READING BLUE COAT

Student Manual

September 2026

Introduction

Welcome to the Reading Blue Coat Student Manual!

Perhaps think of it like a Highway Code, signposting how to travel the road ahead in the most enjoyable way for you (the 'drivers') and everyone else on the highway! Enjoyable travel is also safe travel, avoiding the dangers and wrong turns that slow you down and potentially mean you miss out on getting to your intended destination; this manual has plenty of great advice to help you do just that.

Whether you are just starting your Blue Coat journey, or you're racing through the years and feel comfortable with the direction in which you're heading, please read through this manual, designed purely to help you. Talk about what you discover with friends and staff, asking questions about anything of which you are unsure. Much might be familiar, but I know you will learn a lot too and, whilst there are likely to be some wrong turns and bumps in the road, if you set out to follow the Code, you'll have a fantastic ride.

Bon voyage!



Pete Thomas
Headmaster

Guidelines and Rules

At Reading Blue Coat, we aim to offer all members of the School a happy and friendly environment, with good facilities for sound academic work, the opportunity for social growth and the experience of responsibility both for themselves and for others. If the School is to succeed the students need to learn to exercise common sense and to show an understanding of the needs of others within the School. Some sort of hierarchical structure of responsibility is essential in a community of this size, however students must not assume that respect is due simple by virtue of seniority, but rather for the high standards they uphold and the respectful manner with which they treat others in the community.

Inevitably in a community such as ours there are guidelines and rules which are essential for the effective running of the School and to grow positively that sense of respect amongst students, staff and the wider School community. This *Student Manual* forms the basis of the 'School Rules'. The *Behaviour, Rewards and Sanctions Policy* is also an important reference.

The 'School Rules' apply to all age groups and at all times, whether a student is at school or representing the School (for example, wearing the School uniform, on a school trip or travelling to and from the School). It is important to note the School Rules also apply when students are away from the School site and outside the direct jurisdiction of the School (for example during a weekend, Half Term or the holidays), including online behaviour. This is normally where their conduct could have repercussions on the orderly running of the School, its reputation, the welfare of the members of its community, or the public.

The Student Manual can be found on the Parent Portal and the School Website. Students are asked to sign every year to confirm that they are familiar with the Student Manual and that they agree to abide by the rules laid out within it.

Purpose and Values

Our purpose is to:

- Inspire in our students a life-long love of learning, and the confidence to individually flourish
- Equip our students to thrive in a rapidly changing world
- Cultivate a warm, kind, noticing culture where students are happy, inclusion is the norm, and diversity is celebrated
- Develop grounded, socially responsible, outward looking students, ready to lead fulfilling lives and make a positive contribution to the world
- Nurture a community based on our shared values of aspiration, compassion, courage, integrity and service

We expect every member of the Reading Blue Coat community to be kind and engaged, and at our heart are the values of:

- **Aspiration** - in every area of our lives, to seek to always do our best, making the most of our talents and the opportunities we have.
- **Compassion** – the awareness to see, and the love to respond to, individually and collectively, the needs of those around us.
- **Courage** – to meet and not avoid, with the support and encouragement of others, the challenges.
- **Integrity** – even where there is a potential personal cost, we would always seek to do the right thing.
- **Service** – through Blue Coat and life beyond, we are members of communities. In seeking to serve others, those communities strengthen, bringing benefits that are collective as well as personal.

In our dealings with one another, our work and play, these values will be encouraged and expected, stemming from the School's Christian foundation, enriching every area of life at the School and enhancing our impact as global citizens.

Contents

Introduction 1
Guidelines and Rules 2
Purpose and Values 3
Academic Work 5
Pastoral 11
Inclusive Behaviour Code 13
Health & Wellbeing 15
Behaviour, Rewards & Sanctions 17
Anti-Social Behaviour 19
Smoking, Vaping, Alcohol and Drugs 21
Relationships 23
Appearances 24
Routines & Expectations 27
Where You May Go and When 31
Travelling 34
Co-Curricular 36
Safety & Security 39
Communication 41
Help & Advice 45
Confidentiality 47
Appendix A – Reading Blue Coat Rhombus 49
Appendix B – Acceptable Use Policy 50
Appendix C – Blank Timetable 55

Academic Work

Students and Staff Share Responsibility for Academic Success

Academic results are the primary responsibility of every student in the school. Ambition, positive endeavour and intellectual curiosity, supported by excellent teaching and strong tutorial assistance, will ensure students exceed their own expectations. Students will be expected not only to meet deadlines but also to keep up with and surpass levels suggested by previous results. Self-motivation and a willingness to study independently are both important ingredients in success.

Opportunities for academic research and for the broadening of understanding are many, through the myriad resources held in the Library, through departmental guidance and input and through access to the internet.

Those who commit themselves most can expect the highest rewards.

Students' Learning Charter (created by the Students' Learning Council)

In the best lessons, a culture of great learning is possible when:

1. Teachers are friendly, approachable and willing to listen
2. Teachers treat each student as an individual
3. The environment in the classroom is positive
4. The rules of the classroom are clear and consistent
5. Teachers have a deep understanding and passion for their subject
6. Teachers provide positive feedback and examples when needed
7. Teachers use a variety of techniques and technology to suit different learning styles
8. Learning is challenging and inspires progress
9. Lessons are prepared well and have a clear learning objective
10. Homework is set according to the timetable

Ready to Learn – Student Expectations

The expectation of all students is that they will:

1. Arrive promptly for lessons, line up calmly and quietly in single file outside classrooms, ready to go in when invited by the teacher
2. Sit in the seating plan, take their coat off, get the required equipment ready and start the 'Do Now' task on the board as soon as they enter the classroom
3. Have all the standard equipment with them for every lesson (two pens [blue or black ink], pencil, eraser, ruler, calculator, highlighter, glue stick, personal reading book, laptop with compatible wired headphones and charger, subject specific equipment – e.g., protractor and pair of compasses for Mathematics, sports kit for PE, etc.
4. Laptops should only be taken out under the instruction of a teacher or if it is the student's regular way of working
5. Exhibit behaviours that enhance and never inhibit learning
6. Actively listen when anyone else is addressing the class
7. Treat their work, resources, and the classroom, with respect
8. Make every effort to visit the bathroom and fill a water bottle before a lesson starts to avoid the need to leave a lesson and interrupt learning
9. Stand quietly behind their chair (Years 7-11) at the end of a lesson and wait to be dismissed by the teacher
10. Complete their homework to the best of their abilities and hand it in on time

These expectations are in place to ensure that every student is ready to learn in every lesson.

Teacher Expectations

The expectations of all teachers at Reading Blue Coat are that they will:

1. Greet the students at the start of a lesson at the door (preferably) and check uniform and lanyards before the lesson starts. Students without a lanyard should be sent to the School Office immediately to get one.
2. Have a 'Do Now' task ready for the students except for assessments
3. Have a seating plan in place for all classroom-based teaching
4. Use 'hands down' questioning to allow for the necessary three seconds of thinking time
5. Know the students by name
6. Use our professional judgement where toilet breaks are concerned
7. Consistently apply the consequences of not bringing the correct equipment, not having completed homework or not being focussed in lessons
8. Consider if students are on the SEND register before applying the Ready to Learn Policy

Hands Down

To help our students maintain focus in lessons and be actively listening to the teacher we have a 'hands down' policy in all lessons. This means that when a teacher asks a question they will:

- **Pose** the question
- **Pause** to allow thinking/discussion time
- Choose a student/group of students to try to answer
- **Bounce** the answer to another student for refinement

It is important that students know it is OK to not answer correctly, and that there is a supportive atmosphere in classes. Students may, of course, still raise their hands to ask questions of their own.

Support

To help students meet these expectations the following procedures are in place:

- Lower School tutor groups will check that students have the correct equipment with them once a week. All students who have the correct equipment will be awarded a plus point.
- Middle School tutor groups will have periodic spot checks for equipment and filing systems. All students who pass the spot check will be awarded a plus point.

Tracking System

To enable us to track concerns, provide support for students and put consequences in place the following system is in place.

A student will be awarded a minus point by their teacher for:

- Not having the correct equipment for a lesson (this includes books and laptop) without a note from home
- Being 'off task' after having received a warning from the teacher

A student who receives three or more minus points in one week will serve a Friday Lunchtime detention (N.B. repetitions of not having the same piece of required equipment within one day will be rescinded). If a student receives three Friday Lunchtime detentions in one term they will serve a Friday After School detention.

Classroom Expectations

When waiting to enter a room, students are expected to line-up outside in single file, only entering when instructed to do so. If permission to enter is not needed, students should wait quietly, sat at their desks.

When adults and visitors enter a classroom during academic lessons, students should continue their activities in a quiet and focused way. The member of staff supervising will greet visitors warmly and with minimal disruption, on behalf of the class.

Students who wish to go to the toilet during a lesson should ask for permission from a member of staff and leave their phone on the member of staff's desk whilst they leave the room. Students will only be permitted to go to the toilet one at a time, unless there are exceptional circumstances.

At the end of each academic lessons, all students should take responsibility for ensuring:

- All chairs are tucked under desks
- All desks and the floor are clear of any rubbish or clutter

Homework

You will receive a homework timetable identifying which subjects will set homework each day. This should be copied into your calendar, as it is unique to you. Time spent on the tasks set will vary but should approximate to:

- Years 7 & 8 - 20 minutes per subject
- Year 9 - 30 minutes per subject
- Years 10 & 11 - 40 minutes per subject

All homework will be set on Microsoft Teams, but you may also find it helpful to record your homework in your calendar with the date to be handed in.

Homework should always be handed in on time as this gives you valuable experience of working to deadlines and ensures teachers can mark and return your work promptly. If there are difficult circumstances, for example after school commitments such as a rehearsal, this must be discussed with the teacher in advance of the deadline so that extensions can be granted. The tutor should also be made aware of any problems.

All homework should be entirely your own work unless you are instructed otherwise by your teacher.

Incomplete Homework Support

If a student has incomplete homework, without a good reason and prior communication to the teacher, then they must attend Homework Catch Up in the first half of lunchtime the next day to complete that piece of work. Homework Catch Up takes priority over all other activities.

The teacher must enter the student for Homework Catch Up on the next day through the detention system in iSAMS. The teacher must inform the student that they must attend Homework Catch Up the next day.

If a student fails to attend a Homework Catch Up, then it will be rescheduled for the next day. If the student fails to attend the second Homework Catch Up, they will be put in a Monday After School detention.

We understand that these expectations may be more difficult to meet for some students, depending upon their individual circumstances. This process is designed to enable early identification of any

concerns, and for us to put support in place for students who find meeting these expectations more difficult.

Good work

Academic plus points are awarded for academic work of excellence, effort or accumulation of high quality work and are recorded on iSAMS. *Achievement certificates* will be issued to those students who accumulate a significant number of Plus Points. The Headmaster will award certificates according to the following tallies:

- Bronze – 30 Plus points
- Silver – 50 Plus Points
- Gold – 75 Plus Points
- Platinum – 100 Plus Points

Each Section (i.e., Lower School, Middle School, and Sixth Form) may also make its own arrangements for further recognition and celebration of achievement and students will be advised accordingly.

Prizes

Academic Prizes are awarded annually by each academic department. They are awarded on the basis of "Excellence and Endeavour" by departments following consultation between all the teachers involved.

Progress Prizes are awarded annually by each Section. They are awarded to students who have consistently shown a positive attitude towards learning, worked hard inside and outside the classroom and set a positive example to their peers.

Students are awarded their prizes on Speech Day or at a special celebration assembly during the Summer Term.

Report Cards

Report cards are intended to support students for whom where there are organisational or academic performance concerns. They should be signed, and a comment made, by the teacher at the end of each lesson.

Permission to miss lessons

Students who know that they will be absent from lessons, for example due to music, LAMDA or Learning Support sessions or sports fixtures, must always ask permission of their academic teachers at least 24 hours beforehand. Students who cut a lesson or co-curricular activity will be given a Friday After School detention. If students give little, or no, notice of a music or LAMDA lesson or sports fixtures, they will still be permitted to attend the music or LAMDA lesson, but may be placed in Homework Catch Up in order to catch up on the missed work.

Missed work and missed lessons

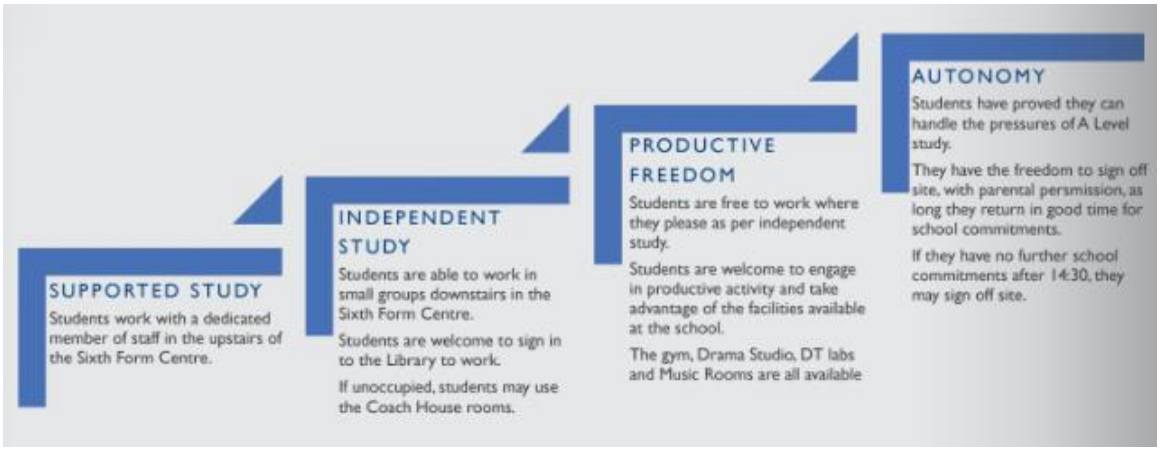
When students have missed work through absence of any sort, it is a first priority to catch up with what has been missed, preferably before the next lesson. If you miss a lesson through illness you are not allowed to attend a co-curricular activity that same day.

Absence of staff from lessons

If a teacher does not arrive to take a lesson a student from the class must report this fact to a nearby teacher, preferably the Head of Department. This must be done not later than 10 minutes after the start of the lesson, and the remainder of the class must remain in the School (classroom) or outside it if it is locked for security reasons.

Supported Study Periods

The same expectations and rules apply to supported study periods, just as any academic lesson. The framework is provided below. Detailed guidance will be published by the Director of Sixth Form.



N.B. Sixth Form students who have the freedom to enjoy "Autonomy" are not permitted to enter any premises which serves alcohol, with the exception of the Coppa Club in Sonning.

Library

The Library is located on the first floor of School House and is open daily from 08:00-17:45 during term time. All students are encouraged to use the Library for quiet study and reading throughout the day. The Library catalogue is available through the Student Intranet and there are links to other resources. The Library staff produce a list of recommended reads each term, host author visits each year and run book clubs. They also run a Whole School Summer Reading Challenge each year.

Library Expectations

- *Main Library & Library Classroom* - Silent study throughout the School day (work on laptops is permitted)
- *Library Computer Room – Collaborative working is permitted in a quiet, calm manner.*
- *Reading Room* – Quiet reading throughout the School day (no laptops). Only available during lesson times on request.
- Laptops may be used silently for the completion of homework **only**.
- Headphones may be worn and must not disturb other students.
- Phones are not permitted in the Library, except for Sixth Form working quietly.
- There should be no eating or drinking in the Library during the School day.

Students who continue to cause a disturbance in the Library (taking loudly, playing games on laptops, loud headphones etc.), despite being first warned by the Librarians, will be awarded a minus point. A second offence on the same day will lead to the student being asked to leave the Library and a Friday Lunchtime detention awarded.

Homework Club

From 16:15-17:45 each evening after school, a Homework Club runs in the Library. The expectations of students when in the Library for Homework Club are the same after school as they are during the School day, except students may eat small snacks in the **Library Computer Room only**. Students in Years 7-11 must place their mobile phones in their Yondr pouches on entering the Library for Homework Club. The Library should be a quiet, calm and purposeful environment which enables students to complete academic study.

Overdue Library Books

When a Library book is overdue, three reminders will first be sent by the Librarians. After the third reminder, if the book has still not been returned, a minus point will be issued. If the book is not returned within a week, a second minus point will be issued. If it is still not returned within a second week, a charge for the book will be added to the student's next school bill.

IT

All students are required to bring a laptop to school every day to support their learning. Students should use these devices as directed in lessons and can use them for study during supported study periods, lunchtimes, etc. When devices are not in use, they should be kept securely in students' lockers and they should certainly never be left unattended in classrooms, common rooms or changing rooms.

Reports

Both internal and external reports are seen by students with their parents and tutors. There may be rewards or targets set where there are areas in need of improvement.

Academic Integrity

All students at Reading Blue Coat are expected to abide by the principle of academic integrity at all times. This means, in essence, ensuring that their work is always authentically their own and that the sources from which they have constructed their views are visible and open. Failure to apply the principle of academic integrity will be considered to be academic misconduct.

Academic misconduct is surprisingly easy for a teacher to spot; in serious cases, exam boards even have specially designed software that can detect it. Penalties for academic misconduct vary. If you copy another person's homework, or it is suspected you used artificial intelligence to produce academic work you can expect to be placed in Friday Lunchtime detention. If you engage in academic misconduct in relation to a major piece of work, such as coursework, you may find you are Temporarily Excluded after a visit to the Deputy Head (Academic).

Academic misconduct during an examination is not only dishonourable but could have very severe consequences.

Academic misconduct during an internal examination will result in an interview with the Deputy Head (Academic), a letter home and a Friday After School detention. In more severe cases, the sanction may be more serious.

If academic misconduct is discovered in a Public Examination, the Examination Board would have the right to cancel your entry for that examination, cancel all of your entries during that examination period, or even bar you from taking any future examination with that board. If an exam board discovers that coursework you have submitted has been plagiarised or is the result of another form of academic misconduct, you will certainly get no marks for the piece and may forfeit some or all of your GCSE or A Level qualifications.

Artificial Intelligence (AI)

Reading Blue Coat is dedicated to harnessing the advantages of Generative AI and technologies such as Sparx Maths and LanguageNut in MFL to enrich teaching and learning for our students, whilst maintaining our ethical responsibilities as a school. We believe these technologies have the potential to support personalised learning, enhance educational outcomes and simplify administrative tasks. However, it is crucial that these technologies are used in a way that is safe, respects privacy, ensures fairness and prevents discrimination. Equally important is the expectation that pupils submit their own work, as this fosters academic integrity and personal growth.

At Reading Blue Coat we use Microsoft's Copilot as our default Generative AI tool for students who are over 13 years of age. Importantly, Microsoft Copilot is more secure than other Generative AI

options because Microsoft guarantee to keep the School's data safe. **When students log in with an RBC User Account,** none of their queries, prompts or data that are uploaded to Copilot will be used to train any AI models.

Copilot's existing age restrictions (minimum age of 13) mean that our Year 7 and 8 students will not have direct, individual access to the Copilot app at school. However, they will be introduced to the ethical and safe use of AI tools through teacher-supervised activities in classrooms, the Year 7 IT curriculum and the Wellbeing curriculum.

There are alternative general and specific AI software solutions available. Students aged 13 and over **do not have permission** to use systems at School that replicate Microsoft Copilot, such as Google's Gemini and OpenAI's ChatGPT to ensure that their data remains secure.

AI Use in Academic Work

- We acknowledge that AI can be a powerful learning tool and therefore **you are free to use AI tools at home for independent learning, grammar checks, spell checking and self testing.**
- At School, your teachers can instruct you to use AI *(Copilot only)*. For example, your English teacher can ask you to use Copilot in a lesson to create examples of a type of poetry, but AI **cannot be used in school or at home when the teacher's instruction is to write your <u>own</u> poem in that style.**
- Teachers will only accept work for marking which is your own. **This is a matter of your academic integrity.**
- If all or a significant amount of your work is believed to be generated by AI, you will be allocated to the next **Homework Catch Up to rework and resubmit it as your own.**
- If you have used AI in some way to help you with your academic work, be honest about it and tell your teacher how you've used it. That's your responsibility.
- Where teachers think that AI has been misused, they will consider: **the vocabulary that you've used, the complexity of your ideas, the consistency of your work compared to your previous work, and whether your work is typed when your normal way of working is to write by hand.**
- **If you are taking public exams and you try to submit AI-generated work** to an Exam Board, then you have breached academic integrity. The Exam Boards could ban you from all public exams.
- **In summary:** your own academic work, with its faults and brilliance, is all that teachers ever want to see because it sets out the next steps for deeper learning and opportunities for authentic praise.

Pastoral

Houses & Tutors

Pastoral care is hugely important to us at Reading Blue Coat. On joining the School, students become a member of one of our six Houses: Aldworth, Hall, Malthus, Norwood, Rich, West. Houses are an important focus for students in the School and provide the framework for many competitions and lots of other important activities.

Students also join a tutor group within their House. Their tutor is responsible for their pastoral care and for supervising their progress in academic work and co-curricular activities throughout their time in the School. As we operate a horizontal tutor group system at Reading Blue Coat, students will move through the School in the same tutor group. Tutors see their tutees at least once a day, every morning, before lessons get underway and every two weeks for a 1-to-1 tutorial. A student's tutor is their first port of call for all matters relating to them personally, whilst their Head of Year

maintains an overview across every student in the year group and the Director of Section across all the year groups within their section; both are available to support with more complex matters.

School Council

Each tutor group has a representative on their Section Council, which will meet twice per term. This is an opportunity for students to express their views on issues pertaining to their Section, including suggestions for improving the facilities and life for all students. Four council members will be chosen to represent each Section at School Council meetings.

Chaplaincy

The Chaplaincy provides a safe space for any emotional need. The Chaplain, Mr Ed Clark (chaplaincy@rbcs.org.uk), is there to provide pastoral support. They act as an advocate for students and staff. Their background is in schools and education and helping to support students and staff in all manner of needs. The aim of the Chaplaincy is to empower, develop character and spiritually nurture the School Community. The Chaplaincy is located behind Reception.

Prayer Room

Bi2 will be open weekdays from 13:00-14:00 for private prayer.

Student Led Societies

Café Neuro

The group is student led to support and discuss matters of a neurodiverse nature. It extends to wellbeing and learning issues, aiming to provide a friendly setting in which to explore unique talents and challenges both at school and life beyond. Neurodiversity is not a requirement to attend although most have a personal interest.

Interfaith Group

Our Inter-faith group meets weekly at the Chaplaincy, where students from diverse religious and spiritual backgrounds come together to promote mutual understanding, respect, and collaboration. The group serve as a platform for open dialogue, allowing participants to share their beliefs, practices, and traditions, fostering a sense of community and empathy among people from different faiths.

Mandela Society

Named after social and political activist Nelson Mandela, the Mandela Group is a student led group that discuss issues related to racial and cultural equality and work with the School to suggest and organise initiatives that promote racial equality and inclusivity. It is the Group's goal to help educate and heighten awareness on issues of race, religion, and culture at RBC, but predominantly through a lens of celebration. We hope to uphold an atmosphere at RBC that is welcoming for all and strive to celebrate the multicultural community it houses.

Pride Society

The Pride Society meets weekly and is a student led group that offer a safe space and support for all LGBTQ+ students and their allies. Any staff member wearing a rainbow badge will happily talk with you should you have any questions about sexualities or genders. This includes all Heads of Year and the Chaplain.

SAFE Society

SAFE stands for "Striving Altogether For Equality". The SAFE Society meets weekly and is a student led group that discusses issues related to gender equality and work with the School to suggest and organise initiatives that promote gender equality.

Inclusive Behaviour Code

Aspiration – aiming to create a community where every individual is valued, respected, happy and safe. A community where everyone can find their place.

Compassion – to recognise the needs of others and empathise with those different to ourselves.

Courage – to call out and challenge behaviours and approaches that are contradictory to our aim of achieving a fully inclusive school.

Integrity – to do the right thing, in how we speak and act. Standing up for what is right, even when it is challenging to do so.

Service – to provide what is necessary to build a truly inclusive school for our future community.

What does it mean to be inclusive?

Being inclusive does not just mean avoiding discrimination, it is more about ensuring the inclusion of everyone and the offering of equal opportunities to everyone. Being inclusive is acting with kindness, and respecting all people, cultures, and characteristics.

Why is it important to be Inclusive?

- Being inclusive ensures that everyone feels part of the group, safe and respected.
- It means that students feel accepted regardless of who they are.
- It allows everyone to be treated fairly and given the correct opportunities.
- By welcoming other people's characteristics and views, it means students are comfortable in their environment whether that's in friend groups, year groups or all over school.
- Inclusivity promotes kindness, courage and brings happiness to members of the school.
- It is important as a community to tackle discrimination for all students to enjoy their time at school.
- Being inclusive also develops key skills such as acceptance and empathy, that are needed in all aspects of life.

What does discrimination look like?

- By definition, discrimination is the unjust or prejudicial treatment of different categories of people.
- This can be due to protected characteristics such as age, gender, sexuality or race.
- However, discrimination is not limited to protected characteristics. Any negative behaviour towards someone due their characteristics, e.g. appearance, socio-economic background, ideals etc., could be defined as discriminatory.
- Discrimination can be anything from excluding a person to actively displaying aggression or unkindness.
- Discrimination can also be indirect such as using slurs or "jokes" and "banter" that are at the expense of someone else or a group of people due to their characteristics.

Guidance for Students

- **Put kindness first** – In all your interactions with others be kind and respectful. We may not always agree with each other, but we can always treat each other with kindness and respect.
- **Be curious** – learn about our differences and what we have in common. Be open minded about other beliefs. Listen to each other's views and feelings and be empathetic to those different to you.
- **Be an upstander** – call out or report discriminatory behaviour. You can also support those around you who may be struggling or need a friend.
- **Never excuse** – Discriminatory behaviour should never be excused as a joke or banter. You may not be offended, but others could be, so this is not an excuse.

What you can expect from Staff

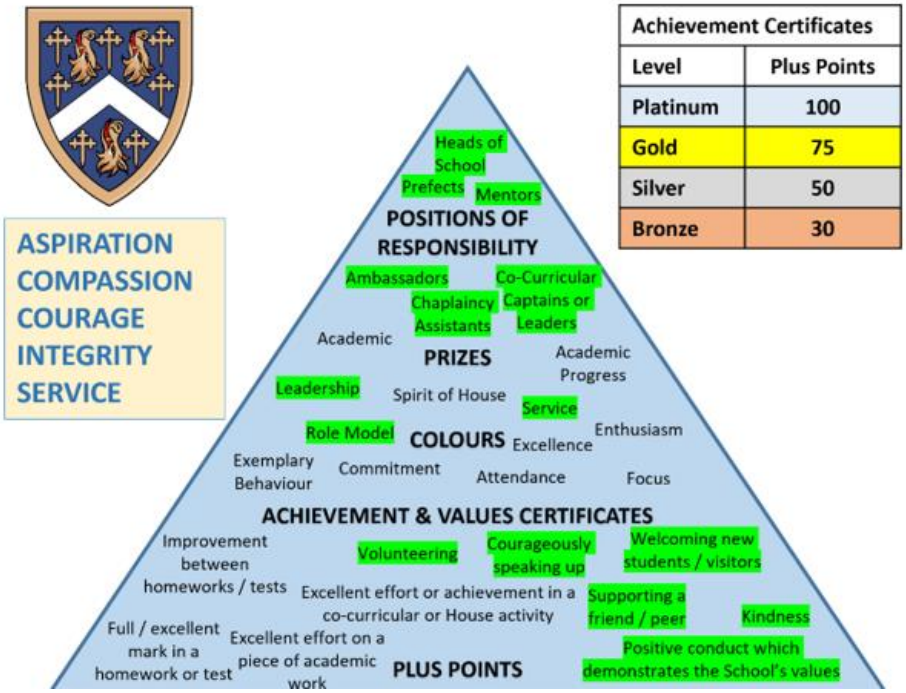
- Staff will respond to discriminatory behaviour that they witness using the 4 Es framework.
- If you report discrimination to a member of staff, you can expect them to listen emphatically and take steps using the 4 Es framework to investigate and follow up with others involved.
- Staff are also expected to interact with students and other staff in an inclusive way and without discrimination. Staff have their own Code of Conduct.

	What?	Who?	When?
Explore	• Staff will call out discriminatory behaviour but try to understand where the behaviour is coming from in a non-confrontational way.	**Staff present**	**In the moment**
Educate	• Staff will provide support to educate the student there and then, including other students present in the conversation. • A sanction may be given according to the RBC Rhombus.	**Staff present**	**In the moment**
Evaluate	• Staff will meet with the student in the near future to evaluate what has been learnt.	**Tutor, Head of Year, Director of Section, Director of EDI**	**In the following days**
Escalate	• If a students continues to get things wrong, there will be further interventions from staff and sanctions could escalate.	**Head of Year, Director of Section, Director of EDI**	**Ongoing**

Rewards and Sanctions

- Incidents of discrimination will be sanctioned as outlined in the RBC Rhombus.
- There are also many opportunities where inclusive behaviour can be rewarded (highlighted in green on the RBC Rhombus).

- From small acts of kindness or supporting others, to continuing demonstration of upholding the school values, your contributions to making Blue Coat an inclusive space are taken into account when awarding prizes and colours, giving leadership opportunities and deciding on prefect positions.



Achievement Certificates	
Level	Plus Points
Platinum	100
Gold	75
Silver	50
Bronze	30

Health & Wellbeing

The Montgomery Wellbeing Centre provides an easily accessible, friendly and confidential health service for all students. It is a 'nurse-led' department located in the building next to Reception and is open during term time from 08:00 - 17:00 Monday – Friday.

There is also specialist sports injury support available pitch side for all home sports fixtures on Saturdays in the Autumn and Spring terms.

If for any reason the medical team is absent, a Duty First Aider will be on call; students should contact Reception if the Wellbeing Centre is not staffed. All students are welcome to discuss any health or wellbeing concerns with a nurse.

You can contact the Wellbeing Centre via medical@rbcs.org.uk or 0118 933 5814.

Illness

Students who are unwell should not come into school. This is to limit the spread of infection in the School. All students who have suffered a raised temperature (i.e., greater than 36.6 degrees), diarrhoea or vomiting should not return to school until they have had 48 hours clear of all symptoms (as per NHS guidelines).

Students who become unwell during the School day, or who are involved in an accident, should report to the Wellbeing Centre where the member(s) of staff on duty will assess the student and decided if they should be sent home. Students who feel unwell during lessons or co-curricular

activities should immediately tell the member of staff in charge. The member of staff will refer the student to the Wellbeing Centre.

Medication

Students may not carry any medication on them, apart from emergency asthma inhalers and adrenaline auto injectors, which must be kept on the student at all times.

The Wellbeing Centre keeps a stock of 'over the counter' medications, e.g., paracetamol, anthisan, piriton, cetrizine so students do not need to bring these into school.

For students taking specific prescribed medication for regular or occasional use (e.g., certain antihistamine tablets, oral medication, eye and ear drops, etc.), parents or guardians should send in a supply of this medication to be stored in the Wellbeing Centre for the student's use. This must be in the original dispensing box, clearly labelled and accompanied by a letter or email from the parents or guardians giving consent to administer and clarifying the detail of their request.

All medicines being brought into school must be delivered to the Wellbeing Centre before the start of the School day, i.e. between 08:00 and 08:35, and need to be in in the original dispensing box with the dispensing instructions and expiry date clearly written on the packaging.

The Wellbeing Centre staff will send an email notification to parents to inform them of any over-the-counter medication administered during the School day.

Students **MUST NOT** dispense any medication to other students.

Medical Conditions

It is the responsibility of all parents or guardians to inform the School of any chronic or ongoing medical conditions or problems (e.g., asthma, allergies, dietary requirements). This can be done using the Parent Portal, where parents can update their child's medical record. Parents should make the wellbeing team aware of any short term or acute medical conditions by emailing them at medical@rbcs.org.uk and cc'ing their child's tutor and Head of Year.

If a student has a severe allergy or significant medical condition, they will have a meeting with one of the nurses in the Wellbeing Centre. A care plan will be written and shared with staff across the School to ensure they receive the care they need in the event of an emergency. This will be discussed with the student and their parents or guardians.

Requests for absence from Activities/PE/Games

Parents should inform the School of 'off games' requests via the 'My Children' tab on the Parent Portal. The form should be completed by 08:00 on the day of the lesson or activity from which their child is requesting to be excused. Students who are 'off games' and unable to participate in PE, Games or Activities should report to the member of staff in charge of their session. On Wednesday afternoons ***only***, students in Years 11-13 should go directly to the off games room.

Students who are 'off games' are expected to remain in school until the end of the School day, unless they have permission to attend a medical appointment, for which they must sign out of school in the School Office or, for Sixth Form students ***only***, in the Sixth Form Office.

Pitch Side First Aid

Saturday fixtures in the Autumn and Spring terms are attended pitch side by Wellbeing Centre staff who work alongside the sports team first aiders and coaches to provide immediate care at the onset of injury. In cases of concussion, the School has developed a Graduated Return to Play Policy which will be put into action.

Students on Crutches

Students should not be sent back to school on crutches unless they can use them competently and safely, including over distances and at least two flights of stairs. It is the responsibility of the person issuing crutches (physio, GP, hospital staff, etc.) to ensure the student is competent and safe in the use of crutches. Parents or guardians must inform the Wellbeing Centre if their child will be coming into school on crutches by emailing medical@rbcs.org.uk and the student's tutor.

Routine Childhood Immunisations

Scheduled routine childhood immunisations are provided by the Berkshire NHS School Immunisations team in line with the Department of Health immunisation schedule. Your parents or guardians will be contacted directly by the School Immunisation team before any planned immunisation sessions. For further information about immunisations please see https://www.nhs.uk/conditions/vaccinations.

Confidentiality

All students are entitled to confidential medical care. This means we do not tell anyone about why you visit the Wellbeing Centre. We would only break confidentiality if we think you or someone else is at risk of harm and where possible we would discuss this with you. We do have to account for your time within school so we will let staff know if you have been in the Wellbeing Centre, but no other details are shared without your consent. Students are encouraged, as appropriate, to keep their parents fully informed about their medical wellbeing, consultations and treatment. If you are unwell or needing care, we ask your consent to let your parents know.

The School Counselling Service

The School provides confidential counselling services to all students. Students are either referred to see a counsellor via a senior member of pastoral staff (Head of Year, Director of Section, etc.) or they may self-refer by contacting the Deputy Head (Pastoral).

Behaviour, Rewards & Sanctions

Good Conduct

- *Academic Plus Points* are awarded for good work or academic effort, either on one-off or accumulated occasions. The standard is relative and not absolute; all students should be able to achieve Plus Points regardless of their ability.

- *Values Plus Points* are awarded for good conduct which demonstrates the School's values: Aspiration, Compassion, Courage, Integrity & Service.

- *Co-Curricular Plus Points are awarded*, awarded for good effort and/or achievement during co-curricular activities.

- *Achievement Certificates* will be issued to those students who accumulate a significant number of Plus Points. The Headmaster will award certificates according to the following tallies:

    - Bronze – 30 Plus points
    - Silver – 50 Plus Points
    - Gold – 75 Plus Points
    - Platinum – 100 Plus Points

- *Academic Prizes* are awarded annually by each academic department. They are awarded on the basis of "Excellence and Endeavour" by departments following consultation between all the teachers involved. Students are awarded their prizes on Speech Day or at a special celebration assembly during the Summer Term.

- *Progress Prizes* are awarded annually by each Section. They are awarded to students who have consistently shown a positive attitude towards learning, worked hard inside and outside the classroom and set a positive example to their peers. Students are awarded their prizes on Speech Day or at a special celebration assembly during the Summer Term.

  Spirit of House Prizes are awarded annually by each House. They are awarded to students who have consistently demonstrated pride in their House through participation and leadership and have gone above and beyond in representing their House in a variety of events – both Shield and Sporting. Their behaviour will have been exemplary in events. Students are awarded their prizes on Speech Day or at a special celebration assembly during the Summer Term.

- Colours *(Club, Half, Full, Blue Coat, House)* are awarded annually to students who display high levels of excellence, sustained commitment, leadership and service to a particular co-curricular activity. Full details on the criteria for the awarding of colours can be found in the *Colours Policy*.

- *Positions of Responsibility*: Senior students may become prefects either in the School or within their House; they may also mentor younger students within their House. Some students will be elected captains of sports teams and be given responsibilities in co-curricular activities.

Poor Conduct

- *Academic minus points* – e.g., missing equipment, "off task"

- Behaviour Minus Points – awarded for poor conduct, e.g., inappropriate appearance, lateness, inappropriate behaviour outside of the classroom, inappropriate mobile phone use by a Sixth Form student, dangerous road crossing, missing a scheduled tutorial or house event, phone or smart watch sounding in a Yondr pouch, inappropriate behaviour in the Library (talking, gaming, loud headphones).

- Three Minus Points (Academic and/or Behaviour) in one week will result in a Friday Lunchtime detention.

- *Homework Catch Up* – awarded for failure to hand in homework on time or failure to hand in homework of the expected standard.

- *Friday Lunchtime Detention* – awarded for academic misdemeanours or problems arising from a student's poor behaviour, e.g., copying another student's academic work, misconduct during an internal exam, significant misbehaviour inside or outside the classroom, inappropriate haircut, persistent inappropriate behaviour in the Library.

- *Classroom Removal* – expected to be used very rarely, and is where a student, for serious disciplinary reasons, is required to spend a limited time out of the classroom at the instruction of a member of staff.

It is important members of staff who issue a sanction tell the student concerned and explain why it has been issued.

- *Friday After School detention* (16:15-17:15) – issued by the Head of Year. Parents are given at least 24 hours written notice.

- *Monday After School detention* (16:15-17:15) – issued by the Deputy Head (Academic). Parents are given at least 24 hours written notice.

- *Saturday detention* (09:30 – 11:30) – issued by a Head of Year or Director of Section for serious infringements of the School rules. Parents are given at least one week's written notice.

More serious sanctions are also given in accordance with the School's 'Behaviour, Rewards and Sanctions' policy.

Students who fail to attend two consecutive After School Detentions (either Friday / Monday) will be given a Saturday Detention.

Every student has the right to appeal respectfully against sanctions which have been imposed on them. Appeals against sanctions should be made in the first instance to a student's Head of Year, followed by their Director of Section and the Deputy Head (Pastoral). The Headmaster is the final arbiter in matters of School sanctions.

Defiance

If a student ignores a clear and reasonable instruction issued by a member of staff, the student's Head of Year will be informed and will issue a *Friday After School detention*.

If a student further disrespects a member of staff, for example swearing at them, or if the disrespect is of such a serious nature, the Deputy Head (Pastoral) should be informed.

Anti-Social Behaviour

Reading Blue Coat is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The School's 'Child Protection and Safeguarding' Policy is available on the Parent Portal and on the website.

All those at Reading Blue Coat have the right to enjoy their learning, working and leisure free from intimidation or oppression or abuse. Any actions, behaviour or remarks that hurt or cause offence are unacceptable.

Tolerance, understanding and care for the welfare of others should be a characteristic of the School community. Students should support each other by reporting all incidents of unpleasant behaviour to the appropriate person – there should be a community responsibility to prevent anyone being hurt, threatened, upset or frightened. The community should be aware of the hurt and upset that insults, derogatory terms and teasing can inflict. School should be a safe and secure environment with a supportive climate.

Reading Blue Coat is committed to helping both those who are harmed and the perpetrators. We will do our best to ensure the safety of the victim and to support improved behaviour from the perpetrator. However, physical abuse, psychological abuse, racism, homophobia, hate-speech, sexism or sexual harassment conducted by an individual, or group, have no place at Reading Blue Coat and will be dealt with as serious offences.

The Reading Blue Coat 'Behaviour, Rewards and Sanctions' Policy may be found on the on the Parent Portal and on the website. It should be read in conjunction with the 'Anti-Bullying' Policy and 'Permanent Exclusion and Required Removal' Policy.

Violence or aggression

Violence or aggressive behaviour towards any member of the School community, whether part of a pattern of bullying or in isolation is wholly unacceptable.

Students are not allowed to possess offensive or dangerous weapons, lighters, fireworks, knives, air guns, laser pens, etc. Students should remember that any object used for a purpose other than for that for which it was designed, can be considered a dangerous weapon. Possession or use of an offensive weapon would probably lead to Permanent Exclusion.

Countering Bullying

Bullying is behaviour by an individual or group, sometimes repeated over time, that intentionally hurts another individual or group either physically or emotionally. Recognising the significant harm which may result from bullying, bullying between children may also be termed 'child-on-child abuse'. The School does not accept bullying in any form.

A full copy of the 'Anti-Bullying' Policy can be found in the following places:

- Parent Portal
- Website
- A paper copy can be obtained by contacting the Deputy Head (Pastoral)

Bullying behaviour – guidance notes for students and staff

The following advice is given to students who experience bullying:

- Tell yourself that you do not deserve to be bullied and that it is wrong
- Stay with a group of friends with whom you feel safe
- Inform your tutor or any other member of staff immediately, who will take you seriously and support you in dealing with the person or group of people
- If you are being bullied online – do not reply. Instead, you should block, report, save evidence with screen shots.

The following advice is given to students who witness another student being bullied:

- Tell an adult immediately; all reports of bullying will be dealt with sensitively
- Share information anonymously, if necessary, but provide enough information for it to be useful
- Do not encourage or support the bully, or what they are doing
- Support the victim by offering your friendship; check that they are ok after an incident
- If you witness bullying online / in social media, 'call out' a hurtful comment and save evidence with screen shots if able

Bullying behaviour is too important not to report. If you are experiencing bullying behaviour, know someone that is experiencing bullying behaviour or see bullying behaviour - tell someone.

What will happen?

- All possible support will be given to reassure and support the victim. Where necessary, the member of staff who the child has confided in will secure the immediate physical and emotional safety of the child harmed. It may be necessary to bring the child to a space where they feel comfortable, such as the Wellbeing Centre, the Chaplaincy, Learning Support, or a Section office.
- The victim will be advised the member of staff is required to pass details on to the relevant member of the pastoral team, to protect and support that student (Head of Year, Director of Section, Deputy Head Pastoral). This will lead to an investigation and the prevention of further bullying.
- The student(s) will be spoken with further, and a careful investigation will take place.
- The victim will be interviewed by the Head of Year, Director of Section, or a member of SLT, on their own, and asked to write an account of events. The process for dealing with

bullying will be explained clearly to them. All interviews will be sensitive, supportive and unpressured, without leading questions.

- The victim is given the opportunity to discuss their own reactions and behaviour towards the bully. The victim is given support and advice, and counselling may be suggested if deemed appropriate.
- Victims of bullying that is discriminatory in behaviour will be given appropriate and specific support for the type of discrimination they have experienced.
- Once initial information has been gathered, the individual(s) identified as the bully and any others involved in or present during the incident(s) will be interviewed individually and asked to write an account of events. The process for dealing with bullying will be explained clearly to them.
- The pastoral team will decide on an appropriate course of action, which will be communicated to all parties concerned. It will be made clear that any further incident (or discussion about the current incident) would be considered an act of bullying in its own right. It will be made clear why the behaviour was inappropriate and unacceptable. Support will be offered to all parties, including perpetrators.
- If the Head of Year or Director of Section decides it is appropriate, the Deputy Head (Pastoral) will become involved and the parents of the perpetrator/s will be informed by letter or telephone.
- Sanctions will be issued in accordance with the Reading Blue Coat 'Behaviour, Rewards, and Sanctions' Policy, with Temporary Exclusion or potentially Permanent Exclusion being the ultimate sanctions in cases of severe and persistent bullying.
- Examples of behaviour that Reading Blue Coat considers totally unacceptable include the deliberate use of racist or homophobic language towards a member of the community, sexual harassment, the teasing of another because of a disability, older members of the School being physically or psychologically threatening towards younger members or any form of initiation ceremony. Such actions will almost certainly result in Temporary Exclusion and a Final Warning and could result in immediate Permanent Exclusion or Required Removal.

For a student the relevant person to contact is their Director of Section, Head of Year or their tutor or a member of the School Prefects. Alternatively, they can speak directly to the Designated Safeguarding Lead, Dr Guy Williams (Deputy Head - Pastoral) or one of the Deputy DSLs. The Chaplain, School Counsellor, Director of Equality, Diversity & Inclusion, Deputy Heads and Headmaster are others who can help.

If students are ever worried about themselves or somebody else, they can also report this by emailing worried@rbcs.org.uk.

Stealing

Stealing is completely unacceptable in our community. Students who are found to have stolen the property of others are typically Temporarily Excluded and put on a Final Warning. The same applies to any student found guilty of shoplifting, although this is likely to be reported to the Police. Remember that borrowing without asking is stealing too.

Smoking, Vaping, Alcohol and Drugs

It is usually within a social context as teenagers that people initially drink, smoke or experiment with drugs. The use or misuse of alcohol and the use of tobacco and drugs can be very damaging both to individuals and society; therefore, Reading Blue Coat has established important guidelines and rules in these areas.

The consumption of a limited range of alcoholic drink is permitted for senior students on certain occasions and in certain places. Smoking, vaping and drugs are forbidden. Indeed, providing, selling or using illegal drugs is regarded as a very serious offence.

Smoking and Vaping

Students are not allowed to smoke or vape. Smoking and vaping are specifically prohibited on the School site, on journeys to and from the School, and during any School trip or activity. Smoking is a health and safety risk and is particularly serious as it exposes others to passive smoking and is a significant fire risk. Smoking in public buildings in England is illegal and carries a heavy fine. Students who smoke, or light any materials, in school buildings are likely to be treated more harshly and may be Temporarily (Internally) Excluded.

A student who is caught smoking or vaping, is suspected of smoking or vaping, is found to be consorting with smokers or vapers, smells of smoke or vape or is in possession of tobacco, smoking or vaping paraphernalia (matches, lighters, etc.) will be subject to the School's disciplinary procedures.

First offence	- Saturday Detention; letter home
Second offence	- Temporary Exclusion; letter home
Subsequent offences	- As above; Final Warning

Any tobacco or smoking paraphernalia will be confiscated (in accordance with the *Searches & Confiscation Policy*).

Electronic cigarettes (vapes) are not permitted. Sanctions as per smoking (above).

Alcohol

With the permission of their parents and the Deputy Head (Pastoral), students in the Sixth Form may drink alcohol (wine, beer, cider) at some school functions when food (main meal) is served, in accordance with licensing law and under the direct supervision of staff. The drinking of alcohol by students is otherwise expressly forbidden. It is illegal to purchase alcohol from a shop under the age of 18 years. It is illegal to purchase or provide alcohol for anyone under the legal age.

No student of any age is permitted to bring alcohol into the School.

The School does not condone the misuse of alcohol and is committed to the health and safety of its students. Therefore, alcohol consumption (and / or possession) outside the parameters of this policy is considered against School Rules and will be treated as a serious offence, most likely leading to Temporary Exclusion.

A student who is either caught drinking, in possession of alcohol or clearly under the influence of alcohol (in the opinion of any Reading Blue Coat staff member), will be treated as follows:

First offence	- See Deputy Head (Pastoral) and the Headmaster; Temporary Exclusion and Final Warning
Second offence	- Permanent Exclusion

Drugs and Other Substances

The Reading Blue Coat *Drugs Policy* sets out the consequences of the use of illegal drugs.

The School is aware that some substances, for example novel or new psychoactive substances, which are not illegal, may have an intoxicating and/or hallucinogenic effect. The use of any products which have such an effect is against the School Rules and students using such substances may be dealt with in a similar fashion to those who use illegal substances.

Stimulants such as 'Pro Plus,' and energy drinks such as Monster and Red Bull, are not permitted on the School site and will be confiscated.

Dietary supplements, such as protein powder, protein bars and foods supplemented with protein are discouraged and will be confiscated if found. Exceptions to this will be made if the supplementation is part of a medically-supervised training programme for elite sports performers (all supplements would need to be informed sports tested (https://sport.wetestyoutrust.com/) as per UKAD (https://www.ukad.org.uk/) guidance) and the parents of such students must inform the Head of Year and Director of Sport in writing that they are happy for the supplementation to continue whilst at School. Such supplementation will be monitored by qualified members of the Sport Department.

Relationships

Personal relationships are one particularly significant area in which values are important. You need to understand that we feel that School is not a place for sexual intimacy. We hope that your School life will foster wide friendship rather than exclusive relationships. The following observations and guidelines should be followed as a minimum standard of conduct:

a. Before talking about restrictions and consequences it is important to point out that the reason for the paragraph above is in fact one of freedom. While it is natural and right for relationships to develop, school is essentially a place for a wide range of friendship, activity and intellectual discovery. Sexual intimacy at this stage can and often does involve pressure from and occasionally exploitation by one party or the other – and this can and does get in the way of what you are at school for. Moreover, sexual intimacy with/between persons under 18 years old may attract criminal liability and punishment. Therefore, the issue is an important one and must be regarded as a serious matter.

b. In relationships do please remember to think of the other person.

c. Physical contact between students should always be appropriate for a school setting and with consent. Behaviour which makes other students feel uncomfortable, for example cuddling, kissing, sitting on laps, holding hands, etc. are not appropriate during the School day.

d. You should also remember, at all times, to respect the feelings of others. If your advances are unwanted, not only will you be causing hurt to others, but you could risk criminal sanctions.

e. Sexual intimacy is an even more serious matter. If a member of staff comes across a couple who are to some extent undressed and clearly engaging in a sexual act other than sexual intercourse, it is likely that Temporary Exclusion will ensue.

f. It is very likely that anyone who engages in sexual intercourse at school will be permanently excluded. For legal reasons, the relative ages of those involved in such activity could seriously exacerbate the consequences, as it could for any misconduct of a sexual nature.

g. Any couple who are behind a locked or blocked door will, in all probability, be Temporarily Excluded.

h. The School views the creation and sharing of 'nudes' and 'semi-nudes' as a safeguarding matter. For further details and guidance on how the School would deal with such activity, please see the 'Child Protection and Safeguarding' Policy. The Home Office has published guidance for young people to help them understand the law and how to navigate the

internet confidently and safely within legal boundaries. Please follow the link for this document: Indecent images of children: guidance for young people (www.gov.uk)

i. The same rules and guidelines apply on all school trips, both during term-time and in the holidays. Staff in charge of such trips will always issue their own detailed guidelines on all aspects of that particular trip before it takes place.

j. It is impossible to give you exact rules for every situation; these rules and guidelines are as clear as we can make them. They are intended to help you; please observe them.

Appearances

General

At all times students should dress smartly. All clothing must be business-like, clean, tidy and well cared for. School uniform should conform to the uniform guidelines.

School uniform must be worn, including proper shoes, correctly to and from school, and when taking part in any event or activity connected with the School.

At other times casual dress may be worn, if permission is provided by a member of staff, and if it is clean and reasonably smart, appropriate for students representing the School and does not draw attention to students. Staff reserve the right to ask students to change clothing if casual dress is deemed unsuitable for whatever reason.

Sports kit should be kept for sport. It may **be worn to lessons if a student must change at morning break or lunchtime in preparation for a match or activity, and during lunch in the Dining Hall.** Hoodies are **not** official School sports kit.

Headphones should not be worn whilst on the School site, unless given specific permission by a member of staff.

The uniform lists are published annually and made available to new students. Copies can be obtained from the External Relations Department.

Hair – all year groups

Hair must be appropriately cut and tidily worn. It must be of a uniform, natural colour, without excessive differences between light and dark. Hair cut shorter than grade 2 on the back and sides must be blended in to at least a grade 2 on the top. Large differences in long and short hair length, especially with a marked change or step are not permitted, Longer hair must be kept tidy, with a minimum of accessories.

We acknowledge that Afro-textured hair is an important part of our Black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance, therefore, we welcome Afro-textured hair of natural colour worn in all styles, with a minimum of accessories.

A student with an inappropriate haircut in the judgement of the Director of Section or Deputy Head (Pastoral) will serve a Friday lunchtime detention and be given a reasonable timeframe to "rectify" their haircut. If this does not solve the problem, the student will serve a second Friday lunchtime detention and will not be permitted to represent the School (concerts, plays, sports fixtures, etc.) or attend School trips. Parents will be informed.

For a second haircut offence within that Section, a student will receive a Friday After School detention.

For a third offence within that Section, a student will receive a Saturday detention and meeting will be arranged between the student's parents, the Head of Year and Director of Section.

Hats and head coverings – all year groups

Hats should not be worn in school buildings unless an exception is granted by a Director of Section. Students may wear head or hair coverings for religious or cultural reasons, for example head scarfs, hijabs, or turbans. These coverings should be plain white or a plain dark colour.

Equality, Diversity and Inclusion – all year groups

Reading Blue Coat's uniform policy aims to be inclusive of all students and does not discriminate against race, religion or belief, sex, disability, sexual orientation, or gender reassignment. If flexibilities in the uniform policy based on any of these characteristics are required, please contact your Director of Section who will be happy to discuss options with you. A register of students who have uniform exceptions, for example students who have permission for facial hair due to religious reasons, is maintained by the Director of Equality, Diversity and Inclusion.

Uniform Guidelines – Lower & Middle School

Students in Years 7 - 11 are expected to wear the following:

- RBC Navy blazer with embroidered badge pocket
- RBC House tie
- White shirt or revere collar blouses
- Charcoal grey trousers OR RBC Navy/Yellow Tartan Skirt
- Charcoal grey or navy socks OR Navy tights (opaque)
- Black formal leather shoes (not suede or boots)
- RBC pullover or sweater may be worn in Years 7 - 10. Year 11 may wear a plain black v-necked sweater.
- RBC coat (Year 7-10).
- Students in Year 11 may wear a non-RBC coat which is dark in colour and unobtrusive, featuring no logos or branding. All coats must be taken off when inside. Blazers must be worn underneath coats.

School bags should be similarly dark in colour and unobtrusive.

Additional items that are not part of the School uniform (such as hoodies, visible t-shirts under a white shirt and non-School badges) must not be worn.

Plain dark woollen hats or a RBC beanie may be worn outside only in cold weather.

In addition:

Other guidance – Years 7 to 11.

- A single stud or pair of stud earrings may be worn; hoop and drop earrings, or ear bars, are not allowed.
- No nose/eyebrow studs or any other visible piercings.
- Other jewellery should be discreet and consist of no more than one ring, one bracelet and one necklace.
- Jewellery must be removed for PE, Games and co-curricular activities that require no jewellery for safety reasons.
- From Year 9, students may wear minimal daytime make-up and nail varnish of a uniform and neutral colour.

- No false eyelashes.
- No nail extensions/false nails.
- No visible tattoos.
- You must be clean shaven, unless you have an exemption granted by the Director of Section (e.g. health, religious), and will be asked to shave if this is not the case.

Uniform Guidelines – Sixth Form

A suit or blazer/formal jacket with lapels must be worn when travelling to and from the School and when moving around the School. Navy, black or grey trousers or a school skirt to be worn with the blazer. School skirts can be purchased from Stevensons, the bottom of which must be no higher than just above the knee; blazers that match the School skirts can also be purchased. Trousers must be tailored, not tight-fitting and at least ankle length.

A long or short sleeved formal collared business shirt or blouse should be worn under the jacket. A tie must be worn with a formal collared business shirt. Checked leisure, black or dark coloured shirts are not permitted.

A smart jumper or cardigan that is fitted, V-necked, crew necked or ¼ zip, fine-knitted and with no emblem or logo, may be worn under the jacket. No sweatshirts or hoodies.

Dark-coloured formal leather, or faux-leather, shoes or ankle boots must be worn; trainers, boots, stilettos or trainer- style school shoes are not allowed (this includes when walking onto or leaving the school premises). Socks must be ankle-length, predominantly dark in colour and not feature any logos. Socks or tights may be worn with the School skirt. Tights should be black, navy or skin tone in colour.

Plain coats may be worn but must be taken off during lessons. Suit jackets must be worn underneath coats.

Sportswear, including hooded tops, or casual clothes should not be mixed with smart school wear. School bags should be similarly dark in colour and unobtrusive.

After Activities or PE, all students must return to the changing rooms and change back into their normal school clothes before returning to lessons. Students in Years 11-13 ***only*** may travel home in sports kit after Games on a Wednesday afternoon.

In addition:

- A single stud or pair of studs or tight hoop earrings may be worn; larger hoop and drop earrings, or ear bars, are not allowed.
- All other piercings should be filled with an invisible stud.
- Other jewellery should be discreet and minimal.
- Minimal daytime make-up.
- No false eyelashes.
- Nail varnish should be uniform and well maintained.
- No nail extensions/false nails.
- No visible tattoos.
- You must be clean shaven, unless you have an exemption granted by the Director of Sixth Form (e.g. health religious), and will be asked to shave if this is not the case.

Reading Blue Coat recognises that styles are forever changing and amendments to these rules will be made when necessary. The School reserves the right to veto anything we deem inappropriate.

Incorrect Uniform

Students who wear incorrect uniform will be awarded a behaviour minus point.

N.B. A student cannot gain more than one behaviour minus point per day for a uniform offence which they cannot reasonably be expected to correct during the School day, e.g. inappropriate shoes. Staff should therefore award behaviour minus points whenever they feel appropriate. Duplications in the same day will be corrected by the Deputy Head (Pastoral).

Summer Dress

Summer dress may by introduced by the Heads of School, after making a request to the Headmaster.

Lower & Middle School Students

A long or short sleeved collared white shirt or revere collar blouse (sleeves rolled up neatly to the elbow), no tie, no blazer, no pullover or sweater. Charcoal grey trousers or RBC Navy/Yellow tartan skirt, charcoal grey socks or navy tights (opaque) or socks and black formal leather shoes are required as usual.

Sixth Form Students

A long or short sleeved collared business shirt (sleeves rolled up neatly to the elbow), or blouse, no tie, no blazer/formal jacket, no jumper. Navy, black or grey suit trousers or a school skirt, the bottom of which must be no higher than just above the knee, are required as usual, along with dark-coloured formal leather, or faux-leather, shoes or ankle boots with ankle-length socks, predominantly dark in colour and with no logos, or tights in black, navy or skin tone.

Routines & Expectations

Assemblies & Tutor Time

The whole School gathers twice a week (Mondays & Fridays) for assembly in the Sports Hall. Friday is always a themed Chaplain's Assembly. As well as this, there is a House or Year Group Assembly weekly and two mornings of tutor time per week, plus termly Section assemblies.

During whole School assemblies, students sit in their tutor groups within their Houses. A seating plan is published at the start of each term.

Students should be sat ready for assembly to begin at 8:45am. Any student who arrives after this time will be marked as late and awarded a minus point. There should be no mobile phones or headphones out during assembly, all alarms should be turned off, no coats should be worn and there should be no talking. All students and staff should be silent when asked to stand. Students should stay seated at the end of assembly until dismissed by a member of SLT. Each student is responsible for stacking their chair neatly at the end of the assembly.

Tutors should sit with their tutees to enable registration and are responsible for their tutees' behaviour during assemblies.

Assemblies Timetable

Day	Week	Assembly	Location
Mondays	A & B	Headmaster's Assembly	Sports Hall
Tuesdays	A	House Assemblies: Aldworth, Hall & Malthus	Buttery, MSCR & Sports Hall
	B	Year Group Assemblies: 7, 9 & 12	LSCR, Buttery & Sports Hall

Wednesdays	A	House Assemblies: Norwood, Rich & West	Buttery, MSCR & Sports Hall
	B	Year Group Assemblies: 8, 11 & 13	LSCR, Buttery & Sports Hall
Thursdays	A & B	Year Group Assembly: 10	Buttery
Fridays	A & B	Chaplain's Assembly	Tutor Bases

Food, Litter & Chewing Gum

The Dining Hall is open to all students for breakfast from 07:30 to 08:30 and for lunch for students in Years 7-11 between 12:55 and 14:00. Lunch is served in the Sixth Form Centre for students in Years 12 and 13. Lunches are charged on a pre-paid basis and termly. Parents should complete the application form via the Parent Portal if their child wishes to have school lunches.

The Airstream Café (Year 7), the Dining Hall Café (Year 8), the Hatch (Years 9 & 10), the Wharf (Year 11) and the Sixth Form Centre Café (Years 12 & 13) are open daily between 10:15 and 10:30 and serve a variety of drinks and snacks. The Wharf is also open each day between 13:00 and 14:00 and after school between 16:10 and 16:30.

Students can purchase drinks, snacks, breakfast or ad-hoc lunches using their Access Card; parents have the option to add credit to their child's Access Card account using the ParentPay cashless payment system (details on the Parent Portal).

Food should be consumed in the Common Rooms, Dining Hall or outside. Students must not eat in carpeted areas, classrooms or corridors. Nor should students eat or drink during talks, when watching concerts, plays or assemblies. At lunchtime, food should not be taken out of the Dining Hall or the Sixth Form Centre unless permission has been given by a member of staff.

When food and drink are consumed outside within the School grounds, all litter must be removed and properly disposed of. Bins are provided throughout the School site; please use these.

No student should be chewing gum at any point during the School day.

Energy drinks, such as Monster and Red Bull, are not permitted on the School site. If found, they will be confiscated.

No student should be accepting deliveries of food, or any other item, to the School site without the permission of a member of staff.

Lunch Rota for Years 7-11 in the Dining Hall

Time	Mon	Tues	Weds	Thurs	Fri
12:55	7	7	7	7	7
13:00	Students with early lunch passes only				

13:10	10	9	11	8	9
13:20	11	11	10	9	8
13:25	8	8	9	10	11
13:30	9	10	8	11	10

Lunch Rota for Years 12-13 in the Sixth Form Centre

Time	Mon	Tues	Weds	Thurs	Fri
12.30	Students who are free P6 can eat in the Sixth Form Centre **only** at 12:30				
13:00	Students with early lunch passes to eat in Sixth Form Centre **only**				
13:00	13	12	13	12	13
13:40	12	13	12	13	12

- Teaching Staff free period 6 and all Operations Staff can go to lunch from 12:15
- The rear area of the Dining Hall, next to the Aldworth Lodge Room and closest to the Sports Hall, is reserved for Year 7 only until 13:15 each day.

This rota applies to access to the Dining Hall & Sixth Form Centre for both school and packed lunches.

Lunch & Dining Hall Expectations

- Students should not arrive at the Dining Hall or Sixth Form Centre until their year group's allotted time for lunch
- A straight and orderly queue should be formed, in single file, from the arch that connects the Olympic Courtyard to the Sports Hall Changing Rooms back along the red brick wall (for Years 12 and 13, this is from the door into the Sixth Form Centre from the Olympic Courtyard along the wall of the Sixth Form Centre).
- No electronic devices should be used in the lunch queue
- Students should only enter the Dining Hall corridor or Sixth Form Centre after being given permission by a member of staff. They should enter calmly, quietly, without running and form a second queue at the entrance to the Dining Hall or at the entrance to the servery in the Sixth Form Centre.

Early Lunch Passes

- Students who need to go into lunch before their year group's allotted time slot, due to a co-curricular activity should collect an early lunch pass from the member of staff in charge of their activity.
- Those with early lunch passes should form a separate queue from the door into the Dining Hall back towards the PE Office

- Students without an early lunch pass for that specific day will not be permitted entry
- The names of students who require early lunch due to a sports fixture will be posted on the noticeboard outside the Dining Hall

All students are expected to…

- Be polite and courteous towards the catering staff at all times
- Dress in either full school uniform, including blazers and jackets, or Reading Blue Coat sports kit (shorts and skorts are permitted) when entering the Dining Hall or Sixth Form Centre. No coats should be worn.
- Tuck their chairs under the tables at the end of their meal
- Clear away all trays, crockery, cutlery at the end of their meal and to stack them neatly on the conveyor belt beside the exit doors. Please fill the conveyor belt up first before using the tray trolleys.
- Follow all instructions given by the Prefects and Staff on duty

There should never ever be any pushing or shoving in queues around the School. No student should ever push in front of another. In particular, no older student should ever push in front of a younger student.

Common Rooms

Guidelines on the use of the Lower and Middle School Common Rooms will be issued by the Directors of Section.

Sixth Form Centre and Annexe

- Sixth Form students are allowed in the Sixth Form Centre and Annexe before school, during break or lunch time and to retrieve items from their lockers.
- Sixth Form students can access the Sixth Form Centre during their study periods, but are also encouraged to use the Library, Bertram Business & Economics Centre and the Coach Houses during those periods. Behaviour in the Sixth Form Centre and Annexe is expected to conform to the School rules and must not be of a nature that could impinge on another student's personal rights. Supervised private study sessions will take place in a classroom.
- The Sixth Form Centre and Annexe must be totally clear for the duration of morning tutor period.
- The upstairs of the Sixth Form Centre is designed to be a work area where noise must be kept to a minimal level. Food and drink are not allowed upstairs in the Sixth Form Centre.
- Students should bear in mind that others are using the Sixth Form Centre and Annexe so must be thoughtful in terms of noise. No group games, ball games or noisy activities are allowed in the Sixth Form Centre, Olympic Courtyard or Annexe.
- The picnic tables in the Olympic Courtyard are only to be used for academic work during lesson times. Students who wish to relax at these times are asked to use the Back Lawn.
- All students are responsible for keeping the Sixth Form Centre and Annexe and the areas around them clean and tidy.

RAB One-Way System

- The stairs at the front of the building (nearest the main doors) are for going UP only and the stairs at the rear (nearest MSCR) are for going DOWN only.
- On the Top Floor, you must follow the clockwise circulatory system indicated by the arrows on the floors. You may also cut across the middle of the RAB in a clockwise direction.
- The one-way system is in operation at all times during the School day (08:35-16:10), except if a student goes to the toilet during a lesson and during break and lunchtimes. As soon as the bell signifying the start of the School day, end of break or lunchtime sounds, the one-way system comes into operation again. It does not operate after 16:10.
- There may be times when staff need to circumvent the one-way system.

- When students are waiting for a lesson to begin, they should line up in single file outside their classroom.
- In the event of an emergency, all students and staff must leave by the nearest available exit.

School House Back Stairs

- The back stairs between the Library and the ground floor of School House, nearest the Headmaster's Study, are down-only for students. They are two-way for staff.
- The main stairs to and from the Library from Stone Hall are two-way.

Corridors & Stairs

- Students should walk calmly and sensibly when inside buildings. No running.
- When walking up and down stairs, students and staff should walk on the left-hand side to enable a smooth flow of traffic.

Forgotten Items

If students forget to bring items to school, parents may leave them at Reception.

Open Days

All students are required to attend Open Mornings and Evenings to assist in departments and to act as tour guides for prospective families. The scheduled Open Mornings for 2026-2027 are: Saturday 3 October 2026, Tuesday 15 October 2026 (Sixth Form Evening) and Saturday 15 May 2027.

Employment

Part time work must be kept to a minimum and must not interfere with a student's ability to keep up to date with their academic and co-curricular commitments, **including attendance at Open Mornings and Open Evenings.**

Where You May Go and When

Registration

Students are expected in school by 08:35. They must leave their Common Room no later than 08:40 in time for a prompt start to tutor period or assembly at 08:45.

In the afternoon, students must be available for 1-to-1 tutorials with their tutor from 14:00-14:15.

If a student in Years 7-11 arrives after 08:45, they must go straight to the School Office in the Messer Building and sign in before going to assembly or tutor period. Sixth Form students may sign in at the Sixth Form Office. Persistent offenders will be required to sign in at the School Office by 08:30 for one week. Parents will be notified of this sanction by the Head of Year.

Arriving at school after 09:30 is classified as an absence and, as such, an email or letter by way of an explanation will be required from parents.

All students are registered in each individual lesson throughout the day. No student may leave the School site during school hours (08:35-16:10) unless special permission has been given. In cases where permission has been granted, the student must sign out/sign in at either the School Office in the Messer Building (Years 7-11) or the Sixth Form Centre (Years 12-13).

Absence

Parents should advise the School by 08:00 of their child's absence. Please report absence via the Parent Portal or, if that is not possible, please email registration@rbcs.org.uk, copying the student's

tutor, explaining the reason for absence. Please email ongoing absences on a daily basis to keep the School updated.

All out-of-school appointments (dentist, doctors, opticians, physio, etc.) should be organised outside the hours of the School day, wherever possible. Where that is not possible, a request should be made in advance via the Parent Portal and parents will receive an automated acknowledgement email. If a student arrives or leaves during the School day for any reason, they must sign in and sign out at the School or Sixth Form Office. The same process applies to Sixth Form students attending university open days, professional interviews and driving tests.

If a student is due to be absent from an academic lesson, Activities or Games, they are expected to contact the member of staff in change in advance to apologise, to make alternative arrangements to submit any homework due and to request the details of any work they will miss. It is the student's responsibility to copy up any notes missed from a fellow student and to contact the member of staff if there are any problems with understanding the notes or completing the homework set.

Students who cut an academic lesson, tutor period or timetabled co-curricular activity, such as Activities or Games, will be given a Friday After school detention.

University Open Days

Students are permitted to attend two university open days in Year 12 and a further two during Year 13. This includes online taster courses and any other activities dedicated to preparation for university applications.

Professional Interviews

Students will be granted permission to attend professional interviews. Please note this does not apply to part-time job interviews.

Driving Lessons and Tests

All driving lessons should take place outside regular school hours.

Students may apply for both theory and practical driving tests reasonably openly. We accept that members of the School may have to miss lessons or other co-curricular activities for this purpose. When applying for a test date, students should consult their calendar carefully, with advice, if required, from their Tutor or Head of Year.

Signing In & Out

All students who arrive after 08:45 must sign in and all students who leave the School site during the School day should sign out. Students in Years 7-11 should do this at the School Office in the Messer building. Sixth Form students may sign in and out in the Sixth Form Office. Students who leave the School site without appropriate permission or without signing out can expect to be placed in a *Saturday detention*.

Before & After School

Students who arrive on the School site from 07:30-08:15 must go to the Dining Hall for breakfast or the Library from 08:00. Students may use their Common Rooms from 08:15.

At the end of the School day (16:10), those students who are staying for a co-curricular activity must register with the member of staff in charge by 16:30 at the latest. Students staying on the School site, who do not have a co-curricular activity to attend, must sign in at the Library. Eating is not permitted in the Library, except with permission from the Librarian at a designated table *(after 16:10 only)*.

Gender Neutral Toilets

The toilet under the stairs in School House (below the library), the toilets in the Bertram Business & Economics Centre and one of the three toilets opposite the PE office in the Sports Hall have been allocated as Gender Neutral Student Toilets. These toilets are for students who identify as a gender different from the one they were assigned at birth or those who are questioning their gender identity. Both may also be used for changing.

Outdoor / Indoor Areas & Breaktime Café

Year	Dry Weather	Wet Weather	Breaktime Café
7	MUGA, Walled Garden, Tennis Courts & Lower Back Lawn	LSCR	Airstream Café
8	MUGA, Walled Garden, Tennis Courts & Lower Back Lawn	LSCR	Dining Hall Café
9	Top Dunster	MSCR	The Hatch
10	Top Dunster	R108, R110 and R112	The Wharf
11	Bottom Dunster	R105, R107 and R109	The Wharf
12	Back Lawn	Sixth Form Centre & Annexe	Sixth Form Centre
13	Back Lawn	Sixth Form Centre & Annexe	Sixth Form Centre

Being Out of Bounds

The following areas are 'out of bounds' to all students, unless accompanied by a member of staff:

- Boathouse & Towpath
- 1st XI Cricket Pavilion
- Fitness Suite *(Unless granted permission by the Director of Sixth Form after achieving Productive Freedom or Autonomy. Any student using the Fitness Suite must always do so in a minimum of a pair for safety reasons.)*
- Grounds, Maintenance & Activities Centre
- Holme Park Sports Pitches
- IT Suites
- MUGA
- Performing Arts Centre Compound *(Saturday Detention)*
- Shooting Range
- Sports Hall
- Swimming Pool & Changing Rooms
- Woods (students should not climb trees)

Students who are found to be 'out-of-bounds' will serve a Friday lunchtime detention, unless they cross the fence into the Performing Arts Centre Compound in which case they will serve a Saturday detention.. Students who leave the School site (this includes the boathouse, towpath and the Berkshire County Sports Club Car Park) during the School day and without permission from a member staff will serve a Friday After School detention, which reflects the higher degree of danger.

Inappropriate Use of Changing Rooms & Toilets

Students should **only** enter changing rooms to get changed for a PE lesson, an Activities session, Games or a sports match. If a student is found in changing rooms without good reason, they will be awarded a *behaviour minus point*. If they are behind a locked door, they will serve a *Friday lunchtime detention*.

Likewise, toilets are not social spaces. Groups found in toilets may be issued a minus point for inappropriate use of facilities.

Behind a Locked Door

If a student is found behind a locked door anywhere on the School site without good reason, they will serve a *Friday lunchtime detention*.

Roofs

No student should ever climb up onto a roof. Due to the high level of danger involved, any student caught doing so will be placed in *Friday lunchtime detention.*

Trips

School Rules apply at all times during School Trips, be they day trips or trips involving overnight stays in the UK or abroad. The sanctions for being out-of-bounds on a school trip may be more severe than those applied whilst on the School site, reflecting the relatively higher risk to students in unfamiliar surroundings. Any student who is out-of-bounds on an overnight school trip may be Temporarily Excluded and risk their place on future school trips.

"Signing Out" after Co-Curricular Activities & Trips

At the end of a co-curricular activity or trip finishing out of hours (08:00-18:00), all students should be collected by their parents in person. As a courtesy, students should tell the lead member of staff when their parent or guardian arrives and point them out to that member of staff. Staff must physically see each student's parent.

Parents who wish their child to travel home independently, or with another adult, should notify the lead member of staff in advance (preferably via email).

Respecting Term Dates

All students are expected to remain at school until the official end of term or start of Half Term. Term dates are provided well in advance so that holiday travel can be booked on the end of term date or the day after. If, for any other reason, early departure is requested, it must be in writing to the Headmaster. Please note the Headmaster will not authorise any holidays during term time (and promises not to take any holiday of his own during term time).

Travelling

Buses

All our school buses are managed by an external operator, Vectare, and as such students should contact them (www.rbcs.vectare.co.uk) to book a seat. The buses drop off and pick up from the Berkshire County Sports Club car park, opposite the main school gates. Buses leave promptly at 16:25 each day. There are additional late bus services to Ascot & Windsor, Caversham/Henley, Cookham/Marlow and Hartley Wintney, which depart at 17:45.

Bus Code of Conduct

- Students are subject to the authority of the bus driver who has a duty of care for the duration of travel. Older students are expected to help keep good order on the buses and to inform the Deputy Head (Pastoral) of any issues.

- Students must be seated throughout the journey, with their seat belt fastened and not take up more than one seat space. Where assigned seats are in operation, students must sit in their assigned seat and give way to others accessing their own seats.

- Students must not distract the driver's attention whilst the bus is being driven. Unruly behaviour will be reported to Reading Blue Coat by the bus companies and will be acted upon. Examples of inappropriate behaviour include: shouting, throwing, getting up.

- Students are expected to behave responsibly throughout bus journeys, treating the bus drivers and other students with respect and courtesy, bringing credit upon themselves and Reading Blue Coat. School rules apply on all journeys to and from the School.

- Students must not cause damage to other students' property.

- Students must not cause damage to the coaches or treat the coaches and their drivers disrespectfully. Students must not put their feet on the seats or leave any rubbish on the buses.

- Students must use the pelican crossing when crossing Sonning Lane and the zebra crossing when crossing the driveway. Students are expected to follow the instructions of any member of staff stationed at these pedestrian crossings.

- When arriving at and departing from the Berkshire County Sports Club Car Park, students must treat all buildings and facilities with respect and care.

- Students must stay clear of buses when they are manoeuvring. They must only approach the coach to board once it has stopped and a member of staff has indicated it is safe to do so. Students must not play ball games or engage in any other dangerous activity in the vicinity of buses.

- Students must get on and off the coaches in an orderly manner. They must follow all instructions from duty staff.

Any breaches of this Code of Conduct will result in a student being sanctioned in line with Reading Blue Coat's 'Behaviour, Rewards and Sanctions' policy. CCTV will be in operation on bus routes and will be used both for routine checks and to review specific incidents.

A serious breach of this Code of Conduct may result in a student being temporarily or permanently suspended from using the bus service.

Dropping Off or Picking Up by Car

Students may be dropped off or picked up at the dedicated drop off/pick up lane only. **Students should not be dropped off or picked up in the main car park, the delivery area outside Reception, Berkshire County Sports Club car park (opposite the School) or along Sonning Lane.**

Bicycles

Students may leave their bicycles in the designated area opposite Reception. Students will need their own bike padlock, must wear a helmet and have a working set of front and rear lights when cycling to and from the School.

Mopeds/Motorcycles

Students in Years 11-13 may ride a moped or motorcycle and park it on the School site if their parents have first asked for and received permission from the Deputy Head (Pastoral). All mopeds and motorcycles must be ridden slowly and with extreme care on the School site and should be parked in the designated area opposite Reception. Students should not return to their vehicles during the School day. If there is high demand, places will be granted on a first come first served basis.

Under no circumstances should other students be taken on the back of or allowed to ride on another student's moped or motorcycle.

Public Transport

- Students should be polite and courteous to members of the public at all times when travelling to and from the School.
- School rules apply on all journeys to and from the School, even when using public transport.

Cars – Driving to and from the School

The following rules must be followed if students are driving to school, regardless of where they park:

- Tell Ms Sophie Conor (Sixth Form & Futures Administrator) their car number plate.
- Sixth Form students may be granted permission to park in allotted spaces in the Berkshire County Sports Club car park (opposite the School). An application form must be completed on the Parent Portal by a student's parents before a permit is issued. Permits must be displayed in cars at all times. It is the student's responsibility to obtain a new permit every year. This is seen as a privilege, which can be withdrawn, for instance, if a student drives in an unsafe manner. Sixth Form students must follow all instructions issued by the Traffic Attendants and should be courteous and respectful to them at all times.
- Cars driven by Sixth Form students are not allowed anywhere on the School site, except Berkshire County Sports Club car park, until after 16:30. The only exception to this is the two Heads of School who are permitted, as a privilege, to park in the main car park on the School site. No student cars are ever allowed past the barrier at Reception.
- The School can accept no liability for cars parked on the School site.
- The use of a car is not an excuse for lateness.
- The car is seen only as a means of travel to and from school. It is not a place for a social gathering and is therefore out of bounds during the School day. If a student wishes to retrieve an item from their car they must have a genuine and urgent need, sign out and in at the Sixth Form Office, leave alone and limit their time beyond the School gates to a maximum of 10 minutes.
- No Sixth Form student is allowed to drive another Reading Blue Coat student on the School site, or to or from a school activity, event or trip, unless their parents have requested and received permission from the member of staff in charge.

Co-Curricular

Individual Music & LAMDA Lessons

Many students learn to play a musical instrument with one of our specialist team of visiting instrumental teachers, who give tuition on a wide range of orchestral, band and keyboard instruments, or participate in LAMDA lessons. Lessons are taught on a rotating timetable to ensure students do not miss the same subject too often. Music and LAMDA lessons should not take place during off site activities (e.g., primary school outreach); the responsibility for ensuring this is the case is shared between the students and their instrumental or LAMDA teachers.

Sound Checks

- Students may excuse themselves from academic lessons for brief sound check the day of a music concert. All students involved in sound checks should register with the member of staff in charge immediately after leaving their academic lesson.
- Students should not be "rehearsing" during academic lessons.

The Studios

To ensure that our new Studios Block remains a safe, focused, and inspiring environment for all, please adhere to the following guidelines:

Respect for the Space

- The Studios are a brand-new creative hub, please take pride in the space and treat it with care and respect at all times.
- Everyone shares responsibility for maintaining a professional, clean, and welcoming environment.

Use of Studio Rooms

- Studio rooms are to be used only for:
  - Peripatetic lessons
  - Academic lessons
  - Individual or small group rehearsals
- At break and lunchtime, studios must not be used as social/common rooms. They are rehearsal spaces only.

Food and Drink

- No eating is allowed in any of the studio rooms.
- Drinks with secure lids are permitted but must be handled carefully.

Recording Studio

- Access to the recording studio is restricted to staff lanyard entry only.
- Students may only use this space under direct staff supervision.

Equipment and Storage

- All instruments and equipment must be stored in the designated storage room when not in use.
- Use the shelving provided to keep all items organised.
- Spaces must be kept tidy and hazard-free to ensure safety for everyone.

Noise and Working Environment

- To support effective learning and rehearsal, studio doors must remain closed to maintain soundproofing where possible.
- Be mindful of noise levels both inside and outside studio spaces.

Facilities

- The toilet within the Studios Block is for staff and visitors only.

By following these guidelines, we can ensure that The Studios remain a high-quality creative environment where everyone can work, rehearse, and perform at their best.

Sport - Selection Policy

It is implicit in the School/student contract that there is a commitment to the School's co-curricular programme. This underpins the ethos of Team RBCS.

Students are always expected to make themselves available for selection for fixtures whether they are midweek or at weekends throughout the year.

All match information, including team sheets, are published on the Sports Portal (https://sport.rbcs.org.uk), which you can also access through the Parent Portal. This is where students and parents should go for the most up to date information.

Where there is a conflict in commitment between sports and other co-curricular activities within the School, e.g. hockey and drama or football and music, the staff involved will negotiate to best benefit the balance of commitments for the student.

It is understood that occasionally there may be family or other commitments which may at times clash with long-standing arrangements for school fixtures. This may mean that a student is unavailable for selection and, provided that a valid reason and sufficient notice is given, then absence from a fixture can be agreed. This should ideally be at least 7 days of notice. However, it is important to realise that a great amount of time, effort and care is involved in the appropriate arrangement of these fixtures with the best interests of all students in mind. When putting together block fixtures with other schools as part of our programme, we make a commitment to fulfil those fixtures at a competitive level to their students as well as our own. Part of the reason the School places such an emphasis on sport are the values it teaches.

We would ask that in all but extreme cases the School fixture will take priority as the students have a responsibility to support their teammates. Weakened sides can lead to one-sided games and the possibility of other schools not wanting to play Reading Blue Coat in block fixtures in the future, so this can have an impact across the whole school and not merely on the team itself. Therefore we ask for your support in ensuring that we can always field the best sides possible as collectively this will ensure the best development for the students and the greatest amount of opportunity.

Students who fail to attend a School sports fixture, without providing sufficient notice, will serve a Saturday detention.

School versus Club Sport

Sometimes a conflict can occur where students commit themselves to club fixtures outside school. The School understand that students are looking to play matches wherever the opportunity arises. In many cases fixtures are not in direct competition with school fixtures and so students may well make themselves available without issue. However, we would always ask parents to monitor the amount of sport carefully.

It is assumed that is selected for a school team that students commit to playing for the School above their club. If a student decides to play for a club outside school when they are likely to be selected for an A or B team then they would forfeit selection in the following term when the School switches sport. If students do not make themselves available for selection during the Autumn Term because they are playing club sport, it would be assumed that the same reasoning will apply in the Spring Term and this, they would not be called upon to play for the School.

Essential points are as follows:

- All sports kit must be appropriate School or sports kit as set out in the uniform lists. Only this may be worn for formal practices and matches. Sports kit should always be worn smartly.
- If a base layer is worn, it must be the School base layer.
- If a student forgets their sports kit, they must still attend their timetabled PE or sports session and register with the member of staff in charge before being given further instructions.
- When going to and from sport students must not wear the boots or shoes in which they intend to play. Alternative footwear must be worn.
- All students must return to the changing rooms and change back into their school uniform before leaving the School site.
- All sports kit should be marked with their full name. Everyone should have appropriate kit and should only wear their own.
- Spectacles worn for sports must have safety lenses.
- Everybody must learn to swim. Swimming tests are held at the beginning of the Autumn Term for all new students. Students must attend lessons until they have passed the test, and until this time they may not use the pool at other times.
- Members of School teams in away fixtures involving missing lessons must seek permission from the teachers whose lessons they will miss and catch up on any work missed.

- Members of School teams in away fixtures are ambassadors for the School. Unless otherwise stated, school uniform is worn for away fixtures. Smartness and impeccable behaviour are expected.
- Those who 'cut' formal co-curricular activity (activities and sport) will be placed into a Friday After school detention.

Fitness Suite

Students may use the Fitness Suite at lunchtimes (13:00-14:00) when supervised by a member of staff. Students in Years 7-10 are permitted to use the cardio machines **only**. Students in Years 11-13 are allowed to use free weights and resistance machines but must complete an induction in advance. Please contact the Sports Dept to arrange this.

Safety & Security

Accidents

All accidents must be reported to a member of staff immediately.

Lanyards

Most buildings have remote access-controlled doors, which will be locked before and after the School day and periodically throughout the School day. All students are issued with a lanyard and an access card which will enable them to gain access to the buildings relevant to them. Students must not "share" their lanyards with anyone else.

Replacement lanyards can be collected from the School Office and replacement access cards can be collected from the IT department. A charge of £5 will be added to the School bill to cover the cost.

Visitors

All visitors to the School should be checked in at Reception and wear a lanyard and ID card. If a student sees an adult not wearing a lanyard they must report this to a member of staff immediately.

Lockers

Each student is allocated a locker. The locker should be used to store books, which can be swapped over at break times, laptops when not in use, and personal possessions such as mobile phones, laptops, wallets, etc. These items must not be left in the changing rooms or on the bag drops as these are not secure areas and the School cannot be held responsible for the loss of such items. There are valuables lockers in the changing rooms for use during Activities, Games or Physical Education; students are required to bring in personal padlocks to make use of these lockers. Sixth Form students also require personal padlocks for their lockers.

Students who lose their locker key can collect a new one from the School Office at a cost of £5, which will be added to the School bill.

No student should ever tamper with another student's locker or belongings. Any attempt to do so will be treated as stealing and will result in Temporary Exclusion and a Final Warning, as per the 'Behaviour, Rewards and Sanctions' policy.

All lockers must be cleared at the end of each academic year.

Bag Racks

Bag racks are provided for the temporary storage of bags during the day at times such as assembly, break and lunch time. Bags must be cleared by the end of the School day and should not be left overnight.

If they do not fit in a locker, large items such as cricket bags or musical instruments should be placed in the appropriate department and must not be left in the Common Rooms, on bag racks or around the School site. Bags should not be left where they may cause a safety hazard.

The School is a safe community, but it is not possible for it to be responsible for property that has been lost if it has not been locked away.

Breakages and Damages

Any breakages or damage to School or personal property must be reported to a member of staff as swiftly as possible. Students who wilfully and/or recklessly damage School or personal property can expect to be charged.

Lost Property

All lost property is taken to the Lost Property Office, situated between the Lower School Common Room and the Sports Hall. The office is open Monday to Friday, 08:00-10:30.

It is the responsibility of individual students to search for and reclaim lost property.

If students find lost property it should be handed in at Lost Property or placed in one of the lost property boxes around the School site. If Lost Property is closed, valuable items should be left at Reception.

Any items found at the end of the School day will be delivered to Lost Property.

The School will not accept any liability for the loss of personal property.

Money

The School is now cashless; therefore we strongly encourage students to avoid bringing cash to school whenever possible. Bank cards must be kept safely and hidden; pin numbers must not be disclosed to anyone.

All forms of gambling, betting and internet dealing are forbidden.

School Property

Apparatus, equipment, tools, etc. may not be removed from anywhere in the School without specific permission from the member of staff in charge of that activity.

Fire Drill

Your personal safety is of the greatest importance. You should be familiar with escape routes in the event of a fire. This is the case in your classrooms, common rooms and in other buildings such as School House, the Sports Hall and Way Hall.

1. If you see smoke or fire, operate the nearest fire alarm call point. Inform a member of staff where you saw the smoke or fire.
2. If you hear the fire alarm, you must leave the building by the nearest exit. Leave your belongings behind.
3. Students must exit buildings according to the instructions displayed in each room.

NO RUNNING, WALK QUICKLY AND IN SILENCE

4. Students must proceed quickly under the direction of their supervising member of staff to the Assembly Point on the grass area in front of the 1st XI Cricket Pavilion. Students are to line up in Tutor Groups, facing the 1st XI Cricket Pavilion with year 13 closest to the cricket

nets. Tutors will check that all students are present and then report to the Deputy Head (Pastoral).

5. If the alarm sounds during out of lesson times, all students must proceed immediately to the Assembly Point facing the 1st XI Cricket Pavilion where Tutors will register their tutor group.

Lockdown Procedures

If you hear the lockdown alarm:

1. If already inside, stay there.
2. If outside, make your way to the closest classroom.
3. Shut windows, blinds and doors. Doors should be locked if possible. Where the door is not lockable, furniture should be placed against the door.
4. Sit in the position that is least visible to anyone coming through the door.
5. Switch off all mobile devices and pass them to a member of staff.
6. Stay where you are until a member of staff gives the all clear.

Communication

Always show good manners in terms of greeting amongst yourselves, with all staff, with all visitors and with members of the public. Everyone working in the School should be treated with proper and equal respect.

Digital Council Charter

A consultation of a student Digital Council in 2023 led to the formulation of a revised Charter, which reflects the views and concerns of students in terms of e-safety and online behaviour.

1. Everyone should treat people kindly and compassionately in just the same way in the online world as they would in the offline world. It is important to focus on positive content online and use technology to support a positive atmosphere in the School.

2. Permission must always be given before using or uploading any information or media that involves another person.

3. Social media and communication groups should never be used as a medium for carrying out bullying or harassment. This includes deliberately excluding others, so they are left outside groups, as well as unwanted contact.

4. The School's IT systems should only be used for constructive and creative purposes. Systems like Teams chat or calls should not be abused or used in distracting, inappropriate ways.

5. Apart from in designated times and places for some year groups, phones should not be used or visible around the School without the permission of a member of staff. This particularly applies in isolated areas where there is less visibility such as toilets.

6. Taking photos or videos of other people in the School community without their permission is not allowed.

7. Digital communication between all members of staff and students and their parents should only take place using the School email system and other designated systems, such as Teams. All members of the community should be understanding about response times and should not expect replies during the evening. Communication between students and staff via any private

social media platforms or personal email addresses is not allowed. Do not attempt to add or follow members of staff via social media.

8. Everyone must look out for others in the online world in the same way as in the offline world. If they are concerned about themselves or someone else, they should report them to the School to ensure that everyone is safe. Ideally, members of our community should be 'active bystanders' online and challenge behaviours that are wrong.

9. Technology should be used in appropriate and fair ways for academic work. Artificial Intelligence should only be used to support academic work with the advice or suggestions given by members of staff. You should never copy-and-paste material from online and pretend it is your work. You should also make sure that technology does not distract you or prevent you from working.

10. Everyone must ensure that potentially addictive online activities (such as gaming) that are disruptive to well-being are kept in moderation, so they do not have an adverse impact on sleep, academic progress, and relationships with others.

Yondr (Phone) Policy *(applicable to Years 7-11 only)*

Students may bring mobile phones to school for the purpose of safe travel to and from the School. However, **mobile phones are not to be used during the School day.** Every student is assigned a personal Yondr Pouch. This is a locking Pouch that will prevent access to phones. It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

Beginning of the Day

Students must bring their Yondr Pouch to school with them each day.

Students must enter the School through the main barrier by Reception. Students must not use the entrance from the staff car park (past the Science Block), nor should they use any other gate to enter.

As students arrive to the School they will:

1. Turn their phone off
2. Open their Yondr Pouch by tapping against the Unlocking Base
3. Place their phone, smart watch & headphones inside the Yondr Pouch and secure it
4. Store it in their backpack for the day

Staff will be present to oversee and spot-check each morning. Staff may not always be present, but students should still follow this procedure regardless. If students have difficulty locking their phone in the Yondr Pouch in the morning, they should report to the School Office. The absence of staff on a given morning cannot be used to justify having a phone outside of a Yondr Pouch, as the locking works through self-service and support is always available when students come to the School Office.

End of the Day

Students will visit Unlocking Bases after 16:10 and will:

1. Open their Yondr Pouch
2. Remove their phone, smart watch & headphones
3. Close their Yondr Pouch (important to stop the pin bending in the bag)
4. Keep in their school bag overnight

The phone-free policy continues for students staying for an after-School club.

Late Starters or Early Leavers: Students arriving late (after 08:35) or leaving early (before 16:10) will pouch/unpouch their phones in the School Office.

Communication between Students and Parents: If students need to call home due to an emergency, they may request permission to do so from a member of the Lower or Middle School teams. This helps the staff to monitor pastoral concerns. Parents may leave messages with Reception. Students will also be able to pick up messages via email and Microsoft Teams on their laptops (we will advise them to check a couple of times a day) and on their phones at 16:10, when pouches are unlocked.

Sanctions: A student in Years 7-11 who is found in possession of a phone outside a Yondr Pouch, or in a Yondr Pouch that is unlocked, during the School day can expect it to be confiscated, taken to the School Office and a Friday After School detention will be issued. Confiscated mobile phones may be collected at the end of the School day. A repeated offence will lead to a Saturday detention. Bringing two phones to school, to defeat the system, will usually result in a Saturday detention.

If a student damages or loses their Yondr Pouch, their parents will be charged the full cost of a replacement. For each day they are without a Yondr Pouch (e.g., if waiting for a replacement), their phone must be handed in to the School Office between 08:40-16:10.

Damage that is not reported to the School will be understood as a deliberate attempt to get around the Yondr system. Students will be issued with a Friday After School detention. Any coordinated or systematic attempts to damage or defeat the system may result in a Saturday detention or, depending on the extent, a Temporary Exclusion.

Damage that is reported will be viewed as accidental and there will be no sanction beyond the charge made to parents. Students reporting damage to their Yondr Pouch should notify their Tutor and Head of Year. Tutors will inform the School Office so that arrangements can be made for replacement Yondr Pouches. If a student receives what they believe to be a (new) faulty pouch, they must report it as soon as possible.

Phones in Pouches must be switched off. If a phone goes off or is found to be switched on, a student will be issued with a behaviour minus point.

Forgotten Pouch: If a student forgets their Yondr Pouch, they should report to the School Office by 08:40 to hand in their phone. Phones can then be collected at 16:10. If a student consistently forgets their Pouch, they will be reported to their Head of Year and their parents will be contacted to discuss next steps.

Unlocking Stations: If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the Yondr Pouches, this will be considered a serious offence and would typically lead to a temporary exclusion.

Sixth Form Mobile Phone Policy

Students in Years 12-13 may use their mobile phones in the Sixth Form Centre or Annexe, or on the direct instruction of a member of staff. They must be switched off during academic lessons, study periods and whilst using the Library.

A student in Years 12-13 who uses their mobile phone outside their designated indoor space or common room will be issued a minus point and asked to put the mobile phone away.

Mobile Hotspots & Virtual Private Networks

Use of "mobile hotspots" or Virtual Private Networks" (VPNs) is not permitted. Any student found to be operating a "mobile hotspot" or VPN will receive a Friday After School detention. A second offence will lead to a Saturday detention.

Images

Students are not permitted to make recordings (images, videos or sound) of students or staff without the direct instruction of a member of staff. Recording a student or staff member without their consent will lead to a Friday After School detention.

Other electronic devices.

Students are asked not to bring other electronic devices into school (e.g., gaming devices, speakers).

Teams, the internet, social media and email

Communications in these areas have become very much part of our daily routines.

Communication between students and staff: Communications should be appropriate and strictly limited to School accounts. The tone and language of communication should be appropriate. Staff and students may 'chat' over Teams.

Expectations of students: Students are expected to check their emails and Teams messages daily, at the start of the School day, at 14:00 and after school, and respond appropriately. They should not use School systems as an informal means of communication among their peer group. Students are asked to report any concerning behaviour or content to their tutor or Head of Year. Students should use polite and appropriate language in drafting messages; persistent and deliberate inappropriate communication will be escalated as a behavioural matter.

- There is an electronic messaging amnesty from 19:00 on weekdays during term time. If a Teams message or email is sent after 19:00, then the sender should not expect a member of staff to see it until the following day. Teachers may still respond in the evening depending on the type of question being asked. Like any query, it may need a very quick response or something more detailed the following day.

- Electronic messages received after 19:00 on a Friday during term time week will be responded to by close-of-business the following Monday. Again, the teaching staff can exercise their judgement depending on the nature of the query, for instance if it concerns co-curricular activities over the weekend.

- Electronic communication in the holidays is at the teacher's discretion. Some communication might be desirable in the run up to mock or summer exams. Therefore, in an academic context, the teaching staff will make every effort to ensure that instructions and resources are clearly set out at the end of a term to limit the need for further communication in the holiday.

- Pastoral/safeguarding concerns are exceptions to the time limitations described above, as issues may occur during evenings and weekends. However, it is best for personal or sensitive communication not to remain on Teams, where a discussion in person at School would be the most appropriate. If a member of staff is contacted through Teams about a pastoral/safeguarding concern, they will contact the Safeguarding Lead and/or SLT member on duty as soon as possible. Discussions between students and staff (typically, pastoral staff) about safeguarding concerns may take place on Teams where there is an urgent need.

- Messaging in Teams should be polite, formal and start with 'Hi or Dear Mrs/Mr and a **surname**'. Once the communication thread is established, comments do not need to be

prefaced with 'Mr/Mrs and a surname'. We believe that these are good communication habits for our students to be in.

The School's policy with regard to online behaviour can be found in the 'E-Safety, Digital Communications and Student Device' Policy. Failure to adhere to the protocols outlined in this policy could lead to a disciplinary response under both this policy and the School's 'Behaviour, Rewards and Sanctions' Policy.

It must be remembered that the School's IT services are provided for academic and educational purposes – not for games, socialising and other entertainment. **The internet must not be taken for granted.** If accessed material is thought to be illegal, the police may be consulted.

IT Services Helpdesk

Any issues with IT should be reported to the IT Services team who are located in the IT & Computing Centre in School House, opposite the Brian Walsh Building. The Helpdesk is open Monday-Friday, 08:30 – 16:30. Students and staff can email queries to its@rbcs.org.uk.

Press and/or Media

If approached by the Press and/or Media, i.e., the representatives of a newspaper, the television or radio, students are asked to refer them to the Headmaster or Director of External Relations. **Students must not speak to the media or provide them with any materials without the permission of the Headmaster or Director of External Relations.** Breaking this rule may result in Permanent Exclusion.

Help & Advice

Despite everyone's best intentions, life has its ups and downs. When there are difficult moments for students there are a number of ways in which help may be sought. Even when you are aware of how you might receive help it is quite another matter to make the decision to do so. We hope that you will make the decision to find help so that your concerns or difficulties can be resolved or minimised. The following should be helpful:

Worries and problem situations

There are many problems and situations which may upset you. For example, you may not be able to manage alone in the following situations:

- There are pressures or difficulties at or from home
- You feel you are unable to cope owing to problems with work or for social reasons (e.g., pressure or difficulties with friendships)
- You or your friends are being bullied; possibly unfriendly or incessant teasing, being physically pushed around or being excluded
- You receive upsetting emails or text messages, or discover that rumours are being spread about you via social media or the internet
- You feel low, depressed or ill
- You feel that another student is not eating properly or may be harming themselves
- Someone has hurt your feelings, abused you or made suggestions you think are not right
- You feel that there are intrusions into your space or privacy
- You think you are being unfairly treated
- You feel you have been treated unreasonably by a member of staff

Everyone has worries, problems and difficulties from time to time, which may be major or minor and which may affect either an individual or a group. They almost certainly cause anxiety. At Reading Blue Coat, matters can usually be resolved if you talk openly to the right person. You may or may

not be able to sense who is the right person, but you should go to someone with whom you feel comfortable. You may wish to telephone home but in the first instance it may be better to talk to a friend or seek out one of your teachers, your Tutor, Head of Year or Director of Section. They will always be prepared to listen. On the other hand you may wish to speak directly to the Chaplain, the School Nurse, the Director of Equality, Diversity & Inclusion, the Deputy Heads, the Deputy Head (Pastoral) or the Headmaster.

Some new problems are best dealt with by individual contact with one person, but others may need to be dealt with by several people. It is important to emphasise that you may choose the people with whom you would like to speak.

Your choice may depend on the circumstances and your feelings at the time and you do not have to tell anyone else what you are doing.

Within School

For any problems relating to school life, students are encouraged to approach any member of staff for help and advice, but particularly: Tutor, Heads of Year, Directors of Section (available before school and at lunchtimes in the Lower School, Middle School & Sixth Form offices). Your Head of Year will also be able to help you if you think you might benefit from discussions with a counsellor or a student mentor.

For specific academic problems: Tutor or Heads of Department (often best contacted at the Staff Common Room).

For medical or personal matters: The School Nurses – available in the Wellbeing Centre during the hours of 08:00 - 17:00.

The School's Deputy Head (Pastoral); Dr Williams is the Designated Safeguarding Lead. If you are worried about your safety or someone else, then please see him as we all have a responsibility to look out for each other. His office is in the Deputy Heads' Office in the Messer building.

There are also a number of Deputy Designated Leads who are Mrs Dance, Mr Yates, Mr Ghosh, and Mr Thomas. You may also speak to the Headmaster or Deputy Head (Pastoral) if you have any concerns.

Worries

If you do not wish to speak to a member of staff directly, you can leave a note in the "Worries" boxes located outside the Wellbeing Centre or in the girls' changing rooms, or complete the online form (https://forms.office.com/e/XKFfJnr6qC). Both these methods of submission can be anonymous, if you wish.

For matters of discipline, or if you wish to make a complaint, please speak with a trusted adult, for instance your Tutor, Head of Year, Director of Section or a member of the Senior Leadership Team and they will be able to guide you.

Some useful contact details are:

Wellbeing Centre Team:	Wellbeing Team	Tel: 0118 933 5814 / email: medical@rbcs.org.uk
The Chaplain:	Mr Ed Clark	Tel: 0118 933 5886 / email: ejc@rbcs.org.uk
Designated Safeguarding Leads (DSL):	Dr Guy Williams	Tel: 0118 933 5860 / email: gjw@rbcs.org.uk
Deputy DSL:	Mrs Claire Dance	Tel: 0118 933 5887 / email: cd@rbcs.org.uk
Deputy DSL:	Mr Scott Yates	Tel: 0118 933 5843 /

		email: sy@rbcs.org.uk
Deputy DSL:	Mr Raj Ghosh	Tel: 0118 933 5833 email: rjg@rbcs.org.uk
Deputy DSL:	Mr Pete Thomas	Tel: 0118 944 1005 Email: pjt@rbcs.org.uk
Director of Equality, Diversity & Inclusion:	Dr Sarah Langdon	Tel: 0118 933 5565 / email: srl@rbcs.org.uk
All members of staff:	To email staff, please put their initials in front of @rbcs.org.uk. A full list of staff initials is available in the School Calendar. Alternatively, you can contact them via Microsoft Teams.	

Beyond School

www.childline.org.uk or Tel 0800 11 11 – Childline – advice for young people on dealing with problems of any kind.
www.nspcc.org.uk or Tel 0800 028 0285 or Email: help@nspcc.org.uk
www.thecalmzone.net or Tel 0800 58 58 58 – Advice on dealing with depression and mental health issues.
www.arcweb.org.uk or Tel 0118 977 6710 – Free and confidential counselling.
www.adviza.org.uk or Tel 0118 402 7050 – Careers advice.
www.cruse.org.uk or Tel 01344 411919 (Berkshire area) or 01635 523573 (West Berkshire Branch) – advice on dealing with bereavement.
Alcohol Counselling Services – Advice on dealing with alcohol-dependency.
Tel: 0118 972 2337
Care Confidential – Advice in case of pregnancy. Tel 0800 028 2228

Support if you are in trouble

It is important for you to bear in mind that, if you are in trouble over some matter, you may have your friend, Tutor or another member of staff with you when you are talking with your Head of Year, the SLT or the Headmaster.

What you should do if you feel that you need to make a complaint about something

Sometimes you may feel that you would like to complain about something that is worrying you. If you wish to make a complaint, please speak with a trusted adult, for instance your Tutor, Head of Year, Director of Section or a member of the Senior Leadership Team and they will be able to guide you. If you wish, you can take a friend, another student, an older student or a member of staff with you. You do not have to inform an individual or anyone else that you are complaining about them.

If a parent wishes to make a complaint, the procedure for making a formal complaint may be found in the 'Complaints Procedure' on the School website.

Confidentiality

The School recognises that students' problems are usually effectively resolved with parental involvement; however, we are also aware that there are occasions when students prefer to discuss issues with someone other than a member of their family. Consequently, the following structures are in place at School:

If students experience any personal problems, whether academic or social, they are initially encouraged to talk them over with their Tutor. However, if a student is not comfortable with this, they may prefer instead to discuss the problem with another member of staff, such as their Head of Year.

Staff at Reading Blue Coat are trusted to use their professional judgment and deal with situations appropriately. Accordingly, as a rule, the member of staff concerned will maintain a student's confidentiality. However, members of staff cannot promise confidentiality as it is their duty to refer certain issues to other staff. In line with this sharing information is justified:

- When there is evidence that the child is at risk
- To establish whether there is evidence that a student is at risk

Staff who become aware of any of the above issues should discuss the case with Dr Williams who is the Designated Safeguarding Lead (DSL).

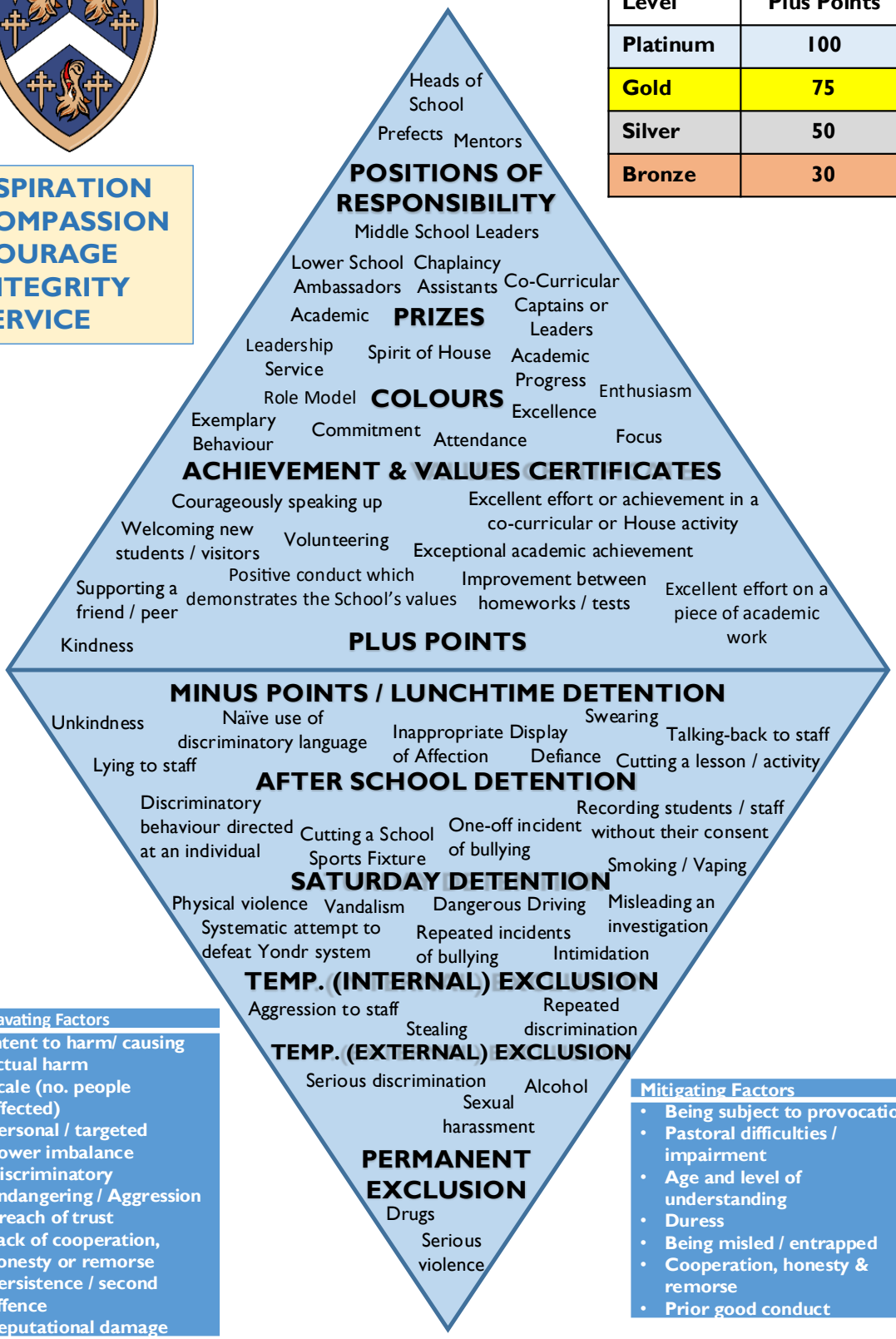
In all cases and at all stages, the student concerned will be informed that the confidentiality is being breached and the reason why. The student will be fully supported throughout the process. If any conflict of interest arises between the parents and the student, the rights of, and duties owed to the student, will in most cases, take precedence over the rights of and duties owed to the parents.

The School Chaplain is also available to offer a confidential listening and advice service. As a trained and experienced member of staff, the Chaplain is very good at helping with the most challenging of personal difficulties. However, like any member of staff, if an issue of student safety is raised, then this would need to be passed on to Dr Williams (the DSL).

Appendix A – Reading Blue Coat Rhombus

ASPIRATION
COMPASSION
COURAGE
INTEGRITY
SERVICE

Achievement Certificates	
Level	**Plus Points**
Platinum	**100**
Gold	**75**
Silver	**50**
Bronze	**30**



Aggravating Factors

- **Intent to harm/ causing actual harm**
- **Scale (no. people affected)**
- **Personal / targeted**
- **Power imbalance**
- **Discriminatory**
- **Endangering / Aggression**
- **Breach of trust**
- **Lack of cooperation, honesty or remorse**
- **Persistence / second offence**
- **Reputational damage**

Mitigating Factors

- **Being subject to provocation**
- **Pastoral difficulties / impairment**
- **Age and level of understanding**
- **Duress**
- **Being misled / entrapped**
- **Cooperation, honesty & remorse**
- **Prior good conduct**

Appendix B – Acceptable Use Policy

Scope

This policy applies to all members of the School community (staff or students) who use school IT systems, as a condition of access. Access to school systems is not intended to confer any status of employment on any contractors.

Online behaviour

As a member of the School community you should follow these principles in all of your online activities:

- The School cannot guarantee the confidentiality of content created, shared and exchanged via school systems. Ensure that your online communications, and any content you share online, are respectful of others and composed in a way you would wish to stand by.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the School community (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the School community, even if the content is not shared publicly, without going through official channels and obtaining permission.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.
- Staff should not use their personal email, or social media accounts to contact students or parents, and students and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

Using the School's IT systems

Whenever you use the school's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password. Do not share your username or password with anyone else.
- Do not attempt to circumvent the content filters or other security measures installed on the School's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Do not attempt to install software on, or otherwise alter, school IT systems.
- Do not use the School's IT systems in a way that breaches the principles of online behaviour set out above.
- Remember that the School monitors use of the School's IT systems, and that the School can view content accessed or sent via its systems.

Passwords

Passwords protect the School's network and computer system and are your responsibility. They should not be obvious (for example "password", 123456, a family name or birthdays), and nor should they be the same as your widely used personal passwords. You should not let anyone else know your password, nor keep a list of passwords where they may be accessed, and must change it immediately if it appears to be compromised. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which you do not have access rights.

Passwords must adhere to the following criteria

- Minimum 8 characters
- An uppercase letter
- A lowercase letter
- A number or special character
- Cannot match a previous password

All staff accounts with access to student and/or sensitive data must be protected by Two Factor Authentication (2FA).

Use of Property

Any property belonging to the School should be treated with respect and care, and used only in accordance with any training and policies provided. You must report any faults or breakages without delay to the IT Services department.

Use of school systems

The provision of school email accounts, Wi-Fi and internet access is for official school business, administration and education. Staff and students should keep their personal, family and social lives separate from their school IT use and limit as far as possible any personal use of these accounts. Again, please be aware of the School's right to monitor and access web history and email use.

Use of personal devices or accounts and working remotely

All official school business of staff must be conducted on school systems, and it is not permissible to use personal email accounts for school business. Any use of personal devices for school purposes, and any removal of personal data or confidential information from school systems – by any means including email, printing, file transfer, cloud or (encrypted) memory stick – must be registered and approved by the IT Services department.
Where permission is given for use of personal devices, these must be subject to appropriate safeguards in line with the School's policies, including [two-factor authentication, encryption etc.]
Staff are not permitted under any circumstances to use their personal devices when taking images, videos or other recording of any student nor to have any images, videos or other recording of any student on their personal devices. Please read this in conjunction with *Child Protection & Safeguarding Policy* and *Staff Code of Conduct*.

Monitoring and access

Staff, parents and students should be aware that school email and internet usage (including through school Wi-Fi) will be monitored for safeguarding, conduct and performance purposes, and both web history and school email accounts may be accessed by the School where necessary for a lawful purpose – including serious conduct or welfare concerns, extremism and the protection of others.

Any personal devices used by students, whether or not such devices are permitted, may be confiscated and examined under such circumstances. The School may require staff to conduct searches of their personal accounts or devices if they were used for school business in contravention of this policy, and in particular if there is any reason to suspect illegal activity or any risk to the wellbeing of any person.

The use of Virtual Private Networks (VPNs), mobile hotspots and mobile data to circumvent the School's filtering and monitoring systems is expressly forbidden.

Tracking Devices and Technology

The School is not responsible for individual settings on personal devices, nor for the use of tracking apps/devices for purely personal and domestic purposes.

Use of this technology in the context of school activities is not specifically encouraged but if parents do plan to use it then they should be aware of potential third party privacy considerations and only use it for domestic/personal purposes in respect of their own child and/or their child's belongings.

Compliance with related school policies

To the extent they are applicable to you, you will ensure that you comply with the School's *E-Safety, Digital Communication and Student Device Policy*, *Child Protection & Safeguarding Policy*, *Anti-Bullying Policy*, *Data Protection Policy, GDPR Retention Policy, Privacy Notice* and the *Student Manual*.

Retention of digital data

Staff and students must be aware that all emails sent or received on school systems will be kept in archive whether or not deleted. Email accounts will generally be closed and the contents archived within 1 month of that person leaving the School.

Student Account	Password changed within 7 days of leaving.	• Email/OneDrive backed-up and stored • Account deleted within 4 weeks
Staff Account	Password changed within 7 days of leaving.	• Email/OneDrive backed-up and stored • Account deleted within 4 weeks (unless longer access requested).

Any information from email folders that is necessary for the School to keep for longer, including personal information (e.g. for a reason set out in the School Privacy Notice), should be held on the relevant personnel or student file. Important records should not be kept in personal email folders, archives or inboxes, nor in local files. Hence it is the responsibility of each account user to ensure that information is retained in the right place or, where applicable, provided to the right colleague. That way no important information should ever be lost as a result of the School's email deletion protocol. If you consider that reasons exist for the protocol not to apply, or need assistance in how to retain and appropriately archive data, please contact Barry Hines, Head of IT Services (bjh@rbcs.org.uk).

Breach reporting

The law requires the School to notify personal data breaches, if they are likely to cause harm, to the authorities and, in some cases, to those affected. A personal data breach is a breach of security leading

to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

This will include almost any loss of, or compromise to, personal data held by the School regardless of whether the personal data falls into a third party's hands. This would include:

- loss of an unencrypted laptop, USB stick or a physical file containing personal data;
- any external hacking of the School's systems, e.g. through the use of malware;
- application of the wrong privacy settings to online systems;
- misdirected post, fax or email;
- failing to bcc recipients of a mass email; and
- unsecure disposal.

The School must generally report personal data breaches to the ICO without undue delay (i.e. within 72 hours), and certainly if it presents a risk to individuals. In addition, controllers must notify individuals affected if that risk is high. In any event, the School must keep a record of any personal data breaches, regardless of whether they need to notify the ICO.

If either staff or students become aware of a suspected breach, they must report it immediately to the Data Protection Co-Ordinator (the Bursar).

Data breaches will happen to all organisations, but the School must take steps to ensure they are as rare and limited as possible and that, when they do happen, the worst effects are contained and mitigated. This requires the involvement and support of all staff and students. The School's primary interest and responsibility is in protecting potential victims and having visibility of how effective its policies and training are. Accordingly, falling victim to a data breach, either by human error or malicious attack, will not always be the result of a serious conduct issue or breach of policy; but failure to report a breach will be a disciplinary offence.

Use of Artificial Intelligence

Any usage by students of generative AI tools such as Copilot is only permitted in the circumstances outlined in the *AI Policy*, where usage rules, protocols, etc are outlined, and subject to any conditions imposed by that policy. The key points are:

1. Copilot is the ***only*** generative AI tool authorised for use by students and staff at Reading Blue Coat. Students and staff are not permitted to use other generative AI tools, such as Google's Gemini and OpenAI's ChatGPT, without first seeking permission from the Designated Safeguarding Lead and IT Services & Support Manager.
2. ***Only*** students in Years 9-13 are permitted to used Copilot. Students in Years 7-8 are not permitted to use generative AI tools.

Personal or confidential information should not be entered into generative AI tools. This technology can potentially store and/or learn from data inputted and you should consider that any information entered into such tools is released to the internet.

It is also important to be aware that the technology, despite its advances, still produces regular errors and misunderstandings and should not be relied on for accuracy. In particular, students should

not use these tools to answer questions about health, medical or wellbeing issues, or indeed anything of a personal nature. It is always best to seek help and recommendations as to reliable resources from the Designated Safeguarding Lead or IT Services & Support Manager.

Breaches of this policy

A deliberate breach of this policy by staff or students will be dealt with as a disciplinary matter using the School's usual applicable procedures. In addition, a deliberate breach by any person may result in the School restricting that person's access to school IT systems.

If you become aware of a breach of this policy or the *E-Safety, Digital Communications and Student Device Policy*, or you are concerned that a member of the School community is being harassed or harmed online you should report it to the Designated Safeguarding Lead. Reports will be treated in confidence wherever possible.

Appendix C – Blank Timetable

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
08:35	BELL	08:35	BELL	08:35	BELL	08:35	BELL	08:35	BELL
08:45	HEADMASTER'S ASSEMBLY	08:45	ASSEMBLY / TUTOR PERIOD	08:45	ASSEMBLY / TUTOR PERIOD	08:45	ASSEMBLY / TUTOR PERIOD	08:45	CHAPLAIN'S ASSEMBLY
09:05		09:05		09:05		09:05		09:05	
09:40		09:40		09:40		09:40		09:40	
10:15	LONG BREAK	10:15	LONG BREAK	10:15	LONG BREAK	10:15	LONG BREAK	10:15	LONG BREAK
10:35		10:35		10:35		10:35		10:35	
11:10		11:10		11:10		11:10		11:10	
11:45	MOVEMENT BREAK	11:45	MOVEMENT BREAK	11:45	MOVEMENT BREAK	11:45	MOVEMENT BREAK	11:45	MOVEMENT BREAK
11:50		11:50		11:50		11:50		11:50	
12:25		12:25		12:25		12:25		12:25	
13:00	LUNCH	13:00	LUNCH	13:00	LUNCH	13:00	LUNCH	13:00	LUNCH
14:00	TUTOR TIME	14:00	TUTOR TIME	14:00	TUTOR TIME	14:00	TUTOR TIME	14:00	TUTOR TIME
14:20		14:20		14:20		14:20		14:20	
14:55	MOVEMENT BREAK	14:55	MOVEMENT BREAK	14:55	MOVEMENT BREAK	14:55	MOVEMENT BREAK	14:55	MOVEMENT BREAK
15:00		15:00		15:00		15:00		15:00	
15:35		15:35		15:35		15:35		15:35	