

RUTLISH SCHOOL HANDBOOK

2023 – 2024



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SECTION 1: Vision & Ethos



SCHOOL ETHOS

Rutlish School has been successfully educating students for over 100 years. From 2010 female students have been educated on the Rutlish site through our joint sixth form venture, RR6, with Ricards Lodge.

Rutlish School is committed to providing the highest quality education and opportunities for students irrespective of religion, race, culture, class, sexual orientation, disability or gender. We are an inclusive school which enables every child to flourish.

We offer a broad and balanced curriculum designed to meet the needs, interests and abilities of all our students.

We expect students to participate in enrichment and extra-curricular activities.

We have high and challenging expectations of our students and place achieving their full potential at the heart of our educational aspirations.

We aim to create an environment where students behave responsibly and staff are professional so they fully contribute as they develop a clear sense of belonging to the school community.

We are committed to educating the whole person and helping our students to understand the importance of responsibility, compassion, competition, fairness and honesty in all that they do.

We teach students to be aspirational, innovative, creative and resilient, and inspired to achieve.

We promote good behaviour, praise and rewards through active development of students' social, emotional and behavioural skills.

We expect students to respect the local community and to act as positive ambassadors for the school and maintain positive relationships with our neighbours

SECTION 2: Achievement

1. Rutlish Rewards

Teachers and school staff will recognise your child's achievement in all aspects of their learning journey at Rutlish. Staff will award 'House Points' which will go towards their house total as well as their own. There are lots of ways to achieve House Points at Rutlish. Most House Points will be awarded for achievement in one of our school values, **Respect, Equality, Aspiration and Learning**. However, there are plenty of other ways to achieve House Points, such as taking part in house activities, leadership roles, volunteering and careers.

All students can exchange their points for 'Rutlish Rewards'. These can be found on the Rutlish Reward page that is linked to each student's Rutlish 365 home page. The Rutlish Rewards homepage contains a shop where House Points can be spent on useful items for school, such as pens, rulers, glue and calculators as well as playground items, such as basketballs, footballs, table tennis equipment and puzzles. The House Points total for each student does not go down after a reward is claimed, but points can only be spent once. As well as these rewards, students with exceptional effort can win prizes at the Celebration of Achievement assemblies at the end of each term. There are a number of prizes on offer for those students who have excelled throughout the year.

At Rutlish we reward hard work, effort and commitment to our values as a community

2. Attendance and Punctuality Awards

100% attendance and punctuality certificates and prizes will be awarded to students at the end of term Celebration of Achievement Assembly. A prize will be awarded to the tutor group with the best attendance record and the best punctuality record at the end of each term.

3. Jack Petchey Achievement Award

The Jack Petchey Achievement Award scheme enables schools to recognise effort, endeavour and achievement of young people. Throughout the school year, students are recognised for their outstanding contributions to Rutlish. Winners are chosen by a student panel, who consider anonymous nominations and are only aware of the reasons for the nominations. A student may only receive one award during their time at school.

4. House Points

House events include competitions and activities arranged vertically: for example, members of Year 7 Argonauts and members of Year 8 Argonauts may join together to form a Drama group. Points will be awarded to Houses according to their efforts and successes and a winning cup will be presented at the end of the academic year to the victorious House.

5. Prize Giving

We celebrate the success of our students at Prize Giving during the autumn term. The evening is attended by students and their families to recognise not only academic progress and achievement, but achievements and progress in a number of areas of school life, including sporting, artistic and dramatic contribution, and student leadership.

SECTION 3: Assessment & Reporting

You will receive three reports annually, one each term. There are two types of report, the full written report and the data report. Reports are sent to your Rutlish App and can be found in Documents/Reports.

1. Data Reports

Information given on the report:

- Behaviour and Achievement Points
- Percentage attendance, authorised and unauthorised absences
- Lesson attendance (this percentage is based on your child being physically present in the lesson and can be affected by meetings/appointments etc)
- Department target grade (this represents the target based on KS2/3 test scores, national statistics and professional judgement of the Department)
- Working now at grade (reflects your child's current performance in tests and coursework)
- Predicted grade (the grade that the teacher believes your child is capable of by the end of the course)
- Once a year, following completion of the formal examinations, your child's exam grade will be reported to you in his data report.

2. Full Written Reports

This includes all of the above information, together with comments and targets from subject teachers and tutor.

3. Formal Assessments

Students will sit formal assessments during each academic year. In Years 7, 8 and 12 these are normally towards the end of June, for Year 9 the end of April, Year 10 is in March, Year 11 and 13 sit for mock exams in December prior to completing the formal exams in the summer term.

SECTION 4: Attendance & Punctuality

School begins at 8.30am and students are expected to arrive shortly before this. Full attendance is an expectation of all students. In accordance with the government and our own policy, family holidays cannot be granted during term time (see school website for further details). Any medical appointments should be made outside of school time if at all possible.

You will be notified via the Rutlish App if your child has not arrived at school and you will be asked to reply with a reason for the absence. If there are outstanding absences at the end of the week and you have not contacted the school your child will receive an 'unauthorised absence mark'.

1. Absence

Absences should be reported on the first and each subsequent day of absence, via the Rutlish App, please ensure you enter the date and time and reason for absence.

If a student has to leave school for an appointment, please:

- Report via Rutlish App
- Put a note in school planner so the student can show the teacher to leave the classroom
- Students to show note to Receptionist to confirm they have permission to leave

All absences from school are detrimental to a student's learning and progress. Some absences, due to factors such as illness are unavoidable and are following receipt of a letter from parents or medical evidence, recorded as authorised. If no note is received, the absence is recorded as unauthorised.

It is worth remembering that:

- Attendance of 95% for the year equals 10 days that your child has been absent, that is 2 full school weeks of your child's learning missed for that year.
- Attendance of 90% for the year equals 19 days that your child has been absent, that is almost 4 school weeks missed.
- Attendance of 85% for the year equals 29 days that your child has been absent per, that is almost 6 school weeks missed.
- Attendance of 80% for the year equals 38 days absent per year that is over 7 school weeks missed.

2. Late Arrivals

Registration is at 8.30am prompt, until 8.50am. Any student arriving after 8.50am must sign in at Reception in the Manor House.

If a student is late they should sign in at Reception in the Manor House, giving name and reason for lateness.

Late arrivals due to doctors' appointments etc. should be accompanied by a note from parents/carers and given to the attendance officer.

3. Attendance Procedures

% Attendance	Action	Further Action
95%-90%	Tutor will call home and speak with you	Tutor will monitor attendance
90%- 87%	Letter home regarding poor attendance from HOY Discussion with HOY and Educational Welfare Officer	Your child's attendance will be monitored between HOY and Educational Welfare until it rises above 92%
87%	Medical evidence requested for any future absence	Your child's absences will be unauthorised until you provide medical evidence
85% and under	Referral to Educational Welfare Officer	Parents invited in for a meeting with Educational Welfare Officer
Persistent Absence	If no improvement in attendance Penalty Notice Procedures begin Attendance Monitored by Educational Welfare	If this does not improve during the 12 week period parents may be issued with a fine

4. Punctuality Procedures

Your child will be marked late if they arrive after 8.30am.

Parents/carers are informed via text when students are late to school

No of late marks per week	Action	Further Action
1	20 minute Tutor detention that day (Failure to attend will result in a 45 minute detention with the DHOY detention)	If a student persists in being late once a week Tutors will contact home/a text will be sent
2	40 minute DHOY detention that day (Failure to attend will result in a one hour HOY detention)	2 referrals to this = parents contacted by DHOY
3 or more late marks in a week	60 minute HOY detention that day Plus 1 behaviour point allocated	Persistent lateness = HOY punctuality report/letter home
U codes (Late after 9.30am)	Conversation from DHOY Phone call home	Persistent U codes = Meeting with parent and HOY
Persistent lateness	Referred to Saturday detention	Parents invited in for a meeting with HOY

SECTION 5: Behaviour

1. Student Code of Conduct



RUTLISH SCHOOL CODE OF CONDUCT “Respect yourself – Respect each other – Respect the environment”

- Respect yourself, take responsibility for your behaviour
- Respect each other
- Respect the environment
- Respect other people's opinion
- Use appropriate language
- Bring bags, books and equipment to all lessons
- Attend school regularly and bring a note if absent
- Arrive on time and sit where the teacher wants you to
- Conduct yourself quietly around school
- Be aware of others in the corridors
- Keep moving to avoid congestion. Keep to the right
- Dress appropriately for school
- Keep the school tidy, put litter in the bins
- Talk to a teacher to help resolve conflict
- Be proud of your work and achievements

- Bring in valuable items e.g. phones, mp3/4 players
- Take time off school without a valid reason
- Be late for lessons
- Wear hats in the building, and coats in lessons
- Drop litter, bring gum or food in the buildings
- Wear trainers or jewellery (except for a watch)
- Bring into school hooded sweatshirts or baseball caps

**ITEMS WILL BE CONFISCATED
in line with the School's
Confiscation of Property
Procedure**

- Bring in, or use, anything that is dangerous or illegal
- Threaten, bully, fight, be violent or abusive to others
- Damage or steal school property
- Damage or steal other people's property
- Run in school, play fight, or act in a dangerous way
- Be confrontational or insult people

**YOU MAY BE WITHDRAWN FROM
CLASSES AND YOUR PARENTS WILL
BE INFORMED, YOU MAY ALSO BE
SENT HOME AND EXCLUDED FROM
SCHOOL**

EXPECTATIONS

In the Classroom:

- Arrive on time ready to learn
- Arrive prepared and enter quietly
- Speak politely to everyone and listen to all
- Sit where the teacher asks and remove your coat
- Try to finish all work set
- Record homework

In the Playground:

- Play safely
- Help others
- Use the bins and help to keep the school tidy

In the Corridors:

- Walk, do not run
- Talk, do not shout
- Respect visitors
- Be aware of others

With visiting Adults:

- Value the lesson
- Respect visiting teachers
- Be especially polite and helpful
- Be honest

In the Community to and from School:

- Put litter in the bins
- Respect people you meet
- Go home promptly and quietly
- Meet friends away from school

2. Incident Reporting

The school uses a highly effective electronic system to record any incident involving poor behaviour, lack of equipment, poor effort etc. Students may receive behaviour points for incidents that cause disruption to teaching and learning or impact the wellbeing of any member of our community. The amount of points received is equal to the severity of the incident and sanctions are in line with the amount of points.

Points	Type of incident	Sanction
0	Low level behaviour	Recorded with no sanction unless 3 x Level 0 received in one day
1	Poor standard of behaviour	No Notice Detention that day until 3.35pm
2	Significantly/persistently poor behaviour	No Notice Detention that day for 30 minutes, plus an additional on hour detention, until 4pm, on the next possible Thursday
3	Serious behaviour incident or reaching 20 point threshold	Senior Leadership Team Saturday detention from 9am-12pm
4	Unacceptable behaviour	Internal suspension
5	Unacceptable behaviour	External suspension (with report to the Local Authority) and parental meeting

Each individual incident will be dealt with in school by the relevant member of staff, but should the number of incident reports increase, the following additional course of action may be taken:

No. of Incident Reports	Action
5	Tutor Report
10	Head of Year Report
15	Line Manager Report
20	Saturday morning Headteacher detention
25	Review of the Behaviour log which may result in suspension from school

A number of fixed term exclusions may trigger a range of possible interventions, such as a Behaviour Plan, a Pastoral Support Programme, a referral to the Merton Virtual Behaviour Service, referral to external services, an internal SEND review, a Headteacher's review or a Governors Disciplinary Review. At the point of a Governors review, there may be consideration of a permanent exclusion from school.

3. No notice detentions

As you are aware the Department for Education has published new guidance on how schools should deal with poor behaviour. One of the changes is that schools are no longer required to give parent/carers 24 hours' notice of detention.

Any student who receives a behaviour log which leads to a behaviour point will have a detention on the same day until 3.35pm. If a student refuses to attend they will be put on No Notice Detention for five consecutive school days, any additional logs during the five days will result in further detentions being given.

Failure to engage with this process may result in one or more of the following:

- Referral to next day after school detention
- Internal-suspension
- Meeting with a member of the Senior Leadership Team or Headteacher
- External suspension
- Any other sanction deemed appropriate

SECTION 6: Communication

1. Rutlish App

The school communicate with parents/carers via the Rutlish App. Please ensure you download the App to ensure you receive important information sent by the school, see instructions below.

IT IS VITAL THAT THE SCHOOL IS KEPT UPDATED WITH REGARD TO ANY CHANGES IN YOUR CONTACT DETAILS INCLUDING MOBILE PHONE NUMBERS WHICH ARE USED IN CASES OF EMERGENCY

HOW TO DOWNLOAD THE RUTLISH APP:

Instructions for Android/ iPhone devices: <ul style="list-style-type: none">• Step 1: Download the Rutlish App onto your phone/tablet via your relevant App Store (just search Rutlish School)• Step 2: Once downloaded, open the app and click on the 'Enrol' link at the bottom of the login screen.• Step 3: Enter your unique enrolment code listed below and follow the in-app, step by step instructions to complete your registration.	Instructions for other web enabled devices: <ul style="list-style-type: none">• Step 1: On an internet enabled device type the following enrolment link in your web browser: https://app.weduc.co.uk/main/enrol/index• Step 2: Enter the unique enrolment code listed below and click 'Enrol'• Step 3: Enter your email address and mobile phone number, then click 'Confirm'.• Step 4 – An activation email will be sent to your registered email address. Follow the instructions within this email to activate your account and set your password.• Step 5: Log on to Weduc using your newly created login details.
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If you have a child in another school that uses the WEDUC App you may need to follow instructions below to merge the accounts:

1. Logout of the app
2. Click Enrol
3. Enter new Code
4. Click "Yes, I already have an account"
5. Login

This will then merge the two accounts.

If you have any queries or problems please contact support@weduc.com or you can email the school via RutlishAppSupport@rutlish.merton.sch.uk.

2. Contacting the school

Your first point of contact with the school should always be with your child's Form Tutor, as they get to know the students very quickly. The Form Tutor is the most likely person to know if there are any problems concerning the student and is in a position to deal with any problems or queries as they arise. If the Form Tutor is not able to deal with the problem immediately, then they will always get back to you or ask another member of staff to contact you if it is more appropriate.

If you wish to meet with any member of staff, including the Form Tutor, please make an appointment by either writing a letter, a note in the Student Planner or by telephoning and an appointment will be made.

Students in secondary school are expected to take a lot more responsibility for themselves than when they were at primary school and for keeping you informed of events and after school activities. Some students find this difficult at first, particularly with regard to informing their parents when they are going to be home from school. Could you please speak to your child early in September and agree which enrichment activities they are allowed to attend. It is also wise to have a contingency plan in the event of a change to your normal routine e.g. what to do if a train is cancelled etc.

3. Messages to students

In order to avoid classroom disruption, and due to the size of the school, the Receptionist cannot relay messages to individual students during the school day unless there is a real emergency.

4. Personal telephone calls

The use of the Office telephone is for emergencies only. We encourage students to take responsibility for their own organisation and calling home is not permitted for forgotten items of games kit/homework, or for making their social arrangements (e.g. meeting with friends) at the end of the school day.

Section 7: Curriculum

1. The National Curriculum

Rutlish offer a balanced, traditional curriculum, taught by subject specialists and designed to meet the academic and creative needs, interests and abilities of all students. [Rutlish School - Curriculum](#)

CURRICULUM

Students follow the National Curriculum and are taught in ability sets where possible, or in mixed ability tutor groups. Throughout the school, students enjoy a full programme of personal, social and health education.	
KEY STAGE 3 <ul style="list-style-type: none">• Art• Computer Science• Drama• Design Technology• English• French• Geography• German• History• Maths• Music• Physical Education• PSHEE• Religious Education• Science• Spanish	KEY STAGE 4 <ul style="list-style-type: none">• Art• Business Studies BTEC• Computer Science• Design Technology• Drama• Economics• English Language / Literature• ESOL (English as a second language)• French• Geography• German• History• iMedia• Maths• Media Studies BTEC• Media Studies GCSE• Music• Performing Arts• PE Sport BTEC• PSHEE• Religious Education• Science (Biology, Chemistry & Physics)• Spanish• Study Support

Our Learning Resources Centre provides students with access to staff, careers advice and a variety of resources. All schools have to make sure that they help develop the personal, spiritual and moral aspect of their students. We would aim to do this in all lessons but all students will undertake a pastoral programme, which will look at specific issues, including citizenship, in detail.

2. Religious Education

This subject is taught to all students as part of our core curriculum at Key Stage 3 and as a core GCSE subject.

3. PSHEE (Personal, social, health and economic education)

PSHEE is taught one lesson per fortnight to all year groups (Years 7 – 13). PSHEE supports the holistic, personal development of pupils. Fundamentally, this is concerned with the exploration of values and attitudes, with the development of skills, and with the acquisition of relevant knowledge and understanding. This should enable students to lead confident, healthy, responsible lives as individuals and members of society. The PSHEE curriculum provides a wide range of activities within and beyond the classroom where students gain practical knowledge and skills to help them live healthily and deal with the social, moral and cultural issues they face as they approach adulthood. It helps them to understand and responsibly manage a wider range of relationships as they mature, and to show respect for cultural diversity.

Key themes explored through the PSHEE curriculum:

- Personal identities
- Healthy lifestyles
- Risk
- Relationships and sex education
- Diversity
- Careers
- Capability
- Risk management
- Economic understanding
- Enterprise

Some of these issues are taught by outside agencies.

4. Relationships and Sex Education

Relationships and Sex Education is delivered in accordance with the statutory guidance published by the DfE. RSE is delivered within the PSHEE curriculum and may be complimented by use of external agencies to support learning and development, such as the School Nurse.

Teaching of RSE aims to develop young people's attitudes to relationships and ensure that they:

- Respect other people's feelings, decisions, rights and bodies
- Value diversity of identity, lifestyles and the choices made within them
- Consider why honesty, loyalty, understanding and respect are important in relationships
- Appreciate different ways of loving and the importance of love in relationships
- Consider their responsibilities within school, with friends and within the family

5. Special Educational Needs

All students are supported with in class inclusive teaching strategies. Students who are not making progress are identified by their teacher, Head of Department and Head of Year who refer their concerns to the SENDco and the SEND team.

If there is evidence of a SEND need across the curriculum, the SENDco conducts an investigation. Following this investigation, it is possible that additional support is provided to support learning and progress, which is additional to and different from their peers. The student is placed on the SEND register under the category Additional Needs (K). If the student requires further support, despite these interventions, to make progress, the school may work collaboratively with parents/carers and outside agencies to apply for an Educational Health Care Plan. The school works closely with parents/carers and students to provide support and monitor each student's progress towards meeting targets set in Plans and Annual Reviews. Parents/carers are invited to contact the SENDco prior to entry if they have concerns regarding their child.

Section 8: Electronic Device Policy

The school has a zero tolerance policy for electronic devices; electronic devices includes mobile phones and smart watches, as well as headphones, to protect the privacy and welfare of our students, staff and visitors.

Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the student has a device prohibited by school rules, or the staff member has good reason to suspect the device maybe used to:

- cause harm
- disrupt teaching
- break school rules
- commit an offence
- cause personal injury
- damage school property

The school understands that students may wish to have their mobile phones for their journey to and from school. In this situation a student should hand his phone/device in before tutor time at the designated collection point place for their year group.

In highly exceptional cases the school may grant permission for students to have their mobile phone on their person. Examples of this may include for medical reasons or social care reasons. These must be agreed by the Head of Year or Senior Leadership Team.

The following sanctions will apply should students be found in possession of an electronic device during the school day.

	Action 1	Action 2	Action 3
1st incident	Phone confiscated for one day	Behaviour log and NND	Phone call home
2nd incident	Phone confiscated for five days including weekends	Thursday Period 4 detention	Phone call home

Any student who refuses to hand over the complete phone (battery and SIM card)/device when requested will be removed from the lesson by a member of the senior leadership team.

In exceptional circumstances, considerations may be made on the length of the confiscation. Parents/carers must contact the Head of Year or a member of the Senior Leadership Team to discuss any issues around confiscation of items.

The school accepts no responsibility whatsoever for theft, loss or damage relating to phones/devices including those handed in / confiscated. The school will not investigate theft, loss or damage relating to phones/devices.

Any data, files or images that are believed to be illegal will be passed to the police as soon as is practicable, including pornographic images of children without deleting them.

Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy

SECTION 9: Events

1. Prize Giving Event

In November we hold our annual prize giving event. This is a lovely evening when we are able to celebrate the achievements of our students from the previous academic year. We award prizes for both effort and achievement for all the subject areas. Year 11 and Year 13 students are also invited to this event.

For the current students there are also subject prizes and tutor group prizes to be given out. There are displays of art work and performances by our young musicians.

We invite the parents/carers to join us in our celebrations and to bring their cameras to record these precious moments, ensuring the guidelines for digital or video images are adhered to.

2. Celebration Assembly for Y11 and Y13 Leavers

These events are held at the end of June after the majority of the exams have finished. It is a time for students to say goodbye and to thank their form tutors and their teachers. Students are joined by parents/carers and friends to celebrate and reflect on their years at Rutlish. For the staff this event is tinged with sadness as we too say our goodbyes to the students and wish them well in the future.

3. Other Events include:

- Annual BBQ and Family Fun Day
- Sports Day
- Commemoration Service
- Carol Service
- School Production

SECTION 10: Enrichment Activities

1. School Trips

There are a number of curriculum visits that take place to support students learning outside the classroom. In addition, a variety of school trips are offered in each year ranging from visits during the school day to residential trips such as China, Costa Rica, West Coast of USA, Vietnam, Ypres, Skiing trips to Austria and many more weekend trips. We hope students will take part in as many trips as possible.

2. Extra-Curricular Activities

Alongside the academic year, there is a range of extra-curricular activities students may participate in, such as clubs, rehearsals and sporting fixtures. Your child might also like to participate in the Duke of Edinburgh Award or our Combined Cadet Force CCF in Year 9.

It is the student's responsibility to inform you if they are staying behind after school for a club or sports match and to let you know what time they expect to be home.

3. RR6 Enrichment Programme

Students in Y12 are able to opt into a variety of enrichment programmes, such as debate, equality and diversity society, current affairs, introduction to Mandarin and introduction to bike skills. Every year we review our enrichment programme with the intent to offer introductions to subjects and skills beyond the academic curriculum.

4. Work Experience

Students in Y12 will have the opportunity to undertake work experience during the summer term. Students are mentored through the pastoral provision within the 6th form, on how to obtain work experience placements and how to utilise this opportunity to further their personal development and enrich future applications. Students are given the opportunity to join the workforce and are expected to write a report of their experience and its impact.

5. Opportunities for Personal Development

Throughout the academic year, students are given opportunities to raise money for charity, take part in initiatives that raise awareness about social issues, join in with local authority events such as student conferences and engage with inter-school programmes such as First Give.

SECTION 11: General Information

1. Learning Resource Centre (Library)

The Learning Resource Centre (LRC) is open Monday – Friday from 8.00-8.30am, break time, lunch time and after school 2.50-3.30pm when students can come in to read, exchange a book or use the computers for school work.

In the LRC they will find a wide and continually updated range of books and other resources both fiction and non-fiction, and including careers literature, college prospectuses and revision guides. We also have a wide range of classic novels including Frankenstein, Dracula, Oliver Twist and many more. The LRC has plenty of computers to complete your work, as well as a comfortable reading area. We have recently introduced a hand writing initiative and have tools and resources available to students to help improve their hand writing. We have Chess, Draughts, Scrabble and other board games available, as well as word games, and a book club meets once a week.

We have introduced the Scholastic Reading Pro programme for students in years 7,8 and 9 and books are available to borrow for all year groups. KS3 students should regularly do quizzes on the books on their Scholastic recommended list, in addition to wider reading. Books are normally loaned for a period of two weeks; they can be renewed if not finished. Students are also auto-enrolled into the Merton Library system, once we have established parental consent.

At the beginning of the school year students will have the opportunity to spend some time in the LRC with their English teacher, this is to help them find their way around and understand how the resources are organised. We also have a team of students that help out as Library Monitors. If your child is looking for a particular book or has a question about their work they will be very happy to help them – or they might want to apply to be a Library Monitor themselves!

2. Lost property

All lost property is sent to Mrs Parchment in the Inclusion department.

Parents are advised to label items of clothing clearly to support the property being returned to its owner with the minimum of inconvenience to the school day.

All unclaimed lost property will be donated to charity at the end of each term

3. Parent Evenings

Approximately two weeks before the parents' evening you will receive an email advising you of the date and time.

The school use an easy on-line appointment booking system. This allows you to choose your own appointment times with teachers you also receive an email confirming your appointments. Instructions on how to use the system are emailed with the invitation letter.

Parents and teachers are asked to keep to their interview times to ensure that all parents and teachers are able to complete their interview schedules. If you require additional time to discuss your concerns, a follow-up appointment should be requested.

Students in full school uniform are welcome to attend with their parents/carers.

4. Parking at Rutlish

Please note that there are **NO** parking facilities on the school site. Watery Lane is a no-through road and access for the dropping off and collection of students is extremely difficult.

5. Watery Lane Entrance & Manor Gardens

Watery Lane and Manor Gardens have been designated as 'school streets' by Merton Council. This is a street near a school with restricted access to vehicles at drop-off and pick-up times. The restricted area is also called a school safety zone. During the restricted periods, Merton Council will carry out enforcement using cameras. The restricted times are: 8:00–8.45 and 2.30-3.45pm

If your child has been issued with an M-Card by Merton Council they will be accepted for exemption. Please see the link <https://directories.merton.gov.uk/kb5/merton/directory/advice.page?id=jO8hiyX2kMw>

You will need to provide a copy of the M-card to the school, and we will apply on their behalf. Note: a copy of the M-Card will have to be uploaded within the application of the child as proof.

6. Student Equipment

Students are expected to have the following equipment with them in every lesson:

- Pencil case
- Pens and pencils
- Pencil sharpener and rubber
- Ruler, protractor and compass
- Coloured pencils
- Glue stick
- A pocket dictionary
- A bilingual dictionary
- A calculator: if students already have their own calculator they can use it. If you are buying one, a scientific calculator with a "fraction" key will be most useful for the Maths course that the students will be following
- A reading book: all students must carry a reading book with them at all times during the school day. This can be either a novel or a book about a hobby or interest. Building a regular reading habit is one of the best ways of improving general reading ability. Thirty minutes or more every day can make a big difference.
- School planner
- Correction fluid is **NOT** allowed in school

7. Student Planners

At the beginning of the autumn term Students in Years 7,8 and 9 given a Student Planner which they must bring to every lesson. This Planner will contain important information about the school and will also be where they record all the homework that is set. Parents/carers and tutors should check the Planners weekly. If a Planner is lost they can be purchased from the Manor House Reception. (Price: £5.00)

SECTION 12: Governing Body

The governing body has a strategic responsibility for seeing that the school is run effectively, acting within the framework set by legislation and the policies of the local authority and the governing body. It works with the Headteacher and senior leadership team to set priorities and targets for the school, and monitors progress against these targets.

Parliament has given a range of duties and powers to governing bodies under the Education Acts which includes the following:

- Overseeing the management of the school including the budget and how, in strategic terms, should be run.
- Ensuring the School Development Plan is implemented in accordance with Ofsted criteria.
- Setting appropriate targets for pupil achievement at KS3, KS4 (GCSE & BTEC) and KS5 (GCE & BTEC).
- Determining the staff complement and pay policy for the school.
- Participating in the appointment of the Headteacher, Deputy Headteachers and other staff.
- Regulating staff conduct and discipline.
- Drawing up an action plan after an Ofsted inspection.

The Rutlish Governing Body comprises of 15 Governors, as follows:

- 3 Parent Governors
- 1 Staff Governor
- 1 Headteacher
- 4 Foundation Governors – nominated by the Rutlish Foundation
- 1 Local Authority Governor – nominated by the Local Authority
- 5 Co-opted Governors

With Associate members appointed in line with skills required.

The Full Governing Body meets regularly through the school year

Copies of governing body minutes and the School Information Publication Scheme which lists all the information which is publicly available, can be obtained from the Clerk via the email below or School Office.

To contact the Clerk to the Governors, Chair or Vice Chair of Governors please use the following contact details:

By email ClerktoGovernors@rutlish.merton.sch.uk

or write via the school at:

Rutlish School
Watery Lane
London
SW20 9AD

SECTION 13: Homework

Using our 365 platform parents/carers receive regular automated emails which outlines a summary of the work set

1. Homework

Homework is regarded as an important part of the work of Rutlish School for a number of reasons, including the following:

- It extends the time students spend in active learning
- It gives teachers and students an opportunity to test whether work done in class has been fully understood
- It helps students to develop the independent learning strategies and habits essential for later success at Key Stage 3, 4 and 5, and prepares them for adult life.
- It allows you to feel, and become, more actively involved in understanding and monitoring your child's progress

You can help your child in a number of practical ways such as:

- Establishing a regular routine for completing homework each day
- Making available a suitably quiet place for your child to work
- Providing the necessary equipment for homework, such as pens, pencils, ruler, dictionary, calculator
- Checking that homework has been completed properly, checked thoroughly and is neat and well presented
- Checking your child's Planner to see that the homework set has been filled in. Please sign the Planner entry at the end of each week and make any comments you wish the Tutor to see.

Heads of Department and Heads of Year can be contacted directly or via the Form Tutor. If we work together as a team to make sure homework is completed properly your child's progress will be considerably increased and that is most important to us all.

2. How can Parents/Carers help?

There may be subjects and areas that you did not do at school. This does not matter. What does matter is:

- You encourage your child to enjoy learning
- You see each year's work as foundation for the future
- You discuss homework with your child
- You take an interest in his work
- You see their schooling as a vital preparation for life
- You check their Planner and sign it every week
- You talk about the topics they are covering
- You let the school know if you are having concerns about your child's progress, homework or schooling

When parents and staff are working together as partners, then a child is more likely to achieve his best!

SECTION 14: Medical

1. First Aid

We have qualified First Aiders who are available to support minor injuries which might occur during the school day. If the injury requires the student to go home, then the school will insist they are collected. Students will not be allowed to travel home on their own. An ambulance will only be called in an emergency.

Known injuries should be dealt with by the student's own GP or hospital casualty department.

2. Non-prescription Medication

If your child needs to take medication during the school day you will need to complete a 'Parental Agreement for School to Administer Medicine Form' this can be obtained from the Medical Needs Coordinator or School Office. Unfortunately, the school will not be able to administer any medicine without written consent. Medicine should be brought to school in the smallest practicable amount in the containers issued by the pharmacist.

3. Students with Medical Conditions

The school may need to complete an 'Individual Medical Care Plan' if your child has a severe allergy, or has to take regular medication. If you think this may be required please contact the Medical Needs Coordinator. Please read our Supporting Students in Schools with Medical conditions Policy available on the school website [Rutlish School - Policies & Procedures](#)

Students with medical conditions will be supported so they have full access to education. We will endeavour to make reasonable adjustments to support individual medical needs.

Our Medical Needs Coordinator can be contacted via email: medications@rutlish.merton.sch.uk

4. Eyesight

Your child will be required to do a greater amount of reading from a whiteboard at secondary school. It is therefore advisable to have your child's eyes tested prior to starting school in September, in order to ensure headaches relating to eyesight are avoided.

Most children should have their eyes examined at least once every two years. This can be done at a High Street Optician and is free for all children under 16 years old (and under 19 if in full-time education). Speak to your Optician if you have any concerns about your child's vision at any stage.

SECTION 15: PTA (Parent Teacher Association)

The PTA exists to fundraise for the school, provide logistical and catering support at school events, and as a forum for parents interested in school life. We are always delighted to see parents or carers at the meetings, held both in-person and online via Zoom video call. To keep up with PTA events, parents/carers can sign up to <https://classlist.com/>. Classlist is a downloadable app which makes it possible to easily connect with other parents/carers. You will be able to connect and communicate with your own Year/Tutor Group parents and carers, as well as the wider school community. The app is also used to keep you up to date with PTA events and to share fundraising ideas.

Rutlish PTA would ask all parents and carers to help support them in their fundraising initiatives by signing up to www.easyfundraising.org.uk. For every purchase you make on-line to thousands of high street brands, a donation is made to the school!

The **School Lottery** creates and runs lotteries for schools across the UK and to find out about our school lottery, please see www.yourschoollottery.co.uk, get in touch via Classlist or by emailing the PTA at rutlishpta@gmail.com. Your chance to win and at the same time supporting the school.

Rutlish PTA are known for their famously fun Quiz Nights, wine tastings, welcome barbeques and other parent/carer social events. We also regularly support the school at official events, such as the Open Evening for prospective students, Subject Evenings, and every other event or opportunity to raise money to help support the school and the education of the students.

Parents/carers of Rutlish students automatically become members of the PTA. Members are also involved in the Rutlish Foundation and the Old Rutlishians, to promote communication between all parties interested in Rutlish School.

Some examples of what the PTA has funded over the last few years are, linguaphone equipment, table tennis tables, equipment for the outdoor gym, British sign language courses for RR6 and an afterschool club, contributions to the Year 11 and 13 graduations, Place2Be wellbeing equipment and the Memorial Garden. As well as funding items and activities for the students the PTA also funds wellbeing breakfasts and provides refreshments for the staff.

PTA meetings are held twice a term. These are informal and are open to all parents/carers and staff. Dates are found in the school calendar. The meetings are either held at school or at the Old Ruts clubhouse and are an opportunity to discuss fundraising ideas when funding applications are approved.

Do get in touch pta@gmail.com or via Classlist we look forward to meeting you soon!

The Rutlish PTA Team
With best regards

Rutlish PTA
e: rutlishpta@gmail.com

SECTION 16: Rutlish Foundation / Old Rutlishians

Rutlish Foundation

The Rutlish Foundation is a charity that provides financial support to Rutlish School, and educational grants to young people primarily to assist them with university and higher education. To qualify young people must have been:

- students of Rutlish School or RR6 for at least a year or
- born or live within the boundaries of the ancient Parish of Merton (about a quarter of the London Borough of Merton i.e., the bit that was Merton as against Morden, Wimbledon or Mitcham).

The charity also owns the freehold or leases over the school and its grounds.

The current charity brings together the funds arising from the will of William Rutlish and more recent charities set up to assist current and former students of Rutlish School. Rutlish School was set up using funds from the original charity. The charity finances its activities from investments, property and donations.

The corporate trustee of the charity is the Rutlish Foundation Trustee Ltd, a company limited by guarantee. Each of the following bodies appoint 3 directors of the company:

- The Governors of Rutlish
- The Headteacher and teaching staff of Rutlish School
- The Old Rutlishians' Association and
- The Rutlish School PTA (known as the "Friends of Rutlish")

and a further 3 directors are co-opted.

"Rutlish School - The First Hundred Years", the book by Colin Brock is available from the Foundation via the school office, price £10. Only a few copies are left.

For more information please visit the Rutlish Foundation website:

<https://www.rutlishfoundation.org.uk/> or e-mail the clerk, Velia Kietzmann on rutlishfoundation@gmail.com.

Old Rutlishians' Association

Set in the heart of Merton Park, the Old Rutlishians' Association is a sports and social club which was founded more than 100 years ago by former Rutlish students. This thriving private members' club in Poplar Road, SW19, now serves as a central hub for our vibrant local community, providing opportunities for girls and boys and adults to play sport, make friends or just relax in a friendly and safe environment.

Old Ruts runs a good number of cricket, rugby and football teams across a wide range of age groups. Qualified coaches provide structured training for budding players throughout their junior years, before they transfer into our numerous adult teams. A good number of current and former Rutlish students are involved but the club is open to the whole community. The club welcomes parents interested in getting involved. Age groups covered run early primary years (age 3 for rugby) through secondary to adult. Whatever age you are, having fun while learning is firmly at the heart of training and matches.

To find out more about Old Rutlishians' Association please visit their website - <https://oldruts.club/> or email: membership@oldruts.club for information on joining up.

SECTION 17: School Meals

1. **Cashless System** (Students must have parental permission for biometric fingerprint)

We operate a cashless system in the school canteen which brings a number of important benefits:

- A faster, more efficient service, so that queuing time is reduced
- Payment can be made on-line through Parent Pay, the link can be found on the Rutlish App cutting out the need for students to carry cash
- Parents can have increased confidence that dinner money is being used for intended purposes
- Students entitled to free school meals have a daily credit automatically applied to their account, so that the entitlement remains completely confidential
- A daily spending limit can be entered on your child's account at lunchtime, we recommend £6 but this can be adjusted to your requirements

Key questions:

What is a 'cashless' system?

At the heart of the 'cashless' system is a software programme which recognises each individual student, holds individual cash balances and records expenditure and payments received. It also records what the money was spent on.

How are students recognised by the system?

All students will be registered by biometric measurement and photograph. The biometric measurement involves the scanning of a finger, the image is then measured and converted and stored as a unique number. Parents/carers and students can rest assured that the fingerprint information cannot be re-converted back into an image of the fingerprint, nor can it be used by any other source for identification purposes.

How is the account used to obtain a meal?

A biometric scanner will be used at each till, whereby a student will place their finger on the scanner to activate the individual account. A display will show the server the student's name, tutor group and current balance held within the system. The server will then enter the selected food and drinks items into the terminal from an itemised keyboard, while the amount spent and the new cash balance will show in the display.

2. **Free School Meals**

If you applied for Free School Meals at primary school and your child was entitled the London Borough of Merton will notify us prior to the term starting. Unlike primary schools, high schools do not accept Free School Meal Forms. You must deal direct with the London Borough of Merton who then inform us of the student name.

SECTION 18: School Routine

The school operates a two-week timetable with the weeks labelled 1 and 2

THE SCHOOL DAY

	TIME	LENGTH
Registration / Assembly	08.30 – 08.50	20 mins
Period 1	08.50 – 09.50	60 mins
Period 2	09.50 – 10.50	60 mins
Break	10.50 – 11.20	25 mins
Period 3	11.20 – 12.20	60 mins
Period 4	12.20 – 1.20	60 mins
Lunch	1.20 – 2.00	35 mins
Registration / Period 5	2.00 – 3.00	60 mins

SECTION 19: Staffing

1. Senior Leadership Team – as at July 2023

Headteacher	Ms L. Howarth
Deputy Headteacher	Mr B. Gormally
Deputy Headteacher	Mr R. Giles
Assistant Headteacher	Mrs I. Alltrain
Assistant Headteacher	Ms B. Doherty
Assistant Headteacher / Head of RR6	Ms J. Hyland
Assistant Headteacher	Mrs L. Slabber
School Business Manager	Mrs L. Quin

2. Heads of Department – as at July 2023

Art	Mr Adegbenie
Biology	Mrs H. Nash
Business Studies	Mr A. Redzepagic
Chemistry	Mrs C. Beck
Drama	Ms C. Dawkins
DT	Ms N. Bhaga
English	Ms M. Khan
Geography	Mr A. Redzepagic
History	Mr H. Davut
ICT	Mrs Salad
Maths	Mr P. Pryce
Media Studies	Mr D. Neesham
Modern Foreign Languages	Ms F. Holloway & Ms T. Minier
Music	Ms D. Steele
PE	Mr T. Joyce
Physics	Miss H. Ryan
RE	Ms S. Mates
Joint SENCO	Ms Wilkinson & Mrs Richardson

3. Heads of Year – September 2023

Head of Year 7	Mr Foster
Head of Year 8	Mr Jackson-Embling
Head of Year 9	Ms Graham
Head of Year 10	Mr Holt
Head of Year 11	Mrs Edwards
Head of Year 12	Mrs Graham
Head of Year 13	Mrs Bremner

SECTION 20: Student Leadership

1. Tutor Representatives

Students have the chance to take a more active role within their tutor group, they can put their names forward to become:

Form Representative

- The 'Face' of the tutor group
- Collect views of the tutor group and pass to year/school council, other Committees
- Give feedback to the tutor group on school council meetings
- Communicate with the Head Boy Team Senior Student(s) for the Year Group, DHOY and HOY
- Welcome new students to the tutor group
- Assist in developing the Rutlish School Ethos

Two form reps in each year group will attend school council meetings. The two selected reps will need to share feedback from the school council meetings with their year council, who will in turn share feedback with individual tutor groups.

TASK: To present to your Senior Student at the beginning of the year your one slide action plan. Termly review with the Senior Student showing the things you have achieved

Charity Representative

- To take responsibility to help raise money for a variety of fund raising events
- To take responsibility for organising collection of items for charities e.g. Xmas toy collection
- Have innovative ideas for fund raising
- Communicate with the Head Boy Team Senior Student(s) for charity
- Display charity work on notice boards
- Assist in developing the Rutlish School Ethos

TASK: To present to your Charity HBT link at the beginning of the year your one slide action plan. Termly review with the Charity HBT link showing the things you have achieved

House Representative

- Participate in and help organise House Events for the tutor group
- Ensure availability of participants in advance and on the day
- Communicate with the staff House Co-ordinator and House Leader
- Be a strong supporter of Rutlish School and the House System
- Give feedback to the tutor group on House information / meetings attended
- Collate information on House events
- Assist in developing the Rutlish School Ethos

TASK: To present to your House HBT link at the beginning of the year your one slide action plan. Termly review with the House HBT link showing the things you have achieved

Literacy Representative

- Communicate with the staff Literacy Co-ordinator
- Promote Literacy Campaigns
- Design Literacy challenges for the tutor group, to be shared with other tutor groups across the school
- Communicate with the Head Boy Team Senior Student(s) for Literacy
- Participate in and assist the House Representative in organising Literacy related House competition, such as Spelling Bee.
- Promote and encourage members of the tutor group to participate in Literacy related activities.
- Be a strong supporter of the Rutlish School Literacy initiative.

TASK: Lead and encourage Literacy activities in tutor time e.g. spelling tests and active reading – show evidence of your work with this

Numeracy Representative

- Promote and encourage members of the tutor group to participate in Numeracy related activities
- Design Numeracy challenges for the tutor group, to be shared with other tutor groups across the school
- Communicate with Numeracy reps in year group to share Numeracy tasks and good practice
- Communicate with Head Boy Team Senior Student(s) for Numeracy
- Promote Numeracy by informing the Numeracy Co-ordinator of Numeracy opportunities across different subjects (to be then communicated to staff via the Numeracy Coordinator)
- Participate in and assist the House Representative in organising Numeracy related House competition
- Be a strong supporter of the Rutlish School Numeracy initiative.

TASK: Lead and encourage Numeracy activities in tutor time e.g. Numeracy challenges, puzzle of the week – Show evidence of this

What kind of person makes a good Representative?

- Approachable
- Good listener: everyone in the form needs to feel comfortable talking to you
- Organised: it will be your responsibility to make sure things happen in your form on a regular basis
- Assertive: the opinions of your form are just as important as everyone's else
- Efficient: class discussion must cover a lot of issues in a short period of time
- Fair: everyone has the right to a point of view
- Good communicator: you need to be able to work with staff and students from across the school

2. School Council

At the start of every academic year, two students from every year groups Form Representatives will become part of the school council. In addition to the year groups representatives, a representative from every student group attends school council meetings which is chaired by the Assistant Headteacher and Junior Leadership Team link for school council.

School council meetings consider the student voice and are an opportunity for students to be involved in shaping the development of the school. School council meetings will also coordinate whole school events throughout the year.

3. Anti-bullying Ambassadors

Students in Y7 and Y8 are able to apply to join the anti-bullying ambassadors. This group of students deliver assemblies and workshops throughout the year, not just during anti-bullying week. Lead by the Head of PSHE and the Junior Leadership Team links for anti-bullying, these students meet frequently and develop the school response to bullying, including homophobic bullying and cyber bullying.

4. Junior Leadership Team

Students in Y10 are able to apply for various roles on the Junior Leadership Team. This group of students represents the student body, with a variety of roles that link to key areas of the school such as the pastoral system, numeracy and extra-curricular.

The recruitment process is delivered by the current Junior Leadership Team and managed by the Assistant Headteacher and Head of Year.

5. RR6 Ambassadors

Students in Y12 are provided the opportunity to apply to be ambassadors for the joint 6th form we share with Ricards Lodge High School. Ambassadors take responsibility for different strands within the school such as academic, charity and sport. Ambassadors are coordinated by the Head of Year and are required to liaise across both school sites to ensure holistic development of the 6th form is supported by both schools.

SECTION 21: Term Dates

TERM DATES 2023 - 2024	
AUTUMN TERM 2021	
First day of term	Monday 4 September 2023
Half term	Monday 23 October to Friday 27 October 2023
Last day of term	Thursday 21 December 2023
SPRING TERM 2022	
First day of term	Monday 8 January 2024
Half term	Monday 12 February to Friday 16 February 2024
Last day of term	Thursday 28 March 2024
SUMMER TERM 2022	
First day of term	Monday 15 April 2024
Half term	Monday 27 May to Friday 31 May 2024
Last day of term	Wednesday 24 July 2024

INSET DAYS
To be confirmed

SECTION 22: Uniform

1. Uniform

The Rutlish uniform is designed to be simple and easily available. It looks smart and is easy to maintain. In order to reinforce our high standard we welcome the full support of all parents/carers.

- Black trousers (no jeans, chinos, cords, pinstripes)
- White shirt
- Plain black blazer with badge
- Black socks
- Black shoes (no trainers or leisure shoes)
- Plain black v-neck jumper (optional)
- House tie
- Plain black or navy bag – large enough for books and games kit

GAMES KIT

- School games shirt
- Shorts
- Socks
- Football boots (*trainers are not allowed for football or rugby*)
- Shin pads
- Gum shield
- Plain black or blue tracksuit bottoms are permitted in cold weather
- Plain black or blue round neck jumper is permitted in cold weather (no hoods or logos)

TO AVOID MISUNDERSTANDING, THE FOLLOWING CLARIFICATION IS GIVEN:

- Jumpers must be v-neck so that the tie is clearly visible
- Only plain vests or t-shirts may be worn underneath the school shirt
- Hooded tops and baseball caps are NOT allowed
- **PLEASE LABEL ALL ITEMS OF CLOTHING CLEARLY WITH YOUR CHILD'S NAME**

PIERCINGS / JEWELLERY

Students are NOT allowed to wear jewellery of any kind.

If a student arrives at school wearing jewellery they will be asked to remove it.

If the student cannot remove the item they will be sent home until it has been removed

2. Price List

PAYMENT VIA RUTLISH APP

UNIFORM AVAILABLE TO PURCHASE AT RUTLISH

Black blazer with badge		£30.00 all sizes
Iron-on blazer badge (for blazers not purchased at Rutlish)		£ 5.00
House tie	Compulsory	£ 5.00
PE top	Compulsory	£15.00 all sizes
PE shorts	Compulsory	£ 5.00 all sizes
PE socks	Compulsory	£ 5.00 all sizes

Prices are correct at time of printing

NOT AVAILABLE TO PURCHASE AT RUTLISH (can be purchased at any High Street shop)

Black trousers (no jeans, chinos, cords, pinstripes)
White shirt
Plain black blazer - <i>you can purchase a plain black blazer from any retail shop but you will need to purchase a school badge for £5 from the school</i>
Black socks
Black shoes (no trainers or leisure shoes)
Plain black v-neck jumper (optional)
Plain black or navy bag – large enough for books and games kit

**If you have any other queries regarding school uniform
please email finance@rutlish.merton.sch.uk**

SECTION 23: 6th Form

RR6 is a collaboration between Rutlish School and Ricards Lodge High School. We have excellent 6th form facilities and resources on both sites and, combined with our specialist teaching and rich programme of extra-curricular activities (including leadership opportunities) this challenging and stimulating environment enables students to study, achieve and succeed.

Our staff provide teaching that is tailored to meeting the needs of individuals and includes regular monitoring of progress. Teachers also offer students a supportive pastoral programme aimed to encourage their academic, personal and social development.

Students at all academic levels have access to a variety of A Level and BTEC courses across the curriculum, courses for September include:

Art & Design	A Level
Biology	A Level
Business Studies	A Level & BTEC
Chemistry	A Level
Computer Science	A Level
3D Design	A Level
Economics	A Level
English Literature	A Level
Extended Project	A Level
Film Studies	A Level
Further Maths	A Level
Geography	A Level
Government & Politics	A Level
Health & Social Care	BTEC
History	A Level

ICT	BTEC
Law	BTEC
Maths	A Level
Media	BTEC
Modern Foreign Language (French, German, Spanish)	A Level
Music	BTEC
Performing Arts	BTEC
Philosophy	A Level
Photography	BTEC
Physics	A Level
Politics	A Level
Psychology	A Level & BTEC
Science	Applied BTEC
Sociology	A Level
Sport	BTEC

Our curriculum is designed to enable students to achieve and challenge them to think and study independently, in preparation for their futures at university. It is designed to meet the academic and creative needs, interest and abilities of all students

SECTION 24: Short History of Rutlish School

1. So who was William Rutlish?

William Rutlish lived in the 17th Century and was appointed as the official embroiderer to Charles II in 1661. In that position he became very wealthy and he bought property and land in the parish of Merton, where he lived to get away from the pressures of the City of London and of the King's Court.

When he died in 1687 William Rutlish left money to be used to help poor children, male and female, in Merton. He declared in his will that his money was to go to "the worthiest and most suitable objects of charity".

William Rutlish is buried in a tomb in the churchyard of our local St Mary's Church in Merton Park. Each year our Year 7 and Year 8 students go to the Church for a Commemoration Day Service, and the Head Boy of Rutlish School lays a wreath on the tomb to commemorate the man whose money enabled the school to be built.

A bust of William Rutlish can be seen in the Manor House outside the school office.

2. The School is established

A Board of Trustees was set up to administer William Rutlish's money and, 300 years after his death, members of that Rutlish Charity decided that providing education to the poor and deserving children of Merton was one way in which William Rutlish's vision of helping young people might be realised. So in June 1895, and led by the Chairman John Innes, the Rutlish Trustees agreed to use the money to set up Rutlish Science School.

Three months after that decision, on Thursday 26th September 1895, Rutlish Science School was officially opened on its first site at Rutlish Road, which is just past the level crossing in Kingston Road and opposite the White Hart pub.

The school was designed to provide a "thorough, modern, practical education for boys aged between 10 and 17 years of age" (you will note that this bit of William Rutlish's money excluded girls!).

3. The current school site

Over the years Rutlish School has become part of the free-state education system and its focus as a science school has been dropped.

In 1957 the school students were moved to the current school site, along with the gate, which sits in the quad. In 1957, all the old house badges were carved into the front of the new school building (which faces Watery Lane) and they now serve as reminders of Rutlish past.

The current site is linked to John Innes, the Chairman of the Rutlish Charity, and the man who in 1895 brought together the plans and the money which enabled Rutlish Science School to be created. The school office and Headteacher's office are in the Manor House – the house once owned by John Innes. Our playing fields are part of what was John Innes' Horticultural Institute where he grew his garden produce and experimented with different soils and plants.

So over a hundred years on there is much around us that is part of the original school, and although the modern Rutlish is very different with changed needs and different challenges, Commemoration Day allows us to celebrate and remember just where it all started and who our student's have to thank for the existence of Rutlish School.

4. Rutlish Science School

On Monday 30th September 1895, 23 boys began their first lessons.

It was a fee paying school, and each student had to pay £6 a year for their education – unless they came from Merton – in which case the William Rutlish charity money helped reduce those fees to £3.

It was also a Science School although it was actually some three years before a science laboratory was built – at a cost of £48. Mr Draper was the first Headteacher – on a starting salary of £100 a year. There was an assistant teacher, and an art teacher whose first job was to design the school cap. Completing the staff team was a part-time school master responsible for teaching shorthand and book keeping.

In 1901, events in the Boer War (when British soldiers were fighting the local South Africa white people) led to schools being the butt of criticism (even then schools got blamed for everything). Britain's soldiers were not doing very well in the War, so Rutlish, like many other schools, appointed a drill sergeant, to lick the Rutlish boys into good physical shape.

And so by 1901 those first Rutlish Science School pupils had a school timetable of:

Religious Instruction, Reading and Writing, English Grammar, Composition and Literature, Geography, English, History, Arithmetic, Euclid, Algebra, Trigonometry, Mechanics, French, German, Latin, Chemistry, Heat, Light Electricity and other Physical Sciences, Vocal Music, Drawing, Shorthand, Book-keeping, Drill and other Physical Exercises, with Rifle Shooting, Manual Training and the use of Tools.

Edward Braddock was a schoolboy at Rutlish Science School from 1897-1904 and his memories of what Rutlish was like about 100 years ago have been recorded:

“Pupils entered the school from Kingston Road into a side corridor traversing the width of the building. The corridor stank of chemistry and wet overcoats (the double doors to Station Road were never opened). The only classroom I can remember was ill-lit, ill-ventilated and cold in the winter. We were provided with slates in wood frames to write on with scratchy slate pencils. These were cleaned with spit and saliva and a dirty finger tip. It's no wonder that diseases such as diphtheria and measles were rampant.

As I remember, the desks at which pupils sat were specially constructed to be uncomfortable, perhaps this was because I was somewhat overgrown in height for my age.

The lavatories were pretty awful. No roof except over the closets. No wash basin, and generally a place to be avoided if possible. The only place one could obtain water by turning on a tap was in the chemistry or physics laboratories.

I was placed in Form 1 which was housed in the Bowling Clubs pavilion at the back of the White Hart. Behind this complex was a small grassed paddock usually occupied by the local butcher's horse.

I can remember the Headteacher Mr Disney. He administered strict corporal punishment with a stern warning not to err again!

Photographs of the school in its early days can be found in the Manor House (first floor).

SECTION 25: Site Map

