



# **Rutlish School 2017 - 2018**

# **Parents' Handbook**

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# SECTION 1: Rutlish School

*“SUCCESSFULLY EDUCATING YOUNG MEN FOR OVER ONE HUNDRED YEARS”*

At Rutlish we have a very clear vision for the future of our school. We are determined that our boys have the best possible education and opportunities

## **VISION**

At Rutlish, our expectations are high and we believe in challenging students to achieve their full potential, both inside and outside the classroom. We aim to create a stimulating environment where students behave responsibly and contribute fully as they develop a clear sense of belonging to the school community. All achievements are acknowledged and rewarded so that everyone feels valued, and our House system helps develop a clear sense of belonging. *The high academic attainment of our students was recognised when Rutlish was ranked in the top fifty schools in England that have shown the greatest sustained improvement in their GCSE attainment over the past four years.*

**Our specialist status as a Mathematics and Computing College enabled us to build on our outstanding Maths Department and enhance our ICT facilities across all departments.**

Rutlish is beautifully situated in its own grounds and playing fields, surrounded by John Innes gardens and parks. We are fully equipped to offer 21<sup>st</sup> century facilities to support our students' education. Our boys leave us as confident, articulate and sensitive young men, fully equipped to take up a place in our 6<sup>th</sup> Form, further education or employment.

## **ENHANCEMENT**

We are committed to developing the talents our students bring to Rutlish. An essential part of this is achieved through activities which take place beyond the classroom and school day. We aim to ensure that all our students take part in a range of these opportunities.

One of our strengths is the students' work within the community and their extended charity activities; we also support a linked school in the Gambia. We have developed strong links with local primary schools and host projects in Art, Maths, Science, ICT and physical education.

We have a long history of individual and team sports played at all levels and excellent sporting facilities on site. The more traditional games make up the core of our provision but we are constantly expanding the activities we offer to give every student the opportunity to take part in the sport he enjoys. We have an impressive record, and enter competitions at borough, county and national level in athletics, basketball, badminton, cricket, cross-country, football and rugby. *Students can develop their sporting skills even further by joining the Old Rutlishians' Association, with whom we have excellent links.*

The House system introduces fun, competition, achievement and teamwork into the school, with every student being able to represent his House in an activity he enjoys or at which he excels.

## **CARE, GUIDANCE & SUPPORT**

At Rutlish, our caring and committed teachers offer students support when needed and ensure gifted and talented students are identified and encouraged to reach their full potential.

Staff in our Progress Centre teach individuals or small groups of students for literacy and numeracy 'catch-up' and booster classes. If needed, students have access to expert help, such as speech and language therapists, counselling, or the advice of a learning mentor.

# SECTION 2: Parent/School Communication

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## 1. School Contact Details:

Headteacher:	-	MR A WILLIAMSON
Address:	-	Watery Lane, Merton, SW20 9AD
Telephone No:	-	020 8542 1212
Fax No:	-	020 8544 0580
Student Absence No:	-	020 8540 3134
e-mail address:	-	<a href="mailto:administration@rutlish.merton.sch.uk">administration@rutlish.merton.sch.uk</a>
Website:		<a href="http://www.rutlish.merton.sch.uk">www.rutlish.merton.sch.uk</a>

## 2. School/Parent Communication

The majority of communication between the school and yourself will be via e-mail. This form of contact is now widely used by schools and is considered to be more effective, reliable and economic. **It is therefore essential that we hold the correct contact details and email address on our database.**

If you do not have access to an e-mail account then please contact Mrs Gibbons (ext 146) in order for alternative arrangements to be made.

If you change your email address, mobile telephone numbers, or move house it is very important that you inform us as soon as is possible to ensure our communication with you is not interrupted

Please ensure that your computer settings enable correspondence from the School to be accepted rather than treated as "junk mail".

## 3. School Gateway – IMPORTANT INFORMATION

Rutlish use 'School Gateway' to communicate and share information with parents/carers via email, text, online and smartphone app. It will also save parents/carers and the school time and money. Over the coming months we will be incorporating other features and will advise you as and when this happens.

### From September 2017

- You will be able to make payments via Instant Bank Transfer, debit or credit card, and give online consent for activities such as school trips.
- Pay for school lunch – please pay as you would normally until then.

### What you need to do now

Activate your School Gateway account. It's quick and easy to do:

### Download the app:

If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can message the school for FREE – this will also save the school money when we send you a text message.

The set-up process is simple and will take no more than a couple of minutes:

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone, go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)
2. Install the app and if you are asked, say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school (must be the first contacts details).
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

As soon as you've got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.

OR

Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway. As with the app the email address and telephone number you use to download School Gateway must be the same as the details we hold for the first contact at school.

We hope that you will find School Gateway a great way to keep up to date with what's going on.

#### **4. Contacting the School**

Your first point of contact with the School should always be with your son'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 son early in September and agree which Clubs/Societies he is allowed to attend. Unfortunately, in the early days, we spend a significant amount of time tracking down boys who have joined an after school club without informing their parents. 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.

#### **5. 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.

**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**

# SECTION 3: Parental Information

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## 1. Parent Evenings

Approximately two weeks before the parents' evening your son will be given a letter to bring home, we will also send you an email informing you that the letter has been given to him.

The School use an easy On-Line Appointment Booking System. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Instructions on how to use the system are sent out with the invitation letter.

Parents and teachers are asked to keep rigidly to their interview times to ensure that all parents and teachers are able to complete their interview schedules. Please do not be offended if you are politely asked by a senior member of staff to bring your interview to a conclusion. If you require additional time to discuss your concerns a follow-up appointment will be arranged.

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

## 2. School Council

The aim of the Student Council is to give Rutlish boys a chance to express views on matters that concern their life in school and to have those views taken into account. Every cohort has its own year council with one representative from each tutor group. A member of the Head Boy Team is assigned to these Year Councils. One of their roles is to liaise with the Headteacher and to ensure that the half-termly meetings take place.

Each of the Year Councils has two representatives who sit on the School Council, which meets at least once every half term with Mr Preece (Assistant Headteacher) who reports to the Headteacher and the school Governors.

## 3. Tutor Groups and House Names

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.



## 4. 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 meetings attended
- Take an active part in meetings
- Communicate with the Head of Year and Deputy Head of Year
- Communicate with the Senior Student(s) attached to the Year Group
- Welcome new students to the Tutor Group
- Collect information and photographs about the activities of your Tutor Group
- Organise social activities for the Tutor Group
- Develop an ethos in support of the Olympic & Paralympic Values within the Tutor Group

### 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 Charity Captain(s)
- Display charity work on notice boards
- Develop an ethos of 'caring for others' in the Tutor Group

### 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
- Communicate with the Head Boy Team House and Sports Captain(s)
- 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
- Develop an ethos in support of the Olympic & Paralympic Values within the Tutor Group

### Literacy Representative

- Lead and encourage Literacy activities in tutor time e.g. spelling tests and active reading
- Communicate with the staff Literacy Co-ordinator
- Promote the Word of the Week and Literacy Campaign
- Communicate with the staff House Co-ordinator and House Leader
- 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.

### Numeracy Representative

- Lead and encourage numeracy activities in tutor time e.g. numeracy challenges, puzzle of the week, the Rutlish census
- 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

- Support peers in tutor group in learning or applying numeracy skills (where applicable) e.g. by helping with numeracy tasks, homework, my maths
- Provide numeracy support for students in lower year groups, within the same house (to be organised)
- Communicate with the staff Numeracy Co-ordinator
- Promote numeracy by informing the numeracy coordinator of numeracy opportunities across different subjects (to be then communicated to staff via the numeracy coordinator)
- When numeracy opportunities arise in different subjects, promote awareness to the class and the mathematical process/method if applicable
- Participate in and assist the House Representative in organising numeracy related House competition
- Be a strong supporter of the Rutlish School numeracy initiative.

### 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

### Form Representative

When?	What?
All the time	Listen to your form
All the time	Make sure that there is a running agenda that the form can add to
Once a week	Run a form meeting during tutor time
Once a week	Keep minutes of what is discussed & decided
Once a week	Work out which things you can do and create an action plan
Once a half term	Take your form minutes to the year council and represent your form and their views
Once a half term	Report back to your form which suggestions have been actioned and what decisions were made
Once a year	Stand for election

## 5. Student Planners

At the beginning of the autumn term all students are 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 and tutors should check the Planners weekly. If a Planner is lost they can be purchased from the Manor House Reception. **(Price: £5.00)**

## 6. Learning Resource Centre

At the beginning of the autumn term students will have the opportunity to spend some time in the Learning Resource Centre (LRC) with their English teacher, this is to help them find their way around and understand how the resources are organised.

The LRC is open throughout the school day, students can also visit the LRC at the following times to access books and use computers for school work (see Extra Curricular Clubs for exact times)

- 8am – 8.30am
- 3.05pm – 3.30pm
- Break and lunchtimes

Students wishing to use the facilities in the LRC must have a membership card, please complete the application attached with this booklet and return to the school office. Forms are also available in the LRC.

The LRC has a full range of resources both fiction and non-fiction, careers literature, daily newspapers and computers. Books are normally loaned for a period of two weeks, they can be renewed if not finished.

## 7. 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.

For the safety of your son will you please arrange to meet him outside the Mostyn Road entrance to the School or in Cannon Hill Lane.

## SECTION 4: Term Dates

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AUTUMN TERM 2017	
First day of term	Tuesday 5 <sup>th</sup> September
Half term	Monday 23 <sup>rd</sup> October – Friday 27 <sup>th</sup> October
Last day of term	Wednesday 20 <sup>th</sup> December
SPRING TERM 2018	
First day of term	Wednesday 3 <sup>rd</sup> January
Half term	Monday 12 <sup>th</sup> February – Friday 16 <sup>th</sup> February
Last day of term	Thursday 29 <sup>th</sup> March
SUMMER TERM 2018	
First day of term	Monday 16 <sup>th</sup> April
Half term	Monday 28 <sup>th</sup> May – Friday 1 <sup>st</sup> June
Last day of term	Monday 23 <sup>rd</sup> July

INSET DAYS have not been set but will be available to view on the school website in September

## SECTION 5: 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 – 11.15	25 mins
Period 3	11.15 – 12.15	60 mins
Period 4	12.15 – 1.15	60 mins
Lunch	1.15 – 1.55	40 mins
Registration / Period 5	2.00 – 1.05	65 mins

### ASSEMBLIES

WEEK 1			WEEK 2	
Monday	½ School Assembly		Monday	½ School Assembly
Tuesday	½ School Assembly		Tuesday	½ School Assembly
Wednesday	Year 9 Assembly		Wednesday	Year 11 Assembly
Thursday	Year 8 Assembly		Thursday	Year 10 Assembly
Friday	Year 7 Assembly		Friday	

# Section 6: School Rules

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## 1. Policy on Electronic Devices

We have a zero tolerance policy with regard to electronic equipment on the school site. However, we understand that a parent/carer may wish for their son to have a mobile phone for their journey to and from school. Therefore all students must hand their phones in before 8.25am in the morning and collect by 4.00pm at the end of the day (students will be advised of the location)

### Policy:

- Phones and electronic devices (including headphones) will be confiscated and given to PC Crouch for storage.
- The Parents/Carer will be contacted and asked to collect the phone/device a week later.
- The incident will be logged on our Behaviour Management System.
- Any student who refuses to hand over the complete phone (battery and SIM card)/device when requested will be removed from the lesson by either PC Crouch or a member of the Senior Leadership Team. This in turn will lead to 1 day in Isolation in the first event and then a Fixed Term Exclusion for repeat offences.
- In circumstances where there is a suspicion that material on a phone is unsuitable the phone will be handed over to the Police for further investigation.

### Responsibility:

- The School accepts no responsibility whatsoever for theft, loss or damage relating to phones/devices including those handed in / confiscated.
- The School will no longer investigate theft, loss or damage relating to phones/devices.

### The reason for a zero tolerance policy

- The high monetary value
- The integration of cameras leading to potential child protection and data protection issues
- The potential for mobile technology to be used to bully other students
- The potential to disrupt teaching and learning
- The potential to use texting/messaging during the school day and whilst on silent mode.
- The time taken to investigate phone/device related incidents.
- The potential for malpractice in exams.

## 2. 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 (eg meeting with friends) at the end of the school day.

### 3. Personal Property / Lost property

All lost property is sent to the Manor House Reception.

PC Crouch will be available most days at 1.55pm in the Quad area to take students to the lost property room to hopefully find their belongings.

Parents are advised to label items of clothing appropriately in order for property to be returned to its owner with the minimum of inconvenience.

### 4. Equipment

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

- Pencil case
- Pens and pencils (including HB and 2B pencils)
- Pencil sharpener and rubber
- 30cm ruler, protractor and compass
- Coloured pencils and glue stick are optional but useful items
- 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.
- Correction fluid is **not** allowed in school
- School planner

# SECTION 7: Homework

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## 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, GCSE and beyond
- It allows you to feel, and become, more actively involved in understanding and monitoring your son's progress

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

- Establishing a regular routine for completing homework each day
- Making available a suitably quiet place for him to work (the school library is open throughout the school day from Monday – Friday 8.00am–3.30pm. Students without passes will not be allowed to use the library at lunchtimes)
- 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 son'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 Year Co-ordinators can be contacted directly or via the Tutor. If we work together as a team to make sure homework is completed properly your son's progress will be considerably increased, and that is most important to us all.

## 2. How can Parents Help?

As you read through this booklet you may wonder whether there is anything that you can do to 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 son to enjoy learning
- You see each year's work as foundation for the future
- Discuss homework with your son
- 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
- Talk about the topics they are covering
- Let the school know if you are having concerns about your child's progress, homework and schooling
- Fulfil your role on the Home-School Agreement

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



# SECTION 8: Attendance

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## 1. Attendance

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 governors' 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.

## 2. Late Arrivals

Registration is at 8.30am prompt, until 8.50am. Any student arriving after 8.50am should go straight to period 1. Any student arriving after 9.50am (period 2) onwards must sign in at the Attendance Office. Late arrivals due to doctors' appointments etc. should be accompanied by a note from home. If there is no genuine reason for a students' lateness the following will apply:

- 1 late = tutor detention that day
- 2 late marks in a week = 0 point log for punctuality concerns and 30 minute detention
- 3 late marks in a week = 1 point log for punctuality concerns and a 45 minute detention

## 3. Absence

On the **first day of absence** please telephone the Attendance Office on **020 8540 3134** and leave a message. On the **first day of return** to school the student will need to bring a note explaining the reason for the absence.

If your son has to leave school for an appointment he will need a note from you stating the date, time and reason. This has to be signed by his tutor, only then will he be allowed to sign out at the Attendance Office before leaving. He will not be allowed to leave school without a note.

All absences from school are obviously 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.

- **90% attendance means 1 day off school per fortnight. This means missing nearly 4 weeks of school every year.**
- **95% means one day off per month. This means missing 2 weeks off school every year**

## 4. First Day Contact for Absence

Rutlish use a system called 'In Touch' to inform parents if their sons have not registered in school. The system will send a text message to the parent/carer who is on our system as having first responsibility. You will be asked to reply to this text with a reason for your son's absence. If there are outstanding absences at the end of the week and you have not contacted the school your son will receive an 'unauthorised absence mark'.

# SECTION 9: School Uniform

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## 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 and badge (*available to purchase from School*)
- Black socks
- Black shoes (no trainers or leisure shoes)
- Optional - plain black v-neck jumper (*available to purchase from School*)
- House tie (*only available to purchase from School*)
- Plain black or navy woolly hat for winter (no logos or baseball caps)
- No jewellery (except a watch)
- Plain black or navy bag – large enough for books and games kit

### GAMES KIT (*only available to purchase from School*)

- School games shirt (*available to purchase from School*)
- Shorts (*available to purchase from School*)
- Socks (*available to purchase from School*)
- Football boots (trainers are not allowed for football or rugby)
- Shin pads
- Gum Shield

### 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 SON'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

### UNIFORM AVAILABLE TO PURCHASE AT RUTLISH

Prices are correct at time of printing

Black Blazer with Badge		£30.00
Iron-On Blazer Badge (for Blazers not purchased at Rutlish)		£ 5.00
Tie	Compulsory	£ 5.00
V-Neck Black Sweatshirt with Badge	Optional	£15.00
Sports Top	Compulsory	£15.00
Sports Shorts	Compulsory	£ 5.00
Long Sports Socks	Compulsory	£ 5.00

[PAYMENT BY CASH OR CHEQUE ONLY PLEASE – NO CARDS!](#)

### SCHOOL UNIFORM – FREQUENTLY ASKED QUESTIONS

<b>WHAT TRAINERS DOES MY SON NEED FOR SPORTS?</b>	He will need trainers with non-marking soles. He will also need football boots.
<b>DOES HE NEED ANYTHING ELSE FOR PE?</b>	We strongly recommend that he uses a gum shield – these can be purchased at any sportswear store.
<b>DOES HE NEED THE BLACK JUMPER WITH BADGE?</b>	The jumper is not part of the compulsory school uniform. It is an option for wear during cold weather. It must be worn under the blazer – not instead of. It is not necessary to have the one the school sells with the badge – a plain one can be worn (no logos) but it must be v-necked.
<b>WHAT IF I CANNOT PURCHASE ALL OF THE UNIFORM ON INDUCTION EVENING</b>	Most of the Rutlish uniform is plain and therefore can be purchased from any uniform retailer. You will, however, need to buy a tie and badge from the school. If necessary the PE kit can be purchased early in September. The School Uniform shop is also open every Wednesday lunchtime during term time.

If you have any other queries regarding school uniform, please contact the Finance Office - 020 8542 1212 ext 128 or 154.

# SECTION 10: Medical Issues

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## 1. First Aid

Rutlish **do not** have a School Nurse. We do have qualified First Aiders who are always on hand to deal with **minor injuries** which occur during the school day. If the injury requires the student to go home then the school will insist that he is collected and he will not be allowed to travel home on his 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. Medicines

If your son 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 School Office. Unfortunately the school will not be able to administer any medicine without this. Medicine should be brought to school in the smallest practicable amount in the containers issued by the pharmacist. All medication will sent home with the student at the end of the Summer Term and needs to be returned on the first day back in the Autumn Term. The School may need to complete an 'Individual Medical Care Plan' if your son has a severe allergy or has to take regular medication, if you think this may be the case can you please contact the school.

## 3. Eyesight

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

# Section 11: Curriculum

## 1. The National Curriculum

The National Curriculum has now become an important part of teachers' and students' life in school. It was introduced to ensure that all schools taught towards a standard and that all students covered important areas. 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.

### CURRICULUM

KEY STAGE 3	KEY STAGE 4
<p>Students follow the National Curriculum and are taught in ability sets where possible, or in mixed ability tutor groups. Throughout the school, boys enjoy a full programme of personal, social and health education. The following subjects go to make up the National Curriculum at Key Stage 3 (Years 7-9)</p> <ul style="list-style-type: none"> <li>• Art</li> <li>• Drama</li> <li>• Design Technology</li> <li>• English</li> <li>• French or German</li> <li>• Geography</li> <li>• History</li> <li>• ICT</li> <li>• Maths</li> <li>• Music</li> <li>• Physical Education</li> <li>• PSHEE</li> <li>• Religious Education</li> <li>• Science</li> </ul>	<ul style="list-style-type: none"> <li>• Art</li> <li>• Business Studies</li> <li>• Design Technology</li> <li>• Drama</li> <li>• Economics</li> <li>• English Language / Literature</li> <li>• ESOL (English as a second language)</li> <li>• French</li> <li>• Geography</li> <li>• German</li> <li>• History</li> <li>• ICT</li> <li>• ICT Cida</li> <li>• ICT Computer Science</li> <li>• Maths</li> <li>• Media Studies</li> <li>• Music</li> <li>• Performing Arts</li> <li>• Physical Education</li> <li>• PSHEE</li> <li>• Religious Education</li> <li>• Science (Biology, Chemistry &amp; Physics)</li> <li>• Sport</li> <li>• Study Support</li> </ul>

Our attractive 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

As part of their Personal, Social and Health Education programme students study a range of religions throughout their five years at the school.

## 3. Sex Education

Aims:

- To enable students to develop a personal moral code.
- To increase students' understanding about the physical, emotional and social aspects of human relationships.
- To develop attitudes of tolerance towards the religious, cultural and moral values of others in relation to family organisation and sex-related issues.
- To complement the parental role in educating students on sexual matters.
- To ensure students are confident regarding their growing maturity and personal health.
- To foster in students a sense of individual responsibility towards their community and society.

## 4. Special Educational Needs

Students with identified special needs are placed on the SEN register. This register has two categories of needs/support. Additional needs where the students are assessed and needs are identified in order to provide additional support to enable them to benefit from education and make progress to the best of their ability. The other category is Educational Health Care Plan where an official plan is issued by the LEA in collaboration with the student, his parents, the school and relevant outside agencies. The school works closely with parents and students to provide support and monitor each student's progress towards meeting targets set in Plans and Annual Reviews. Parents are invited to contact the SEN Co-ordinator prior to entry if they have concerns regarding their son.

## 5. PSHEE

Years 7, 8 and 9 are taught PSHEE once a fortnight. Typical topics covered are:

### Personal Well-being:

- Personal identities
- Healthy lifestyles
- Risk
- Relationships
- Diversity

### Economic Well-Being:

- Careers
- Capability
- Risk
- Economic Understanding
- Enterprise

Some of these issues are taught by outside agencies.

# SECTION 12: Assessment & Reporting

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You will receive three reports annually, one each term. There are two types of report, the full written report and the data report.

## 1. Data Report

Information given on the report:

- Behaviour and Achievement Points
- Percentage attendance, authorised and unauthorised absences
- Lesson attendance (this percentage is based on your son 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 son's current performance in tests and coursework)
- Predicted grade (the grade that the teacher believes your son is capable of by the end of the course)

## 2. Full Written Reports

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

## 3. End of Year Exams

During KS3 Assessment Week formal tests, sat in the hall at the 'real' examination desks, help prepare students for their KS3 tests in Year 9.

# SECTION 13: Achievement

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## 1. Reward System

Our reward system is an important part of positive student management, promoting good behaviour, good work and citizenship from all students.

The School uses a reward system called 'Vivo Miles'. Students are awarded electronic points which are redeemable on a wide selection of rewards from a customised catalogue. Students will be given a log in and password, they can then access their account online to check their Vivo balance and start spending!

Please visit the website for more information [www.vivomiles.com/for.students.php](http://www.vivomiles.com/for.students.php)

The school hold Celebration of Achievement Assemblies termly where students are presented with certificates if they have 100% punctuality, 100% attendance and any achievement points they have accumulated during that term.

## 2. Tutor Group of the Term

The achievement points accumulated by a tutor group will be used as a means to determine which tutor group achieves Tutor Group of the Term Award for each Year. The Heads of Year will present this at the end of term Celebration of Achievement Assembly.

## 3. Attendance and Punctuality – All years

'Vivo miles' automatically awards points for students who achieve 100% attendance or 100% punctuality on a weekly basis.

## 4. Jack Petchey Achievement Award


Nine student Achievement Awards are allocated each academic year. The winner is publicly congratulated for their achievement and receives:

- £200 to spend on the school or community project of his choice
- A framed certificate
- An Achievement Award Pin Badge
- A boxed Medallion, which will be presented at a Borough event



# SECTION 14: Behaviour

## 1. Student Code of Conduct

 <b>RUTLISH SCHOOL CODE OF CONDUCT</b> <b>"Respect yourself – Respect each other – Respect the environment"</b>		
YOU SHOULD ...	YOU MUST NOT ...	IF YOU CHOOSE TO ...
<ul style="list-style-type: none"> <li>• Respect yourself, take responsibility for your behaviour</li> <li>• Respect each other</li> <li>• Respect the environment</li> <li>• Respect other people's opinion</li> <li>• Use appropriate language</li> <li>• Bring bags, books and equipment to all lessons</li> <li>• Attend school regularly and bring a note if absent</li> <li>• Arrive on time and sit where the teacher wants you to</li> <li>• Conduct yourself quietly around school</li> <li>• Be aware of others in the corridors</li> <li>• Keep moving to avoid congestion. Keep to the right</li> <li>• Dress appropriately for school</li> <li>• Keep the school tidy, put litter in the bins</li> <li>• Talk to a teacher to help resolve conflict</li> <li>• Be proud of your work and achievements</li> </ul>	<ul style="list-style-type: none"> <li>• Bring in valuable items e.g. phones, mp3/4 players</li> <li>• Take time off school without a valid reason</li> <li>• Be late for lessons</li> <li>• Wear hats in the building, and coats in lessons</li> <li>• Drop litter, bring gum or food in the buildings</li> <li>• Wear trainers or jewellery (except for a watch)</li> <li>• Bring into school hooded sweatshirts or baseball caps</li> </ul> <p><b>ITEMS WILL BE CONFISCATED in line with the School's Confiscation of Property Procedure</b></p>	<ul style="list-style-type: none"> <li>• Bring in, or use, anything that is dangerous or illegal</li> <li>• Threaten, bully, fight, be violent or abusive to others</li> <li>• Damage or steal school property</li> <li>• Damage or steal other people's property</li> <li>• Run in school, play fight, or act in a dangerous way</li> <li>• Be confrontational or insult people</li> </ul> <p><b>YOU MAY BE WITHDRAWN FROM CLASSES AND YOUR PARENTS WILL BE INFORMED, YOU MAY ALSO BE SENT HOME AND EXCLUDED FROM SCHOOL</b></p>
EXPECTATIONS		
<b>In the Classroom:</b> <ul style="list-style-type: none"> <li>• Arrive on time ready to learn</li> <li>• Arrive prepared and enter quietly</li> <li>• Speak politely to everyone and listen to all</li> <li>• Sit where the teacher asks and remove your coat</li> <li>• Try to finish all work set</li> <li>• Record homework</li> </ul>	<b>In the Playground:</b> <ul style="list-style-type: none"> <li>• Play safely</li> <li>• Help others</li> <li>• Use the bins and help to keep the school tidy</li> </ul>	<b>In the Corridors:</b> <ul style="list-style-type: none"> <li>• Walk, do not run</li> <li>• Talk, do not shout</li> <li>• Respect visitors</li> <li>• Be aware of others</li> </ul>
<b>With visiting Adults:</b> <ul style="list-style-type: none"> <li>• Value the lesson</li> <li>• Respect visiting teachers</li> <li>• Be especially polite and helpful</li> <li>• Be honest</li> </ul>	<b>In the Community to and from School:</b> <ul style="list-style-type: none"> <li>• Put litter in the bins</li> <li>• Respect people you meet</li> <li>• Go home promptly and quietly</li> <li>• Meet friends away from school</li> </ul>	

## 2. Incident Reporting

The school uses a highly effective electronic system to record any incident involving poor behaviour, lack of equipment, poor effort etc.

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 is taken:

No. of Incident Reports	Action
5	Tutor Report
10	Head of Year Report
15	Line Manager Report or Behaviour Workshop
20	Saturday morning Headteacher detention
25	One day Fixed Term Exclusion

A number of Fixed Term Exclusions will trigger either a Behaviour Plan, a Pastoral Support Programme, a referral to the Merton Virtual Behaviour Service and/or a Governors Disciplinary Warning which in turn may lead to the 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 log for poor behaviour and/or inadequate work will have a 45 minute detention on the same day. 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 will result in one or more of the following:

- Referral to next day after school detention
- Internal exclusion
- Meeting with Mr Williamson, Headteacher
- Any other sanction deemed appropriate

# SECTION 15: Extra Curricular Activities

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## 1. School Trips

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, Skiing trips to Italy and many more weekend trips. We hope students will take part in as many trips as possible. Most of them are directly related to the curriculum.

When paying for school events, trips etc will you please put all monies/cheques in a sealed envelope clearly marked with your son's name, tutor group and event name. There is a locked post box in the Manor House foyer for collection of all such monies.

## 2. Extra Curricular Activities

School trips, sports fixtures, clubs, rehearsals etc. It is the student's responsibility to inform you if they are staying behind after school for a club or sports match and to inform you what time they are expected to be home. An example of Extra Curricular Activities has been incorporated in the Student Booklet.

# SECTION 16: Staffing and Head Boy Team

## 1. Senior Leadership Team

HEADTEACHER	Mr A. Williamson
Deputy Headteacher	Mr K. Curran
Deputy Headteacher	Ms H. Ford
Assistant Headteacher	Mr D. Preece
Assistant Headteacher/Director of 6 <sup>th</sup> Form	Mrs J. Botha-Smith
Assistant Headteacher	Mr B. Gormally

## 2. Heads of Department

Art	Ms R. Subhani	Ext 159
Biology	Miss L Whitehall Bent	Ext 190
Business Studies	Mr A. Redzepagic	Ext 151
Chemistry	Mrs C. Beck	Ext 145
Drama	Ms C. Dawkins	Ext 169
DT	Mr Cho & Ms Bhaga	Ext 177
English	Mr H. Lewis	Ext 183
Geography	Mr Redzepagic	Ext 161
History	Mr H. Davut	Ext 161
ICT	Mrs L. Slabber	Ext 165
Maths	Mr P. Pryce	Ext 141
Media Studies	Ms I Long	Ext 183
Modern Foreign Languages	Ms F Holloway	Ext 144
Music	Ms C. Dawkins	Ext 169
PE	Mr T. Joyce	Ext 148
Physics	Miss H. Ryan	Ext 145
RE	Ms J. Hyland	Ext 149
SENCO	Ms E. Tiberti / Ms S. Gwynn	Ext 158

### 3. Heads of Year

Mrs S. Edwards	Head of Year 7	Ext 147
Ms A. Graham	Head of Year 8	Ext 126
Mrs M. Graham	Head of Year 9	Ext 132
Mr T. Williams	Head of Year 10	Ext 150
Ms H. Pearce	Head of Year 11	Ext 182

### 4. Administration Staff

Office Manager	Mrs J. Gibbons	Ext 146
Finance Manager	Mrs P. McLauchlan	Ext 154
HR/Finance Manager	Mrs L. Dawson	Ext 133
Admin Officer	Mrs T. Evans	Ext 162
Admin Officer	Mrs C. Brilliant	Ext 136
Attendance Manager	Mrs S. Carruthers	Ext 172
Attendance Officer – 6 <sup>th</sup> Form	Mrs J. Burt	Ext 171
Receptionist	Mrs M. Tanner	Ext 123
Lead Exams Officer	Ms A. Bancroft	Ext 157
Exams Assistant	Mrs A. Bowman	Ext 168
Time Out Supervisor	Mrs E. Badger	Ext 129
Admin Officer – 6 <sup>th</sup> Form	Mrs A. Cadman	Ext 310

## 5. Head Boy Team 2017-2018

HEAD BOY TEAM	
HEAD BOY	Flynn Spain
DEPUTY HEAD BOY	Cliffin Adu-Gyamfi
DEPUTY HEAD BOY	Jai Ferguson

SENIOR STUDENTS	
Linked with Year 7	Thomas O'Regan
Linked with Year 8	Andrew Miltiadou
Linked with Year 9	Ryan Harwood
Linked with Year 10	Joel Delaney
Linked with Year 11	To be confirmed
Anti-bullying Ambassadors	Toby File / Kelsey Fitzpatrick
CEIAG	Bryn Jenkins
Charity / Team London	Joseph McIntyre / Ollie Nugent
Department Ambassadors	Luke Cadman / Pratham Pandya
House System	Chi Balamwezi
Literacy	Tristan Gessell
Numeracy	Jack Witchell
Progress Centre	Joseph Green / James Wilen
Vivo	Mihai Popescu

DEPARTMENT AMBASSADORS	
Art	Shaun Terry-Grey 10P and Rubeen Ahmad 10P
DT	Abdul-Raffy Khan 10K and Balaniithesh Ragavan 10P
Drama	Calum Thorne 10T and Josh Crooks 10T
English	Christopher Ryle 10C and Fred Russell 10K
Geography	Arthur Prince 10C and Marius Ball 10T
History	Zack Baltz 10C and Joe Collins 9C
ICT	Ben Stokes 10P and Sammy Rudland 10T
Maths	Matthew Coxon 10P and Max Black 10P
French	Istvan Comte Von Telek Von Szek 10K and Augustus Andersen 10K
German	Fahan Rahman 10T and Tom Erasmus 10T
Music	Dylan Miles 10C and Edward Agacid 10K
PE	Jonathan Banning 10T and Daniel Abolarinwa 10V
RE	Farhan Rashid 10P and Farasat Sindhu 10R
Biology	Sajeen Saithyakumar 10C
Chemistry	Sivakumar Sriumapathy 10T
Physics	Nantheesan Raveenthiran 10V
Science Clubs	Josh Craze 10C
Progress & Inclusion	Felix Martinez 10K and Elijah Abel 10V
Careers	Haris Khan 10R and Rubayet Al Sharif 10K
Vivo	Sevith Selvakumar 10A and Joshua Sivewright 10V

# SECTION 17: School Governors

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Governors can be contacted via the Clerk, Tamsin Evans, in the School Office.

Telephone No: 0208 542 1212 ext 162

Email: Tamsin.evans@rutlish.merton.sch.uk

As at September 2017

Alex Williamson	Headteacher
Peter Norrie	Chair of Governors
Gill Mortimer	Vice Chair of Governors
Tom Clifton	Co-opted Governor
Stella Croissant	Co-opted Governor
Tim Freeman	Co-opted Governor
Sarah Leyland	Parent Governor
Jo Lyons	Co-opted Governor
Graham Mills	Co-opted Governor
Helen Ryan	Staff Governor
Simon Sapper	Parent Governor
Mike Stallard	Foundation Governor
Nicola Thompson	Foundation Governor
Katy Willison	Parent Governor
Simon Withey	LA Governor

# SECTION 18 – Helping the School

## 1. Friends of Rutlish (PTA)

Chair - Tracy Lewsey  
Secretary - Sally weller  
Treasurer - Guy Rostron

Email address - [pta@rutlish.merton.sch.uk](mailto:pta@rutlish.merton.sch.uk)

The PTA's role is to support the School and its students wherever it can. The following are just some examples of what we do:-

- providing refreshments at School events such as Open Days, Parents' Evenings and drama /music events;
- organising fundraising events. In recent years these have included a Quiz Night, a Race Night and a Comedy Evening;
- donating prize money for the annual Celebration of Achievement;
- donating resources to the School, for example contributions to a trampoline for the PE dept and support for the summer drama production for costumes, a linguaphone subscription for language and EAL students, cricket shirts for Key Stage 3 and 4 school team and laptops for RR6 SEN students.

In order to continue with and expand these activities we would like to ask for your help and support. As parents or carers of Rutlish students, you automatically become members of the PTA. However, becoming involved does not mean committing yourselves to lots of hard work! Whilst we do need volunteers to help provide refreshments at functions and help organise events, we also need new ideas and suggestions for improving our activities. **Any support, large or small, is valued.** The benefits for you, as new parents, are that you meet other parents and get to know a little more about the running of the School. We usually meet in the early evening at School.

The PTA also organises "Parent Forums" which provide an opportunity to discuss with the Head, and/or other senior staff, general issues raised by parents. For example, one issue that has been raised over the years is the lack of lockers at Rutlish, and the PTA has taken this up with the School. It is not a cost issue but simply a lack of space. The corridors are not wide enough to accommodate lockers and still allow safe movement, and there is insufficient space elsewhere indoors to provide each student with a locker. The PTA had queried whether lockers might be provided outside but, as the site cannot be secured, this is not feasible. Whilst we appreciate this is a concern for new parents, the boys do quickly adapt to carrying their bags from lesson to lesson. We have also enjoyed presentations from the schools community support police officer, the headmaster on curriculum changes and the Chair of Governors on their work in the school..

If you cannot attend meetings and have any suggestions, or would like to be added to the PTA mailing list, please contact us via the email address below.

We look forward to meeting you.

## 2. Work Experience Contacts

When your son reaches Year 10 he will be going out for Work Experience. We are trying to build up a catalogue of companies who are prepared to take work experience students. If you run your own business or know of a business that would be willing to take our students, we would be very pleased to hear from you. Please contact Mrs J. Gumbleton, Work Experience Co-ordinator, on ext 143.



# SECTION 19 – School Meals

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## 1. Free School Meals

These have to be applied for by contacting the London Borough of Merton (you must apply for these **before or during** the summer holidays to be ready for September). 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.

## 2. 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, using 'school gateway' 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 son's account, we recommend £6 but this can be adjusted to your requirements
- The system can be used to encourage 'healthy eating'.

**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 and staff recognised by the system?*

All students and staff 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, staff 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 (or member of staff) will place his/her 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.

### 3. Sample Menu

#### WEEK 1

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Jalfrezi	Freshly Made Beefburger in a bun with a choice of toppings	Roast chicken leg	Spiced Jerk Chicken Thigh	Baked BatterCrisp Cod Fillet
Quorn Jalfrezi	Roast Vegetable Khobez Flat Bread	Roast Quorn Fillet & Gravy	Reggae Reggae Three Bean Chilli	Stuffed Baked Courgette
Braised Turmeric Rice Jackets with a choice of toppings	Pink Coleslaw Warm Potato Salad Jackets with a choice of toppings	Roast Potatoes, Mixed Green Vegetables, Carrots. Jackets with a choice of toppings	Baby Potatoes Cut Green Beans Jackets with a choice of toppings	Wedges Peas or Mushy Peas Jackets with a choice of toppings
Green Salad	Green Salad	Green Salad	Green Salad	Reduced Sugar & Salt Baked Beans
Apple & Cinnamon Crumble with Custard Sauce	Fruit Scone with Jam & Cream	Lemon Drizzle Cake Lemon Sauce	Mango Cheesecake	Freshly Made Pancakes

#### WEEK 2

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Sausage in Red Onion Gravy	Traditional Lasagne	Roast Chicken Joint, Stuffing & Gravy	Beef Chilli con cane	Freshly Battered Cod
Quorn & Roasted Cherry Tomato Pasta Bake	Mushroom Stroganoff	Sweet & Sour Vegetable Noodle Pot	Roasted Vegetable & Bean Moussaka	Macaroni Cheese
White & Brown ice Broccoli Florets Jackets with a choice of toppings	Minted New Potatoes Peas & Baton carrots Jackets with a choice of toppings	Roast Potatoes, Savoy Cabbage, Glazed Carrots Jackets with a choice of toppings	Baby Potatoes with parsley, Roasted Spiced Corn on the Cob, Jackets with a choice of toppings	Wedges, Peas or Mushy Peas. Reduced Sugar & Salt Baked Beans. Jackets with a choice of toppings
Green Salad	Green Salad	Green Salad	Green Salad	Green Salad
Fresh Treacle Sponge	Assorted Frozen Yoghurts	Strawberry Eton Mess Pot	Fruity Feast Flapjack	Ice Cream with fruit.

#### WEEK 3

Monday	Tuesday	Wednesday	Thursday	Friday
Thai Green Chicken Curry	Beef Bolognaise Fusilli Bake	Roast Beef with Yorkshire Pudding & Gravy	Chicken in Black Bean Sauce	Oven Baked Fish
Ratatouille, Bean & Cheese Quesadillas	Vegetarian Chimichangas With Sweet Chilli Sauce	Sweet Potato & Chickpea Curry	Asian Stir Fried Vegetables	Pizza Vegetarian Calzone
Garlic Bread, Braised Rice, Green Beans & Courgettes, Jackets with a choice of toppings	Coleslaw, ½ Jacket Potatoes, Jackets with a choice of toppings	Roast Potatoes, Savoy Cabbage, Jackets with a choice of toppings	Chinese Egg Noodles Stir Fry Chines leaf and Bok Choi, Jackets with a choice of toppings	Wedges, Peas or Mushy Peas Jackets with a choice of toppings
Green Salad	Green Salad	Green Salad	Green Salad	Green Salad
Butterscotch Meringue Crunch	Strawberry Trifle Pot	Chocolate Cake	Five Spice Apple Fool Pot	Assorted Ice Cream

# SECTION 20: Events

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## 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. Many of the prizes will be won by the year 11's who left in July so it is a wonderful opportunity to catch up with them and to hear how they are getting on at College or Sixth form.

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 to join us in our celebrations and to bring their cameras to record these precious moments.

## 2. Y11 Graduation Event

This event is held at the end of June after the majority of the GCSE 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 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
- MAD Showcase
- Carol Service

# SECTION 21: 6th Form

RR6 opened in September 2010 and is a collaboration between Rutlish School and Ricards Lodge High School. We have new 6<sup>th</sup> 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 BTEC courses and AS/A2 courses across the curriculum, courses for September 2016 include:

Art	A Level
Biology	A Level
Business Studies	A Level & BTEC
Chemistry	A Level
Dance	BTEC
Drama	A Level
Economics	A Level
English	A Level
Extended Project	A Level
Film Studies	A Level
French	A Level
Further Maths	A Level
Geography	A Level
German	A Level
Graphics	A Level
Health & Social Care	BTEC

History	A Level
ICT	A Level & BTEC
Maths	A Level
Media	A Level & BTEC
Music	BTEC
Performing Arts	BTEC
Philosophy	A Level
Photography	BTEC
Physics	A Level
Politics	A Level
Psychology	A Level
Science	Applied BTEC
Sociology	A Level
Spanish	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 22: Privacy Notice

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## DATA PROTECTION ACT 1998: HOW WE USE PUPIL INFORMATION

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- safeguard and protect our students
- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care and
- assess the quality of our services:

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

*Once our students reach the age of 13, the law requires us to pass on certain information to the London Borough of Merton who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to students aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.*

*A parent/carer can request that **only** their son's name, address and date of birth be passed to the London Borough of Merton by informing the Office Manager. This right is transferred to the student once he reaches the age 16.*

*For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>*

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so.

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE).

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please contact:

- London Borough of Merton  
Information Governance Team  
Civic Centre  
Morden  
SM4 5DX  
Telephone: 020 8545 4182
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

# SECTION 23: Rutlish Foundation

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## Origins

The origin of the Rutlish Foundation was a bequest made in the will of William Rutlish, embroiderer to Charles II. The current structure of the charity came into existence in 1994 with the consolidation of a number of funds under the Scheme.

## Relation to Rutlish School

The Rutlish Foundation is the Foundation for Rutlish School and the reason the School is Voluntary Controlled. The Foundation has freehold or leasehold title to all the school properties. It provides funds to the School for activities or to support individual students in areas where the Local Authority is not responsible for funding.

## Foundation Governors

The Rutlish Foundation appoints Governors to the Rutlish School Governing Body.

## Grants to Students

The Rutlish Foundation provides grants to assist students taking full time first degree or comparable courses at Universities, Teacher Training establishments or other establishments of higher education. These grants supplement mandatory grants (where applicable) or student loans, *not* replace them. It may also support research students and those taking further degree courses.

Students are usually under the age of 25 years and must be born in or ordinarily resident in the Ancient Parish of Merton or have attended Rutlish School for at least three years. The Ancient Parish of Merton is about a quarter of the London Borough of Merton i.e. excluding the Ancient Parishes of Wimbledon, Mitcham and Morden.

## Funds

The income that enables the Rutlish Foundation to undertake these activities is generated by investments, property rent, and interest on deposits. The Trustees oversee the management of these assets.

## How is the Foundation Managed

There are 15 Trustees. Three Trustees each are appointed by of the School Governing Body, the Old Rutlishians' Association, the Head and Staff and the Parents Association. The final three are co-opted by the other Trustees. The Trustees role is to administer the scheme under Charities legislation not specifically represent their appointing bodies. A clerk carries out the day to day administration. The Trustees have four normal meetings a year. The grants sub-committee meets on about 5 occasions and there may be other meeting or sub-committees as the Trustees decide.

## Book

"Rutlish School - The First Hundred Years", the book by Colin Brock is available from the Foundation price £10.

Further information can be provided by the School or from [grahamw.mills@btinternet.com](mailto:grahamw.mills@btinternet.com)

# SECTION 24: Short History of Rutlish School

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## 1. So who was William Rutlish?

William Rutlish lived in the 17<sup>th</sup> 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 the death of William Rutlish, 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 26<sup>th</sup> 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 gates from that first school are now situated amongst the island of trees in the school quad.

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. Rutlish Science School

On Monday 30<sup>th</sup> 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 bookkeeping.

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).

## **4. 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 shave to thank for the existence of Rutlish School.

# SECTION 25: Site Map

