



Welcome booklet

A guide for parents and pupils

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Dear Parents

Starting school, or changing schools can be a daunting prospect for both you and your child, but it doesn't have to be. At Riddlesworth Hall, staff and pupils form a closely-knit and caring community, who will make every effort to help newcomers feel 'at home'. Accordingly, we have prepared this booklet which we hope will help you and your child become more familiar with the school's routine and feel more at ease during the first few days.

I hope you will find it helpful but please do not hesitate to get in touch with us if you have any questions or queries.

Yours sincerely

Mrs S. Judd

Note to Parents/ Carers

In addition to information in this booklet, please also see the following policies, which may be viewed on our website: www.riddlesworth-hall.com or copies may be obtained, free of charge, from the School Office at any time. These include:

- Admissions Policy
- Behaviour Management Policy
- SEND Policy
- EAL Policy
- Curriculum, Teaching and Learning Policy
- Anti-Bullying Policy
- Health and Safety Policy
- First Aid Policy
- Complaints Procedure
- Three-Year Accessibility Plan
- School Results from the Previous Academic Year

Please do not hesitate to ask the Head, or other staff, if you would like clarification on any points made in the policies.

The School's Registered Office is:

Riddlesworth Hall School
Garboldisham
Diss
Norfolk
IP22 2TA

Company Registration Number 4011003

The Vision and Values of Riddlesworth Hall

‘An active learning environment for enquiring minds enabling all to achieve their personal best.’

Aims

- To provide an environment where academic and personal development come hand in hand.
- A wealth of opportunity, both inside and outside the classroom.
- To enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- To enable pupils to understand what is right and wrong both inside and outside the school environment.
- To encourage pupils to accept responsibility for their behaviour, show initiative and contribute to the school, local and wider communities;
- To enable pupils to take part in a range of activities requiring social and leadership skills.
- To take on and efficiently discharge roles and responsibilities,
- To enable pupils to acquire knowledge and reflect on beliefs, values and the more profound aspects of human experience.
- To encourage pupils to use their imagination and creativity, and to develop curiosity in their learning;
- To actively promote principles that encourage pupils to respect fundamental British values such as democracy and the rule of law;
- To develop respect towards diversity in relation to, for example, gender, race, religion and belief, culture, sexual orientation, and disability;
- To provide pupils with a broad general knowledge of public institutions and services in England;
- To provide a range of artistic, sporting and other cultural opportunities.
- To enable pupils to overcome barriers to their learning.

Our aims prevent the political indoctrination of pupils through the curriculum. We will not prevent pupils from being exposed to political views or from discussing political issues in school. Pupils in our school should not, however, be actively encouraged by teachers or others to support particular political viewpoints rather to question and to debate the wider issues.

ROUTINE OF THE SCHOOL DAY – NURSERY

8.15pm	Nursery opens
9.00am	Registration
9.15am	Activities
10.00am	Toilet time
10.10.am	Snack
10.30am	Outside activities
11.00am	Activities
11.45am	Toilet time
12noon	Lunch/end of morning session
12.40pm	Outside activities
1.00pm	Afternoon session begins
1.20pm	Toilet time
1.30pm	Registration
1.45pm	Activities
2.30pm	Toilet time
2.40pm	Snack
3.00pm	Outside activities
3.15pm	Activities
4.30pm	Nursery closes

ROUTINE OF THE SCHOOL DAY – PRE-PREP

8.25am	Registration
8.30am	Assembly or lesson
9.00am	Lessons
10.30am	Break
11.00am	Lessons
12noon	Lunch
1.30pm	Lessons
3.30pm	End of lessons
3.30pm-4.30pm	Clubs and Activities

ROUTINE OF THE SCHOOL DAY – YEARS 3-2Alpha

Monday – Friday

7.00am	Boarders get up
<i>Surgery</i>	
7.50am	Breakfast
8.15– 8.25	Registration
8.30	Assembly / Hymn Practice / Form Period
8.50	Period 1
9.40	Period 2
10.30	Break- drink and biscuits at back door
10.50	Period 3
11.40	Period 4
12.30	Lunch

*After Period 4 children should wash hands and proceed to the Dining Hall to line up for lunch.
After lunch there are lessons, activities, clubs, meetings and free time.*

13.30	Period 5
14.20	Period 6
15.10	Period 7
16.00	Drinks and snack
16.10	Prep in Form Rooms
16:45	End of Prep - Clubs
17:30	End of clubs

*Children are signed out from the Front Hall by the supervising member of staff.
Any day pupils not collected at the end of prep and not signed up to a club will be handed over into the care of the boarding staff in the Front Hall.*

Monday - Friday

5.30pm	Free time
6.10pm	Supper
8.00pm	Bedtime according to age

Surgery is open after tea.

The weekend activities are decided according to numbers, but a typical programme is as follows:

Saturday

9.00am	Breakfast
10.00am	Activities
1.00pm	Lunch
2.00pm	Trip – Shopping / bowling etc
6.15pm	Tea
	Evening activities

Sunday

9.00am	Breakfast
10.00am	Trip including packed lunch
4.00pm	Return from trip
6.00pm	Sunday Roast

GENERAL INFORMATION

Arrival and Dismissal

Vehicles should park and drop off in front of the school using the turning circle; please be aware that this is a busy area. Drive as slowly as necessary!

Children should aim to arrive in their Form Rooms in good time for the close of registration.

We ask ALL parents to be prompt in collecting their children at the end of the afternoon. Please be aware that for safety reasons we discourage children running about in front of school after dismissal.

If you are unavoidably detained please telephone the school office (01953 681246) so that necessary arrangements can be made and your child can be informed of the delay.

Children not collected by 5pm will be cared for in the boarding house. A charge will be made for this.

The School Day

It will help your child if he/she brings the correct writing tools to school every day (see **Equipment.**) When learning to underline titles in Year 2 a ruler with a centre grip rod is helpful. During the early stages, if your child has poor fine motor skills, a triangular rubber grip fitted over the pencil helps enormously.

Other points that your child may need reminding of when completing work at home is that:

1. Work should set out as follows using the mnemonic DUMTUMS

D	Date
U	Underlined
M	Miss a line
T	Title
U	Underlined
M	Miss a line
S	Start

2. Writing should be well-spaced and not cramped. A 'finger space' between each word is a good guide.
3. All lines should be drawn with a ruler and pencil, ruled on printed lines only.
4. Rule off after every completed piece of work.
5. Corners of exercise books should be kept flat and covers should remain clean.

The Curriculum

At Riddlesworth Hall we are proud of our high standards of work and presentation. Children follow a reading scheme which is available through the school, although most of our pupils read fluently by the end of Year 2. Pupils are tested regularly on spellings and tables. They are taught to develop a neat, acceptable style of handwriting and to use grammatically accurate English. We have found that our methods are complemented by the requirements of the National Curriculum. The Curriculum comprises:-

English	History	Mandarin	Art
Mathematics	Geography	PMS	Music
Science	P.E./Games	French	
Computing	P.H.S.E.E	Design Technology	

Our programmes of study are regularly up-dated to keep abreast of current changes in the National Curriculum. Subjects are often integrated and taught in a cross-curricular way.

Presentation of Work

Riddlesworth Hall's handwriting style has evolved over the years; it is easy to teach, learn and read and is pleasing to the eye. Our aim is to have children writing with ease and fluency as soon as possible so they do not need to think about the writing, but can concentrate on content and spelling.

It is extremely important that children learn to form their letters correctly right from the beginning, as poor habits are difficult to break. When your child is completing any work at home, you can help by making sure that letters and numbers are formed correctly.

Day to day equipment

All pupils should be dressed in correct Riddlesworth Hall uniform. They should bring the following items to school each day:

- 2 sharpened HB pencils
- Pencil sharpener
- Eraser
- Ruler
- Years 3 – 6 only: a Handwriting Pen (e.g. Berol)
- A Pritt Stick
- A pair of scissors
- Colouring Pencils
- Years 6 - 8 : A Scientific Calculator and Geometry Set

These items should be named and carried in a suitable case or bag.

Books and Equipment

- Text books are issued to pupils on loan. Pupils are expected to take care of their text books.
- Pupils must write, inside the front cover, their name, form and date on every book issued to them.
- Pupils who misuse, deface or lose school text books will be required to pay for their replacement.
- Pupils must have a pen (Years 3 – 8 only), pencil, eraser and a ruler for every lesson.
- Biro, felt-tips, roller balls etc. may NOT be used for written work; only blue ink must be used. Coloured pencils may be used for diagrams. Felt-tip pens are used at the discretion of the teacher. In general, felt-tip pens are allowed on paper, but not allowed in exercise books.

Book Weeks

Book Fairs are held once a year. During book weeks, we are supplied with large trolleys of books containing approximately 800 titles appropriate for children aged between 4 and 13.

We keep the books for one week. During this time the children are given every opportunity to browse through, buy, or just 'dip into' the books. If children wish to buy books they will be given ample guidance by their teachers and books must be paid for before they can be taken home. Details of Book Week can be found in the school calendar. Parents are welcome to visit the book fair. We always value assistance from parents during these weeks.

Houses

All children from Reception to Year 8 are allocated to a House before starting school. The Houses are as follows:

Aylward	-	Red
Cavell	-	Yellow
Fry	-	Green
Nightingale	-	Blue

Inter-House activities and competitions are organised regularly throughout the year. The system is valued as a means of encouraging the children to strive for excellence in all aspects of school life: academic, sporting and social. Belonging to a house develops a sense of loyalty, pride and responsibility. We encourage all pupils to support their House in every way. Each term the winning House will be announced and members of that House invited to wear mufti for the day.

House Points

Pupils may be awarded House Points for each of the following:

- Attainment
- Effort
- Behaviour
- Generosity of Spirit

House point totals are announced in assembly each week.

Charity Events / Fun Days

In accordance with tradition, the school supports a range of charities each year. Sponsored events are undertaken and substantial funds have been raised to support:

Oxfam
British Heart Foundation
SCOPE
MIND
Macmillan
Love Russia
Salvation Army – Samaritan's Purse
Dr Barnardos
Quidenham Children's Hospice
World disaster appeals i.e. Earthquake, Tsunami
Sponsorship of a child in a poor country (Bolivia/ South Africa)

We pride ourselves that children at Riddlesworth Hall strive to help those less fortunate than themselves and always appreciate the support given by the parental body at these events.

Achievements

We should all be proud of our achievements. At Riddlesworth Hall we try to make sure everybody knows about our successes. Good pieces of work and sporting achievements are often announced in Assembly and, where possible, displayed on the Notice Boards. Exceptional achievement is recognised in one of the following ways:

- The excellence Book
- Head's Commendation

We are always delighted to hear of any out-of-school achievements. Please let the office know and bring in any certificates or trophies so they can be shown in our Award Assembly.

Reports

A full report on each child's work and progress is issued twice a year, in December and June. Comments are made on all subjects by the relevant teachers. Where applicable, examination marks or grades for effort and achievement are recorded.

Half Term Effort and Achievement Grades are issued each half term.

Further discussion can be arranged with a teacher after school, or during Parents' Evenings. During Parents' Evening, parents have the opportunity to view samples of work in school and examine their child's books, as well as to discuss any concerns with their child's teacher.

Prefects

Prefects are selected from 2 Alpha. Only those pupils who appear to have achieved a suitable level of maturity are chosen, as we rely on them to set a good example, in attitude and behaviour, for the younger children to emulate. This is a big responsibility, not to be taken lightly, and requires a measure of self-discipline. One prefect is selected as a Senior Prefect.

Prefects' duties include small but important tasks which assist pupils and staff in ensuring that the school runs smoothly and happily. Some may be responsible for the provision of adequate seating during Assembly; others may deliver important messages to staff at the beginning and end of the school day, or act as hosts to visitors and guests. Most are assigned to a particular class so that the teacher, pupils and prefects can develop a close relationship. Here, they may assist the class teacher by providing extra supervision during wet playtimes and being available to help in any way. The younger children soon regard their prefects as older 'siblings' who can be relied upon to guide and care for them; while the prefects, in return, learn the meaning of 'responsibility' and, in carrying out their duties efficiently, acquire a greater self-confidence which prepares them well for their life after Riddlesworth.

Pupils are chosen to represent their House as House Captains and Games Captains. The House Captains are always highly regarded by other children in the House – who may aspire to being House Captain themselves one day!

The Games, Drama, Art and Music Prefects will have been chosen because of their enthusiasm, ability and loyalty shown at sports events, concerts etc.

Uniform

By wearing their uniform neatly, correctly and with pride, pupils at Riddlesworth Hall gain the security of belonging to a school community whilst revealing to the wider 'community' to which school they belong.

The full uniform is available from:

Aubyn Davies
81 St Johns Street
Bury St Edmunds
Suffolk
IP33 1SQ

Children may wear a watch. If earrings are worn, they should be small gold or silver studs only. Only items of a religious significance may be worn around the neck and must be tucked inside the school shirt.

Coats

Even though many children are brought to school by car, a navy coat is required every day in winter for extra warmth. It does get very cold in the playground!

Hair

For safety reasons, pupils should keep long hair tied back in burgundy or navy toggles or hair bands. Hair should be of a natural colour.

Shoes

All footwear should be black leather shoes. Platform shoes, boots, high heels, strapless/sling-back sandals are NOT allowed as they are unsafe in a school environment. Pupils should change their shoes and wear Wellington boots or trainers at break and lunchtime play.

Naming clothing

All items should be clearly and permanently marked with name tapes.

Visits

During the course of an academic year the children will be taken on a number of educational visits. You will receive notification of such visits on the school Calendar and also by means of a letter nearer the time of the trip. This letter will give you the date, time and destination of the trip, how much it will cost and what clothing should be worn.

Arrangements for visits abroad are slightly more complex. Passports, European Health Insurance Cards, Medical and Consent forms are required. Full details are given in letters/information evenings held prior to visits.

Parental Help

If any parents are expert in a subject which they feel may interest the children we would be pleased to hear from them.

Safety first – feeling unwell

Although every effort is made to ensure that children are safely supervised, accidents do sometimes happen. A qualified First Aider is on duty at all times to deal initially with any injuries. If a child sustains a serious injury, parents are contacted immediately and further medical assistance is sought. There are facilities where children feeling unwell can rest whilst waiting for their parents. These are on the first floor in the boarding house.

Absence and Lateness

We request that in the event of a child's absence, parents should notify the school office by telephone before 8:30a.m.

Whenever possible, advance notice of lateness would be appreciated, i.e. dental appointment etc. Children arriving after 8.25am will be registered as late.

Assemblies

Children attend morning assemblies each week.

At Riddlesworth Hall religious worship is non-denominational. The emphasis is placed on social and moral well-being, with a broadly Christian ethic. If any parent wishes to discuss assemblies further, please contact your child's class teacher.

Transfer to Senior School

The transition from Prep to Senior school is an important milestone in every child's life. The choice of school should, therefore, be a careful one, taking into consideration every aspect of a child's strengths, weaknesses and aspirations, so that school life after the age of thirteen is both happy and successful.

In order to assist parents of Year 8 pupils with decisions about their children's future, they are invited to individual, informal interviews with the Head. These meetings are usually held in the Autumn Term. The aim is to discuss all the possibilities available so that the right decision can be made for each particular child. We exist for our children and we want to ensure the best possible future for all of them. Our links with senior schools are strong and extensive and it is of paramount importance that the transition is smoothly and effectively managed.

Sportswear

Pupils must wear the correct sportswear at all times, as outlined in the uniform list. All articles must be clearly labelled and taken home to be washed regularly. Pupils representing the school in matches are expected to have smart, clean kit.

All pupils must wear a swimming hat during swimming lessons. Jewellery is not allowed.

Pupils who are not taking part in games, P.E. or swimming, must have a note written by the parent/guardian in their diary.

Extra-Curricular Activities

At Riddlesworth Hall we are proud to offer our pupils a wide variety of clubs and activities during the lunch break or after school.

Diverse activities are available at different times throughout the year. Full details are given in the termly calendars.

Please would parents collect children promptly at the end of each activity.

Individual or group lessons in Music, Speech and Drama, Ballet and Tennis are paid-for extras. A Term's notice must be given before ceasing one of these activities.

Introduction to Riddlesworth Hall School Association (RHSA)

The RHSA is an independent registered charity to which all parents and children belong. It has sub-committees which are run by parents and staff.

All the events make a profit for the RHSA and over the course of a year we are able to spend several thousand pounds on equipment the school would not be able to fund. In recent years the RHSA have funded:

- Pony boarding and riding facilities at Riddlesworth
- New staging, curtains, lighting and sound
- Sports equipment
- Benches/ picnic tables
- A Challenge Ropes Course/ climbing, play area
- Artificial cricket pitch and nets
- New swings
- Equipment for EYFS
- Bean bags for dormitories

The events organised are friendly, fun and a great way of meeting other parents. Some involve the children, others are for parents and friends. They all help to making the school even better for the children.

School Rules

Please read these guidelines carefully. They have been prepared so that the whole school may be aware of what is expected of each individual, and so the whole school can work together to see that success is achieved. In order to be fair, rules will be enforced. The demands made on each individual are small, but the total achievement will be of outstanding value to the school as a community.

The School Rules are not intended as a comprehensive guide for conduct. Good manners, courtesy, common sense, honesty and a proper consideration for person and property are expected of all pupils. Pupils should display a courteous, respectful and helpful attitude towards other pupils, parents, staff and the community at large. As representatives of Riddlesworth Hall a high standard of behaviour is expected at all times; all pupils are required to be ambassadors for the school.

Attendance

Regular attendance is required from the first to the last day of each term. No pupil may be absent for any reason other than illness or quarantine, without obtaining previous written permission from the Principal. Such permission will be given only after careful consideration of the facts. Please note the Principal retains the right to withhold such permission if necessary. If a pupil is absent through illness or quarantine, the school should be informed not later than the **first day of absence** and a note brought to school **on return**. A pupil returning after an infectious or notifiable illness must produce a certificate signed by a doctor, stating that he or she is free from infection.

Daily routine

Please be punctual at all times. Unreasonable lateness is disruptive and inexcusable. School hours are from 8.20am to 3.30pm for the Pre-Prep Department, 8.20am to 4.00pm for Year 3 (4.45pm in the summer term) and 8.20am to 4.45pm for Years 4 to 8. Registration takes place in their form rooms.

Leaving school premises

Pupils may not leave the school premises for any purpose during the school day without permission from the Deputy Head or Head. They must report to the school office **before** leaving and **immediately** on their return. They will be required to sign out and in again.

Fire Regulations

Silence must always be observed when the Fire Alarm sounds. Pupils must line up at the doorway and proceed to the assembly point in the front of the school through the nearest exit as directed by their teacher. Pupils **MUST** be familiar with the Fire Regulations and with the location of the fire alarms and fire exits.

Discipline

Parental support is required in all aspects of school discipline. Serious breaches of discipline, including unsatisfactory work, will have consequences in line with the severity of the offence. Any form of bullying, including physical, verbal or emotional, will be treated as a serious matter.

Prefects

Prefects are responsible for assisting the Duty Staff in the maintenance of good order and discipline. Failure to obey a Prefect will be regarded as a serious matter.

Conduct

A high standard of conduct and manners is expected from **all** pupils both in and out of school. The Head retains the right of control out of school in all matters which affect the reputation of the school. Disorderly or discourteous conduct of any kind is unacceptable and will be treated accordingly.

Attention is drawn to the following:

- No running or shouting is allowed in the school.
- Any pupil damaging school property must report the damage immediately to the Duty Staff. Pupils may be liable for the cost of the damage.
- Waste paper and other rubbish must always be placed in one of the bins provided. Cleanliness of any part of the school is everyone's responsibility.
- NO chewing gum is allowed.
- No eating is allowed during class or in the corridors.
- Full school uniform must be worn on arrival at school and on departure from school.

Report Card

Any pupil whose work or behaviour falls consistently below the required standard may be placed on Report, initially for one week. During this time, work and behaviour will be closely monitored, and if the situation fails to improve, parents will be consulted. Parents will always be notified if a child is put on report. This will be regarded as a serious situation.

Bullying

What to do if you think your child is being bullied.

We have an open door policy and encourage parents to express any concerns that they might have initially to the child's form teacher. Concerns will then be conveyed to the Pastoral Deputy Head (Maggie Putt) and in severe cases to the Principal. If you consider that your concerns have not been dealt with appropriately, please follow the complaints procedure which can be found on the school website.

Preventing bullying occurring and dealing with bullies.

We are a caring School and will not tolerate bullying – we will listen to worries or anxieties. Each case will be investigated and appropriate action taken:

- Parents will be kept informed of developments at all stages.
- Riddlesworth Hall is a proactive school which takes measures through positive education and reinforcement to make children aware of the dangers of bullying and the necessity to counter bullying wherever it may arise.
- Pupils are made aware that action is always taken, that this will be designed to make the situation better and the victim will not be threatened nor will the situation be made worse by their action.
- We endeavour to involve the children and other caring individuals in identifying situations where bullying may be a concern.
- Where identified, dangerous times and areas are given increased supervision.
- All incidents or suspicions of bullying are investigated and with pupils involved interviewed separately along with any witnesses.

- We will in the first instance try to help the bully to be aware of the effect of their behaviour and will seek to find ways to channel this into a more positive approach. This should be coupled with an acknowledgement of his/her guilt, an apology to the victim and an appropriate sanction.
- We will work with the victim to see if any of their behaviour is causing the bullying, but we will protect the victim by staff presence and by the involvement of other children.
- Staff will be informed of any bullying incidents and told of any outcome or ongoing concern.
- If the bullying is serious or persistent, then the parents of both bully and victim will be informed and will be asked to become involved in stopping it.
- If the bullying continues, the bully could be isolated in class or excluded from school.
- We will regularly update and evaluate our approach to take account of developments in technology, for instance updating 'acceptable use' policies for computers.
- We will use PSHEE lessons to openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender or sexuality. Other differences including children with different family situations, such as looked after children or those with caring responsibilities will also be considered. We will also teach children that any prejudice based language is unacceptable.
- We will make it easy for pupils to report bullying so that they are assured that they will be listened to and incidents acted on. Pupils should feel that they can report bullying which may have occurred outside of school including cyber-bullying.
- We will provide effective staff training, ensuring that all of the school staff understands the principles behind the Anti-Bullying Policy, its legal responsibilities regarding bullying, how to resolve problems and where to seek support.
- After incidents, all staff monitor the situation and report back to the Pastoral Deputy Head during Staff Meetings, with follow up meetings with parents as appropriate.
- All incidents of bullying will be logged.

Boarding at Riddlesworth Hall

Introduction

This section of the handbook has been produced to help English based and international boarding students settle quickly into Riddlesworth Hall Prep. You will find all of the information useful, especially if this is your first trip to the United Kingdom, so please do read it carefully.

Your teachers and parents will have discussed beforehand what to expect but you are encouraged to ask any of the staff or children at Riddlesworth if you have any difficulties - you must not worry in silence!

International Students

Everybody here hopes very much that you enjoy your stay and that you make excellent progress with your studies, particularly in the English language. It is important to try to speak to people as quickly as you can, and not to be shy. Do not be afraid of making mistakes.

International/Overseas Students - Arrival in the United Kingdom

When you arrive in the United Kingdom you will be met by a member of Riddlesworth Hall staff. After making sure that you have all of your luggage, they will escort you to Riddlesworth Hall School.

Having arrived at school you will be introduced to our boarding house staff who will collect in your tickets, passport and pocket money and any other important documents or valuables. If you have brought a laptop it must be registered at the office.

All plug-in items must be handed in for testing, in order to comply with electrical and insurance requirements.

If you have arrived with any medication or you have a particular medical condition it is important that all related items are handed in to the school House staff as soon as possible. Students must not keep or self-administer any medicine, prescriptions or remedies. We are aware that parents are naturally concerned about their children's health but our provision here at Riddlesworth Hall is excellent, with a medically qualified nurse and school physician on call at all times. The school must be notified beforehand of any existing medical conditions on the medical form. Parents need to ensure that this medical form is sent to the School before your arrival.

Almost immediately our House Parents will ensure that you have your school uniform. Depending on the time of your visit you may require different items of uniform depending on weather conditions and sporting activities. You may wish to purchase additional items of uniform if you participate in specialist activities, such as horse riding or tennis. These items will be labelled with your name by the Boarding staff..

Students

All children will be academically assessed upon arrival so that a suitable study programme can be put in place. It is likely that certain subjects will seem easier, perhaps mathematics for example, and that others may be difficult. They are all, of course, opportunities to improve your English! Sometimes, extra English lessons are recommended.

The Head of EAL will initially assess all overseas pupils and coordinate a suitable programme of study dependent on ability levels (see EAL Welfare Policy)

Boarding practice and principles

Riddlesworth Hall aims to offer a structured, broad curriculum. Boarding opportunities are offered to develop the pupil's specific skills and build on their personal and social development. The school caters for boys and girls aged 2 – 13. The Boarding House caters for the needs of boys and girls aged 7 – 13.

We will provide an active, stimulating educational environment where pupils continue to develop and learn new skills to achieve an appropriate degree of independence.

Welfare Provision

On the first evening of each new term boarding children can arrive at school between 4-30 – 6pm. Parents who accompany their children usually assist in the unpacking process.

We provide tea and coffee for parents between 6pm and 7pm but soon after this it is helpful if parents, brothers and sisters can say 'goodbye' so that we can quickly establish routines. Parents are advised to avoid lingering if possible as this prolongs the moment of parting for new children and can lead to embarrassment for old hands.

Dormitories

House staff will try, as far as is possible, to keep friends together. This is important for children and it is important for us. However, there may be cases where, with the best will in the world, this is not possible. In such cases we will consult with all parties involved and try to effect a compromise – perhaps on a rota basis. House staff do reserve the right to re-allocate dorms should this be necessary.

Communication

We encourage good communicative links between home and school. All boarders are issued with individual email accounts and communication is fairly unrestricted outside of classroom or night time hours. We would appreciate parents' sensitivity to office hours. You may contact the boarding house staff directly, leave messages for staff or call the Head. Telephone numbers are to be found on all our printed material, as well as the front and back pages of this handbook.

Pocket money

International students often arrive with fairly large amounts of pocket money – local/weekly boarders, less. All monies must be handed in to the House Parents; the school cannot be held responsible for money which is not given to us for safe-keeping. Pocket money is distributed whenever needed – typically, for the weekend. Please, where possible, bring money in small denomination notes.

Weekend Activities

We aim to take all boarders off-site at least once over the weekend. These activities are published in the School calendar and on the boarding notice board but are occasionally varied because of circumstances – e.g. awful/outstanding weather conditions.

Examples of Out of School Activities

- Cinema
- Waterworld Swimming
- Imperial war museum Duxford
- Ten pin bowling/trampoling
- Laser quest
- Ice skating/tubing
- London - Madame Tussauds
- Thorpe Woodlands outdoor adventure
- Shopping/ sightseeing -
 - Cambridge
 - Bury St Edmunds
 - Thetford
- Pleasurewood Hills theme park
- Camping - Snowdonia
- Theatre trips - Norwich and London
- Knettishall Heath
- Bewilderwood
- Magpies Hockey Club
- Diss Rugby Club
- Thetford Forest
- Seaside visits - Southwold, Wells next the Sea

- Riding
- Dinosaur World/Africa Alive

Activities In School

- Art and Crafts (Various)
- Cooking
- Table Tennis/ Tennis Competition
- Wii Competitions
- Multi Sports Activities
- Film Evenings
- Orienteering
- Treasure Hunts
- Halloween Parties
- Christmas Parties

Boarding at Riddlesworth

Everyone who has been to boarding school would agree that it can be a daunting experience at first. You will be sharing daily life with a very large “family” and will have to learn to fit in with the needs of many other pupils. It is in many ways a huge change but it is very exciting and worthwhile!

Friends

As you will be living with people of your own age you will be given a wonderful opportunity to form good friendships amongst pupils from many different countries and cultures.

Parents

Being at boarding school is difficult for parents too. They will be missing you very much and although they may not have admitted it they will have found it difficult to say goodbye to you. They will be thinking about you a lot and looking forward to seeing you in the holidays. It is a nice idea to remember to phone parents during the week to let them know how you are getting on. If you ever have a problem and cannot contact your parents by email or mobile, please do not hesitate to come to a member of staff and ask them to help you. It is not a good idea to phone your parents for absolutely everything, for example, if you are homesick, as this may just upset you even more and also upset your parents. It may be better to go and do something else for a while and then phone later when you are feeling better. You will then be a lot happier and so will your parents.

If you do have a problem it is best to let the school try to help you first to see if we can resolve the situation.

Dormitories

All boarders at Riddlesworth share a dorm with others. It may be a bedroom for two, three or five depending on the age of the pupils. Generally, the younger you are the more pupils you will be sharing a room with. Girls and boys are asked to keep their bedrooms tidy and be kind to other pupils. For example, when lights go out at bedtime it is inappropriate and unfair to talk and keep other boys and girls awake.

Boarders are invited to bring soft toys, posters, pictures etc to remind them of home and make the dorms as homely as possible.

Boarders are expected to take showers every day, hair may be washed every day if required. Pupils are reminded that they must come up a little earlier than final bedtimes if they wish to wash hair because the boarding staff prefer dry hair before bedtime. Bedtimes are clearly indicated.

Laundry

Each day, boarders should put out dirty laundry for the laundry staff to wash. Undergarments, tights/socks and school blouses/shirts are changed on a daily basis and kilts, trousers and jumpers on a weekly basis. However, if particular items need changing then, of course, boarders may change as and when necessary. The Boarding staff will put a washing basket

outside each room for the collection of dirty laundry. Boarders are then expected to put clean items of clothing away in their wardrobes.

All items of school and casual clothing must be marked with pupil's names to avoid loss. The best thing is to use sewn on nametapes for each article of clothing. Please do not bring too many casual clothes - two to three sets of clothing are adequate. If students do find an item of clothing is missing please let us know at once so that we can find them quickly. Most "lost" articles of clothing do eventually turn up.

Getting Help

Even after you have been at school for some time, you may encounter problems or situations you find difficult to cope with or solve. **Don't worry.** There is always someone who can help you. If you are not sure who to go to, follow this simple rule: **Talk to someone.** And that can mean **anyone.** The house staff are always ready to help or give advice. If you don't feel able to share your thoughts with house staff, talk to your form teacher or other teachers in school. The older girls and boys are there to help you or you can talk to a friend.

You won't be laughed at or made to feel silly, no matter how difficult the problem seems to be. Often, situations can be resolved easily if you just share your concerns with another person. You will probably find that many other people have experienced similar feelings to you and know how it feels to be in your shoes.

Homesickness

Parents, you will undoubtedly miss your children and they will miss you – especially if you are all new to boarding. You should resist the temptation to telephone at every opportunity as this does not help homesickness to pass. If you do call, be cheerful, keep the conversation reasonably short and remember that initial homesickness is normal; it usually lasts about three weeks and then vanishes forever! Skype facilities are available.

Homesickness is a fact of boarding school life. It happens to everyone no matter how old or brave. Sometimes you feel like crying and that is absolutely fine. Of course you can phone your parents at any designated time, but hearing their voices may sometimes make you feel worse. Often it is better to find something to do to distract yourself – maybe go to an organised activity, do some prep or just chat to your friends. It is quite normal to feel sad and homesick at times and the House Staff will help you with this.

Things you can do to make homesickness less of a problem

Before you start boarding:

In a boarding house you may share a room. Most younger boarders do, but you will sleep alone in your bed. Get used to this before you come.

Get used to sleeping with the light off, or buy a small plug-in night-light, which you can bring with you.

Get used to going to bed, getting up and eating meals at the same time you will do these things when you are in the boarding house. Become used to the routines.

A favourite teddy bear or other soft toy can make sleeping alone easier. Choose one to bring with you.

Talk to your parents about phone calls. Too many calls from home can make the problem worse. Arrange a time each day to contact each other by phone and then stick to that one call a day.

Bring lots of photos of home and family with you to put in your room.

Look at the calendar and plan the times when you will come home. It might be every weekend, or only once in the term, depending on your situation. Mark the home visits on the calendar and look forward to them. Plan what you will do.

Once you are here:

Talk to other boarders about home, especially the person you share a room with.

Stick to your phone call schedule. Once a day is enough - more than that only makes it worse. Don't forget to tell your family all about the good things. They miss you too and want to know you are happy!

E-mail your family and have them e-mail you with all the news about brothers, sisters, pets etc. Keep in touch with your friends at home in the same way.

Keep busy, join in the activities and avoid spending time alone in your room.

Talk to the staff about the way you feel. In the junior houses staff will help by reading a bed-time story or reading aloud letters from home.

Celebrate important days, like your country's national day. Tell other people about your country and get together with other students from the same part of the world to talk about home.

Guidelines: Personal appearance and cleanliness

You are responsible for keeping yourself and your personal space clean and tidy. Your room must be tidy with no litter. If you are told to clean up your room by a member of staff or a Prefect after a room inspection, you must do so quickly and without a fuss. Eating is not allowed in rooms as it attracts insects and other pests.

Looking Smart

During the school day, you have to wear school uniform. You show your respect for the school by wearing it properly. The boarding staff will insist on this when you leave for school in the morning. You can find the school dress code in the next section of this handbook. After school and at the weekends you can wear suitable casual clothes. You are expected to look smart when you are on a trip out of school and you will sometimes need to dress for a particular activity.

Accidents and Illnesses

House Parents and boarding staff will normally attend to minor injuries and illnesses. Many of the staff are first-aid trained and we have two dedicated sick bays. Most illnesses are 'routine' and minor accidents can be dealt with at school. Beyond this, our school doctor's surgery is 5 minutes away and always on call. In real or suspected serious cases, children are taken to the West Suffolk Hospital in Bury St Edmunds. Parents will be notified as soon as possible in any emergency.

FOOD AND DRINK

Meals

Our kitchen provides a balanced diet and you will find healthy food on offer three times a day. At breakfast, in the evening and at weekends only the boarders eat in school. At lunch, the whole school eats. There is usually a choice of main course and the catering staff try to provide a variety of meals and dishes from other countries. There is fresh fruit at most meals and a choice of water, juice or milk to drink. Vegetarian and other special diets can be catered for by arrangement. If you miss a meal due to a school trip you will get a packed meal. At break time every day soft drinks and biscuits are served. In colder weather hot chocolate is served to the boarders as an evening drink.

Table Manners

Table manners are important and understanding English etiquette is both assumed and insisted upon.

In general you should for instance:

- Make sure the person next to you has what he/she needs.
- Avoid reaching for things at the table.
- Not talk with your mouth full.
- Never flick food.
- Not lean on the table.
- Speak quietly at the table.
- Use your knives and forks correctly.

Tuck

Boarders are allowed bring Tuck to School and buy Tuck at weekends. All Tuck must be placed in Tuck boxes in the Tuck box room. Perishable items will be placed in a suitable fridge. Boarding staff will open the Tuck room throughout the week and at weekends.

COMMUNICATIONS

The School's postal address is:
Riddlesworth Hall Preparatory School, Diss, Norfolk IP22 2TA
United Kingdom

We have some special rules about mobiles to try to keep them safe and to control their use, especially at night. You will have to tell us the details of your phone and use it according to the guidelines.

Phones/ Laptops and iPads handed in will be safely looked after.

You can have your phone between the end of prep and bed time for one hour each evening (weekdays)* At weekends you may have your phone for extended periods (see boarders notice board)

If there is evidence of irresponsible use of phones by any student, phones may be confiscated and released only for specified periods.

Emergency

In an emergency or significant need boarders may use the School Office phone. Permission must be given by a member of staff.

International boarders like to use e-mail to keep in touch. There are supervised computer sessions for boarders in the computer room. You don't have to pay extra for this internet access, but all students are expected to use computers responsibly according to the School policy. To protect the School network, you are asked not to download games and programmes or put copies of games onto the School computers. For your protection chat rooms, pornography and other unsuitable sites are forbidden. The School server records sites visited and regular checks are made to make sure the rules are followed. (See safety policy)

Telephone communication to the Boarding House

To help parents to contact their children at various times the main contact number is:
Telephone: +44 (0) 1953 681246

Boarders' are available to receive parents' calls at the following times in the Boarding House.

**Monday to Friday – 1:10pm – 1:20pm (When time zone necessitates)
7:00pm – 9:00pm (UK time)**

Saturday to Sunday – 9:30am – 9:00pm

Contents

Boarding at Riddlesworth Hall	23
How do I book in to Riddlesworth Hall	23
What do I need to bring when I board?	23
What do I do with my clothing and boarding bag?	23
How can my parents contact me when I board?	23
Where should I keep my valuable belongings?	23
Use of Wi-Fi and internet enabled devices	23
Which bedroom will I be in and how are they allocated?	24
How do my parents contact the Principal?	24
What should I do if I feel unhappy or unwell?	24
What happens if I feel unwell or need someone in the night?	24
Riddlesworth Hall routine	24
What do I do when the school day is over?	24
Supervised Prep	24
Evening activities	24
What time will I go to bed?	24
What will I do at weekends if I board?	25
Bells and Alarms	25
What will I eat?	25
May I have sweets in school?	25
How can I get replacement ink cartridges, new toothpaste, etc?	25
What happens on my birthday?	25
Responsibilities	26
The Riddlesworth Hall team	26
Are you happy?	27

Riddlesworth Hall provides a flexible approach to after school care and boarding. We offer Full, Flexi and Occasional boarding options as well as supervised prep, tea and breakfast, all of which are available jointly or separately without the need to stay the night.

How do I book in to Riddlesworth Hall?

All children at Riddlesworth Hall are welcome to be part of our boarding community and if you would like to stay please ask your mum or dad to email hmsec@riddelsworth-hall.com or call the school office on 01953 681246 with your request. Flexible bookings can be made for the same night, or more than one night, every week. We can also take occasional one off bookings if there is space.

What do I need to bring when I board?

A clothing list for Full boarders is available separately prior to joining Riddlesworth Hall.

Flexi and Occasional boarders will need:

- Dressing gown
- Pyjamas
- Slippers
- Bath towel
- Wash kit
- Change of uniform
- Clean underwear
- Medication (if needed should be handed into Matron)
- Pictures or teddy bears, etc.

Please do not use spray-on deodorants because they can set off the fire alarm system.

What do I do with my clothing and boarding bag?

All Full boarders keep their possessions and belongings in the boarding house and have appropriate wardrobes and drawers where they keep all of their play clothes, spare uniform and games kit. Clean underwear and socks are kept in their drawers within their Dormitories.

Flexi boarders should take overnight bags upstairs to their regular Bedroom. Occasional boarders should leave their bag in the School office where Boarding staff will tell you which Dormitory you are staying in that night. We ask that you bring in 'home clothes' so you can change into these at 5.30pm. As a Flexi boarder, you may want to leave a wash bag, dressing gown, pyjamas and slippers here. These can be left in your Dormitory or in your drawers beside your bed. These must be clearly labelled. Any school uniform, pyjamas and underwear that you do not take home will be washed, so there is no need to bring in a full bag each time you board.

How can my parents contact me when I board?

During the school day your parents can call or e-mail the school office and a message can be passed to you in the normal way.

After 5.30pm your parents can call the main School office. You may be involved in activities and School matches but every attempt will be made to bring you to the phone. Once you have finished Prep you will also have access to your mobile phone. (Main School office)

Boarders can log into their own SKYPE accounts on either School devices or their own devices. If logging onto your own device this must be in a designated communal area. (Library or Front Hall)

Please arrange for any contact with home to be done in the early evening with plenty of time to spare before your bedtime.

Where do I keep my valuable belongings?

Valuables can be kept in School Storage boxes to be kept in your dormitory. The school will provide padlocks for these boxes. Mobile phones and laptops etc. are to be kept in the school office.

Use of Wi-Fi and internet enabled devices

You can access the Wi-fi signal from the front Hall and computer Room. However, you are only allowed to use the Wi-Fi whilst you are in these communal spaces. You are not allowed to access it from your bedroom. Incorrect use of the Wi-Fi will lead to reduced access to your mobile phone or electronic device.

Which bedroom will I be in and how are they allocated?

The bedrooms are allocated by age and gender. The girls are on the top floor and boys on Cricketers 16. The bedrooms are grouped by age to make the bedtime routine easier and to keep things quieter for the younger children. Where possible we will endeavour to ensure flexi-boarders have the same bed every time they stay. Due to changing numbers this is not always possible but we will ensure that you never sleep in a room on your own and will make adjustments accordingly. We do understand that you would like to share a room with all of your friends. Unfortunately this is not always possible either, but this will be considered when allocating bed-rooms. Please remember a big part of boarding is learning to live with, and get on with, other people and make new friends.

How do my parents contact the Head?

Your parents can contact Mrs Judd by email or phone: hmsec@riddlesworth-hall.com / 01953 681246

What should I do if I feel unhappy or unwell?

If you are feeling unhappy or upset we will do our utmost to make you feel welcome and settled in to the boarding environment. Ensuring you enjoy your boarding experience is of the highest importance to us.

If you are unwell, then you will be seen and looked after by a member of the house staff. Depending on the seriousness or length of illness, we will contact your parents.

What happens if I feel unwell or need someone in the night?

There will be one member of boarding staff sleeping in the boarding house. They may be contacted by knocking on their doors.

If you are unwell during the night you can be moved to sick bay where we can keep an eye on you. If you are a flexi or occasional boarder and if it is appropriate and possible, we may call your parents to collect you and take you home.

Riddlesworth Hall Routine

7:00am	Wake up
7:50am	Breakfast
8:15am	Morning Registration and the start of the school day
5.00pm	Day activities and formal school finishes
6:15pm	Tea
7:00pm	Prep, Music practice or Supervised free-time
8:00pm	Bedtime according to age

What do I do when the school day is over?

When the 'formal' part of the school day finishes at 5:30pm, you should go straight to your bedroom and get changed into your casual clothes, before tea starts at 6:15pm.

Evening activities

A wide range of activities are organised on Monday, Tuesday and Thursday evenings between 4:45 and 5:30 pm. These activities are designed to create a balance throughout the week and cover a range of interests and experiences. A full programme of activities can be found on the notice board in the main corridor.

What time will I go to bed?

Years 3 to 5:	8:00pm Showers – 8:30pm Lights out
Year 6:	8:15pm Showers – 8:45pm Lights out
Year 7:	8:30pm Showers – 9:00pm Lights out
Year 8:	8:45pm Showers – 9:15pm Lights out

All of these times move on 15 minutes in the Summer Term.

What will I do at weekends if I board?

We have a number of full boarders who stay in school at the weekends and we have a number of children who also board on an occasional basis at a weekend.

Friday night is movie night and a chance for you to relax and enjoy a bowl of popcorn or tuck in front of a roaring log fire in the JCR.

We do not have Saturday School and therefore activities are organised throughout the weekend. Most Saturdays are spent in School. The House Parents organise a wide variety of activities throughout the day. Attention is also given to the fact that you

might also need some time to yourself or with your friends.

On Sunday mornings we have a lie-in and have breakfast at approximately 9am.

A range of different activities are organised on Sundays with the majority taking place off site. A full list of the activities for the term can be found on the Boarding noticeboard along the main corridor.

Sunday evenings tend to be quieter and more relaxed.

Bells and Alarms

There are very few bells during boarding hours to ensure there is a relaxed after school atmosphere. However, if you are playing outside and the hand bell rings you must come into the House asap. It probably means it is a meal time or time for your shower.

- **Fire Alarm**—If the fire alarm sounds *all* of us must meet at the fire assembly point on the lawn in front of the main house.

What will/can I eat?

Fruit is available at all meal times.

Breakfast

There are four different cereals, hot and cold drinks, toast and numerous spreads. A hot option; bacon, eggs, sausages, croissants or porridge are available daily on rotation.

Tea/Supper

A wide variety of food is available throughout the week. We have regular theme nights and opportunities for you to cook your own food such as pizzas.

Evening Snack

In the winter months biscuits and hot chocolate are available in the dining room at 7:30pm. On certain nights you will also be able to make Pot Noodles etc in the Dining Room. These activities will be supervised by a member of the Boarding Staff.

May I have sweets in school?

Tuck may be eaten on Wednesdays, Saturdays and Sundays. Tuck is kept in the lockable tuck boxes in the Tuck box room on Cricketers 15. We ask that no other sweets are brought into boarding House. Any tuck brought in on any other nights or found in bedrooms will be confiscated and sent home. Please make sure all tuck is nut free.

How can I get replacement ink cartridges, new toothpaste, etc.?

If you are a full time boarder and need any stationery or toiletries there are regular supermarket shopping trips. For larger items such as sports equipment you should speak to the House Parents who will either get it for you or organise a shopping trip.

What happens if it is my birthday when I am boarding?

Birthday cakes are made by the school kitchen for the Full and weekly Boarders. If you are a Flexi or Occasional boarder and would like to, you can bring a birthday cake in to school. We will have it ready to be cut and shared out during tea on the day. Furthermore, if you are staying with us on the morning of your birthday, we have our 'birthday hat', which is worn at tea time, whilst everyone else sings a resounding verse of Happy Birthday.

Responsibilities

Boarders are expected to act in a responsible and reliable manner at all times. Whilst we appreciate that the Boarding house is their home we do expect Boarders to follow the School's code of conduct.

Boarders are expected to leave their Dormitories tidy, with beds made before Breakfast on any given day.

All Boarders are given responsibilities within the Dining Hall. Boarders are expected to help lay- up and clear and wipe tables. Boarders are also expected to say Grace at the beginning and end of each meal. A rota system for these responsibilities is published on a half termly basis.

Senior boarders are often given responsibilities in helping Duty staff supervise younger boarders on weekend trips.

Leadership is seen as a vital element of a Riddlesworth Education. Weekend activities are often organised with a team and leadership approach for all age groups.

ARE YOU HAPPY?

We all hope that you will be very happy boarding at Riddlesworth, however, there may be times when you are feeling a bit low and a bit confused, so it is important that you know what to do.

If at any time you are feeling unsure or miserable, the golden rule is to ASK!

The first people you should approach are the ...

House Parents

If they cannot help you, there are other people you can talk to ...

Mrs Judd

Mrs Putt

Duty Staff

Sally Taylor

Independent Listeners

**If there is no one you feel you can talk to at school,
or are unable to talk to your family,
we are here to listen to you.**

What do we do?

From time to time all of us have worries, problems, fears and things that bother us. It's very normal and part of life. The important thing is that you tell someone you like and trust because it's very difficult to get on with your life, let alone your work, if you are worried. Sometimes just by sharing the problem you can work out what to do.

How can you contact us?

You can ask a member of the boarding house staff to telephone us (they will not ask any questions). Or you can telephone us yourself.

If you would like one of us to come and visit you, we will arrange a time with the school to do that.

Mrs Pat Parry

CHILDLINE 0800 1111

Office of the Children's Rights Director 0800 528 0731

**Remember that it is always much easier to tell someone about your problems rather than bottle them up inside you.
Ask a friend to come with you if you don't want to see an adult alone.**

Staff List

Director	Miss E. Zhang
Head	Mrs S Judd
Deputy Head	Mrs M Putt
Bursar	Mr P O'Connor
Administration	Mrs L Coates Mrs. Y Blowers

Main School

Mr L Ottevanger
Mr A Bentley
Mrs M Williams
Mr O Kent
Mr J Humphries
Mr C Davis
Mrs. M. Heyns

House Parents

Ms J Haines
Mr J Humphries

Visiting Staff

Clarinet/ Piano
Tennis
Voice
Drums
Ballet

Mrs C Beckwith
Mr A Pepper
Mr G Williams
Mr P Davies
Mrs J Oakley

Pre-Preparatory

Mrs K Hawksworth
Miss C Addinall
Mrs S Dixon
Miss F Atkins
Ms J Blakemore

Maintenance

Mr T Biddlecombe
Mr M Wright

Learning Support

Mrs P Lightfoot

Household

Lorraine Spurling
Marina Cooper
Mandy Hain
Sally Taylor
Katrina Wardley