



Radnor House
— TWICKENHAM —
celebrating every individual



Parent
Information
Booklet
2019 - 2020

Telephone 020 8891 6264
Email: info@radnorhouse.org
www.radnor-twickenham.org



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Ethos and Vision

Ethos

At Radnor House:

- We celebrate every individual.
- Our core values are courage, excellence, perseverance and respect.
- We provide an active learning environment for limitless minds.

Vision

• Our vision is for Radnor House to be an independent school that is fully co-educational for children from 9-18, where every child is individually known, valued and exceptionally well educated in a genuinely caring, nurturing environment.

- Our pupils will achieve academic success within a secure and happy environment, where teachers promote the highest standards of learning as critically self-reflective individuals who constantly seek to improve professional practice, and where our support staff create, maintain and deliver the professional structures and environments for pupils to achieve their best.

- Our pupils will be inspired and challenged through wide-ranging co-curricular opportunities, and supported by outstanding pastoral care to help them develop into fulfilled and successful young adults with high self-esteem.

- Our partnership with parents will provide the best possible opportunities for the pupils, and the school will seek to develop its awareness of, and contribution to, the local and broader community.

- Radnor House will seek to be a community of learners who contribute to the wider field of education.



Term Dates 2019 – 2020

Autumn Term 2019

New Pupils & Lower Sixth Induction Day : Tuesday 3rd September (afternoon)

Wednesday 4th September - Friday 13th December inclusive

Half Term: Monday 21st October - Friday 1st November inclusive

Spring Term 2020

Tuesday 7th January - Friday 27th March inclusive

Half Term: Monday 17th February - Friday 21st February inclusive

Summer Term 2020

Wednesday 15th April - Friday 3rd July inclusive

Half Term: Monday 25th May - Friday 29th May inclusive

May Bank Holiday (VE Day) closure: Friday 8th May



Senior Leadership Team

Darryl Wideman	Head	dwideman@radnorhouse.org
Stephen Carrington	Senior Deputy Head	scarrington@radnorhouse.org
Huma Ali	Business Manager	hali@radnorhouse.org
Peter Baker	Director of Assessment & Data	pbaker@radnorhouse.org
Laura Gedge	Director of Studies	lgedge@radnorhouse.org
Adam Jones	Director of Sports	ajones@radnorhouse.org
Eliza King	Deputy Head, Pastoral	eking@radnorhouse.org
John MacLean	Director of Sixth Form	jmaclean@radnorhouse.org
Henry Meller	Director of Teaching & Learning	hmeller@radnorhouse.org
Neil Moulding	Finance Director	nmoulding@radnorhouse.org
David Paton	Executive Principal	dpaton@radnorhouse.org

A full staff list can be accessed on My School Portal.

Information For All Parents at Radnor House



Attendance

If your child is unable to attend school you will need to do the following **before 8:20am**:

Absence form:

Please complete this form on My School Portal to inform the school about a pupil's absence due to illness, or for less than a full day for a specific appointment or a performing arts exam, etc. Alternatively, you can ring reception on 020 8891 6264, or email reception@radnorhouse.org, copying to your child's Form Tutor and giving the reason why your child is unable to attend school. **This must be done prior to 8:20am.**

Leave request:

Please complete this form on My School Portal to ask permission from the Head for whole-day (or longer) events such as a family holiday, a family occasion or a university open day. Please aim to give as much notice as possible if such leave is required.

It goes without saying that a pupil's attendance is inextricably linked with their performance in exams and therefore we ask that it is only with genuine cause that you request permission for your child to miss school. The statistics below give an indication of the wider issues that persistent absence causes:

- 95% attendance = 3 days lost in a term* / 1 week 3 days' absence over the academic year
- 90% attendance = 1 week 1 day lost in a term* / 3 weeks 2 days' absence over the academic year
- 80% attendance = 2 weeks 2 days lost in a term* / 6 weeks 4 days' absence over the academic year.

**figures based upon a 12-week term.*

80% attendance through five years of school equates to a full school year lost.

Equally, punctuality is vital to maximise learning opportunities for pupils, allowing them to have as calm and controlled a start to the day as possible, and ensuring that arriving on time becomes an ingrained behaviour for life beyond Radnor. Again, figures paint the picture more powerfully than words:

- 5 minutes late every day = 3 days of school lost a year
- 10 minutes late every day = 6.5 days of school lost a year
- 15 minutes late every day = 10 days of school lost a year
- 20 minutes late every day = 13 days of school lost a year
- 30 minutes late every day = 19 days of school lost a year.

Government research also suggests that pupils with the lowest 5% of absence rates were over 4 times more likely to achieve 5 good GCSEs, including English and maths, than pupils with the highest 5% of absence rates. It also points out that pupils with no absence from school were nearly 3 times more likely to achieve 5 A* to C GCSEs, including English and maths, than pupils missing 15 to 20% of school across key stage 4.

It is important to note, if your child misses 5 or more consecutive days of school, without explanation, the school is obliged to contact the local authority.

Illness, Accidents and Signing Out

If a child feels unwell or has an accident at school, they should tell a teacher or other member of staff straight away. Dependent on the need, they will be sent to the School Nurse who will decide upon the necessary care. If it is deemed that your child is too ill to remain at school, or if hospital treatment is required, then you as their parent or guardian will be contacted. Under no circumstances will pupils be permitted to leave Radnor House or go home without permission.

Pupils must sign out at reception when leaving and sign back in should they return within the day.

Behaviour (Expectations, Rewards and Sanctions)

At Radnor House, we recognise that every pupil has the right to feel safe, to learn and to be treated with respect. We truly believe in the core values of the school and expect all pupils to strive for courage, excellence, perseverance and respect. We expect behaviour to be excellent and the classroom to be a safe and encouraging environment for learning and progress. Pupils are expected to have the following responsibilities:

In the classroom

Pupils at Radnor House are expected to:

- Arrive for lessons properly equipped and on time
- Line up outside classrooms quietly and in an orderly manner
- Enter classrooms quietly and sit in the place agreed with the teacher
- Follow the particular ground rules established by departments for lessons in which practical work takes place
- Contribute to the creation of a good learning atmosphere
- Treat all other pupils and members of staff with respect
- Record the homework set in the homework planner

- Ensure the classroom is left in a tidy state at the end of every lesson
- Leave the classroom in an orderly manner.

Behaviour elsewhere

It is a pupil's responsibility to:

- Move between lessons on or off site in a safe and sensible manner
- Behave in a safe and responsible manner at break and lunch times
- Eat and drink only in the Riverside Bistro or Café. Sixth Form may eat in the Common Room
- Wear the Radnor House uniform correctly and with pride
- Take responsibility for their own possessions, bags and equipment
- Avoid any interference with the equipment or property of others
- Look after and take pride in the equipment, facilities and buildings of Radnor House
- Remember that they are ambassadors for Radnor House and act accordingly.

To promote positive behaviour and a self-corrective approach to improving conduct, Radnor House uses a merits and misconducts system. Merits can be given out by any staff member when a pupil is upholding the core values of the school. Merits accrue house points and provide the basis for healthy competition between pupils - those with the highest amount of merits being recognised and rewarded at end-of-term assemblies. You can find out more about your child's merits from their Form Tutor or on My School Portal.

If a child misbehaves or does not comply with the school's expectations, a misconduct may be issued. The following list outlines behaviours that may incur a misconduct:

- Poor behaviour
- Incorrect wearing of uniform
- Incomplete or missing homework
- Chewing of gum
- Use of a mobile phone during school hours - 7:45am - 5pm - inclusive of fixtures
- Missing resources, exercise books or textbooks.

If your child is frequently accruing misconducts, the relevant Subject Teacher, Form Tutor, Head of Department, or Head of Year will be in contact, depending on the number of misconducts received and the nature of the reason(s) for issue.

It is expected that all pupils contribute positively to the Radnor House community and that learning is celebrated in classrooms and not interrupted. If a child fails to correct their behaviour or contribute in a positive manner, matters may be escalated to the Deputy Head Pastoral, Senior Deputy Head or, ultimately, the Head.

Pupil Support

At Radnor House we place a great deal of importance on the care and wellbeing of our pupils. In order to support our pupils, we have created a pastoral support system to help every individual on the challenging journey through school. Below is an outline of the support that is offered to our pupils.

The Form Tutor is your first port of call concerning your child. They see your child every morning and guide them through the busy school week.

Head of Year - every year group has a specialist Head of Year who supports pupils, parents and Form Tutors. They are focused on the academic tracking and pastoral care of your child. Your Head of Year has many strategies to help support your child and their progress, including a personalised Pastoral Support Plan, a Focus Card, or an Aim High Card, among others.

The School Counsellors - this is a confidential service and has been a source of support to many of our pupils. We offer 1:1 sessions as well as group therapy workshops to deal with anxiety and stress. Our counsellors are professional psychotherapists who have a range of skills to help support the pupils. Your child can be referred by their Head of Year or Form Tutor, or they may seek the appointment independently. If your child is in Years 5-7, you will be contacted about this unless the safeguarding team feels it is in the best interests of the child not to do so. This

is a free service and if you would like further information please contact the Pastoral Administrator cwood@radnorhouse.org.

Pastoral care and pupil support is a whole-school responsibility and all staff, including support staff, are trained to listen carefully to your child and support them in a way that best meets their individual needs.

The Safeguarding Team is:
Designated Safeguarding Lead - Eliza King
Deputy Designated Safeguarding Lead - Lawrence Ellard
Assistant Safeguarding Leads - Shaelene Bruce, Andrew Hill

Please contact any of the above team members if you have concerns relating to a safeguarding matter.

Anti-bullying Code

Radnor House seeks to recognise and affirm the worth and dignity of each pupil and member of staff, therefore bullying has no place in our school. As a school that is serious about child protection, we will also be serious about preventing and tackling bullying of any kind including cyber-bullying, which is often repeated over time and can threaten both the mental health and educational progress of our pupils while also posing a threat to their emotional wellbeing.

- **Verbal Bullying:** Insults, name-calling (including snitch or snake), put-downs, spreading malicious rumours, anonymous or abusive phone calls, persuading another person to unfairly criticise or insult someone, and foul language.
- **Physical Bullying:** Hitting, punching, shoving, throwing objects, pushing, removing and hiding of belongings, kicking, spitting, biting, poking, tripping, threatening to assault, pulling by clothing, menacing stares, obscene or threatening gestures, surrounding a person so they cannot get away.
- **Relational Bullying:** Forming coalitions or gangs against someone, excluding, persuading others to exclude, deliberately leaving someone out of a game or group activity, ignoring someone, making someone feel invisible, when the group runs off and hides.
- **Sexual:** Obscene drawings, gestures or noises, rude jokes about the target, touching, brushing up against the target, asking questions of a sexual nature, taunting over sexuality or gender, displaying rude and/or embarrassing photographs.
- **Social/Racial/Cultural/Gender/Religious/Homophobic Based Bullying:** Bullying based on gender, race, religion, culture, sexual orientations, disability or social class. This includes sexual or racial

harassment, derogatory language, put-downs and name-calling based on the person's background or orientation.

- **Cyber Bullying:** Use of any communication technology to bully others through phone calls, text messages, email, internet social networking sites or digital images. Offensive messages, threats or name-calling.
- **Extortion/Intimidation:** Blackmailing, threatening, forcing someone to hand over money or belongings.
- **Visual:** Insulting letters, graffiti, rude or suggestive gestures, intentionally mimicking another's actions to mock or embarrass, drawing on or vandalising another person's equipment or belongings.

It is vitally important that lines of communication between pupils, families and the school are kept open in order for bullying to be dealt with effectively and swiftly.

Bullying can have a long-lasting impact on children, and as a school community it is important that we create positive spaces for pupils to feel that they can seek help. Every pupil has the **RIGHT** to feel secure and happy at Radnor House. Our school community will not tolerate any unkind actions or remarks.

A number of physical and mental health factors may be associated with bullying. Please take note of the following list and if

you are concerned that your child is being bullied, please contact your child's Form Tutor and Head of Year.

- Feeling embarrassed
- Lowered self-esteem/confidence
- Withdrawn behaviour
- Sleep disturbance
- Reduced ability to concentrate
- Declining work standards
- Negative impacts on relationships with family and friends
- Increased levels of anxiety
- Physical complaints including headaches and nausea
- An unwillingness to attend school
- Higher levels of depression/mental health issues.

Every pupil has a **RESPONSIBILITY** to ensure that harassment is not tolerated.
Every pupil is **ENTITLED** to respect from others.

Staff guarantee to take bullying seriously and deal with each incident appropriately and discreetly.

Persistent offenders may be excluded, in extreme cases permanently.

We are a 'telling' school – bullying is too serious not to report.

Any pupil or pupils who wilfully cause distress to other pupils will be accused of bullying.

Uniform and Appearance

Pupils are expected to wear the school uniform with pride to and from school and throughout the school day. Below is a list of the school uniform that can be purchased from Stevensons outfitters in Twickenham. If a pupil's uniform is lost or damaged, it must be replaced.

School blazer - the official grey crested blazer to be worn at all times.

Trousers - dark grey: no jeans, chinos or excessively narrow legs. Black leather belts may be worn. Belt must have a simple buckle. Trousers may be worn by male and female pupils.

Official school skirt - dark grey. Skirts must be worn at no more than 1 inch above the knees. Pupils will need to replace their skirt if it is too short.

Socks - white socks with dresses and skirts. Plain black or grey socks with trousers.

Tights - plain black or natural - 30 denier minimum - must be worn in the winter term
Shirt/Blouse - white collared shirt that can be buttoned at the neck and is long enough to remain tucked in.

Sixth Form pupils are expected to attend in business attire.

In addition:

Jumper - Radnor House school jumper - must be worn in the winter months. Alternative jumpers or sports jumpers are not acceptable.

Winter jackets - must be worn in the winter months over the top of the blazer. No hooded jumpers to be worn. Jackets are not to be worn as a substitute for blazers.

Jewellery - a religious icon can be worn around the neck or wrist but must be concealed under the school uniform. Earrings may be worn, however they must be simple studs or sleepers. Multiple earrings, facial piercings, rings, bracelets and necklaces must not be worn to school. Your child will be asked to remove these immediately by their Form Tutor.

Make-up - no make-up is allowed until Year 9, at which point only subtle usage is advised. Your child will be asked to remove any excessive make-up.

Hair - all pupils' hair should be neatly cut and combed; all long hair should be neatly brushed and tied back for school.

Facial hair - pupils are expected to be clean-shaven for school. If there is a medical or religious reason that means this is not possible, please contact your child's Form Tutor.

If your child is unable to wear the full school uniform, you will need to contact their Form Tutor. If school shoes are damaged or lost, it is the expectation that they be replaced within the week.

Equipment

It is the child's responsibility to attend lessons fully equipped for learning. Below is a list of the appropriate and expected equipment:

- 2 x HB pencils
- Fountain pen and ink cartridges or biro pens
- Ruler
- Eraser
- Scissors
- Sharpener
- Glue stick
- Calculator
- Geometry set.

Please ensure that all equipment is replenished during term and half-term breaks.

Mobile Phones

Radnor House recognises the importance of mobile phones as a means of communication and safety when travelling to and from school. Smartphones are not a necessary piece of equipment for pupils under the age of 16. It is expected that pupils will carry with them a basic model that can simply make and receive calls and texts. If pupils do have smartphones, parents are responsible for ensuring that they have age-appropriate content filtering configured in the phone settings.

As soon as pupils arrive at school their mobile phone must be switched off and placed in their locker. They may collect it at the end of the school day. Phones found outside lockers during the hours of 7:45am and 4:00pm (5:00pm if attending a club) will be confiscated and given to the Head of Year. To reclaim the phone, parents must email or call the respective Head of Year and it can be collected at **the end of the following school day**. After-school clubs are deemed to be within the school day.

Sport

Sport and physical education (PE) play an important role in the lives of all pupils at Radnor House. Participation in sport builds confidence, resilience and offers leadership opportunities to our pupils, as well as playing an important role in the development of their physical and mental wellbeing.

All pupils will be timetabled for a 2-hour games afternoon, and pupils in Years 5 to 9 will have an additional hour of PE. GCSE and A Level physical education is offered as an option to all pupils in Years 10 to Upper Sixth.

Radnor House has a wide variety of sporting opportunities through its sports programme, extra-curricular clubs and house system. While the school offers a comprehensive range of sporting activities for the pupils, the main termly activities consist of netball,

hockey and cricket for the girls and football, rugby and cricket for the boys. Pupils can also join the rowing programme from Year 7 onwards. Athletics is offered to both boys and girls in the summer term as the school prepares for its prestigious end-of-term Inter-House Athletics (Sports Day) competition at St. Mary's University, which all parents are warmly invited to attend.

Sports Kit

Pupils are required to have the following sports kit, which can be purchased from Stevensons.

Girls' Games and PE kit

- Radnor House games polo shirt
- Radnor House PE polo shirt
- Radnor House PE skort
- Radnor House tracksuit top
- Radnor House tracksuit bottoms
- Radnor House sports mid-layer (optional)
- Outdoor and indoor training shoes
- Shin pads
- Radnor House sports bag
- Radnor House boot bag (optional)
- Gum shield for hockey
- Radnor House cricket whites (optional)
- White ankle socks (for PE)
- Radnor House long socks (for games)
- Dark navy/black swimming costume
- Optional (for squad) customised match top for hockey and netball, purchased through the PE department.

Boys' Games and PE kit

- Radnor House games jersey and shorts
- Radnor House PE shirt and shorts
- Radnor House tracksuit top
- Radnor House tracksuit bottoms
- Radnor House sports mid-layer (optional)
- Football boots
- Shin pads
- Outdoor and indoor training shoes
- Radnor House sports bag
- Radnor House boot bag (optional)
- Gum shield for rugby
- Radnor House cricket whites
- White ankle socks (for PE)
- Radnor House long socks (for games)
- Dark navy/black swimming trunks or jammers
- Optional (for squad) customised match top for football, purchased through the PE department.

All kit must be labelled and placed in a suitable and distinctive sports bag, clearly marked on the outside with the pupil's name. Bags must be placed in the storage room and taken home at the end of the day following each sports session. Drawstring plastic bags supplied by various sports shops are not considered an acceptable kit bag.

Pupils Off Games and PE

All pupils who are unable to take part in their timetabled PE or games lessons must have a note in their school planner from their parents excusing them from the lesson. Parents can also email offgames@radnorhouse.org to inform the sports department directly. Pupils who are able to remain in the lesson,



but are unable to participate fully, must still bring their kit, as they will be involved as non-participants, assisting the teacher and learning valuable analysis and official/leadership skills. Pupils who are unable to participate will be allowed to work indoors. No pupils are permitted to leave school whilst off games.

Fixtures and Practice

Radnor House pupils have the opportunity to represent the school in a wide range of sporting activities. Representing the school is a privilege and the highest standards of behaviour, organisation and commitment are expected from all our teams. Pupils must give at least 24 hours' notice if they are not able to take part in a school fixture. If less than 24 hours' notice can be given, this notice must be communicated by a parent. All squad players are expected to attend their team training sessions, or to excuse themselves in the unlikely event that they are unavailable to attend. Players should ensure that they inform the member of staff responsible for their team.



Team sheets can be accessed by parents by logging on to My School Portal. Sports fixtures can then be seen on the home screen and you can jump to a specific date or filter the information by team. To access the meeting and return times, plus other key information, you should click on the 'view details' button. There is also a link to the team details (names of those in the squad) as well as location information. My School Portal will show the most up-to-date information regarding sports fixtures. Parents are welcome to attend all our sports fixtures, both at home and away, but are reminded to check the details on My School Portal, as changes to the fixtures lists are inevitable.

Rowing

Rowing is a hugely popular and successful activity at Radnor House, with pupils racing throughout the year at a variety of prestigious national and international events. Pupils can start rowing from Year 7 onwards, with the training commitments increasing as they move up through the school. Training sessions take place both before and after school from Twickenham Rowing Club and comprise both 'dry' ergo technique and fitness work, as well as rowing on the water in a variety of school boats.

The cost of rowing is £200 per term per pupil, for all pupils regardless of attendance or age group. To join the rowing squad or to add a pupil's name to the waiting list, parents should contact our Head of Rowing, Ms Court-Smith - mcourtsmith@radnorhouse.org.

Extra-Curricular Clubs Programme

Our wide range of exciting clubs and societies takes place throughout the week, and sometimes at weekends, and offers something for all age groups. Pupils have the opportunity to join clubs allowing them to focus on developing their sporting ambitions, embrace the arts, be stretched in their favourite subjects, gain nationally prestigious awards, star in our fabulous school musicals, or even build a computer.

A complete list of the school's clubs can be found on the Extra-Curricular Clubs page of My School Portal. Here parents can access the school's co-curricular activities brochure, a complete timetable of events and a list of any additional club costs.

The school's clubs focus on many of the key aspects of school life and topics cover:

- Art, design and technology
- Opportunities to volunteer and gain awards
- Computing and science
- Debating, journalism and literacy
- The performing arts
- Skills and games
- Subject stretchers
- Sports and fitness

We encourage all pupils to attend at least two clubs per week on a regular basis. Pupils must

sign up for their selected clubs through their parent's account on the Evolve website. Due to number limitations for certain activities, some clubs will be open on a first come, first served basis.

Whilst most clubs at the school are free and are run by our highly experienced and enthusiastic staff, to ensure we offer an engaging and wide range of activities we also employ outside agencies and organisations to run some of our more specific activities. These clubs may incur an additional cost which parents can pay through the Evolve website.

The House System

The aim of the house system is to promote the school's values, develop leadership opportunities and nurture a sense of community through a series of activities, assemblies and competitions beyond the school's academic expectations.

All pupils and staff are placed into one of four school houses: Parnell (red), Pope (green), Swift (blue) and Voltaire (yellow). These houses are named after famous literary and political figures who met to discuss literary matters in the Grotto at Pope's Villa on a regular basis.

A House Master who is assisted by their House Captains oversees each house. Houses come together at least once every half term. House points are awarded for a wide variety of activities including debating, spelling bees,

basketball, badminton, music, drama, art, as well as the school's traditional sports. The highlight of the house system is our annual Sports Day, which takes place in July at St. Mary's University. The house that accumulates the most points over the academic year is awarded the House Championship Shield.

Further information on the school's clubs and the house system can be obtained from Mr. Adam Jones ajones@radnorhouse.org.

Trips

School trips at Radnor House are an integral component of our academic curriculum and are an effective tool used to consolidate our pupils' learning experience. Each faculty offers a wide variety of day trips to support classroom learning, as well as residential and overseas trips to extend subject matter knowledge for GCSE and A Level. Payment for these trips needs to be settled by the deadline specified by the trip leaders. Deposits are non-refundable and full payment must be received prior to the trip date, failing which your child will not be authorised to attend and you will be liable for any subsequent costs incurred by the school.

Lost Property, Bags and Lockers

Pupils will be allocated a locker key at the start of the academic year and are responsible for this locker over the course of the year. If a key is misplaced or a locker is damaged, please contact reception.

All sports bags must be stored on the appropriate shelves in the sports bag room. Pupils must bring in their sports bag on the appropriate games and PE days and take their belongings home following these sessions. Sports bags must not be left in the bag room for extended periods of time.

Lost property is located in the bike shed area. If a child loses any equipment it will be placed in the lost property area. It is important that parents label all their child's uniform and equipment.

Assemblies

School section and year group assemblies occur on a weekly basis as per the list below and are a fantastic opportunity for cohorts to come together to celebrate success both in and outside of the classroom. Subject and Values awards are given out regularly so that pupils are celebrated by their peers and staff.

Junior School	Friday morning	Drama Room
Years 7 and 8	Wednesday morning	Theatre
Year 9	Friday morning	Theatre
Year 10	Thursday morning	Theatre/Bistro
Year 11	Thursday morning	Theatre/Bistro
Sixth Form	Monday morning	Sixth Form Common Room

Homework

Every pupil will be issued a homework timetable that will list the homework pieces to complete each night, relevant to their year group. Homework at Radnor House is not prescriptive and there is not a set amount of time that pupils should spend on a given task. Homework is carefully designed and planned by teachers to fit the subject curriculum and to further develop the learning taking place within the classroom. Therefore, homework will be for reinforcement, for preparation or for exploration; homework is not separate from work that takes place in the classroom, it is utilised by teachers to accelerate or embed learning.

All homework will be given in class and pupils are to write their homework into their planner, making a note of the due date and the time to spend on each particular assignment.

All pupils are expected to spend 20 minutes a day engaging with an academic activity after their homework has been completed. This could include activities such as reading a book, listening to a podcast, playing a musical instrument or watching an educational channel on YouTube.

Schoology

All homework will be placed on Schoology for Years 5, 6, 7 and 8. From Year 9 onwards, Schoology is a resource platform for pupils and may be used to provide homework at the teacher's discretion.

School Planners

Every pupil will be given their school planner at the start of the academic year. This is a fantastic organisation tool that your child will use on a daily basis. Recording of homework, communications, academic tracking and target setting are important elements of the school planner. Form Tutors and parents should monitor the use of the homework planner and ensure that the pupil is using this resource to support their learning and needs. Parents and Form Tutors should sign off each week and monitor the use of their child's planner and management of homework.

If a planner is vandalised or lost, a replacement planner may be purchased. Please contact your child's Form Tutor. A charge of £10 will be added to your next fee invoice..

Reporting, Assessments and Targets

Reports are published to parents via their My School Portal account, every half term, for all year groups. The information contained in these reports varies depending on the year group and the time of year. Full details of the information to be published, at various times of the year, can be found on My School Portal.

Pupils will undergo regular assessments in all year groups, culminating in the final summer exams. Please see the Examination Arrangements section of this handbook for further details.

Pupils in all year groups set academic targets in the appropriate section of their school planners. They follow a termly cycle: targets are set at the beginning of a term, progress is reviewed at half term and finally at the end of term. The reports feed directly into this process and help inform pupils' and teachers' decisions.

Parents' evenings are an invaluable part of the academic calendar. They offer the opportunity for teachers and parents openly to discuss strengths and areas for development. The schedule of parents' evenings can be found on My School Portal.

IT Systems and Communication

Radnor House uses a variety of computer

systems to ensure that parents and pupils have access to the information and resources that they need. Below is an overview of the systems and details about usernames and passwords.

My School Portal

My School Portal is the 'go to' website for parents to find all administrative, academic and pastoral information pertaining to their child and to the school more broadly, including:

- Reports
- School calendar
- Sports fixtures and team sheets
- Timetable and teacher contact details
- The current and historical weekly bulletins and Head's blog
- Bookings for parents' evenings and other events
- Forms
- General information, including access to the Parent information booklet

It is necessary for all parents to register on My School Portal and to keep a note of their registration email and password for future reference.

Link to My School Portal:

my.radnorhouse.org

Forgot your password: If you forget your password please select "Forgot your password?" from my.radnorhouse.org log-in page.

Evolve

Evolve is used by parents to book their children on school trips and to sign up for extra-curricular clubs. All trips and clubs will be advertised through Evolve, enabling parents to book, provide consent and pay for trips, as well as to receive emails and SMS messages with updates on the trip or activity.

Link to Evolve: evolve.radnorhouse.org

Registration and password: To activate your account please go to <http://evolve.edufocus.co.uk/myevolve/activate.asp>. Please ensure that the email you use matches the one you previously provided to the school at registration. An email will then be sent to you asking you to create a password..

Forgot your password: If you forget your password please select “Forgot your password?” from evolve.radnorhouse.org log-in page.

Schoology

Schoology is the learning management system used by teachers and pupils at Radnor House. All homework for pupils in Years 5 to 8 will be posted on to Schoology. For Year 9 and above, Schoology is used to provide additional resources such as exam papers.

On the first day of the school year, all pupils will log in to Schoology and check their course pages.

Parents can log in and have read-only access to their child’s account.

Pupils:

Link: schoolology.radnorhouse.org

Log-in and password: Pupils will use their school email and password to access Schoology. To log in:

1. First log in to MS365
2. Open a new tab and type schoolology.radnorhouse.org in the address line.

Parents:

Link: www.schoolology.com

Request first password: All new parents will be emailed early in the autumn term, or for mid-year starters in the first week at school, with log-in details and instructions on how to link to their child’s account.

Forgot your password: If you forget your password please select “Forgot your password” from www.schoolology.com log-in page.

Additional help once registered: Schoology Parent Help Videos

MS365

All pupils will be provided with their MS365 log-in details on their first day at Radnor House. Please note that the password will be the same as their school network password.

When out of school, pupils can access MS365 at www.office.com, using their usual school log-in details.

School Network

All pupils will be given access to the school network which contains the Microsoft Suite plus other subject-specific software.

Log-in and password: New pupils will be provided with a log-in and password on their first day at Radnor House. Passwords will be reset on the first day of the autumn term, when pupils will be given the opportunity to create new secure passwords.

Bring Your Own Device (BYOD)

BYOD is available to all Sixth Formers and pupils in Years 7-11 who have SENDCo approval. They will be given access to the internet and school printers from their personal laptop or tablet. Years 10 and 11 will have access to Microsoft Outlook, One Drive, Schoology and a selection of educational apps only. Pupils in the Sixth Form will have filtered access to the internet. Pupils will be required to sign the Bring Your Own Device Agreement and should take their laptop and signed agreement to the school IT Technician in order to be connected.

Weekly Bulletin

The Weekly Bulletin is published to parents every Friday afternoon and is the central place to read news and important information about upcoming events. Each week it contains an introduction from the Head, as well as a link to the Head's blog, which focuses on various aspects of education relevant to our pupils. It also houses contributions from academic departments and other members of staff. We recommend that you read it as part of your weekly routine, to

avoid missing out on important information.

E-Safety

E-safety is taken very seriously at Radnor House. It takes many forms, including content filtering on the network, the annual e-Safety Week initiative, and parent information evenings. This is all underpinned by the Acceptable Use of IT Policy, which parents and pupils agree to as part of the Parent Contract.

A copy of the Acceptable Use of IT Policy can be found on My School Portal.

In summary, pupils must agree to the following:

- I will only use electronic devices in school for school purposes and will not use them for personal or recreational use unless I have permission to do so
- I will handle all computer equipment carefully and will not touch power/network cables, or eat and drink in the IT suites
- I will not use disks, memory sticks or any other hardware with school equipment without the permission of my teacher
- I will not download or install software on school technologies
- I will only log on to the school network and other systems with my own username and password
- I will not reveal my passwords to anyone and will change them regularly
- I will only use my school email address at school
- I will make sure that all electronic communications with pupils, teachers or others are responsible, polite and sensible

- I will not deliberately browse, save or send material that could be considered offensive or illegal, if I accidentally find anything like this I will tell my teacher immediately
- I will not give out any personal information such as my name, phone number or address
- I will ensure that my online activity, both in school and outside school, will not cause distress to my school, the staff, pupils or others
- I will not attempt to bypass the internet filtering system
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers
- If I see any misuse of computers or software, I will report it to a teacher
- I understand that personal computer equipment can only be used on school premises with the permission of the school and on signature of the Radnor House Bring Your Own Device (BYOD) Policy.
- I understand that these rules are designed to keep me safe and that if they are not

followed, school sanctions will be applied and my parent/carer may be contacted.

Library/Learning Resource Centre

This area is available for any member of Radnor House throughout the school day. Library lessons are scheduled by year group, but pupils are welcome to come and use the facilities in the Learning Resource Centre and library for studying, homework and quiet reading before registration and during breaks and lunchtimes. This facility is open and supervised until 5:00pm.

All pupils are automatically members of our library and have a unique membership number in our library system. They can borrow up to three books with a two-week loan period, which can be extended if necessary. Some books are for reference only and cannot be removed from the library.

All items must be scanned out by the Librarian prior to being taken from the library. We can easily reserve a book if it is currently out on loan and we welcome recommendations from our pupils of books we may not currently stock.

There are also copies of leading national newspapers and a variety of magazines for pupils to browse through during their leisure time.



Breakfast Club, Lunches, the Riverside Bistro and Café

A varied and healthy breakfast and lunchtime menu is provided for all pupils in the Riverside Bistro. All pupils are welcome to attend breakfast between 7:45 and 8:15am, where a variety of cereals, fruit and hot items is served. Years 5 to 8 eat their lunch in the Bistro, or on the terrace, between 12:00pm and 1:00pm and Years 9 and above between 1:00pm and 2:00pm. Each day a meat or fish, vegetarian and vegan main dish is provided in addition to jacket potatoes, pasta, soup and a salad bar, plus dessert and fresh fruit. Specific dietary requirements can also be catered for upon request. Fresh fruit is provided free of charge in the Bistro during morning break.

The Riverside Terrace Café

Pupils are welcome to visit the Riverside Terrace Café before or after school and during break times for a drink or snack. The café is also open to parents and visitors throughout the day. A range of hot and cold drinks and snacks are available. Pre-paid cards can be purchased from the Café Manager.





Transport to Radnor House

As part of our commitment to promoting healthy lifestyles and protecting the environment, pupils are encouraged to walk or cycle to school if possible. A secure bike shed is available for pupils to store their bicycles during the school day.

For those that live further afield, Radnor House is served by excellent public transport links. The R68 and 33 bus routes stop directly outside school, and Strawberry Hill and Twickenham rail stations are both a short walk away.

The school also operates a private coach service following several routes for an additional charge. Please fill out the form on My School Portal if you wish to book a place for your child. Please contact the Pastoral Administrator, Claire Wood, cwood@radnorhouse.org to request more information if needed.

If none of the transport options above are suitable and you need to drive to the school, please be mindful of the safety of pedestrians and other road users, particularly at busy times of the day.

Exam Arrangements

School section	Examination requirements
Junior School (Y5-6)	Pupils will complete a formally assessed piece of work in each subject once per term. Maths, English and science will set end-of-year assessments in the Summer term.
Middle School (Y7-9)	Pupils will be formally assessed in each subject once per term. Pupils will undertake an end-of-year assessment in every subject in the final half term of the year.
GCSE (Y10-11)	Pupils will be formally assessed in each subject once per term. Pupils in Y10 will sit end-of-year assessments in every subject in the final half term of the year. Y11 pupils will sit mock examinations over the course of two weeks in January. Y11 pupils will sit their external GCSE/iGCSEs examinations in May and June.
Sixth Form	Pupils will sit formal assessments in November and February. Pupils in Lower Sixth will sit end-of-year assessments in all chosen subjects in the final half term. Pupils in Upper Sixth will sit mock examinations over the course of one week after the February half term. Upper Sixth pupils will sit their external A Level examinations in May and June.

Careers

Radnor House runs a broad and balanced careers programme which offers independent careers guidance from Year 7 to Upper Sixth. As part of this programme, pupils should expect to have a clear awareness of a broad spectrum of career paths; have a clear awareness of the current labour market; have a personalised careers test; have the opportunity to meet/discuss a broad range of career paths with a range of professionals; have encounters with higher education/apprenticeship providers; have the opportunity to experience work placements; and have the opportunity for personal careers guidance.

UCAS

The UCAS cycle is launched in the autumn term of the Lower Sixth. Pupils will be supported in writing their UCAS applications and selecting universities. This guidance will be offered to pupils as part of the reflections programme, and guidance will also be offered to parents at an evening seminar. Radnor House uses the 'Unifrog' software as part of the guidance offered during the UCAS cycle. The final deadline for UCAS is the start of January of the Upper Sixth year. Full details can be found at: www.ucas.com.

Apprenticeships

As part of the Radnor House commitment to offering a broad and independent careers programme, pupils will be encouraged to consider the possibility of applying for an apprenticeship. Full guidance will be offered on an individual basis by the Careers Co-ordinators and the Director of Sixth Form.

Parent Seminars

Parent seminars are a fantastic opportunity for parents to come together and learn about some of the challenges that young people face.

This year's programme will be published at the start of term. Please also check the school calendar to ensure that you do not miss the extensive and considered range of talks on offer.

The School Day (timings)

Timings of the school day vary depending on the year group. Please see the relevant table below.

Years 5 - 8

Timings of the school day	Lesson
8.30-8.45	Registration
8.45-9.45	1
9.45-10.15	2(a)
10.15-10.30	Break
10.30-11.00	2(b)
11.00-12.00	3
12.00-13.00	Lunch
13.00-14.00	4
14.00-15.00	5
15.00-16.00	6
16.00-17.00	After-school clubs

Year 9 - Upper Sixth

Timings of the school day	Lesson
8.30-8.45	Registration
8.45-9.45	1
9.45-10.45	2
10.45-11.00	Break
11.00-12.00	3
12.00-13.00	4
13.00-14.00	Lunch
14.00-15.00	5
15.00-16.00	6
16.00-17.00	After-school clubs

Curriculum

Please see the table below for the subjects and the number of contact hours per subject studied by each year group.

Year Group	Y5-6 Number of contact hours	Y7-8 Number of contact hours	Y9 Number of contact hours	GCSE Number of contact hours	A Level Number of contact hours
English	6	4	4	4	18 (6 hours per subject)
Maths	5	4	4	4	
Science (Biology, Chemistry and Physics)	2	3	4	7	Pupils will choose three subjects from this section of the curriculum, with the exception of Computer Science. We do not offer this as an A Level. In addition to those listed we also offer the following subjects at A Level: · Photography · Economics · Philosophy · Government and Politics · Psychology · Further Maths · Latin
Geography	2	2	2	12 (3 hours per subject) Pupils will choose four subjects from this section of the curriculum.	
History	2	2	2		
Religious Studies	1	1	1		
Business studies					
Music	1	1	1		
Drama	1	1	1		
Art	2	2	2		
Languages	2	5	4		
PE	1	1	1		
Computer Science	1	1	1		
Games	2	2	2	2	
Assembly / PSHE	1	1	1	1	1
Form time & Topic	3				
Study periods					6/9
Sixth Form only –					3/6
Total number of hours	30	30	30	30	30

School Council

School Council representatives are elected by form groups at the start of the academic year and meet with the prefect team multiple times over the course of each term. There will be one representative from each form group who will report back to all pupils following every meeting. School Council is a fantastic way for the pupils to work together to make positive changes within the school.

Meetings occur termly with key focuses on charities, uniform, food in the Bistro, recycling led by a Green Committee, and school fundraising.

Friends of Radnor House Twickenham

The Friends of Radnor House Twickenham is an active body of parents who work tirelessly to assist in fundraising events for the school's chosen charities. All parents are members of the Friends and the school very much values the efforts of the group in assisting it in meeting its aims and objectives for wider community involvement.

Further information about the FRHT, can be found on the PTA Social site.



Radnor House
— TWICKENHAM —
celebrating every individual

Telephone 020 8891 6264
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www.radnor-twickenham.org