

welcome to  
**REDDAM HOUSE**  
**BERKSHIRE**

The Mansion House



**REDDAM**  
House



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We are delighted that you'll be joining our school. This guide aims to give you information on the day to day running of the school, the equipment you'll need and answer some of the questions you may have.

We look forward to introducing you to your new tutor, Head of Year and having a chance to chat to you too but in the meantime, look forward to all the great opportunities that will be coming your way.

*because* success is in  
your hands

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# JOINING THE SCHOOL

Here is some useful information that will help you settle into the school quickly.

## Your tutor

When you join you'll be allocated your own tutor. Your tutor's job is to help you settle quickly, answer any queries that you or your parents have and talk to you about how lessons and tests are going. They're a friendly ear who will help you if you have problems and suggest ways of making things better.

You can email your tutor at any time to get help, or pop along to their room. If any teacher has a concern, they'll speak to your tutor about it, so you can chat it through together.

All the tutors work with the Head of Year, and the Headteacher of your school, who will keep track of your academic performance and help with pastoral needs.

## Getting to know the site

In the September term all our students take part in team building and orientation activities. These include getting to know the location of classrooms, changing rooms, toilets, lunch hall – even how to use the photocopiers.

Your timetable will show you the subject, your teacher's name and the room number for the class. Our room numbers help to show their location. A room number in the one hundreds, such as Room 120, will be on the first floor, Room 204 on the second floor etc.

On your first day we'll give you a map showing you the location of every room and make sure lots of maps are displayed around the building too.

## Lockers and storage of equipment

When you join we'll allocate a locker to you, near your year group base. The locker is opened with a key (so a keyring is handy!) but our Caretaker also has a master key if you forget it. The locker is the place to store books, your Surface Pro at break/lunch, pencil cases etc.

A deposit of £20 is charged to your school bill and refunded when you hand back the key and the locker in excellent condition. If you lose your key, it can be replaced at cost. Fred, our caretaker, can help you with this.

Sports' kit is stored near to the changing rooms. Although we rarely have any difficulties, students are asked not to store any valuable items in their sports' kit, as this area is not locked.

## Stationery Requirement

You need to bring the right kit with you to every lesson. Stock up on the things listed below:

- Black or blue ink pens (fountain, biro or erasable, eg. Frixion pens),
- Pencils, rubber, sharpener,
- Scissors, glue and sellotape
- Ruler and Mathematics set,
- Calculator with scientific functions,
- Colouring pencils, thin and thick nibbed felt tips,
- Highlighter pens.

## Houses

You'll join one of our four Houses, that are named after the heritage of our fantastic building; Illustrious, Discovery, Endeavour and Perseverance. In the Houses, you'll compete for points and the results of the competition are updated each Half Term.

Alongside academic success, students can win points for their house through many competitions that take place throughout the year; from Sudoku to swimming, House singing to Sports' Day, everyone has a chance to take part and represent their team.

## Assemblies and Congo

Every week we meet as a school for a assembly with the Headteacher. Other assemblies through the week might be meeting with our House or with our Year Group. In addition, we enjoy Congo on a Friday; the idea of all singing together might seem alien at the moment, but wait until your House is invited to 'Mexican wave' or 'sing a line according to the colour of your hair' and you'll see why it's a school favourite.

*because* life is all about seizing opportunities



# THE SCHOOL DAY

8:30



School is open for students to arrive from 8am. You can enter via the main Mansion doors or via the 'Red corridor' doors, which have a keypad code for entry. We'll show you the code on the first day. Please do not use the 'Red corridor' between 8:20 and 9:00am since this is where our Junior School enters.

You must arrive and be in your tutor room by 8.30am. Here your tutor will register you in the school, give out daily notices and a catch-up about how things are going. On some days of the week, you'll join your House, Year group or take part in a school assembly.

If you arrive after 8.30am, go to the Mansion Reception and sign in with the late book, explaining the reason for your late arrival.

## Lesson times

You need to arrive for registration by 8.30 am.

Lessons start at 9am and each lesson lasts for 55 minutes. There is a 5 minute transition time between lessons, to allow you to move around the campus. A bell indicates the end of a lesson and rings across the site.

Saturday mornings are mainly for sports and rehearsals. If you are selected for a team you must arrive by the time stated by the teacher and on the team sheet. If you are arriving for a team practice, this will take place between 9:30 and 11:30 am.

The Schedule for rehearsals for shows and performances is given out in advance and it is compulsory to attend these if you are taking part in the performance.

We have three Open Mornings on a Saturday during each academic year. Attendance at these is compulsory. They begin around 9:30 am and finish at 12:00 pm.

You will be allocated a role which may involved being a representative from a particular subject or conducting tours of the site.

## Food and drink at school

At morning break, drinks and fresh fruit are available for all students. Please eat them in the dining hall to help keep the campus clean.

At lunchtime we offer a choice of 2 hot meat or fish main courses, a vegetarian course, salads, bread and soup. We serve a hot pudding and at least one cold pudding, yogurt and fresh fruit every day. Water and squash is available on each table. If you have a restricted diet or don't like any of the main courses on offer, plain chicken or sausages are often available. Please do complete the Sodexo nutrition form when you join to assist with our caterer's planning.

We operate a staggered lunch system, with the younger years eating first. The students line up outside the dining hall and a teacher releases them to go to the selection area. Take a tray, make your selection and sit in any area of the dining hall. When you've finished, take your tray to the conveyer belt.



We operate a 'cleanship' rota, when a small group of students assist the duty staff by moving the water jugs to the conveyor belt and putting the benches back under the tables at the end of lunch. Your tutor will let you know when it's your turn. At 4pm, fresh fruit and drinks are available in the dining hall.

Supper and Breakfast are available to those boarding with us that evening or for ad hoc flexi-boarding bookings. Water is available to top up water bottles from the fountains on the ground floor.

## Snacks from home

We are a nut free school. If you bring in a snack it must be nut-free, as we have several students with air-borne nut allergies. You must put the rubbish into the bin and only eat your snack in the dining hall.

## Social areas

Every year group has an area which is dedicated to be their 'base'. It is normally close to their locker area and their registration location. Their base may be in a classroom and we ask all students to behave sensibly in this area, not use the Apple TV or white board and treat any possessions left in the room with respect.

At the end of breaks, please place all chairs back under desk and ensure any rubbish is left in the bin. Remember that any snacks should be eaten in the dining hall.

For the safety and welfare of our students the following areas are out of bounds, without a teacher - The Headmaster's House and the Water Garden surrounding it, the woods at the rear of the school and our Maintenance team's huts. You may not leave the Campus at any point in the school day without permission.

Students are invited to use the field at the front of the school, opposite the theatre, for ball games and socialisation.



## Cycle Tests

Every week the Middle and Senior School has a timetabled Cycle Test slot. In this period everyone writes a Cycle Test paper. The paper is written to take 45 minutes and those who have been awarded extra time, due to a diagnosed need, complete their Cycle Test within the 55 minute lesson.

A timetable of subjects for the Cycle Test slots is published on our Reddam House app at the start of each term. It is also emailed to parents and given to students.

Teachers aim to give you your results in the next lesson (as a percentage or a grade in the formal examination years). You'll write this result into your diary to take home and it will appear on your termly report. Often the subject teacher requests you to take your question paper home and to have it signed by an adult.

In the lesson where the Cycle Test is reviewed, you'll complete an in-depth analysis of what went well and what needs improving. The teacher may also give you a model answer, showing the correct answers, to use in future revision.

The Cycle Test paper, model answer and reflection sheet are stored with the subject textbook or writing book, ready for revision for the Mid-Year or End of Year examinations.

## Challenge and Extension for all (CHEX)

Our CHEX programme is a corner stone of academic life at Reddam House Berkshire. We believe that every student should be challenged and extended to achieve their very best in every subject.

CHEX manifests itself in lessons with extension exercises and higher-order thinking/challenging questions, in prep through wider reading and reflection and in Cycle Tests through extended opportunities to show understanding and learning. CHEX is part of the teaching philosophy of every lesson; from formal academic to practical pursuits. It is a part of the vocabulary of Reddam House and we encourage all our students to embrace it. You'll hear lots about CHEX when you join.

## E-books

Reddam House Berkshire has an extensive library of e-books that may be borrowed by students. Early in the first term, everyone will be given a log on to RM Books.

## Missed lessons

If you miss a lesson, either via a music/LAMDA lesson, or through illness, you can email your teachers to ask for the work to be sent. Many teachers use 'One Note' as a collateral library and you will be able to access the site and download the resources/lesson details. If you are absent for a short illness, we ask you to collect details of the lesson and complete the prep, so that learning isn't compromised. The teachers will often agree an extended deadline to allow you to complete it.

## Prep

You'll receive a prep timetable by the end of the first week of term. This details the subject by subject prep set by teachers.

The time that the prep should take differs by year group across the four schools of Reddam House Berkshire. For Years 7, 8 and 9 should be 20 minutes per subject, with a maximum of 3 subjects per night. This prep timetable may include 20 minutes allocated to private reading and project work. For years 4 - 6, pupils will have topic homework as well as English and Maths. For years 10 - 11 prep should be 30 minutes per night for 3 subjects. For years 12 - 13, there is no formal prep timetable with prep set after every lesson.

You'll be encouraged to write details of prep in your Prep Diary. This will be given to you at the start of term.

If a piece of prep is taking you longer than the set time, we ask an adult to sign and say that focused work has been completed. This helps the teacher to gauge your pace and rate of work.

## Academic support lessons

We have a team of teachers who work with students who are finding a topic tricky or who have a diagnosed educational need. We believe that a difficulty shouldn't hold you back; we just need to find a way to minimise its impact. You can speak to your tutor at any time if you are finding things hard or to your subject teacher.



# ENRICHMENT

## Games, dance and sports

Every member of our school community has the opportunity to represent the school in competitive sports on our termly carousel of sports. The winter term focuses on football and hockey, the spring term on rugby and netball and the summer term on athletics, cricket and rounders. Swimming, dance and team gym are taught throughout the year.

## Activities

Activities start in the second week of term and run on Monday to Friday during Term Times, from 4.15pm to around 5.15pm. and are often changed each term.

You'll be given the programme of activities in the first week by your tutor, each term begins with a 'Try Something New' week where you will be able to 'drop in' to an activity and experience it before you commit. At the end of 'Try Something New' week, you'll be given a form to select your activities for the term.

Some activities can be over-subscribed but we will always try to offer an alternative.

Other activities carry a charge, which will be added to your termly bill, make sure you check with your parents before selecting paid-for activities. When you sign up for an activity, you are expected to attend. Please let the teacher running the activity know if you cannot attend.

Every evening we offer supervised prep during the activity period in the library. All students who are not boarding are expected to leave site at the end of the activities period, unless agreed in writing with their tutor. Where agreement is given, you may work unsupervised and quietly in the library. This is a privilege that may be withdrawn in case of difficulties.

## Combined Cadet Force (CCF)

The students from Year 9 onwards join the CCF based at Reddam House. We have a superb, active and successful contingent that meets weekly on Fridays, from 4pm to 5.15pm, under the leadership of Major Hart. Attendance is compulsory for all in Year 9 and Year 10, and voluntary afterwards. All uniform is borrowed from the CCF.

The CCF offer training and adventure camps throughout the year and a termly compulsory day of training for all cadets, which replaces the timetable of lessons, normally on a Friday. Details of these will be shown on our calendar and newsletter.

## LAMDA lessons

We are fortunate that we have a team of talented LAMDA teachers who visit the school on Fridays. All students are welcome to apply to take part in LAMDA lessons and enjoy considerable success in their LAMDA examinations. Our Head of Expressive and Performing Arts organises the LAMDA timetable and will contact parents at the start of the year to share more details and invite applications.

## Music lessons

Reddam House works with a talented team of peripatetic music teachers who are able to offer individual or small group lessons.





The list of instruments appears to grow daily but currently includes:

Voice, violin and viola, cello, drums, guitar, percussion, saxophone, flute, clarinet and piano

Our music teachers handle the timetable and booking process for lessons. At the start of the term, he will contact all new students to enquire whether you would like to learn an instrument at Reddam House.

## Trips and visits

Trips and visits are an integral part of bringing the curriculum to life and Reddam House encourages co-curricular visits.

In advance of a trip, the Lead Teacher for the trip will complete all the necessary risk assessments, medical forms etc and gain approval for the trip. Parents will be contacted with the purpose of the visit, the travel/catering arrangements, any uniform requirements, timings and cost. The cost of the trip will be added to the school bill unless parents specifically request for their child not to attend, by the date given in the letter.

Reddam House Berkshire also offer international trips from time to time, including the annual ski trip. Details of these trips will be sent to parents, included in our newsletter and often the subject of an assembly to students.

## USE OF TECHNOLOGY

All of our students are required to have a Surface Pro for use in school and for prep.

## Software for the Surface Pro

When you join the school you'll be given a school version Office 365 account, from which you can download and use features such as Word, Excel, PowerPoint, along with some new and innovative features, such as One Note.

All required software is available for download free of charge for our students. Details of how to download the software will be given before you join.

## Email

All students will have a Reddam House email account. Please use this for all school correspondence, rather than any private email account you may have.

Reddam House email accounts are normally [firstname.surname@reddamhouse.org.uk](mailto:firstname.surname@reddamhouse.org.uk) for students and [initial.surname@reddamhouse.org.uk](mailto:initial.surname@reddamhouse.org.uk) for staff.

At the start of the academic year, Computing lessons will give out details and check you can access your email account. Please check your emails daily as many messages are passed on in this way.

When we give you your email password please note it in your diary. If you forget it, go to Reception and request for it to be reset. We try to resolve password problems within 24 hours.

## Technician help with Surface Pros

If you are having difficulties with your Surface Pro our technician may be able to help. To make an appointment, go to Reception at morning, lunch or after lesson breaks. The Receptionist will schedule an appointment for to take your Surface Pro to the Technician Room, along the red corridor.

If the problem requires leaving the Surface Pro with the Technician, you will be asked to sign it in and told when to collect it. It will be stored securely whilst in the care of the Technician.

## Blended learning

Our Surface Pro introduction means that you can benefit from blended learning in and out of the classroom. Blended learning is an integral part of Reddam House's teaching toolkit and involves the use of e-resources, quizzes, websites and videos to help in the learning process.

In addition you may receive prep on a topic that you will learn about in the next lesson. This might be some pre-reading or watching a video and completing notes or a mindmap.

Our experience shows that this introduction to a new subject increases understanding, retention and involvement in lessons. Many teachers use the resources on Youtube to enhance the learning experiences and you'll notice that some of our teachers also publish their own learning videos too. They keep waiting for the call from Hollywood!

## Mobile devices

Mobile devices have become part of our everyday lives, however they can lead to negative consequences when not used properly in a school setting:

- Students using them for unproductive purposes in lessons
- Students texting each other unpleasant messages
- Students constantly on their phones rather than talking to each other
- Students using headphones in corridors making it hard to talk to them

We have clear rules for mobile phone usage that are explained below:

### Years 7 - 11

- Immediately upon arrival at school, mobile devices must be switched off and put away in your bags or lockers - where they must remain until 4.00 pm. They must not be kept in blazer pockets and must not be taken into changing rooms or bathrooms.
- If it is necessary to contact parents, you should report to the school reception or ask a teacher who will supervise the call. If your parent needs to contact you, they will contact Reception and the message will be passed onto you.
- No photographs of staff or other students may be taken on personal mobile devices. Photos/videos taken in the school or on school supervised trips or activities may never be posted by students on the Internet or on any form of social media.

### Sixth Form

- Mobile devices may be brought to school and kept out of sight in school bags. They must not be kept in pockets and must not be taken into changing rooms or bathrooms.
- They may be used in the Sixth Form Centre.
- They must never be used outside the school buildings or anywhere else inside school.
- No photographs of staff or other students may be taken on personal mobile devices except under the direct supervision of a member of staff for educational purposes only. Photos/videos taken in the school or on school supervised trips or activities may never be posted by students on the Internet or on any form of social media.
- In lessons, the devices should be switched off. However, they may be used at the discretion of the teacher, as an aid to learning.

If you do not follow these rules there is the possibility that your mobile phone will be confiscated. If we have to do this on more than one occasion you will not be allowed to bring them into school. There are several schools where mobile phones have been banned completely because of the issues they bring with them, however, we do not believe that this is necessary.

We have strongly recommended to your parent that they monitor your use of social media and ensure that you are behaving in a way that is demonstrating your family values and presenting yourself in a positive light. Any instances of social media usage which contravenes our school policy will be subject to disciplinary sanctions.



*because* craftsmanship takes  
time and effort





# UNIFORM

We're proud of our uniform and so do insist that students dress in accordance with the uniform stipulated and may not remodel or deface the uniform in any way. In addition, we request that boys be clean shaven and that female students wear only modest make up, with minimal jewellery. Hair must be kept neat and tidy for both sexes and tied back when request to do so for safety reasons.

## Years 7-11

Reddam House operate a 'multiform'. This means that on the majority of days you may wear the Reddam House polo shirt, jumper or fleece or your formal uniform.

On formal occasions and for Heads' Assembly, you must wear a white shirt with collar, their school tie and the school blazer. Uniform lists are available in the shop which will have all the items required for the school day and sports.

## Sixth Form (Years 12 and 13)

Our Sixth Formers may wear uniform or appropriate 'business-style' clothing, such as one might wear to an interview or for a formal office role. Many choose to wear suits.

## Sports Kit Requirement

You must bring the appropriate sports kit on days where you have games, PE or Dance.

ITEM	WORN FOR	BOYS	GIRLS
<b>Branded</b>			
White Sports Polo Shirt	PE	•	
White Sports Polo Shirt	PE, netball, hockey & rounders		•
Navy Skort	PE, netball, hockey & rounders		•
Navy Shorts	PE, rugby, football & hockey	•	
White & Camel Rugby Jersey	Rugby, football & hockey	•	
Tracksuit bottom and top	Matches & as advised by coaches	•	•
Long Sleeved Base Layer	Under existing kit when cold	•	•
Navy long sports socks	Rugby, hockey, football	•	•
<b>Unbranded</b>			
White Sports Socks	PE	•	•
Plain Navy Swimming Costume	Swimming		•
Plain Navy Swimming trunks (knee length board shorts)	Swimming	•	



## BOARDING & FLEXI BOARDING

We are extremely proud of our Boarding facilities, which were rated Excellent in every area in the recent ISI Inspection Report.

We offer full, weekly and flexi boarding options. We are also introducing a service where day students may stay for supper and supervised prep, before being picked up in the evening.

For ad-hoc flexi-boarding please give as much notice as possible. If space is available, we will always try to fulfil your wish to board with us.



## BEHAVIOUR

### We expect you to:

- Be courteous and well-mannered at all times, greeting staff and visitors with 'Good morning/afternoon'
- Respect staff and fellow students, paying attention in class and not disrupting the learning of others
- Move quietly and sensibly around the school site, refraining from rough play or unruly behaviour
- Be punctual at all times and wait outside the classrooms (Middle School) for lessons
- Complete all work set, in class and at home, and prepare adequately for tests.
- Conform to the Discipline and ICT Code of Conducts

## Rewarding The Positives

Merit awards are our way of rewarding the great things that our students do every day. You can gain merits for impressive results, charitable actions or extra effort; these are given by individual subject teachers or tutors and recorded in your TASS area, accessible via Parents' Lounge or Student Cafe. The accumulation of merits leads to certificates and awards that are presented in assemblies. When significant milestones are reached, you will be invited to our special award lunches at the end of each term. We love celebrating your achievements with you and will always let your parents know so that they can celebrate with us.

It is our belief that the rewarding of positive behaviour is far more meaningful than highlighting where you have not met our standards, however, when things haven't gone quite to plan your teacher will discuss the behaviour with you and this will be recorded as a debit notification. This might be as a result of forgotten equipment, late prep, unsuitable behaviour in the classroom etc. Sometimes you may be given a warning before a debit notification is written. We believe that you should be allowed to learn from your mistakes and to self-correct so following a debit notification, repeated behaviour/actions may lead to a discussion with a more senior member of staff and you could be issued a demerit notification. These demerit notifications also go to your parents and are recorded on your student record. Demerits can be given outright in the case of unacceptable behaviour, attitude or work. Full details of this, and the implications of the accumulation of demerits, can be found in our Rewards and Sanctions Policy, available on request.





## Your tutor

Your tutor will be your first point of contact for most queries you have. You'll meet with your tutor every morning for registration. Every week they'll sign your diary and talk about your targets for the week. If you're worried or need advice, your tutor will be there to help you.

## Feeling unwell

If you're feeling ill go to Reception to request a visit to the Medical Centre.

The Medical Centre is located near to the Boarding House and so we request that another student accompanies anyone feeling ill, in case of any difficulties.

If the nurse feels it would be better for you to go home, our Receptionist will contact the person listed as primary contact, often mum or dad.

In-line with all schools, you must be free from infectious diseases, sickness or diarrhoea for 48 hours before returning to school.

## Site safety

As a school with students from 3 months to 19 years, we are extremely vigilant about making our school safe.

If you see someone in the building you don't know and they're not wearing a visitor's badge, please let a member of staff know as soon as possible.

## Safeguarding

We believe that students have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; staff are vigilant for signs of any student in distress and are confident about applying our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment. Reddam House Berkshire is a listening school. If any student has any concerns they are encouraged to speak to their tutor or any member of staff, regardless of their job role, who will take the required action and aim to resolve the difficulty.

Similarly, if any student has concerns about another student, for example, they have witnessed unkind behaviour directed at another student, they are encouraged to tell a member of staff.

Concerns about the safety or well-being of someone at our school will be referred to the school's Designated Safeguarding Lead (DSL).

Email and internet communication is monitored and unapproved sites are blocked by our firewall, Smoothwall.

Details of our acceptable IT use policy are available on request from Reception.



## Questions, queries and help

We encourage the whole school community to help anyone new, especially when they first join the school; the speed at which students settle is definitely one of our strengths.

The Staff Common Room is located on the ground floor, next to the Picture Gallery. You may knock on the door at any time to speak to a member of staff. We pride ourselves on being available to all students to discuss any areas of concern, give advice or to just be a listening ear.

Students are expected to offer one another support and encouragement, if you need help please do call upon a classmate or one of the other students who will be delighted to help. Similarly, please do offer assistance to others when you see a student in need.

We know that you will be happy in our community and look forward to welcoming you to the Reddam House family.

# WeAreReddam

# My Notes

[illegible]



# REDDAM HOUSE

## BERKSHIRE



**REDDAM**  
House



[reddamhouse.org.uk](http://reddamhouse.org.uk)

Member of **inspired**