Royal Alexandra & Albert School

New Student Information

2026/2027

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Before Your Child Arrives

Values

Ambition

We will aspire to achieve great things and will strive for success.

Courage

We will find the strength to persevere and overcome challenges.

Integrity

We will live by our values and do the right thing – even when nobody is looking.

Respect

We will treat others with empathy and compassion; we will respect ourselves; we will take care of our environment.

Welcome

Founded in 1758, the Royal Alexandra and Albert School has a proud history of over 265 years of providing boarding education for children. We continue this tradition today, with a supportive boarding community that encourages children to aim high in all aspects of their life.

The school has a strong boarding ethos and every student is a member of a boarding house, including those who live locally. This ensures a strong sense of community and allows all children to benefit from the support and pastoral care of the Boarding House team.

We provide all students with a broad, balanced, and well-rounded education. We believe that this is achieved through:

- **A well-sequenced learning journey from age 7 to 18.**
- **Appropriate pathways and a robust assessment system to ensure that all students are motivated, supported and able to achieve.**
- **Great teachers with excellent subject knowledge and an ability to communicate the skills and knowledge students need to become life-long learners.**
- **A philosophy that education is more than just what happens in the classroom.**

Alongside academic education and the boarding experience, the Co-Curricular Programme is very much one of the three pillars of the school.

The many activities and clubs on offer are an integral part of this dynamic community's life and are not regarded as "extra-curricular". They form part of students' everyday experiences – with the aim to develop physical, social and mental well-being by encouraging students to try something different and raising aspiration.

It is our hope that your child will be very happy as part of our community, and we look forward to welcoming them.

This booklet is in preparation for your child joining and should answer many of the questions you may have prior to your child's start. Should you have any further queries, please do not hesitate to contact the Admissions Office on **01737 649001** or email **admissions@gatton-park.org.uk**

Term Dates	Autumn 2026	Spring 2027	Summer 2027
Boarders Return	Tuesday 1st September	Sunday 3rd January	Sunday 11th April
Term Starts *All Pupils*	Wednesday 2nd September	Monday 4th January	Monday 12th April
End of 1st Half of Term	Friday 16th October	Friday 12th February	Friday 28th May
Half Term Holidays *(School Closed)*	Saturday 17th October to Saturday 31st October	Saturday 13th February to Saturday 20th February	Saturday 29th May to Saturday 5th June
Boarders Return	Sunday 1st November	Sunday 21st February	Sunday 6th June
Start of 2nd Half of Term *All Pupils*	Monday 2nd November	Monday 22nd February	Monday 7th June
Term Ends	Thursday 17th December	Wednesday 24th March	Friday 2nd July
NB: Bank Holiday Monday 3rd May 2027 is a normal school day.			

Shape of the Day

This is a basic timetable of events during the day. Mealtimes are managed by year group.

Monday to Friday - Junior School	
6.45am - 7.00am	Wake up
7.30am - 8.15am	Breakfast (Last serving 8.00am)
8.30am - 8.50am	**Tutor Time**
8.55am - 9.45am	Period 1
9.50am - 10.40am	Period 2
10.40am - 10.55am	**Break**
10.55am - 11.45am	Period 3
11.45am - 12.55pm	**Lunch**
12.55pm - 1.40pm	Period 4
1.40pm - 2.30pm	Period 5
2.30pm - 3.25pm	Period 6
3.30pm - 3.35pm	**Tutor Time**
3.35pm	Return to Houses
4.00pm - 5.00pm	Activities
5.20pm - 6.20pm	Evening meal (Last serving 6.15pm)
6.20pm	Bedtime prep/activities/ sports/leisure time

Monday to Friday - Senior School	
6.45am - 7.00am	Wake up
7.30am - 8.15am	Breakfast (Last serving 8.00am)
8.30am - 8.50am	**Tutor Time**
8.55am - 9.45am	Period 1
9.50am - 10.40am	Period 2
10.40am - 10.55am	**Break**
10.55am - 11.45am	Period 3
11.50am - 12.40pm	Period 4
12.40pm - 1.40pm	**Lunch**
1.40pm - 2.30pm	Period 5
2.35pm - 3.25pm	Period 6
3.30pm - 3.35pm	**Tutor Time**
3.35pm	Return to Houses
4.00pm - 5.00pm	Activities
5.20pm - 6.20pm	Evening meal (Last serving 6.15pm)
6.20pm	Bedtime prep/activities/ sports/leisure time

Please note: Saturday enrichment curriculum is compulsory for students in Years 3-11. Students in Years 7-11 attend school from 9am until 11.30am. Students in Years 3-6 attend from 9am until 11.10am. The dining hall is open for students between 8.00am - 8.25am.

General Information

Telephone Numbers - Office Hours

Student Services	01737 649172
Health Centre	01737 649200
Junior Office	01737 649027

Foundation Office	01737 649050 - for all accounts queries
Admissions Office	01737 649001 - for new admissions only
Reception	01737 649000 - the switchboard for all queries

Senior Leadership Team

Executive Headteacher	Morgan Thomas	head@gatton-park.org.uk
Bursar and Foundation Secretary	Elizabeth Lowe	elizabethlowe@gatton-park.org.uk
Head of School	Joe Gale	headofschool@gatton-park.org.uk
Deputy Headteacher	Jo Czerpak	joczerpak@gatton-park.org.uk
Deputy Headteacher	Ginny Fair	ginnyfair@gatton-park.org.uk
Head of the Juniors	Mark Cooper	markcooper@gatton-park.org.uk
Director of Boarding	Ben Maddox	benmaddox@gatton-park.org.uk
Assistant Headteacher	Sarah Wheeler	sarahwheeler@gatton-park.org.uk
Assistant Headteacher	Tom Thornton	tomthornton@gatton-park.org.uk
Assistant Headteacher	Ffion Morris	ffionmorris@gatton-park.org.uk
Assistant Headteacher	David Brackpool	davidbrackpool@gatton-park.og.uk

Boarding House Contact Details

Albert House	01737 649080	alberthouse@gatton-park.org.uk
Alexandra House	01737 649090	alexandrahouse@gatton-park.org.uk
Cornwall House	01737 649100	cornwallhouse@gatton-park.org.uk
Gloucester House	01737 649140	gloucesterhouse@gatton-park.org.uk
Kent House	01737 649150	kenthouse@gatton-park.org.uk
Gatton Hall	01737 649130	gattonhallboarding@gatton-park.org.uk

Please note that the email addresses above are for shared inboxes. For private/ confidential matters, please contact your child's Head of House directly. Details of other useful contacts are available on our website. For Safeguarding concerns, please email: ***safeguarding@gatton-park.org.uk***

Safeguarding

Safeguarding Children

This school is committed to safeguarding and promoting the welfare of children, and all staff and volunteers share this commitment. The safeguarding of young people is the school's highest priority and the school has a proactive safeguarding culture.

This means that we have a Safeguarding Policy and Child Protection procedures in place. All staff (including supply staff, volunteers and governors) are aware of these procedures. Parents and carers are welcome to read the Policy on the school website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

We will ensure that our concerns about our students are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

safeguarding@gatton-park.org.uk

Safeguarding Education

There is a programme in school intended to inform and educate students about this subject. All new students receive an induction session where the following topics are covered in an age appropriate way.

1. What is child abuse?
2. Who is likely to abuse children?
3. What to do about it.

The emphasis is on the importance of 'telling' and who to tell at school. Lessons within the PSHE programme continue to raise students' awareness of their own safety.

Health and Safety

We all have to be aware of Health and Safety. Staff and students at the Royal Alexandra and Albert School work within the Health and Safety at Work Act 1974, together with many of the changes that have been made since then. These changes must be implemented as they affect all of us.

- We carry out frequent drills for both fire and lockdown emergencies.
- We assemble by tutor group in the designated area.
- These evacuations take place at least once a term.
- A member of the Senior Leadership Team of the school oversees the evacuations.
- The evacuations are to be conducted in SILENCE. In the event of a real emergency, we as staff need to know where everybody is. Foolish behaviour at this point could cost another person's life.

Any equipment or signage installed for Health and Safety purposes - including fire extinguishers, fire alarms, and lockdown call points, must not be tampered with or played with under any circumstances. Any students caught playing with this equipment will be sanctioned under the school's Behaviour Policy.

Students should NEVER go into a classroom, changing room, laboratory or workshop without permission. For safety's sake, students must stay out of a room unless told to enter, leave safety equipment alone and conduct evacuations in SILENCE.

The school grounds contain a number of natural hazards. It is therefore imperative that students do not go into "out of bounds" areas.

If we all follow these simple rules we will all be able to live, learn and enjoy our time at school in a safe and happy environment.

Communication

Education is a three-way partnership between parents, child and school. We are very aware of our tremendous responsibilities to you and your child in the boarding school situation. However, we do encourage your part in the process – this being:

- Regular communication with your child;
- Interest in their life and work at the school;
- Attendance, if possible, at school functions;
- Visits to your child, if possible;
- Support for the school's sanctions if and when these prove necessary;
- Encouragement to take part in co-curricular activity;
- Encouragement of positive friendships at school.

Weekly communications are added to the Parent Portal: **https://parent.gatton-park.org.uk**

Getting in Contact

We endeavour to acknowledge all emails within 48 hours and provide a full response within five working days. However, the timeframe may vary depending on the complexity and nature of the enquiry.

We have a structured approach to ensure we can address various aspects of your child's academic and personal development.

- For academic queries, please contact your child's subject teacher or the relevant Director of Faculty.
- For welfare concerns or pastoral support, please contact your child's Tutor or Year Leader.
- For boarding queries, please contact your child's Head of House.

Your child will be allocated their own email address so there will be no problems for them keeping in touch with family and friends.

Friends of Royal Alexandra & Albert School (PTA)

The aim of the Friends of RAAS is to raise funds for the school to purchase items that will be of benefit to all students. In the past they have contributed a wide range of equipment; e.g. IT, sports, reading equipment/materials to name but a few. Becoming involved with the Friends of RAAS is a great way to get to know other parents, relatives and teachers and to be involved in your child's school. They are a very friendly group who would welcome support from all parents and relatives. They meet once or twice each term, at school, and would be pleased to see you at any of their meetings, details of which are regularly advertised in the school newsletter.

If you would like to participate, or to help at specific events please visit our web page or contact **ptafriends@gatton-park.org.uk** to find out more.

School Reports

Learning Priorities and Individual Student Progress will be reported on throughout the academic year. Parents can track academic progress, attendance and behaviour on Go4Schools.

Progress Evenings

Dates will be published on our website in September and all parents/guardians will be emailed arrangements for booking their consultation appointments.

Weekly Newsletters

These are emailed to parents directly. Please check your spam and/or junk folders in the first weeks as newsletters may sometimes be blocked from main inboxes.

Financial Details

Fees - 2026/27

Full Boarding - Year 3-11	£7,400 per term
Full Boarding - Years 12 and 13	£7,730 per term
Flexi Boarding - Years 3-6	£2,610 per term
Flexi Boarding - Years 7-11	£2,940 per term
Sixth Form Non Boarding Package	£1,055 per term

All fees are payable in full before the term starts, unless the school has agreed separately in writing to a schedule of Direct Debit payments.

For Flexi Boarders, extra boarding nights may be available at an additional cost if required.

Bank Details

Lloyds Bank	
A/C Name:	Royal Alexandra & Albert School
Sort Code:	30-94-38
A/C Number:	25611768
International Bank Details:	
Lloyds Bank	
IBAN/Number:	GB17 LOYD 30943825611768
Swift /BIC:	LOYD GB 21042

Childcare Vouchers

Parents may be interested to know that we can accept childcare vouchers because our fees are (always and only) for wrap-around childcare and no element is for education. Childcare vouchers can be used to reduce your Direct Debit payments for school fees. We are already set up with several childcare voucher providers who usually pay us directly into our bank account. Individual childcare voucher providers have different reference numbers for the school. Please contact the Finance Office for information about these. The details you will require to give your provider are: DfE number 936/4623, Registering Body is OFSTED, and the government registration number (URN) is 125279.

Please note: childcare vouchers cannot be used for your child's deposit.

Terms and Conditions

Terms and Conditions, including information on required notice, can be found on the school website: **https://www.raa-school.co.uk/about-us/policies**

Fees

Fees and any prepaid supplemental fees will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations, or stays at home following those examinations, no reduction of fees will be made in respect of such periods spent at home.

Payment of Fees

Payments can be made by Wisepay, bank transfer, credit or debit card. Alternatively, fees can be paid by termly or monthly Direct Debit from a UK bank account. Please call Finance on **01737 649057** or email **directdebit@gatton-park.org.uk** for details.

Invoice Queries

If you have any queries about an invoice please contact our Fees team on **01737 649057** or email **fees@gatton-park.org.uk**

Tax Credit for Child Care

You may be entitled to Tax Credit for after school care. Please direct your enquiries to the HMRC on: **0345 300 3900** / **0345 300 3909**, or write to: HM Revenue and Customs, Tax Credit Office BX9 1ER quoting DfE No: 936/4623. Website: **www.gov.uk/help-with-childcare-costs/tax-credits**
Please note: the school is not able to deal with ANY enquiries on this matter.

Deposits

Deposits for your child's place at the school are held in our deposit account until the child leaves the school. Deposits are not used to pay school charges. We aim to return deposits in July for children leaving at the end of a school year. For refunds over £300 we will need to confirm your bank details in writing and over the phone.

Insurance

You should note that your child's personal effects are NOT covered for loss or damage under the school's insurance policies. If you have household contents insurance, you may be able to extend its cover to include possessions at school. If not, suitable policies are available at low cost through insurance companies and brokers.

Uniform - Junior School

Skirt Uniform

* Blazer with school crest
* Grey V neck jumper with maroon stripe
5 plain white shirts (non-iron and with no crest). Short sleeve shirts for warmer weather
* School tie
3 Black pleated skirts (knee length, not mini)
Black or natural coloured tights, or black or white socks (10 pairs recommended)
* 2 Girls Summer Dress (optional)
Black hard leather school shoes (heel not more than 3cms high)

Trouser Uniform

* Blazer with school crest
* Grey V neck jumper with maroon stripe
5 plain white shirts (non-iron). Short sleeve shirts for warmer weather
* School tie
4 pairs black trousers
1 pair of knee length tailored black shorts (3 in summer)
Black socks (5 pairs recommended)
Black hard leather school shoes
Plain black or brown leather belts only

Sports Uniform

* Maroon technical t-shirt
* Sublimated games shirt
Black shorts OR black skort OR black technical leggings (discrete logos allowed but logos should be no bigger than a postage stamp)
Maroon sport socks or white sports socks (no patterns or lines)
Black swimsuit or swim shorts
1 pair of trainers
Optional Items: For PE lessons any of the following items may be worn, unless otherwise stated within the lesson: a plain black mid-layer, drill top or a RAAS Surridge 1/4 zip*.

(*) Items are only available from Ellis Scott Schoolwear. Other items may be purchased from any supplier.

Uniform - Senior School

Skirt Uniform

* Blazer with school crest
* 4 white fitted blouses with or without the school crest or plain white shirts (non-iron) worn with a *school tie
* 2 Grey V neck jumpers with maroon stripe (optional but no other jumper is permitted)
Black pleated skirt (knee length, not mini)
Black or natural coloured tights, or black or white socks (5 pairs recommended)
Black hard leather school shoes (heel not more than 3cms high)

Trouser Uniform

* Blazer with school crest
4 plain white shirts (non-iron)
* 2 Grey V neck jumpers with maroon stripe (optional but no other jumper is permitted)
2 black trousers (not high fashion, limited flare, no jeans)
* School tie
Black socks (5 pairs recommended)
Black hard leather school shoes
Plain black or brown leather belts only

Sports Uniform

* Maroon technical t-shirt
* Sublimated games shirt
Black shorts OR black skort OR black technical leggings (discrete logos allowed but logos should be no bigger than a postage stamp)
Maroon sport socks or white sports socks (no patterns or lines)
Black swimsuit or swim shorts
1 pair of trainers
Optional Items: For PE lessons any of the following items may be worn, unless otherwise stated within the lesson: a plain black mid-layer, drill top or a RAAS Surridge 1/4 zip*.

(*) Items are only available from Ellis Scott Schoolwear. Other items may be purchased from any supplier.

Uniform Supplier

School Uniform: Ellis Scott Schoolwear
24 Church Street, Reigate, RH2 0AN
01737 243825 - www.ellisscott.co.uk

Students will be required to wear gum shields and shin pads for certain PE lessons. If your child plays rugby/ football, they will be required to wear appropriate rugby/football boots.

More information about the sports uniform, including optional extras, can be found on the uniform page of the school website.

Student Appearance

These guidelines are provided with the aim of ensuring that students are well presented, in the correct frame of mind and well prepared for every lesson.

Uniforms

For skirt uniforms, students are able to wear branded open neck blouses or white shirts with a school tie.

Skirt Uniform

Trouser Uniform

Sports Kits

Branded PE bottoms are not required but are preferred.

PE/Games Kit

Swimwear

N.B. Girls performing in the choir or orchestra will be required to wear black trousers or a school skirt with black tights.

Appearance

Informal wearing of uniform is not appropriate for school. All staff and parents have a responsibility to ensure that:

a) Students leave the house appropriately dressed;
b) They remain that way during the school day.

Jewellery

- 1 pair of small plain metal studs, one in each lower lobe.
- 1 watch
- 1 neck chain - not visible

No other jewellery is allowed and these items may need to be removed for certain subjects for health and safety reasons. This includes any items worn as bracelets such as 'scrunchies', 'festival bands' or similar. Tongue studs are strictly forbidden as are any other facial piercings.

Hair and Make-up

Make-up should be subtle and not obvious. Students should not wear fake eyelashes, brightly colour eyeshadow, thick eyeliner or bright lipstick. Junior School students should not wear make-up. Only clear nail varnish and sensible length finger nails are permitted. Acrylic and gel nails are unacceptable.

Hair must be of an appropriate style and should only be a natural colour. It may also need to be tied back for some lessons for health and safety reasons. Facial hair must be shaved or cut in an appropriate manner.

The Head or Deputy Headteachers will be the final arbiters in all such matters.

Safeguarding Children Within Sport

To safeguard children within sport, they must;

1. Wear gum shields for rugby and hockey.
2. Wear shin pads for hockey and studded boots for football and rugby.
3. Remove all jewellery and watches.

Parents are responsible for ensuring that their children have the necessary safety items. Students without the appropriate safety equipment will not be allowed to participate in the relevant sport.

Boarding and Flexi Boarding

Flexi Boarding

Welcome

Flexi Boarding is a flexible system designed to meet the needs of busy parents and to allow students to take full advantage of the many after school activities in the evenings and at weekends. Flexi Boarders may arrive in school any time after 7.30am to have a full breakfast. This is helpful for parents who need to leave early for work. During the week parents may collect their children any time up until boarders of the same age group go upstairs to prepare for bed. The latest pick up time for older students is 9pm. On Saturdays, students must be collected by 11.30am. Students must sign in and out using ORAH.

It is compulsory for Flexi Boarders to stay overnight in a boarding house for 7 - 10 nights a year. We have created an online booking system so you can book your child in. Login details will be sent to you after the start of term. Any questions about overnight stays should be directed to the boarding house. The costs of the overnight stays are included in the Flexi Boarding charges.

The charges cover breakfast, lunch and evening meal Mondays to Fridays and breakfast only on Saturdays. Any Flexi Boarding student who stays on for lunch or beyond after Saturday morning school will be charged according to the applied rates.

After lessons during the week, Flexi Boarders are expected to take full advantage of:

Activities	From 4.00pm
Evening meal	5.00 - 6.00pm
Prep (Junior)	5.30 - 6.30pm
Prep (Year 7, 8 and 9)	6.30 - 7.30pm
Prep (Year 10 and 11)	6.30 - 8.00pm

We believe that the needs of each student and family are unique. We offer a service that is flexible enough to meet almost all of these needs.

All students at the school are boarders, whether they are Full Boarders or Flexi Boarders who stay 7-10 nights per year. Flexi Boarding parents are encouraged to read both the Flexi Boarding and Boarding sections of this booklet as it gives information you will need for when your child sleeps over in their boarding house.

Travelling to School

The school is keen to promote sustainable transport so encourages parents to consider this when planning how their child will come to school. Options that can be considered are:

- Walking
- Cycling: There are good facilities for storing bicycles on the school site.
- School minibus: The school operates a minibus service to pick children up from Redhill, Merstham, Caterham, Reigate, Coulsdon, Tadworth and Banstead. As places are limited, they are allocated on a 'needs basis' and are for the duration of a full academic year. For further details visit **www.raa-school.co.uk/join-us/admissions/minibus-routes/**
- Car Share: This can be arranged using **www.surreycarshare.com**

Flexi Boarding Absence Procedure

If your child is absent from school due to illness, please ensure that you call Attendance on **01737 649106** or email **attendanceofficer@gatton-park.org.uk** on the first day and every day thereafter that the child remains unwell.

Lateness

If your child is a Senior (Year 7+) and is late for school, for whatever reason, please ensure that they go directly to Student Services to register their presence on site. They must register at Student Services before going to lessons. If your child is a Junior student (Years 3-6), they should register in Reception if the playground gate has been locked.

If your child needs to be out of school, for any reason, you must get permission from the Head of School using the Application Form for Leave of Absence (This can be found on the parent portal under 'key information'). A minimum of 7 days notice is required. Exceptional circumstances will, of course, be taken into account.

Medical/Hospital Appointments

Please ensure that the school office is advised of dates and times in advance of the appointments.

If the appointment requires an absence of half a school day or more, please complete the Application Form for Leave of Absence (This can be found on the parent portal under 'key information'). A copy of an appointment card, letter or even a screen shot of reminder text messages should be sent to the school office for our records.

Where permission has been sought, and granted, for a child's absence from school and, subsequently, the child is absent beyond the agreed dates (ie leaves earlier or returns later) then this will be recorded as unauthorised absence.

School registers are checked on a regular basis by the Education Welfare Officer and unauthorised absences are seen and recorded by them who may wish to make further enquiries about absences with you.

May Bank Holiday

The first Bank Holiday within May is a normal school working day. Students will be expected to be in school as normal. Any absence, for which prior approval has not been sought, will be recorded as unauthorised. The second Bank Holiday in May falls within half-term.

All emails regarding absences from school through illness, medical appointments, or lateness, should also be sent to the Attendance Officer - **attendanceofficer@gatton-park.org.uk**

Boarding

Research indicates that boarding can play a major role in providing rich experiences to develop soft skills which are necessary for well rounded adults to live fulfilling and enriching lives. Boarding also has more immediate and tangible effects, raising the level of achievement in academic, sporting, musical, creative and dramatic fields. The boarding provision at the Royal Alexandra and Albert School defines the nature of the school and makes an exceptional contribution to the overall pastoral care and personal development of all our students. **Our whole school values of Ambition, Courage, Integrity and Respect are embedded within our boarding ethos.**

Ambition **Courage** **Integrity** **Respect**

Ethos

Our boarding ethos is one which supports the holistic achievement and welfare of the individual within the close-knit community of each boarding house and the wider boarding community.

Boarding Aims

For boarders at the Royal Alexandra and Albert School we aim to:

- Empower them to show AMBITION for their own lives: using all of the resources available on site whether this is academic, co-curricular or personal development.
- Cultivate an attitude of RESPECT for all. RESPECT for themselves, for all members of our community and for the environment in which they live.
- Encourage them to become aspirational in all aspects of their education; show perseverance and resilience in the challenges that they will face, and to show grit and determination to succeed.
- Engender honesty and COURAGE. Allow students to try new experiences, learn about different cultures and embrace the wider school. Boarders should face each day with INTEGRITY, purpose and a healthy and positive respect.
- Provide opportunities to contribute to our community. To be proud Gattonians, feel and experience the value and worth of being part of an inclusive, diverse, positive and tolerant community.

Arrival and First Days

New boarders should arrive at the boarding house between 2pm and 4pm, on the day prior to the start of Term. Returning Senior boarders should arrive between 4pm and 8pm. Boarders in Years 3-6 should arrive between 4pm and 7pm. This will give you time to help your child settle, speak to the Head of House and discuss any medical matters that may be important as well as an opportunity to acquaint yourselves with the school.

One of the most important things for new students is that they join in the co-curricular activities. This means that they settle into the school quickly and gain so much more from the school.

You should therefore plan for your child to stay for at least the first two weekends rather than go home. However, we advise that you are in touch with your child's Head of House to discuss this in more detail as every child is different.

We encourage frequent contact with them. Daily conversations with your child maintain a good link between home and school. If you are worried or require further information about how your child is settling in, we advise that you contact your child's Head of House who will be able to give you a rounded picture of how they are doing.

Before setting off from home, we suggest the following mental checklist!

- Have you all the required documentation?
- Have you all the required school uniform?
- Are all your child's possessions labelled?
- Have a checklist of any questions you may have when delivering your child; ie: contact telephone numbers and best time to call your child (NOT during prep or after specified bed times!)

First Days

In the first weeks, your child may miss you and the rest of the family, and may experience phases of unhappiness. You will also miss them! Please understand that this is very natural, and that if we work together closely, your child can be helped through any initial difficulties. It is essential that the school (first the House Staff) is made aware at the earliest opportunity of any concerns you have about your child.

Please take our advice on how to handle any situation involving a student who is feeling homesick. Not all children experience homesickness but for the few children who do, we take their concerns seriously and are experienced in quickly finding a happy solution.

The first day back to school from the first weekend at home can result in some distress and tears – rest assured these dissolve very quickly and probably a good deal faster than those of the parent who may also be feeling rather emotional.

Your child's boarding house will give you updates on how your child is progressing so that you are aware of how they are doing.

Visits

You are free to visit the school and Boarding House, by arrangement, at any time. Please make the arrangements in advance with the Head of House.

House Structure

All Boarders and Flexi Boarders are attached to a boarding house. There are many benefits to being part of a boarding house, including:

- Continuity of care and relationship with the house staff
- Continuity of communication for parents
- Sense of belonging and ownership within the house
- Sense of house spirit
- Opportunities for inter-house events and sports activities
- Opportunities for older students to be positive role models for younger ones
- Gatton Cup competitions

List of Personal Clothing and Items

List of Items Required for Boarding

2 towels for showering
Personal casual clothes, ie: 2 pairs of jeans and 2/3 sweaters or a track-suit + 1 smart outfit (Shirt and tie, dress, or blouse and skirt)
A pair of slippers or sliders for in-house use
Underwear - at least 5 sets recommended
3 pairs of pyjamas or nightwear/dressing gown (towelling preferable)
Toiletries and wash bag
Large suitcase
Wet weather shoes
Duvet, two duvet covers, two pillows and four pillow cases
2 Single fitted bottom sheets (Seniors only)
3 "String vest" type wash bags with zip for washing of delicates
12 wire coat hangers
2 small padlocks and a number of spare keys (Seniors only)

Laundry Routine

Socks and underwear are "house washing". Everything else is sent to the school laundry and is normally returned the following day. All laundry is washed at 40°C and tumble dried. Please ensure you check your child's labels before sending clothing items to school to ensure they can be washed at this temperature.

Personal Possessions

You need to think about the quantity and quality of, in particular, personal clothing. We cannot give special treatment to delicate clothing and we do not have room to store unlimited quantities of personal possessions. Please:

a) Send sufficient coat hangers to keep their clothes tidy. Twelve have been suggested.
b) Make sure clothing is machine washable (at 40°C) and can be tumble dried.
c) Don't send very expensive items of any sort, in particular, expensive trainers.
d) Consider the need for insurance cover for your child's possessions.
e) **Make sure all items are labelled with your child's name (including shoes). This is very important. Please do not use iron-on labels as they come off very easily. Snappy tags are suggested.**

Bedtime Routine

Sleep is an important part of children's development. To ensure all students are well rested, every Boarding House has a regular bed time routine for all boarders.

	Bed Time	Lights Out
Juniors	8.30pm	8.30pm
Year 7	8.45pm	9.20pm
Year 8	9.00pm	9.30pm
Year 9	9.15pm	9.40pm
Year 10	9.30pm	9.50pm
Year 11	9.45pm	10.00pm

Pocket Money

Every Boarding House has a House account where the pocket money for Full Boarders is kept. We believe that all children should have pocket money at school. It provides good training in the skill of managing money as well as allowing your child the opportunity to purchase chosen treats or everyday items such as sweets or toiletries. The boarding houses often organise weekend treats and outings for which it would not be appropriate to make charges on school bills.

Pocket money should preferably be paid to the relevant Boarding House by transfer into the House bank account, and details for the houses are shown on the right.

The recommended amount for pocket money is £10 per weekend.

Boarders in Years 7-13 are also encouraged to have their own bank/debit card. For younger children, their bank/debit cards can be stored in the House office safes.

We ask parents of Junior Students not to send tuck.

There is a tuck shop in Gloucester House where students may buy treats that are allergy-safe for all.

Pocket Money House Accounts

Boarding House	Bank	Sort Code	Account Number
Cornwall House	Lloyds	30-94-38	35590768
Gatton Hall	Lloyds	30-94-38	35594568
Gloucester House	Lloyds	30-94-38	35596060
Alexandra House	Lloyds	30-94-38	39225560
Kent House	Lloyds	30-94-38	35594160
Albert House	Lloyds	30-94-38	38090468

Boarder Trips Programme

The Boarder Trips Programme runs on Saturday afternoons, evenings and on Sundays.

Popular trips include Thorpe Park, surfing at The Wave, Fright Night, trampoline parks, and dining out. The trips team aim to include at least one free trip per half term.

Adhoc trips that occur during the week are open to all students dependent on year group and boarding house. Priority is given to Boarders on weekend trips.

Students who withdraw from a trip lose £5 of their deposit to cover admin costs. This may be more if tickets have already been bought. No refund is given if a cancellation is made less than a week before a trip.

Health Centre Information

The Health Centre is a self-contained, six bedded unit staffed by experienced, qualified health practitioners during opening hours, with an on-call service outside of these times. Students are able to access a drop in service before and after school to discuss any health issues; however; we discourage students visiting during lesson times unless it is an emergency.

Medical Questionnaires

These are very important and it is essential we receive them prior to arrival.

Please complete as fully and accurately as you can. It is vital for your child's health and welfare that we know all past and present medical history including allergies, hospital referrals, hospital admissions, hospital treatment, behavioural problems, child guidance referrals, bed wetting, etc.

It is also important that you provide us with a complete list of vaccinations that your child has received, and that you have signed the relevant consent forms.

Confidentiality

In accordance with the school doctor's/nurse's professional obligations, medical information about students, regardless of age, will remain confidential. However, in providing medical/nursing care it is recognised that the doctor/nurse may liaise with parents or guardians, the Head of School or other academic staff and that information, ideally with the students' consent, will be passed on as appropriate. With all matters, the doctor/nurse will respect a student's confidence except on the very rare occasions when, to give consent or divulgence, the doctor/nurse considers it in the student's best interests, or necessary for the protection of the wider school community, to breach confidence and pass information on to a relevant person or body. 'Medical Officers for Schools Association 1998'.

All matters will be dealt with confidentially by the Sister-in-Charge. You are welcome to visit the Health Centre at any time by arrangement. Contact Sister-in-Charge: **01737 649200 / 01737 649201**

Medication

The Health Centre keeps a supply of a range of 'over the counter' medications, as listed in the new students health questionnaire. All medication brought in to school must be in your child's name, in its original containers, clearly showing the medication's name and expiry date, accompanied by a copy of the prescription or doctor's letter (with a translation if appropriate). You may be asked to take the medication home with you if not supplied correctly. It should not be necessary for students to bring non-prescribed medication in to school, and boarders are not allowed to keep any medication in their rooms, unless approved by the Health Centre. Boarding houses keep a supply of paracetamol and throat sweets should a boarder need medication when the Health Centre is closed.

On joining the school, parents are asked that Boarders have a minimum of one month's supply of prescribed medication(s).

Homeopathic Medication

We do not stock/routinely give out any homeopathic medication. As with all medication brought in to school, it must be in your child's name, supplied in its original containers, clearly showing the medication's name and expiry date. It must be accompanied by a prescription from a registered homeopathic practitioner.

Diarrhoea and Vomiting Guidelines

As per the "Health Protection Agency" guidelines, if a child is unwell with diarrhoea and/or vomiting, they should not return to school for 48 hours following the last episode of diarrhoea or vomiting. The Health Centre should be informed if a child has been off school due to diarrhoea and/or vomiting or other contagious illnesses.

Head Lice

Head lice are a common recurring problem in schools. Younger boarders have their hair checked regularly, and older students are encouraged to do it themselves. If live lice are found, we advise you to follow the NHS guidelines for the treatment and management of headlice. It is important that checks are also done in the holidays to ensure students do not come back to school with head lice.

Doctors

Full Boarders are registered with the School Medical Officer of Holmhurst Medical Centre, Redhill.

If your child needs to be seen by a doctor when at home they can visit your family doctor as a temporary resident quoting the school address as their permanent address. Please do not re-register them. The Doctor visits the school once a week on a Tuesday morning. Students can also have appointments made at Holmhurst Medical Centre, where there is choice of male or female GPs.

Travel Immunisations

If your child (Full Boarder) requires any vaccinations for travel, please give at least six weeks notice to the Health Centre so that they can be organised in time. Our GP does not provide travel services, but we can arrange for any necessary vaccinations to be done at a local travel clinic, for which there will be a charge.

School Counselling Service

The counselling service supports children and young people at the school who are suffering emotional difficulties. It offers a range of services, including one-to-one emergency appointments, long and short term one-to-one sessions, drop-ins, and email support during school holidays.

The counselling team like to inform parents guardians and, depending on the student's age, may need written parental consent to see a child.

Sessions are confidential but, if a counsellor believes there is any danger to a student, or anyone else, they will share information with the school's Designated Safeguarding Lead.

The counselling service team is run by Mrs Elizabeth Seales, who is a member of the British Association for Counselling and Psychotherapy.

Dentist and Optician Visits

Please arrange routine dental checks, treatment and orthodontic work during school holidays. Please also arrange routine eye tests and appointments during the holidays.

Appointments

When required for Full Boarders, you will be charged for any transportation and escort services to non-urgent appointments. If your child has to attend an appointment further afield, you must collect and take your child yourself or arrange for a guardian to do so.

Day of Arrival

After settling your child in the house, you are welcome to bring your child to the Health Centre if you have anything you wish to discuss. If your child has any medication, please bring this to the Health Centre.

Health Updates

It is important that you notify the Health Centre if your child develops a medical condition during their time at this school or if there are any changes to their health and/or medication requirements. Please email: **healthcentre@gatton-park.org.uk**

Boarder Absence Procedure

If your child goes home for the weekend and becomes unwell and subsequently is unable to return to school, please ensure that you call Attendance on **01737 649106**, or email **attendanceofficer@gatton-park.org.uk** and inform the boarding houses, on the first day and every day thereafter that the child remains unwell.

If your child needs to be out of school, for any reason, you must get permission from the Head of School using the Application Form for Leave of Absence (This can be found on the parent portal under 'key information'). A minimum of 7 days' notice is required. Exceptional circumstances will, of course, be taken into account.

Medical/Hospital Appointments

Please ensure that Student Services is advised of dates and times in advance of the appointments.

If the appointment requires an absence of half a school day or more, please complete the Application Form for Leave of Absence (This can be found on the parent portal under 'key information'). A copy of an appointment card, letter or even a screen shot of reminder text messages should be sent to the school office for our records.

Where permission has been sought, and granted, for a child's absence from school and, subsequently, the child is absent beyond the agreed dates (ie leaves earlier or returns later) then this will be recorded as unauthorised absence. Please note that boarding houses cannot authorise absences.

School registers are checked on a regular basis by the Education Welfare Officer and unauthorised absences are seen and recorded by them who may wish to make further enquiries about absences with you.

May Bank Holiday

The first Bank Holiday within May is a normal school working day. Students will be expected to be in school as normal. Any absence, for which prior approval has not been sought, will go down as unauthorised. The second Bank Holiday in May falls within half-term.

Requests for permission for absence should be made by completing a Leave of Absence form.

All emails regarding absences from school through illness, medical appointments, or lateness, should also be sent to the Attendance Officer - **attendanceofficer@gatton-park.org.uk**

Weekend Leave

Junior School - Visits to Redhill

The Junior House occasionally organises supervised visits to the local supermarket, giving students the opportunity to go out and manage their own spending. Staff members are always present to supervise during these outings.

Later in the year, Year 6 students will be permitted to visit the supermarket in small groups and take trips into town, accompanied by staff and older students, as part of their preparation for Year 7.

Please check the 'town visits' form to ensure that you have understood, agreed and signed all the permissions for your child to attend activities outside the school.

When Boarders in the Senior School are away for the weekend, permission for leave must always be given in writing.

Please inform the respective Head of House in writing that you will be taking your child out for the weekend, PRIOR to your arrival at school to take them out. Please inform the member of staff on duty in the Boarding House of your departure with your child.

Your Child Travelling Home for the Weekend

If your child is to go home unaccompanied for the weekend the following must apply:

- A written request must be made to the Head of House for your child, giving permission for you child to travel home unaccompanied on the specific weekend.
- Only those who are over fourteen years of age will be allowed to travel unaccompanied. All Boarders under the age of fourteen must travel in the company of an adult or an elder sibling or another student who is over fourteen and has your permission to act as the accompanying person.
- A written request must be made if your child is travelling to a relative. The name and address of the relative and the mode of travel must be given to the Head of House. The age rule also applies in this instance.

Boarders Staying at the Home of a Friend for the Weekend

We encourage Boarders to stay with friends for the weekends. The following procedures must be followed:

- Permission must be given by you in writing including the name, address and telephone number of the family with whom your child is staying.
- The host family must write to the Head of House concerned confirming this arrangement.
- If over the age of fourteen, your child may travel to the host home unaccompanied if specific permission is given by you.

Visits to Redhill and Reigate or Towns Outside this Locality

During weekends and after school periods, at the discretion of your child's Head of House, Senior Boarders can visit Redhill and Reigate for specified periods of time.

Students in Years 7-9, must go in a group of three, and students in Years 10 and 11, they must go in pairs. A member of staff is also in Redhill town centre to supervise on Saturdays.

Please note that we will not allow any town visits without the relevant permission form being completed and returned.

Students Taking Weekend Leave Without the Necessary Permission Being Given

To ensure student safety, the above regulations will be stringently applied. Any Boarder who takes weekend leave without the necessary procedure being followed may be asked to spend their weekends at home or in the care of a responsible adult who has Parent/Guardian permission to look after such children, for a period of time specified by the school.

Other School Outings

At times your child will have the opportunity to go off-site on House activities (ice skating, cinema, bowling, theme parks, etc). Please ensure that your child understands that it is important for them, and for the safety of the group, that any rules set and any instructions given by the staff are obeyed fully Please confirm that you understand that, while the school, staff and helpers in charge of the party will take reasonable care of the young people, unless they are negligent, they cannot be held responsible for any loss, damage or injury suffered by your child arising during or out of the journey. Please agree to indemnify Surrey County Council, The Royal Alexandra and Albert School, its employees and agents, against all liability for injury, loss to person or persons, including death and damage to property, legal expenses and direct consequential losses or damage due to acts or default of your child unless the illness, injury or death was due to the negligence of Surrey County Council, The Royal Alexandra and Albert School, its employees or agents.

Guardians

Instructions and Advice for Guardians

Students at the Royal Alexandra and Albert School whose parents live overseas must have a Guardian in the UK.

- The Guardian should be aged 25 or over and reside within 2 hours of the school. Ideally this person should be a relative of the student, rather than a family friend. If the Nominated Guardian is employed by a guardianship agency, please check that the agency is of reputable status and a member of AEGIS or a BSA Certified agency.
- The Guardian's proficiency in spoken and written English should be of a good standard to allow for efficient and effective communication with the school.

Please inform the person you have nominated as Guardian of the following information:

- Guardians should be available 24/7 as they act on behalf of the parent and be able to be at the school within 2 hours if/when required.
- All travel arrangements to and from the school are the responsibility of the parents or Nominated Guardian.
- Guardian to be available to pick up and drop off students at school at the beginning and end of the holiday periods. Please note that, if the Guardian is accompanying a child under the age of 14 to an airport, he/she must be prepared to remain at the airport until the flight has left. This is an airline regulation.
- Guardian to be available to provide accommodation for students, e.g. during half term holidays or at the start and end of term.

- Guardian to inform House staff in advance of the student's travel and accommodation arrangements for all half terms and the end of term.

- Guardian to support students at Parents' Evenings, Careers Evenings and other school events which parents cannot attend and relaying information to them as appropriate.

- Guardian to provide a point of contact between the school and parents on issues such as health care, or where permission is needed for certain trips or activities. The Guardian must therefore be available for medical emergencies/hospitalisation, or epidemics/pandemics – this is at the discretion of the Health Centre Manager.

- In an emergency, whether medical or behavioural, the Guardian must come to the Royal Alexandra and Albert School to collect a student at short notice and provide accommodation for the student.

- Guardian to keep House staff informed of any period of time when the Guardian will not be available to fulfil guardianship duties.

- In light of the above, it is essential that we are able to contact the Nominated Guardian immediately in an emergency. Please therefore complete the Guardian form which has been included in your new student information pack, and please ensure the school are aware of any changes to contact details for the Guardian.

Notes: We anticipate children returning to school at the start of term from 4pm onwards. We appreciate that this could be difficult for some overnight flights which arrive early in the morning. However, if you know that your child(ren) will be arriving at his/her House before 4pm, you should in the first instance contact your child's guardian to arrange for them to bring your child to school at 4pm. If this is not possible, we would be grateful if you could advise us a minimum of a week before of their earlier arrival time. Early arrival entails preparation, such as confirmation of catering requirements etc. For information on reputable guardianship organisations please see:

The Association for the Education & Guardianship of International Students (AEGIS) - **www.aegisuk.net**

Boarding Schools' Association (BSA) - **www.boarding.org.uk/bsa-initiatives/bsa-certified-guardian-scheme/**

The Following Procedures Must Be Followed

- Any child whose parents do not live in the UK is required to have a Guardian resident in the UK who can be contacted in case of an emergency (including a medical emergency). Or to make travel and holiday arrangements for your child.

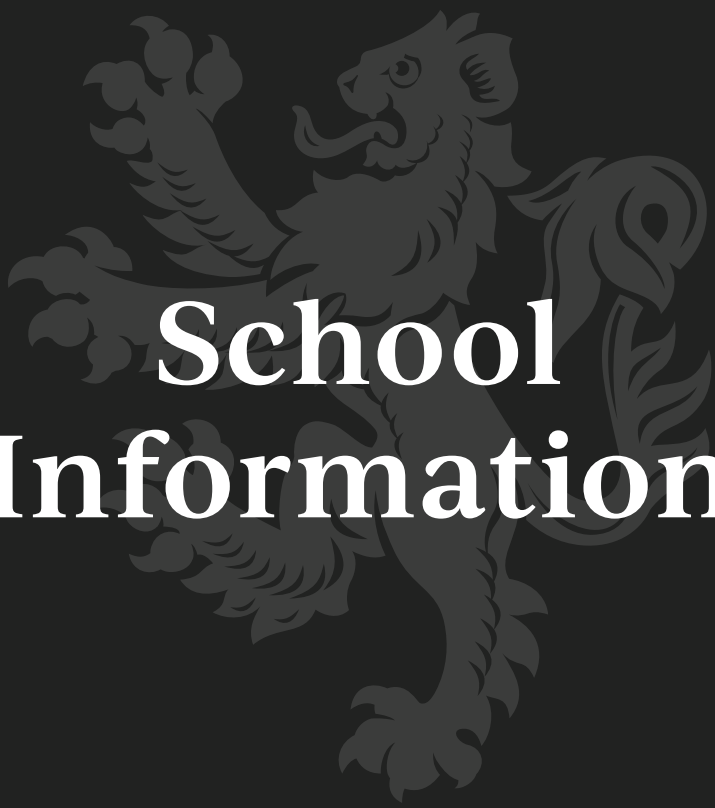
- All travel arrangements to and from the school for your child(ren) are the responsibility of the Parents.

- For ALL children under the age of 14 the Guardian or another nominated responsible adult will be responsible for meeting your child(ren) and accompanying them to and from the school at the commencement and end of each school term.

- If your child has a brother or sister, over the age of 14, who will be leaving the UK on the same flight, then this older brother or sister can accompany the younger sibling.

- The Guardian or a responsible adult that accompanies any child(ren) under the age of 14 to the airport must be prepared to remain at the airport until the flight has left. (This is an airline regulation).

- All travel and guardian arrangements made for your child(ren) at the end of term must be advised IN WRITING to the Head of House a minimum of a week before the end of term. In the event of a Guardian being unable to carry out the above instructions the responsible nominated adult must be communicated to the Head of House when notification of end of term travel arrangements are being made.



School Information

Required Items and Personal Possessions

Required Items

Outdoor coat (dark - no pattern)
School bag for books and equipment (Junior School sells their own book and swimming bags).
Pens, pencils, colouring pencils, pencil sharpener, rubber, ruler, felt tips, glue stick, scissors and maths set (exercise and text books supplied). Please ensure your child has a green pen.
Calculator - For students in Years 7-11, the Casio FX-85GT CW ClassWiz is recommended. For students doing Higher GCSE Maths, the Casio FX-991CW ClassWiz Advanced is recommended.
Headphones or earphones (with a standard headphone jack) for music curriculum lessons.
Colourfast towel for swimming
Please note that your child's main stationery equipment should be safely kept in a school pencil case.

Bringing Valuables into School

The school cannot accept responsibility for personal items brought into school (including but not limited to jewellery, mobile phones, Airpods, laptops or bicycles). The school also cannot accept responsibility for personal items which may be damaged by other students.

ALL such items are brought into school at the student's own risk. We would strongly advise that all such possessions are appropriately insured.

Students and parents should be aware that members of staff (including the school office) are NOT able to look after students' personal possessions. We would strongly advise that if a student does bring such an item into school then it is locked in the student's locker. Students that board should not bring such items into school at all but leave them locked up in their lockers in the boarding house.

This also applies to students taking examinations because taking such an item into an examination room is against the regulations (for full procedures during exams please see the information for students page on the school website).

Labelling of Possessions

Everything must be clearly marked with the owner's name. The labelling of clothes, shoes and all possessions is the responsibility of parents.

So-called "indelible markers" for clothes tend to fade easily. We strongly advise parents to use more permanent systems of marking, such as sewn on labels or snappy tags. **Please do not use iron-on labels - they come off easily!**

Portable Electrical Equipment Belonging to Students

All students (and therefore their parents and guardians) have a responsibility for the condition of the electrical equipment they own. As part of this responsibility, visual inspections of the equipment should be carried out prior to bringing the equipment to school to ensure that it is in good condition.

The school reserves the right to inspect and test personal electrical equipment and to remove, or to require to be removed, any electrical equipment judged not to conform to the requirements of Health and Safety. Accordingly our maintenance department will be carrying out regular random checks of students' electrical equipment each term. You should be aware that we are subject to variable electrical current in Gatton Park.

All electrical equipment brought onto the site by students is done so entirely at their own risk. We would strongly advise that all equipment is appropriately insured and, if necessary, devices be added to protect from variations in current.

Mobile Phones

Due to the potential impact of mobile phone usage on academic progress and students' emotional wellbeing, and after consulting with parents and staff, the school has introduced the following expectations around phone use:

- Flexi Boarders may bring mobile phones to school but they must be turned off and placed in a safe place on their person between the hours of 8.20am and 3.35pm. Furthermore, phones should not be visible or used inside of school buildings outside of these hours. Any Flexi Boarder who is seen with a phone during these times will have their phone confiscated and returned as per our Rewards and Behaviour policy and practice.
- All students in Years 7-11 may collect their mobile devices from 3.45pm. Juniors are discouraged from bringing their phones in; however, if they do, then these should be handed into teachers. For Junior students in Years 3-6, devices can be accessed from either 6.15pm or 6.30pm (depending on the weekday). For boarders, phones are collected in the evening before bed time at the following times:

Year 7	Years 8 & 9	Years 10 & 11
8.45pm	9pm	10pm

  Students can keep their devices during the course of the weekend but misuse may result in devices being confiscated.

- In circumstances where parents need to contact their child, or a child needs to contact their parents, this can be facilitated by our Student Services team. For non-urgent issues, we ask for contact to be delayed until after the school day has ended.

Please note: Current policy is based on existing government guidance. This will be updated in due course to reflect newly announced changes. Please visit our website for the latest information.

Co-curriculum

School Trips

As a school we firmly believe that our role goes beyond the timetabled day and that a wide range of visits and fieldwork is an invaluable part of the curriculum. Here are some examples of the wide variety of curriculum based trips:

- Ski Trip - Austria
- Swanage GCSE and A Level
- World Challenge
- Sports Tours
- Theatre Visits

Outside of school we organise a range of recreational visits through the Boarder Trips Programme including climbing, musicals, bowling and cinema visits, which take place every Saturday afternoon, evenings and on Sundays.

Payment is required to reserve a place and can be done through Wisepay. There is often a limit on the number of places available, so places are allocated strictly on a first booked basis.

Students are representing the school and inappropriate behaviour is not tolerated. Parents are welcome to help (especially day trips). If you can assist on a trip you need to contact the member of staff doing the organising. A DBS check needs to be carried out for staff/parents who help on residentials.

As the school has its own fleet of minibuses we are in the fortunate position of being able to offer a wide range of educational and fun activities to enrich the lives of all of our students.

Clubs and Activities

We believe that education should extend far beyond the classroom. To support this, we offer a diverse range of activities designed to ensure there is something for every student. While we encourage broad participation, we also provide clear pathways in specialist areas, allowing students to challenge themselves in their areas of interest.

The key areas of the Co-curriculum are Sport and Wellbeing, Performing Arts, Creative Arts, Outdoor Pursuits, Leadership and Service and Intellectual Pursuits.

Co-curricular activities are an essential part of the Royal Alexandra and Albert School. All students can sign up for up to three activities a week and are expected to regularly attend at least three clubs per week, per term.

Activities take place Monday to Friday, before school, at lunch time, from 4-5pm and 7.30-9pm for both Boarders and Flexi Boarders. Students in Years 11 and 13 are also expected to attend at least one club per week.

There are many activities to choose from, including:

- Football
- Swimming
- Trampolining
- Cooking
- Archery
- Boxing
- Dance
- Ballet
- Drama
- Choir
- Rugby
- Netball
- Academic Societies
- Model United Nations
- Rotary and Interact Club
- Dance Musical Theatre

Each term, we have specific 'sports in focus'. In the Autumn and Spring Terms, these sports include Rugby, Football and Netball. In the Summer Term, students have the opportunity to explore Cricket, Tennis and Athletics.

We also have a Junior and Senior production every year. Previous shows have included Bugsy Malone, Grease, a Mid-summer Nights Dream and Hairspray to name a few!

Junior students also have a vast array of activities to choose from, including:

- Judo
- Trampolining
- Tap Dancing
- Basketball
- Swimming
- Football
- Cubs
- Baking
- Minecraft
- Ballet
- Choir

How to Sign Up

To pick their activities, at the end of every term, students and parents need to log in to the Activities website: **www.raas-online.co.uk/pupils/**

Students sign into the system by using their admission number and their date of birth (ddmmyyyy) as the password.

Activities are allocated randomly – this makes the allocation process as fair as possible and avoids a first come, first served rush.

Duke of Edinburgh's Award

By learning new skills, each participant is encouraged to develop self-belief, self-confidence and a sense of responsibility. The challenges are applied in the following areas: physical, skills, community service and expedition. Participants receive Bronze, Silver and Gold awards.

The activities on offer through the scheme includes: dance, karate, hobbies, horse riding, archery, expedition, first aid, watersports, table tennis, PGL camps, expedition camps, photography club, visiting the elderly, art clubs, Army Cadets, computer club, film club, basketball club, ice skating trips, tenpin bowling trips, art/craft clubs, cookery club, swimming club, football club to name but a few!

There is a cost for registration and for the expeditions. Please enquire about current charges.

Music Lessons and Horse Riding

Music Lessons

We are fortunate to be an All-Steinway School - with eight Steinway pianos in total - which offers students the opportunity to learn and perform on world-class instruments, in both their music lessons and for musical performances.

The Music Department facilitates a large number of instrumental and vocal lessons with visiting specialists throughout each term of the academic year.

Individual or small group lessons are available on all orchestral instruments, drums, piano, violin, viola, cello, double bass, voice, classical guitar, electrical guitar, bass guitar, DJing, woodwind instruments (flute, saxophone, oboe, clarinet and bassoon) and brass instruments (trumpet, French horn, trombone and tuba).

All lessons are taught by visiting tutors, who contact parents directly regarding timetabling and invoicing. The contract for instrumental lessons is between the music department and the parent. Payment for music lessons should not be sent to the school under any circumstances.

Charges for tuition are given on the school website. The charges are in most cases for half an hour per week, with an average of ten lessons per term. Lessons must be paid for in advance of tuition being received.

All students enrolled in individual and group lessons will have the wonderful opportunity to be part of at least one ensemble through our Co-Curricular Programme and will be expected to perform in a range of concerts and recitals across the school year.

To secure a place for group and 1:1 lessons, please complete the form provided by the Admissions Team and return to **musicadmin@gatton-park.org.uk**. Please note that places are allocated on a first-come, first-served basis. Taster sessions will be arranged directly through the Head of Performing Arts during curriculum time.

Should you wish to discontinue lessons at any time, a full term's written notice is required. For queries, please contact the Music Department on **musicadmin@gatton-park.org.uk**.

Equine Studies

The school's BHS approved riding centre is situated in the heart of picturesque Gatton Park. The Equestrian Centre boasts a double American barn that house up to 20 horses. There is a floodlit 40×50m outdoor school and a 20×30 indoor sand school.

The Centre provides year-round affordable children's riding lessons, hacking, and a broad equine training programme including the Changing Lives Through Horses Scheme. It operates as a Pony Club Centre offering opportunity for students to compete in local and regional events, complete Pony Club test and badge training and work towards vocational BHS examinations.

Children are encouraged to participate from grass roots to National Schools Equestrian Association level, in a variety of internal and external competitions. Our Pony Club Teams have qualified for nationals in the Blue Cross care competition, and the national Quiz.

In addition to operating as a commercial riding school, the Centre provides Royal Alexandra and Albert students with the option to take riding as a co-curricular club. Juniors who board are required to ride during the lunchtime sessions. While boarders receive priority for lunchtime lessons, please note that you must contact the Centre directly to arrange these sessions and secure a placement. For all other students, clubs are available at lunchtime for most Juniors, or after school and on weekends for both Juniors and Seniors.

All regular riders are encouraged to purchase their own personal protective equipment: helmet, body protector, riding boots and gloves to current standards are required. The Stables may be able to lend some items of equipment if the right size is in stock (please note that this is not guaranteed).

The Stables team look forward to inspiring the next generation of equestrian enthusiasts to reach their personal potential and help to encourage lifelong participation and passion for the sport. Please contact the Stables team should you have any questions: **stables@gatton-park.org.uk**

Riding activities can be booked via the EC Pro website. Full details about how to book lessons and information on riding activity charges can be found on the school website.

The Dining Hall

The school's meals are made in-house by our Harrison Catering Services team. During term time, the Dining Hall produces fresh meals for students and staff three times a day, from Monday through to Saturday. On Sundays, brunch and dinner is provided.

The school has a unique approach to school food. Everything is made from scratch in the school's own kitchens by our 24 catering staff, with the only exceptions being bread, yoghurts and pasta (and the chefs often make these, too!).

The Catering team create imaginative, nutritious menus from simple ingredients to appeal to a wide range of tastes and dietary needs. To give students more variety, there is a three-week menu rotation. For up to date menus, please visit the school website.

Boarders and Flexi Boarders have their three main meals together in the Dining Hall. Meals are included in the fees and there is no separate charge. During term time, Boarders are entitled to breakfast, lunch and dinner Monday to Saturday, and brunch and dinner on Sundays. Flexi Boarders are entitled to breakfast, lunch and dinner Monday to Friday and breakfast on Saturdays. Additionally, snacks, such as fruit and biscuits, are available in the boarding houses for all students.

Food Allergies and Intolerances

The Dining Hall aims to serve all children with high quality, freshly produced food which meets and exceeds food safety and hygiene standards and consistently achieves a five star rating with the Environmental Health, and is enjoyable, nutritious and safe.

A small number of children can have allergic reactions or intolerances to commonly eaten foods. It is important that the school is made aware of any food allergy, intolerance or religious dietary requirement that your child may have.

Please complete your child's Health Questionnaire with full details of their dietary needs, giving as much detail as possible regarding their allergies and/or intolerances. This will assist Catering with managing the food that is prepared in the school kitchens to better suit student needs.

Should your child develop an allergy or intolerance during their time at the school, please email:
Health Centre - healthcentre@gatton-park.org.uk

Students should not bring any nuts, sesame, or products containing traces of nuts, into school or boarding houses. This is to prevent triggering serious health episodes in children with airborne, ingested or contact allergies which may cause anaphylaxis.

School Standards and Expectations

The staff and students at the Royal Alexandra and Albert School aspire to the highest standards in all aspects of school life. Our core values underpin the purpose and vision of our school and are, consequently, highly embedded in our guidance for standards and expectations of all stakeholders in our community.

Purpose

We exist to give our children a distinctly different start in life, preparing them for the world with hope, optimism, compassion and empathy.

Vision

Our community enhances lives, ignites curiosity and inspires compassionate leaders.

Objectives

- An ambitious and effective curriculum
- Exceptional behaviour and attitudes
- Exemplary personal development
- Inspirational and transformative leadership
- Excellent boarding and co-curricular provision
- Life enhancing opportunities through our charitable aims

Values

Ambition

Courage

Integrity

Respect

The Gatton Charter is a partnership agreement which outlines the commitment required from school, home and the students to create a positive educational experience for our young people. The desired standards of conduct and engagement are reflective of our core values: **Ambition; Courage; Integrity; Respect.**

When accepting a place at the Royal Alexandra and Albert School, parents and students commit to our Charter through signing this agreement.

Values	Royal Alexandra & Albert School	Parent/ Guardian	Student
Ambition	• Plan and deliver an ambitious and effective curriculum that ignites curiosity and encourages our students to become lifelong learners. • Set high expectations of achievement for all members of our community and provide timely, high quality feedback on progress.	• Encourage my child to appreciate learning and achieve excellence through a commitment to personal growth. • Encourage and support them with the organisation of prep, reading and independent learning.	• I will aspire to achieve great things and strive for success. • I will set myself high standards in everything that I do.
Courage	• Encourage students to embrace challenges and reach their full potential. • Support young people to develop personal resilience and self-confidence.	• Actively engage with my child's school life by attending key school events and embracing my role in the community. • Encourage my child to develop perseverance and independence.	• I will seek out and embrace opportunities with courage, enthusiasm and dedication. • I will persevere to overcome challenges and learn from mistakes.
Integrity	• Create a culture of continuous improvement in order to deliver our objectives. • Keep parents informed about school life with clear and open communication.	• Ensure my child attends on time, ready to learn: fully equipped and wearing the correct uniform smartly. • Communicate early about concerns, or changes to my child's circumstances.	• I will arrive on time, ready to learn: fully equipped and wearing the correct uniform smartly. • I will make a worthy contribution to the life of the school which demonstrates that I am a proud member of this community.
Respect	• Maintain a safe, healthy and clean environment in which to live, work and learn. • Demonstrate respectful and courteous conduct to all members of the community.	• Fully support the school's policies, procedures and expectations. • Demonstrate respectful and courteous conduct to all members of the community.	• I will treat others with respect, empathy and compassion by upholding the school's values and rules. • I will take care of my environment to keep it safe, healthy and clean.

School Rules

1. Credible behaviour at all times: including to and from school; whilst representing the school; whilst wearing school uniform.
2. Prohibition of illicit substances. This includes alcohol, cigarettes, e-cigarettes, vapes and all forms of drugs.
3. Bullying of any kind is not tolerated in the school community. (Full guidance can be found in the Anti-Bullying Policy).
4. Stealing is not allowed. This includes borrowing without permission.
5. Immoral and anti-social behaviour is not appropriate in school.
6. Compliance with remaining on site in designated zones (students must not go out of bounds)
7. Fighting or any other form of physical misconduct is not allowed.
8. Students may not absent themselves from school or from any classes or activity without permission.
9. Damage to buildings, facilities or equipment is not permitted, including fire safety equipment.
10. Possession of dangerous items or weapons is not allowed.
11. Chewing gum is not permitted.
12. Following the ICT Acceptable Use guidance is compulsory.
13. There are mobile phone restrictions during the school day: phones must be turned off and put away between the hours of 8.30am and 3.35pm, and must not be used inside buildings before and after school.

This list of school rules provided is not exhaustive; for more comprehensive information regarding behaviour expectations, please refer to the Policies page of the school website.

Classroom Conduct

1. Arrive on time, ready to learn. Students should arrive fully equipped and wearing the correct uniform, smartly.
2. Enter and leave the classroom in an orderly manner when invited to do so.
3. Remove outdoor wear and place bags under the desk on entry to a classroom.
4. Fully engage with the learning opportunities presented.
5. Treat others with respect, empathy and compassion by upholding the school's values and rules.
6. Respect the learning environment.

CCTV and Privacy Notice

CCTV

We have CCTV installed in the boarding houses and across the school site. Monitoring is done expressly for the protection of students, and sensitive consideration is given to the placement of cameras. The CCTV systems do not intrude unreasonably on the privacy of students or staff. The objectives of having CCTV are:

a) To ensure personal safety of students and staff, especially boarders
b) To enhance the security of the boarders' belongings
c) To assist in identifying, apprehending and prosecuting offenders
d) To promote the welfare and safeguarding of students at the school
e) To log the number plates of all vehicles that enter and leave the site, using ANPR
f) All data is kept for a maximum of 30 days

Please note that we are unable to show or share CCTV images or recordings with parents or students.

Privacy Notice

During your child's time at the school, we will gather and use information relating to you and your child. This will include data obtained directly from you or from other people and organisations. For more information regarding what data we collect, why we use your personal data, how we use your personal data, and who we will share your data with, please see the school's Privacy Policy on the school website: **https://www.raa-school.co.uk/privacy**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact the Data Protection Officer - **dpo@gatton-park.org.uk**

ICT Acceptable Use Policy

Please discuss this with your child (see full policy on our website).

We believe that it is appropriate for students to be allowed a great deal of freedom in using ICT for study, work and leisure. With freedom comes responsibility. The Royal Alexandra and Albert School cannot control what is available on the internet. A small proportion of the material which is possible to access is not acceptable in school, while other material must be treated with great sensitivity and care.

Exactly the same standards apply to electronic material, as to material in any other form. If it is considered unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.

Photography and Video

Using Photographic and Video Images of Children - Seeking Your Consent

We use images of children to maintain the connection between home and school, and give an insight into daily life as a student here. We may take photographs or videos of your child during the school day, boarding hours and on organised activities or trips away from the school site. We will only use images and/or videos if you or your child has given consent (if they are over the age of 13).

You can select how the school uses your child's image. Your consent options are the following:

- Internal use of your child's image and name in school and boarding (e.g. on display boards)
- Use of your child's image and name in school publications (e.g. newsletters)
- Use of your child's image or name in school online publications and social media (e.g. school website, Facebook or X (formerly Twitter) accounts)
- Use of your child's image or name for external press or media (e.g. newspapers or television)

Please note that when your child's image is used on external media (for example, on the school website) your child will be unidentifiable by their full name unless agreed in advance with an adult with parental responsibility. You can change your consents at any point throughout the duration of your child's time at the school.

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. We will keep some photos in our archives for students to enjoy in later years. For further details, you may request a copy of our Retention and Destruction Policy by contacting Reception.

Use Your Camera and Video Courteously - A Guide for Parents Who Wish to Photograph and/or Video a School Event

Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and young people and their families.

By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents and carers attend school events at the invitation of the Headteacher, Head of School, and Governors.
- The Executive Headteacher, Head of School, and Governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The Executive Headteacher, Head of School, and Governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet because of the Data Protection legislation, which in such circumstance is likely to be contravened.
- Recording/photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise, they may need to verify who they are if they are using a camera or video recorder.

ROYAL ALEXANDRA & ALBERT SCHOOL

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Patron: Her Royal Highness The Duchess of Gloucester
Founded: 1758
Registered charity No. 311945

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