



THE  
ROYAL BALLET SCHOOL

**Lower School  
Student and  
Parent Handbook  
September 2011**

# September 2011

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*\* Correct at time of going to press. Please refer to The Royal Ballet School website for updated policies.*

## **1. A WELCOME FROM THE DIRECTOR**

Welcome to The Royal Ballet School.

This handbook aims to provide you with the information you will require and also seeks to clarify our policies and expectations in a number of aspects of School life. Our policies are designed to protect your health and well-being and to enable you to get the very most out of your time here.

Because of the nature of the School, communication is vitally important and all students are expected to turn to the many staff available to support, guide and nurture them. Parents are similarly encouraged to contact the School directly should they need guidance, clarification or reassurance. A list of direct contact information is contained in this handbook. The School publishes a fortnightly newsletter to parents using the Clarion mail system. This is also used to notify parents of key information.

We ask that you read all sections of this handbook and retain it for reference as required.

We look forward to welcoming you into The Royal Ballet School community and hope that your time here will be rewarding, purposeful, unforgettable and the perfect foundation from which to enter your adult life, whatever your chosen path.

Yours sincerely,

Gailene Stock AM

Director

## 2. THE AIMS AND THE ETHOS OF THE ROYAL BALLET SCHOOL

### Mission statement

To respect the past, herald the future but concentrate on the present.

### Mission and purpose

Our mission is to train and educate outstanding classical ballet dancers for The Royal Ballet, Birmingham Royal Ballet and other top international dance companies; in doing so we aim to set the standards in dance training, nationally and internationally.

The School offers a carefully structured dance course, aligned with an extensive academic programme, giving the students the best possible education to equip them for a career in the world of dance.

### The Goals of the School

- To provide, in a caring environment, artistic and academic training of the highest possible calibre, offering all students of the School a positive learning experience that is constantly monitored for potential improvement.
- To achieve recognized accreditation for the vocational curriculum.
- To offer students as many opportunities to perform as possible.
- To ensure that the students have close practical and artistic access to The Royal Ballet companies.
- To maintain a high employment rate of graduating dancers, with many being recruited to The Royal Ballet or Birmingham Royal Ballet.
- To expand the international exposure of the students of the School, by participating in international competitions and festivals.
- To conduct an extensive audition and outreach programme.

These goals are linked to the five aims of the DfE Policy introduced under the Children Act 2004 titled *Every Child Matters*. Under this policy the Government's aim is for every child to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve through learning
- Make a positive contribution to society
- Achieve economic well being

### 3. BOARDING AND DAY

Our aim is to create a warm and supportive atmosphere at White Lodge in which students can feel supported and safe and in which they can develop their skills and flourish. Few, if any, of our parents would have considered sending their children to a boarding School had it not been for their outstanding abilities in classical ballet and, because the opportunity to come to White Lodge often arises quite late, most of our families have very little time to prepare for this huge change in family life. It is sometimes difficult to explain the many ways in which living in a boarding School can be so different from living at home. Everyone starting at Lower School feels nervous to some extent.

With these things in mind we try to prepare our students and their parents, before their arrival, and we have developed three ways of doing this.

- i) The 'New Parents Day' is held shortly after places have been finalised for the following year, usually early in May.
- ii) Before the end of the academic year a member of the PTA committee phones the parents to offer support and advice.
- iii) New students are assigned an existing White Lodger to act as their 'Guide'.
- iv) New students begin the Autumn term early to provide an induction period.
- v) New Year 7 students are assigned a Year 11 mentor.

Boarding accommodation at White lodge is separated into areas according to age and gender. Each area has a designated House parent who looks after the children for five days each week and there are also House staff who 'cover' the House when the designated person is 'off duty'. The number of students in a room varies from 12 in Year 7 to two in Year 11.

It is our aim to generate self-confidence and independence in our students and to give them the skills to manage their own lives. This is done within a supportive and sympathetic framework of gradually increasing responsibilities and privileges.

Support is offered in two main ways

- i) Through the House parents, who have expertise in looking after their particular age and gender of student. House parents look after a particular year group and therefore students come under the care of different people as they move up the School.
- ii) By means of a tutorial system, through which each student is assigned a personal tutor. This tutor remains with them throughout their time at School, meets the student regularly and offers academic and personal support as well as acting as an advocate when necessary.

It is vital that our students remain in close and supportive communication with their families and so we have regular 'events' at School designed to increase opportunities for contact between staff, students and parents. The School encourages parents to communicate with staff, particularly with the House parents and personal tutors, about issues of concern. We also have an active and supportive parent-teacher association which, through fund-raising activities, sponsors events and purchases additional equipment for the students' leisure activities.

The health and welfare of the students is further safeguarded by our medical team. A nurse is on duty each day and on three days a week she is supported by a physiotherapist. We also have an experienced and highly qualified counsellor who is available one day a week.

The position of White Lodge, in the centre of Richmond Park, means that our older students have the freedom to explore a rich and pleasant environment and to visit local shops in safety. Students in year 11 may also be expected to travel independently from time to time e.g. by tube from Richmond to Covent Garden. In their boarding house they are also allowed more freedom and facilities for making their own 'snacks'. The younger students are taken on escorted trips to the shops every weekend and we also provide a programme of ballet and theatre visits as well as other outings of an entirely recreational nature. Our outings have included 10 pin bowling, kayaking, cinema trips, swimming, theme park visits etc. Any reasonable request from the students is given careful consideration.

All meals are eaten in our purpose-built dining hall and all specific dietary requests are catered for. The School promotes healthy eating and there are a series of events each term that promote cultural diversity and understanding. All students will also attend a formal House Dinner every year.

Post is distributed to the boarders every day, normally at 4.00pm in the dining hall. There may be times when we are unsure about a letter or parcel due to its condition on arrival or its contents. In these situations we will ensure that a member of staff is present when the letter or parcel is opened.

Parents are welcome to send birthday cakes or to arrange for a suitable cake to be purchased by agreement with the Reception Staff, House Staff or the Head of Boarding.

Students are allowed to use mobile phones in accordance with the School's Acceptable Use Policy and professional guidance regarding the associated health risks. We reserve the right to collect in mobile phones at certain times of the day (i.e. overnight) to safeguard against inappropriate use and/or exposure.

The in-School facilities are constantly improving. All years now have common rooms for relaxation and these variously include flat screen televisions with Freeview, networked computers, games consoles and DVD players.

We know we cannot replace home but we want our students to think of White Lodge as their 'second home'.

## **Day students**

Each year we are delighted to welcome a small number of students into the Royal Ballet School as day students. These students are treated in exactly the same way as boarders and are expected to attend all timetabled lessons and rehearsals. They are welcome to join in with weekend recreational activities having made arrangements with the Head of Boarding and/or the member of staff who is organizing the trip.

Day students do have access to their relevant common room and are provided with a locker for clothes, books and valuables and an area for changing and showering. If bed spaces are available, day students are welcome to board at short notice if the situation requires it.

A School bus runs to and from Richmond Station in the morning and in the evening, at other times when the park gates are closed, students will be brought to Sheen Gate to meet with parents or guardians.

Day students sign in and out each day at reception. Parents are welcome to liaise with reception regarding timetables and finishing times. New day students are invited to attend the welcome session for new boarders that takes place on the Saturday preceding the start of the autumn term. This provides an opportunity to meet fellow students and their academic tutor.

The Head of Boarding and the School Secretaries are always available to assist parents of day students with any enquiry.

## **Overseas Students**

In recent years we have welcomed an increasing number of students from overseas and they have greatly enriched the life of the School. They are quickly integrated and where possible complete the academic curriculum just like any other member of the School. In some cases where English is not their first language, additional support is required and this is provided by the School at varying times during the week.

All non EU students will be required to have a visa before entering the country and these have become increasingly time-consuming to arrange. Parents are advised to apply for the visa, at least 8 weeks before their child is due to arrive in England. If assistance is required please contact the School Secretary.

Every student whose parents do not live in the United Kingdom must have a guardian. The guardian must be appointed by the student's parents and should represent the family in dealings with the School, look after the student during the holidays and at times of illness or any unforeseen event. Please see the Guardianship Policy for details.

At the end of each half term (usually Saturday lunchtime) White Lodge closes for the holiday and all students are expected to go home or stay with their guardians. In addition to holidays there are also three Exeat weekends when students go home at lunchtime on the Friday and return on the following Sunday afternoon. Parents of overseas students should ensure that arrangements have been made for their child to stay with the family of a friend or with their guardian for the duration of any holiday.

#### 4. WHO'S WHO AT THE ROYAL BALLET SCHOOL?

(Correct at time of going to press)

##### **Governors**

The Marchioness of Douro OBE (Chair)  
Ricki Gail Conway (Vice Chair)

Suneel Bakhshi  
Jonathan Chenevix-Trench  
Nicolas Chisholm  
Richard Cunis  
Clarissa Farr  
David Fletcher  
Tony Hall

Candida Hurst-Brown  
Janet Lambert  
Sir David Lees  
Professor Margaret Maden  
Dame Monica Mason  
Madeleine Plaut  
Edmund Wallis

##### **Advisory Council**

Darcey Bussell OBE  
David Bintley CBE  
Sir Anthony Dowell  
Dame Antoinette Sibley  
Sir Peter Wright

##### **Governor Emeritus:**

The Lady Sainsbury CBE

##### Senior Staff

Gailene Stock  
Jay Jolley  
Alan Winter  
Charles Runacres  
**Pippa Hogg-Andrews**  
**Diane van Schoor**  
Mark Annear  
Sarah Eliot-Cohen  
Pippa Adamson  
Anne Fleming  
**Simon Bushnell**  
**Hope Keelan**

(Those based at White Lodge in bold type)

Director  
Assistant Director  
Chief Operating Officer  
Academic and Pastoral Head  
**Head of Lower School**  
**Ballet Principal - Lower School**  
Principal - Outreach Programme  
Head of Development & Publicity  
Head of Finance  
Acting Head of Finance  
**Deputy Head of Lower School**  
**Assistant Ballet Principal - Lower School**

##### Ballet Staff

**Diane van Schoor**  
**Hope Keelan**  
**Antonio Castilla**  
**Jessica Clarke**  
**Tania Fairbairn**  
**Nicola Katrak**  
**David Yow**

**Ballet Principal - Lower School**  
**Assistant Ballet Principal - Lower School**  
**Ballet Teacher**  
**Ballet Teacher**  
**Ballet Teacher**  
**Ballet Teacher**  
**Ballet Teacher**

##### Peripatetic Staff

**Misha Botting**  
**Jane Burn**  
**Karen Berry**  
**Lucy Galperin**  
**Richard Glastone**

**Performance Psychology**  
**Guest Teacher/Body Conditioning Teacher**  
**Scottish Teacher**  
**Gymnastics Teacher**  
**Guest Ballet Teacher/Mime**

**Anya Linden  
Anna Meadmore  
Mark Priestley  
Simon Rice  
Dona Phillips  
Sherrill Wexler  
Yolande York-Edgell**

**Guest Ballet teacher/Solos  
History of Ballet Teacher  
Boys Upper Body Teacher  
Morris Dance Teacher  
Irish Folk Dancing Teacher  
Spanish Dance Teacher  
Contemporary Teacher**

Choreographic Course

**Dr Susie Cooper**

**Choreographic Teacher**

Academic

**Elizabeth Allinson- Aghorah  
Melanie Brice  
Simon Bushnell  
Danielle Costigan  
Aurelie Derguesse  
Alison Dormer  
Dominique Foxton  
Robert Green  
Suzanne Gunton  
Pippa Hogg-Andrews  
Anna Meadmore  
Richard Johnson  
Jennie Page  
Sally Phoenix  
Catherine Pickston  
Clare Quamina  
Stephanie Ritchie  
Charlotte Taylor  
Abby Whitfield  
Christine Young**

**Science technician  
Head of Music and SIR  
ICT  
Science  
French and Library Coordinator  
Head Of Science  
Head of Mathematics  
Mathematics  
Head of English  
Geography  
Head of Academic Dance Studies  
History and PE  
Dyslexia Action Teacher  
Head of Expressive Arts  
Art  
Head of Art  
Head of Modern Languages  
English  
Head of Geography  
EAL**

Administration

**Suzi Abensur  
Marius Arnold-Clarke  
Sheila Gresswell  
Jan Regan  
Suzanne Watt-Bertoni**

**Ballet Administrator  
ICT/Theatre Technical  
Senior School Secretary - Lower School  
School Secretary - Lower School  
School Secretary - Lower School**

Estate staff

**Delia Bedeau  
Nick Cartmel  
Ian Cordery  
Jack Hartigan  
Samantha Fisher  
Gerry Gibbs  
Eamonn Linton  
Elena Skelenarova  
John Wildgoose  
Tanya Williams**

**Brookwards  
Security/School Driver  
Estates Manager  
Maintenance Technician  
Site Manager  
Maintenance Technician  
Security/School Driver  
Housekeeping Manager  
Gardener  
Brookwards**

House Staff

**Kristina Gardener**  
**Jane Linkin**  
**Tony Linkin**  
**Klara Mottlova**  
**Greg Roberts**  
**Sue Roberts**  
**Kay Wayman**

**House Parent**  
**House Parent**  
**House Parent**  
**House Parent**  
**House Parent**  
**House Parent**  
**House Parent**

Gap Students

**Oscar Schedlich**  
**Nolan Turcotte**

**Gap Student**  
**Gap Student**

Pianists

**Guy Attew**  
**Stefano Curina**  
**Olga Mazour**  
**Constant van Dorp**  
**David Smith**  
**Andrew West**

**Pianist**  
**Pianist**  
**Pianist**  
**Pianist**  
**Pianist**  
**Pianist**

Medical Support Staff

**Professor Rob Bor**  
**Janet Briggs**  
**Jasmine Challis**  
**Dr Nicholas Goddard**  
**Dr Sophie Jukes**  
**Dr Jonathan Barnes**  
**Frances Rees**

**School Counsellor**  
**Physiotherapist**  
**Nutritionist**  
**Orthopaedic Consultant**  
**Sheen Lane Health Centre**  
**Sheen Lane Health Centre**  
**School Nurse**

Instrumental Teachers

**David Barry**  
**Rebecca Cooper**  
**Nathan Hassall**  
**Susan Morfee**  
**William Morris**  
**Geraldine Peach**  
**Hannah Pedley**  
**Eleanor Percy**  
**Harriet Roberts**  
**Anna Tam**  
**Penelope Whinnett**

**Percussion**  
**Singing**  
**Clarinet, Saxophone**  
**Flute**  
**Piano, Trumpet**  
**Oboe and Piano**  
**Singing**  
**Violin**  
**Singing**  
**Cello**  
**Piano**

Wardrobe Mistress

**Caroline Hume**

**Wardrobe Mistress**

## 5. USEFUL CONTACTS FOR PARENTS AND CHILDREN

Problem	Name	Telephone (0208)	Email address
Absence	School Sec.	3928440	suzannew@royalballetSchool.co.uk
Academic concerns	Pippa Hogg-Andrews or academic tutor	3928440	
Ballet/Dance concerns	Diane van Schoor	3928440 Ext 447	suzia@royalballetSchool.co.uk
Pastoral concerns	Simon Bushnell	3928440	simonb@royalballetSchool.co.uk
Nelson Room	Duty staff	392 8451	
Discipline	Simon Bushnell	3928440	simonb@royalballetSchool.co.uk
Health	Frances Rees	3928459	francesr@royalballetSchool.co.uk
Examinations	Stephanie Ritchie	3928481	stephanier@royalballetSchool.co.uk
Travel	School Sec.	3928440 Ext 447	sheila@royalballetSchool.co.uk
Performances	Sheila Gresswell	3928441	sheilag@royalballetSchool.co.uk
Lost property	Jane Linkin	3928474	janel@royalballetSchool.co.uk
Parents	Peg Hale		pta@royalballetSchool.co.uk
Governors (Chair)	Lady Douro		ladydouro@royalballetSchool.co.uk
Child Protection	Simon Bushnell	3928440	simonb@royalballetSchool.co.uk
Child Protection (LEA)	Richmond	8917969	
Counsellor	Rob Bor	3928459 (via School Nurse)	
Independent listener	David Ireland	(01372) 378335	
Finance	Pippa Adamson/ Anne Fleming	(0207) 8457050	pippaa@royalballetSchool.co.uk annef@royalballetSchool.co.uk
SEN Co-ordinator	Charlotte Taylor	3928440 Ext 493	charlottet@royalballetSchool.co.uk
EAL Co-ordinator	Steph Ritchie	3928440 Ext 499	stephanier@royalballetSchool.co.uk

**NB for all staff emails please use their first name followed by the first letter of their surname @royalballetSchool.co.uk**

## 6. TIMINGS

### MONDAY - FRIDAY

7.00 am	Rise
7.30 am	Breakfast (register)
8.20 am	Registration Period Monday - Senior Assembly in Salon Wednesday - Junior Assembly in Salon
8.25 am	Warning bell
8.30am -10.30am	Academics/Ballet
10.30am -11.00am	Break Drink and biscuit available in dining hall
10.55 am	Warning bell
11.00am -1.00pm	Academics/Ballet
1.00pm -2.00pm	Lunchtime (register) Note. Tuesday Autumn term 1.00pm -1.40pm (Choir 1.40pm – 2.30pm) Friday 1.00pm- 1.45pm (PSHE or whole School assembly 1.45pm – 2.15pm)
2.00pm - 4.00pm	Academics/Ballet Monday, Wednesday and Thursday Note Tuesday Autumn term 2.40pm-4.30pm Friday Academics begin at 2.15pm 3 x 35 minute lessons, finish at 4.00pm Ballet class begins at 2.30pm
4.00pm - 4.15pm	Drinks, biscuits and tuck boxes available Students collect post from dining hall.
4.15pm - 6.30pm	Peripatetic dance classes and rehearsals or free time. Weekly timetable published.
6.00pm - 7.00pm	Dinner (register)
7.10pm	Warning bell
7.15pm - 8.45pm	Prep in classrooms Year 7, 8, 9, 7.15pm-8.15pm Year 10 & 11 7.15pm – 8.45pm
8.15pm-9.00pm	Late night drinks in dining room
9.00pm-10.30pm	Bed time Year 7 - 9.00pm Year 8 - 9.15pm Year 9 - 9.30pm Year 10 - 10.00pm Year 11 - 10.30pm

## 7. BALLET

### Dance Curriculum

The Royal Ballet School has its own system of training which is fully documented. It is applied by the students throughout their time at the School.

The dance curriculum takes place each day including Saturday mornings. In general all Saturday classes end at lunchtime but there may be exceptions during performance periods. Under normal circumstances Year 7 students would not expect to have Saturday classes for the first half of the autumn term.

<b>Year group</b>	<b>Curriculum objectives</b>
Year 7	<ul style="list-style-type: none"><li>• To consolidate the teaching of anatomical posture and the concept of rotation (turnout) from the hip socket.</li><li>• To consolidate the teaching of the basic positions (poses) of the arms and the legs and the coordination of their movement.</li><li>• To introduce demi-pointe work as applicable</li><li>• To develop strength and flexibility</li></ul>
Year 8	<ul style="list-style-type: none"><li>• To consolidate the material learned in Year 7 with more repetitions and increased tempo</li><li>• To develop the strength of the ankles and feet with the introduction of more demi- pointe work</li><li>• To develop a greater sense of centering and balance on the demi pointe</li><li>• To introduce the small and grand poses at the barre</li><li>• To introduce the positions of 4<sup>th</sup> arabesque and arabesque a deux bras</li><li>• To commence study of batterie</li><li>• To increase strength, flexibility and physicality</li></ul>
Year 9	<ul style="list-style-type: none"><li>• To introduce demi-pointe work to centre practice</li><li>• To continue the sense of turning with elementary exercises en tournant</li><li>• To further develop the study of batterie</li><li>• To promote greater strength, flexibility and physicality</li></ul>
Year 10	<ul style="list-style-type: none"><li>• To develop stability in exercises on the demi-pointe</li><li>• To achieve greater awareness of the flow of movement from one pose to another</li><li>• To increase the speed of movement in barre work, centre practice and allegro</li></ul>
Year 11	<ul style="list-style-type: none"><li>• To consolidate all the basic elements of classical ballet training with a continued emphasis on posture, coordination, stability, strength and expressiveness.</li><li>• To stress an increased awareness of style, musicality and expressiveness</li></ul>

The range of activities experienced by the students will be as follows;

Activity	Year Groups
Classical technique	All
Pilates based body conditioning	All
Pointe technique	Girls Years 7-11
Coaching	Boys Years 7-11
Repertoire	All
Gym	Years 7,8 and 9
Upper body	Boys Years 10-11
Character	All
Morris Dance	Boys Years 8 and 9
Irish and Scottish	Irish Year 8 and 9, Scottish Year 9
Contemporary	Year 11
History of Ballet	Years 7, 8 and 9
Supported Adage	Year 11
Choreographic Studies	All
Classical Solos	Years 10 and 11

### Ballet/Dance uniform

Tutus and RBS track suits are available through The Royal Ballet School wardrobe department. T-Shirts are available from the communications and marketing department.

Other items of uniform are available from: Freeds of London  
94 St Martin's Lane  
London WC2N 4AT  
Tel: 020 7240 0432

Class	Boys	Girls
Classical	4 Unitards, RBS colour and style Jock strap White/Beige White ballet shoes 4 Pairs of white socks Black Leg warmers for Barre work Royal Ballet School track suit Fleece	2 Pairs of pink nylon ballet tights 2 leotards in RBS colour and style. 1 Flesh-coloured body stocking (recommended Years 8-11) Pink leg warmers (for Barre work only) Pink pointe shoes Pink soft ballet shoes 1 Tutu (Wardrobe) Royal Ballet School track suit Fleece
Character	As above with black character shoes	Black character skirt (Wardrobe) 1 pair of black character shoes (Freeds)
Contemporary (Year 11 only)	1 Black Unitard in appropriate RBS style and colour.	1 Black Unitard in appropriate RBS style and colour. Bloch trainers (538 Mesh)
Choreography	RBS track suits and/or RBS T-Shirts	RBS track suits and/or RBS T-Shirts
Repertoire	1 Unitard in appropriate RBS style.	Chiffon skirt in year group colour (Wardrobe)

\*gym is performed barefoot

## **Other information**

Should you have any queries about other items which should or should not be brought with students to White Lodge, please consult the comprehensive list sent out by the School Secretary Mrs Sheila Gresswell or contact her on [sheilag@royalballetSchool.co.uk](mailto:sheilag@royalballetSchool.co.uk)

## **Class Procedures**

### **Dress**

- All students will have received a dress code. Please wear the correct uniform for your year and ensure that it is clean and free from holes. Students not in correct uniform may be requested to observe rather than participate in class.
- No jewellery should be worn in class with the exception of ear studs, for females only.
- Legwarmers, T shirts and track suits should be removed once class commences, unless the student is injured.

### **Food and drink**

- Food and drink should not be brought into the studio. Water is provided outside most studios.

### **Outside classes and performances**

- Students are not allowed to take classes outside The Royal Ballet School during term time. Outside classes and courses can be taken during the holidays but only with the permission of the Ballet Principal.
- Students are not permitted to take part in performances other than those organised by The Royal Ballet School, unless permission has been granted by the Ballet Principal.

### **Appropriate contact**

For the purposes of effective technical training, ballet and dance teachers need to use appropriate physical contact to aid their teaching strategies. Students should expect appropriate physical contact in all classes, examples of which are demonstrated annually by the Ballet Principal and Ballet Staff at New Parents Day.

## **Assessment**

### **Initial physical assessment**

- All new students will have a physical assessment at the start of the first term. This will enable medical staff and teachers to identify physical weaknesses and design their training accordingly.

## **Dance assessments - 'Appraisals'**

It is important to remember that students do not progress automatically from one year group to the next. Further training is offered contingent on progress and good behaviour. However, we would expect a vast majority of our students to advance through the Lower School. Decisions are made in the student's best interest.

Parents receive regular progress reviews and have a formal meeting with the ballet teachers once a year. Parents are kept informed regarding concerns.

Parents are encouraged to make contact with the ballet department should they be concerned regarding progress.

## **Year 11 Appraisal Process**

The Year 11 demonstration classes take place before half term in the spring term when the students are assessed by the Directors. Following the final auditions the Director and Ballet Principal interview each student individually to discuss offers of placement at the Upper School.

Preliminary auditions for other vocational Schools are held at these Schools. Parents are encouraged to investigate all options, to view Schools and attend open days during the Autumn term if at all possible as this is difficult to accommodate during the Spring Term. Parents should note that they are responsible for the completion of application forms and for arranging transport to any preliminary or final auditions at other vocational Schools.

## **Performance**

### **Selection for performances**

Students are reminded that casting for repertoire within the School or within The Royal Ballet is dictated by many different factors. Choreographers have a clear idea of the type of dancer they want, if it is not you this time it may be the next! The world of dance is tough and can sometimes appear unfair and unrewarding. Casting is always provisional and the final decision rests with the Choreographer, Director or Ballet Principal.

Lower School students are sometimes required to perform with The Royal Ballet at the Royal Opera House and at these times final casting is done by The Company. This will impact on ticket purchases as casting decisions are often made only a short time before the opening to minimise any inconvenience the PTA operates a ticket exchange scheme.

The handover of students takes place when the student has finished his or her performance, this could be at the end of the first act. Parents who are taking their child home after a performance are therefore required to arrange for collection at this point.

For the Linbury Season we try to include every student in at least one performance. The main Lower School performances take place on the Friday evening and the Saturday Matinee. When purchasing tickets please be aware that your child may not appear in both of these performances. Lower School students may also take part in other performances but these mainly feature students of the Upper School.

When collecting students from the Linbury all requests for collection should be directed to the Deputy Head, Simon Bushnell.

### **Floral tributes**

Whilst we appreciate the desire of parents to recognise their child's achievement in performing at the Royal Opera House by sending or bringing floral tributes to the stage door, the practice has become unmanageable for the staff of the Royal Opera House.

We would therefore request that should parents wish to send floral tributes, please ensure that they either be sent to the Upper or Lower Schools for distribution to the recipient, or that they are handed to the child by the parent at the end of the performance.

## 8. ACADEMIC

Year 7	Year 8	Year 9	Year10	Year 11
Art Drama English French Geography History ICT Mathematics Music PE Science Studies in Religion	Art Drama English French Geography History ICT Mathematics Music PE Science Studies in Religion	Art Drama English French Geography History ICT Mathematics Music Science	Dance GCSE English Language English Literature Expressive Arts Mathematics Double Science <b>and 2 others from</b> Art French Geography History Music	Dance AS level English Language Expressive Arts Mathematics Double Science <b>and 3 others from</b> Art French Geography History Music Science (triple) English Literature

### PSHE

All students complete a full programme of PSHE throughout their time at White Lodge, this generally takes place on alternate Friday afternoons but is also supplemented with special lectures, visits days and through the existing schemes of work of academic subjects.

### Sex and Relationship Education

The programme has been devised by the SRE committee within the School and covers all aspects of sex and relationships education. The committee meets regularly to review the provision which is taught across all year groups through the academic curriculum and PSHE.

The parents of a pupil may, if they wish, withdraw that pupil from all or part of the Sex and Relationship Education provided in a PSHE programme.

### Dissection in science

Although the emphasis in science is on living things, science students at key stage 3 are invited to dissect certain organs which are readily available in all supermarket chains. This is used to enhance their understanding of cells, organs, systems, lungs and respiration. Participation is entirely up to the student and they may opt out of the lesson having given one weeks notice.

## **Provision for special educational needs**

### **Support**

The School makes every effort to ensure that the artistic and academic curriculum is accessible to all. The Special Educational needs department endeavours to meet the needs of those students requiring additional support.

On entry to the School, all students are given an assessment which automatically highlights those students who may have different types of learning difficulty. These students are placed on the special educational needs register and are automatically given priority for additional support. This support includes being given an Individual Educational Plan (IEP) which outlines the type of support required. These plans are monitored by the Special Educational Needs Coordinator (SENCO) and reviewed at the start of each term.

The SEN register has four levels of assistance

1. Teacher Provision- for mild SEN such as problems with numeracy and literacy, the class teacher will provide a differentiated curriculum for that student. An IEP may be provided for a student at this stage to promote target setting.
2. School Action - where the SENCO prescribes additional support, this could be in-class support or additional help sessions with the GAP student or in most cases the use of a personalised literacy and numeracy computer programme such as Success Maker.
3. School Action Plus - where additional support is needed the SENCO will liaise with outside agencies for specialised help. At White Lodge those students within this category take weekly lessons, during School time with a specialist from Dyslexia Action. Progress is monitored and a report provided at the end of each term.
4. Provision of statement - students with extreme needs such as Attention Deficit Disorder may need specific help from other outside agencies. At present the RBS has no such students.

All students who are categorised as School Action Plus are entitled to 25% additional time in KS3 and KS4 examinations.

It is important to remember that being placed on the register is a positive sign that a student is being encouraged to feel that they are capable of pushing themselves to overcome the aspects of learning that they find challenging and to achieve their best with the help that they receive from the teachers.

### **Gifted and talented**

The School has a gifted and talented register and these students are offered extension work by subject teachers and through access to the success maker programme. Identification is on-going and a review of the register takes place each term. The following quantitative and qualitative methods will be used to assist identification:

- Feeder School information
- KS2 Levels

- MidYIS standardized tests
- Teacher nomination
- Subject specific data: eg Maths Challenge Gold Award
- GCSE results

Heads of Departments will be responsible for producing strategies for teaching gifted and talented students in their subject area. They will also guide the student towards participation in whole School activities that could extend them further - magazine contributions, plays, debates, quizzes, gallery trips and theatre trips.

The gifted and talented will normally work within their peer cohort but specific opportunities will be given to them. These will include:

- Opportunities to work with their intellectual or artistic peers
- Extension tasks
- Opportunities to complete extra challenges eg national competitions/challenges
- Acceleration of curriculum in order to take early GCSEs or A level

## **EAL**

For those students at the School who do not have English as their first language additional support is provided both one on one and in within the classroom setting. All EAL students receive an Individual Action Plan (IEP).

## **Academic assessment**

New students in years 7, 8 and 9 take MiDYS tests on joining the School. These are used to monitor progress and value-added and to set attainment targets where necessary.

Subject teachers will set end of unit tests throughout the year and more formal examinations will take place at the end of years 9 and 10.

All students will be expected to take 9 GCSE's at the end of year 11. Students will be also complete mock GCSE examinations in the January of year 11. (Year 11 in the academic year 2011/12: 8 GCSEs and an AS in Dance Studies)

Two formal academic reports will be issued during the year. There will be a chance for parents to discuss their child's academic progress with teachers at a teachers meeting (see next page).

## 9. REPORTING PROGRESS

At the Lower School parents will receive two full academic reports and four progress cards during the academic year. Ballet reports are issued twice a year. Internal progress meetings are held at each half term and with input from ballet, academic and pastoral staff.

### Schedule for reporting and parent meetings (by year groups 7-11).

	Oct	Dec	Feb	Apr	Jun	July
Parents academic meeting	7	10,11	8,9			
Parents ballet meeting	11	8,9	7,10			
Full academic report		All but 11	11		11	All but 11
Full ballet report		All				All
Academic progress sheet to parents	All	All	All	All	11	All but 11
Ballet progress reviews	7-11	7-11	7-11	7-11	7-11	

Should parents not receive a report at the time scheduled above they should contact the School immediately.

Any concerns about the content of the report should be referred either to the Ballet Principal, the Deputy Head/Head of boarding, The Academic Tutor or the Head of White Lodge.

### Parent teacher meetings

Ballet: these are by appointment and are arranged in advance with the Ballet Administrator.

Academic: these take place in the Salon, there are no appointments but on arrival parents receive a list of staff to see in respect of their child's progress. Parents are encouraged to email academic teachers directly, throughout the year, if they have a query or concern.

Interviews need to be fairly concise to ensure that all parents meet with the teachers on their list. However should you wish to have a more detailed discussion you are encouraged to make a separate appointment with the relevant member of staff.

## 10. DRESS CODE AND UNIFORM LIST

### General

Students are expected to dress in the correct uniform for their particular year group at all times and to remember the following rules

- No jewellery to be worn in class apart from stud earrings for girls.
- Only bags containing money and valuables to be taken into the studio, these to be placed into wall mounted lockers.
- Track suits and shoes to be worn between lessons.
- No plastic trousers or loose non regulation t-shirts at any time.

Hair is expected to be kept tidy with short back and sides for boys and no fringes for girls. Students must remember that excessively long or untidy hair may affect their chances of being selected for repertoire and casting. Students are not permitted to colour their hair.

Students may not wear jewellery of any type in dance classes or academic lessons, except ear studs for girls. Any jewellery worn outside of these times should be appropriate to the boarding environment and take account of sensible Health and Safety considerations.

### Winter Uniform (Autumn, Spring and first half of Summer term)

#### Girls

White Shirt  
Navy Blue Cardigan  
Black Watch tartan skirt  
Navy blue blazer  
Grey tights (years 10 and 11 may wear natural tights)

#### Boys

White shirt  
Tie  
Navy blue blazer  
Black trousers  
Grey socks  
Navy v-necked jumper

### Summer Uniform (second half of the Summer term)

#### Girls

Short sleeved white shirt  
Navy blue blazer  
Navy blue cardigan  
Black Watch tartan skirt  
White ankle socks (years 10 and 11 may wear natural tights)

#### Boys

Short sleeved white shirt (*no tie*) (Boys in years 10 and 11 may wear long sleeves)  
Navy blue blazer  
Black trousers

Students are advised to bring in a sensible amount of weekend and evening casual clothing. Storage space is adequate but limited. Casual clothing is allowed to be worn after the student's last class of day and at weekends. Laundry is done on a weekly basis and students will have a responsibility towards following the rotas put in place.

Students are advised to bring in 4 towels and 2 sets of bedding.

Should you have any queries about other items which should or should not be brought with students to White Lodge, please consult the comprehensive list sent out by the School Secretary, Mrs Sheila Gresswell, or contact her on [sheilag@royalballetschool.co.uk](mailto:sheilag@royalballetschool.co.uk)

## **11. GENERAL RULES AND REGULATIONS**

Parents and guardians have been requested to ensure that their children have read and understood the School rules before they join the School. If rules are consistently applied, the School will be a happy, purposeful and tolerant society in which all members of the community can fulfil their potential.

Any anti-social behaviour, breach of good manners or common sense will be taken as a breach of the School rules. Students should conduct themselves in a controlled manner bringing credit to themselves and to the School.

The School rules are as follows:

### **Premises**

Student must use all facilities in a responsible manner and observe any rules which apply to a particular room or facility. Damage must be reported immediately to a member of staff.

### **Personal injury**

Any injury or accident on School property should be reported at once to the School Nurse. If she is not available, a member of staff must be informed.

### **Valuables**

The School will treat theft as an offence against the whole community but students must take care of their own property. Belongings should be kept in designated places and not left lying around in corridors, studios or public places. The School takes no responsibility for personal property left at School. (Parents are advised to check that their household insurance policy covers their children's belongings.)

### **Movement**

Movement throughout the School should be quiet and orderly at all times. Students should not run or eat in corridors or public areas.

### **Emergency procedures**

In the event of an emergency, students should proceed to the designated area using published routes and in an orderly fashion.

### **Tobacco, alcohol, solvents and drugs**

Smoking or the possession of smoking materials in School is forbidden. The same rule applies to illegal drugs, solvents and to alcohol. (The Director may at any time require a urine test under medical supervision to establish the presence or otherwise of an illegal substance.)

### **Leaving the premises**

Students in years 7 and 8 are not allowed to leave the premises unless accompanied by a member of staff or other responsible adult. Students in years 9-11 may request permission to leave the grounds of White Lodge, subject to conditions published in House areas.

### **Appearance**

Students must be clean and tidy and wear regulation dress at all times of the School day.

### **Anti-social behaviour**

The School Council has produced courtesy guidelines and these should be adhered to at all times. Anti-social behaviour in any form will not be tolerated. The bringing to School of any type of knife, gun or other weapon is forbidden, as is the chewing of gum and the use of foul and abusive language.

### **Mobile phones**

Whilst the School recognizes the importance of mobile phones as an aid to security and communication, they should be switched off during the School day between 8.20 and 16.30. All students should be aware of the references to the unacceptable uses of text messaging as contained in the anti bullying policy.

### **Use of IT facilities**

The developments in information technology have brought great benefits to students in producing work and in communicating with others. The downside has been the temptation to misuse these facilities in ways which are unacceptable to the School. All students are requested to read the Anti Bullying Policy and the Acceptable Use Policy which both set out clearly the standards that we expect from our students in the use of computers and the internet.

### **Bullying**

Bullying or maltreatment of a student at The Royal Ballet School is absolutely unacceptable.

## **12. ICT**

ICT is used throughout the academic curriculum and is available to students for recreational use. All users of the School's network are bound by the School's Acceptable Use Policy and are required to sign an Acceptable Use Agreement contract at the start of their career at the School.

Filtered internet access is available to all users and individual email accounts are allocated to all students and staff.

## **13. PHOTOGRAPHY AND CONTACTS WITH MEDIA AND SPONSORS**

### **Photography at School Events**

Whilst parents, guardians and students are welcome to take photographs at open School events, these photographs must only be for personal use and the School prohibits their use in any publications, websites or unauthorised media.

The unauthorised taking of videos and photographs is not allowed by students or visitors to the School. Videos of performances and assessments are for use within the School and are not to be copied for any other purpose.

### **Media**

Occasionally requests are made for students to be photographed, interviewed or videoed by outside organisations such as television companies, newspapers or magazines. This will only take place should parents have signed the appropriate media consent form. All requests involving any aspect of the media should be passed to Sarah Eliot-Cohen, Director of Development and Marketing

### **Sponsors**

Guidelines have been produced for sponsors, students and parents; these can be found in the appendices.

## **14. HEALTH AND SAFETY AND MEDICAL PROCEDURES**

The School has done everything possible to provide a safe and healthy place of work. It is important that the changing rooms, studios and student recreational areas are kept clean and tidy. Please remember to wear shoes at all times around the building.

### **Injuries**

- All injuries must be reported as soon as possible and an appointment made with the physiotherapist.
- Opportunities exist for students to meet the School Orthopaedic Consultant or other outside specialists.
- Should parents seek independent advice they should keep the School physiotherapist and the School secretary informed of appointments, treatment and feedback.
- Appointments should not normally be made with the physiotherapist to coincide with academic lessons.

- Outside appointments should be made so as not to avoid classes or other School commitments.
- Students who are injured should still attend class as an observer. In some cases a rehabilitation programme will have been designed for them to work on during class time. If this is the case the student must ensure that the class teacher has been informed.
- Notes from the physiotherapist or body conditioning staff should be given to teachers at the beginning of class if the student is to be excused from certain aspects of the class.
- As a common courtesy all students are expected to inform the physiotherapist if they will be unable to make a particular appointment. If appointments are missed on a regular basis the student may forfeit the benefit of being treated by the physiotherapist.

### **Health centre**

The School nurse is on site between 8.15am and 4pm each day. In addition to dealing with illnesses and injuries which may occur during the School day she is also available to talk with students in complete confidence offering help and advice where appropriate.

### **Medicines**

All students are required to adhere to the School's policy for the administration of medicines (add updated policy?).

Students are not permitted to self-medicate without the knowledge and express permission of the School Nurse. This includes all prescription and non-prescription medicines, homely-remedies, supplements and herbal cures.

Parents are requested not to send any medicines to students via the postal service. The Director reserves the right to instruct staff to withhold any package that appears to contain medication until such time as the package can be opened by the student in the presence of a member of staff and the medications can be appropriately assessed and recorded.

### **Supplements and non-prescription medicines**

It is the parent's and student's responsibility to declare any supplements or non-prescription medicines that are brought into School. These will be subject to approval and monitoring by the School Nurse as required.

### **Counselling**

The School counsellor Professor Rob Bor is available on a weekly basis to speak with individual students and to offer advice and help where necessary. Appointments and referrals can be made through the School nurse.

## **Nutrition**

- Students are expected to maintain healthy eating and drinking habits. The School Nutritionist visits regularly and is available for consultation.
- Supplies of water are available throughout the building. Hot drinks and healthy snacks can be purchased from the vending machines in the Common Room.

Students, whose physical condition is causing concern, will be referred to the Nutritionist for advice.

## **15. FINANCIAL INFORMATION**

### **Fees**

A majority of the students at The Royal Ballet School receive financial support toward their School fees, accommodation and living expenses. Many are supported by the Music and Dance Scheme (MDS) operated by the DCFS while some others receive some form of sponsorship from the School or another provider.

The financial support from the DCFS varies according to parental income and parents will receive a separate information pack containing further details and an application form from the Finance Department at the School.

### **Banking at School:**

All boarders in Years 7 and 8 are encouraged to 'bank' all monies, e.g. pocket money etc, with the School banking system. Money should be handed to a member of the House Staff who will then deposit it in a lockable safe and record the relevant details. Students may then 'withdraw' money every Friday from 4.00pm to 6.00pm when the School bank is operated.

Boarders in Years 9, 10 and 11 are free to use this facility but it is not compulsory. We encourage responsible handling and of money and valuable items but we cannot take responsibility for the loss, or damage, of items that have not been brought to our attention or come within our 'care'.

### **Queries**

Please contact the Finance Office for all financial queries or discussions.

## **16. VISITS**

Visits to the School during the week by parents and friends should be arranged and cleared in advance with the Head of the Lower School or the Deputy Head/Head of Boarding.

Visits to the Lower School at the weekend should be cleared with the Deputy Head/Head of Boarding. The following general guidelines are relevant to this document:

- All visitors should show sensitivity and discretion to other students at all times
- Male and female visitors should not enter the dormitories of students of the opposite sex unless a member of the House staff is present.
- Visitors should only go into the dormitory of the student that they are visiting.
- Visitors should not smoke in any part of the building or picnic in the dormitories.
- Members of staff should not enter opposite sex dormitories unless accompanied by a female/male as appropriate. However in circumstances where a student's health or safety is thought to be at risk, such access may be free and immediate.
- Visitors should use the designated adult cloakroom areas.
- It is the parent's responsibility to inform the School of any legal conditions regarding access.

### **Arriving at White Lodge**

At the beginning of terms, students are expected to be back at White Lodge before park closure or by the time specified on the termly calendar.

Refreshments are available in the Salon or the dining room for parents and guardians.

At the end of half-term holidays and exeat weekends students are expected to be back at White Lodge before park closure or by the time specified on the termly calendar.

### **Exeat Weekends**

Three times a year we have Exeat Weekends. These are to enable all students to enjoy a short break. The weekend starts on Friday, at the time specified on the termly calendar, and students are expected back before park closure or by the time specified on the termly calendar.

### **Requests to take boarders out**

If you wish to take your child out during term time, or if a relative or friend wishes to do so, please contact the Deputy Head/Head of Boarding by phone or by email with the details giving as much notice as is possible. Students will only

ever be 'released' from White Lodge when permission has been given by all parties.

Requests for absence during the School day or longer absences should be addressed to The Head of White Lodge who will liaise with the Ballet Principal and the Deputy Head/Head of Boarding.

### **Taxis**

Should a student need to attend a medical appointment it may be necessary for the School to book a taxi to and from the appointment. In order to reduce costs we do not book taxis to wait until the end of the appointment time. The School has an account with Arrow Riverside Cars of Sheen and charges are usually made to the School's account and are subject to an additional service fee. All students are accompanied by a member of staff for the duration of the journey.

## **17. The Parent Teacher Association (PTA)**

Chair- Peg Hale  
Secretary- Janie Bennett

There is an active PTA that represents the parents at both the lower and upper Schools, it seeks to

- foster more extended relationships between the staff, parents, children and others associated with the School
- engage in activities which support the School and advance the education of those attending it
- give assistance with respect to the welfare of students.
- provide assistance in the provision of those facilities for education at the School which would not normally be provided.

Meetings of the PTA committee occur twice a term and there are a number of activities throughout the year.

The PTA produces its own handbook which complements this publication

## **18. APPENDICES - SCHOOL POLICIES**

Everything in this handbook is underpinned by the School's policies. These are available on the School website or as hard copy on request. Please read the Policies as they provide details of how the School intends to act in specific areas: <http://www.royal-ballet-school.org.uk/policies.php>

These policies on the website are current at the time of printing. You will be notified of significant changes as necessary and please check the School website for updates.

The following policies are available:

- **Admissions Policy**
- **Aims and Ethos of The Royal Ballet School**
- **Alcohol, Drugs and Smoking Policy**
- **Anti-Bullying Policy**
- **Appropriate Contact in Dance Policy**
- **Assessment Policy**
- **Behaviour (Rewards, Sanctions, Exclusions) Policy**
- **Child Protection Policy**
- **Complaints Policy**
- **Curriculum Policy**
- **Directions to White Lodge Richmond Park**
- **EAL Policy**
- **Handbook - Lower School 2010-2011**
- **Health and Safety Policy**
- **Health and Safety on Trips and Visits Policy**
- **ICT Acceptable Use Policy - Lower School**
- **Nutrition Policy**
- **Prospective Parents Information Sheet**
- **Safeguarding Policy**
- **Sex and Relationship Education Policy**
- **Special Educational Needs and Disability Policy**
- **Staff List**
- **Supervision Policy**
- **Whistleblowing Policy for Staff**

## **18 (a) SPONSOR POLICY**

### **GUIDENCE FOR SPONSORS**

The Royal Ballet School and its students benefit greatly from the generosity of many individuals, families, trusts and other organisations who agree to contribute financially to the training and welfare of certain students within the School. We welcome the interest shown in these students and are delighted to be able to provide a number of opportunities throughout the year for the Sponsor to be able to see these students in performances and to meet with them in less formal situations about the School.

#### **Background**

The School has become increasingly aware through the development of its child protection policy, through child protection training undertaken by staff and through Government publications such as 'Every Child Matters' that there must be very close control over the access granted with our students regardless of the support provided by benefactors.

It must be said that this is a two way process and that certain benefactors have required protection from unwanted demands placed on them by the sponsored student and/or their families.

It is for these positive reasons that we felt it important to devise guidelines for sponsors regarding appropriate access and communication with their students and would ask that the following procedures are followed:

#### **1. Contacting the Student**

The advice of child protection specialists is that there should be no direct contact with students by phone, text message or email. We therefore ask that any communication with a student is made through the School's Development and Publicity Office at the address below. We expect our students to keep Sponsors informed of their progress through letter or card and this would be our preferred method of communication.

Sponsors are strongly discouraged from giving their own personal contact details to students and their parents.

#### **2. Offering Additional Assistance**

We ask that sponsors refrain from making informal approaches to students offering additional assistance such as financing flights, summer Schools or topping up their maintenance grants. Although this is greatly appreciated we would ask that any additional assistance is offered through the Development and Publicity Office at the School.

Should the Sponsor be approached by their student or their parents for additional assistance they should immediately inform the School's Development and Publicity Office who will investigate and advise the Sponsor on an appropriate response.

### **3. Presents and Other Gifts**

A number of Sponsors have in the past sent gifts to students at the School. Whilst we appreciate the sentiments behind such gifts they have occasionally been known to cause ill feeling from other students and sometimes created a situation where the student felt under pressure to reciprocate in some way. We are happy for token gifts, such as a card or flowers to be sent to students on their birthday or following a performance. Once again however, these should be sent via the Development and Publicity Office.

### **4. Entertaining Students**

The School's child protection policy dictates that Sponsors may not take students out from the School unless they have current Criminal Records Bureau (CRB) clearance through The Royal Ballet School. Where there is CRB clearance, Sponsors may invite a student, with at least one friend (or parent or member of staff from the RBS), but this should be arranged through the Development of Publicity Office. The student should never attend the Sponsor's home alone and the Sponsor would also be advised to ensure that there is always another adult present at any meeting at their own home attended by students from the School

### **5. Transport**

Sponsors should never be alone in a car with one or more students.

### **6. Age Restrictions**

The School accepts that once a student becomes 18 they assume the status of an adult within the law and are responsible for taking their own decisions independently of their parents. However, students aged 18 and above who remain members of the School, are still the School's responsibility as they follow our system of training.

We hope that Sponsors will be happy to comply with the above procedures whilst our students remain members of The Royal Ballet School and thank you for your cooperation in this matter.

### **Further Information**

For any help or clarification, please contact:

The Development and Publicity Department  
The Royal Ballet School  
46 Floral Street  
London WC2E 9DA

Tel: 020 7845 7073

Email: [natalieh@royalballetschool.co.uk](mailto:natalieh@royalballetschool.co.uk)

## 18 (b) POLICY ON THE ADMINISTRATION OF MEDICINE

### General

The Board of Governors and staff of The Royal Ballet School wish to ensure that students with medication needs receive appropriate care and support at School. The Director will accept responsibility in principle for members of the School staff giving or supervising students taking prescribed medication during the School day where those members of staff have volunteered to do so.

### Responsibilities

The governing body takes responsibility for the administration of medicines during School time in accordance with the Government's policies and guidelines. The Director will implement this policy and report as required to the governing body.

Medication will normally be administered by the School Nurse and by pastoral staff under her instruction at Lower School. All staff are expected to maintain professional standards of care. The administration of medicine is not a contractual obligation; however staff (e.g. House parents, PE and games staff, or staff taking educational visits) who volunteer their services, will be given training. The School Nurse will induct all new members of staff in the procedures involved in administering medicine at Lower School

Parents are responsible for providing the School with comprehensive information regarding the student's condition and medication. Prescribed medication will not be accepted in School without complete written and signed instructions from the parent. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. **Please note that parents should keep their children at home if acutely unwell or infectious.** Only reasonable quantities of medication should be supplied to the School (for example, a maximum of four weeks supply at any one time).

**Parents have a duty to notify the School of any change in their child's medical condition.** It is the responsibility of parents to notify the School in writing if the student's need for medication has ceased. It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. The School will not make changes to dosages on parental instructions.

Where the student travels on School transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the student, including medication for administration during respite care. Each item of medication must be delivered to the School Nurse or member of staff, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Student's Name
- Name of Medication
- Dosage
- Frequency of Administration
- Date of Dispensing
- Storage Requirements
- Expiry Date

## **The School will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated, all medication to be administered in School will be kept in a locked medicine cabinet.

The School will keep records, which they will have available for parents.

If a child refuses to take a medicine, staff will not force them to do so and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the School's emergency procedures will be followed.

School staff will not dispose of medicines. Medicines that are in use and in date should be collected by the parents at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the transfer to a community pharmacist for safe disposal.

For each student with long-term or complex medication needs, the Director will ensure that a Welfare Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in School.

The School will make every effort to continue the administration of medication to a student whilst on trips away from the School premises, even if additional arrangements might be required. However there may be occasions when it may not be possible to include a student on a School trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedure to be followed in the event of an emergency.

## **Guidelines**

### **Records**

On admission of the student to the School, all parents will be required to provide information giving details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- medical card and signed statement from the family doctor confirming the student's suitability for dance training
- special requirements (e.g. dietary)
- a signed consent form for the administering of prescribed and proprietary medicines by School staff.

A written record is kept in the Health Centre of all students seeing the nurse and giving the following information:

- name of the student
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The School nurse will ensure that the individual student's medical record form is filled in and checked regularly.

### **Intimate or Invasive Treatment**

The School will not normally allow these to take place, but in exceptional circumstances the Director may agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the student.

### **Long-term Medical Needs**

The governing body and Director will do all they are reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents and the School's medical adviser. The governing body also reserves the right to discuss the matter with the School's medical adviser.