# STANDARD TERMS AND CONDITIONS





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#### **Newcastle upon Tyne Royal Grammar School**

#### 1. The School

- a) The School is The Newcastle upon Tyne Royal Grammar School which includes the Senior School and the Junior School acting by the Governing Body as now or in the future constituted. It is assumed that a student will, subject to conduct and academic attainments, progress through the School from the point of entry and complete the final A-level year.
- b) The Head is the person appointed by the School to be responsible for the student and includes those to whom any of the duties of the Head or the School have been responsibly delegated.
- c) The Parents are those who have parental responsibility and those referred to at clause 4d) of these Terms and Conditions individually and jointly. Parents are expected to give their support and encouragement to the aims of the School and to uphold and promote its good name; to continue the student's education at home and to ensure that the student maintains appropriate standards of punctuality, behaviour, diligence, language, discipline and dress.
- d) The Parents agree to provide such information as might reasonably be required by the School at the time of admission and, throughout the time their child remains a student at the School, to update such details immediately, should they change. These details include full contact details for Parents at home and work and contact details for person or persons who might be contacted if the Parents are not available.
- e) The Parents further confirm by signing the attached Acceptance Form that there are no court orders in place in respect of the care or living arrangements for the student or payment of fees and charges for his/her education. (In the event of there being any such orders, they must be disclosed to the School not later than the date of signing this Acceptance Form and the School reserves the right to retain copies of such orders).

#### 2. The School's aims

- a) The School's aims are described on its official website (www.rgs.newcastle.sch.uk). In addition, the School seeks to strike the balance between academic and practical work, physical education, moral and spiritual development and the pursuit of leisure activities. As its statement of ethos explains, the School strives to offer the highest standards of teaching and pastoral care and welcomes parental contact. The School is an environment in which students are encouraged to participate in work and leisure activities with enthusiasm and commitment. All students are expected to behave with tolerance and understanding, respecting the needs of others.
- b) Changes at the School: a successful school must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time to these Terms and Conditions, to the size and location of the School, to its premises and facilities, to the academic and games curricula and the structure and composition of

This policy applies to the whole school and is published to staff Updated: Reviewed: Author: M Pitkethly



classes and the way the School is run, to the rules and disciplinary framework, to the length of the School terms and the School day and to any other aspect of the School. Fee levels will be reviewed each year and there will be appropriate increases from time to time: Parents/guardians will be given notice of any proposed changes. If the ownership or legal status of the School changes, the School's rights and obligations under these Terms and Conditions will be deemed assigned to the new entity. Parents will be given adequate notice of any significant proposals or change of policy likely to affect the School community as a whole.

c) The Standard Terms and Conditions: we believe that these Standard Terms and Conditions reflect the customs and practice of independent Schools for many generations. The rules about change and about notice and fees in lieu of notice and the other rules set out below are provided in good faith. They promote stability, forward planning and the proper resourcing and development of the School. They help also to protect Parents from increases in fees and liabilities caused by the defaults of others. Any waiver is effective only if given in writing by the Head or the Bursar personally. The published fees and charges and the school rules, as varied from time to time, are part of these Terms and Conditions. Nothing in these Terms and Conditions affects the statutory rights of Parents.

## 3. Care and good discipline

- a) Parents' authority: the Parents authorise the Head, while in loco parentis or acting on behalf of a student who has reached the age of 16, to take and/or authorise in good faith all decisions that safeguard and promote the student's welfare. Parents consent to such physical contact as may be lawful, appropriate and proper for teaching and to provide comfort to a student in distress or to maintain safety and good order. (Corporal punishment is illegal and is not used).
- b) Conduct and attendance: the School attaches importance to courtesy, integrity, manners and good discipline. The student is expected to take a full part in the activities of the School, to attend punctually on each school day, to work hard, to be well behaved and to comply with the school rules. All students will (from time to time) receive PSH Education appropriate to age in accordance with the curriculum.
- c) The student's health: the Head may at any time require a medical opinion or certificate as to the student's general health. Parents must inform the Head in writing if the student has or develops any known medical condition, health problem or allergy, or has been advised by the student's own doctor to notify others following contact with infectious diseases, or is unfit to take part in any school activities, including sports and games activities. Parents undertake not to send to school any child who by virtue of their state of health is not fit to attend. If the School so requires due to a health risk either presented by a child to others or to that child by others or by reason of a virus, epidemic or pandemic or other health risk, Parents undertake to keep the child at home and not to permit him/her to return to the School until such time as the health risk has been averted. The School has a Medical Officer and a Nurse to assist in providing health care and advice for students and staff.
- d) Medical information: Parents are required to complete a medical questionnaire for each student on entering the School, and consent to the School Medical Officer or a GP partner examining the student at any time while at the School. In order to ensure the health and safety of students participating in extra-curricular activities, Parents are also required to advise the School of any change in the health of the student and to complete further medical questionnaires in connection with team sports and overnight



school trips. Information provided by Parents is deemed to have been disclosed to the School and may be discussed in confidence between the Head and School Medical Officer without additional consent from the student or Parents. Parents are required to complete a separate and specific questionnaire and consent form when registering the student to take part in a school trip that involves an overnight stay. Additional information sent by Parents under separate cover, details of consultations with a student, and information provided by a healthcare professional will not be disclosed without express consent. The School Medical Officer will assess whether it is appropriate to seek such consent from the student or from his/her Parents. In the absence of such consent, the School Medical Officer will only disclose information to the Head where he/she deems it necessary in order to prevent death or serious injury to the student or a third party.

- e) Conduct of the School: the Head is responsible for the care and good discipline of students while they are in the charge of the School or its staff and for the day to day running of the School and the curriculum. The Head is responsible also for the imposition of any sanction including exclusion for non-payment of fees, suspension during investigation or following a breach of school discipline, and removal or expulsion under clause 6 below. The Head is not responsible, unless negligent, for a student who is absent from the School in breach of school discipline. It is a condition of remaining at the School that Parents and the student (including a student aged 16+and 18+) accept the school regime and the school rules (in so far as they are lawful and reasonable) including those that apply to appearance, dress and school discipline from time to time.
- f) Discipline at the RGS: The School publishes on its website, and sends to Parents when their children join, documents such as the School's *Behaviour and Sanctions Policy (the Senior School Rules* and *Junior School Code of Conduct)*. Their purpose is to help every student know what is expected and to encourage courtesy and consideration for others, so they deal with ethos as well as regulation. Parental support for the Rules is expected.

#### 4. Admission and entry to the School

- a) Registration: students will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to the School. Admission and entry will be subject to the availability of a place and the student satisfying the admission requirements at the time. The School retains the right to charge a non-returnable registration fee to be paid at the time of registration.
- b) Moving to the Senior School: students who are moving from the Junior School to the Senior School will be required to show that they have the necessary ability, attainment and motivation. This is normally demonstrated simply by continuous monitoring of performance. For progression from Year 11 to the Sixth Form the School reserves the right to set for individual student's specific grade hurdles at GCSE or other appropriate targets.

## 5. Fees and extras

a) Items covered: fees cover normal curriculum teaching together with most books and stationery and public examinations (except for fees associated with re-sits and re-



marks requested by the student or Parents). Other items incurred by the School or the student may be charged as extras. These may include any additional charges incurred by the School in providing for the additional needs of the student (other than reasonable adjustments) to enable them to access the full curriculum for the special needs of the student. The student is for these purposes agent of the Parents. Damage done by a student, other than fair wear and tear, may be separately invoiced and must be paid as an extra.

- b) Ability to pay fees and charges: The School reserves the right to ask Parents to provide satisfactory evidence that they are in a position to meet the cost of school fees and charges for the foreseeable future, including by means of a credit check provided by a reputable financial agency.
- c) Payment of fees and charges: the annual fee may be paid in three equal payments, due before the start of each term, or, by prior written agreement, in ten equal instalments paid monthly by Direct Debit from September to June inclusive during each school year. Other charges, such as school lunches, will be added to the termly invoice or to the instalment due in the first month of each term. A student may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice 28 days after exclusion (in which case a term's fees in lieu of notice will be payable). The School is agent only in respect of any goods and services which are supplied by a third party via the School to students or their Parents. Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a student is released home for study leave, during or after public examinations or otherwise before the normal end of term; or for any other cause except in the sole discretion of the Head.
- d) Supplemental charges: Any items charged that are supplemental to the fees as referred to as Supplemental Charges. For example this may include any extracurricular activities such as trips or visits, sketch books and competition fees. The School uses ParentPay for payment of supplemental charges, except school lunches which will be treated as described in clause 5c above, and Parents will be required to sign up. The School reserves the right to refuse to allow your child to participate in the relevant extra-curricular activity while the applicable supplemental charges remain unpaid.
- e) Deposit: A deposit of £200 is payable upon the admission of a student to the School and will be included in the first term's fee invoice. This deposit is refundable at the time the student leaves the School, less any payments still due to the School at that time, including payments for any damage to school property or for unreturned books or teaching resources. Such deposits will be held in a separate account, the interest from which will be paid to the Bursary Fund.
- f) Responsibility for payment: Fees and other charges are the joint and several responsibility of each person who has signed the Acceptance Form or who has parental responsibility for the student or has paid any fees or has returned the student to the School or given instructions in relation to the student. This joint responsibility remains in force if the Parents separate or divorce. The School reserves the right to refuse to allow the student to attend School, or to withhold references, while any fees and charges remain unpaid.
- g) Payment of fees by a third party: an agreement with a third party to pay the fees or any other sum due to the School does not release Parents from any liability under these Terms and Conditions unless an express release has been given in writing signed by the Bursar. The School reserves the right to refuse a payment from a third party. Acceptance of any such payment is made in good faith.



- h) Late payment: the right is reserved to make late payment charges composed of simple interest calculated on a daily basis at 1.5% per month, from the first day of each term, and all administration and legal costs in relation to any sums that are unpaid by the due date. It is agreed that the amount of all late payment charges should reflect the commercial rates that would be applied by a financial institution in a case of unauthorised and unsecured borrowing. Such charges will be recoverable by action if necessary. Parents agree to indemnify the School for any costs suffered or incurred by the School as a result of the Parents' failure to pay the fees. Cheques delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared. Any sum tendered that is less than the sum due and owing may in any event be accepted by the School on account only. Joint and several responsibilities for payment of interest lies with each person as defined in clause 4e above. The rules in clauses 4 and 5 of these Terms and Conditions are intended to protect those Parents who pay fees on time and to safeguard the School against consequences of the defaults of others.
- i) Bursaries: the award of any bursary will bring with it the expectation of high standards of behaviour, attendance and work. An award may be withdrawn with immediate effect, and the full fees become payable, if in the opinion of the Head the student's attendance, progress or behaviour no longer merits the continuation of the award though an award will not be withdrawn for a term which has already commenced. The terms of a bursary and in particular the terms upon which benefits may become repayable are set out (where applicable) in the offer letter to Parents.
- j) Instalment arrangements: an agreement by the School to accept payment of fees by standing order or direct debit or any other arrangement for payment of fees by instalments will cease automatically in the event of any default for 30 days or more. On ceasing, the full amount of fees then due shall be payable forthwith as a debt and interest will start to accrue.

## 6. Notice requirements

#### a) Definitions

Fees means the annual charge set by the School for the School year beginning in September: this charge is divided into three equal termly instalments notwithstanding the widely differing lengths of school terms and it is not possible to reduce the amount of fees due, or to refund fees or charges, by withdrawing a pupil from the School or from a school activity part way through a term.

Notice to be given by Parents means (unless the contrary is stated in these Terms and Conditions) one term's written notice addressed to and actually received by the Head. No other notice will suffice. Notices must be hand delivered or sent by recorded or guaranteed delivery post, to the school address or may be sent by e-mail if from the parent's personal e-mail address

**Provisional Notice** is valid only for the term in which it is given and only when written and accepted in writing by the Head.

**Term** means the period between and including the first and last days of each school term. The School's affairs are organised on a termly basis and it is not possible to reduce the amount of fees due, or to refund fees or charges, by withdrawing the student from the School halfway through a term.



Fees in lieu (of notice) means fees in full for the period of notice at the rate that would have applied had the student attended and not limited to the parental contribution in the case of a bursary. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given. If the withdrawn student's place can be filled without loss to the School the fees in lieu may be waived.

- b) Failure to give notice: in cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.
- c) Cancelling acceptance: a term's fees (less deposit/s held) will be payable by the Parents if, for any reason, they cancel their acceptance of a place or the student does not join the School after a place has been accepted. In such circumstances cases of serious illness or genuine hardship may receive special consideration on written request to the Head.
- d) Withdrawal from the School: a term's notice must be given before a student is withdrawn from the School or a term's fees in lieu will be due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The student's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by the Parents. The school year is deemed to start on 1 September in each year. The main reason for these rules is to ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum.
- e) Other events requiring written notice: in relation to charges, including lunches, half a term's notice (or half a term's charge in lieu) is required. The School may terminate this agreement on one term's written notice sent by ordinary post and otherwise under clauses 7 a) and b) below. If a parent enters into a contract with a Visiting Music Teacher for music tuition within the School (such an agreement being outside the scope of these Standard Terms and Conditions), a term's written notice to that Visiting Music Teacher is required to discontinue music lessons or a term's charges will be payable to the Visiting Music Teacher in lieu as a debt.

## 7. Removal and expulsion of a student

- a) Removal at the request of the School: Parents may be required, during or at the end of a term, to remove the student, without refund of fees, temporarily or permanently from the School if, after consultation with a parent, the Head is of the opinion that the conduct or progress of the student has been unsatisfactory or if the student, in the judgement of the Head, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of its staff unreasonably) and in any such case removal is considered to be warranted. The Acceptance Deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees will be payable in full.
- b) Expulsion: a student may be expelled at any time if the Head is reasonably satisfied that the student's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline or to the reputation of the School. The Head will act fairly and in accordance with the procedures of natural justice and will not expel a student other than in grave circumstances. There will be



no refund of fees following expulsion (and all unpaid fees must be paid). The Acceptance Deposit will not be returned/credited; but fees in lieu of notice will not be charged. The Parents of a student who has been expelled have a right of appeal to the Governors. The Bursar will furnish them with details of the School's procedure in such cases.

- c) Discretion of the Head: the decision to exclude, suspend or require removal or expel a student and the manner and form of any announcement shall be in the sole discretion of the Head. In no circumstances shall the School or its staff be required to divulge to Parents or others any confidential information or the identities of students or others who have given information which has led to suspension, the requirement to remove or expulsion or which the Head has acquired during an investigation.
- d) Access: a student who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter any of the School's premises without the written permission of the Head.

#### 8. General conditions

- a) Special Precautions: the Head needs to be aware of any matters that are relevant to the student's security and safety. The Head must therefore be notified in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may be excluded from school premises if the Head, acting in a proper manner, considers such exclusion to be in the best interests of the student or of the School.
- b) Disabilities and Special Needs: the principles underlying the School's aims as set out in 2(a) above extend to students with disabilities, subject to the legal obligation to make reasonable adjustments and not to put any student or potential student at a substantial disadvantage compared with any student who is not disadvantaged, nor to disadvantage any other student or put any other student at risk. However, the School does not undertake to diagnose Specific Learning Difficulties or special needs, though it will endeavour to make Parents aware if it is felt that the student is not developing or progressing as might be expected. The School will, on request advise Parents as to how they may, at their own expense, obtain specialist advice. The School also reserves the right to charge the parent(s) of a student who is disabled or has special needs for the provision of any ancillary equipment or service required in connection with the student's education and activities within School.

Disabilities and Special Needs: the principles underlying the School's aims as set out in 2(a) above extend to students with disabilities as defined in the Disabilities Act 2010. In these cases the School will make reasonable adjustment to remove any substantial disadvantage as compared with non-disabled pupils. Where children are admitted to the School with diagnosed special educational needs the School will work with students, families and agencies to provide a supportive learning environment. The School also reserves the right to charge the parent(s) of a student who has special needs for the provision of any ancillary equipment or service required in connection with the student's education and activities within School other than any reasonable adjustment. The School cannot diagnose learning difficulties though it will endeavour to make Parents aware if it is felt that the student is not developing or progressing as might be expected. The School will, on request, advise Parents as to how they may, at their own expense, obtain specialist advice.

c) Leaving School premises: the School is not, under normal circumstances, physically



able to prevent a student leaving school premises and is not entitled to do so in the case of a student aged 16 or over. A student may be asked for details as to mode of travel and the address and a contact telephone number where the student can be contacted when not on School premises. The School reserves the right in the case of exceptionally bad weather or other emergency, to close the School before the end of the School day, in which case all students in Year 10 and below will be required to make contact with their Parents or other responsible adult before being allowed to leave School. For the avoidance of doubt, the School cannot accept responsibility for the welfare or safety of any student while off school premises unless he or she is taking part in an activity or event organised by the School and under the supervision of a member of the School's staff.

- d) Residence during term time: the Head must be notified in writing immediately if a student will be residing other than with a person who has parental responsibility. The notification must include the full name, contact details, the relationship of that person to the student and the dates when the student will reside with them. The School reserves the right to contact social care departments without the Parents' consent if a student is no longer residing in the family home or with someone who has parental responsibility and the arrangement gives the School reason to be concerned about a student's welfare.
- e) Absence of Parents: when both Parents will be absent from the student's home overnight, for a 24 hour period or longer, the School requires, in writing or by e-mail from the parent's personal account the address at which the student will be resident, the student's relationship to his/her temporary guardian and the name, address and telephone number for 24-hour contact of the adult to whom parental responsibility has been delegated in loco parentis. The temporary residence must be within reasonable travel distance of the School.
- f) Consent to participation in contact sports and similar activities. Unless you notify us to the contrary, you consent to your child participating, under supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- g) Liability and insurance: the School does not, unless negligent, accept responsibility for accidental injury or loss of property. The School undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of Parents, including insurance of student's personal property whilst at school or on the way to or from school or on any school sponsored activity away from the School. The School is not the agent of the Parents for any purpose related to insurance.
- h) Students' personal property: students are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name. In accordance with Health and Safety regulations student may not bring any item of equipment on to school premises which runs off mains electricity without the prior written permission of the Head or Bursar.
- i) Concerns and complaints: Parents who have any concerns at all about any aspect of their child's life at school or the School itself should contact an appropriate member of staff as soon as possible. The School undertakes to regard all such expressions of concern seriously and to follow them up promptly, and recognises the importance of confidentiality, fairness and ensuring that no one suffers unjustly. In this context, Parents are also asked to read the School's Anti-Bullying Policy, Anti-Cyberbullying Policy and Safeguarding Policy and Complaints Policy as set out on the school website
- j) Confidentiality and Data Protection: the school will take care to maintain the



confidentiality of information concerning all students and their Parents, and will meet the requirements of the Data Protection Act 1998. Parents will be required to provide certain data about themselves and their child(ren) and the School undertakes to obtain and process data only for specified purposes in accordance with the School's Data Protection Policy. The School will seek to ensure that such data is accurate, kept up to date and held securely, and kept only so long as it is required. In this context, Parents should note that, unless they or their child(ren) express a wish to the contrary, contact details for them and their child(ren) will be retained after their child(ren) leave(s) the School, for use by the School in maintaining contact with alumni and their Parents. The Parents consent to the School communicating with any other school which the student has attended or may attend about any matter concerning the student, including payment of fees.

k) School publications and website: Parents agree that a student's photograph or image may appear with his/her name attached in printed or electronically transmitted internal school publications. When such images are offered for publication in the public domain (including the School's website, newsletters etc) Parents are deemed to have consented to publication of the image of their child, provided that the child's name is not shown in association with the image. The child's name will only be shown in association with an image published in the public domain when that child's parent (or, for a child aged 16 or over, the child him/herself) has first given consent.

All photographs and images will remain the property of the School, but will only be used in publicity for up to five years. After this, the images will be archived and may used for any historical reasons under the same conditions above.

- I) Use of Information and Communications Technology (ICT): Parents consent to the student's use of ICT in school being monitored and acknowledge that a breach of the School's ICT Policy, Bring Your Own Device Policy or unauthorised use of ICT facilities in school is a disciplinary offence. An Acceptable Use Policy for IT and other relevant policies are published on the School's official website. A breach of the Acceptable Use Policy will be regarded as a breach of the school rules. References to the School, its governors, staff and students on social media are also monitored and any reference by a student likely to cause offence or bring the School or any individual into disrepute will be regarded as a breach of the school rules.
- m) Reports: the School monitors each student's progress carefully and Parents will receive regular reports either in writing or at a meeting with subject teachers. The schedule and balance of written reports and meetings may change from one year to another. Where Parents are separated or divorced, reports and other information will normally be sent to both Parents, unless a court order or agreement to the contrary has been sent to the Head.
- n) Examinations and references: the School will enter a student's name for an examination if the Head is satisfied that such is in the best interests of the student. Information supplied to Parents and others concerning the progress and character of a student and about examinations/further education and career prospects and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.
- o) Intellectual property: the School reserves the sole copyright in any literary, musical, dramatic or artistic work created by the School or by a student for a purpose associated with the artistic or cultural life of the School but will otherwise acknowledge the right of the student to assert copyright in work of which the student is the sole author. The School's logo, in various formats, is a Registered Trade Mark.



- p) Prospectus and website: the School's website fully describes the aims and broad principles on which it is presently run in the manner of a prospectus, and gives an indication of its history and ethos. Although the official website and all other information published formally by the School are believed correct at the time of publication, they do not form part of any agreement between Parents and the School. Parents wishing to place specific reliance on a matter given on the website or elsewhere should seek written confirmation of that matter from the Head before entering into this agreement.
- q) Consumer protection: care has been taken to use plain language in these Terms and Conditions and to explain the reasons for any of the terms that may appear one-sided. If any word(s), alone or in combination, infringe the Unfair Terms in Consumer Contracts Regulations 1994 or any other provision of law, they should be treated as severable and shall be replaced with words which give as near the original meaning as may be fair.
- r) Force Majeure: force majeure shall mean any cause beyond the School's control, including for the avoidance of doubt strikes, other industrial disputes, act of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority, accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination). In the event of a force majeure arising which prevents or delays the School's performance of any of its obligations under this agreement, the School shall forthwith give Parents notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the School has acted reasonably and prudently to prevent and minimise the effect of the force majeure, the School will have no liability in respect of the performance of such its obligations as are prevented by the force majeure while it continues and tuition fees shall still be payable. The School shall use its best endeavours during the continuance of the force majeure to provide educational services and shall notify Parents of the steps it will take to ensure performance of the agreement.
- s) Interpretation: these Terms and Conditions supersede those in the prospectus, website and elsewhere and will be construed as a whole. Unless required to make sense of the immediate context, headings are for ease of reading only and are not otherwise part of the Terms and Conditions. For the avoidance of doubt, these Terms and Conditions shall cease to apply when the student leaves RGS for any reason.
- t) **Jurisdiction**: this contract was made at the School and is governed exclusively by English Law and the courts of England.



## CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

 $\label{lem:communications} General \ enquiries: \ \underline{hm@rgs.newcastle.sch.uk}$  or  $\underline{communications@rgs.newcastle.sch.uk}$ 

www.rgs.newcastle.sch.uk

This policy applies to the whole school and is published to staff Updated: Reviewed: Author: M Pitkethly