



LEIGHTON PARK

FOUNDED 1890

The Gold Book

Welcome from the Head

Leighton Park is an amazing place to study and work. As a school we exist to inspire achievement with values, character and community; a mission as relevant today as when the School was founded in 1890.

At the heart of the School are the Quaker values of Simplicity, Truth, Respect, Integrity, Peace, Equality and Sustainability. Everyone here on the Park plays a part in bringing these values to life.

This Gold Book is to help the community by sharing essential information about the School. We have guidance and notes to ensure that Leighton Park is a safe, secure and happy place for all and where students can fulfil their potential in an atmosphere of high expectations.

I hope that you will find this guide useful in helping you to get the very best out of your time here.



Matthew L S Judd
Head

“True silence is the rest of the mind; and is to the spirit, what sleep is to the body, nourishment and refreshment”.

William Penn



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Positioning Statement

Leighton Park is a leading, independent co-educational day and boarding school in Britain: Leighton Park's central purpose is to form young people of real character, independence and confidence, with a determined desire to change the world. This flows from our unique blend of deep Quaker values, the meaningful connections between our students and staff, first-class academic and pastoral support and our holistic approach to learning. Our inspirational and supportive family-feel environment enables us to deliver consistently an exceptional values-based education which leads to excellent achievement.

Mission Statement

We inspire achievement with values, character and community like no other school can.

Vision Statement

To develop the qualities in our young people that will help them to reach their greatest potential: to become the global change-makers of the future.

Statement of Aims

How we'll achieve our mission

- **Inspiring excellence through achievement;** we empower our students to work to the best of their academic ability. Taking an interest in, and deriving satisfaction from, study and personal growth – gaining an independence in their approach to work.
- **Inspiring change through deep Quaker values;** simplicity, truth, respect, integrity, peace, equality and sustainability. All these pervade our working practice, personal relationships and daily life, and inform our curriculum. After their time with us, these values continue to guide and inform our students to be a force for change, and to live ethical and fulfilling lives.
- **Inspiring character;** we seek to reveal young people of real character and independence; individuals who are free-thinking with a clear, confident awareness of themselves and others. We look for opportunities in self-discovery through a broad and diverse range of creative and cultural activities, recreation and sport, to grant our students, in our safe and enriching environment, the space and freedom to truly be themselves and achieve greater things as a result.

- **Inspiring a strong commitment to community action and service;** we nurture an exceptional sense of community in every aspect of school life. Such outstanding pastoral care enables our students to truly flourish as individuals.

Inspiring our students for a life beyond the classroom; our commitment to realising students' creative talents combined with an inter-disciplinary and imaginative approach to STEAM and ethical enterprise, foster creative impulses and skills in critical thinking, creative problem solving, entrepreneurship and leadership. The skills and knowledge, in short, for our students to be change-makers and achieve their greatest potential and truly let their lives speak.

Term Dates

AUTUMN TERM 2019

Monday 2 nd September	Staff meetings and INSET
Tuesday 3 rd September	Staff meetings and INSET Welcome meeting for Fryer and new boarder arrivals
Wednesday 4 th September	Newcomers' Day – 08:00 Boarders return between 18:00 – 21:00
Thursday 5 th September	First full day of term starts at 08:15
Friday 18 th October	Long leave begins at 16:15
Sunday 3 rd November	Long leave ends Boarders return between 18:00 – 21:00
Monday 4 th November	Term recommences at 08:15
Friday 13 th December	Term ends at 13:00

SPRING TERM 2020

Monday 6 th January	INSET Boarders return between 18:00 – 21:00
Tuesday 7 th January	First full day of term starts at 08:15
Friday 14 th February	Long leave begins at 16:15
Sunday 23 rd February	Long leave ends Boarders return between 18:00 – 21:00
Monday 24 th February	Term recommences at 08:15
Friday 27 th March	Term ends at 13:00

SUMMER TERM 2020

Monday 20 th April	Staff INSET
Monday 20 th April	Boarders return between 18:00 – 21:00
Tuesday 21 st April	First full day of term starts at 08:15
Thursday 7 th May	Exeat weekend starts at 16:15
Sunday 10 th May	Boarders return between 18:00 and 21:00
Monday 11 th May	Term recommences at 08:15

Friday 22nd May
Sunday 31st May

Long leave begins at 16:15
Long leave ends
Boarders return between 18:00 – 21:00
Term recommences at 08:15
Term ends at 13:00 for students; normal working

Monday 1st June
Thursday 2nd July
day for staff
Friday 3rd July

Staff INSET

Please note: Students do not attend school on INSET days

Calendar

The full school calendar can be accessed online via the school website, www.leightonpark.com.

Timetable/ Timings of the School Day

Time	
07:30 – 08:10	Breakfast
08:15 – 08:25	Registration
08:30 – 09:25	Lesson 1
09:30 – 10:25	Lesson 2
10:30 – 11:00	Collect*
11:00 – 11:20	Break
11:20 – 12:15	Lesson 3
12:20 – 13:15	Lesson 4
13:15 – 14:15	Lunch*
14:20 – 15:15	Lesson 5
15:20 – 16:15	Lesson 6
16:15 – 16:30	Buns
16.30 – 17:30	Co-curricular Activities
17:30 – 18:15	Tea
18:15 – 19:00	Co-curricular Activities +
18:20	House Meeting
18:30 – 21:00	Prep

*Senior School

On Tuesdays and Wednesdays Collect is replaced by Tutorial time/ House Meetings
On Thursdays Collect is replaced by Meeting for Worship in Main Hall.

*Fryer

Monday and Wednesday: Collect in Peckover
Tuesday: Tutor time in Fryer House
Thursday: Meeting for Worship
Friday: Whole School Collect in Main Hall
Lunch - Fryer should be released 5 minutes early from Lesson 4

+ Slightly different arrangements for boarders on a Friday after School

E-Bulletin

A weekly e-bulletin will be sent every week to all members of the community. It is a main form of communication regarding events, dates and other key information about the School. Everyone is encouraged to read this each week.

Parents' Evenings 2019 – 2020

Appointments for Parents' Consultation Evenings and Tutor, Student and Parents' Evenings are made online through the Parent Portal. There will be a notice in the e-bulletin reminding you to make individual appointments, with instructions on how to do so, nearer the time.

If you have any questions, please contact Karen Gracie-Langrick, Deputy Head, Academic Studies.

Parents' Welcome Evening

Wednesday 4th September	Welcome afternoon event For parents of all Year 9 students	BBQ on School Field	16:30 – 18:30
Friday 13th September	Evening event for parents of all Lower Sixth students	MMC Foyer	18:00 – 20:00
	Evening event for parents of All new Fryer students	Oakview	19:00 – 21:00

Parents' Consultation Evenings

Friday 4th October	Upper Sixth	MMC Foyer	17:45 – 20:15
Tuesday 8th October	Years 10 and 11 Sixth Form Options/Open Evening	Peckover Hall	18:00 – 20:30
Wednesday 6th November	Year 7	MMC Foyer	17:45 – 20:15
Friday 22nd November	Year 10	MMC Foyer	17:45 – 20:15
Friday 17th January	Lower Sixth	MMC Foyer	17:45 – 20:15
Friday 24th January (tbc)	Year 9 GCSE Options Evening	Foyer/Hall MMC	18:00 – 20:30
Friday 31st January	Year 11	MMC Foyer	17:45 – 20:15
Friday 28th February	Year 9	Oakview	18:15 – 21:00
Tuesday 10th March	Year 8	MMC Foyer	17:45 – 20:15

Tutor, Student and Parents' Evenings

Thursday 19th September	Years 7 and 8 (10 min slots)	Fryer House	18:00 – 21:00
Tuesday 8th October	Year 9	MMC Foyer	18:00 – 21:00
Tuesday 12th November	Year 11	Peckover Hall	18:00 – 21:00
Thursday 5th March	Year 7	Fryer House	18:00 – 21:00
Thursday 5th March	Year 10	Peckover Hall	18:00 – 21:00

Meal Times

Breakfast: 07:30 – 08:10 Monday to Friday.

Lunch: Fryer should be released for lunch at 13:10. The order for each day is:

	13:10	13:20	13:35
Monday	Fryer	U6/ L6/ Y11	Y9 and Y10
Tuesday	Fryer	Y9 and Y10	U6/ L6/ Y11
Wednesday	Fryer	U6/ L6/ Y11	Y9 and Y10
Thursday	Fryer	Y9 and Y10	U6/ L6/ Y11
Friday	Fryer	U6/ L6/ Y11	Y9 and Y10

Tea: Students are welcome to have tea from 17:30 – 18:15 from Monday to Friday

Saturday: Breakfast: 08:30 Lunch: 13:00 Tea: 17:30

Sunday: Brunch: 11:00-13:00 Tea: 17:30

Meeting for Worship

Meeting for Worship takes place every Thursday morning after Lesson 2. The Meeting will start once the whole school is seated and lasts for 30 minutes.

Anyone may read the Bible or Quaker Faith and Practice in the Meeting but other material is not appropriate, unless agreed in advance. No-one should whisper or distract others. If anyone feels restless and finds it hard to free their mind, closing eyes and sitting very still is something to try.

Anyone, however young or inexperienced, is equally able to take part in the ministry of Quaker meetings, by standing and sharing something with the community. Students are encouraged to share their thoughts and ideas.

Key Contacts

LEADERSHIP TEAM

Head:

Matthew Judd

Old School, Leighton Park School, RG2 7ED

E: head@leightonpark.com

Tel: 0118 987 9602

Bursar and Clerk to the Board of

Governors:

Keith Eldridge

Old School, Leighton Park School, RG2 7ED

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Deputy Head:

Eddie Falshaw

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Deputy Head, Academic Studies:

Karen Gracie-Langrick

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Director of Marketing and Admissions:

John Burnett

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Assistant Head: Head of Pastoral

Welfare and Designated Safeguarding

Lead:

Nicky Hardy

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Assistant Head: Head of Teaching and

Learning:

Jennifer Powlesland

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Assistant Head: Senior Master and Head

of Year 9:

Mark Simmons

John Ounsted Building, Leighton Park

School, RG2 7DH

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Assistant Head: Director of

Co-Curricular and Outreach:

Natasha Coccia

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Head of Sixth Form:

Helen Taylor

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Head of Year 10 and 11:

Beverley Eldridge

Townson, Leighton Park School, RG2 7ED

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Head of Fryer (Lower School):

Adrian Stewart

Old School, Leighton Park School, RG2 7ED

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Director of Boarding:**Myles Nash**

Old School, Leighton Park School, RG2 7ED

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Tel:0118 987 9547

Director of IT:**David Pacey**

Old School, Leighton Park School, RG2 7ED

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Tel:0118 987 9629

Main School Switchboard

Tel:0118 987 9600

Fax:0118 987 9625

E-mail:

schooloffice@leightonpark.com

HOUSE TEAMS**Field House****Housemistress:** Jakki Marr

jakkimarr@leightonpark.com

Deputy Housemaster: Alex Leighton

alexleighton@leightonpark.com

Tel: 0118 987 9591

Duty Mobile.....07475253657

Fryer House (Year 7 and 8)**Housemaster:** Adrian Stewart

adrianstewart@leightonpark.com

Deputy Housemaster: Tim Green

tingreen@leightonpark.com

Tel: 0118 987 9651

Duty Mobile.....07894 238 318

Grove House**Acting Housemaster:** Damon Young

damonyoung@leightonpark.com

Tel: 0118 987 9503

Duty Mobile.....07475 218 738

Reckitt House**Housemaster:** Robin Longworth

robinlongworth@leightonpark.com

Deputy Housemistress: Rachael Martin

rachaelmartin@leightonpark.com

Tel: 0118 987 9662

Duty Mobile.....07475 220 096

School House**Housemaster:** Graham Smith

grahamsmith@leightonpark.com

Deputy Housemaster: Jonathan Porter

Hughes

jonathanporter-hughes@leightonpark.com

Tel: 0118 987 9578

Duty Mobile..... 07475 078 371

Student Responsibilities**SENIOR PREFECTS:****Head Girl:** Jasmine Walker**Head Boy:** Joseph Barley**Deputy Heads of School:**

Klara Pim, Megan White

SCHOOL PREFECTS

Adriana Ioannou

Albina Gazetdinova

Alex Shean

Anton Miller

Barnaby Charles

Bibi Bibra

Elena Auburger

Ella Starkey

Jamie Rowson

Jasmine Walker

Joseph Barley

Kate Hipkins

Klara Pim

Letitia Kansime

Lorianne Lao

Ludo Marrocchesi

Megan White

Millie Dean-Lewis

Nikki Wilson

Rosanna Collis

Shaun Uppal

Tom McLellan

Thomas Rolph

Will Darracott

Will Parsons

STUDENT HEADS OF HOUSE**Field House****Heads of House:** Albina Gazetdinova and

Barnaby Charles

Deputies: Kate Hipkins

and Elena Auburger

Grove House**Head of House:** Thomas Rolfe**Deputies:** Michael Rincon

and Ahmer Adnan

Reckitt House**Head of House:** Shaun Uppal**Deputies:** Anton Miller, Amelia Fulton-Urry

and Bibi Bibra

School House**Head of House:** Livvy Edwards**Deputy:** Nikki Wilson

All members of the Sixth Form are encouraged to take positions of leadership and responsibility and are given opportunities in the School year to develop these skills.

Tutoring

FRYER

YEAR 7

Adam Ball	Gemma Sims	Stephanie McGill	Dan Fischer-Wienensen
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YEAR 8

Sheila Metcalfe Jeremy Belas	Chris Tyer	Emilia Hicks	Tim Green
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FIELD	GROVE	RECKITT	SCHOOL
YEAR 9			
Debbie Ince David Hammond Peter Marshman Alasdair Stuart		Zoe Macpherson Rachael Martin Paulo Arruda	Carolyn Semeyn Mair Myers Mark Smith Nicola Jenkins
YEAR 10			
Richard Duckett Oliver Staines	Kate Findlay	Anne Fitzsimons Leana Mikula	Pablo Gorostidi Peter Scoggins
YEAR 11			
Alex Leighton Didier Descamps	Rose Scales	Harriet Custance Premnath Samyrao Lan Worrall	Jonathan Porter-Hughes Saima Shabir
SIXTH FORM			
Merion Taynton Mark Budge Isabelle Lauzeral Stephen Taynton	Simon Booth	Tom Rawlings Claire Gulliver Anna Murgett	Mark Wood Adél Kiss Jon Clarke Matt Dawes

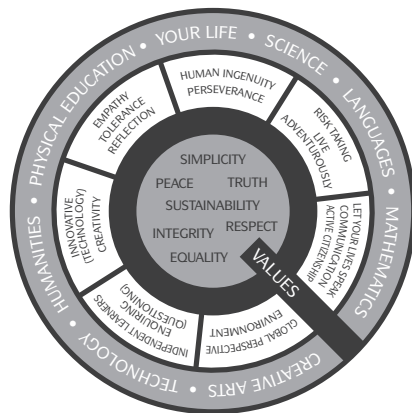
Activities

All students at Leighton Park are encouraged to get fully involved in the activities programme. The co-curricular offering is designed to allow students to explore avenues they may not ordinarily take. The range is expansive and engaging and whilst students may gravitate towards the familiar, we would always ask parents to help their children choose activities that will broaden their horizons. Each week the expectation is for each Year to participate in:

Year 7 and 8:	3 activities per week
Year 9:	3 activities per week
Year 10 and 11:	2 activities per week
6th Form:	2 activities per week

Students in the Sixth Form are also afforded the opportunity to lead activity sessions which gives them invaluable leadership experience. It is also a wonderful opportunity to engage with students across the age range of the School.

Leighton Park Learner Profile



Leighton Park students are encouraged to develop into enquiring, knowledgeable and caring young people who respect others and strive to create a more peaceful world.

Academic Expectations

At Leighton Park we have certain expectations of all our students when they are in lessons. Below are some of the key expectations that we apply to every subject, every day.

Our expectations are:

- Be **punctual** for all lessons and be prepared to engage and **start learning immediately**.
- Arrive to every lesson with:
 - ✓ Textbook (if appropriate)
 - ✓ Exercise book or file (if appropriate)
 - ✓ Chromebook (Y7-11)
 - ✓ Pens
 - ✓ Pencils
 - ✓ Ruler
- Prep must be completed with care, to the best of your ability and handed in **on time**
- If prep work is going to be late please contact your teacher to explain and ask for an extension.
- **Respect** and be tolerant of other people's opinions and listen to what others have to say in class
- **Reflect** on your work and set yourself targets to improve, taking note of your teacher's recommendations
- **Standard and presentation of work:**
 - Written work should be neat and spaced out
 - All work should feature a title and date and should be underlined
 - Start each piece of work on a new page (*leaving space for your teacher's comments*)
 - All loose sheets and worksheets should be stuck into your book or attached to your folder in the appropriate place
 - Label prep work as 'Prep' to help your teacher mark your work
 - Electronic documents should be named and saved in a folder
 - Font 11/12 should be used
- If you miss a lesson it is your responsibility to find out what you have missed, including prep work and find time to catch up on the work as soon as possible
- If you know you will be absent from a lesson for any reason please let your teacher know in advance and politely request absence beforehand and the work to catch up on

- If you need any help with your work or if you are worried about any aspect of it please talk to or email your class teacher or tutor
- Help to create a happy, encouraging and purposeful learning environment by being enthusiastic and participating in a positive manner in lessons as much as you can
- Listen carefully to your class teacher's instructions. They are responsible for giving you the best experience possible, but it is a team effort
- Please respond positively to advice, help and instructions given by your teacher
- Leave the classroom tidy and treat all equipment with care and respect
- Put in maximum effort to your work and perform to the best of your ability at all times
- Please check your school email at least once a day

Prep

In Senior Houses prep runs from 18:30 to 20:00 for Year 9 and 20:30 for Year 10 and above. In Fryer House, prep takes place from 18:15 to 19:30. The above time refers to the minimum periods of studying. Older students will find they need to spend substantially more time on private study than is available in the standard prep period. Unless given specific permission, you should be working at your desk or at your allocated space during prep without talking and without moving around the House.

If staff wish prep to be handed in at a different time, they will give this instruction when the prep is set via the Google Classroom. Prep should be submitted through the classroom or be handed directly to the teacher in class.

If students are late in handing in work or if they produce unsatisfactory work, the teacher may well impose a detention and/or refer the problem to the student's tutor.

Celebrating Achievement

The encouragement of students is essential to pastoral, academic and co-curricular development. Worthy effort and achievement are recognised and celebrated. We enjoy a respectful and happy atmosphere in the School which is highly valued and understood by the students. This leads to a positive approach by the majority to all aspects of their school lives and sits comfortably with the Quaker approach of recognising the potential of each individual we encourage them to take every opportunity to develop and succeed.

Methods of rewarding students' progress will range from praise through to merits, awards or prizes.

Rewards specific to the academic side of school life will include:

- Classroom praise from staff
- Academic merits
- Termly effort and achievement grades
- Merit certificates
- Deputy Head merits
- Letters home to parents from the Deputy Head
- Head merits
- Commendation prizes
- Scholarships for academic achievement

Rewards on the co-curricular side include:

- Co-curricular merits
- Sports cups and other trophies
- Letters home to parents
- Headmaster's commendation
- Awards: Paul Dowdell Art Award, the Mary Triddon Music Award, Jorge Hortal Award
- Scholarships (sport, art, music, drama, dance)
- Sir David Lean Scholarships

Other means of rewarding students to include:

- Mention in House meetings
- Mention in School Collect
- Mention in 'The Park' magazine
- Letters or telephone calls to parents from tutors or HMs
- Appointment as House reps or prefects
- Other awards e.g. OL awards, travel scholarships

Merits awarded are tallied at the end of each term and the House with the most merits, academic, co-curricular and community, is awarded the Merit Cup.

The Library

THE BASICS:

The library is an ideal place to study, revise and relax.

Opening hours:

08:00 – 18:00	Monday – Thursday
08:00 – 16:30	Friday
10:00 – 13:00	Saturday
Year 7 - 8 Prep Club:	
16:30 – 17:20	Monday – Thursday

Access to:

- iPads, computers, printer and photocopier
- Key texts, wider reading and on-line resources
- Wide range of books and DVDs to borrow
- Daily newspapers and a wide range of journals
- Staff who are always available and happy to help with research and referencing

Library expectations:

Whether you visit the library with your teacher or a group, or are working independently in the library, **take a positive attitude towards your learning.**

During library lessons, **make the most of the opportunity to read something of your choice and when appropriate, to talk about new genres, authors and titles.**

Take responsibility for the resources that you borrow from the library by having them issued before leaving the library, taking good care of them and returning them on time.

Respect the library environment by returning books to the shelves, putting your rubbish in the bins provided, and leaving the furniture tidily arranged.

Respect other library users:

- Arrive and leave quietly (there are sometimes classes, meetings or exams already taking place)
- Work quietly (be aware of the needs of other students in the library)
- Small groups should be particularly sensitive about the volume of noise they create and ideally request a suitable place to work together

If attending a library club or activity:

- Arrive on time and wait quietly before the activity starts (13:15 – 13:55; 16:30 – 17:20)
- Inform library staff in advance if you are unable to attend
- Be aware that other students may be studying during this time

Guidelines for printing and photocopying:

- Avoid using excessive amounts of paper (by printing double-sided or reducing the size of pages, for example)
- Be aware that it is against copyright laws to copy more than 10% of a book (guidelines about other print-based resources are available in the library office)

Just a few simple rules:

- The use of mobile phones is not permitted in the library
- Students who have been given permission to drop a subject should register in the library during lessons dedicated as private study. These lessons form part of the school timetable. Students should therefore ensure they have sufficient work or a suitable reading book to keep them occupied for these sessions
- Students who are off games need to arrive with written permission from a member of PE/Games staff
- While bottled water is permitted in the library, no other food or drink is allowed

Health Centre

Students may wish to see the School Nurses on a personal basis. This can be arranged easily by letting the School Nurses know. It is not necessary to inform any other staff member about such a request.

Students are encouraged to make full use of the Health Centre facilities and all new boarders are seen in the first weeks of the Autumn Term, when a routine health screening programme is undertaken.

Medication and Drugs

The Nursing Staff must be informed of any medicines including herbal remedies that students are taking, i.e. for asthma, diabetes, epilepsy or for any health reason whatsoever. These medicines are generally considered safe in the custody of Sixth Form students, but under the supervision of the House Staff or Health Centre. Repeat prescriptions for boarders are obtained through the Health Centre.

In the first week of the Autumn Term boarders must notify the Health Centre via the House Matrons of any medicines/tablets that they are taking, including all herbal or other natural remedies.

Simple pain relief remedies are readily obtained from House Staff and students may be sent via Reception to the Health Centre from classrooms. There is therefore no need for students to have supplies of these medicines in their possession at any time.

Sixth Formers can keep any analgesics they may use if they do so safely. **However, Sixth Formers must inform their House Staff, or the Health Centre of any other medication brought into School.**

It is against health regulations to give one's own medication to another student: this should never happen.

STUDENTS INVOLVED IN POSSESSION, HANDLING, USING OR DEALING IN ILLEGAL SUBSTANCES AT ANY TIME COULD EXPECT TO BE EXCLUDED FROM SCHOOL TEMPORARILY OR PERMANENTLY. ANY STUDENT FOUND TO BE DISTRIBUTING AN ILLEGAL DRUG MAY ALSO HAVE TO BE REPORTED TO THE POLICE FOR FURTHER ACTION.

Illness

Procedure for students who become unwell during the school day:

- During the academic day, students should speak with their subject teacher, who will send them to Reception if they feel it necessary
- Reception will then contact the Health Centre or the House
- In the case of day students, the Health Centre, if they feel it necessary, will contact parents to come and collect them. In the case of boarders, they will be cared for in the Health Centre or as appropriate in the House. In certain circumstances it may be necessary to remove the boarder to stay with their legal guardian
- **Whilst in School it is important for safety reasons that students should not go independently to the Health Centre without first reporting to Reception**

Day students should note that the School's medical facility is available to them, but routine medical problems and illness, including 'off games' notes, must be dealt with from home.

Sharing Problems

The School offers a confidential counselling service. Details of the service and how to contact the counsellor are available on House notice boards and in the Health Centre. The email address is schoolcounsellor@leightonpark.com.

Any student can speak to any member of staff about anything. Students should approach any member of staff who they feel comfortable talking with to share any problems. Students will always find help here at LP.

Sometimes people may prefer to speak first to someone outside the School. 0800 1111 is the Childline Help Number.

0118 9015668 is the contact for Number 5, a local youth counselling service, which is displayed in each of the boarding houses.

The telephone number of Ofsted is 08456 404040 or you can contact the Local Authority Designated Office (LADO) through Wokingham Borough Council – phone number 0118 937 3555/ 07841253871.

There are also counsellors who can be contacted in Reading or you may wish to see a counsellor in confidence in the School. Details of these are on the House notice boards or are available also from the Designated Safeguarding Lead.

Sometimes, the problem or concern means that Social Services need to be consulted. It will normally be the Head of Pastoral Welfare, Deputy Head or Head who contacts them. Whatever your concern is, it will be followed up as discreetly and helpfully as possible in a simple way.

Anti-Bullying

All members of the community should be alert to bullying behaviour and follow the School's anti-bullying policy which is available on the School website. If students experience, witness or suspect that bullying is taking place, they should follow these guidelines. Any victim of bullying should not keep quiet about it. Speak to parents, to a teacher or to any other adult in School.

Any member of the School who suspects that it is happening to others, has a duty to report it to a teacher or another adult.

Standing by and letting the bullying continue is almost as bad as taking an active part in the bullying.

Any student guilty of bullying who realises what they have been doing, should speak to a teacher or another adult and ask them to help deal with the situation. It will only make the situation worse if things continue and the student eventually gets caught.

Together we can make Leighton Park a place where bullying is not tolerated.

Relationships

Leighton Park is a fully co-educational school. Whilst natural friendships between students are part of any happy community, active sexual relationships are not permissible. Any students involved in unacceptable intimate, sexual behaviour may be asked to leave the School. Students should not hold hands or engage in physical touching anywhere on the Park.

Lost Property

The procedure is as set out below:

1. Any items of lost property found around the School site - including items left in classrooms at the end of the teaching day - must be taken to the Caretakers office in the Townson building.
2. Any named items will then be returned to the relevant House and House staff will return it to the owner. Unnamed items will remain with the Caretakers.

3. Particularly valuable items, e.g. phones/ jewellery/ money should be handed in to the School Office where they can be kept more securely, as soon as possible.
4. Items found in a boarding house, will be kept in the House under the supervision of the House staff and then handled in accordance with points 7 and 8 below.
5. Any person who needs to look for a lost item should:
 - Seek out the Caretaker who will open the lost property as and when needed.
 - Failing that;
 - Every Friday at 16:15 – 17:15 the Caretaker will be available in Townson to help students retrieve/ look for items
 - Visit any House for items that may have been lost in a boarding house
 - The School Office will have valuable items
6. The School community will be given a final opportunity to look for lost items before they are dealt with in point 7 below. The time and location of this will be shared with the School each term.
7. At the end of each term, or earlier if large amounts have been collected, unclaimed items will be either; given to the Nearly New Shop; bagged and given to charity or else disposed of as appropriate. The future of any valuable items will be dealt with on a case by case basis.
8. In claiming items, students/ staff should be able to provide the required details to satisfy the School that it is being returned to the rightful owner.

Student Voice

The student voice is represented in various groups around the School. The largest of these groups is called Monthly Meeting, a meeting run by the Head Boy and Girl with any member of the School who wishes to attend. These meetings take place on Tuesday or Wednesday morning, usually the first one in each month, alternating each time - most students choose to attend these meetings. Monthly Meeting follows the House Council meetings, which are also places where students can raise any issues.

Other groups where the student voice can be heard are in the AMICUS group which is the Sixth Form charity organisation. The Food Council meet regularly to discuss issues relating to the food served at school.

Students are also regularly asked to complete surveys and questionnaires to gather their views on a range of different issues connected with School.

Behaviour Expectations

Both academically and socially we have the highest expectations of our students. The Quaker ethos supports this, valuing each member of the community, recognising that everyone has something to offer. The guiding principles of the School's policy on behaviour and expectations are that students act not only with common sense, honesty

and good manners, but also with consideration for other people's feelings and needs before their own. It is often difficult for students to consider others before self, but it is an attitude to which the School gives high priority.

We hope to recognise the good in each student and attempt to find peaceful and reasonable solutions to conflict as a clear reflection of our Quaker values. Students are expected to relate well and behave considerately towards others. In this regard, a culture of positive, mutual respect lies behind our day to day work with students, and expectations of good behaviour and attitude to others are the norm. Selfish actions are to be discouraged.

The best way to ensure the highest standards of both behaviour and work is created by a positive ethos where the self-confidence and self-esteem of students is promoted by regular praise and reinforcement. All students understand our expectations, and these are prominently reinforced throughout School life.

Where behaviour falls below our expectations, it may be appropriate to enforce a sanction. When this is done, it is done with a view to reflecting on the behaviour and thinking about how best to avoid repeating the mistakes of the past. Sanctions are given in line with the School's policy on Behaviour and Discipline, which can be found on the school website.

Sanctions

We generally find that most students at Leighton Park do not need sanctions as they behave well and respond positively to behavioural advice when it is required. We always expect our students to adhere to School rules and adhere to our expectations.

When behaviour is unacceptable, and falls below expectations, a range of disciplinary sanctions include:

- A verbal reprimand from a teacher
- A sincere apology made from student to student
- A quick word outside the classroom or after the lesson
- Missing break
- New deadline negotiations for incomplete work
- Repeating unsatisfactory work at lunchtime
- Loss of free time and privileges
- Removal from the classroom
- School or House-based community service
- Letter of apology

More serious sanctions might include:

- Report cards
- Voluntary report cards
- Withdrawal of privileges
- Gatings
- House Gatings
- Detentions (lunchtime, after school, Tuesday evening, Friday evening, Saturday morning)
- In-House suspensions
- Suspension from School

Detentions

Detentions can be imposed by class teachers if prep is not produced, or there is a problem with student work or behaviour in lessons. If this does not resolve the problem the Head of Department will arrange a further detention on a Tuesday. More serious problems or a failure to attend a Head of Department detention will result in a detention being organised by the Head of Lower School/Head of Year 9/Head of Year 10-11/Head of Sixth Form as appropriate.

If conduct in other respects is unsatisfactory students may be required to attend a House, Head of Department/ Housemaster/ Housemistress or School detention. If a School commitment prevents a student from attending, they **may** have the detention postponed. **Such postponements may only be arranged in consultation with a member of staff.**

The escalation of detentions is as follows:

1. Teacher Detention/ House Detention, 20 minutes, time and venue to be agreed
2. Head of Department, Housemaster/ Housemistress Detention, 1 hour, 16:30 – 17:30 every Tuesday in AN3
3. School Detention, 1 hour, 16:30 – 17:30 or 18:00, every Friday in the Cadbury Room
4. Saturday Detention, 3 hours, Saturday, time and venue to be agreed

NB; failing to attend a detention without providing a good reason will result in the award of the next detention on the list. **The original detention must still be completed.**

Gating

A gating restricts students to the Park, or House for a specified period. Students will be issued with a reporting card and must report to the teacher on duty in the House at specific times to have the card signed. Failing to get the card signed at the right times will see an extension to the gating card until it is completed.

Collect Dress

The spirit of the School Dress Code, known as Collect Dress, is a unique feature of Leighton Park School. Our approach to the clothing worn during the School day is designed to instil all our students with a sense of responsibility, enabling them to be at one and the same time an individual whilst playing their part in a collective, community effort to positively represent the School.

It is acknowledged that this unique approach is open to interpretation, and all students are asked to respect the view of the School. If requested to change an item of their clothing, they can expect to be presented with a reason, but should then respect this and change accordingly. Those who do not can expect to be treated through the behaviour, rewards and sanctions process.

The School community should appreciate that not every aspect of dress can be included in the School Dress Code, and as such, any omission should not be viewed as meaning it is acceptable to wear. The following points represent clear guidance as to the expectations of the School. The Deputy Head will have the final say on all Collect Dress matters and any decision taken by this post holder should be respected and followed.

Our overarching approach can be summed up simply:

- Students must be smartly presented
- That always, clothes and shoes are expected to be clean and in good repair
- Clothes that would be considered appropriate in a modern business or office environment are welcomed
- Hair is to be clean and well-groomed off the face, without extremes of fashion or unnatural colour
- Beards and moustaches are not allowed at any time
- Good personal hygiene is expected

We have three distinct codes of dress at Leighton Park:

1. **Collect Dress is to be worn throughout the School day, 07:30 - 16:30**

Please see guidance below by Year Group. Students should wear Collect Dress correctly and not tuck shirts or undo ties at any time. Students are either in Collect Dress or in own clothes.

2. **Casual Dress may be worn in leisure or prep time after 16:30**

All students must wear clothes that are in good condition and are appropriate to the activity. At no time are torn or heavily patched clothing, combat jackets or military clothing or footwear, extremes of fashion, offensive or provocative designs allowed. Girls should not wear clothes of a revealing nature, e.g. short shorts, crop tops or mini-skirts.

3. **Summer Collect Dress (permission to be announced by the Head)**

Permission for this to be announced by the Head: Jackets and ties should be removed and shirt or blouse sleeves rolled up. Shirts (except fitted blouses for girls) must be tucked in. Jumpers may not be worn as part of Summer Collect Dress.

LOWER SCHOOL – YEARS 7 AND 8

You may be asked to change your clothes if your clothing is considered for any reason to be unsuitable for Collect Dress.

Collect Dress is to be worn during the normal school day (07:30-16:30) after which students may change into their own clothes/ school games kit. Students should therefore either be wearing Collect Dress correctly, as below, or be in their own clothes. The information below provides the guidance needed:

- **Trousers** – plain grey, navy or black
- **Skirt** – plain grey, navy or black (on or below the knee)
- **Shirts or blouses** – plain white or light blue with collar and sleeves (to be tucked in). Should not be see-through so underwear is clearly visible. Please help girls to choose appropriate underwear colours to be worn at School (e.g. not black/illuminous colours)
- **School tie** – only via Schoolblazer Ltd.
- **Jumper** – navy blue with Leighton Park logo
- **Socks** – grey or navy, full not trainer socks
- **School shoes** – sensible, dark leather style, low heeled, no trainers, no Dr Martens
- **Socks/tights** – grey or navy (tights). Spare pair in school in case of rips/ ladders. Socks should be full and not trainer socks

Additional information:

- Fryer students cannot wear make-up or jewellery (with the exception of a fine chain necklace and stud earrings, one in each ear maximum)
- A Leighton Park bag and Leighton Park coat are also available via Schoolblazer Ltd.
- Belts should be of a discreet size and colour
- A separate suitable bag is required for carrying books to and from lessons

- A woollen hat may be worn in cold weather. Baseball caps should only be worn when playing sport if needed, with the Leighton Park logo
- Headphones should not be worn at any point in the school day with Collect Dress, but may be worn with own clothes/ games kit after school if appropriate
- Coats may be worn during the day but not inside buildings. Coats should not be taken into Oakview dining area but should be hung up in the cloakroom provided

SENIOR COLLECT DRESS – YEARS 9 TO 11

You may be asked to change your clothes if your clothing is considered for any reason to be unsuitable for Collect Dress.

Collect Dress is to be worn during the normal school day (07:30 – 16:30) after which students may change into their own clothes/ school games kit. Students should therefore either be wearing Collect Dress correctly, as below, or be in their own clothes. The following information provides the guidance required:

- **Jacket** – formal, tailored and buttoned; black, navy or grey
- **Skirt** – plain skirt (suitable, business length so sits just above the knee and covers 3/4 of the measurement from hip to knee at least); black, navy or grey. Avoid Lycra based garments unless they are guaranteed to stay the right length
- **Trousers** – tailored, formal, trousers (not low slung); black, navy or grey. (No jeans, denim, jeggings or other casual styles. Chinos should not be worn)
- **Shirt/ Blouse** – white or light blue, plain (to be tucked in unless fitted). No bold stripes or any patterns should be on the shirt and the collar must be the same colour as the rest of the shirt/ blouse. Shirts/ Blouses should have sleeves. They should not be see-through, where underwear is clearly visible. Please choose appropriate underwear colours to be worn at school (e.g. not black/ illuminous colours). The shirt should be tucked in and the top button done up when wearing Collect Dress with a tie
- **Jumper** – smart, woollen, long sleeved; plain dark colours (no pattern); e.g. black, navy, grey, green or burgundy. Sweatshirts should not be worn
- **Tie** – any colours (own choice), properly tied with top button done up
- **School shoes** – sensible, dark leather style, no trainers, no boots, plimsolls or any type of canvas shoe. Dark coloured flat plain ankle boots are allowed (no studs/ straps) but trousers should not be tucked inside the boot. Low or no heel. Dr Martens are not to be worn
- **Socks/tights** – plain socks or plain tights (natural, black or blue). A spare pair to be kept in school in case of rips or ladders. Socks can be trainer/ cuff socks if appropriate for the style of shoe/ trouser (white should be avoided please) but generally they should be full, not sport/ ankle/ trainer – any colour/ pattern. A spare pair of tights should be kept in school
- Students are expected to be clean-shaven of facial hair

Additional information:

- A Leighton Park bag and Leighton Park coat are available via Schoolblazer Ltd, our school wear suppliers if required
- Belts should be of discreet size and colour
- Hats should not be worn unless the weather is very cold. Baseball caps, with Leighton Park branding, should only be worn when playing sport if needed
- Years 9 to 11 may wear modest jewellery e.g. a fine chain necklace, a ring and stud earrings, with a maximum of two in each ear. Spacer style earrings should not be worn. Students with more than two piercings will be asked to remove additional earrings, even if they have been recently purchased. Jewellery may have to be removed if it is thought to pose a health and safety risk. (e.g. when playing sports/ in the lab/ workshop)
- A modest amount of discreet (as in not noticeable) make-up is allowed. A clear or plain, single coloured nail varnish is acceptable. False nails should not be worn. Students will be asked to remove make-up should we feel that too much is being worn
- Students should not wear the following as Collect Dress: jeans (they have studs on the pockets), denim jackets/ shirts/ trousers or corduroy trousers, shirts without collars.
- Headphones should not be worn at any point in the school day with Collect Dress, but may be worn with own clothes/ games kit after school if appropriate
- Coats may be worn to and from School and during the day but not inside any buildings. Coats should not be taken into the Oakview dining area.

SIXTH FORM DRESS CODE

You may be asked to change your clothes if your clothing is considered unsuitable for business wear for any reason.

The Sixth Form Dress Code applies during the normal school day (07:30 – 16:30) after which students may change into their own clothes/ school games kit. Students should therefore either be following the Sixth Form Dress Code correctly, as below, or be in their own clothes.

The aim of the Sixth Form Dress Code is to ensure the senior student body looks smart, as judged by parents, visitors and staff alike, and that they can express themselves without becoming distracted or financially tested by fashion.

The following principles apply to Sixth Form Dress Code:

- The Sixth Form Dress Code should allow more choice of colour, style, and a more mature approach to modern business-like wear
- All Sixth Formers must wear clothing that is decent, smart and safe and which avoids extremes of style and fashion

- Hair is to be clean, well-groomed, off the face and not of an unnatural colour
- The emphasis is on clothing which is suitable for most modern office environments
- Clothes should not carry large brand names or slogans, or logos that may cause offence and hooded clothes are not suitable
- Visible body piercings, other than in the ears, and tattoos are not permitted
- The manner of wearing clothes is as important as the clothes themselves. Therefore, trousers and shirts must be properly fitting, without underwear or midriffs showing
- Headphones should not be worn at any point in the School day with Sixth Form Dress Code, but may be worn with own clothes/ games kit after School if appropriate
- Coats may be worn during the day but not inside any buildings. Coats should not be taken into Oakview dining area

The following specific guidelines are given for our Sixth Form students. All members of the Sixth Form are asked to respect the wishes of the School and if they are asked not wear a specific item of clothing then they should not do so. Any discussions about dress will involve the student and a clear explanation will be given on a case by case basis. The following should provide the guidance required:

- Must wear a **jacket** (formal)
- Smart **trousers** (no jeans, denim or other casual styles. Clean, pressed chinos are acceptable). Trousers can be cigarette style, straight leg, but no leggings or jeggings, denim or stretch denim. Colours and patterns are welcomed
- **Skirts** must be suitable, business length to sit just above the knee and cover 3/4 of the measurement from hip to knee at least. Avoid Lycra based skirts unless they are guaranteed to stay the right length
- **Tights/ Socks** should be plain or have a discreet pattern, with a spare pair kept in School in case of rips or ladders. Dress socks should be worn, not sports socks of any type with formal dress during the day
- **Shirts/ blouses/ tops** must cover midriff, cleavage and shoulders, with no more than one button undone. If a formal shirt with a collar is worn with a tie, the top button should be done up, no more than one button undone if worn without a tie. Shirts/ blouses should not be see-through in style, where underwear can clearly be seen. Denim shirts should not be worn. Extreme patterns on any shirt or blouse should be avoided. Bra straps should not be visible, and shoulders must be covered as far as possible, although some styles of dress will be acceptable
- If wearing a formal **shirt**, ties must be worn for formal occasions, e.g. Meeting for Worship, tours with parents, and all other formal occasions when representing the School, with the top button done up
- A **business-like dress** (with jacket) is an acceptable alternative to wearing other combinations but must comply with guidelines on decency and business-like clothing given above

- **Jumpers** should be smart, woollen and can be any colour – sweatshirts should not be worn. Turtle neck jumpers are acceptable when worn with a jacket
- Tee-shirts, sweatshirts, halter-neck tops and other casual tops are not suitable
- Students are expected to be **clean-shaven** of facial hair
- **Modest jewellery**; for those with pierced ears simple gold or silver **studs**, no more than two piercings in each ear. Spacer style earrings should not be worn. Students with more than two piercings will be asked to remove the additional earrings, even if they have been recently purchased. Jewellery may have to be removed if it is thought to pose a health and safety risk. (e.g. when playing sports/ in the lab/ workshop)
- Discreet **make-up** may be worn. Coloured nail varnish is acceptable; one colour should be worn, not multi colours
- **Shoes** must be smart (clean and well-presented), no trainers, canvas shoes of any kind, plimsolls, stiletto heels, flip-flops or sandals. Shoes should be low heeled and **plain** suede/leather style, no high boots should be worn. Dr Martens are not to be worn

Note: For boarders, it is important that all clothes are machine washable (40°C), can be tumble dried and are clearly marked with the student's name. Spare labels should be brought to School at the start of term please. The School does not take any responsibility for clothing put in the laundry that does not conform to this standard or clothes going missing which are not clearly labelled.

PE/ GAMES KIT INFORMATION

As the School is represented at a number of town, county and regional venues, we feel a practical, long-lasting and good quality up-to-date look is appropriate. Full details of the kit required are listed in the pages that follow. Students should always wear school kit for all sporting activities.

Schoolblazer Ltd. are the supplier of all sports clothing which should be clearly named. Students will be expected to wear the Schoolblazer Ltd. kit items for all PE lessons, games lessons and school fixtures unless they are awaiting the arrival of new kit.

To order via Schoolblazer Ltd, please visit www.schoolblazer.com

Uniform is delivered via Parcelforce, either to the home or for pick-up at School, with a normal turn-around of 3-4 days for name-tagged garments, but a firm promise of all deliveries within 8 working days. Urgent garments which do not require name-tagging can be shipped in 48 hours.

The web-site has an “intelligent sizing system” to guide parents in size selection to help ensure that garments fit first time. On registration you will be required to input your son or daughter's sizes and the system will make a suggestion on size.

Returns to Schoolblazer are free of charge via the Post Office.

As part of our commitment to providing the onsite convenience of a shop, we will continue to hold “trying-on” samples in School of all items.

If you have any questions regarding sports kit, please contact Director of Sport, Jeremy Belas, at jeremybelas@leightonpark.com.

Mouthguards

All students will be required to purchase a mouthguard to be used for hockey and rugby games lessons. We strongly recommend that all students obtain a professionally fitted, custom-made mouthguard in order to protect their teeth, lips, tongue and face during games lessons and fixtures. This follows advice from the British Dental Association, the Rugby Football Union and England Hockey.

With this in mind we will be using an opt-out policy to ensure that all students have mouthguards. Therefore, unless we hear from you to the contrary, your child will be fitted for a mouthguard and the cost charged automatically to your end of term bill.

To sign up for mouthguard fitting on 6th September 2019 or to opt-out of a school mouthguard, please complete the online form at: <http://bit.ly/Mouthguards2019>

PE/ GAMES KIT – ALL YEARS

The items marked in bold need to be ordered from Schoolblazer Ltd. via www.schoolblazer.com. **The compulsory School sports kit is comprised of the items marked with an asterisk***. Please note that if students wish to wear baselayers they must purchase the official School baselayer via the Schoolblazer website.

- Boys**
- * 1 pair rugby shorts
 - * 1 pair PE shorts
 - * 1 boys blue training top
 - * 1 boys white polo top (will not be needed until Summer Term)
 - * 1 pair tracksuit bottoms
 - * 1 reversible rugby/games shirt
 - * 2 pairs games socks
 - * 1 midlayer fleece
 - * 2 pairs white sport socks
 - * 1 sports bag and a smaller bag for PE/swimming kit
 - * 1 pair swimming trunks, 1 towel, 1 pair of goggles
 - * 1 pair trainers
 - * 1 pair soccer/rugby boots
 - * 1 tennis racket (for Summer Term and/or hobbies)

Optional items

- 1 LP baselayer top
- 1 LP baselayer bottoms/fitness baselayer bottoms
- 1 soft shell jacket
- 1 training T-shirt
- 1 cricket shirt, fleece, trousers

Girls

- * 1 eyelet skort
- * 1 pair running short
- * 1 girls fit training top
- * 1 girls fit white polo (will not be needed until Summer Term)
- * 1 tracksuit bottoms
- * 2 pairs games socks
- * 1 midlayer fleece
- * 2 pairs white sport socks
- * 1 sports bag and a smaller bag for PE/swimming kit
- * 1 swimming suit, 1 towel, 1 pair of goggles
- * 1 pair trainers
- * 1 pair astro trainers for hockey
- * 1 hockey stick
- * 1 tennis racket (for Summer Term and/or hobbies)

Optional items

- 1 LP baselayer top
- 1 LP baselayer bottoms/fitness baselayer bottoms
- 1 soft shell jacket
- 1 cricket shirt, fleece, trousers

Smoking, Alcohol and Misuse of Drugs and Substances

No alcohol, smoking or use of drugs is allowed on the Park at any time. At all times when the School is responsible for students, alcohol, smoking and drugs are strictly prohibited: strong sanctions are given to those who break these rules.

ANY STUDENT WHO SMOKES, CONSUMES ALCOHOL OR MISUSES DRUGS AND SUBSTANCES MUST EXPECT TO LEAVE THE SCHOOL IN LINE WITH OUR DETAILED BEHAVIOUR AND DISCIPLINE POLICY.

Full details of the School’s approach can be found in the policy on the School website.

School Grounds and Out of Bounds

Everyone should play a part in keeping the grounds tidy and attractive. No member of the community should drop litter. Everyone should pick litter up if it is found lying around and deposit in the bin.

Leaving the School grounds without permission will be treated seriously and sanctions imposed. All students should ensure they sign out in the correct way whenever they leave Leighton Park.

Students should not walk through or visit the University unless they have been given permission.

Students must observe the areas which are out of bounds as displayed in their House. This is for personal safety.

Day Students should not enter the sleeping accommodation at any time, without the express permission of a member of the duty team from the boarding house.

Money

You may not lend money or borrow from other students: boarders should ask their Housemaster/ Housemistress if they need money. Students may not buy anything from other students or sell anything to them, without the consent of the Housemaster/ Housemistress and parents. Large sums of money should not be brought or kept in School. Boarders should hand large sums of cash to their Housemaster/ Housemistress for safe keeping whenever they come into possession of it.

Leave; Boarders and Day Students

All leave from the Park, including signing in and out of the Houses is managed by one central piece of software called REACH. All students are asked to sign in and out of School using this software. All houses have kiosks to facilitate this at the start and the end of each School day.

Day students must not leave the Park during the School day unless they have been given permission to do so.

After tea on any day, no boarding students in Years 7 to 11 may leave the Park without permission. In the afternoons, Year 11 and Sixth Form full and weekly boarding students must sign out of their House before leaving the Park, having first obtained permission from a member of the House staff. They must ensure that they are back for tea and miss no School engagement. Permission to leave the Park after tea is only given to Sixth

Formers, who must ask the member of staff on duty in the House. Whenever they leave the Park, all students must also sign out on REACH. No students may leave the Park after prep unless they have the express permission of their House.

Weekend Leave

Parents should request weekend leave for full boarders in writing to the Housemaster or Housemistress.

The information should reach the Housemaster by the Thursday before the weekend. It is the responsibility of the student to complete a REACH leave request and ensure that all permissions are in place before leave will be agreed.

The request should state when the student would like to leave the Park and when they wish to return. Permission may not be granted if these procedures are not completed. Under no circumstances should students leave the Park without an approved Leave Request (completed through REACH).

Weekend Leave and the Exeat weekend in May are an opportunity to go home, or, by special arrangement, to the home of a friend. For permission to be granted, the School must receive written request from both families and we must know which adults will be taking care of them at the weekend and that they are to be with them. If students take weekend leave frequently they are likely to need to take school work with them.

Students must sign out of the House before leaving the Park and also sign in on their return.

Absence and Attendance

If a child is going to be absent from School a parent or guardian should send an email as early as possible to schooloffice@leightonpark.com **not** info@leightonpark.com. Parents/ guardians should also copy in the tutor and Housemaster/ Housemistress. Alternatively, a phone call to Reception on 0118 987 9600 no later than 08:00 is also acceptable. Parents/ guardians should email or phone **on each day of absence**.

Students in Year 11 or below, may be excused by a teacher from a lesson so they can attend a Music lesson, provided that the student asks at least 24 hours in advance. Bear in mind that students may need to ask two teachers because of the difference in lesson times. Out of courtesy, any student missing a lesson for a School related activity should speak with the teacher concerned.

For other leaves of absence, not connected with School business, parents will need to write formally to the relevant Head of Section to seek permission.

When general permission has been granted to be absent from School, even if this is on School business, e.g. to attend a conference, students should talk to the teachers whose lessons they will miss, asking permission, and noting the work that will be missed so that it can be covered later.

Please be aware, permission will not be granted for early leave or late arrival at School at the beginning and end of terms.

Please read the School policy on attendance on the School website.

Registration

All students are required to register with their tutor each morning in their allocated room at 08:15. In the afternoon, registration will be taken in Lesson 5 by the class teacher. Members of the Sixth Form who have a study period should register in the appropriate location as explained by the School.

Any student who is aware they will miss a registration time must inform their form tutor/ teacher in advance. Students who regularly miss registration points without letting relevant staff know can expect to be dealt with under the Behaviour and Discipline Policy.

Public Transport

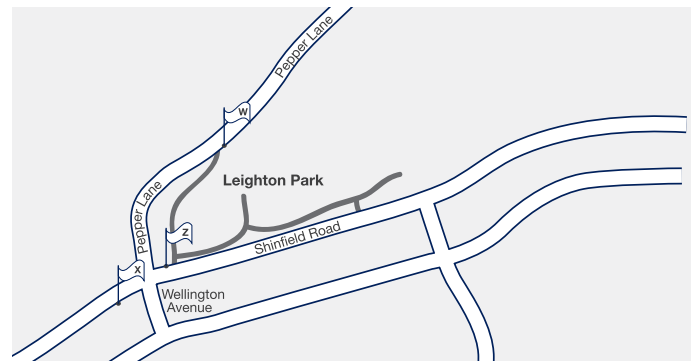
Students travelling into Reading from (see map on next page)

- East Lodge (Pepper Lane Entrance) – catch the number 21 bus from bus stop “W” immediately on the right beside the School entrance
- North Entrance (Shinfield Road Entrance) – catch the number 3, 9 or 10 bus at bus stop “X” on the opposite side of the Shinfield Road from North Lodge. You should use the traffic light crossing over Shinfield Road and over Wellington Avenue to the bus stop 30 yards further down Shinfield Road

Students returning to the School from Reading should:

- Catch the number 3, 9 or 10 bus and get off at bus stop “Z” immediately outside the Shinfield Road entrance
- Catch the number 21 bus and get off at the bus stop at the university entrance on Shinfield Road. Students should cross Pepper Lane using the traffic light crossing and enter Leighton Park at the Shinfield Road entrance

You must ensure that you use the button-controlled crossing points at all times and only cross these when the green light indicates that it is safe to do so.



The Green

The Green has the closest set of shops to School. Students may be given permission to go to the Green at certain times. This will be agreed with the House and permission given. Students who go to the Green without permission can expect to be sanctioned.

Students Driving to School

An enlarged set of rules on this matter is available from the House. In general terms, you may not drive a car nor ride a power-assisted bike during the School day, **though permission may be given to drive to and from the School.**

Students may not travel in term-time in a car driven by someone other than a member of staff or a member of the family, unless they have obtained permission beforehand from their Housemaster/ Housemistress; in addition the consent of a parent/guardian must be given in writing as well as that of the driver's parent/guardian.

Learner drivers may only drive on the Park if they are in a car with dual controls. Once permission is granted to drive a car onto the Park, students must park in the Shinfield Road car park and display the permission badge allocated to them inside the car windscreen. Failure to comply with the rules will result in this permission being rescinded.

Chewing Gum

Chewing gum is not permitted anywhere or at any time on the School grounds.

Safety and Security

Safety is mostly common sense, but please be careful about these special points:

- Students must obey all safety rules and posted notices in the workshop, labs, gym, swimming pool, minibuses, and any other areas where they have been placed
- Students may never use the swimming pool or gym unsupervised, nor go swimming on trips without permission
- Students may not make any repairs or alterations to school electrical wiring or fuses, nor have any electrical appliance without permission
- Students must be very careful not to do anything that might start a fire
- Students must observe in every detail the fire procedure in the Houses and other areas in the School
- Students should avoid walking in secluded areas of the Park at any time on their own, and students must never walk alone about the Park during hours of darkness
- Students must observe the areas of the Park which are 'out of bounds' as displayed on the map
- The School's policy on Child Protection and Safeguarding is available on the School website
- No alcohol, smoking or drug or substances abuse is allowed on the Park at any time. At all times when the School is responsible for you, alcohol and smoking are strictly prohibited: serious punishments are given to those who break these rules

Technology at Leighton Park: IT Acceptable Use Policy and Online Safety Policy

The IT Acceptable Use of Policy and Online Safety Policy at Leighton Park is an important policy that gives all students the guidance needed to stay safe online and how to use technology appropriately whilst at School. All members of the community are encouraged to read the policies, which are supplemented by further education in the School year for our student body.

Bicycles and Skateboarding

Normal rules of the road (including lighting and maintenance) apply on the Park. Students should not ride on the grass, nor cycle with more than one person on the bicycle. Bikes should be parked in the appropriate shed and locked, to keep them safe. Before term starts students should name the frame to easily identify who the bike belongs to. A cycle helmet should always be worn.

We fully endorse skateboarding within the School grounds provided that students show responsibility in the use of their skateboards. Skateboards and rollerblades are allowed

in the Houses (but are not to be used in the Houses!) and will be stored in appropriate places. In addition, it is essential for safety reasons that helmets must be worn.

The Environment

As part of the Leighton Park community everyone is asked to observe good environmental practice. This includes:

- Energy conservation: keeping doors and windows closed when central heating is on, and switching off lights when appropriate
- Recycling: wherever possible all materials, which can be recycled, should be recycled
- Use of paper: using paper sparingly, e.g. when using exercise paper or exercise books using the whole of each sheet or each page – both sides; reusing for rough notes any paper that has only one side used
- Wildlife conservation: The Park is a haven for conservation and all who live or work in it should respect this and work to preserve it

Provision of Information

The School is required by the Independent School's Inspectorate to provide the following information to parents of students and of prospective students:

The Governing Body is the "proprietor" of the School. The postal address for the Governing Body is that of the School.

The School's main contact details are:

Leighton Park School
Old School
Shinfield Road
Reading
RG2 7ED

Tel: 0118 987 9600
www.leightonpark.com/
The Head is Matthew Judd and he can be contacted via the address above.

The Chair of Governors is David Isherwood who can also be contacted at the address above.

Recent examinations results and ISI Inspections reports can both be accessed via the website.

The key policies that inform the day to day running of the School are also accessible via the School website. Some important policies, available on request, include but are not limited to:

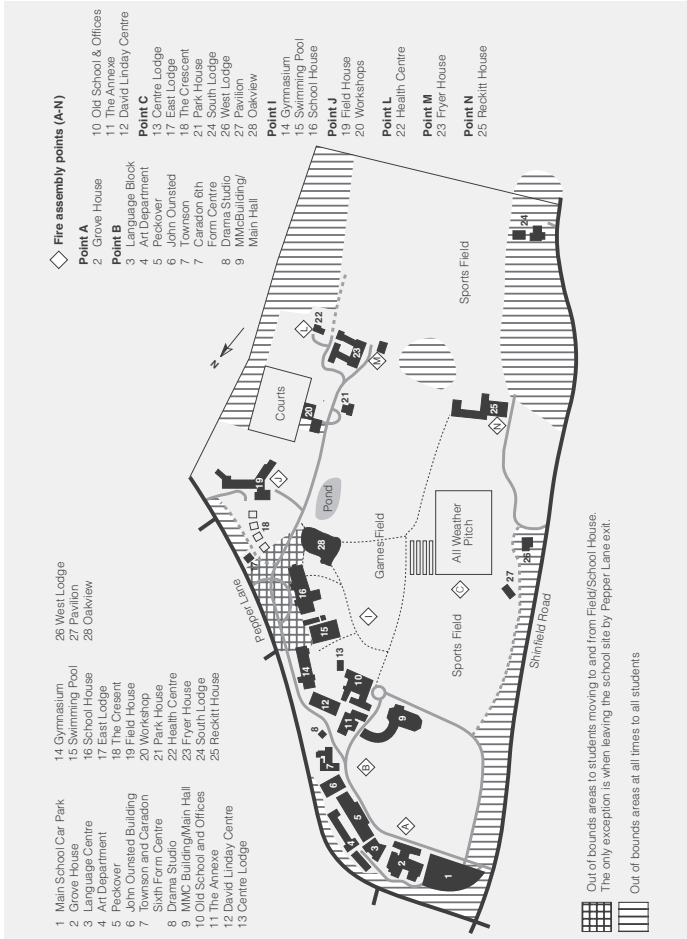
- Anti-Bullying Policy
- Assessment, Recording and Reporting Policy
- Behaviour and Discipline Policy
- Curriculum Policy
- Educational Visits Policy
- Fire Policy
- First Aid Policy
- Health and Safety Manual
- IT Acceptable Use Policy
- Marking and Prep Policy
- Missing Student Policy
- No Smoking Policy
- Online Safety Policy
- Prevent Policy
- Relationships and Sex Education Policy
- Safeguarding and Child Protection Policy
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy
- Special Educational Needs (SEND) Policy
- Staff Code of Conduct
- Statement of Aims
- Supervision Policy
- Visiting Speaker Policy

Glossary

- **Advices and Queries:** a slim volume of suggestions to help Quakers to evolve spiritually (students will be given a copy of this as part of their induction). It forms part of Quaker faith and practice which is a larger volume guiding Quakers in their faith
- **Amicus:** The School charity fund raising group
- **ATL:** Approaches to Learning, a course of study followed in Years 7 and 8 and in Year 10 to help our learners use a range of skills to make sense of the world around them. It aims to develop skills for students with an emphasis on thinking critically and ethically and communicating effectively

- **CAS:** Creativity Action Service, a programme followed in the Years 7 and 8 curriculum, featuring CAS Projects and CAS Electives. The goal is to produce students, who not only pursue greater academic knowledge, but also to take action and fulfil their duty of becoming responsible world citizens
- **Collect:** This is the name given to assembly at Leighton Park. Please see the School Day for the timings of these during the School timetable
- **Collect Dress:** Refers to the School Dress code for students – the details of which are included in this Gold Book
- **David Linday:** This is the Science and Technology block which houses Chemistry and Physics along with DT and Food Tech
- **Daybook:** This is the system used to document the good work done by students and also the sanctions or any misbehaviour/ cause for concern. Daybook is accessed through SchoolBase (see below)
- **EVC:** This stands for Educational Visits Co-ordinator who helps staff run and organise school trips safely. Initial approval for any educational trips should go in the first instance to the Deputy Head, Edward Falshaw
- **First Names:** At Leighton Park all staff are called by their first names by the students
- **Friend:** A member of the Religious Society of Friends (Quakers). They get the name from the original title of 'Friends in the Truth', although today it is understood by many as the common shared relationship with others. Quakers often refer to themselves collectively as Friends and will address a Quaker as 'Friend' which helps to include newcomers
- **Fryer/ Fryers:** Fryer is the name of the House for Years 7 and 8 and Fryers is the term used by some to refer to students in Years 7 and 8
- **General Meeting:** Is the name given to a meeting of Quakers in a geographical area; Leighton Park hosts a General Meeting each year in which Quakers come to the School and meet to discuss Quaker business and is an opportunity to show the community more about Leighton Park
- **George Fox:** The founding father of Quakerism
- **Global Communications:** Is a course followed by our Years 7 and 8s designed to complement the study of Modern Foreign Languages

- **Houses:** These are the places to which all students are allocated – Fryer is the house for Years 7 and 8 and Field, Grove, Reckitt and School are the four senior houses for Year 9 to Upper Sixth
- **ILC:** The Individual Learning Centre is a service for the whole School, there to help all our students who have Special Educational Needs. It is located in Old School, upstairs next to the Library. All staff are given a copy of the SEN register at the start of the academic year to help support these students
- **LP:** An affectionate name for Leighton Park
- **Main Hall:** The place where Meeting for Worship and Senior School Collect takes place, accessible via the Michael Malnick Centre foyer
- **Meeting for Worship:** This is the whole School meeting of 30 minutes of silent reflection, held every Thursday morning in the Main Hall. Each staff member takes it in rotation to Elder the meeting with two or three students of their choice, usually members of their tutor group. A Quaker meeting creates a space of gathered stillness. We come together where we can listen to the promptings of truth and love in our hearts, which we understand as rising from God. Our meetings are based on silence: a silence of waiting and listening. The silence is different from the silence of solitary meditation, as the listening and waiting in a Quaker meeting is a shared experience in which worshippers seek to experience God for themselves. The seating is usually arranged in a circle or a square to help people be aware of one another and conscious of the fact that they are worshipping together as equals. There are no priests or ministers. The silence may be broken if someone present feels called to say something which will deepen and enrich the worship. Anyone is free to speak, pray or read aloud if they feel strongly led to do so. This breaks the silence for the moment but does not interrupt it. This is called a ministry (see below). All staff take turns Eldering the meeting
- **Ministry:** In Meeting for Worship, when someone feels the need to stand up and speak to the community, this is referred to as giving a ministry
- **MMC:** The Michael Malnick Centre for Music and Media
- **Monthly Meeting:** Held on the first Tuesday of every month in the Main Hall, it is an opportunity for students in Years 9 to Upper Sixth to bring issues of general School interest for discussion and debate. Tutors are encouraged to bring all their tutees
- **Oakview:** This is the School restaurant where all School meals are eaten
- **Peckover:** This is the building that houses English, History, Politics and EAL – alongside these areas it has a large hall that is frequently used for events and meetings
- **Quaker Faith & Practice:** A book which seeks to express in words the workings of the Spirit as experienced by Quakers over three hundred years. It is both an anthology of Quaker thought and guidance on the right ordering of Quaker affairs. It is revised every generation to reflect the continuing revelation and understanding of the Spirit. It is also known as the Book of discipline, and is available to read online
- **REACH:** Software used by students to sign in and out of Houses and manage all aspects of student leave from the Park
- **Religious Society of Friends (Quakers):** The formal name for the organisation which Friends/Quakers belong to. When used without “Religious”, it can lead to confusion of Quakers with a dating agency
- **Staff Briefing:** This takes place every Monday break time in the Common Room
- **Testimonies:** The testimonies are about the way Quakers try to lead their lives. This attempt to put faith into practice, often with great difficulty, arises from an understanding of certain values and principles that are central to the Quaker faith. The key testimonies are truth, integrity, sustainability, equality, community, simplicity and peace
- **Townson:** The building that is home to Geography, Dance and the Sixth Form Centre
- **Tutor/ Student/ Parent Evenings:** These are evenings arranged for parents to come and talk to their child’s tutor. It is an excellent time to discuss academic targets for the year as well as the whole child. All tutors are required to attend the relevant evening



Notes

“True silence is the rest of the mind;
and is to the spirit, what sleep is to
the body, nourishment
and refreshment”.

William Penn



LEIGHTON PARK

FOUNDED 1890

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www.leightonpark.com