



ROSSALL

JOINING INSTRUCTIONS

ACADEMIC YEAR 2009-2010



Introduction

At Rossall we wish to offer you the highest level of support at all times. The joining instructions are divided as follows:

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Section A

Contact Us: Who does what at Rossall?

Rossall Joining Instructions 2009



Contact Us: Who Does What at Rossall?

Headmaster

Dr Stephen Winkley
(P.A. Mrs Lesley Jones)

Tel: +44 1253 774247
Fax: +44 1253 774282
e-mail: LesleyJ@rossallcorporation.co.uk

Deputy Headmaster

Mr Anton Maree (as of 1st Sept 2009)
(P.A. Mrs Dorothy Calderbank)

Tel : +44 1253 774238
Fax : +44 1253 772052
Email : DorothyC@rossallcorporation.co.uk

Director of Studies

Mrs Gillian Pryor (as of 1st Sept 2009)
(P.A. Mrs Lesley Jones)

Tel: +44 1253 774247
Fax: +44 1253 774282
e-mail: LesleyJ@rossallcorporation.co.uk

Registry Team – Main School and ISC

Mrs Michelle Metcalfe – Deputy Registrar
Mrs Julie Barkhuizen – Assistant Registrar & E-Marketing and Data Manager

Tel: +44 1253 774260
Fax: +44 1253 779415
e-mail: enquiries@rossallcorporation.co.uk

Head of International Study Centre

Mrs Cheryl Wolstencroft
Mrs Gillian McGachie

Tel: +44 1253 774204
Fax: +44 1253 779415
e-mail : gillm@rossallcorporation.co.uk

General Enquiries

Reception Desk

Ms Anne Mather
Mrs Karen Love

Tel : +44 1253 774201
Fax : +44 1253 772052
e-mail : Reception@rossallcorporation.co.uk

Marketing

Mrs Helen Lockley

Tel: +44 1253 774278
Fax: +44 1253 873220
e-mail: HelenW@rossallcorporation.co.uk

Fees Administrator

Miss Kirstie Allen

Tel : +44 1253 774233
Fax : +44 1253 873220
e-mail : KirstieA@rossallcorporation.co.uk

Rossall Joining Instructions 2009



Anchor House

Mr & Mrs Chris Parsons
Mrs Christine Nuttall – Matron

Tel : +44 1253 774212
email : anchorhouse@rossall-school.lancs.sch.uk

Dolphin House

Mrs A Jurczak

Tel : +44 1253 774292
email : Dolphin@rossall-school.lancs.sch.uk

Lugard Boys House

Mr Matt Clinton Baker

Tel : +44 1253 774216
email : LB@rossall-school.lancs.sch.uk

Lugard Girls House

Miss Jane Mercer

Tel : +44 1253 774206
email : LG@rossall-school.lancs.sch.uk

Mitre Fleur de Lys House

Mr Stuart Corrie

Tel : +44 1253 774211
email : MF@rossall-school.lancs.sch.uk

Pelican House

Mr Guy Emmett

Tel : +44 1253 774213
email : Pelican@rossall-school.lancs.sch.uk

Rose House

Mrs Kate Griffiths

Tel : +44 1253 774214
email : Rose@rossall-school.lancs.sch.uk

Spread Eagle House

Mr Ian McCleary

Tel : +44 1253 774215
email : SE@rossall-school.lancs.sch.uk

Medical Centre Nurses :

Karen Pook
Lyn Kane

Tel : +44 01253 774287
Fax : +44 1253 875943



Section B

Location & Surrounding Area



Location

Rossall is situated on the picturesque coastland of the North West set in an extensive 160 acre campus, Rossall caters for both day and boarding pupils from the UK and boarding pupils from abroad, delivering a rich curriculum of study, sport and recreation in a safe and supportive environment. This region is steeped in cultural and natural heritage, with the Lake District and Yorkshire Dales National Parks close by, yet is less than an hour from Manchester's international airport, and enjoys excellent transport links with the rest of the country.

- On the coast some 55 miles away from the cities of Manchester and Liverpool
- Manchester Airport : 55 minutes by road.
- Well away from the distractions of major cities
- London : under 3 hours by express train or 35 mins by air from Manchester or Blackpool
- Climate : Mild winters & warm summers

Places to See

Manchester



Old Trafford Football Ground

Rossall is located just under one hour away from Manchester. With the decline of traditional industries, Manchester has developed into a regional commercial centre of considerable importance. It has excellent shopping malls together with theatres, concert halls and cultural attractions that rival those of London, as well as being the home of the famous “Manchester United”. Its international airport is the UK’s busiest outside the capital and it has direct daily services to Europe, the Middle East, the Asian sub-continent, South East Asia and North America.

Liverpool



Liverpool is a similar distance from Rossall and this city again offers attractions to rival those of London. Famous as “the home of the Beatles” Liverpool is set to become the European Capital of Culture in 2008 with a variety of architectural, musical and artistic attractions. Liverpool airport has direct daily flights from a number of European cities.

Chester



Rossall is very much at the centre of a region with a rich cultural heritage. The medieval cities of Chester and York are easily accessible by road and rail. Two of Britain’s finest national parks are also close at hand. The Lake District, with its historic connections with famous English literary figures, is just one hour away whilst the Yorkshire Dales is equally accessible: both provide excellent potential for outdoor activities.



Rossall Campus by the Shore

Our extensive campus lies between two small coastal towns, Cleveleys and Fleetwood. Although close to the local towns, the size of Rossall’s campus gives students a safe, secure environment in which to learn, live and grow. The perimeter of the campus stretches along the shoreline, giving access to the beach for some sports and leisure activities.





Section C

Fees & Term Dates

Fees & The Academic Year 2009-10

The academic year consists of three terms (trimesters) beginning in September, January and April.

Nursery		Monthly Direct Debit payment x 10	Included	Not included
Morning session (incl.lunch)	£20.00		Tuition Lunch (morning session only)	Breakfast or evening meal Medical insurance Dental insurance Trips (sport or academic) Nursery uniform
Afternoon session	£19.00			
50 weeks per full week	£175.00	£875.00		

Infant School	Monthly Direct Debit payment x 10	Included	Not included
£2,190.00 per term	£657.00	Tuition Study Area Use of campus facilities After school activities	Lunch Text books Breakfast or evening meal Medical insurance Accident / Dental insurance Trips (sport or academic) School uniform Sport uniform or equipment Music lessons School Bus Journey
Lunches £165 per term			

Junior School (Years 3 - 6)		Monthly Direct Debit payment x 10	Included	Not included
Day Boarder Weekly	£2,280.00 per term £5,900.00 per term £5,220.00 per term	£684.00 £1,770.00 £1,566.00	Tuition Accommodation during term time (Boarders only) Lunch (Boarders only) Breakfast or evening meal (Boarders only) Study Area Use of campus facilities After school activities	Text books Lunch (Day pupils only) Breakfast or evening meal (Day pupils only) Medical insurance Dental insurance Trips (sport or academic) School uniform Sport uniform or equipment Music lessons School Bus Journey
Lunches	£195 per term			

Middle School (Years 7 and 8)		Monthly Direct Debit payment x 10	Included	Not included
Day Boarder Weekly	£2,990.00 per term £6,650.00 per term £5,870.00 per term	£897.00 £1,995.00 £1,761.00	Tuition Accommodation during term time (Boarders only) Lunch (Boarders only) Breakfast or evening meal (Boarders only) Study Area Use of campus facilities After school activities	Text books Lunch (Day pupils only) Breakfast or evening meal (Day pupils only) Medical insurance Dental insurance Trips (sport or academic) School uniform Sport uniform or equipment Music lessons School Bus Journey
Lunches	£195 per term			

Senior School (Year 9 upwards)		Monthly Direct Debit payment x 10	Included	Not included
Day Boarder Weekly	£3,290.00 per term £8,590.00 per term £7,250.00 per term	£987.00 £2,577.00 £2,175.00	Tuition Accommodation during term time (Boarders only) Lunch (Boarders only) Breakfast or evening meal (Boarders only) Study Area Use of campus facilities After school activities	Text books Lunch (Day pupils only) Breakfast or evening meal (Day pupils only) Medical insurance Dental insurance Trips (sport or academic) School uniform Sport uniform or equipment Music lessons School Bus Journey
Lunches	£195 per term			

Senior School – International Baccalaureate		Monthly Direct Debit payment x 10	Included	Not included
Day Boarder Weekly	£3,670.00 per term £9,450.00 per term £8,130.00 per term	£1,101.00 £2,835.00 £2,439.00	Tuition Accommodation during term time (Boarders only) Lunch (Boarders only) Breakfast or evening meal (Boarders only) Study Area Use of campus facilities After school activities	Text books Lunch (Day pupils only) Breakfast or evening meal (Day pupils only) Medical insurance Dental insurance Trips (sport or academic) School uniform Sport uniform or equipment Music lessons School Bus Journey
Lunches	£195 per term			



International Study Centre		Monthly Direct Debit payment x 10	Included
Day Boarding	£3,670.00 per term £9,450.00 per term	£1,101.00 £2,835.00	Accommodation during term time Tuition Uniform Lifetime membership of the Rossallian Club Health and Dental Insurance Airport Transfers Books Lunch Breakfast and evening meal (boarders only)

All Levels

Music	£160 per term
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Payment of Fees

All fees are payable termly in advance, **on or before the first day of each term**. Payment may be made by direct debit, cash, cheque, bank transfer or by debit / credit card

Direct Debit

If you wish to pay by Direct Debit please fill in form 2 (from the Download section of the website).

Cash or debit / credit card

Cash can be accepted at the Finance Office at Rossall School. Please do not send cash through the post.

Debit / credit card payments can be accepted by fax, email or in person at the Finance Office. Please note a 1.5% administration is added to credit/debit card transactions and 2.5% for American Express if the fees are paid after the card discount date each term.

Cheque

Cheques can be sent by post or taken in person to the Finance Office at the following address:

Kirstie Allen,
Fees Administrator,
Rossall School,
Broadway,
Fleetwood,
Lancashire
FY7 8JW

Please make cheques payable to The Corporation of Rossall School.

Bank Transfer

Rossall's bank details are as follows:

Account name:	Corporation of Rossall School
Account Number:	05008204
Bank:	National Westminster bank
Branch:	Church Street, Fleetwood
Sort Code:	60 08 26
IBAN Code:	GB65NWBK60082605008204
SWIFT Code:	NWBKGB2L

The student's name and account code (shown on the fees invoice) must be quoted on the bank transfer document and a copy of the document must be sent by fax to Kirstie Allen on +44 1253 774279.



Term Dates and Holidays

Michaelmas Term 2009

Boarders Arrive	Tuesday 1 st September 2009 (before 2200)
Lessons Begin	Wednesday 2 nd September 2009 (0830)
Half-term Begins	Friday 23 rd October 2009 (Junior 1215, Senior 1230)
Boarders Arrive	Sunday 1 st November 2009 (before 2200)
Lessons Begin	Monday 2 nd November 2009 (0830)
End of Term	Thursday 10 th December 2009 (Junior 1215, Senior 1230)
<i>Travel Dates for Boarders 9th & 10th December 2009</i>	

Lent Term 2010

Boarders Arrive	Sunday 10 th January 2010 (before 2200)
Lessons Begin	Monday 11 th January 2010 (0830)
Half-term Begins	Friday 12 th February 2010 (Junior 1215, Senior 1230)
Boarders Arrive	Sunday 21 st February 2010 (before 2200)
Lessons Begin	Monday 22 nd February 2010
End of Term	Wednesday 31 st March 2010 (Junior 1215, Senior 1230)
<i>Travel Dates for Boarders 30th & 31st March 2010</i>	

Summer Term 2010

Boarders Arrive	Sunday 18 th April 2010 (before 2200)
Lessons Begin	Monday 19 th April 2010 (0830)
Half Term Begins	Friday 28 th May 2010 (Junior 1215, Senior 1230)

Prize Day	Saturday 29th May 2009
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Boarders Arrive	Sunday 6 th June 2010 (before 2200)
Term Begins	Monday 7 th June 2010 (0830)
End of Term	Friday 9 th July 2010 (Junior 1215, Senior 1230)
<i>Travel Dates for Boarders 8th & 9th July 2010</i>	

Years 11 and 13 ONLY may leave earlier, as soon as their last exam is over
Year 13 graduates to return for Graduation at Prize Day



Section D

Uniform

Rossall Middle School Clothing List – Day and Boarding Boys (Years 7, 8 & 9)

To be purchased from the RosShop

- **Rossall** Blazer with school motif
- **Rossall** grey V-necked sweaters with school motif
- **Rossall** Charcoal grey trousers – Trutex
- **Rossall** House ties – (Dragon , Falcon or Stags Head)
- **Rossall** navy blue track suit
- **Rossall** swimming trunks + goggles + towel
- 2 **Rossall** Navy blue games zephyr – team members may need more
- 2 **Rossall** White games zephyr – team members may need more
- 2 **Rossall** Navy rugby shorts
- **Rossall** Navy rugby socks
- 2 **Rossall** White polo shirts with school motif
- **Rossall** Cricket Whites – summer term only
- House zephyr – (Dragon , Falcon or Stags Head)



May be purchased elsewhere

- Plain white shirts with a conventional collar
- Black polishable flat school shoes
- Navy or black overcoat – no motifs
- Black or grey socks
- White Trainers and Astroturf Trainers and black rugby boots

All items must be name taped

Equipment:-

- Hockey stick – Michaelmas Term
- RosHockey – Lent Term
- Cricket Bat – Summer Term
- Gum shield - available from specialist dentist organised by P.E. department.
- Sports equipment as required.

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

For lessons pupils will need:

- A pencil case with HB pencils, sharpener , coloured pencils , fountain pen and ballpoint (blue or black ink).
- A 30cm ruler
- A school bag
- A glue stick
- A pair of scissors for paper
- A mini reel of sticky tape
- A pencil eraser

Appropriate calculators and other equipment will be recommended by the maths department

Note: Liquid paper is **NOT** permitted.

Most stationery items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk



Boarding Essentials & Casual Clothing – all years

Casual / Smart clothes – trousers, jumpers, shirts, fleece, T-shirts, etc.

Underwear

Nightclothes, dressing gown, slippers

Washing bag and toiletries

Shoe cleaning kit, polish and spare laces

Suitcase / holdall

Towels – 2 shower and 2 sports

Optional – duvet, pillow, duvet cover and pillow case. (School does supply these).

All items must be name taped

Rossall Middle School Clothing List – Day and Boarding Girls (Years 7, 8 & 9)

To be purchased from the RosShop

- **Rossall** Blazer with school motif
- **Rossall** grey skirts – ‘on the knee’ or
- **Rossall** trousers
- **Rossall** grey V-necked sweaters with school motif
- **Rossall** House tie – (Dragon , Falcon or Stags Head)
- **Rossall** navy blue tracksuit
- **Rossall** swimsuit + goggles + towel
- **Rossall** red games kilt
- **Rossall** red sweatshirt with motif
- **Rossall** red games socks
- **Rossall** red games briefs / shorts
- **Rossall** white polo shirt with motif
- **Rossall** White polo shirts with school motif
- House zephyr – (Dragon , Falcon or Stags Head)

May be purchased elsewhere

- Navy or black overcoat (no motifs)
- Approved plain white blouses with collar
- Black tights (70 Denier)
- Black polishable flat school shoes
- Approved Indoor Trainers + Astroturf trainers
- Approved white short ankle sports socks

All items must be name taped

Equipment:-

- Hockey stick – Michaelmas Term
- RosHockey stick – Lent Term
- Gum shield - available from specialist dentist organised by P.E. department.
- Sports equipment as required.

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

For lessons pupils will need:

- A pencil case with HB pencils, sharpener , coloured pencils , fountain pen and ballpoint (blue or black ink).
- A 30cm ruler
- A school bag
- A glue stick
- A pair of scissors for paper
- A mini reel of sticky tape
- A pencil eraser
- Appropriate calculators and other equipment will be recommended by the maths department

Note: Liquid paper is **NOT** permitted.

Most stationery items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk



Boarding Essentials & Casual Clothing – all years

- Casual / Smart clothes – trousers, jumpers, shirts, fleece, T-shirts, etc.
- Underwear
- Nightclothes, dressing gown, slippers
- Washing bag and toiletries
- Shoe cleaning kit, polish and spare laces
- Suitcase / holdall
- Towels – 2 shower and 2 sports

- Optional – duvet, pillow, duvet cover and pillow case. (School does supply these).

All items must be name taped

Senior School Clothing List – Boarding and Day Boys (Years 10 and 11)

To be purchased from the RosShop

- **Rossall** Blazer with school motif
- 3 **Rossall** Charcoal grey trousers - Trutex
- **Rossall** grey V-necked sweaters with emblem
- **Rossall** House ties
- **Rossall** White polo shirts with school motif
- **Rossall** navy blue track suit
- **Rossall** swimming trunks
- **Rossall** Navy blue games zephyr – team members may need more
- **Rossall** White games zephyr – team members may need more
- **Rossall** Navy rugby shorts
- **Rossall** Navy rugby socks

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

May be purchased elsewhere

- Plain white shirts with a conventional collar
- Black polishable flat school shoes
- Navy or black overcoat – no motifs
- Approved white trainers, Astroturf trainers and black rugby boots
- Cricket whites – summer term only

All items must be name taped

Equipment:-

- Gum shield - available from specialist dentist organised by P.E. department.
- Sports equipment as required.

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

Essentials & Casual Clothing – all years (boarding only)

- Casual / Smart clothes – trousers, jumpers, shirts, fleece, T-shirts, etc.
- Underwear
- Nightclothes, dressing gown, slippers
- Washing bag and toiletries
- Shoe cleaning kit, polish and spare laces
- Suitcase / holdall
- Towels – 2 shower and 2 sports

- Optional – duvet, pillow, duvet cover and pillow case. (School does supply these).

All items must be name taped



Senior School Clothing List – Boarding and Day Girls (Years 10 and 11)

To be purchased from the RosShop

- **Rossall** Blazer with school motif
- **Rossall** grey skirts – ‘on the knee’
- **Rossall** grey V-necked sweaters with emblem
- **Rossall** house tie
- **Rossall** navy blue track suit
- **Rossall** swimsuit
- **Rossall** red games kilt
- **Rossall** red sweatshirt with motif
- **Rossall** red games socks
- **Rossall** red games briefs
- **Rossall** White polo shirts with motif

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

May be purchased elsewhere

- Plain white blouses with collar
- Black tights (70 denier)
- Black polishable flat school shoes
- Navy or black knee length coat
- White short ankle sports socks
- Approved indoor trainers + Astroturf trainers
- Gum shield - available from specialist dentist organised by P.E. department.
- Sports equipment as required.

All items must be name taped

Essentials & Casual Clothing – (All years – Boarding)

- Casual / Smart clothes – trousers, jumpers, skirts, fleece, tee-shirts, shirts etc.
- Underwear
- Nightwear, dressing gown, slippers
- Washing bag and toiletries
- Shoe cleaning kit, polish and spare laces
- Suitcase / holdall
- Towels – 2 shower and 2 sports

- Optional – duvet, pillow, duvet cover and pillow case. (School does supply these).

All items must be name taped

Sixth Form Clothing List Day and Boarding Boys (Years 12 and 13)

To be purchased from the RosShop

- **Rossall** black V-necked sweaters with emblem
- **Rossall** navy blue track suit – essential
- 2 **Rossall** White polo shirts with school motif - essential
- **Rossall** swimming trunks – if required
- 2 **Rossall** Navy blue games zephyr – if required
- 2 **Rossall** White games zephyr – if required
- 2 **Rossall** Navy rugby shorts – if required
- **Rossall** Navy rugby socks – if required

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

May be purchased elsewhere

- Business type suits - navy blue, black or dark grey, plain material
- Plain white shirts with a conventional collar
- Black polishable flat school shoes
- Grey or Black socks
- Navy or black overcoat – no motifs
- Approved white trainers and Astroturf trainers and Black rugby boots – if required
- Cricket Whites – summer term only – if required

All items must be name taped

Equipment:-

- Sports equipment as required

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

Sixth Form Clothing List Day and Boarding Girls (Years 12 and 13)

To be purchased from the RosShop

- **Rossall** black V-necked sweaters with emblem
- **Rossall** navy blue track suit - essential
- **Rossall** White polo shirt with motif - essential
- **Rossall** red sweat shirt with motif – if required

May be purchased elsewhere

- Business type suits - navy blue, black or dark grey, plain material
 - The skirts should be “on the knee” and without a slit
- Plain white blouses with collar
- Barely black tights
- Approved white short ankle sports socks – if required
- Black polishable flat school shoes
- Navy or black overcoat (no motif)
- Trainers
- Sports equipment as required

All items must be name taped

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

International Study Centre Clothing List - Boys

Uniform included in the school fees

- 1 **Rossall** blazer with Rossall badge
- 2 **Rossall** grey trousers
- 1 **Rossall** House tie
- 1 Grey **Rossall** sweater with motif
- 1 **Rossall** tracksuit bottoms
- 1 Lugard games zephyr
- 1 White **Rossall** polo shirts with Rossall motif

To be purchased from the Rosshop if required-

- 7 Shirts – plain white with conventional collar
- 2 **Rossall** Navy rugby shorts
- 1 **Rossall** swimming trunks
- 1 Pair of **Rossall** navy rugby socks
- 7 Pairs of socks – dark grey or black
- Black or Navy overcoat

- 2 Pairs of flat black shoes (polishable)
- Approved Rugby / soccer boots
- Approved Trainers

Equipment:-

- Sports equipment as required

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

Essentials & Casual Clothing

- 7 Pairs of underpants / boxer shorts
- 3 Pyjamas / nightclothes
- 4 Bath towels
- Handkerchiefs / tissues
- Casual / Smart clothes – trousers, jumpers, skirts, fleece, tee-shirts, shirts etc.
- Slippers
- Washing bag and toiletries
- Shoe cleaning kit, polish and spare laces
- Suitcase / holdall

- Optional – duvet, pillow, duvet cover and pillow case. (School does supply these).

All items must be name taped

International Study Centre Clothing List - Girls

Uniform included in the school fees

- 1 **Rossall** blazer with Rossall badge
- 2 **Rossall** grey skirts
- 1 **Rossall** House tie
- 1 Grey **Rossall** sweater with motif
- 1 White **Rossall** polo shirt with motif
- 1 **Rossall** tracksuit bottoms
- 1 Lugard games zephyr

To be purchased from the Rosshop if required-

- 7 Blouses – plain white with conventional collar
- 6 Pairs of black tights – 40 denier
- Black or Navy overcoat
- 2 Pairs of flat black shoes (polishable)
- 1 Pair of red games socks
- 1 Pairs of red games briefs
- Red athletic shorts
- 2 Approved pairs of white ankle socks
- Rossall one-piece swim suit + Red games kilt
- Approved White trainers + Astroturf trainers

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

Equipment:-

- Sports equipment as required

All School items may be purchased at RosShop – Tel: +44 (0)1253 774252 or email: julieo@rossallcorporation.co.uk

Essentials & Casual Clothing

- Slippers
- 7 Bras
- 14 Pairs of pants
- Handkerchiefs / tissues
- Dressing gown
- 7 Bath towels
- 7 Hand towels
- Casual / Smart clothes – trousers, jumpers, skirts, fleece, tee-shirts, shirts etc.
- Nightwear, dressing gown
- Washing bag and toiletries
- Shoe cleaning kit, polish and spare laces
- Suitcase / holdall
- Towels – 4 shower and 2 sports and toiletries



Section E

School Policies

All the Rossall School policies can be viewed on our website www.rossallschool.org.uk.
In particular could I draw your attention to the School's policies on:

- Admissions
- Curriculum
- PSHE Scheme of Work
- Anti-Bullying Policy – Senior School
- Anti -Bullying Policy – Junior, Infant and Nursery Schools
- Policy for the use of ICT, Mobile Phone and other Electronic Devices
- Disciplinary and Exclusions Policy (Included in Behaviour Policy)
- Child Protection Policy
- Policy for Pupils on Confidentiality Issues
- Induction of New Staff, Members of Council and Volunteers in Child Protection
- Taking, Storing and Using Images of Children Policy
- Catering and Food Hygiene Policy
- First Aid Policy
- Medical Questionnaire Policy (See First Aid Policy)
- Nursery Administration of Medicine Policy
- Educational Visits Policy
- Nursery Educational Visits Policy
- Missing Pupil Policy
- Nursery Missing Persons Policy
- Behaviour Policy – Senior School
- Behaviour Policy – Junior, Infant and Nursery Schools
- Spiritual, Moral, Social and Cultural Development Policy
- Junior/Infant and Nursery Spiritual, Moral, Social and Cultural Development Policy
- Equal Opportunities Policy
- Alcohol, Tobacco and Drug Abuse Policy
- Disability Policy
- SEN and Learning Difficulties Policy
- Nursery SEN Policy
- Learning Support Policy – Junior and Infant Schools
- Accessibility Policy
- Record Keeping Policy
- Reports and References Policy
- Complaints Policies for Parents and Pupils

If you do not have access to the website, please request a hard copy from our Reception. Tel 01253 774201 or by email reception@rossallcorporation.co.uk



Section F

Forms for Completion



The following forms are available in the Download section of our website. They **MUST** be completed and returned to Rossall at least one week before the pupil arrives:

- **Form 2** – Insurance and Payment Form
- **Form 5** – Emergency Contact Details
- **Form 6** – Old Rossallian
- **Form 7** – Rules and Drugs Policy (This **must** be signed manually – please print, sign and fax to us)
- **Form 8** – Permission to Share Information Form (This **must** be signed manually – please print, sign and fax to us)
- **Form 9** – Medical Form (This **must** be signed manually – please print, sign and fax to us)
- **Form 10** – Image Release Form



Section G

Checklist

Have you....?

- Completed and sent the Acceptance form to us?**
- Paid the registration fee?**
- Paid the deposit before arrival?**

Sent the following forms to us:

- Form 2** – Insurance and Payment Form
 - Form 5** – Emergency Contact Details
 - Form 6** – Old Rossallian
 - Form 7** – Rules and Drugs Policy (This **must** be signed manually – please print, sign and fax to us)
 - Form 8** – Permission to Share Information Form (This **must** be signed manually – please print, sign and fax to us)
 - Form 9** – Medical Form (This **must** be signed manually – please print, sign and fax to us)
 - Form 10** – Image Release Form
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- Sent your school report to us?**