



# **Student Handbook**

## **2018-2019**

## CONTENTS

Meet the team	pg 3
Welcome	pg 5
Vision Statement	pg 5
Mission Statement	pg 5
Philosophy of Education	pg 6
Expected Student Outcomes	pg 6
Academic Information	pg 7
Attendance Policy	pg 8
Student Conduct	pg 9
Discipline Procedures	pg 12
Rewards	pg 13
Dress code	pg 14
General Miscellaneous Information	pg 14/15
School Hours	pg 15

## ***Meet the Team***

### **Board of Directors**

Paul Gilbert – Chair

Mike Bayless

Chetin Ahmet

### **Administrative Team**

Anita Hargrove- Office Manager, DDSL

Joanne St Leger – Secretary

Ronald Lane – Bursar

Director of Admissions &

Communications Margaret Howland

### **Mid Day Meals Supervisors (MMS)**

Sacha Fitzgerald

Judith Jupp

Lynn Barnes

### **Faculty**

#### **Early Years Foundation Stage**

Reception – Joanna Kingdom (teacher)

Sophie Bayless (teaching assistant)

#### **Key Stage One (Infants/Prep)**

Year 1 – Satwant Bhachoo (**Assistant Head of EYFS & Infants**)

Tracy Hill (teaching assistant)

Year 2 - Peter Thompson Tracy Hill (teaching assistant)

## **Key Stage 2 – Juniors**

Year 3-4 Denise Lottering (Teacher), Tina Smith (teaching assistant)

Year 5 Caroline Hansford (Teacher), Tina Smith (teaching assistant)

Year 6 Christopher Ward (Teacher) **Assistant Head Juniors**,  
Tina Smith (teaching assistant)

### **KS3/4 Senior**

English Teacher

Computer Science /Business Studies

Mathematics Teacher

Geography/History Teacher

Science Teacher

French/Spanish Teacher

Sam Choy

Cyril Chambrier

Siva Rupan

Lisa Skyers (Deputy Head,  
DSL & Exam Officer)

Renu Aggawal

Helena Aguirrebengoa

### **Special Areas**

Physical Education

Art

Music

Martin Shulver

Kremena Guentcheva

Kevin Bashford

### **Wraparound Provision**

Breakfast Club

After School Club

Simply out of school club.

## ***Welcome to Raphael Independent School (RIS)***

Welcome to the 2018-2019 school year! We are excited about a new year of opportunities. We envision this year being one that you grow socially, academically and emotionally, so you are prepared to meet the challenges and opportunities throughout your life. Our school welcomes any families who are willing to support the policies of Raphael Independent School (RIS).

This handbook seeks to outline the major policies and practices that govern student life at Raphael Independent School. RIS expects students and families to conform to the guidelines listed. Our vision is that parents and students can participate with enthusiasm in school life and work to improve the experiences of all persons at RIS.

### ***Vision Statement***

Raphael Independent School is committed to striving for excellence in all that we do at the school. Our vision is that students become **independent, ambitious, resilient** learners who strive to do their best for themselves, the school and wider community, at all times because they are motivated, act with **integrity**, understand the value of teamwork and have an inner **confidence**. They will be guided by outstanding teachers and support staff who will work as a team to inspire students to be more than they thought they could be.

Our students will be able to contribute positively to the school and wider community, understand how their actions impact on a wider, global world. They will become citizens who know how to conduct themselves by being **respectful**. As we continue to develop our teaching and our curriculum we are aiming for outstanding in all that we do.

### ***Mission Statement***

We aim to fulfil our vision for the school by:

Delivering outstanding lessons based on expert subject knowledge delivered by passionate, nurturing teachers.

Ensure all the school community, aspire to embed the values and ethos of the school within our vision in all everybody does at the school.





Strive to continually safeguard the welfare of the students, improve their academic and extra-curricular, experiences, by providing learning opportunities that develop life skills and widen student's horizons through career education and other first-hand life and teaching opportunities, so we achieve excellence

## ***Philosophy of Education***





Raphael Independent School believes that most powerful factor in building engagement is identifying and fully deploying talents in the classroom. And not only students' talents the talents of everyone involved in education must be leveraged, from student, teachers, head teacher and parents.

## ***Expected Student Outcomes***






**Social** - To encourage students in a growing relationship with their peers and teachers through knowledge

-  To teach the necessity of advocating for self through appropriate decision-making.
-  To teach problem-solving and critical thinking.
-  To teach the importance of teamwork and collaboration.
-  To develop effective communication skills in the student.

**Academic** -To equip students for life and service through academic knowledge and the development of reasoned thought in the context of academics.

-  To relate the various subject matter areas with real life experiences.
-  To develop creative skills.
-  To develop an appreciation of the core content areas and fine arts.
-  To teach the knowledge and skills required for future study or for their careers.

**Emotional** - To encourage integrity and sound character in all circumstances.

-  To strengthen and reinforce the positive character development of each student.
-  To teach the student to apply himself to his work to fulfill his various responsibilities.
-  To teach the student to work independently and cooperatively.
-  To teach the student to think for himself and to stand up for his personal convictions in the face of adversity.
-  To teach the student good stewardship in the care and maintenance of personal and school property.

## **Academic Information**

Academic excellence and a distinct student leadership approach based on the school values and positive behaviour school policy are the building blocks of Raphael Independent School. We offer a variety of learning opportunities in a small school size atmosphere.

### **Seniors**

At Raphael Independent School, our students receive outstanding teaching and learning with a personalised approach from qualified teachers. We offer all the curriculum area courses, we allow for maximum individual growth at all levels. Support facilitation through personalised interventions are also available.

### **Juniors**

Years three through to six are classified as the junior school. In year five dynamic learning that individually guides each student to 11+ and KS2 SATs success allows for maximum individual growth at all levels.

### **Infant**

Reception is the Early Years Foundation Stage. Year one to two are classified as Infants/Prep. We firmly believe that all children should have the best possible start in school. If a child feels safe and secure while receiving high quality teaching then they will make the most of their abilities and fulfil their potential. The joy of learning and the fun of childhood exploration are shared throughout a welcoming community where every child is encouraged to try everything and do their best.

## **Attendance Policies**

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

### **Absences**

Absences are excused in the case of illness, funerals or weddings of close relatives. These absences may be excused if the following procedures are followed.



Parents of students seeking permission to miss school for any reason are asked to contact the school office in advance. Requests for permission to miss school must come from the parents, not the student. In emergencies, a phone request will be considered.



be

The school office will give the student an absence form that must be completed and signed by the parent. The head teacher is unable to authorize any absence but a form needs to be completed to advise the school of the absence



Students and their parents should make every effort to give a reasonable notice to the school office if they will be absent from school for reasons other than sickness. These absences fall under the following categories:

- Family vacations that cannot be scheduled during normal breaks.
- Church or government commitments.
- Serious personal or family issues.

Students will be given permission to miss school for doctor and dentist appointments provided a note from his/her parents is brought to the office before school on the day of the appointment. Students need to sign out at the school office prior to leaving. Leaving school without permission will be considered an unexcused absence.

### **Unexcused Absences**

Raphael Independent School reserves the right not to grant permission to miss school, particularly when the student is not going to be accompanied by a



parent or if a student is struggling academically.

### **Lateness**

All students are expected to be on time to each class. Any student not in the appropriate classroom with the proper books and materials after 8.40am is considered late.

Students arriving late for the following reasons, with parent contact, will not be considered late:



Doctor or dental appointments that could not be scheduled otherwise.  
Traffic as long as the parent calls to confirm.

Students who know they will be late to school for some unavoidable reason should have their parents call the school to give the reason. The amount of late minutes are recorded each day and the student will be expected to make this time on a Friday after school.

### **Student Conduct**

The school requires high expectations of behaviour. The adults in the school are role models and expect reciprocity in return. This expectation underpins the positive behaviour policy. Students are expected to conduct themselves in a manner that is honouring to themselves, their parents/guardians, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

#### **General Student Conduct**

1. Students are to show courtesy and respect for other students, teachers, staff and visitors. Teachers' and students' desks, lockers and personal belongings are to be respected as private property.
2. Individual students will be assessed for damage they cause to any part of the school property, including books, textbooks, desks, walls, etc. The student(s) responsible will be assessed the amount of damage, when the damage occurs, and the parent(s) will be notified.
3. High standards of moral and social conduct are expected of all students. Cheating, stealing, lying, other forms of dishonesty,

profanity, dirty jokes, pornography, fighting, and use of inappropriate reading materials shall be considered serious offenses.

4. Raphael Independent School considers the school life of students and faculty a vital part of education. Conduct during school times is to be reverent. Students are expected to and participate in all classes. They are to listen attentively to speakers and refrain from distracting behaviour.
5. Students are not to leave school during the school day without permission and signing out at the office.
6. There is to be no running, shoving or horseplay in the common areas, halls, classrooms and restrooms. Behaviour of this nature will result in the issuing of demerits by school staff

Both Primary and Senior school students share this school. It is courteous that each respects the needs and rights of the other. We expect the older, more mature students to take the lead in avoiding conflict and displaying a respectful example to others

Physical expressions of affection or aggression are considered inappropriate behaviour on the school grounds and at school functions. See the behaviour policy for the sanction issued for such behaviour.

### **Conduct in the Classroom**

The teacher is given the responsibility of using preventive and corrective measures to ensure a high level of discipline within their classroom. Students are to conform to the rules and structure of the class.

Agreed additional rules set forth by teachers as interventions to govern the activities of their classes in the building, on the playground, and on field trips are fully supported by the Head teacher and Directors and carry the same importance as rules listed in this handbook.

### **Conduct Regarding Technology**

1. Internet use only when teacher is present and permits it.
2. Backgrounds and screen savers will be standard and may not be individualized.
3. Personal files should be stored on a student's memory device, not on the hard drive.
4. No eating or drinking near the computers.
5. Volume on the computers must be kept off, unless teacher has permitted otherwise.
6. No music unless a teacher is present and permits it.
7. No games.
8. Report any problems to the office.
9. Students should not change, add or delete computer systems/setup.

### **Conduct During Lunch**

Students are responsible for proper behaviour during lunch period, and will be asked to help keep the eating area clean.

### **Student Discipline**

The primary task of Raphael Independent School is to provide quality education and leadership skills. This is impossible in an undisciplined environment. Indeed, the ability to develop self-discipline is part of a student's education. The school and home must work together in helping the students learn how to effectively discipline themselves.

Parents have the responsibility for the overall discipline of their children. This responsibility does not end when the student leaves for school. While the school assumes discipline responsibilities during school hours, it expects full and complete cooperation from each parent. For proper functioning, the school must reserve the right of final discretion in school disciplinary matters. Recognizing parental responsibility, the school will consult parents for their counsel and participation.

The goal of our discipline policy is a responsible self-disciplined student who respects authority of parents, faculty and the leadership of the school, the rights of his/her fellow students, and the property of the school.

The teacher is given the authority and responsibility for using preventive and

corrective measures to maintain a high level of discipline within their classrooms. Continued or unusual negative behaviour or attitudes will be reported through a record of concern by the teacher to the Assistant Head of Early Years/Infants, Juniors and Seniors which may be passed onto the Safeguard Lead or head teacher (SENCO), where relevant. The student will be called in for counsel and correction. Further problems with the same student will be promptly dealt with by the head teacher.

Parents will be notified of the student's attitudes or behaviour as the situation or circumstances may warrant. They may be called in for a conference to participate with the school in counsel or remedial action. The school must maintain the final authority to determine any action taken.

If discipline and counsel do not correct improper conduct or attitudes, the school may choose to employ one of the following disciplinary actions.

## **Discipline Procedures**

### **Violation Categories**

- a. disregarding dress code
- b. disrespect for authority
- c. inappropriate behaviour
- d. inappropriate language
- e. disobedience
- f. failure to complete assignments
- g. attendance/tardy violations
- h. any other behavior problems

### **Violation Consequences**

**Merits and demerits are issued to Juniors and Senior students only**

#### **Senior De-merit**

One – de merit

Two – de merit

Three+ – de merits (for senior pupils 3 demerits in 1 week = 1hr detention)

#### **Junior De-merit**

If 4 demerits received within a half term=1hr detention

1. Each demerit is entered into the student's planner

in the Seniors.

2. All consequences are subject to change with notification in writing given to the parents and students at the time of implementation. A detention letter will be issued to parents prior to a detention taking place.
3. If the violation is severe, notifications may be bypassed and a parent conference scheduled immediately.

## **SANCTIONS**

**In-school suspension:** The student will be expected to come to school, but rather than attend classes, will be isolated in a room. The student will be responsible to do all class work, which will be brought to him/her by the office. A student on “in- school suspension” will not participate in activities throughout the day or extracurricular activities after school.

**Probation:** This is a warning disciplinary action, which gives a student opportunity to correct problem areas by establishing positive work habits and positive responses over a time period as directed by administration. If negative behavior does not change, the student may be dismissed from Raphael Independent School. Probation can address academic or behaviour concerns.

**Full suspension:** The headteacher has the authority to suspend any student for up to five days in the case of serious or persistent misbehavior or negative attitudes. During this time, the student is excluded from all school activities. All work missed must be made up.

**Expulsion:** Expulsion of a student or refusal to accept future re-enrollment of a student is reserved to the Board of Directors. The student loses the privilege of being a student at Raphael Independent School for the balance of that year.

## **REWARDS**

School staff will praise students, reward achievements and use a structured system of reward outlined in the positive behaviour policies. They aim to encourage students to attain high standards by raising expectations, recognizing achievements and increasing confidence and self-belief.

Praising students is something teachers do all the time in lessons. Verbally acknowledging students' efforts, achievements, attitude and behaviour is an integral part of every successful lesson or interaction between staff and students in all aspects of school life.

EYFS, Y1 & Y2 reward by Stickers and the Golden Rules System  
Y3, Y4, Y5, & Y6 reward by the Golden Rules System and merits

### **Other Rewards in Primary:**

Golden Rule & Academic Effort of the week – awarded at the Thursday assembly

Class dojo party – earn a required number of points to have a party  
Star of the week displayed in the class room.

### **Dress Code**

Students are to dress in a neat, clean and modest manner. Clothing is not to be unkempt, torn, frayed or have holes. Clothing should not be extremely tight or loose.



Skirts/Dresses should be knee length or longer.



Shoes are to be worn at all times, rubber soles are most appropriate.



Hair should be neatly groomed and of natural hair colours.



Large loop type earrings are not permitted.



Students are not allowed to wear headdress unless for religious or medical purposes.

### **General and Miscellaneous Information**

**Mobile phones** – The use of mobile phones, tablets, and music players are not allowed at school. Accessing the Internet through personal phone or computer wireless connections is also prohibited. Mobile phones are to be turned off and kept in the school office during the school day. Any phones/devices in violation are turned over to administration and parents will be called. All students must have signed and returned Raphael Independent School Phone Policy before bringing such device on school grounds.

**Computers** – Computers are provided for student use primarily as educational tools. School computer and Internet policies will govern their use. A Network Acceptable Use Policy Agreement must have been signed and returned prior to being allowed to use the school computers.

**Internet** – Students may have access to the Internet, for research purposes, with teacher supervision. There is no internet access between class periods. Students are not allowed to use school computers for email or social networking. Misuse of the Internet will result in loss of this privilege.

**Lost and Found** - Items that are lost or found should be taken to or looked for at the school office.

#### **Medication - Distribution and Consumption -**

Students are not to keep medications in their pockets, desks or lockers. If medication is prescribed this needs to be handed to the office. The parent needs to sign a disclaimer form and the office staff will then be able to administer the medication. No other medication will be administered otherwise.

**Phone messages** – Parents may get messages to students by calling the school office. The admin team will make sure students receive messages.

**Sickness** - Children should not return to school until 24 hours has passed after vomiting or having a fever, without the use of fever reducing medications. If a child is sick it is the parents' responsibility to phone the school prior to 9.15am

**Telephones** – The school telephone is considered primarily a business phone. Students may use the phone only with permission from the admin team or a staff member. Students may ask permission to use their mobile phones in the office otherwise the use of mobile phones during school hours is prohibited.

#### **School Hours**

The school is located in  
Park Lane, Hornchurch,  
Romford, Essex,  
RM11 1XY

Phone: 01708-755734  
Website: [www.raphaelschool.com](http://www.raphaelschool.com)

The school office is open from 8:00am – 4:30pm Monday-Friday  
The school day begins at 8:40 AM.  
Dismissal is at 3:25 PM (Primary) 3.55 PM (Senior)