



## **Our Mission Statement – the reason our College exists**

### **“Learning & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

## **Our Vision Statement – the long-term change resulting from our work**

### ***“Strength of Mind, Strength of Values, Strength of Purpose”***

#### ***Strength of Mind***

We aim to enable our students to be truly independent thinkers and to think ‘big’ ideas, using their creative instincts. We aim to empower our students to develop resilience through a growth mind set adopting a ‘not yet....’ rather than a ‘can’t do....’ attitude to their learning and their personal development. We aim to develop young people to become critical thinkers with the capacity for original thought and ideas. We aim to cultivate young minds to accept and welcome failure as a natural part of self-improvement and personal growth – how can we know how to improve unless we first fail?

#### ***Strength of Values***

Ratcliffe College’s educational ethos and Christian values are emphasised by a strong sense of moral purpose and commitment to doing what is right for children and young people. With Christ at the centre of our learning, we educate young people to live their lives based on the Gospel Values; faithfulness and integrity, dignity and compassion, humility and gentleness, truth and justice, forgiveness and mercy, tolerance and peace, service and sacrifice.

As Christians, we hear the call of the Gospel to seek perfection by loving God and others with all our strength, anchored by our School motto, *Legis Plenitudo Caritas*: ‘Love is the fulfilment of the Law’. We aim to educate young people to see Christ in others and to help those less fortunate than themselves or those in need. As a through school with children from 3 to 18, we aim to instil a deep sense of community and belonging to the Ratcliffe College family of Schools: Nursery, Preparatory and Senior.

#### ***Strength of Purpose***

Finally, we aim to educate young people to have a strong sense of who they are and their purpose in the world. We aim to inspire our young people to become the leaders of the future. Our aim is to nurture the God-given talents of every student, whether academic or part of the co-curriculum, so that they achieve their greatest potential and are equipped academically, socially, emotionally and spiritually to go forth and make a positive difference to the communities in which they live and work.

## POLICY FOR POLICIES

**This policy has been written for all three sections of the College**

Author: K Ryce	Receiver: All staff
Review Date: August 2021	Next Review: July 2022

## POLICY FOR POLICIES

**This policy has been written for all three sections of the College**

### Rationale

The process of reviewing policies is designed to reflect the aims of the School's Mission Statement. We aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have *"Strength of Mind, Strength of Values, Strength of Purpose"*.

### Introduction

To ensure all School policies are reviewed and updated on an annual basis, it is essential that there is a recognised process for the checking of policies during the School year.

### Aims

- 1. To ensure all policies are reviewed and updated by appropriate members of staff on an annual basis.**
- 2. To ensure all relevant policies are updated and uploaded onto the School website and to the Independent Schools' Inspectorate in accordance with ISI Inspection regulations on an annual basis.**

### Policy Review Process

<b>Name of Policy</b>	<b>Member of staff responsible for reviewing policy</b>	<b>Date of next review</b>
Able, Gifted and Talented (Senior School)Policy	JD	July 2022
Able, Gifted and Talented (Prep School)Policy	JC	July 2022
Acceptable Use Policy (Nursery)	RR	July 2022
Acceptable Use Policy Pupils (Preparatory School KS1)	JC	July 2022
Acceptable Use Policy Pupils (Preparatory School KS2)	JC	July 2022
Acceptable Use Policy Pupils (BYOD Preparatory School)	JC	July 2022
Acceptable Use Policy Pupils (Senior School)	CDO/PG/ESM (E-Safety Committee)	July 2022
Acceptable Use Policy Staff	CDO	July 2022

Access to School Premises Policy	CB	July 2022
Accessibility Policy	CB	July 2022
Admissions Policy	JR/Chair of Governors	July 2022
Alcohol Policy	CDO	July 2022
Anaphylaxis and Epipen Policy	Medical	July 2022
Anti-Bullying Policy	Governors/JR/CDO/JC	July 2022
Appeals Policy 2021	DC and KR	September 2022 (Likely to be removed July 2022)
Awarding Grades Policy 2021	DC and KR	September 2022 (Likely to be removed July 2022)
Appearance of Students Policy	CDO/JC	July 2022
Appraisal Policy	KR/JD/CC	July 2022
Assessment Policy (Senior School)	KR/JD	July 2022
Assessment Policy (Prep School)	CC	July 2022
Behaviour, Rewards and Sanctions Policy	CDO /JC /RR	July 2022 (Prep)
Boarders' Illness Policy	CDO/Medical	August 2022
Boarding Policy	ADC/CDO	August 2022
Bribery Policy	CB	September 2023
Bring Your Own Device Policy (BYOD) (Senior)	JD/KR	July 2022
Bring Your Own Device Policy (BYOD) Prep	CC	New Policy
Capability and Disciplinary Procedures Policy	CB/KR/JMO	July 2022
Careers Policy	KG	July 2022
Centre Assessed Marks Review of Marking Policy	KR/DC	July 2022
Co-Curricular Staffing Policy (Senior)	CDO/MC	August 2022
Complaints Procedure Parent Policy	JR/CB/Chair of Governors	July 2022
Confidentiality Policy	CDO/CC	August 2022
Controlled Assessment Non-Examination Assessment Policy	KR/DC	July 2022
Controlled Assessment Non-Examination Assessment Risk Management	KR/DC	July 2022

COVID19 Coronavirus Visitor Policy	CB	July 2022
COVID-19 Suspected or Confirmed Case of Policy	CB	In line with Gov. guidance
Cultural Development Policy	CDO/ CC	August 2022
Curriculum Policy	KR/JD/CC	July 2022
Data Protection Policy	CB	July 2022
Differentiation Policy	KR/JD/CC	July 2022
Disability Policy	CB	September 2023
Distance Learning Policy for the Preparatory School	CC	July 2022
Drugs Policy	JR / CDO	August 2022
Eating Disorders Policy	Medical	July 2022
Ebola Virus Policy	Medical	July 2022
Emergency Evacuation During Public Examinations Policy	KR/DC	July 2022
English as an Additional Language Policy	KR/MR/CC	July 2022
English Requirements for Overseas Students Policy under review	KR/MR	July 2022
Equal Opportunities Policy	CDO	July 2022
Examination Policy	KR/DC	July 2022
Examination System Contingency Plan	KR/DC	July 2022
Exclusions Policy	JR	July 2022
EYFS Policies (See separate folder)	CC/RR	July 2022
Fire Safety Policy	CB/MB	July 2022
First Aid and Medical Arrangements Policy H&S Part 2 Folder	Medical	July 2022
Formal Monitoring of Pastoral Care and Welfare Policy	CDO/JC	July 2022
Formal Monitoring of Teaching and Learning Policy	KR/JD/CC	July 2022
Gender Identity Policy	KR/CDO/EHA	July 2022
Governors' School Visits Policy	JR	July 2022

Grievance Policy	JR/CB/JMO	July 2022
Health and Safety Policy Part 1 (separate folder)	CB/MB	July 2022
Health and Safety Policy Part 2 (separate folder) This policy contains the following policies: 1. Fire Safety Policy 2. First Aid & Medical Arrangements Policy 3. RIDDOR & Accident Reporting Policy 4. Risk Assessment 5. Stress Policy 6. Visitors Policy 7. Slips and Trips Policy 8. Asbestos Policy 9. COSHH Policy 10. Electrical Appliance Safety Policy 11. Electrical Safety Policy 12. Food Hygiene Policy 13. Display Screen Equipment Policy 14. Lifting & Manual Handling Policy 15. Waste Disposal Policy 16. Legionella and Water Safety Policy 17. Working at Height Policy 18. Use of Ladder and Stepladder Policy 19. Critical Incident Plan 20. Serious Incident Policy 21. Index	CB/MB	July 2022
Health Education Policy (Senior School)	CDO	July 2022
Independent Pastoral Support for Students Policy (Senior School)	CDO	July 2022
'Induction for Early Career Teachers' policy	JD	July 2022
Instrumental Lesson Absence Policy	KDO	July 2022
Instrumental Lesson Practice Policy	KDO	July 2022
Low Level Concerns Policy	JR	September 2022
Managing Allegations Against Children of Staff or Members of the Board Policy	CDO	July 2022
Managing Children Who Are Sick or Infectious Policy	CDO/Medical	July 2022
Managing Traffic Flow on Campus Policy	CB/MB	July 2022

Marking and Feedback Policy (Senior School)	KR/JD	July 2022
Marking, Feedback and Presentation of Work Policy (Prep School)	CC	July 2022
Maternity, Adoption and Paternity Policy for Teaching Staff	CB	July 2022
Missing Persons Policy	CDO	July 2022
Mobile and Electronic Devices Policy	KR/CDO/JC	July 2022
Out of Bounds Policy	CDO	July 2022
Parent Contract	JR/CB	July 2022
Pastoral Care Policy	CDO/JC	July 2022
Peer-on- Peer Abuse Policy	CDO	July 2022
Personal Property and Lost Property Policy (Senior School)	CDO	July 2022
Personal Relationships Policy	CDO	July 2022
Plagiarism Policy	KR/JD	July 2022
Policy for Policies	KR	September 2022
Prep Policy (Senior School)	KR/JD	July 2022
Prep Policy (Prep School)	CC	July 2022
Prevent Duty Risk Assessment	CDO/SLT	N/A Risk Assessment
Workplace Bullying and Harassment Policy	JMO/CB	July 2022
Privacy Policy	CB	July 2022
Private Tuition by Teaching Staff Policy	JR	July 2022
PSHCE / Christian Living Preparatory School Policy	DT/CC	July 2022
PSHCE Senior School Policy	TS	July 2022
Psychoactive Substance Policy	CDO/JR	July 2022
Radicalization and Extremism Risk Assessment	CDO	July 2022
RE Policy (Prep School)	CC/DG	July 2022
Records Management Policy	CB	September 2023

Recruitment, Selection and Disclosure Policy	JMO	July 2022
Registration Policy	CDO/JC	July 2022
Relationship and Sex Education Policy	CDO/TS/EHA/CC	July 2022
Remote Learning Policy for Parents	NEW - JD	July 2022
Remote Learning Policy for Staff	NEW - JD	July 2022
Remote Learning Policy for Students	NEW - JD	JULY 2022
Reporting Policy Senior School	KR/JD	July 2022
Reporting Policy Prep School	CC	July 2022
Return to Work Interviews (Guidance)	JMO	September 2022
RIDDOR and Accident Reporting Policy	MB	July 2022
Risk Assessment Policy	MB	July 2022
Road Crossing Policy (Prep School)	JC	July 2022
Rugby Safety Policy	MB/CB/MK	July 2022
Safeguarding and Child Protection Policy	CDO/JR/Governing Body	September 2022 (On going reviews)
School Counsellor Policy	CDO	July 2022
School Hours and Daily Timetable	CDO/JC	July 2022
School Meals and Food Policy	GStudd / CDO	July 2022
School Trips and Visits Policy	CDO/JC/RR	July 2022
Searching, Screening and Confiscation Guidance for Staff	CDO	August 2022- Note Guidance not Policy
Self-Harm Policy	CDO/Medical Dept	August 2022
Sickness Absence Management Policy	JMO	July 2022
Smoking Policy	CDO	July 2022
Special Educational Needs Policy (Senior School)	LJ/JD	July 2022
Special Educational Needs Policy (Prep School)	CL/JC	July 2022
Spoken Languages Policy	SC/PMc	July 2022
Staff Code of Conduct	CDO	July 2022
Staff Development Policy	KR/JD/CC	July 2022

storage, Handling, Use, Retention and Disposal of Information Policy	CB	July 2022
Student Complaints Procedure	CDO	July 2022
Students Driving Cars to School Policy	BH	July 2022
Students Visiting Staff Accommodation Policy	CDO	July 2022
Supervision of Students Policy	CDO/JC/RR/AdC	August 2022
Student Wellbeing Policy	CDO	July 2022
Teaching and Learning Policy	KR/JD/CC	July 2022
Unavailability for Sport Policy	CDO/AST	July 2022
University Visits Policy	BH	July 2022
Use of Computer Room Policy	MIJ	July 2022
Use of Laptops and the Internet Policy	MIJ	July 2022
Use of Reasonable Force Policy	CDO	July 2022
Use of School Vehicles Policy	CB	July 2022
Visitors' Policy (including contractors)	CB/CDO/MB	September 2022 [Weekly review during C-19]
Staff Wellbeing Policy NEW	JD	July 2022
Whistleblowing Policy	CDO/JC	July 2022

### **Review**

This policy is reviewed by the Senior Deputy Head each year. This policy was last reviewed in July 2021. A selection of policies are available to parents in full on the School's website, all policies are available on request.

### **Links to Other Policies**

All School policies