



**REDHILL HIGH SCHOOL**  
- CLYNDERWEN -

# **Parental Handbook**

## **2022-2023**

## **Welcome from the Headmaster**

Dear Parents / Guardians,

Welcome to our Parental Handbook, which we hope will provide answers to questions you may have about our School. We know as parents you will want to have as much information as you can about the School, not simply for practical reasons but also so that you can understand and support our work more closely. We always work best when we work in harmony with you to fulfil our aim that each student reaches their full potential.

Please read the handbook and keep it to use as a future reference. We have included as much information as we can, but please let us know if there is anything you would like us to add. A phone call to the School and a request for clarification is always welcome, as we continue to strive to improve in all aspects.

I hope you will have a long and rewarding association with Redhill High; we are honoured to have your child attend our School, and look forward to a successful year for all concerned,

Yours sincerely,

Alun Millington

Headmaster, BA (Hons), MA (Oxon), PGCE

## Redhill High School Vision

Our vision is simple – to enable all our students to reach their full potential. To this end:

- We will offer a stimulating and purposeful learning experience, so that our students become curious, resilient and confident young people.
- We will set high standards of personal conduct and academic rigour, but never at the expense of support and care for each individual, as an individual.
- We will expect our teachers to show total commitment to the progress of each learner by understanding their strengths and weaknesses, and encouraging aspiration and ambition at every turn.
- We will create a beautiful learning environment for our students, to inspire them every day.
- We will help our students to become active and engaged citizens, with a clear moral compass and a charitable ethic.
- We will respect difference and celebrate diversity, understanding others as a way to help gain greater self-knowledge.
- We will listen to our students at all times, and work with them to create an atmosphere free from bullying and negativity.
- We will never rest in our desire to be the perfect school.

## Structure of the School

The School is run by a Board of Directors. The Board holds meetings once a term. The Chair of the Board is Mr Ed Tomp. Members of the Board are listed in the table below, with a summary of their background and specialities.

**Chair of the Board of Directors: Mr Ed Tomp:** General Manager of the Valero oil refinery in Milford Haven, and Vice-President of Valero. With extensive managerial experience at the top levels of the oil industry, he has also maintained a strong commitment to education in Pembrokeshire.

**Laura Tomp:** An engineer with extensive experience in the global oil industry. Laura is Vice-Chair of Governors at St. Teilo's School in Tenby, having been on the Board of Governors for six years. As such she has detailed experience and associated training in areas such as Safer Recruitment and Wellbeing. Laura has an outstanding commitment to supporting charitable activity in schools.

**Meryl Lovegrove:** Proprietor and leader at Redhill Prep School since its inception 17 years ago. Meryl is also a qualified teacher with Maths as her main subject, and a skilled financial manager. Meryl takes particular responsibility for this area as bursar at Redhill Prep, and worked in the banking sector prior to becoming a teacher.

**Peter Lovegrove:** An experienced and successful businessman with Western Air, and by background a builder. Peter project managed Redhill Prep's move from Glenover House to

the Garth, Haverfordwest, and has brought his business and building skills to the establishment and design of our school premises and environment.

**Alun Millington:** Headmaster at Redhill High School. Formerly Headmaster of St. Michael's School, Llanelli & Assistant Head of Llangatwg School, Neath, as well as Principal Examiner for WJEC History. Has worked in a variety of educational roles, including Head of History & Business, Head of Year, Head of Faculty, Work Experience Coordinator and PGCE Senior Mentor. Currently Eduqas GCSE History Reviser.

**Beth Millington:** Deputy Head at Redhill High School. Formerly Head of History and HR Administrator at St. Michael's School, Llanelli, and Head of Historical Studies at Gower College, Swansea. Has worked in a pastoral and guidance level at Sixth Form level, including supporting many students through the UCAS process.

### **Contacting the School**

The School can be contacted at:

Redhill High School, Clynderwen House, Clynderwen, Pembrokeshire, SA66 7PN

Tel: 01437 211003

[office@redhillhighschool.co.uk](mailto:office@redhillhighschool.co.uk)

If you wish to contact the Directors, please write to them at the address above.

Ordinary routine enquiries will be dealt with by the Office Administrator, Mrs Helen Disney using the contact details above. If she is unable to answer your query, (s)he will pass it on to the appropriate member of staff. Pastoral and curriculum enquiries should be referred to the appropriate Progress Leader:

Progress Leader (Years 7-11) – Ms Christina Morgan [c.morgan@redhillhighschool.co.uk](mailto:c.morgan@redhillhighschool.co.uk)

Sixth Form Tutor (Years 12-13) – Ms Meg Hollinger [m.hollinger@redhillhighschool.co.uk](mailto:m.hollinger@redhillhighschool.co.uk)

Matters of a serious nature, including safeguarding concerns can be referred to the Headmaster and Deputy Head; financial issues or queries should be referred to the Headmaster.

NB - The school has a Principal First Aider, Mrs Helen Disney. There are also several staff in the School trained in First Aid.

## Admission to the School

A copy of the School's policy on Admissions is available on our website or by request from the Main Office.

## Our Curriculum

### Lower School Curriculum (Years 7-9)

The Lower School Curriculum is a broad, balanced and traditional curriculum. The Sciences are taught in separately as Physics, Chemistry and Biology. Welsh is compulsory in Year 7 but optional thereafter and studied as an additional subject. Latin may be opted for from Year 7 as an additional subject.

The timetable will be based on 40 lessons a week. Almost all of the lessons will be double-lessons.

Year	Eng	Mat	Phy	Che	Biol	Geo	His	RS	Fre	Spa	Art	Dra	Mus	Com	PE	Wel	PSH E
Y7	6	5	2	2	2	2	2	2	2	2	2	2	2	2	3	1	1
Y8	6	6	2	2	2	2	2	2	2	2	2	2	2	2	3	0	1
Y9	6	6	2	2	2	2	2	2	2	2	2	2	2	2	3	0	1

### Senior School Curriculum (Years 10-11)

At GCSE level our curriculum is designed to provide a traditional grounding for students to go on to further study, including University. GCSE Mathematics and Mathematics-Numeracy, English Language and English Literature are compulsory. Each pupil normally takes at least one modern language, two science subjects and one humanities subject, with a choice of an additional two subjects. They also have compulsory Games and PSHE. A provisional list of subjects available is as follows\*. They are grouped for illustration:

Sciences	Languages	Humanities	Creative Arts & Computing
Biology	French	Geography	Art
Chemistry	Spanish	History	Drama
Physics	Welsh	Psychology	Computer Science
		RS	Music

\*Peripatetic music lessons and LAMDA lessons are available by request.

GCSE Lesson allocation per week is as follows:

English Lang / Lit	6
Maths / Maths-Numeracy	6
Other GCSEs	4 each
Compulsory PE / RS	2 each

Each A Level subject is allocated 7 lessons per week providing there is at least two students.

## **Form Size**

There is normally one class in each year group. The School will not proceed with a class bigger than 18 students; any expansion will involve making a second class. In Years 10 and 11 class sizes will vary depending on options taken; the School may recruit additional students above the 18 threshold due to many subjects being optional.

## **Internal Exams, Reports and Assessments**

Assessment is an integral part of the learning process, and should be used to help students understand what to do and how to improve their work. It is also the basis for reporting. Students will play an active role in this process to help them become self-aware and self-critical learners. Teachers will also always mark carefully to identify the next steps for subjects and specific pupils.

It is up to individual subjects to tailor their tests / assessments to their own purpose, so long as they have at least followed the programme above and the assessments reflect the range of learning objectives in their subject. Teachers may set tests as they wish during the term, as part of the overall assessment process. Mock examinations are held in December and January for pupils in Year 11, and 10 as appropriate to early entry.

Parents receive written reports at the end of the Michaelmas and Trinity terms, and a grade / effort mark at Michaelmas and Lent Half Term / end of term. The report provides opportunities for comments by the Form Tutor, Subject Teachers and Head Teacher. The report describes the progress the student is making and the next steps needed to further the child's development. There will be two grades reported at each stage – the attainment grade and an effort grade. These are based on the work done in the preceding term, cross-referenced with students' targets. In addition, a progress report will be issued at each half term with just the attainment and effort grades reported for each subject. This functions more as a snapshot and will be based on the preceding term's work.

Teacher comments should be positive and developmental. All reporting judgements should be made from a solid evidential basis. Parents and students are given the opportunity to comment on the reports via a returns slip, and are invited to discuss the report with their child's teacher at Parents' Evenings or by arrangement. Parents may also arrange meetings during the term by prior arrangement with the Headmaster.

## **Homework**

Homework helps raise students' achievement, and key part of our approach to teaching and learning. Independent home study should become routine for students, but for it to be effective it has to be stimulating, challenging and appropriate. Homework is important in encouraging and developing self-discipline, study habits and a range of skills in planning and organising time. It allows for reinforcement, extension and consolidation of work done in class. Homework gives students an experience of working on their own, so that they might develop in students a sense of responsibility and commitment to their own learning. Homework also helps students prepare for test/examinations and further challenge and extend more able and talented students; it can also provide focused and sustained support for less able students or those with ALN.

The School undertakes to issue homework in appropriate quantities, with clear and reasonable completion dates. Homework will be a carefully planned and an integral part of the learning journey in each subject. We do not regard it as an “add-on” or a dispensable extra. All pupils in the School receive a homework diary to note the details of the homework and associated deadlines. We enjoin parents to check and sign the diaries each week; they will be checked by Form Tutors regularly.

### **Parents’ Evenings**

Each year group has one parents’ evening per year – please see the School Calendar for details. All subject teachers will be present to meet parents and discuss their child’s progress. Students are allowed to attend if it is felt it will not inhibit proper discussion. Year 7 students have an additional parents’ evening in order to ensure a smooth transition to Senior School. This more informal in tone, but still gives parents the chance to hear about their child’s academic progress. Parents’ evenings / meetings can be conducted remotely and parents should ensure they have an active Zoom account for this purpose.

### **Careers Education and Higher Education Guidance**

Our Careers and Higher Education begins in part in Year 7, where students learn about keeping themselves safe, which includes some detail on safety at work. In Year 9, undertake the Preparing for Lifelong Learning unit, which includes self-reflection on their own strengths, interests, skills and qualities, as well as practical information on creating a CV, the different types of work and pathways through education and work, including university. They will also examine laws relating to employment, hours, health and safety, as well as the labour market, including the local, national and global business environment. This will enable them to make more informed choices at GCSE. There will also be a Year 9 Choices Evening in the Spring Term for parents and students to attend. Older students will have specific careers guidance and work experience opportunities through to the end of Sixth Form.

### **Super Curricular Programme**

Redhill High School is committed to maximising the opportunities available to students as a complement to the academic curriculum. Please check the School Calendar for details of each term’s programme, which is available on the School’s website. The School will also be active in competitions and events locally, such as public speaking and business / entrepreneurial competitions.

The School receives regular visits from the police school programme and students will also have visits from the fire and ambulance services, and medical services, including for vaccinations.

### **Duke of Edinburgh’s Award Scheme**

The Duke of Edinburgh’s Award Scheme is an excellent asset to all students, encouraging them to undertake worthwhile leisure time activities and personal challenges within the framework of a well-recognised and respected personal achievement. The scheme begins in Year 9; please contact the School for details.

## **School Trips**

The School places great value on learning outside the classroom, providing many interesting excursions and trips for its students over the years. These include ski trips to Saas Fee, Switzerland and Axamer Lizum, Austria, annual visits to our partner school in Valladolid, Spain and a History trip to the Great War battlefields.

## **Physical Education and Games**

We value the physical fitness and competency of our students, at whatever level of sports proficiency they have. All students take part on an afternoon of sports per week, as well as specific clubs and teams during lunchtime and after-school. The PE department is charged with providing a good mix of sports and activities for students to enjoy, from individual sports and activities through to those played in teams. Anyone unable to take part in any curriculum activity needs to produce a note from parents explaining the reason. Such students will usually observe the lesson without participating, unless there is a compelling reason for them to remain indoors.

## **Sports**

Redhill High School values sport and will seek appropriate fixtures and competitions to enter its teams and individuals in.

## **Pastoral Care and Discipline**

**Pastoral Care:** At Redhill we take Wellbeing very seriously. Pastoral issues are managed by the Progress in conjunction with Form Tutors, and students may discuss any problems or concerns with their Form Tutor or Progress Leader. Extensive work is done in PSHE to support and develop students' self-knowledge, and offer guidance on a range of issues that they may face at this time in their lives. The focus is on resilience and communication. Students wishing to see a School Counsellor may do so by appointment and should direct their request via the pastoral staff.

**Discipline:** Redhill High will help to develop its young people into fulfilled and rounded young adults. An independent education should be a wonderful privilege, not least because of the atmosphere and culture we will create. Positive or 'good' behaviour is more than conformity or adherence to rules. It is a mind-set that encompasses normal social and school expectations but also adds a sense of empathy, teamwork and the desire to self-improve. It is about social interaction as well as work habits. It embodies the ethos that the best control is self-control.

Our sanctions are more than simply punishments. They are strategies designed to censure misbehaving pupils, provide reassurance to others than misbehaviour is not tolerated and develop the miscreant's ability to make more positive choices in the future. They are developmental as much as they are punitive, reflecting the fact that young people are developing and learning to behave as well as developing their academic skills and knowledge.

Our main sanctions are:



- Verbal warnings; Being placed on report; Detention; Fixed or permanent exclusions.

A copy of the School's policy on Student Behaviour (encompassing discipline and exclusions) is available on our website or by request from the Main Office.

### **House System**

All pupils are allocated to a House, either Ramsey or Skomer. The House system exists to provide a framework for friendly competition and to enhance the pastoral care programme. During the course of the year inter-house competitions are held at different levels in a variety of sports and other activities, including music and drama. Rewards are

### **Prefects**

All Year 11 students are prefects, undertaking duties in support of the smooth running of the School. It is our expectation that all students should be ready to be part of the prefect team by Year 11, and the role will enhance and develop team working, experience of leadership, and a sense of responsibility.

### **Student Subject Ambassadors**

Every year we will appoint a student Subject Ambassador to liaise with the teacher(s) of that subject. They will help run clubs and societies, promote trips and visits, and represent the students' voice in subject planning. This exciting development enables students to have a truly effective voice in shaping their curriculum and its delivery.

### **Meals**

It is the expectation that all students will eat school meals unless there is a serious and compelling reason not to do so; fees for meals are invoiced and paid with the term's fees.

### **Security**

The site is secured via CCTV and access control systems.

### **Snow and Emergencies**

If it is necessary to close the School because of snow, ice or other emergencies, the decision will be communicated to staff / parents / students using all of the following options:

- Message on the local radio stations;
- Message on main School answer phone;
- Personal responses at reception (where possible);
- Global E-mail;
- Website / Facebook.

### **Social Media**

The School intends to have an active social media presence. Parents will have indicated on their Admissions Form if they are happy for their child to be featured in promotional literature and social media; they should inform the School if this stated preference changes.

Our Facebook page is Redhill High School@RedhillHighSchool and Twitter feed is Redhill High School@Redhill\_High.

### **Parental Conduct**

Parents are reminded that when associated with the School and especially when on site or present at a school event, sporting fixture etc. they should conduct themselves appropriately. This also applies to social media. Although the School does not wish to make judgements on or interfere with the private life of our families, it will take action against any parent bringing the School into disrepute, for example by harassing or being abusive towards teachers, other students or parents. This can in extreme cases mean asking a parent not to attend school or even withdrawing a student's place.

### **Term Dates**

Please view these on the school website for the most up-to-date version

<http://redhillhighschool.co.uk/information/term-dates/>

### **Absence**

Parents are asked to telephone the School between 8.00 am and 8.45am on the first day of absence. Otherwise, the School will contact parents to ascertain the circumstances of the child's absence. When returning to School the student should bring a letter explaining their absence. Longer-term and foreseen absences should be communicated to the School as soon as possible.

### **Leaving School**

If a child needs to leave school during the day to attend appointments for the dentist etc., it is essential, for fire/security reasons that they sign out and sign back in on their return. This is done in the Main Office. Students should have their note of permission to present when signing out.

### **Punctuality**

Late students should sign in at the Main Office.

### **Illness at School**

Any student who becomes ill and needs to go home will be sent to the Main Office for supervision. Parents will be informed, and a plan agreed to manage the illness and potential transport home. In emergencies, the School will respond appropriately. This may be in terms of transporting a child to hospital or calling for the emergency services. Parents will again be informed and a plan agreed. Parents must ensure contact numbers held for them at the School are up-to-date and inform the School if and when these changes.

### **Uniform and Personal Property**

All students are expected to wear school uniform and to be properly dressed at all times. The School does not wish to engage in fruitless debates about compliance with the uniform rules. Failure to comply with school uniform policy will be dealt with via a warning, or, in extreme cases could lead to the student being sent home. With the exception of one small

stud earring in each earlobe for girls, other jewellery is forbidden. Make-up and nail polish is not allowed in the Lower School. Light and unobtrusive make-up may be worn from Year 10. Outlandish or extreme styles of haircut and hair colour are forbidden. In all cases of compliance with the rules the Headmaster's is final, and the School reserves the right to refuse to discuss uniform matters once this decision has been reached. The School will not be responsible for any jewellery or electronic items brought to school. Scholars not in uniform will have their scholarships suspended or removed.

### **Marking of Property**

The names and initials of the owner must be clearly and permanently marked on ALL articles of clothing. Sewn on name tapes are probably the best medium of marking. It is probably also advisable to mark the name in indelible ink in a less obvious place in addition. All normal school utensils, pens, pencils, rulers, calculator, dictionary etc., should all be clearly marked with the pupil's name if practicable.

### **Lost and Found**

Lost and Found items will be returned to their owners. Failing any attempts to find their owners, they will be placed in the lost property box. Every so often items which have not been claimed from the lost property box by their owners will either be auctioned or given away. All proceeds from fines or sale of lost property will go a charity designated by the School's Charities Committee.

### **Games Clothing and Equipment**

All students must have the clothing required for games as listed. Parents are asked to ensure that their son or daughter comes to School with clean kit and that he/she regularly cleans his/her games shoes.

### **Responsibility for Property**

Each student is responsible for his/her own property. Whilst the School will do everything it can to ensure that property is safely guarded and that adequate storage is available, the School cannot be held responsible for any loss or damage to personal property. Parents are recommended to take out their own private insurance for items such as musical instruments. Mobile telephones may be brought to School at the student's or parent's risk but are collected each School day and returned at the end of the day. The use at School of sound recording or picture or video-taking equipment without permission is strictly forbidden and could lead to exclusion from School. It is strictly forbidden for any student to bring into School, or to have in his/her possession at School, tobacco, drugs or alcohol in any form. Where staff have reasonable grounds for suspicion, they may require a student to turn out their pockets and allow their school bag to be searched.

### **Writing Materials for Senior Pupils**

Students will be expected to have their own pens, pencils and other writing materials. All students should have the items listed below available by the first day of term:

Blue or black, and red and green pens; pencils HB, H and 2H; set of coloured pencils for geography maps etc.; rubber / Pencil sharpener; ruler 12"/30 cm; geometry set – protractor & 45 degree and 60 degrees set squares and compasses; scientific calculator.

### **Attendance**

Leave of absence will be granted only for compassionate or other urgent reason. If possible, dentist's appointments and similar commitments should be arranged outside school hours. Requests for leave of absence must be made as far in advance as possible. Please note that legally only the Headmaster can authorise absence for family holidays. The School is not responsible for any inconvenience or cost incurred as a result of an absence not authorised. It is unlikely that a request to take a pupil out of School for family holidays in excess of ten school days in any one school year would be granted.

Where a student does not attend School regularly, or where parents take a student out of school without the Headmaster's authorisation, parents may be asked to withdraw the student from the School; the School is also obliged to refer cases to the relevant Educational Welfare Officer. No student is allowed to leave the School without permission during the School day; such permission may be given only if written request from their parents/guardians is produced in advance.

### **Fees**

The Directors reserve the right review fees annually. Any changes will be made with one term's notice. The School reserves the right in the event of non-payment of fees, to refuse the student admission to the School without any further warning. Fees for each term must be received by the School within fourteen days of receipt of the account or not later than the first day of that term (whichever is the later), together with payment in full for any extras incurred by the student and outstanding at the date. Fees not paid by the due date incur interest at 1½ % per month. No remission of fees can be granted when a student is absent through illness or any other cause. Parents have no claim to total or partial refund of any advance payment made in the event of their child not completing the period covered by payment(s) for whatever reason, voluntary or involuntary, either on their part or that of the School. Parents are required to accept financial responsibility for any loss or damage caused by their children to any property belonging to the School, the staff or other students.

### **Withdrawal**

If a student is to be removed during or at the end of a term, the parent or guardian must give written notice to the Headmaster by the first day of that term and the full fees for that term must be paid. If such notice is given after the first day of that term, then the full fees for the following term will also become payable in lieu of notice. Provisional notice cannot be accepted save in special circumstances by prior agreement received in writing from the Headmaster. Such notice must be confirmed by the end of half term or it will be regarded as cancelled.

### **School Policies**

The following policies are available on our website:

Admissions Policy; Anti-Bullying Policy; Complaints Procedure; Equal Opportunities Policy; First Aid Policy; ICT Use Policy; Learner Support & ALN Policy; Safeguarding Policy; Safeguarding Off-Site Activities Policy; Student Behaviour Policy (including Discipline & Exclusions).

Copies of other School policies are available by request from the School.

### **Online Safety**

There are many excellent resources available to parents to support your child's safety online. These can be found here:

[Repository - Hwb \(gov.wales\)](https://gov.wales)

### **Communication with Parents**

Parents are welcome to call, email or write to the School as the need arises. Information is sent to parents on a regular basis via e-mail, (please could e-mail addresses be updated if any changes are made). The School publishes a termly Calendar which is regularly updated and available on the home page of the school website. The termly Newsletters, website and School social media contain reports of School activities. Parents may also use the Student Planner to communicate between home and School.