

Day pupils at R.H.S.



Guidelines for
parents and staff.

September 2009
onwards.

Day pupils at the Royal Hospital School

Guidelines for parents and staff

These guidelines are in place to clarify the routines applicable to day pupils at RHS. Given the rapid rise in day pupil numbers parents and staff should note that they are subject to review on an annual basis.

1. Background

In September 2006 day pupils were admitted into all year groups for the first time, nevertheless RHS remains a full boarding school in both the way it is run and its ethos. Day pupils are encouraged to participate fully in the life of RHS and to embrace the school's traditions and many of the full boarding routines.

2. Accommodation

Day pupils are accommodated in boarding houses.

All day pupils are given access to suitable study facilities within the house including a locker for the storage of books and a locker for sports and other kit. They also have access to bath and shower rooms, common rooms, leisure and games facilities, computers and kitchens in the boarding house.

Day pupils are also able to sleep in the house on an ad hoc basis on a limited number of occasions each term, provided that contact/agreement with the Housemaster or Housemistress has been made at least 24 hours in advance and also provided that a bed is available for the purpose.

3. Timings

Day pupils are expected to arrive in school on Monday to Saturday mornings by 08.00 (they should not arrive earlier than 07.30). They are expected to remain in school until completion of their school commitments. Day pupils are required to sign out of the house prior to leaving at the end of the day.

Day pupils should leave school no later than the times listed below:

Year groups	Monday to Friday	Saturday	Saturday evenings*
7/8	18.00	17.00	21.00
9/10/11	21.00	17.00	22.00
L6/U6	22.00	17.00	23.00

Parents are asked to liaise with the relevant housemaster or housemistress over timings as appropriate.

** Day pupils are welcome to remain in school or to return to school on a Saturday in order to attend whole school events (specifically discos and school films) or house events as invited by their housemaster or housemistress in the evening.*

4. Attendance at RHS over the weekend

Saturdays:

All day pupils must be in school on Saturdays (08.00) for morning lessons and afternoon inter school and house sport (departure time from 15.30 depending on commitments). Parents are very welcome to watch any sports' fixtures.

Day pupils placed in Saturday detention will be required to stay in school or return to school to meet that commitment (19.00 to 21.00)*. Teaching staff will not place day pupils in detention later than 18.00 on the preceding Thursday. Day pupils in detention are required to meet with the Deputy Headmaster at 10.20 on the relevant Saturday.

* This does not apply to pupils in Drake and Blake

Sundays:

Day pupils are expected to be in school on 4 Sundays during the academic year as follows:

Autumn term:

- Founders Day (with Divisions)
- Remembrance Day (with Divisions)

Summer Term

- RHSA Sunday (with Divisions)
- Sports' Day (with Divisions)

Day pupils may attend all Sunday Divisions if they wish to do so.

Day pupils should not be in school on a Sunday without the permission of their housemaster or housemistress unless they are attending Divisions

5. Charges in addition to fees

Additional charges, specific to day pupils, are made for the following:

- Bus transport to and from school (varies depending on distance/route)
- Overnight accommodation
- Breakfast and supper

Day pupils who are required to be in school to meet a school commitment (such as a music rehearsal) will not be charged for supper.

6. Transport to and from School

Parents dropping off or picking up pupils in Blake or Drake are asked to use the astroturf car park. Parents dropping off or picking up pupils in all other houses are asked to use the car park adjacent to the relevant house.

The school runs a number of bus routes. Buses arrive in the morning in time for morning registration and depart at 18.00. Additional bus routes will be arranged in future subject to demand. Further information can be obtained from the admissions office.

Day pupils who have passed their driving test are allowed to drive to school subject to the following terms:

- Written permission has been sought by parents
- Written permission has been granted by the Headmaster
- No other pupil is allowed to be transported in the vehicle at any time
- The vehicle is not used except for the specific purpose of transport to and from school
- Keys to the vehicle are deposited with the housemaster or housemistress on arrival at school.

7. Uniform

Day pupils are issued with their school, ceremonial, sports and CCF uniforms as appropriate, in the same way as boarding pupils. Parents of day pupils are expected to launder and maintain the uniform with the exception of ceremonial and CCF uniforms which are the school's responsibility. School, PE and ceremonial uniform are issued from the school's central stores; CCF uniform is issued from the CCF store.

8. Health

All day pupils are given a medical check upon joining RHS.

Day pupils may register with the school dentist if they wish to do so but if they prefer to use a dentist at home parents or guardians will be asked to consent to allow the school dentist to treat emergencies. All day pupils must have a properly fitted gum shield.

Day pupils are not able to register with the school's GP. Medication which day pupils bring into the School should be given to the relevant House matron who will dispense it. In line with new DCFS guidelines, parents or guardians are required to provide prior written consent to enable health centre staff, house matrons or other house staff to administer 'over the counter' medicines and remedies such as Paracetamol, Milk of Magnesia, Deep Heat, Waspeeze, etc.

Day pupils who are not able to play sport should bring a cover note written by a parent or guardian with them to school and hand it to their housemaster or housemistress. They should also report to the Health Centre with their written note at 08.50 to be put 'on card'. In cases of prolonged illness/injury the school may request that a doctor's note is provided.

9. Communication with home/Mobile Telephones

Parents are asked to communicate as necessary with the relevant housemaster or housemistress concerning routine matters including absence due to illness.

Day pupils are allowed to bring mobile telephones into school but during the course of the working day they are required to leave their mobile telephones with their housemaster or housemistress.

Howard Blackett
Headmaster