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## Headmaster's Welcome

A very warm welcome to The Royal Hospital School.

This guide contains important information covering a wide range of topics and it is issued to parents of new pupils and re-issued from time to time to all existing parents. All of our School Policy documents have recently been reviewed and updated and can be found on the School website at [www.royalhospitalschool.org](http://www.royalhospitalschool.org)

I do hope that you will take the trouble to read this document; if you require further guidance, please do not hesitate to make contact with the School.

A handwritten signature in black ink, appearing to read 'Howard Blackett', written over a horizontal line.

Howard Blackett  
Headmaster

## Staff List

*Official Visitor:* HRH The Duke of York

*Director of Greenwich Hospital:* Mr M Sands

*Chairman of Governors:* Mr H Strutt

### Governors

Dr H Jones

Mr T P J Hill QC

Mrs V Bidwell

Cmdre P Masterton-Smith RN Rtd

Mr C A Rennison

Mrs E Todd

Mr H T Wykes-Sneyd

Mr S E Roberts

Mr A F Polson

Cmdre D Dickens OBE

Mrs Y Welch

Dr P Marshall

**Headmaster:** Mr H W Blackett, MA (Oxon)

*Deputy Headmaster:* Mr J A Lockwood, BEd, MA

*Bursar:* Mr D Charlton, MBA

*Director of Studies and ICT:* Dr J Allday, MA (Cantab) ALCM, PhD

*Director of Professional Development and Training:* Mrs H Anthony, BA

*Director of Pastoral Care:* Mrs S E M Godfrey, BA

*Director of Co-Curricular:* Mr C A Rennison, BSc

*Chaplain:* Reverend Philip McConnell, MA, BEd, BD, DASE

*Head of Ceremonial:* Mr J Snoddon, MBE, MSM

### House Staff:

*Anson*            Housemaster                    Mr D P Simmons  
                      House Matron                    Mrs P Smiles  
                      Deputy Housemaster            Mr R B Jones  
                      Resident Tutor                   Mr TH Hodson  
                      Tel: 01473 326238  
                      [anson@royalhospitalschool.org](mailto:anson@royalhospitalschool.org)

*Blake*            Housemistress                   Mrs J Hewitt  
                      House Matron                   Mrs A Pearson  
                      Deputy Housemistress           Mrs H Evans  
                      Resident Tutor                   Miss J M Smith  
                      Tel: 01473 326239  
                      [blake@royalhospitalschool.org](mailto:blake@royalhospitalschool.org)

*Collingwood*   Housemaster                    Mr J F Pooley  
                      House Matron                   Mrs C Clark  
                      Deputy Housemaster            Mr D J Cousins  
                      Resident Tutor                   Mr W Bowry  
                      Tel: 01473 326240  
                      [collingwood@royalhospitalschool.org](mailto:collingwood@royalhospitalschool.org)

<i>Cornwallis</i>	Housemistress House Matron Resident Deputy Tel: 01473 326241 <a href="mailto:cornwallis@royalhospitalschool.org">cornwallis@royalhospitalschool.org</a>	Mrs S M J Du Toit Mrs H Snoddon Miss S L Smith
<i>Drake</i>	Housemaster House Matron Assistant Matron Resident Tutor Tel: 01473 326242 <a href="mailto:drake@royalhospitalschool.org">drake@royalhospitalschool.org</a>	Mr M J Barraclough Mrs W Cottam Mrs D Sweeney Mr T Wood
<i>Hawke</i>	Housemaster House Matron Deputy Housemaster Resident Tutor Tel: 01473 326243 <a href="mailto:hawke@royalhospitalschool.org">hawke@royalhospitalschool.org</a>	Mr M R Warren Mrs S Moran Mr B Hocking Mr A D Quentin
<i>Hood</i>	Housemistress House Matron Deputy Housemistress Resident Tutor Tel: 01473 326244 <a href="mailto:hood@royalhospitalschool.org">hood@royalhospitalschool.org</a>	Mrs N J Mann Miss L A Wilson Ms J Wilby Miss C Crow
<i>Howe</i>	Housemistress House Matron Deputy Housemistress Resident Tutor Tel: 01473 326245 <a href="mailto:howe@royalhospitalschool.org">howe@royalhospitalschool.org</a>	Mrs P G Nobel Mrs E Fensham Mrs K Peacock Miss R Van Zee
<i>Nelson</i>	Housemaster Resident Deputy Housemistress Resident Deputy Housekeeper Tel: 01473 326246 <a href="mailto:nelson@royalhospitalschool.org">nelson@royalhospitalschool.org</a>	Mr J C Herbert Mr J R Dugdale Mrs C J Herbert Mrs S E Cousins Mrs S Menday
<i>Raleigh</i>	Housemaster Deputy Housemistress Tel: 01473 326247 <a href="mailto:raleigh@royalhospitalschool.org">raleigh@royalhospitalschool.org</a>	Mr CM Graham Mrs H Wuidart Gray
<i>St Vincent</i>	Housemaster House Matron Deputy Housemaster Resident Tutor Tel: 01473 326248 <a href="mailto:stvincent@royalhospitalschool.org">stvincent@royalhospitalschool.org</a>	Mr A P Wynn Ms S Priddle Mr S E Maunder Mr J Cullen

**Support Managers:**

<i>Catering Manager:</i>	Mr G Yuill
<i>Finance Manager:</i>	Mr P Phillips
<i>Logistics and Lettings Manager:</i>	Mr David Goodwin
<i>Estate Manager:</i>	Mr M J Beard
<i>Admissions Officer:</i>	Mrs Susan Lewis
<i>Marketing Director:</i>	Mrs Sophie Braybrooke
<i>Security Supervisor:</i>	Mr A M Gibbins
<i>Transport Manager:</i>	Mr D Minter

**Health Centre:**

Sister: Mrs A Thompson, RGN  
Tel: 01473 326230  
[healthcentre@royalhospitalschool.org](mailto:healthcentre@royalhospitalschool.org)

*Dentist:* Mr D Buchanan  
Tel: 01473 326231  
[karen@rhsdentist.co.uk](mailto:karen@rhsdentist.co.uk)

**Librarian:**

Miss R Gitsham, BA

**Teaching Staff:****Art:**

Mr G D Ravenhall, BA, PGCE, ATD, *Head of Art*  
Mr D W Hawkley, BA, Cert Ed  
Mrs D K Hitchen, BA  
Mrs S L Tansley, BA  
Ms R Van Zee, BA

**Business Studies:**

Mr I V Simmons, BA *Head of Business Studies*  
Mr A R Evans, BA, BSc, MBA  
Mr T Wood, LLB  
Mr J Cullen, BSc  
Mr L Thompson, BEd

**Careers Office:**

Mr D W Hawkley, BA, Cert Ed, *Head of Careers*  
Mr L Menday, Dip Psych Sport, AIST

**Classics:**

Mr D J Cousins, BA, *Head of Classics*  
Mr S R Warr, MA, ACP  
Mr C M Evans, Cert Ed, Dip Ed

**Design Technology:**

Mr P Hall, MA, Adv Dip Ed AMIMEchE, *Head of Design Technology*  
Mr J R Dugdale, BEd  
Mrs S J M Du Toit, BSc  
Mr D P Simmons, BEd  
Mr A J Wilding, BEd

**Drama and Theatre Studies:**

Mrs M Bloor-Black, BA, *Head of Drama and Theatre Studies*  
Mr S R Warr, MA, ACP, *Head of School Drama Productions*  
Mr W Bowry, BA, MFA

**English:**

Mr C F Morgan, BA, *Head of English*  
Mr W Bowry, BA, MFA  
Mrs J Hewitt, BA  
Mr T H Hodson, BA (Oxon)  
Mr P Madge, BA  
Mrs A Pearson, BEd  
Mr L Thompson, BEd

**Geography:**

Mr L G Frost, BEd, BSc, MA, *Head of Geography*  
Mr H W Blackett, MA (Oxon)  
Miss S J Bourhill, Cert Ed, LRPS  
Mr R J Mann, BA, FCII FIRM  
Miss S L Smith, BA

**History:**

Ms S L Nicholls, BA, *Head of History*  
Mr M J Barraclough, BA  
Mr C D Barker, MA (Cantab)  
Mr J C Herbert, BSc Econ, MA  
Mr M R Warren, BA

**Information Technology:**

Mr P C Du Toit, BComm HDE, FDE, *Head of Computing*  
Mr T Wood, LLB

**Mathematics:**

Mr R Trowern, BSc, *Head of Mathematics*  
Mr P A Cuddihy, BSc  
Mr C M Graham, BSc  
Mr A J Loveland, BSc, ACGI, MA  
Mr B Hocking, BEd, MCollP  
Mr C A Rennison, BSc  
Ms J Wilby, BA  
Mr A P Wynn, BA

**Media Studies:**

Mr S E Maunder, BA, *Head of Media Studies*

**Modern Foreign Languages:**

Mr N J Hele, BA, *Head of Modern Foreign Languages*

**French:**

Mr N J Hele, BA, *Head of French*  
Miss M C Bigot, MA  
Mr C M Evans, Cert Ed, Dip Ed  
Mrs S E M Godfrey, BA  
Mr S R Warr, MA, ACP

**German:**

Mrs N Mann, MA, *Head of German*  
Mrs H Anthony, BA

**Spanish:**

Mr R G Encinas, BA, *Head of Spanish*  
Mrs S E Harrington, BA (Oxon)  
Ms E Muniz

**PSHE:**

Mr D W Hawkey, BA, CertEd, *Head of PSHE*  
Mr L R Menday, Dip Psych Sport, AIST  
Mrs S L Tansley, BA

**PE and Games:**

Mr D P Hardman, BA, *Director of Sport*  
Mr T D Topley, *Head of Sporting Development and Master i/c Cricket*  
Mrs C J Herbert, BSc, *Head of Girls Sport*  
Mrs S J Williams, MA, BEd, *Head of Academic Physical Education*  
Miss S J Bourhill, Cert Ed, LRPS

**Politics:**

Mr M H Godfrey, BSc, *Head of Politics*  
Mr J C Herbert, BSc, MA

**Psychology:**

Ms M Brennan, BA, *Head of Psychology*  
Mr J A Lockwood, BEd, MA

**Religious Studies:**

Mr C J White, MA, PGDL, *Head of Religious Studies*  
Mr A R Evans, BA, BSc, MBA  
Revd Philip McConnell, MA, BEd, BD and DASE

**Sailing:**

Mr A Nutton, *Director of Sailing:*  
Mr C D Boughton

**Science:****Biology:**

Mr M A Callow, BSc, MA, CBiol, MIBiol, *Head of Biology*  
Mr J F Pooley, BEd  
Mr A D Quentin, BSc  
Miss G Tachauer BSc

**Chemistry:**

Mr P G Mussett, BSc, *Head of Chemistry*  
Mrs R M M Gladwell, BSc, MA  
Mrs P G Noble, BSc  
Mrs A E Skitch, BSc

**Physics:**

Mr P A Surzyn, BSc, *Head of Physics*  
Dr. J Allday, MA (Cantab) PhD, ALCM  
Ms N Rouse, BEng  
Mrs M Z H Warren, BSc  
Miss G Tachauer BSc

**Curriculum Support:**

Mrs H Evans, BA, AMBDA, *Head of Curriculum Support*  
Mrs C Allday

**Overseas Centre:**

Mr D Coleman, BA, DELTA, *Head of English as a Second Language*  
Mr J Shirley, BA  
Mr C M Evans, BEd Cert Ed

**Music School:**

Mr P H Crompton, GRNCM, *Director of Music and Organ Teacher*  
Mr P McCaffery, BMus (Hons) LRAM; ARCM; LTCL, *Assistant Director of Music*  
Mr R B Jones, ARCM, *Bandmaster*  
Mrs C J T Peacock, MA (Cantab), *Head of Vocal Studies*  
Mrs A Mann, *Music School Secretary*

Miss K Bicknell, BMus, PGDip, *Flute*  
Mr D Bolton, GMus, *Brass*  
Mr T Brown, *Jazz Piano*  
Mr R Caird, *Bagpipes*  
Mrs L Cherry, GMus, *Piano*  
Mr C Cocker, *Clarinet and Saxophone*  
Mrs L Creasey, BA, *Harp*  
Mr G Gillings, *Percussion*  
Ms K Holmes, MMus, *Oboe*  
Miss M K Ingram, BMus RCM, *Violin and Viola*  
Mr S Lock, *Bassoon*  
Miss S Maxwell, *Guitar*  
Mrs M Pells, MA, LRAM, *Cello and Piano*  
Mr D Storer, GTCL, LTCL, *Strings and Bass*  
Miss K Smith, *Singing*  
Miss M J Tricker, Dip RCM, *Oboe*

## Our Aims

The Royal Hospital School aims:

- to provide a full boarding and day school education for boys and girls who are aged from 11 to 18 who are in the top half of the academic ability range, and who are in sympathy with the aims of the School
- to provide a civilised, caring, Christian community, based upon reasonable behaviour, mutual respect, value, trust and courtesy between staff and pupils
- to have high expectations of its pupils and to help them to develop their full potential with their academic work, in games and outdoor pursuits, in music, drama, artistic, cultural and other practical activities, depending on their aptitude and interests
- to develop an atmosphere in which learning and personal development can prosper
- to safeguard and promote the welfare of its pupils, particularly with regard to their health, happiness and proper physical, intellectual, emotional, social, moral, spiritual and behavioural development
- to encourage the development of qualities of personal responsibility, honesty, reliability, truthfulness, integrity, independence, adaptability, perseverance, initiative and self-confidence, helping pupils to function as individuals and as part of a team
- to promote high standards of personal appearance and dress, good manners and self-discipline
- to develop respect and tolerance for other people and the ideal of service within school and the community at large
- to enable pupils to develop a sense of their own identity and value
- to promote the acquisition of knowledge and skills relevant to adult life in a constantly changing world and thereby prepare pupils for life after school

## School Traditions

The Royal Hospital School has a unique seafaring heritage maintained today through a number of traditions:

- All pupils have the opportunity to learn to sail and there is a strong sailing tradition throughout the School.
- At the beginning and end of each day the School colours are raised and lowered, with due ceremony, by pupils.
- New pupils are taught the rudiments of marching in order to take part in our ceremonial parades known as Divisions which occur on a number of occasions throughout the year.
- We celebrate key naval events such as Trafalgar Night.

Parents are welcome and, indeed, encouraged to come to the School to watch Divisions and to attend Chapel on various Sundays during the term. Dates for these are issued in the School Calendar. Boarders may join their families for the rest of the day on these occasions.

## Religion

The core values of the School are based on the Christian faith. We regard the Chapel as being at the spiritual hub of school life and expect all pupils to regularly take part in the act of corporate worship. A Chapel Service occurs three mornings per week and on most Sundays. Families and friends are always very welcome to join the Congregation on Sundays. Major services are very well attended and it is advisable to respond to invitations when requested. The times of Services are printed in the termly calendar.

Provision is made for Roman Catholic pupils to attend morning Mass in the local Roman Catholic Church on most weekends.

Pupils within the RHS community come from a variety of religious and cultural backgrounds and we respect all beliefs.

### **Confirmation**

Candidates are prepared annually for Church of England Confirmation by our School Chaplain. The Service generally takes place during the latter part of the Lent term. At the start of the new academic year, pupils are invited to join a series of Confirmation classes to determine whether they wish to proceed to be confirmed. The parents of those pupils attending the classes are notified by the Chaplain.

Separate Confirmation arrangements for Roman Catholic pupils can be made through the local Parish Priest. Post Confirmation sessions are also arranged bi weekly by the Chaplain.

If you wish to discuss any aspect of spiritual life at the School please contact the Chaplain on 01473 326292 or [chaplain@royalhospitalschool.org](mailto:chaplain@royalhospitalschool.org)

# School Uniform and Equipment

## School Uniform

The Royal Hospital School Uniform is available online through an independent school uniform provider, Schoolblazer at [www.schoolblazer.com](http://www.schoolblazer.com)

Schoolblazer aims to make uniform provision easy for both parents and schools by providing:

- Well designed uniform and sportswear using high quality natural fibre fabrics with durability and wash-ability
- Easy to use website with a unique intelligent sizing system which helps to minimise returns
- Free name-taping for all garments

Pupils are required to wear School uniform as supplied by Schoolblazer and listed below (**School Uniform List**). Boarding pupils are required to have the quantities of each item stated. There are recommended quantities for day pupils.

All items are compulsory except those marked 'o' for optional. For example, if a scarf is worn at school it must be the school scarf provided by Schoolblazer. No other scarf may be worn.

## School Uniform List

### Girls

<b>Junior Girls</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 7 and 8	(inc VAT)	Boarders	Day	Optional (o)
V Neck	£22	2	2	C
Blouse (twin pk)	£20	3 (6)	2 (4)	C
Skirt	£35	2	2	C
Reversible Storm proof Jacket	£37.50	1	1	C
Tights (2 pk)	£5	3 (6)	2 (4)	C (or socks)
Socks (3 pk)	£6	2 (6)	2 (6)	C (or tights)
RHS Scarf	£22	1	1	O
Laundry Bag	£5	1	0	C
<b>Senior Girls</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 9-11	(inc VAT)	Boarders	Day	Optional (o)
Blazer	£80	1	1	C
V Neck	£22	2	2	C
Blouse (twin pk)	£20	3 (6)	2 (4)	C
Skirt	£35	2	2	C
Reversible Storm proof Jacket	£37.50	1	1	C
Tights (2 pk)	£5	3 (6)	2 (4)	C (or socks)
Socks (3 pk)	£6	2 (6)	2 (6)	C (or tights)
RHS Scarf	£22	1	1	O
Laundry Bag	£5	1	0	C

<b>Sixth Form Girls</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 12 and 13	(inc VAT)	Boarders	Day	Optional (o)
Suit Jacket (2 button)	£65	2	2	C
Paneled Suit Skirt	£30	2	2	C
Blouse (twin pk)	£20	3 (6)	2 (4)	C
Tights (2 pk)	£5	3 (6)	3 (6)	C
Overcoat	£99	1	1	C
RHS Scarf	£22	1	1	O
Laundry Bag	£5	1	0	C

## Boys

<b>Junior Boys</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 7 and 8	(inc VAT)	Boarders	Day	Optional (o)
V Neck	£22	2	2	C
Shirt (twin pk)	£20	3 (6)	2 (4)	C
Trousers	£17.50	2	2	C
Reversible Storm proof Jacket	£37.50	1	1	C
Junior Tie	£6	1	1	C
Socks (3 pk)	£6	2 (6)	2 (6)	C
RHS Scarf	£22	1	1	O
Laundry Bag	£5	1	0	C
<b>Senior Boys</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 9-11	(inc VAT)	Boarders	Day	Optional (o)
Blazer	£80	1	1	C
V Neck	£22	2	2	C
Shirt (twin pk)	£20	3 (6)	2 (4)	C
Trousers	£17.50	2	2	C
Reversible Storm roof Jacket	£37.50	1	1	C
Senior Tie	£6	1	1	C
Socks (3 pk)	£6	2 (6)	2 (6)	C
RHS Scarf	£22	1	1	O
Laundry Bag	£5	1	0	C
<b>Sixth Form Boys</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 12 and 13	(inc VAT)	Boarders	Day	Optional (o)
Suit Jacket	£65	2	2	C
Suit Trousers	£30	2	2	C
6th Form Shirt (twin pk)	£20	3 (6)	2 (4)	C
6th Form Tie	£12	1	1	C
Socks (3 pack)	£6	2 (6)	2 (6)	C
Overcoat	£99	1	1	C
RHS Scarf	£22	1	1	O
Laundry Bag	£5	1	0	C

## **School Shoes**

Years 7-11

These must be of black leather that can be polished. Suitable suppliers are Clarks, Rhino and Startrite.

Boys: Plain black, laced or slip-on formal shoes with no buckles or decorations.

Girls: Plain black flat shoes, lace-up or with a strap, suitable for all weather conditions.

Sixth Form

These must be of black leather that can be polished and should be in keeping with the business-style suits worn in the sixth form.

Boys: Plain black, laced or slip- on formal shoes with no buckles or decorations.

Girls: Plain black court shoes with heels no higher than 1½ inches.

## **Uniform Rules**

Please refer to the School Uniform Policy at [www.royalhospitalschool.org](http://www.royalhospitalschool.org) under policies.

Pupils are also issued with a Pupil Handbook on arrival at the School which includes the school rules in 'user friendly' language.

## **Other School Equipment**

1	School bag (rucksack) – large enough to hold A4 folders
1	Pencil case
1	Fountain pen
Set of	Fibre tips
Set of	Pencils
Set of	Coloured pencils
1	Ruler (at least 30cm)
1	Geometry Set containing protractor, compasses and 2 set squares
1	Calculator (see notes below*)
1	Wrist Watch

\* A scientific calculator is an essential item for all pupils studying mathematics. As it is useful to have as many pupils as possible using a calculator of the same type the Mathematics Department will arrange the purchase of a suitable model when your child joins the School in September. The cost, which will be approximately £7, will be added to the end of term bill. For further information please contact the Head of Mathematics, Mr. Rick Trowern on 01473 326221 or email [rt@royalhospitalschool.org](mailto:rt@royalhospitalschool.org)

## **Ceremonial / CCF Uniforms**

All Pupils

One naval uniform (worn for ceremonial occasions) including shoes will be provided and fitted by the School. Any damage to this uniform provided by the School, which is not a result of fair wear and tear, will lead to additional costs.

Parents of girls should provide hair accessories if necessary e.g. black or dark blue hair bands or scrunchies or a bun net and grips to match colour of hair.

Year 9-13

A CCF uniform (where appropriate) is issued to each pupil in Year 9 and above. Any damage to this uniform provided by the School, which is not a result of fair wear and tear, will lead to additional costs. Both boarders and day pupils should keep their CCF uniform at School.

## **PE and Games Kit**

Most items are available to purchase online via Schoolblazer.

The list below (**Sports Equipment List**) indicates which items are compulsory and the required quantities for boarders and day pupils.

Optional items (o) may or may not be required depending on whether your child is in the school team.

<b>Junior Boys</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 7 and 8	(inc VAT)	Boarders	Day	Optional (o)
Rugby Shirt	£25	2	2	C
Rugby Short	£15	2	2	C
PE Socks (3 pack)	£6	1	1	C
Games Socks	£7.50	2	2	C
<i>Athletics Singlet</i>	£19.50	1	1	O
Hockey Shirt (Polo)	£19.50	1	1	C
RHS Hoodie	£25	1	1	C
Tracksuit Top	£35	1	1	C
Training Pant	£25	1	1	C
Cricket Shirt	£25	1	1	C
Cricket Trousers	£23	1	1	C
<i>Base Layer</i>	£19.50	1	1	O
Swim Jammer (long style trunks)	£15	1	1	C
<i>Sports Bag</i>	£25	1	1	O
Swim Hat	£6	1	1	C
Shin Pads	£12.50	1	1	C
<b>Senior Boys</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 9-13	(inc VAT)	Boarders	Day	Optional (o)
Rugby Shirt	£25	1	1	C
Rugby Short	£15	2	2	C
PE Socks (3 pack)	£6	1	1	C
Games Socks	£7.50	2	2	C
Athletics Singlet	£19.50	1	1	O
Hockey Shirt (Polo)	£19.50	1	1	C
RHS Hoodie	£25	1	1	C
Tracksuit Top	£35	1	1	C
Training Pant	£25	1	1	C
Cricket Shirt	£25	1	1	C (Yr 9)
Cricket Trousers	£23	1	1	C (Yr 9)
Base Layer	£19.50	1	1	O
Swim Jammer (long style trunks)	£15	1	1	C
Sports Bag	£25	1	1	O
Swim Hat	£6	1	1	C
Shin Pads	£12.50	1	1	C
House Rugby Shirts	£40	1	1	C
House Games Socks	£7.50	1	1	C

<b>Junior Girls</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 7 and 8	(inc VAT)	Boarders	Day	Optional (o)
Hockey Shirt (Polo)	£17.50	2	2	C
Skort	£20	2	2	C
PE Socks (3 pack)	£6	1	1	C
Games Socks	£7.50	2	2	C
Athletics Singlet (Girl Fit)	£17.50	1	1	O
RHS Hoodie	£25	1	1	C
Tracksuit Top	£35	1	1	C
Training Pant	£25	1	1	C
Base Layer	£19.50	1	1	O
Swim Costume	£15	1	1	C
Sports Bag	£25	1	1	O
Swim Hat	£6	1	1	C
Shin Pads	£12.50	1	1	C
<b>Senior Girls</b>	Item Price	Quantity	Quantity	Compulsory (c)
Years 9-13	(inc VAT)	Boarders	Day	Optional (o)
Hockey Shirt (Polo)	£17.50	2	2	C
Skort	£20	2	2	C
PE Socks (3 pack)	£6	1	1	C
Games Socks	£7.50	2	2	C
<i>Athletics Singlet (Girl Fit)</i>	<i>£17.50</i>	<i>1</i>	<i>1</i>	<i>O</i>
Hoodie	£25	1	1	C
Tracksuit Top	£35	1	1	C
Training Pant	£25	1	1	C
<i>Base Layer</i>	<i>£19.50</i>	<i>1</i>	<i>1</i>	<i>O</i>
Swim Costume	£15	1	1	C
<i>Sports Bag</i>	<i>£25</i>	<i>1</i>	<i>1</i>	<i>O</i>
Swim Hat	£6	1	1	C
Shin Pads	£12.50	1	1	C
House Shirt	£40	1	1	C
House Games Socks	£7.50	1	1	C

### **Mouthguards for Contact Sports**

It is the School Policy that any pupil who participates in hockey and/or rugby is required to wear a mouthguard

Teachers, coaches and referees are not qualified to assess the quality of a mouthguard. They will therefore only be able to ensure that a mouthguard is being worn at the start of a match; not check its standard. It is strongly recommended that mouthguards are custom-made from a dental impression of the teeth.

The School Dentist will arrange for a mouthguard to be made for your child during the first week of School and the cost of £45 will be added to the school bill. **If you would prefer to source a mouthguard separately, please inform the School Dentist in advance and ensure that your child arrives with it at the start of term. If your child does not arrive with a gum shield at the start of term, we will make arrangements for a gum shield to be made and the cost will be added to the school bill.**

If your child is undergoing orthodontic treatment it may be necessary to have several mouthguards as his or her mouth changes shape and there will be a charge on each occasion for this. The advantage of mouthguards being supplied through the School Dentist is that records will be kept here and the Dentist is on hand to make any adjustments or replacements as necessary.

In addition to the **Sports Equipment List**, parents must provide the following additional kit:

### **Boys**

Sports Bag (can be ordered through Schoolblazer) Towels Scrum caps (if required) Football/rugby boots which must be black Indoor sports trainers (predominately white uppers and white soles) Outdoor sports trainers (predominately white) Astroturf boots (predominately black) (optional) Running Spikes (optional) Swimming goggles (optional) Hockey stick (compulsory for Years 7-9, Lent Term) Tennis Whites (optional, but necessary for team players – summer term only) Tennis Racquet (optional, but necessary for team players - summer term only) Cricket Bat (optional, but necessary for team players – summer term only)
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### **Girls**

Sports Bag (can be ordered through Schoolblazer) Towels Hockey/football boots which must be black (no coloured boots) Indoor sports trainers (predominately white uppers and white soles) Outdoor sports trainers (predominately white) Astroturf boots (predominately black) (optional) Running Spikes (optional) Swimming goggles (optional) Hockey stick (compulsory for Years 7-9, Michaelmas Term) Tennis Whites (optional, but necessary for team players – summer term only) Tennis Racquet (optional, but necessary for team players - summer term only)
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The school provides some equipment for most sports activities but pupils are encouraged to bring their own tennis, squash, badminton racquets, cricket bat etc. if possible, which must be clearly marked.

### **Pupils Living Overseas**

#### **Delivery of uniform from Schoolblazer**

The School's on-line uniform company, Schoolblazer, normally delivers to home addresses. However, this would result in overseas parents paying high postage charges and pupils having to carry large amounts of uniform to and from the School. Therefore, if they wish, parents may have uniforms delivered direct to the School. The address to be given to Schoolblazer should be as follows:

Pupil name and Boarding House name (All on one line please)  
The Royal Hospital School  
Holbrook  
Ipswich  
IP9 2RX

#### **End of Term Arrangements**

Overseas pupils should put their uniform into the School's laundry at the end of each term. This will be returned to the pupils' boarding houses ready for the start of the following term. However, all footwear should be taken home so that parents might ensure a correct fit. Remaining items of uniform may be stored in the pupils' boarding houses by arrangement with the House staff.

#### **Replacement Uniform**

Although primarily parents' responsibility, Matrons will check uniforms for size and condition continuously throughout the year and will advise parents when they think that new items are needed. Parents then order the items from Schoolblazer for delivery to the School. Please note that the School will not order or pay for items on behalf of pupils.

## **Labelling**

Items purchased via Schoolblazer can be labeled free of charge.

All other clothing must be clearly marked with name tapes. The tapes need to include the child's first name, surname and House abbreviation as shown below. Alternatively we suggest that enough space is left after your child's name to insert an abbreviation at later date with a laundry pen.

E.g.

Jonathan Smith DK
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Jonathan Smith
----------------

The House abbreviations are as follows:

DK	Drake
BK	Blake
HW	Howe
HD	Hood
CS	Cornwallis
RL	Raleigh
SV	St Vincent
CD	Collingwood
AN	Anson
HK	Hawke

Name tapes are available at <http://www.jicash.co.uk> Boots, shoes and other personal non-clothing items should be marked in permanent ink.

The School strongly recommends that valuable items such as watches, pens, laptop computers etc are engraved with the owner's name and declared to the Housemaster or Housemistress on arrival, so that if lost they may be returned quickly to their owner.

## **Money**

Pupils are required to bank cash, cheques and postal orders with their Housemaster or Housemistress for safekeeping. The School operates a cashless purchasing system in the café and tuck shop via a swipe card that is also a library card. This may be topped up with parents' permission and the total amount added to the termly bill.

The School recommends that parents provide a pocket money allowance of £50 per term for children in Years 7, 8 and 9 and £70 per term for older pupils. The Finance Department will add this to parents' extras bills accordingly. Any parents wishing to vary the recommended amount – up or down – should send a note to the Finance Department or email [feequeries@royalhospitalschool.org](mailto:feequeries@royalhospitalschool.org) at least 3 weeks before the end of term to provide time for the following term's bills to be amended. 50% of the allowance will be allocated to the pupils' swipe cards to allow cashless transactions in the Trafalgar Rooms café and the remaining 50% will be allocated as cash by the Housemasters or Housemistresses.

## **Boarding Pupils**

The following is a list of suggested items to bring with you, but in time, you will have a better idea of what your child will need. One set of smart clothing is required to wear on some school trips.

1 pair	Slippers or flip flops
2 pairs	Shoes for casual wear
	Casual clothing (should be tumble dry friendly and as storage is limited, a sensible selection)
3	Towels for bath/shower and swimming (please do not bring large bath sheets)
	Bedding – Duvet, 2 x Duvet covers, 2 x Fitted or flat sheets to fit 2' 6" bed, 2 x Pillow cases. Bedding packs for pupils living overseas can be purchased through the school but these do not include duvet covers as pupils are encouraged to personalise their bed space - <i>includes a 10.5 tog duvet, 2 x fitted sheets and 2 x pillow cases</i>
	Coat hangers (wooden, some suitable for trousers and skirts)
1	Suit/dress cover (long) for naval uniform
1	Shoe polishing kit
	Extra name tapes
1	Dressing gown
2 sets	Nightwear
1	Toilet bag and toiletries (NB no aerosols please)
1	Padlock with key
Boys	
7 pairs (minimum)	Underpants (suggest a mixture of briefs (for sport) and boxer shorts)
4 pairs	Socks for wearing with casual clothes
1	Trouser belt
Girls	
10 pairs (minimum)	Pants
4	Bras, mainly white or natural
4 pairs	Socks/tights – for casual wear

## **Electrical items**

Pupils may bring items such as hairdryers (provided they do not exceed 1200 watts and 5 amps) radios, CD players, ipods/MP3 players and laptop computers. It is a legal requirement that all electrical appliances are tested annually under a process known as Portable Appliance Testing (PAT). The School employs contractors to do this work and passes on the cost of testing pupils' equipment to parents. Please be aware that each separate item must be tested annually and charged for per item.

Pupils may not bring individual televisions or cooking equipment. Other appliances which consume high amounts of electricity can cause power supply and safety problems, so if you are unsure of whether an item can be brought, please consult the Housemaster/Housemistress in advance.

## **Insurance**

Please be aware that personal effects and valuables are not covered by the School's insurance. Furthermore, the School regrets that it cannot accept responsibility for pupils' property either on its premises or in connection with any of its activities. You are therefore advised to insure personal property, money, uniform and equipment on loan. Most insurance companies are happy to extend existing household policies and to arrange separate 'all risk' cover for a low additional premium.

## Travel Arrangements

### Day Pupils

Day pupils transported to and from the School by their parents or guardians should be dropped off and picked up from their House at the start and end of each day. Parents should discuss daily pick up times with the pupil's Housemaster/Housemistress. Any changes in these times due to trips away from school or absence due to illness should also be communicated to the Housemaster/Housemistress before 08.15.

Day pupils who have passed their driving test are allowed to drive to school subject to the following terms:

- written permission has been sought by parents
- written permission has been granted by the Headmaster
- no other pupil is allowed to be transported in the vehicle at any time
- the vehicle is not used except for the specific purpose of transport to and from school
- keys to the vehicle are deposited with the Housemaster/Housemistress on arrival at school

### **Bus Transport**

Buses arrive at School by 08.00 on Monday to Saturday mornings and return at 18.15 on Monday to Friday evenings. These routes are subject to change each year depending on demand. It is likely that more stops and routes will be introduced as the number of day pupils at the School increase. Charges are subject to pick up / drop off point selected and number of pupils using the service.

Route 1: Edwardstone, Boxford, Polstead, Hadleigh, Layham, Holton St Mary

Route 2: Needham Market, Bramford, north Ipswich, central Ipswich, Wherstead

Route 3: Wickham Market, Woodbridge, Bucklesham, Nacton

Route 4: Coggeshall, Colchester, Langham, Stratford St Mary, East Bergholt

Route 5: Layer de la Haye, Abberton, Wivenhoe, Elmstead Market, Ardleigh, Lawford

Route 6: Frinton on Sea, Kirby Cross, Tendring, Ramsey, Bradfield, Manningtree, Brantham

If you are interested in using any of these services or would like to discuss additional routes or pick up points, please contact the Marketing Department on 01473 326294 or [marketing@royalhospitalschool.org](mailto:marketing@royalhospitalschool.org)

### Boarders

Parents are asked to make arrangements for all pupils in Years 7 & 8 to be collected directly from the boarding house. Under no circumstances should a request be made for the pupil to make their own way from school. It may be appropriate for parents to book a taxi if they or their appointed agents cannot collect their children in person.

Pupils in Year 9 and above may only travel to and from school unaccompanied if written permission has been given in advance by his or her parents. In this instance he or she may also take charge of younger brothers or sisters on such journeys.

The School can only take responsibility for pupils' travel when it has specifically organised transport for pupils. An evening meal will be available between 1800 and 1900 for boarders when they return from half term and main school holidays.

The School calendar details when term starts and finishes. The Boarding Houses are closed throughout the holiday periods. Pupils must not arrive before the start of term and must depart on the last day of term.

### **By Rail**

Transport, on repayment, to and from Ipswich or Manningtree Station can be arranged by the School. The school does not provide accompanied rail travel.

## **By Air**

Parents are responsible for obtaining airline tickets for those travelling abroad. Since dates of holidays are published well in advance, parents must ensure that outward and return flights coincide with these dates as closely as possible. If flights occur after the end of the term or before its commencement, parents must arrange for their child to stay with a guardian.

Parents are also responsible for organising the necessary visas for entry or return to the UK. Unaccompanied Minors need to have an adult to sign over the pupil to the necessary airline officials and that person can be required to wait in the terminal until 30 minutes after the flight has taken off. Parents must check with individual airlines whether they will fly unaccompanied minors as some airlines will not accept them. It is also worth noting that many EU flights require a relation to sign over pupils.

## **Transfers from/to Airports**

Transport to and from main airports (Heathrow, Gatwick, Luton and Stansted) can be arranged using local taxi companies. The cost is approximately £100 - £120 one way. Arrangements are made for pupils to share transport wherever possible, but this can mean pupils having to leave earlier for flights or to wait for other arrivals. All pupils will be billed for transport on end of term bills. This will either be for individual journeys or a proportion of a shared journey. It must be remembered that waiting time for delayed flights or any other reason will be added to these taxi costs at a rate equal to that charged by the hired taxi company, but this will only be charged to the individual pupil concerned.

Parents are however responsible for checking with individual airlines whether they will accept unaccompanied minors as some airlines will not. If the airline is in agreement, the taxi drivers used by the School can sign over the pupil to the necessary airline officials and wait in the terminal until 30 minutes after the flight has taken off. They will carry out this extra service for the extra cost of parking plus their normal waiting rate. They will also meet any arrivals for a similar extra amount.

For pupils over 15 years of age (i.e. not Unaccompanied Minors) there is a 7-day-a-week 2 hourly bus service from Stansted Airport to Ipswich Railway Station. The cost per single journey is £15 and can be booked via [www.airdirectipswich.com](http://www.airdirectipswich.com). There is also a facility to book onward taxis to the School.

We must emphasise that airport transfers are not provided at times other than the first and last day of term and half term and parents wishing children to travel independently must make alternative arrangements. As an exception, transport will be arranged for new pupils arriving early at the start of the Michaelmas Term.

It is essential that ALL details of required airport transport, e.g. date, airport, terminal, flight number, arrival/check-in allowance time and departure time as well as any specific details are provided at least 2 weeks before needed as taxi availability is very limited especially prior to main UK holiday periods. These details must be supplied using a Flight Notification Details Form which can be downloaded from the website at [www.royalhospitalschool.org](http://www.royalhospitalschool.org) under the section on Overseas Pupils.

Please contact Donna Hodgdon on +44 1473 326294 or email [donna.hodgdon@royalhospitalschool.org](mailto:donna.hodgdon@royalhospitalschool.org)

## **By Coach from Portsmouth**

A coach service, organised and managed by parents, operates from Portsmouth to the school and return, both at half term and at the end of most terms. There are several pick up/drop off stops on each route and a nominated parent accompanies the pupils during the journey.

Please email [rhs.coach@ntlworld.com](mailto:rhs.coach@ntlworld.com) if you are interested in using this service.

***Pupils are subject to school rules whilst travelling to and from school at the beginning and end of terms and at half terms.***

## The School Day

All day pupils should arrive in School by 08.00 for morning registration in their House and may leave at the end of their school commitments. The School operates a six-day teaching week, although Saturday lessons end at 12.00 followed by sports in the afternoon.

The general pattern of the day is as follows but this may change subject to age group and personal commitments:

### Juniors (Years 7 and 8)

	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
08.00	Day pupils arrive and Roll Call	Day pupils arrive and Roll Call	Day pupils arrive and Roll Call	Day pupils arrive and Roll Call	Day pupils arrive and Roll Call	08.00	Day pupils arrive and Roll Call
08.30-08.50	Assembly	Chapel	Chapel	Chapel	Congregational Practice	08.30-09.25	Lessons
08.50-09.45	Lessons	Lessons	Lessons	Lessons	Lessons	09.25-10.20	Lessons
09.45-10.40	Lessons	Lessons	Lessons	Lessons	Lessons	10.20-10.50	Break
10.40-11.10	Break	Break	Break	Break	Break	10.50-11.45	Lessons
11.10-12.05	Lessons or Games	Lessons or Games	Lessons	Lessons	Lessons	11.35-12.00	Changing and lunch for Match Fixtures
12.05-12.40	Prep Y8	Prep Y7	Prep	Prep	Prep	12.30-13.00	Lunch
12.40-13.00	Lunch	Lunch	Lunch	Lunch	Lunch		
13.20	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call		
13.30-14.15	House Assembly	Lessons	House Assembly	Lessons	Tutor Groups		Games and Matches
14.15-15.10	Lessons	Lessons	Games and Matches	Lessons	Lessons		
15.10-16.05	Lessons	Lessons		Lessons	Lessons		
16.15-16.45	Prep	Prep	Prep	Prep	Prep	16.00	Day Pupils Depart
17.10-18.00	Activities	Activities	Activities	Activities	Activities		
18.15	Day Pupils Depart	Day Pupils Depart	Day Pupils Depart	Day Pupils Depart	Day Pupils Depart	17.00	Supper for Boarders
	Supper for Boarders	Supper for Boarders	Supper for Boarders	Supper for Boarders	Supper for Boarders		
18.30	House Meeting	House Meeting	House Meeting	House Meeting	House Meeting	18.30	House Meeting
19.00-20.00	Boarders Activities	Boarders Activities	Boarders Activities	Boarders Activities	Boarders Activities	19.00-21.00	Boarders Activities and Relax in House
20.00-20.45	Prepare for next day and bed	Prepare for next day and bed	Prepare for next day and bed	Prepare for next day and bed	Prepare for next day and bed		
21.00	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	21.30	Lights Out

## Senior Pupils (Years 9-13)

	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
08.00	Day pupils arrive	Day pupils arrive	Day pupils arrive	Day pupils arrive	Day pupils arrive	08.00	Day pupils arrive
08.15	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	08.15	Roll Call
08.30-08.50	Assembly	Chapel	Chapel	Chapel	Congregational Practice	08.30-09.25	Lessons
08.50-09.45	Lessons	Lessons	Lessons	Lessons	Lessons	09.25-10.50	Lessons
09.45-10.40	Lessons	Lessons	Lessons	Lessons	Lessons	10.20-10.50	Break
10.40-11.10	Break	Break	Break	Break	Break	10.40-11.45	Lessons
11.10-12.05	Lessons	Lessons	Lessons	Lessons	Lessons	11.45	Lunch for fixtures
12.05-13.00	Lessons	Lessons	Lessons	Lessons	Lessons	12.10	Main Lunch
13.00-14.00	Lunch	Lunch	Lunch	Lunch	Lunch	13.00	Roll Call
14.00-14.15	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call	13.30-16.00	Games and Matches
14.15-15.10	Lessons	Games	Lessons	Games	CCF and activities	18.30	Supper for Boarders
15.10-16.05	Lessons		Lessons				
16.15-16.50	Tutor Period						
17.00-18.00	Practices and Activities	Practices and Activities	Practices and Activities	Practices and Activities	Practices and Activities		
18.00	Day Pupils Depart	Day Pupils Depart	Day Pupils Depart	Day Pupils Depart	Day Pupils Depart	18.30-20.30	Social Activities
	Supper for Boarders	Supper for Boarders	Supper for Boarders	Supper for Boarders	Supper for Boarders		
From 19.15	Prep	Prep	Prep	Prep	Prep		
From 21.30	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	From 22.00	Lights Out

## **Weekend Commitments**

The School provides a full seven-day-a-week education. This means that there are a number of fixed commitments on Saturdays and Sundays for **all pupils** and a range of optional ones, which day pupils are welcome to attend.

Day pupils are encouraged to participate fully in the life of the School and to embrace the School's traditions and many of the full boarding routines.

Further details may be found in the published 'Information for Day Pupils' relevant for day pupils in Raleigh House and day boarders in senior boarding houses.

### **Fixed Commitments**

These are whole school activities and their impact would be lessened if some members of the community were missing. Examples of fixed commitments include Saturday afternoon games, Ceremonial Divisions (day pupils attend five Sunday Divisions throughout the year), House competitions (e.g. Drama, Swimming Gala and Sports Day) and other official school functions (e.g. Carol Service, Speech Day). It will only be in special circumstances that pupils are given permission to miss a fixed commitment. Permission to miss a fixed event should be sought in writing or by email, well in advance from the Deputy Headmaster through the Housemaster/Housemistress.

### **Saturdays**

Both day and boarding pupils must be in school on Saturdays from 08.15 for morning lessons and afternoon inter-school and House sport. Day pupils and Junior Weekly Boarders may depart from 15.30 depending on their commitments. Parents are very welcome to come and watch sporting fixtures and other events.

Day pupils placed in Saturday detention, held between 19.00 and 21.00, will be required to stay in or return to school to meet that commitment. Staff will not place day pupils in detention later than 18.00 on the preceding Thursday so that parents can make the necessary arrangements. Day pupils placed in Saturday detention will also be required to see the Deputy Headmaster at 1015 on the Saturday of the detention.

### **Sundays**

Boarders are expected to attend all Chapel Services (morning and evening) and all Ceremonial Divisions. Day pupils are expected to be in school on five Sundays during the academic year as follows:

Michaelmas Term:

- Founders Day (Sunday 18 September 2011) with Divisions
- Remembrance Day with Divisions (Sunday 13 November 2011)
- Drama Festival/House Singing Competition

Summer Term

- Divisions (Sunday 10 June 2012)
- Reunion Weekend, Divisions and Sports' Day (Sunday 24 June 2012)

### **Other Commitments**

All boarders and day pupils are required to attend certain events at the School including Divisions on 8 occasions during the year (there will be 12 in total). They may of course participate in all 12 if they wish and parents are very welcome to attend. Key events to note are listed in the Diary of Events for Day Pupils issued to all day parents at the start of each term. These events may include CCF field days over the weekends, choir commitments or year group trips away.

## **Optional Events**

### **Saturday Evenings**

Those Saturday evenings that do not have a fixed commitment will have a range of optional activities for boarders such as a film, disco, house social or outings.

### **Sunday Afternoons**

On most Sunday afternoons during the school year, various school facilities will be open and there will be a range of organised house-based or school-based activities. Some Sundays are designated as quiet Sundays with no formal activities or Chapel service.

## **Major school events**

Parents are encouraged to visit the School at any time but, in particular, they are very welcome to the following events:

- Speech Day
- School Plays and Concerts
- House Singing and Drama Competitions
- Pure Dance Performance
- Sports Day Weekend including the Annual Summer Choir Concert
- Concerts by the Music Society
- Chapel Services
- Divisions
- Sports Fixtures

Some whole school events have limited availability, therefore parents are advised to check well in advance with Housemasters/Housemistresses or Heads of Department where relevant.

Full details of sports fixtures, art exhibitions, concerts, recitals, drama productions and other events can be found in the School Calendar or website [www.royalhospitalschool.org](http://www.royalhospitalschool.org)

## **Exeats and Leave Outs for Boarders**

### **Daytime or Evening Leave**

Boarding pupils are allowed out with parents, guardians or nominated adults as follows:

- on Saturday from 15.30 or after afternoon games (whichever is the later) to 21.00 (22.00 sixth form)
- on Sunday from 12.30 to 20.00 when the Chapel Service is in the morning, from 10.00 to 18.00 when there is an Evening Service at 18.30, or to 19.30 if there is an Evening Service at 20.00. Members of the choir will need to return earlier in time for Choir Practice

### **Visits to Ipswich**

With permission from their Housemasters/Housemistresses, sixth formers may visit Ipswich between the end of games and 18.30 and between 18.30 and 22.30 on one Saturday per half term. A Sunday afternoon visit may be taken as an alternative to a Saturday.

Year 11 pupils are permitted one Sunday afternoon visit to Ipswich per term with permission from their Housemasters/Housemistresses.

Housemasters/Housemistresses may grant permission for lower sixth form pupils to visit Holbrook after school on weekdays at their discretion. Year 11 pupils are permitted one such visit per week.

### **Overnight Exeats and Leave Out**

There are no compulsory exeat weekends for boarders but certain weekends during the term are kept relatively free of commitments so that pupils can go home after their games commitments on a Saturday afternoon. Requests for leave out must be made by parents in writing to the Housemaster or Housemistress concerned. You will see these weekends listed as Houses at Home on the School Calendar. Houses will, however, remain open and activities on Saturday evening are organised within individual houses.

Exeats will not be permitted if the school requires pupils for certain school commitments. Those who are in school or house teams must play for their team on Saturday, however, parents are welcome to watch them playing and to take them out afterwards. Pupils will also need to return to school for Sunday Divisions or Chapel services where appropriate. If there is no evening Chapel service on a Sunday, pupils may return by 8.10 on Monday morning.

Pupils who wish to go out with another family must ensure that both their own parents and the host parents consult the Housemaster or Housemistress concerned.

### **Requests for Special Leave**

Special leave may be arranged in exceptional circumstances and then only with the approval of the Deputy Headmaster. Application should be made in writing to the child's Housemaster/Housemistress.

### **Ad-Hoc Visits by Nominated Adults**

Requests for visits by nominated adults must be made by the parent or guardian and by the nominated adults concerned to the child's Housemaster/Housemistress.

## Overseas Pupils

### English as a Foreign Language

The EFL (English as a Foreign Language) Department provides weekly English lessons specifically for those pupils for whom English is not their first language. Pupils in all age groups take these lessons with the dual aim of making the school curriculum more easily accessible and, as necessary, to prepare them for public EFL examinations, particularly when applying to University.

On joining the School pupils will have two 55 minute EFL lessons on his or her weekly timetable and, as these are taught by specialist teachers, there will be an additional charge listed in the Fees and Supplementary Charges section, added to the end of term bill. During the first week at School your child will be assessed on his or her English and the number of lessons will then be adjusted to his or her specific needs.

#### Years 7-9

Pupils will have specialist English lessons instead of taking a modern foreign language. These will focus on access to the curriculum and helping with language problems in other subjects.

#### Years 10-11

Pupils will have specialist English lessons instead of taking a modern foreign language and, if more than two lessons a week are needed, these will be timetabled instead of mainstream GCSE English as well. Pupils work towards the Cambridge Main Suite Exams (University of Cambridge ESOL). There are three levels; the First Cambridge Examination (FCE), Certificate in Advanced English (CAE) or Certificate in Proficiency in English (CPE). More information can be found at [www.cambridgeesol.org](http://www.cambridgeesol.org)

#### Year 12-13

Pupils will have timetabled specialist English lessons alongside their AS and A2 subjects. These will help with their chosen subjects and, if required, help to work towards an IELTS qualification which is needed for entry to University in the UK. More information can be found at [www.ielts.org](http://www.ielts.org)

Please contact Mr Dan Coleman, Head of EFL, by email at [dan.coleman@royalhospitalschool.org](mailto:dan.coleman@royalhospitalschool.org) or by telephone on + 44 1473 326 207.

### Guardians

Boarding school life at the Royal Hospital School goes on 7 days a week and there are no compulsory exeat weekends, however pupils cannot stay during the School holidays.

Every pupil whose parents are resident outside of Europe must have a guardian in this country, preferably living near to the School and it is the responsibility of the parents to make these arrangements prior to the pupil entering the School. Guardian contact details including telephone numbers must be given to the School prior to the pupil starting in September 2011.

### Travel Arrangements

Please refer to page 10 and 11.

# The Curriculum

## Academic

The School's curriculum follows the National Curriculum Key Stages 3 and 4 in the main. On joining the School, pupils are placed in forms based on assessed ability from entrance testing or results of Common Entrance examinations and are only moved after careful monitoring and consultation. The School subscribes to the Durham University Value Added Measuring Schemes at all levels, allowing tutors to map pupil progress. In core subjects, setting takes place from the outset and at GCSE level setting takes place in all core curriculum subjects. The working week consists of up to 38 x 55 minute periods.

### **Years 7, 8 and 9**

In the Lower School, the subjects studied are English, mathematics, science (physics, chemistry and biology), modern foreign languages, drama, Latin, geography, history, design technology, art, music, IT (Information Technology), PSHE (Personal Social and Health Education) and religious studies. In Year 7, pupils study French and are introduced to Latin, Spanish and German on a carousel basis. At the end of this 'taster', pupils opt to study one optional language in addition to French. All pupils take part in PE and swimming and have three games sessions each week.

### **Years 10 and 11**

Pupils in the GCSE years take English language and literature, mathematics, French, physics, chemistry, biology (either as the three separate sciences or as the "dual award" Coordinated Science) as the core subjects. In addition, three optional subjects may be chosen from blocks containing history, geography, PE (Physical Education), German, Latin, Spanish, sports studies, media studies, religious studies, art, music, theatre studies, technology and business studies.

### **Years 12 and 13**

In the Sixth Form, AS and A2 courses are offered in a wide range of subjects. A Sixth Form prospectus is available from the Admissions Office on request.

*For more information please refer to the School's **Curriculum Handbook and Guides**, available on request.*

## **Additional Support**

### **Learning or Curriculum Support**

The Curriculum Support department offers one-to-one lessons for pupils with dyslexia or similar learning difficulties. Pupils are withdrawn from non-core subjects and taught on a one-to-one basis. This could include support with study skills, revision techniques and improving literacy. The 2010/11 costs are listed in the section on Fees and Supplementary Charges.

*For more information please refer to the School's **Curriculum Guide**, available on request*

For more information or to discuss your child's specific requirements, please contact Mrs. Helen Evans, Head of Curriculum Support on 01473 326200 or email [he@royalhospitalschool.org](mailto:he@royalhospitalschool.org)



## Examination Results 2009/10

### A Level Results 2010

39.8% A/A\* grades (includes new A\* grade for first time in 2010)

67.1% A\*-B grades

87.7% A\*-C grades

### Trends

	2010	2009	2008	2007	2006	2005	2004	2003	2002
%A-B	<b>67.1%</b>	65.0%	60.9%	65.4%	64.0%	68.9%	51.6%	58.1%	57.2%
%A-C	<b>87.7%</b>	84.7%	86.2%	84.2%	85.1%	86.4%	76.1%	84.1%	80.7%

Subject	entry	A*	A	B	C	D	E	A*-B	A*-E	%\A*-B
Art	14	4	7	1	2	0	0	12	14	85.7%
Biology	14	1	5	4	2	0	2	10	14	71.4%
Business Studies	21	4	3	6	4	4	0	13	21	61.9%
Chemistry	15	1	5	3	3	3	0	9	15	60.0%
Chinese	8	0	2	5	1	0	0	7	8	87.5%
Design & Technology	17	0	5	4	5	3	0	9	17	52.9%
Drama	7	0	1	2	4	0	0	3	7	42.9%
English Literature	23	6	9	7	1	0	0	22	23	95.7%
French	5	0	3	0	2	0	0	3	5	60.0%
Further Math	6	3	1	1	1	0	0	5	6	83.3%
Geography	7	2	2	2	1	0	0	6	7	85.7%
German	14	3	8	1	0	2	0	12	14	85.7%
History	20	0	8	8	4	0	0	16	20	80.0%
History of Art	3	0	0	1	1	0	1	1	3	33.3%
IT	2	0	0	1	1	0	0	1	2	50.0%
Latin	3	0	2	1	0	0	0	3	3	100.0%
Maths	32	3	9	8	9	1	2	20	32	62.5%
Media Studies	16	0	1	7	7	1	0	8	16	50.0%
Music	3	0	0	2	1	0	0	2	3	66.7%
PE	12	0	1	3	1	5	2	4	12	33.3%
Physics	19	0	5	4	7	3	0	9	19	47.4%
Politics	13	0	3	2	1	7	0	5	13	38.5%
RE	14	2	4	7	1	0	0	13	14	92.9%
Spanish	4	1	2	0	1	0	0	3	4	75.0%
Total	292	30	86	80	60	29	7	67.1%	100.0%	
% of Total		10.3%	29.5%	27.4%	20.5%	9.9%	2.4%			

## GCSE Results 2010

44.2% A/A\* grades

76.9% A\*-B grades

95.5% A\*-C grades

### Trends

	2010	2009	2008	2007	2006	2005	2004	2003	2002
%A*	<b>15.5%</b>	13.5%	16.8%	11.4%	10.4%	8.8%	9.7%	6.8%	7.7%
%A*A	<b>44.2%</b>	37.7%	50.2%	42.7%	35.7%	37.4%	34.8%	35.5%	29.6%
%A*AB	<b>76.9%</b>	68.9%	82.6%	76.1%	69.5%	72.2%	68.8%	66.7%	61.4%
%A*-C	<b>95.5%</b>	93.7%	97.4%	95.1%	93.6%	94.7%	94.6%	91.9%	90.5%
%A*-E	<b>100%</b>	99.9%	100%	100%	100%	100%	100%	100%	99.8%

Subject	entry	A*	A	B	C	D	E	A*-C	%A*-C
Art	46	16	18	8	4	0	0	46	100
Biology	33	13	14	6	0	0	0	33	100
Business Studies	43	0	7	15	18	1	2	40	93
Chemistry	33	11	16	6	0	0	0	33	100
Chinese	5	5	0	0	0	0	0	5	100
Design & Technology	45	15	21	8	1	0	0	45	100
Drama	12	0	1	5	3	3	0	9	75
English	90	10	28	37	11	4	0	86	95.6
English Literature	81	11	34	28	8	0	0	81	100
French	46	2	8	10	19	7	0	39	84.8
Geography	34	5	7	15	7	0	0	34	100
German	14	1	3	6	3	0	1	13	92.9
History	64	8	20	22	12	2	0	62	96.9
Latin	14	1	7	5	1	0	0	14	100
Maths	96	15	19	32	23	7	0	89	92.7
Media Studies	37	1	4	12	14	5	1	31	83.8
Music	10	1	5	4	0	0	0	10	100
PE	22	0	7	11	4	0	0	22	100
Physics	33	15	11	7	0	0	0	33	100
RE	29	12	10	6	1	0	0	29	100
Science	63	0	10	28	20	4	1	58	92.1
Science (Add)	53	1	13	20	18	1	0	52	98.1
Spanish	29	1	5	14	6	3	0	26	89.7
Totals	932	144	268	305	173	37	5	890	
% of Total		15.5%	28.8%	32.7%	18.6%	4.0%	0.5%	77.0%	

## **The Arts**

### **Music**

Music plays an important part in the life of the School and the facilities offered in the newly opened Music School are outstanding. Music forms part of the junior curriculum and is offered as an academic subject at both GCSE and Advanced Level. There are four full-time members of staff within the department, augmented by a number of peripatetic staff. Over 300 pupils learn to play one, two or three instruments and there is an orchestra, a 130-strong choir, a ceremonial marching band, a concert band and numerous ensembles.

### **Private Lessons**

Parents who wish their child to begin private music lessons should notify the Director of Music in writing as soon as possible and certainly no later than two weeks before the start of the term in which lessons are required. Every effort will then be made to fit the child into the lessons and practice timetables for the ensuing term.

Tuition in subsequent terms will be assumed and arranged unless notice is given. A term will consist of ten weekly lessons of half an hour. Should the music teacher, for any reason, be unable to complete the term's lessons every effort will be made to make up any lessons outstanding during the following term.

### **Music Examinations**

Pupils are prepared for external music examinations with recognised examination boards, the cost of which is passed onto the pupil on the School bill. Unless we are notified to the contrary in writing, it will be assumed that you are happy for your child to progress through the appropriate grades on the advice of the teachers concerned. It should be noted that where pupils have been entered for examinations in good faith but have not then attended their lessons and are, therefore, not adequately prepared, the examination fee will be added to the end of term bill. Sheet music required for lessons will be purchased by the School on your child's behalf and added to the end of term bill. On other occasions a music teacher may bill you directly.

### **Fees**

Fees are to be paid in advance, after parents have been notified that a place is available. They should be paid directly to the private teacher concerned and you will be advised of their name and address.

Parents wishing to discontinue the lessons must give one term's written notice of their intention. Failure to give this notice will mean that parents remain liable for the fees for the next term, whether or not their child receives tuition.

For further details on tuition please contact the Director of Music, Mr. Peter Crompton on 01473 326222 or [music@royalhospitalschool.org](mailto:music@royalhospitalschool.org)

### **Drama**

Drama productions are often combined with the work of the Music Department. There is a full programme of productions each year which generally include a musical, a whole school or junior play, a common room play and inter-house drama competitions, all of which are enthusiastically supported. Off stage there are many opportunities to get involved with costumes, lighting and scenery and there are regular visits to professional productions locally and in London's West End.

In addition to these school productions and curriculum drama lessons, Speech and Drama lessons are available during lunchtimes or after school. Pupils are prepared for LAMDA, Trinity Guildhall and English Speaking Board examinations as well as informal performance events. Senior pupils may gain grades that count towards UCAS points.

Junior pupils are taught predominantly in duos or trios while senior pupils may elect to become a solo pupil. The termly fees for 2010/11 are as follows:

10 x 30 minutes (solo) £150.00 each  
10 x 30 minutes (duo) £90.00 each  
10 x 30 minutes (trio) £70.00 each

Further details can be obtained from Mr Stuart Turner, Peripatetic Speech and Drama Teacher, on 01473 326256 or [stuart.turner@royalhospitalschool.org](mailto:stuart.turner@royalhospitalschool.org)

### **Dance**

Many pupils take part in dance and every other year a school and public performance involving pop, classical, modern, Spanish and Scottish country dancing, takes place at the school. Dance is a wonderful release for the children, helping co-ordination and boosting confidence. Examination classes are held in ballet and modern dance as extra-curricular activities. A modern dance club is also run with no examination status and at no cost. Uniform and shoes can be purchased from the dance teacher. Payment for lessons will be included in the end of term bill.

Further details can be obtained from Mrs Pascale Pratt by email [tonypratt@btinternet.com](mailto:tonypratt@btinternet.com) or the PE Department on 01473 326229.

### **Art & Technology**

The Jellicoe Design Centre includes workshops for three dimensional work in wood, metal, plastic and clay; laboratories for control and electronics; computer-aided design (CAD) facilities; art and textile studios and a photographic darkroom and Photoshop classroom. The department enjoys an outstanding reputation with pupils' work being exhibited locally and nationally, as well as year-round in the design centre's superb central atrium. There are many opportunities for pupils to use these facilities and those of the Food Technology department during and outside the working day. You will be charged a small contribution toward materials on your termly extras bill. This is approx £8-13 per term depending on year group.

## Outdoor Pursuits and Activities

### Year 7 and 8 Activities Programme

Junior activities are arranged each day and may vary from term to term but might include the following:

Aerobics	Electronics	Riding
Art & Design	Five-a-side Football	Running Club
Badminton	Free Swim	Sci-Fi Club
Basketball	Geography Club	Scouts
Bookworms	Golf	Sevens Rugby
Ceramics	Hockey	Swim Squad
Chess Club	Horse Riding	Table Tennis
Choir	Jewellery Making	Warhammer
Cookery Club	Junior Band	
Crafts	Junior Debating	
Cricket Nets	Junior Strings	
Culture	Kick Boxing	
Dance	Orchestra	
Drama Club	Philosophy	

### Whole School Activities

Both boarders and day pupils make full use of all school facilities during leisure time, particularly the gymnasium, the all-weather surface and swimming pool. There is a wide range of organised activities and everyone is encouraged to try something new. The list below gives an indication of what activities may take place (subject to numbers and availability of suitable staff):

Aerobics	Debating Society	Orchestra
Art & Design	Design Technology	Paired Reading
Badminton	Design & Make-up	Photography
Band	Devizes to Westminster Training	Radio Hotspot
Barbershop	Drama	Rock Climbing
Basketball	Dry Skiing	Running Club
Boat Maintenance	Duke of Edinburgh Award Scheme	Rugby Sevens
Blues Band	Electronics	School Newspaper
Brass Group	Film Club	Sailing
Canoeing	Football	Science
Car Maintenance	Free Swim	Scouts
Ceramics	Geography Club	Scottish Dancing
Chess	Golf	Shooting
Chamber Choir	Graphics Club	Singing
Choir	Guard	Squash
Choral Society	History Club	Strings
Coastguard	Horse Riding	Swim Squad
Community Action Team	Hotspot Radio Station	Table Tennis
Computing	Jewellery Making	Tennis
Cookery	Land Yachting	Textiles
Crafts	Lifesaving	Water Polo
Cricket Nets	LOBS (Pupil Newspaper)	Weight & Circuit Training
Culture	Metalwork	Woodwork
Dance	Multi Gym	Young Enterprise Club

There is a modest charge for some activities e.g. dance, drama, riding, dry skiing and golf.

### **The Combined Cadet Force (CCF)**

The CCF aims to enhance qualities of responsibility, self-reliance, endurance and perseverance and to develop leadership and resourcefulness. All Years 9 and 10 take part and although not mandatory in Year 11 and Sixth Form many opt to continue. There are four sections - Royal Navy, Royal Marines, Army and Royal Air Force.

Training is carried out in School on a Friday afternoon, on termly field days and camps that take place during the holidays in and around the UK or even overseas. Pupils develop team work and leadership skills as well as acquiring proficiency in navigation, skill at arms and field craft. There are many CCF courses available to cadets during the school holidays.

For any further information contact Mr Marc Godfrey on 01473 326272 or email [mhg@royalhospitalschool.org](mailto:mhg@royalhospitalschool.org)

### **The Duke of Edinburgh Award Scheme**

We have a thriving Duke of Edinburgh Award Scheme and the school is one of the few to be awarded the status of an Independent Operating Authority. All Year 9 pupils are encouraged to pursue the Bronze Award and currently we have some 400 pupils registered, over 100 of them following the Gold Award Scheme. Expeditions for Bronze, Silver and Gold Awards take place in the locality and during school camps.

For more information contact Mr John Snoddon on 01473 326223 or email [js@royalhospitalschool.org](mailto:js@royalhospitalschool.org)

## Sport

The school offers a wide variety of sporting activities and all pupils are expected to take part in some form of physical exercise regularly. The main sports are:

	Boys	Girls
Michaelmas term	Rugby, Cross Country	Hockey, Cross Country
Lent term	Hockey, Cross country, Football, and Swimming	Netball, Cross Country, and Swimming
Summer term	Cricket, Athletics, Sailing and Swimming	Rounders, Tennis, Athletics, Sailing and Swimming

The School has representative teams that play most sports at all age levels. Fixtures are organised against other independent schools and take place on Saturdays and midweek. Parents are very welcome to support teams whether at home or away.

Members of the School are regularly entered for representative teams and have gained honours in rugby (Suffolk, Eastern Counties and England 'A' Cap), cricket (England, County) hockey (Suffolk, Eastern Counties and England), netball, athletics and cross country (all County or Eastern Counties). There are also representatives from the Royal Hospital School in national sailing squads.

For those pupils who are not members of school teams there are opportunities to participate in inter-house leagues on Saturday afternoons and all years follow an integrated Saturday sports programme.

Weekly sports commitments vary according to year group:

	Mon	Tues	Wed	Thu	Fri	Sat
Am	Year 7 Games	Y8 Games				
Pm	Y9 Games	Senior Games (Y10-13)	Junior Games (Y7, 8 & 9)	Senior Games (10-13)	Y9-13 CCF	Whole School Games: Inter-school and house league matches

## **PE Programme of Study**

As well as games sessions, boys and girls in Years 7 and 8 take part in weekly physical education lessons and in Year 9 pupils do so once each fortnight. These are taught in class groups and encompass half-termly modules. Pupils are provided with the opportunity to develop a broad range of skills and interests.

Swimming is included every term and the following are taught in half term blocks:

- Gymnastics / Sports Acrobatics
- Basketball
- Badminton
- Indoor athletics
- Introduction to the multi-gym ( Year 9 )

As well as regular swimming lessons, pupils can use the swimming pool for leisure swimming whilst keen swimmers join the school squad which currently trains on four evenings a week. Senior pupils train 'in-house' with the NPLQ award to become qualified lifeguards.

For more information contact the Director of Sport, Mr. Paul Hardman on 01473 326277 or email [dph@royalhospitalschool.org](mailto:dph@royalhospitalschool.org)

## **Sailing**

All pupils have the opportunity to learn to sail and more experienced sailors may choose sailing as their games option. In Year 7 all pupils have one full week in the Michaelmas Term when normal morning lessons are replaced by sailing lessons. Other year groups are offered sailing lessons outside the timetabled day.

The school provides wetsuits, spray tops and buoyancy aids for the pupils but parents should provide:

- Swimming costume
- Towel
- Old training shoes (they will get wet!)
- Warm hat – very important
- Bag for the above items

In addition, if your child has any water sports equipment (wetsuit, wetsuit boots, spray suits, gloves etc) and wishes to bring it along, then he/she is welcome to do so.

Many pupils choose to continue sailing throughout their time at the School and pursue the sport competitively in fleet or team racing at school, national and international level. Sailing holidays are also popular with weekend sailing expeditions using the School's fleet of Cornish Shrimpers. The School is a RYA recognised training establishment and has a fleet of RS Teras, Toppers, Lasers, RS Fevas, RS200s, RS500s, 29ers and Cornish Shrimpers.

If you have any questions, please contact the Mr. Andrew Nutton on 01473 326223 or email [andrew.nutton@royalhospitalschool.org](mailto:andrew.nutton@royalhospitalschool.org)

## **Horse Riding**

Horse riding is available 3 times a week during games for both Junior and Senior pupils and in the after school activity slot, all new pupils will have to be assessed by the PE department for team sports potential before being allowed to take Horse Riding in their games option. Lessons at beginner to advanced level are held at one of East Anglia's premier equestrian centres.

Equestrian team training and competition coaching takes place at Bylam Livery Stables, just 3 miles from the School, under the instruction of experienced horsewoman, Caroline Colwill. Caroline has been working with horses for over 19 years. She studied equestrian studies at Hartpury College in Gloucester and in 2002 opened her own livery yard in Chelmondiston where she also produces young horses and re-schools. Caroline is also an equestrian journalist and consultant for the East Anglian Daily Times. Training can take place during games sessions for riders with their own horses. Day pupils can arrange for parents to transport their horses/ponies to Bylam for these sessions, while boarders may wish to make use of the full livery services offered. Caroline can also occasionally come to the riders if they have facilities and are a reasonable distance from school.

Pupils with own horses, or who ride at the riding stables at an advanced level, can take part in competitions to represent the school and these entries are completed by our Team Trainer.

For more information contact Sue Tansley on 01473 326125 or [sue.tansley@royalhospitalschool.org](mailto:sue.tansley@royalhospitalschool.org) or for own horse please contact Caroline Colwill on 07712827115.

## **Dry Skiing**

This is available as a games option for pupils in Years 10 – 13, at the dry ski centre in Ipswich on Thursday game sessions during the Michaelmas and Lent Terms. No previous experience is necessary and pupils will be placed in groups depending on their skiing ability. Please note that your son/daughter can only put his/her name forward if he/she has no other school team commitments.

There is an additional cost for skiing lessons. If you have any further queries please contact Rick Trowern on telephone 01473 326200 or email: [rt@royalhospitalschool.org](mailto:rt@royalhospitalschool.org)

## Pastoral Care

### The House System

The House system is at the heart of school life and great emphasis is placed on a close partnership between pupil, school and parents.

There are eleven Houses in total – two Junior Houses (one for boys in Years 7 and 8 and one for girls), one coeducational House for Day Pupils, four for Boarding boys in Years 9-12, three for Boarding girls in years 9-12 and a coeducational House for pupils in their final year of school.

Whether a day pupil or boarder, every pupil is assigned a House Tutor who is responsible for a particular year group. The Tutor is a mentor of academic progress, extra-curricular involvement and social development.

#### Junior Houses

Blake House	Boarding and Day girls in years 7 and 8
Drake House	Boarding and Day boys in years 7 and 8

#### Senior Day House

Raleigh House	Day boys and girls in years 9-12
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#### Senior Boys Houses

St Vincent House	Boarding and Day Boarding boys in years 9-12
Anson House	Boarding and Day Boarding boys in years 9-12
Collingwood House	Boarding and Day Boarding boys in years 9-12
Hawke House	Boarding and Day Boarding boys in years 9-12

#### Senior Girls Houses

Hood House	Boarding and Day Boarding girls in years 9-12
Cornwallis House	Boarding and Day Boarding girls in years 9-12
Howe House	Boarding and Day Boarding girls in years 9-12

#### Upper Sixth House

Nelson House	Boarding, Day and Day Boarding boys and girls in year 13
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### Junior Houses (Years 7 and 8)

Blake House is for Year 7 and 8 day and boarding girls and Drake House for Year 7 and 8 day and boarding boys. These Houses have routines and pastoral care focusing specifically on the needs of 11-13 year old pupils. They provide a caring, well-managed environment, which enables easier progression from primary to secondary school.

Boarders sleep in rooms of six or eight beds, all of which are located on the first floor of the house together with shower and bath facilities and the laundry. Day pupils have lockers for both books and sports kit on the ground floor of the House as well as changing facilities. Both day pupils and boarders share the large common room areas with television rooms, games rooms, computer and quiet rooms.

Both the boys' and girls' Junior Houses have facilities for ad-hoc or flexible boarding and these can be booked with the Housemaster or Housemistress on a first-come basis. Weekly boarding is also available in the Junior Houses and pupils may go home after their games commitments on a Saturday afternoon until Sunday evening or Monday morning.

## **Boarding Houses (Years 9-12)**

Year 9 pupils, whether moving up from the Junior Houses or entering the School at 13+ as new pupils, enter one of four boys' and three girls' Senior Houses for up to 60 boarding and day boarding pupils.

There are leisure facilities that typically include day rooms, computers, table tennis, pool tables, kitchens, televisions, videos and DVD players and a House library. Houses also make full use of the School facilities during leisure time, particularly the gymnasium, the all-weather surface, tennis courts and swimming pool.

Each boarder has his or her own "captain's bunk" which provides self-contained working and sleeping accommodation along with an integral wardrobe. Normally in Years 9 and 10, pupils will be in four-bedded rooms with bath and shower facilities near by and in Years 11 and 12 in double or single studies, often with en-suite facilities.

Day Boarders have access to a desk for studying and lockers for both books and sports kit. If a spare bed is available within the House, day boarders may stay overnight on occasion with prior permission from the Housemaster or Housemistress.

All bedding, uniform and equipment is laundered centrally on site for full boarding pupils and washing machines and tumble dryers are available within each House for laundering personal clothing. Minor medical matters and the supervision of medication are also the responsibility of Matron while all other health concerns are referred to the doctor at the School Health Centre, where there is also a qualified nurse on duty. The School dentist also visits the Health Centre on a regular basis.

Each House is a thriving community with its own distinct identity. Day Boarders are encouraged to participate fully in House life and to take advantage of the opportunity to do their prep in School and extra curricular activities. Some events are, however, specifically for boarders in lieu of the fact that they are away from home and family.

A resident Housemaster or Housemistress takes overall responsibility for the House whilst the domestic organisation is in the hands of the Matron.

## **Day House (Years 9-12)**

The newly refurbished Day House, Raleigh, is for up to 100 day boys and girls and includes areas for study, common rooms, computer rooms, lockable storage for books and games kit and changing facilities.

The facilities provided are of the highest standard and specific for the needs of day pupils. Pastoral care is provided by a resident Housemaster and Assistant Housemistress and House Tutors provide academic guidance and support.

Day pupils may request to stay overnight on an ad hoc basis in one of the boarding houses subject to space being available and prior permission from the Housemaster or Housemistress. This is at a cost of £35 per person per night to include supper and breakfast.

## **Nelson House (Year 13 / Upper Sixth Form)**

In the Upper Sixth (Year 13), both boys and girls are accommodated in Nelson House, where they are encouraged to be more independent with the aim of preparing them for life beyond school. One wing of the House is for girls and the other for boys with a central common room area, kitchens and a bar. All pupils are accommodated in individual rooms.

## **Buddy System**

Current pupils are well prepared for the arrival of new pupils with a Buddy Training Workshop. In small groups, they are encouraged to talk about how they felt during their first few weeks of school and how they may be able to help new pupils settle in. On arrival, each new pupil is assigned his or her own buddy within the House.

## **Peer Counsellors**

We have very strong views on bullying, whether it is of a physical or psychological nature. There is a clear structure in place where alertness on the part of everyone means that situations are dealt with immediately. We have a network of Peer Counsellors in each house and older boys and girls are trained on how to spot and deal with potential situations around the school. They wear badges that distinguish them and everybody, therefore, knows who the Counsellors are. If there is a situation that they cannot deal with they will, of course, pass it on to a member of staff but frequently matters are resolved at this level and potential difficulties are nipped in the bud. We would naturally ask parents who are concerned, or hear something from their offspring, to let us know at once.

## **Prefects**

A prefectorial system operates within the School, which gives pupils the opportunity to be responsible for other younger boys and girls. This is an important part of the process of growing up and it adds to the sense of community that is so strong within the Royal Hospital School.

House prefects are trained and appointed within each boarding house at the age of 15 or 16, once their Housemaster or Housemistress believes that they are ready for such responsibility. Their performance is closely monitored at all times and it is our general experience that they provide an important contact between the formal structure of the house and the activities of the pupils within what is their term time home.

Whilst prefects may reprimand boys and girls in their charge, the punishments are relatively minor and invariably practical, e.g. vacuuming a carpet or cleaning a window and must be entered into a formal punishment book. This book is checked by the Housemaster/Housemistress on a daily basis and any boy or girl who is unhappy with any aspect of a prefect's activity can appeal direct to the Head of House (a member of the lower sixth) or to the Housemaster/Housemistress.

All Year 13 pupils are invited to apply to be School Prefects. Through a process of consultation, interview and assessment the Headmaster, Senior House Staff and Tutors will select 20 suitable candidates including a Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl. These School Prefects will have duties around the School; they will represent the School at events and Open Days and will be attached to a boarding house.

## Catering

Catering is provided by Chartwells, a leading food service provider for independent schools.

Chartwells are extremely proud of their 20-year partnership with the School. Throughout this time, they have managed and developed the School's catering services, ensuring that your sons and daughters benefit from a first-class catering service, every day of the school term.

The Chartwells team at the Royal Hospital School know that the provision of nutritionally balanced menus consisting of fresh, seasonal and, wherever possible, local produce is fundamental to our continued success at the School. We have developed the services at each meal to offer an appetising array of delicious, beautifully presented and served breakfasts, lunches and suppers for your children, whatever their age.

A sample of the daily menu:

Breakfast	Lunch	Supper
Traditional cooked grill with poached eggs Selection of cereals Wholemeal or white breads Home-made yoghurt Muesli Stewed fruit Apple or Orange fruit juice Chilled water Tea or Coffee	Home-baked breads Salad bar Pasta bar with a choice of 2 sauces Jacket potato bar Sausage Lyonnaise using our local butcher's all beef sausages Pork escalope with barbecue sauce and cheesy mash Thai red vegetable curry <sup>Y</sup> with jasmine fragranced steamed rice Plus your choice of two fresh daily vegetables Dessert: Apples, bananas, oranges, plus one seasonal fruit Our homemade yoghurt with fresh fruit salad Cheddar cheese & crackers Shortbread from today's pastry chef Marble sponge topped with custard	Today's home-made soup Wholemeal or white breads Big mixed salad bowl Pasta with a fresh basil & tomato sauce Filled soft roll selection Cheese crust chicken & vegetable pie with minted new potatoes Vegetable stir fry <sup>Y</sup> Plus your choice of two fresh daily vegetables

Pupils are also provided with semi-skimmed milk and a choice of fresh fruit daily within their house.

## **Medical Matters**

The School has a fully equipped Health Centre and a qualified nurse is on duty within the building at all times. All boarding pupils are registered with the School Doctor who has a surgery within a mile of the campus and holds regular surgeries. A female doctor also attends. Children in need of visits to the local hospital are escorted at all times by an adult.

The School also has its own fully staffed dental surgery offering a range of dental care including orthodontics which is available to all pupils, unless they have made alternative arrangements. Parents of pupils who do not register with the School Dentist are asked to consent to the treatment of dental emergencies for their child.

## **Medical Declarations**

Parents are asked to complete a form of medical declaration concerning their child's health and must inform the Head in writing if he or she develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with infectious diseases. Further details of Health and Medical Matters can be found in The Royal Hospital School Terms and Conditions.

## **Day Pupils**

Day pupils must complete forms 46K and 46L and return these forms to the School Health Centre prior to taking up their place at school. They will remain registered with their own GPs but in case of illness would be cared for in the Health Centre until collected by their parents if necessary. All day pupils are given a medical check at the beginning of their time at the School.

Day pupils may register with the School Dentist if they wish to but if they prefer to use a dentist at home, parents or guardians will be asked to consent to allow the School Dentist to treat emergencies. All day pupils must have a properly fitted gum shield.

Medication which day pupils bring into the School should be given to the relevant House Matron who will dispense them. In line with new DfES guidelines, parents or guardians are required to provide prior written consent to enable Health Centre staff, House Matrons or other House staff to administer 'over the counter' medicines and remedies such as Paracetamol, Milk of Magnesia, Deep Heat and Waspeeze.

Day pupils who are not able to play sport should bring a cover note, written by a parent or guardian, with them to School and hand it to their Housemaster or Housemistress. Day pupils should register at the Health Centre for 'on card'/off games before 14.00 and then report at 14.00 to the Library.

## **Boarders**

Boarding pupils should complete and return 46K and 46L medical forms when they accept an offer of a place at the School.

If your child has had an operation, accident, severe illness, inoculation or special treatment during the holidays, a full report should be sent with the pupil on return to school.

## **Infectious Diseases**

When returning their children for the start of term, parents are required to complete the medical certificate if their child has been unwell or in contact with a contagious disease during the holidays. Pupils found to be suffering from infectious diseases on their arrival at the school may be returned home at the parent's expense.

If, after your child has returned to school, infectious illness breaks out at home, immediate notice of the fact should be forwarded to the school authorities if your doctor considers there is a possibility of your child having been infected.

Your child should not return to school with a sore throat or heavy cold or any infectious disease.

## **Medicines**

It is school policy that pupils do not retain their own medicines unless approved by the School Doctor. Therefore, all medicines acquired or prescribed at home should be shown to the House Matron on return from school holidays so that these can be checked. Day pupils should pass any medication to their House Matron at the start of each day.

## **Travel Vaccinations**

If you require your son/daughter to receive travel vaccinations, Sister would appreciate early notification in order to have sufficient time to order vaccines and carry out the vaccination programme. Anti-malaria tablets are no longer available through the National Health Service and, therefore, should be purchased from a chemist by parents. Your own GP or travel consultant will be able to advise on this. If the pupil is required to start/finish a course of anti-malaria tablets during the School term, please arrange for these to be given to the House Matron. If parents organise vaccinations independently, the Sister should be informed so that a record of what vaccinations have been given is noted in the pupil's medical records.

## **Medication for Travel Sickness**

This is no longer prescribed by GPs. Should your child suffer from travel sickness please ensure that they return to school with a supply of over-the-counter medication for school trips, to be held by House Matron.

## **Registration with a General Practitioner at Home**

Problems have arisen in the past when pupils at the School require medical treatment during the School holidays. As soon as boarding pupils come to the School they are registered with the School Doctor and he becomes their permanent National Health Service Doctor. Should your child fall ill or otherwise require the services of a family doctor during a holiday period, you should tell your doctor that your child is a 'TEMPORARY RESIDENT' and give the doctor to whom you take your child particulars of the permanent National Health Service Practitioner, namely:

Doctor S Dineen MB BS  
The Health Centre  
Royal Hospital School  
IPSWICH, IP9 2RU

If the procedure above is not followed, the doctor at your home will enter your child once again on his register, all the documents will be sent back to the National Health Service and then returned here. Consequently, for quite some time your child's documents are not available to us and, therefore, should any treatment be required we would not have the full record. The system outlined above is the correct way to deal with such a situation and is accepted by all doctors who service the National Health Service.

### **Spectacles and Contact Lenses**

If your child has to wear spectacles, or is subsequently found to require them, it is important that two pairs should be available at school. Repairs to spectacles belonging to children over 16 now have to be paid for. It is necessary to know if contact lenses are worn, so that it is entered on medical records in case of an accident.

### **Hospital Appointments**

It may occasionally be necessary for a pupil to be given appointments at the local hospital or further afield. Wherever possible, school transport will be used for this purpose at no cost to parents. However, when transport is not available and when pupils are required to attend for regular or private treatment, taxis will be used. The cost of these will be passed on to parents in termly bills. Where possible, parents will be informed beforehand.

### **Prescriptions**

Any pupil over the age of 18 must now pay for prescriptions unless an exemption certificate is provided.

### **Physiotherapist**

Occasionally, the School Doctor or Sister may need to refer pupils to the physiotherapist who visits the School regularly. The School subsidises the cost of this service but will not cover the full fee. The initial consultation is paid by the School and the cost of each 30-minute follow-up session was £15 in 2009/10.

The School Doctor (Dr. S Dineen) and Sister A Thompson welcome any queries from parents regarding their child's health and can be contacted on 01473 326230.

### **Dental treatment**

The School is unusual in having its own Dental Surgery and a high standard of dental care is provided by Mr. P J York, LDS, RCS(Eng). Great emphasis is placed upon preventative dentistry and dental inspections are provided to ensure early diagnosis of problems. Most routine orthodontic work can also be carried out but we may seek the advice of the local hospital orthodontic consultant for the very complex cases.

Treatment is carried out within the National Health Service and parents who wish their children to use this service should register with Mr. York. Both day pupils and boarders can also register.

Parents are encouraged to discuss any aspect of their child's dental health or treatment with the Dentist or Dental Nurse, who would be happy to meet them when they visit the School.

The telephone number for the dental surgery is 01473 326231 or email [karen@rhsdentist.co.uk](mailto:karen@rhsdentist.co.uk). Further information can be found at [www.rhsdentist.co.uk](http://www.rhsdentist.co.uk)

## Photographs

We take a large numbers of photos and videos of our children in all sorts of situations. These are primarily for the school archives but are also used for publicity purposes. Under the terms of the Data Protection Act of 1998 and the Human Rights Act 2000 we need parental permission to take and use images of their children.

We do hope that all our parents understand the importance of these images in our ongoing marketing efforts and that you are happy for us to make use of images of your children for publicity purposes. However, if you DO NOT wish us to use images of your son or daughter under any circumstances, please let the Headmaster know, in writing.

## Data Protection

1. The School holds information about you and your child including exam results, parent and guardian contact and financial information and details of medical conditions. That information is kept electronically on the School's information management system or manually in indexed filing systems.
2. These notes refer to the "processing" of information. "Processing" is a catch-all term and means obtaining or recording information or carrying out any operation on the information such as storing or using the information or passing it on to third parties.
3. The School processes information about you and your child in order to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of themselves and ensure that all their relevant legal obligations are complied with. Examples may include: the School keeping details of medical conditions from which your child may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and the School processing financial information obtained from you or from third parties such as credit reference agencies.
4. The School may process different types of information about your child for the purposes set out above. That information may include:
  - Medical records and information, including details of any illnesses, allergies or other medical conditions suffered by your child.
  - Personal details such as home address, date of birth and next of kin.
  - Information concerning your child's performance at School, including discipline record, School reports and examination reports.
  - Financial information including information about the payment of fees at this School or any other School.
  - Where, in the professional opinion of the Head it is deemed necessary we may share information with certain third parties.
5. If the School enters into a separate arrangement for the payment of fees, we may, in order to verify your identity and so that we can assess your application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you. Failure to supply information may result in a refusal of credit.

# The Royal Hospital School Community

## RHSPOST

The Royal Hospital School uses an email based communication system called **RHSPOST**. The system enables the School to communicate quickly and efficiently via email and in emergency by text message and it keeps a log of whether you have received the message and if necessary replied.

Parents benefit from having all communication stored in an online 'mailbox' and receiving information regularly and easily wherever they may be in the world.

Emails with short messages from the School will come to your inbox with the sender entitled **RHSPOST**. These will contain a link to the full publication with any attachments and an opportunity to reply. By default you will NOT need to login when clicking links from notification emails but you can also access your messages from any computer using the web address <https://royalhospitalschool.schoolpost.co.uk> where you will then be asked to login with your **RHSPOST** username (or email address) and password.

In September, we will send a notification to the email address that you gave us when you registered. You will be able to request your USERNAME and PASSWORD by clicking the link in the notification message and entering this email address. If you wish to also receive notifications at additional email addresses (e.g. work or someone else responsible for your child) then you can add these in your account under SETTINGS.

## School Calendar

Parents and pupils are given a copy of the termly school calendar via the House at the start of each term. Any amendments to this are issued weekly via RHSPOST.

Other news and notifications may also be posted on the School Website at [www.royalhospitalschool.org](http://www.royalhospitalschool.org)

## Contacting the School

The normal point of contact for parents is with the Housemaster/Housemistress, House Matron or with your child's Tutor. Please contact by telephone or email and leave a message if appropriate as there are certain times of the day when, because of teaching and other commitments, teaching staff are unlikely to be available. Except in cases of emergency, we would ask you not to telephone late at night or early in the morning. Parents must contact the Housemaster/Housemistress or member of staff on duty on arrival when visiting the House.

Reception staff will also take messages for houses, teaching staff and pupils by telephone 01473 326200 fax 01473 326213 or email [reception@royalhospitalschool.org](mailto:reception@royalhospitalschool.org)

Day pupils should always inform reception in the first instance, if unable to attend school or if they are late for in house registration.

## Contacting your child direct

**Email:** all pupils have their own email address and Houses have access to the internet as do various IT stations throughout the School.

**Telephone:** pupils may bring their own mobile telephones but these must be handed in to house staff during lesson time and overnight. All pupils have access to the house landline telephone.

### **Royal Hospital School Parents Association (RHSPA)**

The RHSPA exists to provide support to and promote friendship and co-operation amongst parents, guardians and grandparents. It also seeks to provide support for the school community and communicates via newsletter and regular meetings at the School and local branches.

There is a small annual family subscription fee of £5 to cover the cost of stationery and postage and to support the Association.

Any parent who would be willing to assist on the Committee or with the other activities of the Association should contact the Chairman, Duncan Myatt on 07933 795214 or email [rhspa@royalhospitalschool.org](mailto:rhspa@royalhospitalschool.org)

### **School Community**

RHSCommunity at [www.rhscommunity.co.uk](http://www.rhscommunity.co.uk) is a networking web site for all members of the school community including parents, former pupils, staff and other friends of the School.

The site gives details of forthcoming events and an online booking system, includes a forum facility and online shop for merchandise.

Visit [www.rhscommunity.co.uk](http://www.rhscommunity.co.uk) and sign in to become a member.

## Term Dates

*Whilst every attempt has been made to publish the dates accurately, the school reserves the right to change these dates should it be necessary to do so. Term dates are updated in the School Calendar issued each term and on the school website at [www.royalhospitalschool.org](http://www.royalhospitalschool.org)*

### 2011/12 Academic Year

#### **MICHAELMAS TERM 2011**

**Start:** Sunday 4 September 2011 (Pupils return by 3.00pm)

Day pupils: Monday 5 September 2011 (8.00am)

**Half Term:** Saturday 15 October 2011 to Sunday 30 October 2011

(Pupils free to depart from 3.00pm after Divisions on Friday 14 October)

**End of Term:** Saturday 10 December 2011

(Pupils free to depart after the Carol Service)

#### **LENT TERM 2012**

**Start:** Sunday 8 January 2012 (Pupils return by 7.00pm)

Day pupils: Monday 9 January 2012 (8.00am)

**Half Term:** Saturday 11 February to Sunday 19 February 2012

(Pupils free to depart from 2.00pm on Friday 10 February)

**End of Term:** Saturday 24 March 2012

(Pupils free to depart after the Easter Service)

#### **SUMMER TERM 2012**

**Start:** Sunday 15 April 2012 (Pupils return by 7.00pm)

Day pupils: Monday 16 April 2012 (8.00am)

**Half Term:** Saturday 26 May to Sunday 3 June 2012

(Pupils free to depart from 3.00pm after Divisions on Friday 25 May)

**End of Term:** Saturday 30 June 2012

### 2012/13 Academic Year

#### **MICHAELMAS TERM 2012**

**Start:** Sunday 9 September 2012 (pupils return by 3.00pm)

Day pupils: Monday 10 September 2012 (8.00am)

**Half Term:** Saturday 20 October 2012 to Sunday 4 November 2012

(Pupils free to depart from 3.00pm after Divisions on Friday 19 October)

**End of Term:** Saturday 15 December 2012

(Pupils free to depart after the Carol Service)

#### **LENT TERM 2013**

**Start:** Sunday 6 January 2013 (pupils return by 7.00pm)

Day pupils: Monday 7 January 2013 (8.00am)

**Half Term:** Saturday 9 February 2013 to Sunday 17 February 2013

(Pupils free to depart from 2.00pm on Friday 8 February)

**End of Term:** Saturday 23 March 2013

(Pupils free to depart after the Easter Service)

#### **SUMMER TERM 2013**

**Start:** Sunday 14 April 2013 (Pupils return by 7.00pm)

Day pupils: Monday 15 April (8.00am)

**Half Term:** Saturday 25 May to Sunday 2 June 2013

(Pupils free to depart from 3.00pm after Divisions on Friday 24 May)

**End of Term:** Saturday 29 June 2013

## **Holidays**

Parents are requested to arrange their holidays accordingly and not to request that their son/daughter be allowed to depart a few days before the end of term or to return late at the start of term. It is assumed that in the majority of cases pupils will be going to the home of parents or guardians at the end of term or at half term. Where parents/guardians wish otherwise, they must inform the Housemaster/Housemistress in writing.

## **Half Term Holiday**

There will be a half term holiday each term and the School will close during this period. For such holidays, it is expected that pupils will return home, or stay with their nominated guardian, or, with the approval of both sets of parents, with friends. Pupils cannot be accommodated in school during half term holidays.

## Financial Matters

### Fees

The payment of fees and incidental expenses is due on or before the first day of each term. **Details of the fees set by Governors for the academic year 2011/12 will be issued by 31 March 2011 and may be higher or lower than those listed.**

Our preferred method of payment is termly Direct Debit from a UK bank account and you will be sent a Direct Debit mandate form in due course. If you do not have a UK bank account, you may wish to pay using a bankers draft or a transfer paid directly into the School bank account (details below). Please quote your child's name and pupil number (if possible) so that payment can be allocated correctly.

Bank Name: HSBC Bank plc  
Bank Address: Westminster Branch  
8 Victoria Street  
London  
SW1H 0NJ  
IBAN: GB40MIDL40071371599682  
SWIFT Code: MIDLGB22

Please refer to the Royal Hospital School Terms and Conditions for further information regarding fees particularly sections H and I regarding notice periods, fees in lieu and payment.

For planning purposes, fees, discounts and other charges for the academic year **2010/11** are as follows:

	<b>Acceptance Deposit</b>	<b>Fees Per Term</b>	<b>Fees Per Annum</b>
<b><u>Year 7&amp;8</u></b>			
International Boarders	£3,500	£6,655	£19,963
UK Full or Weekly Boarding	£1,750	£6,556	£19,963
Day	£ 800	£3,959	£11,877
<i>Ad hoc boarding: £36 per night</i>			

### **Years 9-13**

International Boarders	£3,500	£7,263	£21,789
Full Boarding	£1,750	£7,263	£21,789
Day Boarding	£ 800	£4,793	£14,379
Day	£ 800	£3,959	£11,877
<i>Ad hoc boarding: £36 per night (day pupils) £26 per night (day boarders)</i>			

**Acceptance Deposit** this is payable when Parents accept the offer of a place. The deposit will be repaid by means of a credit without interest to the final payment of Fees or other sums due to the School on leaving. Until credited, the deposit will form part of the general funds of the School.

**Overseas pupils:** For reasons of administration, the right is reserved to require payment of approximately 50% a term's boarding Fees ("Overseas Deposit") as a deposit in the case of a pupil whose normal residence is outside the United Kingdom. Subject to full compliance with these Terms and Conditions the Overseas Deposit will be credited to the Parents' account when the Pupil leaves.

Fees include the following:

- tuition
- academic monitoring and guidance on personal development by Tutor
- pastoral care from Housemaster/ Housemistress and House Matron
- desk, locker and common room facilities in chosen House
- full programme of sports and activities
- most text and exercise books
- weekday lunches

Additionally boarding fees include:

- breakfast and evening meals
- overnight accommodation
- 24-hour care by House staff
- laundry of bedding, uniform and casual clothes
- some weekend and evening social and extra curricular activities

## Discounts

**Continuity of Education Allowance (MOD CEA):** Fees are subsidised by the School to ensure that the total parental contribution equates to no more than 10% of CEA rate set in **July 2011**

**Seafarers Discount:** Subject to eligibility and limited in number. 15% discount on full boarding fee.

**Sibling Discount:** 10% discount on 3<sup>rd</sup> and subsequent siblings when all are in the School at the same time. This discount cannot be combined with any other bursary or discount.

## Supplementary Charges

The School makes every effort to keep supplementary charges (extras) to a minimum but should they arise, they will be added to the termly bill.

- The House Fund covers such costs as House sports and leisure equipment, DVDs, games and books and subsidises House treats such as Pizza Nights, House Socials and Christmas Parties.
- The Extras' Deposit is charged on the first invoice but is refunded when the pupil leaves the school after deducting any outstanding extras bills.
- Pocket Money: The Finance Department will add recommended amounts to the extras bill accordingly. Parents wishing to vary the recommended amount – up or down – should send a letter to the Fees Department or e-mail to [feequeries@royalhospitalschool.org](mailto:feequeries@royalhospitalschool.org) at least 3 weeks before the end of term to provide time for the following term's bills to be amended. 50% of the allowance will be allocated to the pupils' swipe cards to allow cashless transactions in the Trafalgar Rooms café and the remaining 50% will be allocated as cash by the Housemasters or Housemistresses.
- Examinations: GCSE, AS, A Level and Music examinations are charged to the school by the examining boards. These charges are passed on to parents.
- Portable Electrical Items: These are tested annually and the cost of this, currently £2.50 per item, is charged to parents.
- Other charges: additional charges may arise during the year such as school or department trips, specialist clubs and societies and sixth form cultural activities. The teachers who are organising or arranging these will provide parents with details and costs and will request permission for costs to be added to the termly bill in advance.
- Should your child damage school property which is not attributable to fair wear and tear, we will advise you of the incident and the cost of repair or replacement that will be placed on your end of term supplementary charges invoice.

All Pupils	Charge	Frequency
House Fund (Years 7-12)	£20 (boarders); £18.50 (day)	Termly
Nelson House Fund (Year 13)	£23 (boarders); £21.50 (day)	Termly
Calendars (one each for parents and pupil)	£1.50	Termly
Magazine	£9	Annually
Extras' Deposit (refundable)	£100	Once - on Joining
Personal Accident Insurance Scheme	£5	Termly
Pocket Money (recommended for Yrs 7-9)	£50	Termly
Pocket Money (recommended for Yrs 10-13)	£70	Termly
RHS School Planner	£3	Annually
Day Pupils	Charge	Frequency
Breakfast	£1.50 per meal	As required
Evening Meal	£2.00 per meal	As required
Overnight Stay including meals (day pupils)	£36 per night	As required
Overnight Stay including meals (day boarder)	£26 per night	As required
Daily Bus Transport	£200-£400 (approx)	Termly
Optional	Charge	Frequency
Curriculum Support	£16 per 35 min lesson	Lesson
English as a Foreign Language Lessons	£15 per 55 min group lesson	Lesson
Duke of Edinburgh Enrolment	£17-22	Annually
Horse Riding Lessons	£19-21 per lesson	Lesson
Exam Fees (Music)	Approx £10-70	Per exam
Physiotherapy	£26 per session	As required
Counselling	£36 per hour	As required
Mouthguard fitted by School Dentist	£45	As required
Airport Transfers	At cost	As required
Miscellaneous	Charge	Frequency
Art & Design materials (Yrs 10 & 11)	£10	Termly
Art & Design materials (Yrs 12 & 13)	£15	Termly
CCF Subscriptions (Yrs 9-13)	£10	Termly
CDT Materials (Yrs 7, 8 & 9)	£7	Termly
CDT Materials (Yrs 10 & 11)	£9	Termly
CDT Materials (Yrs 12 & 13)	£15	Termly
GCSE, AS and A Level Exam Fees	At cost approx £10-£50	Per exam
Portable Appliance Testing	£2.50 per item	Annually
RHSPA (Parents' Association)	£5	Annually

### **Overdue Accounts**

Parents are asked to appreciate that overdue accounts are expensive to the school in terms of bank charges and administrative time. A charge is levied at 1% for each part or full month that bills are overdue. Should an account remain unpaid after being hastened by the Bursar, then the pupil concerned would be prohibited from adding any further items to the bill. In extreme cases, the pupil would be suspended and legal action would be taken to recover the debt. To avoid such an unwanted and embarrassing course of events parents are urged to pay their bills promptly and no later than the first day of term.

### **Contact Details**

All fee matters are dealt with by the Bursar, The Royal Hospital School, Holbrook, Ipswich. IP9 2RX Tel: 01473 326200. Greenwich Hospital is responsible for matters relating to bursary application assessments.

## School Rules

Pupils are issued with a Pupil Handbook on arrival at the School which includes the School Rules in 'user-friendly' language.

Parents can view all the school policy documents on the website at [www.royalhospitalschool.org](http://www.royalhospitalschool.org). **Hard copies are available on request.**

The main aims of these policies are:

- To enable the Headmaster to carry out his responsibilities of maintaining order and good discipline in the School;
- To promote good behaviour;
- To ensure, so far as possible, that every pupil in the School is able to benefit from and make his/her full contribution to life of the School, consistent always with the needs of the school community;
- To authorise the School protocol, the School Rules and any procedures necessary for the implementing of them.