](https://www.facebook.com/WorksopCollegePrepSchool).

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 Progress Check and a Progress Check report is also provided. 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 sent out 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.

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.

School Uniform can be obtained from the School Shop at Worksop College. Please contact by phone on 01909 537144 or e-mail on schoolshop@wsnl.co.uk

There is also a second-hand uniform shop at Ranby, which has a good selection of quality secondhand 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.

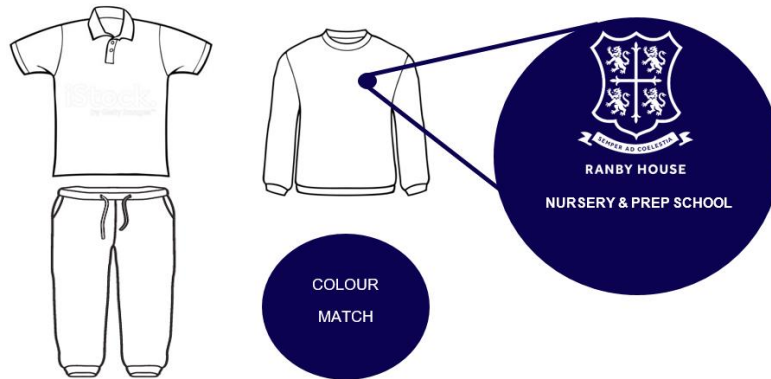
Secondhand uniform may be bought or sold in the shop. Parents bringing in uniform for sale should leave name tapes sewn in if they wish to receive 50% of the sale price. All uniform brought in for sale should be clean and in good condition.

UNIFORM Kindergarten (Age 2)

- Polo T-Shirt (with collar) – White
- Joggers – Navy
- Sweatshirt (round neck – not 'V' Neck) – possible branded – not compulsory
- Dark coloured trainers
- Navy/Black coat

Other equipment provided by parents:

- Changing pack (nappies, & wipes)
- Blanket
- Play Apron



**Your UNIFORM MATTERS
EYFS**

We do have high expectations of our appearance and pupils feel proud to wear the School's Uniform.

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

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.

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

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.

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

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.

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

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.

Your UNIFORM MATTERS

Year 1 & 2

We do have high expectations of our appearance and pupils feel proud to wear the School's Uniform.

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

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.

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

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.

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

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.

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

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).

UNIFORM MATTERS

Years 3-6

We do have high expectations of our appearance and pupils feel proud to wear the School's Uniform.

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.

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 shoes, polishable, non-patent.

Other items – School blazer, school tie, school coat or a plain navy/black coat with no logos or writing. School cap (for outdoor use), school water bottle.

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.

Dress - School Summer dress with navy belt

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.

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.

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.

Other items – School blazer, school tie, school coat or a plain navy/black coat with no logos or writing. School cap (for outdoor use), school water bottle.
White shirt for formal occasions.

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.

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.

Other items – School blazer, school tie, school coat or a plain navy/black coat with no logos or writing. School cap (for outdoor use), school water bottle.
White shirt for formal occasions.

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 follow us on Facebook at @WorksopCollegeandRanbyHouseParents and 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.