



LEIGHTON PARK

FOUNDED 1890

**The Gold Book
2026 - 2027**

Welcome from the Head

Leighton Park is a remarkable place to learn, grow and flourish.

At the heart of our School are the Quaker values of Simplicity, Truth, Respect, Integrity, Peace, Equality, and Sustainability. These values are not just words on a page; they are lived out daily by everyone on the Park, shaping the way we work and support each another. They are as relevant today as they were when the School was founded in 1890.

This Gold Book is designed to help our community by providing essential information about life at Leighton Park. Inside, you'll find guidance and practical notes to help ensure that our School remains a safe, compassionate and inspiring environment where every student meets the School's high aspirations and, most importantly, can thrive.

I hope this guide will be a useful companion: to enable you to make the most of your time here and to help you embrace everything our distinctive School has to offer.



Luke Walters
Head

“Let your life speak.” - Quaker saying



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Positioning Statement

Leighton Park is the UK's leading future-ready, values-led School. It is an independent co-educational day and boarding School for 11-18 year olds. Its central purpose is to form young people who think boldly, learn adventurously and live with purpose. Our learning community combines: Quaker values; meaningful relationships and compassionate challenge and a holistic approach to learning, leading to exceptional outcomes for all.

Vision Statement

We inspire young people to discover their voices, cultivate their talents and let their lives speak – so they can shape a better world.

Mission Statement

Every student and family feels seen, known and valued, earning LP the reputation of being the UK's most trusted, future-ready, values-led School.

Statement of Aims

How we'll achieve our mission

1. Delivering an adventurous, future-ready education that develops intellectual curiosity, creativity and courage, thereby equipping young people with the knowledge, skills and adaptability to thrive in a rapidly changing world.
2. Nurturing a close community where every individual feels they belong, building meaningful and profound relationships founded on truth, integrity and mutual respect.
3. Cultivating values, purpose and identity through our distinctive Quaker foundations, encouraging students to lead lives of integrity, service, peace and social impact.
4. Providing a holistic educational experience that develops talents beyond the classroom, enabling students to flourish academically, pastorally, creatively, physically and spiritually.
5. Inspiring and empowering every student to discern their voice, fulfil their immense potential and develop resilience, combining high expectations with compassionate challenge to achieve exceptional outcomes for all.

Quaker Ethos and Values

Over 130 years ago Leighton Park was founded on Quaker principles that today are considered best educational practice for any school; simplicity, truth, respect, integrity, equality and sustainability. Quakers call these principles “testimonies” and do their best to live by them, actively living out their values rather than obeying a set of beliefs. They recognise no barriers of colour, class, or gender and are accepting of those of all religions and none. Quakers believe in the immense potential of each individual, and valuing everyone for who they truly are.

For students at Leighton Park, these values provide the foundation for everything we do, and act as a guide to follow to develop personally and academically as young adults. We encourage all students to do their best to adopt these values:

Simplicity

At Leighton Park we encourage our students to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness.

Truth

We try to live according to the deepest truth we know, as individuals, and encourage our students to speak out and voice the truth – which means always speaking truth to power when our students see that something is not right, including to senior members of staff. Truth, for every one of us, means what we may each have found to be true.

Respect

We know there is value in every human being and so we treat everyone with respect. Even if someone is different or we do not agree with them, we afford everyone the respect they deserve and through this build trust and wellbeing. Every student at LP has a valuable contribution to make.

Integrity

As we are guided by integrity, so we expect to see it in our life at school by everyone being honest and having strong moral principles which they follow. It means being honest with oneself and sometimes facing uncomfortable facts. We encourage everyone to avoid being dishonest by stating different opinions and values according to the company we happen to be in.

Peace

The peace testimony is a core value of the School. It comes from our belief that love is at the centre of existence and that all human life is of equal worth.

Equality

We believe everyone should be treated equally and with respect. Everyone is of equal worth which means students and teachers have a very special relationship, enhanced by calling each other by their first name.

Sustainability

We are concerned about excess and waste in our society. We want to make sure that our use of natural resources is sustainable, and this means encouraging the whole School to think about their actions and impact on the earth.

Meeting for Worship

This is one of the most special features of LP and sits at the very heart of the School. This type of meeting will only be found in other Quaker Schools.

- + Meeting for Worship takes place every Thursday morning after Lesson 2. Traditionally, the Meeting will start once the whole School is seated and lasts for 30 minutes. Students arrive at the Main Hall or Peckover in silence and prepare themselves for reflective thought.
- + We understand how enriching the power of silence and reflection can be. In the noisy modern world, the time we afford every member of the community each week, to sit, think and reflect is a powerful tool to take into the future.
- + Leighton Park has students of all faiths and none. The Quaker practice of having time to stop and think in collective silent reflection has value for all our students, contributing to our purposeful, calm and supportive learning environment.
- + Anyone may read the Quaker Faith and Practice or any religious text in the Meeting but other material is not appropriate, unless agreed in advance. No one should whisper or distract others. If anyone feels restless and finds it hard to free their mind, closing eyes and sitting very still is something to try.
- + Anyone, however young or inexperienced, is equally able to take part in the ministry of Quaker meetings, by standing and sharing something with the community. Students are encouraged to share their thoughts and ideas.

Diversity, Equity and Inclusion (DEI) at LP

Leighton Park stands against everything to do with discrimination, exclusion, harassment, bullying and hatred in whatever form it takes. We actively promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance. Leighton Park seeks to be a leading School in this regard, which delights in being diverse, open-minded and with a culture of compassionate inclusion. Leighton Park is a place where everyone is respected, yet we recognise that tolerance is but a step on the journey to acceptance and celebration of our human uniqueness. We aspire to remain agile in terms of dismantling the barriers and challenges to inclusion that may arise over time in schools and wider society.

We encourage applications from young people from disadvantaged backgrounds and others who would benefit from the transformative impact of our bursaries.

What does DEI mean for us at LP?

We have a shared vision of what we understand DEI to mean at Leighton Park:

Diversity: the ways people differ, their uniqueness

Equity: considering individual need, for example differentiation of work

Inclusion: working proactively and strategically to ensure individuals are welcomed, valued, represented, respected and free to learn, excel, socialise and contribute without feeling othered, excluded or threatened.

Our DEI vision is rooted in our commitment to equality to ensure that all individuals have a fair and equal opportunity to make the most of their unique lives and talents. Our commitment to DEI is also firmly rooted within (and informed by) our Quaker Principles and our commitment to nurture future global changemakers.

We seek to safeguard and support people with protected characteristics under the Equality Act (2010). We also pledge to uphold the rights of all diverse young people not to be discriminated against as enshrined in Article 2 of the United Nation's Convention on the Rights of the Child. In addition, the statutory safeguarding document for schools and colleges 'Keeping Children Safe In Education' (latest version) places a statutory expectation upon schools to prevent bullying, including prejudice based and discriminatory bullying.

If you would like to know more about DEI at LP, then do ask any member of staff!

Term Dates

AUTUMN TERM 2026

Tuesday 1 September	Staff meetings and training
Wednesday 2 September	Staff meetings and training New boarder arrivals from 16.00
Thursday 3 September	Newcomers' Day Existing boarders return between 18.00 - 21.00
Friday 4 September	First full day of term starts at 08.15
Friday 16 October	Long leave begins at 16.15
Sunday 1 November	Long leave ends Boarders return between 18.00 - 21.00
Monday 2 November	Term recommences at 08.15
Wednesday 16 December	Term ends at 13.00

SPRING TERM 2027

Friday 8 January	Staff meetings and training
Sunday 10 January	Boarders return between 18.00 – 21.00
Monday 11 January	First full day of term starts at 08.15
Friday 12 February	Long leave begins at 16.15
Sunday 21 February	Long leave ends Boarders return between 18.00 – 21.00
Monday 22 February	Term recommences at 08.15
Friday 19 March	Term ends at 13.00

SUMMER TERM 2027

Sunday 11 April	Boarders return between 18.00 and 21.00
Monday 12 April	First full day of term starts at 08.15
Monday 3 May	Bank Holiday
Friday 28 May	Long leave begins at 16.15
Sunday 6 June	Long leave ends Boarders return between 18.00 – 21.00
Monday 7 June	Term recommences at 08.15
Thursday 8 July	Term ends at 13.00 for students; normal working day for staff
Friday 9 July	Staff training

**Please note: Students do not attend School on staff training days
Boarding Houses remain open on 3 May Bank Holiday
weekend, but no lessons take place on this day.**

Calendar

The full School calendar can be accessed online via My School Portal (MSP). This will include a calendar to help parents and guardians keep track of everything in one place. Further details will be communicated through the eBulletin.

Timetable/ Timings of the School Day

Time	
07.30 – 08.10	Breakfast
08.15 – 08.25	AM Registration
08.30 – 09.25	Lesson 1
09.30 – 10.25	Lesson 2
10.30 – 10.55	Collect*
10.55 – 11.15	Break
11.15 – 12.10	Lesson 3
12.15 – 13.10	Lesson 4
13.10 – 14.20	Lunch
14.20 – 14.25	PM Registration
14.30 – 15.20	Lesson 5
15.25 – 16.15	Lesson 6
16.15 – 16.30	Buns
16.30 – 17.30	Co-curricular Activities
17.30 – 18.15	Tea
18.15 – 19.00	Co-curricular Activities +
18.20 – 18.30	House Meeting
18.30 – 21.00	Prep

*Thursdays

Collect will be replaced by Meeting for Worship from 10.30 until 11.00. Break will be 11.00 until 11.15.

*Senior School

On Tuesdays and Wednesdays, Collect is replaced by Tutor Time/ House Meetings

*Fryer

Monday: Tutor Time
Tuesday: Collect in Peckover
Wednesday: House Meeting
Thursday: Meeting for Worship in Peckover
Friday: Whole School Collect in Main Hall

Lunch - Fryer should be released at 13.00 (during Lesson 4). Please also see Meal Times

+ Slightly different arrangements for boarders on a Friday after School.

School transport leaves school at 18.00 Monday to Thursday and 16.45 on Friday.

eBulletin

A weekly eBulletin will be sent to all members of the community. It is the main form of communication regarding events, dates and other key information about the School. Everyone is encouraged to read this each week.

Parents' Evenings 2026 – 2027

Most Parents' Consultation Evenings will be held virtually, while Tutor, Student and Parents' Evenings are held face to face. My School Portal (MSP) will include details about how to book appointments for Parents' Consultation Evenings and Tutor, Student and Parents' Evenings. Further details will be communicated through the eBulletin. If you have any questions, please contact School Office.

Parents' Consultation Evenings

Thursday 19 November	Year 8	Virtual	18.15 - 21.00
Tuesday 24 November	Upper Sixth	Virtual	18.15 - 21.00
Tuesday 8 December	ILC Parent Evening	Virtual	18.15 - 21.00
Thursday 21 January	Year 9	Virtual	18.15 - 21.00
Tuesday 26 January	Lower Sixth	Virtual	18.15 - 21.00
Thursday 4 February	Year 11	Virtual	18.15 - 21.00
Tuesday 9 March	Year 7	Virtual	18.15 - 21.00
Tuesday 11 March	ILC Parent Evening	Virtual	18.15 - 21.00
Tuesday 16 March	Year 10	Virtual	18.15 - 21.00
Tuesday 15 June	SEND Clinic	Virtual	18.00 - 20.00

Tutor, Student and Parents' Evenings

Tuesday 22 September	Year 7 (10 minute slots)	Fryer House	18:00 – 20:00
Thursday 1 October	Year 9	MMC Foyer	18:00 – 20:00
Tuesday 6 October	Year 8	Fryer House	18:00 – 20:00
Tuesday 6 October	Year 11	MMC Foyer	18:00 – 20:00
Tuesday 10 November	Year 10	MMC Foyer	18:00 – 20:00
Tuesday 23 February	Upper Sixth	MMC Foyer	18:00 – 20:00
Thursday 18 March	Year 8 (10 minute slots)	Fryer House	18:00 – 20:00
Tuesday 11 May	Year 7 (10 minute slots)	Fryer House	18:00 – 20:00
Tuesday 23 June	Lower Sixth	MMC Foyer	18:00 – 20:00

Option/Information Evenings

Tuesday 17 November	Year 9 GCSE Options Evening	Main Hall	18:15 – 21:00
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Meal Times

Breakfast: 07.30 - 08.10 Monday to Friday.

Lunch:

	13.00	13.10	13.25	13.40
Monday	Fryer	Those in Club 2	U6/ L6/ Y11	Y9 and Y10
Tuesday	Fryer	Those in Club 2	Y9 and Y10	U6/ L6/ Y11
Wednesday	Fryer	Those in Club 2	U6/ L6/ Y11	Y9 and Y10
Thursday	Fryer	Those in Club 2	Y9 and Y10	U6/ L6/ Y11
Friday	Fryer	Those in Club 2	U6/ L6/ Y11	Y9 and Y10

Students are asked to come at the published time above and not to form a queue to join the queue!

Lunchtime Co-curricular Club 1: 13.10 until 13.40 (students should eat in Oakview between 13.40 and 14.20)

Lunchtime Co-curricular Club 2: 13.40 until 14.20 (students should eat in Oakview between 13.10 and 13.40)

Tea: Students are welcome to have tea from 17.30 until 18.10 from Monday to Friday. There is no set order for tea – students on School transport will be given priority.

Weekend

Saturdays and Sundays may alternate between brunch and a traditional schedule depending on the weekend activities programme:

Traditional: Breakfast: 08.30 Lunch: 13.00 Tea: 17.30

Brunch: 11.00 - 13.00 Tea: 17.30

Students will be informed of the mealtimes in advance should there be any changes.

Key Contacts

LEADERSHIP TEAM

Head:

Luke Walters

Old School, Leighton Park School, RG2 7ED

E: head@leightonpark.com

Tel: 0118 987 9602

Bursar and Clerk to the Board of

Governors:

Keith Eldridge

Old School, Leighton Park School, RG2 7ED

E: keitheldridge@leightonpark.com

Tel: 0118 987 9607

Senior Deputy Head:

Eddie Falshaw

Old School, Leighton Park School, RG2 7ED

E: edwardfalshaw@leightonpark.com

Tel: 0118 987 9605

Tel: 07730 095997

Deputy Head; Academic:

Charlotte Wilde

Old School, Leighton Park School, RG2 7ED

E: charlottewilde@leightonpark.com

Tel: 0118 987 9544

Director of Admissions and External

Relations:

John Burnett

Old School, Leighton Park School, RG2 7ED

E: johnburnett@leightonpark.com

Tel: 0118 987 9612

Senior Assistant Head: Co-curricular &

Partnerships:

Natasha Coccia

Grove House, Leighton Park School, RG2 7DH

E: natashacoccia@leightonpark.com

Tel: 0118 987 9540

Senior Assistant Head: Community and Wellness:

Sally Saunders

Townson, Leighton Park School, RG2 7DH

E: sallysaunders@leightonpark.com

Tel: 0118 987 9595

Assistant Head: Head of Teaching and Learning:

Jenny Powlesland

Townson, Leighton Park School, RG2 7DH

E: jennypowlesland@leightonpark.com

Tel: 0118 987 9628

Assistant Head: Director of IBDP

Kees Luteijn

Townson, Leighton Park School, RG2 7DH

E: keesluteijn@leightonpark.com

Tel: 0118 987 9568

Director of Sixth Form:

Helen Taylor

Grove House, Leighton Park School, RG2 7DH

E: helentaylor@leightonpark.com

Tel: 0118 987 9569

Head of Year 11 & Pre-Sixth:

Claire Gulliver

Swarthmoor, Leighton Park School, RG2 7DH

E: clairegulliver@leightonpark.com

Tel: 0118 987 9663

Head of Year 10:

Sarah Owen

Swarthmoor, Leighton Park School, RG2 7DH

E: sarahowen@leightonpark.com

Tel: 0118 987 9652

Head of Year 9:

Ellie Smales

Townson, Leighton Park School, RG2 7DH

E: elliesmales@leightonpark.com

Tel: 0118 987 9660

Head of Year 8:

Merion Taynton

Peckover, Leighton Park School, RG2 7DH

E: meriontaynton@leightonpark.com

Tel:0118 987 9661

Director of Fryer (Years 7 and 8):

Becky Edwards

Fryer House, Leighton Park School, RG2 7ED

E: beckyedwards@leightonpark.com

Tel:0118 987 9664

IT Manager:

Lee Carter

Townson, Leighton Park School, RG2 7ED

E: leecarter@leightonpark.com

Tel:0118 987 9629

Director of Medical Services:

Donna Fearn

Health Centre, Leighton Park School, RG2 7ED

E: donnafeearn@leightonpark.com

Tel:0118 987 9566

Main School Switchboard

Tel:0118 987 9600

E-mail:

schooloffice@leightonpark.com

BOARDING HOUSE TEAMS

Fryer House

Housemistress: Helen Tatlock

helentatlock@leightonpark.com

Deputy Housemistress: Karen Hicks

karenhicks@leightonpark.com

Senior Resident Tutor: Reece Kelly-Gould

reecekelly-gould@leightonpark.com

Resident Tutor: Jack Gardner

jackgardner@leightonpark.com

Boarding Experience Manager: Helen

Barstow - helenbarstow@leightonpark.com

House Tel:0118 987 9651

Duty Mobile.....07894 238 318

Reckitt House

Housemistress: Caroline Semeyn

carolinesemeyn@leightonpark.com

Deputy Housemaster: Ross Paone

rosspaone@leightonpark.com

Senior Resident Tutor: Su Griffiths

sugriffiths@leightonpark.com

Senior Resident Tutor: Danny Clark

dannyclark@leightonpark.com

Resident Tutor: Charlie Griggs

charliegriggs@leightonpark.com

Boarding Experience Manager:

Sharon Deller

sharondeller@leightonpark.com

House Tel:0118 987 9662

Duty Mobile.....07475 220 096

School House

Housemaster: Alex Leighton

alexleighton@leightonpark.com

Deputy Housemistress: Ellie Smales

elliesmales@leightonpark.com

Senior Resident Tutor: David Owen

davidowen@leightonpark.com

Resident Tutor: David Morton

davidmorton@leightonpark.com

Resident Tutor: Charlie Dalton

charlesdalton@leightonpark.com

Boarding Experience Manager:

Kate Brett

katebrett@leightonpark.com

House Tel:0118 987 9578

Duty Mobile.....07475 078 371

Tutoring

YEAR 7

Reece Kelly-Gould
Jess Wittert van Hoogland

Rosie Hughes/Lauren
Brandwood
Luke Kandiah

Oliver Staines
Julia Moore

YEAR 8

Callum Beasley
Jack Sims/Jack Gardner

Alex Hubert
Ilden Davulcu

Mark Smith
Harriette Wimble

YEAR 9

David Owen
Charlie Griggs
Pablo Gorostidi

Harriet Custance
Simon Bradbury
Jessica Mann

Rebecca Smith
Sonal Joshi

YEAR 10

Sophie Rowse
David Morton
Kerstin Kubisch

Danny Clark/Beth Butler
Mike Milner
Su Griffiths

Duncan Laurie Pile
Ross Paone

YEAR 11

Matt Richards
David Hammond
Debbie Ince

Rosemary Scales
Roy Vigus
Shabs Shabir

Lan Worrall
Maria Rouco
Sarah Senior

LOWER SIXTH

Peter Rowley
Victoria Dovaston
Rachel Milhofer

Jeff Fuller
Will Maxwell
Dan Fisher-Wienesen

Isabelle Lauzeral
Simon Mills
Stuart Bracewell

UPPER SIXTH

Stephen Taynton
Theresa McConologue
Jane Morris/Sarah Barnett

Kate Johnson
Rebecca Feghali
Leni Samuel/Jess Boswell

Mark Wood
Rich Duckett
Ruth Taaffe

Student Responsibilities

SENIOR PREFECTS:

Head Girl: Eva Peirce

Head Boy: Elliot Compton

Deputy Head Girl: Maiya Singh

Deputy Head Boy: Harry Coomber

STUDENT HEADS OF BOARDING HOUSE

Reckitt House

Head of House: Irene Estebanez Hoyos

Deputy Head of House: Anna Popkova

School House

Head of House: Leonardo Baumann

Deputy Head of House: Kito de Noailat

SCHOOL PREFECTS

Abbey Thurston

Alana Basinger

Alice Mackenzie

Beatrix Lewis

Brian Yip

Daisy Matthews

Daniel Bailey

Daniel Goodey

Darcy Pollard

Ella Lake

Emma Lok

Ethan Foster

Fin Walker

Fred de la Mora

Harrell Wiggle

Harry Davis-Redshaw

Henry Fry

Holly Bligh

Idil Hasaligil

Jadine Vu

Jessie Cha

Kendra Peter

Kian Kaffka

Kit Harris

Kylie Tang

Leonie Bartsch

Lucy Beni

Marla Šaňáková

Megan Belcher

Naina Govathoti

Nina Gierak

Noa Ransby-Craigs

Noah Carter

Patricija Varzaite

Riordan Kynoch

Robert Kneeshaw

Ryan Liu

Sarah Kayser

Sophie Bagshaw

Taylor Tse

Wonny Jung

Youssef El-Nagar

All members of the Sixth Form are encouraged to take positions of leadership and responsibility and are given opportunities in the School year to develop these skills.

The senior students are important, taking leadership positions in the boarding and competition Houses, in co-curricular and around the School to help supervise, care and lead the younger members of the School community. Rotas and responsibilities are given to the students to manage, monitor and fulfil.

Competition Houses

Bentsi-Enchill House

House Clerk: Danny Clark

House Captains: Leo Herans, Kylie Tang

Vice-Captains: Taylor Tse, Megan Belcher

Cadbury House

House Clerk: Debbie Ince

House Captains: Fred de la Mora, Idil Hasaligil

Vice-Captains: Heather Lo, Riordan Kynoch

Fox House

House Clerk: Dan Fisher-Wienesen

House Captains: Kit Harris, Ethan Foster

Vice-Captains: Alana Basinger, Henry Fry

Tubman House

House Clerk: Ellie Smales

House Captains: Harrell Wiggle, Daisy Matthews

Vice-Captains: Youssef El-Nager, Sophie Bagshaw

Houses meet formally on a Wednesday and are made up of students in Years 7 to the Upper Sixth. Each House is led by a House Clerk and a team of House Wardens, along with a student Captain and Vice-Captain, and year group Reps in each year. Together they help create the phenomenal house spirit. **Every member** of the community, students, teachers and Business and Operations (BOS) staff are members of a House.

Across the academic year, Houses meet to plan community events, charitable work and their team's participation in the various House competitions taking place. These include a mixture of sporting, academic, artistic, dramatic and musical events, which all contribute towards the crowning of the House Champions for the year.

The system began its first year in 2022-2023, during which the student and staff community forged the House identity.

Co-curricular Vision and Philosophy

The co-curricular programme is intentionally designed as part of a holistic, values-led education. The activities, clubs, societies and hobbies provide a clear, deliberate goal of developing students who have the confidence to be the best version of themselves.

This intentional co-curricular approach recognises that adolescence is a “second window of opportunity” for rapid learning and brain development, and our programme aims to support adolescent flourishing during this crucial time. Therefore, all students at Leighton Park are encouraged and expected to be involved in the co-curricular programme and wider life of the School.

The co-curricular programme is organised into four discrete zones:

- **Sport & Wellbeing:** Focusing on participation, progress, performance and movement.
- **Creative Expression:** Including Art, Textiles, Drama, Dance, Music, Media and Film Making.
- **DofE & Social Action:** Encompassing Outdoor Education, the Duke of Edinburgh Award and student-led societies such as Amicus, Amnesty, The Female Lead and LP Bros.
- **Future Readiness:** Including Aspiring High, STEAM, Cookery with Leith's and leadership qualifications.

Co-curricular Participation

The minimum weekly participation expectations are as follows and include lunchtime activities:

Years 7 and 8:	minimum of 3 activities per week
Year 9:	minimum of 3 activities per week
Year 10:	minimum of 2 activities per week
Year 11:	minimum of 1 activity per week
Lower Sixth:	minimum of 2 activities per week
Upper Sixth:	minimum of 1 activity a week

Leadership Opportunities: Students in the Sixth Form are afforded the opportunity to lead activity sessions, providing them with invaluable leadership experience and the chance to engage with students across the age range of the School.

Attendance and Safeguarding in Co-curricular (after School)

Attendance and participation in co-curricular is an expectation, not an option. To maintain high standards and ensure student safety, the following rules apply:

- **Permission for Absence:** Students unable to attend an activity must ask for permission by emailing their activity leader and copying in their parent(s) or Housemaster/Housemistress (for boarders).
- **Consequences:** Failure to follow the correct procedure will result in an unauthorised absence recorded on SOC's and a consequence, likely a Friday detention.
- **Authorisation:** For safeguarding reasons, parents must authorise absences from co-curricular activities for all students from Y7 to Y13 without exception.

All students and parents should use coco@leightonpark.com as the contact for Co-curricular queries such as sign up and permission for absences.

Behaviour Expectations

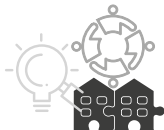
We have the highest academic and social expectations of our students. The Quaker ethos supports this, valuing each member of the community and recognising that everyone has something to offer. The guiding principles of the School's policy on behaviour and expectations are that students act not only with common sense, honesty and good manners, but also with consideration for other people's feelings and needs before their own.

We hope to recognise the good in each student and attempt to find peaceful and reasonable solutions to conflict as a clear reflection of our Quaker values. Students are expected to relate well and behave considerately towards others. In this regard, a culture of positive, mutual respect lies behind our day-to-day work with students, and expectations of good behaviour and attitude to others are the norm. Selfish actions are to be discouraged.

The best way to ensure the highest standards of both behaviour and work is created by a positive ethos where the self-confidence and self-esteem of students is promoted by regular praise and reinforcement. All students understand our expectations, and these are prominently reinforced throughout School life.

Where behaviour falls below our expectations, it may be appropriate for there to be a consequence. When this is done, it is done with a view to reflecting on the behaviour and thinking about how best to avoid repeating the mistakes of the past. Consequences are given in line with the School's policy on Behaviour and Discipline, which can be found on the School website.

The LP Way

VALUES	ACHIEVEMENT	CHARACTER AND COMMUNITY
		
We are kind and celebrate others. We use language that reflects this We live by the Quaker values of respect and equality We are upstanders: we speak out against unkind behaviour We listen to others: one person speaks at a time	We do our best and reflect on how we can develop further We are present, punctual and prepared We take pride in our work in line with Leighton Park expectations We meet deadlines	We get involved in our activities and opportunities We are active contributors to the tutor group, House, classes and the wider community We are curious and ask questions We actively seek opportunities to help others and embrace opportunities to be a force for good

Expectations of Students

All students are expected to do the following:

- Comply with the School rules – if in doubt, consult The Gold Book!
- Try their best to live out the Quaker values of simplicity, truth, respect, integrity, peace, equality and sustainability
- Take responsibility for their own behaviour and learning
- Admit and acknowledge their mistakes to learn from them so they can develop and take their place as responsible adults in society
- Cooperate and be courteous with all staff in the School
- Cooperate and be respectful with peers
- Be kind

Consequences

We generally find that most students at Leighton Park do not need consequences as they behave well and respond positively to behavioural advice when it is required. We always expect our students to adhere to School rules and adhere to our expectations.

When behaviour is unacceptable, and falls below expectations, a range of consequences include:

- A verbal reprimand from a teacher
- A sincere apology made from student to student
- A quick word outside the classroom or after the lesson
- Missing break
- New deadline negotiations for incomplete work
- Repeating unsatisfactory work at lunchtime
- Loss of free time and privileges
- Removal from the classroom
- School or House-based community service
- Letter of apology
- Exclusion from School
- Restrictions with technology, including being asked to hand a phone in to reception for misuse or as a pastoral measure.

More serious consequences might include:

- Report cards
- Voluntary report cards
- Withdrawal of privileges, including the use of technology
- Gatings
- House Gatings
- Detentions (lunchtime, after School, Tuesday evening, Friday evening, Saturday morning)
- In-House suspensions
- Exclusion from School.

Behaviour Escalation Process

1. Firstly, a discussion to lead to an Informal Verbal Warning.
2. LP1 – Formal Verbal Warning recorded on iSAMS.
3. LP2 – In class consequence issued and recorded on iSAMS and communicated with parents/ guardians or carers.
4. LP3 – Head of Year, Housemaster/ Housemistress, Head of Department Detention (Tuesday), logged and communicated with parents/ guardians or carers.
5. LP4 – School Detention on a Friday, Saturday or internal exclusion at discretion of Deputy Heads.
6. LP5 – Deputy Head / Head Suspension or Exclusion.

Detentions

Detentions can be imposed by class teachers if prep is not produced, or there is a problem with a student's work or behaviour. If this does not resolve the problem the Head of Department will arrange a further detention on a Tuesday. More serious problems, or a failure to attend a Head of Department detention, will result in a detention being organised by the appropriate Head of Year.

If conduct in other respects is unsatisfactory, students may be required to attend a House, Head of Department/ Housemaster/ Housemistress or School detention. If a School commitment prevents a student from attending, they may have the detention postponed, but this is not automatic. Such postponements may only be arranged in consultation with the member of staff overseeing the detention.

The range of detentions is as follows:

1. Teacher Detention/ House Detention, 20 minutes, time and venue to be agreed
2. Head of Department, Housemaster/ Housemistress/Head of Section Detention, 1 hour, 16.30 – 17.30 every Tuesday in Waterhouse 2
3. School Detention, an hour or an hour and a half, 16.30 – 17.30 or 18.00, every Friday in the Cadbury Room
4. Saturday Detention, 2-3 hours, Saturday, time and venue to be agreed.

NB; failing to attend a detention without providing a good reason will result in the award of the next detention on the list. **The original detention must still be completed.**

Gating

A gating restricts boarding students to the Park, or House for a specified period. Students will be issued with a reporting card and must report to the teacher on duty in the House at specific times to have the card signed. Failing to get the card signed at the right times will see an extension to the gating card until it is completed.

Gating cards/ report cards, can also be issued to students for use during the day. These may include cards to ensure attendance at Meeting for Worship or Collect. Gating cards may also be issued to students to monitor their Collect Dress, behaviour in lessons, completion of prep/ classwork or their movements around the Park. They help our students to focus on aspects of School life they may be struggling with and are seen very much as a supportive measure.

Prohibited Items

The following are “prohibited items” under Section 550ZA(3) of the Education Act 1996 and Regulation 3 of the Schools (Specification and Disposal of Articles) Regulations (SI 2012 / 951):

- knives or weapons, alcohol, illegal drugs and stolen items;
- tobacco and cigarette papers, fireworks and pornographic images;
- any article that a member of staff reasonably suspects has been, or is likely to be used:
 - o to commit an offence; or
 - o to cause personal injury to, or damage to the property of, any person (including the student); and

any item banned by the School rules that are identified as being items which may be searched for. (Note that the School will never use force to search for these items). These include:

- vaping devices, snus and all the paraphernalia of smoking and vaping
- smartphones in Years 7 to 11, unless granted permission by the School.

The School has banned these items as they reasonably believe them to be likely to cause harm or disruption to normal School life. Students must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School.

Searching Students

Under common law, School staff have the power to search for any item if a student agrees. The member of staff undertaking the search should ensure the student understands the reason for the search and how it will be conducted so their agreement is informed.

If a student refuses to co-operate with a search for a “prohibited item” a member of staff should assess whether it is appropriate to use such force as is reasonable to conduct the search. Force will never be used to search for other items banned under the School rules.

See Appendix 6 of the Behaviour and Discipline Policy for more information on searching, confiscation and prohibited items and Appendix 5 for use of restrictive practices.

Minor Breaches of Discipline

Allegations, complaints or rumours of minor breaches of discipline are dealt with by staff as they occur. Staff may carry out informal investigations and / or interviews with the students involved. Low level sanctions may be given following such processes (see Consequences).

A minor breach of discipline may be referred to a senior member of staff and external agencies (where appropriate) prior to, during or following an informal investigation. Minor breaches may include but are not limited to:

Defiance	Dumb Phone misuse
Continued low level disruption	Inappropriate IT use
Refusal to follow instructions	Antisocial behaviour
Rudeness to staff/students	Refusal to attend lessons
Leaving/skipping lessons	Lack of work
Use of inappropriate language	Lack of prep
Deliberately missing Collect/MfW	

Serious Breaches of Discipline

Allegations, complaints or rumours of serious breaches of discipline should be referred to the Head. The main categories of misconduct which are likely to be serious breaches of discipline, and which may therefore result in temporary exclusion, expulsion or a requirement to leave the School include but are not limited to:

- supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing (which includes promotion / advertisement or facilitating supply) / possession / use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the School policy on smoking, alcohol and the misuse of drugs and substances;
- actual or attempted theft, blackmail, intimidation, cyber-based bullying, prejudice-based bullying, discriminatory-based bullying or other potentially criminal offences including being an accessory or conspirator;

- physical violence and / or abuse (which may include but is not limited to hitting, kicking, shaking, biting and hair pulling);
- physical or emotional abuse or harassment (to include behaviour that may be categorised as “banter”, “just having a laugh”, “part of growing up” or “boys being boys”);
- initiation / hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
- abuse in intimate personal relationships between peers (teenage relationship abuse);
- sexual violence, sexual harassment and upskirting and other harmful / inappropriate sexual behaviour;
- consensual and non-consensual sharing of nudes and semi-nude images and / or videos (including digitally manipulated or AI-generated nude and semi-nude images), irrespective of whether this is produced and shared in or out of School;
- behaviour in contravention of the School’s policies on the acceptable use of technologies or online safety;
- supply or possession of pornography;
- behaviour which may constitute a criminal offence, such as:
- possession or use of firearms, knives or other weapons;
- vandalism, defacement and / or destruction of School property;
- persistent minor breaches of discipline or attitudes or behaviour which are inconsistent with the School’s ethos;
- other misconduct which affects the welfare of a member or members of the School community or which brings the School into disrepute (single or repeated episodes);
- possession and/ or use/ misuse of a smartphone by a member of Year 7 to 11 who does not have an exemption during School hours, including after lessons. Students must not have these items in their possession on School premises or at any time when they are in the lawful charge and control of the School; and
- other misconduct specifically provided for in the School’s parent contract and School rules.

For a serious breaches of discipline, a serious sanction will usually be applied (see Consequences).

Academic Expectations

At Leighton Park we have certain expectations of all our students when they are in lessons. Below are some of the key expectations that we apply to every subject, every day.

Our expectations are:

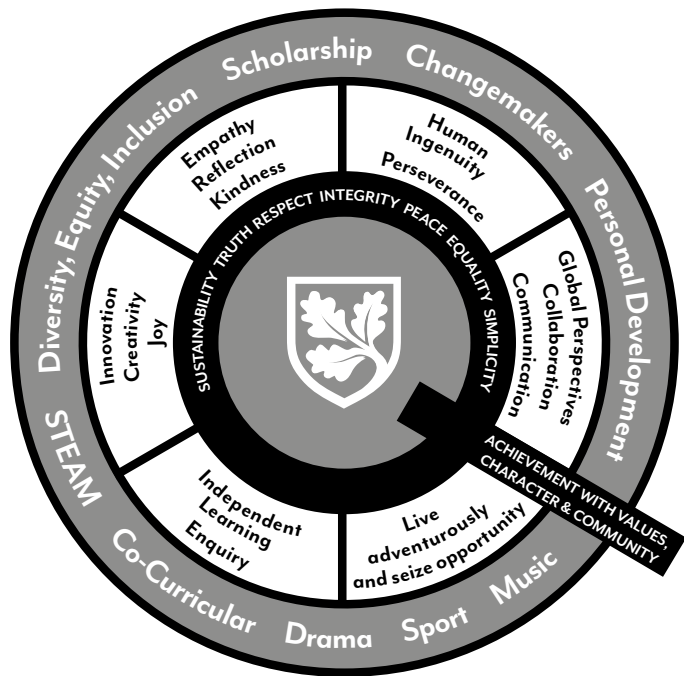
Be **punctual** for all lessons and be prepared to engage and **start learning immediately**

- Arrive to every lesson with:
 - ✓ Textbook (if appropriate)
 - ✓ Exercise book or file (if appropriate)
 - ✓ A charged device
 - ✓ Stationery
- Prep must be completed with care, to the best of your ability and handed in on time
- If prep work is going to be late, please contact your teacher to explain and ask for an extension
- Respect other people's opinions and listen to what others have to say in class
- Reflect on your work and set yourself targets to improve, taking note of your teacher's recommendations
- The work that you submit must always be your own work. It is imperative you correctly reference other people's work, including the work of Artificial Intelligence
- Standard and presentation of work:
 - Written work should be neat and spaced out
 - All work should feature a title and date, which should be underlined with a ruler
 - All loose sheets and worksheets should be stuck into your book or attached to your folder in the appropriate place
 - Label prep work as 'Prep' to help your teacher mark your work
 - Electronic documents should be named and saved in a folder
 - Font 11/12 should be used
- If you miss a lesson, it is your responsibility to find out what you have missed, including prep work and find time to catch up on the work as soon as possible
- If you know you will be absent from a lesson for any reason, please let your teacher know in advance and politely request absence beforehand and the details of the work required to catch up
- If you need any help with your work or if you are worried about any aspect of it, please talk to or email your class teacher or Tutor
- Help to create a happy, encouraging and purposeful learning environment by being enthusiastic and participating in a positive manner in lessons as much as you can
- Listen carefully to your class teacher's instructions. They are responsible for giving you the best experience possible, but it is a team effort

- Please respond positively to advice, help and instructions given by your teacher
- Leave the classroom tidy and treat all equipment with care and respect
- Put in maximum effort to your work and perform to the best of your ability at all times
- Please check your School email at least once a day.

Leighton Park Learner Profile

Leighton Park students are encouraged to develop into enquiring, knowledgeable and caring young people who respect others and strive to create a more peaceful world.



Prep

Prep is an important element of teaching and learning at Leighton Park. Evidence suggests that when set judiciously and consistently, prep is an important way to build knowledge, understanding and skills, and develops organisational habits for success later in life.

Prep is set on Google Classroom - all prep assignments will have a deadline assigned, which should not be the next day.

Setting of Years 7, 8 and 9 prep should follow the prep timetables. The prep tasks for these year groups should be time-limited (per task Year 7 20 minutes, Year 8 25 minutes, Year 9 30 minutes). If Year 7, 8 or 9 students do not complete the task having devoted this time to it with focus, they are not compelled to complete the rest and should have a conversation with their teacher about this. Prep becomes task-defined in the examination years (Years 10-13) and does not follow a prep timetable. This encourages students to develop time management strategies.

In the Boarding Houses, prep runs from:

Year 7 6:20pm - 7:25pm

Year 8 6:20pm - 7:40pm

Year 9 6:20pm - 7:50pm

Year 10 and above 8.30pm onwards

The above time refers to the minimum periods of studying. Older students will find they need to spend substantially more time on private study than is available in the standard prep period.

If prep is not completed on time, this will result in LP concerns being given, a detention from your teacher, and communication with the Tutor and parents, if prep deadlines are repeatedly missed.

If staff wish prep to be handed in at a different time, they will give this instruction when the prep is set via the Google Classroom. Prep should be submitted through the Google Classroom or be handed directly to the teacher in class.

If work is handing in late or is unsatisfactory work, the teacher may well impose a detention and/or refer the problem to the Tutor.

Celebrating Achievement

The encouragement of students is essential to pastoral, academic and co-curricular development. Worthy effort and achievement are recognised and celebrated. We enjoy a respectful and happy atmosphere in the School, which is highly valued and understood by the students. This leads to a positive approach by the majority in all aspects of their School lives and sits comfortably with the Quaker approach of recognising the potential of each individual. We encourage them to take every opportunity to develop and succeed.

Methods of rewarding students' progress will range from praise through to merits, awards or prizes.

Rewards specific to the academic side of School life include:

- Classroom praise from staff
- Academic merits
- Termly effort and achievement grades
- Merit certificates
- Deputy Head merits
- Letters home to parents from the Deputy Head
- Head merits
- Commendation prizes
- Scholarships for academic achievement and the International Baccalaureate

Rewards on the co-curricular side include:

- Co-curricular and Community merits
- Sports cups and other trophies
- Letters home to parents
- Headmaster's commendation
- Awards: Paul Dowdell Art Award and Lurner Prize, the Mary Triddon Music Award, Jorge Hortal Award
- Scholarships (Art, Dance, Drama, Ethical Changemaker, Music, STEAM, IB and Sport)
- Sir David Lean Scholarships

Other means of rewarding students include:

- Mention in House and/or Year Group Meetings
- Mention in School Collect
- Mention in 'The Park' magazine and on social media channels
- Letters or telephone calls to parents from Tutors, HMs or Heads of Section
- Appointment as House reps or prefects
- Other awards e.g. OL awards, travel scholarships.

Merits awarded are tallied at the end of each term and the House with the most merits, academic (Castle Trophy), co-curricular (Sissons Cup) and community (Dunston Award), is awarded the Merit Cup.

The Library

The library is an ideal place to study, revise and relax with a book.

Opening hours:

08.00 – 17.30 Monday – Thursday

08.00 – 16.30 Friday

Access to:

- Printer and photocopier
- Key texts, wider reading, subject magazines and on-line resources
- Wide range of books to borrow
- Weekly comics and a wide range of journals
- Staff who are always available and happy to help with research and referencing.

Library expectations:

Whether you visit the library with your teacher or a group, or are working independently in the library, take a positive attitude towards your learning.

During library lessons, make the most of the opportunity to read something of your choice and when appropriate, to talk about new genres, authors and titles.

Take responsibility for the resources that you borrow from the library by having them issued before leaving the library, taking good care of them and returning them on time.

Respect the library environment by returning books to the shelves, putting your rubbish in the bins provided, and leaving the furniture tidily arranged.

Respect other library users:

- Arrive and leave quietly (there are sometimes classes, meetings or exams already taking place)
- Work quietly (be aware of the needs of other students in the library)
- Small groups should be particularly sensitive about the volume of noise they create and ideally request a suitable place to work together.

If attending a library club or activity:

- Arrive on time and wait quietly before the activity starts
- Inform library staff in advance if you are unable to attend
- Be aware that other students may be studying during this time.

Guidelines for printing and photocopying:

- Avoid using excessive amounts of paper (by printing double-sided or reducing the size of pages, for example)
- Be aware that it is against copyright laws to copy more than 10% of a book (guidelines about other print-based resources are available in the library office).

Just a few simple rules:

- Students who have been given permission to study a reduced curriculum should register in the library during lessons dedicated as private study. These lessons form part of the School timetable. Students should therefore ensure they have sufficient work or suitable reading books to keep them occupied for these sessions
- Students who are off games need to arrive with written permission from a member of PE/Games staff
- While bottled water is permitted in the library, no other food or drink is allowed.

Relationships

Leighton Park is a fully co-educational School. Whilst natural friendships between students are part of any happy community, active sexual relationships are not permissible. Any students involved in unacceptable intimate, sexual behaviour may be asked to leave the School. Students in relationships should not hold hands or engage in physical touching anywhere on the Park.

Anti-Bullying

All members of the community should be alert to bullying behaviour and follow the School's anti-bullying policy, which is available on the School website. If students experience, witness or suspect that bullying is taking place, they should follow these guidelines. Any victim of bullying should not keep quiet about it. Speak to parents, to a teacher or to any other adult in School.

Any member of the School who suspects that it is happening to others, has a duty to report it to a teacher or another adult. All students and staff should do their best to be upstanders when they see things they know are not right.

Standing by and letting the bullying continue is almost as bad as taking an active part in the bullying.

Any student guilty of bullying who realises what they have been doing, should speak to a teacher or another adult and ask them to help deal with the situation. It will only make the situation worse if things continue and the student eventually is found to have been bullying another.

Together we can continue to ensure Leighton Park is a place where bullying is not tolerated.

Health Centre

The Health Centre is staffed by qualified and experienced medical staff, available throughout the day and into the evening, Monday to Friday during term time.

Their areas of expertise include:

- Paediatrics
- Practice nursing
- Minor injuries
- Acute medical care
- Accident & Emergency (A&E)

You can contact the Health Centre by email at medical@leightonpark.com or by phone at 0118 987 9566.

Students are welcome to speak with medical staff privately. To arrange this, simply let them know—there's no need to inform other staff. For non-urgent matters, students are encouraged to visit outside of lesson times. If the issue is urgent and occurs during class, students should ask their teacher for permission and report to Student Services, who will then contact the Health Centre.

All new boarders are seen during the first few weeks of the Autumn Term as part of a routine health screening programme. Students are encouraged to make full use of the Health Centre's services.

When Feeling Unwell or Injured

- During the School day: Students should ask their teacher or House Staff (if in their house) for permission to visit the Health Centre. They should first go to Student Services, who will direct them accordingly.
- Outside School hours: Boarding staff will contact the Health Centre on the student's behalf.
- A member of the medical team visits all boarding houses every evening from Monday to Thursday.

Medication

For Boarders:

- Upon arrival at School, all boarding students must inform the Health Centre of any medications they are taking. This includes:
 - Prescription medicines
 - Herbal or natural remedies
 - Vitamins and supplements
- Parents must complete a medication form, which must be reviewed and approved by the Director of Medical Services.

Bringing Medication to School:

Boarders should only bring medication that has been prescribed by a doctor. These must:

- Be in the original packaging
- Have a prescription label clearly displayed
- Be accompanied by a letter outlining the diagnosis and treatment plan.

Storage and Administration:

- Sixth Form students may be allowed to keep and self-administer their medication under supervision, following a risk assessment.
- For younger students, a risk assessment will determine whether they can manage their medication independently or if House Staff must administer it.

For Day Students:

- If medication is needed during the School day, students must inform the Health Centre, which oversees all medication administration on campus.

General Medication Policy:

- Students should not keep over-the-counter medications (e.g. paracetamol, ibuprofen), as these are readily available from the Health Centre and House Staff.
- If a student requires urgent pain relief during lessons, they may be sent to the Health Centre via Student Services.
- Students must not carry any medication unless it is:
 - Lifesaving (e.g. inhalers, auto-injectors)
 - Specifically approved by the Health Centre
- Important: Sharing medication with other students is strictly prohibited and against health regulations.

Repeat Prescriptions:

- For boarders, repeat prescriptions can be arranged through the House Manager or the Health Centre.

Policy Enforcement:

- Possession of undeclared medication is a breach of the School's drugs policy and will be addressed accordingly.

Illness and Injury

Procedure for students who become unwell or injured during the School day:

If a student feels unwell or is injured:

- Step 1: The student should inform their teacher or a member of staff
- Step 2: If necessary, the teacher or member of staff will direct the student to Student Services.
- Step 3: Student Services will contact the Health Centre and coordinate the student's attendance.

Next steps depending on the student's status:

Day Students:

- If the medical team determines that the student should go home, they will contact the student's parents to arrange collection.

Boarding Students:

- Will be cared for in their House—either in their own room or in an ensuite isolation room.
- In some cases, closer observation may be required in the Health Centre.
- If necessary, the student may be asked to stay with their legal guardian. Guardians should be prepared and available to assist if requested.

During Sports Lessons:

- Sports staff should contact the Health Centre directly if a student needs medical attention.
- The medical team will advise whether the student should be brought to the Health Centre or if they will attend to the student on-site, especially in emergencies or serious injuries.

Important Note for Day Students:

- While the Health Centre is available for urgent care, routine medical issues, including requests to be excused from sports (“off games” notes), should be managed from home.

Sharing Problems

The School offers a confidential counselling service. Details of the service and how to contact the counsellor are available on House notice boards and in the Health Centre. The email address is schoolcounsellor@leightonpark.com.

Any student can speak to any member of staff about anything. Students should approach any member of staff who they feel comfortable talking with to share any problems. Students will always find help here at LP.

Alternatively, sometimes people may prefer to speak first to someone outside the organisation of the School.

- The Independent Listener will listen carefully to any students. Her details are: Kay Price independentlistener@leightonpark.com – she can be contacted at any time.
- 0800 1111 is the Childline Help Number.
- 0118 901 5668 is the contact for Number 5, a local youth counselling service, which is displayed in each of the boarding houses.
- The telephone number of Ofsted is 0300 123 1231 or you can contact the Local Authority Designated Office (LADO) through Reading Borough Council – phone number 0118 937 2684.
- There are also counsellors who can be contacted in Reading or they may wish to see a counsellor in confidence in the School. Details of these are on the House notice boards or are also available from the Designated Safeguarding Lead.
- The Children’s Commissioner can be contacted on 0800 5280731

- Kooth.com is an online and free counselling and support service.

Sometimes, the problem or concern means that Social Services need to be consulted. It will normally be the Director of Safeguarding, Senior Deputy Head or Head who contacts them. Whatever your concern is, it will be followed up as discreetly and helpfully as possible in a simple way.

Lost Property

The procedure is as set out below:

1. Any items of lost property found around the School site - including items left in classrooms at the end of the teaching day must be taken to Student Services.
2. The owner/s of any named items will be contacted by email by Student Services. Students are encouraged to retrieve their lost property at break or lunchtime.
3. Unnamed items will remain with Student Services. Valuable items, e.g. phones/ jewellery/ money will be securely locked away. Students should seek lost items at Student Services at break or lunchtime.
4. In claiming unnamed items, students should be able to provide the required details to satisfy the School that they are being returned to the rightful owner.
5. Items found in a boarding house, will be kept in the house and then handled in accordance with points 6 and 7 below.
6. The School community will be given a final opportunity to look for lost items before they are dealt with in point 7 below. The time and location of this will be shared with the School each term.
7. At the end of each term, or earlier if large amounts have been collected, unclaimed items will either be given to the Nearly New Shop, bagged and given to charity or else disposed of as appropriate. The future of any valuable items will be dealt with on a case-by-case basis by Sally Saunders (Senior Assistant Head: Community and Wellness).

Student Voice

The student voice is important to LP and connects closely to our values as a School community. Especially with the testimony of truth, and speaking truth to power, our students are given many opportunities to raise concerns, share ideas and to bring about change to make LP even better. This is also part of an important learning journey, where students realise that effecting change is not always easy, but begins by having the courage to speak out.

Student voice is represented in various forms around the School. The largest of these groups is called **Monthly Meeting**, a meeting run by the Head Boy and Girl with any member of the School who wishes to attend. **Boarders** have a special, Boarders **Monthly Meeting** dedicated to boarding issues, held after tea on a published evening.

Other groups where the student voice can be heard are in the **AMICUS** group, which is the Sixth Form charity organisation. The **Food Council** meets regularly to discuss issues relating to the food served at School.

Students are also regularly asked to complete surveys and questionnaires to gather their views on a range of different issues connected with School.

Collect Dress

The spirit of the School Dress Code, known as Collect Dress, is a unique feature of Leighton Park School. Our approach to the clothing worn during the School day is designed to instil a sense of responsibility in all our students, enabling them to be at one and the same time an individual whilst playing their part in a collective, community effort to positively represent the School.

It is acknowledged that this unique approach is open to interpretation, and all students are asked to respect the view of the School. If requested to change an item of their clothing, they can expect to be presented with a reason, but should then respect this and change accordingly. Those who do not can expect to be treated through the behaviour, rewards and consequences process and/ or the actions detailed below.

The School community should appreciate that not every aspect of dress can be included in the School Dress Code, and as such, any omission should not be viewed as meaning it is acceptable to wear. The following points represent clear guidance as to the expectations of the School. The Senior Deputy Head will have the final say on all Collect Dress matters and any decision taken by this post holder should be respected and followed.

No items with an old logo should be worn. The PSC run Nearly New sales and are contactable on lpnearlynew@gmail.com.

Our overarching approach can be summed up simply:

- Students must be smartly presented.
- That always, clothes and shoes are expected to be clean and in good repair.
- Clothes that would be considered appropriate in a modern business or office environment are welcomed.
- Hair is to be clean and well-groomed and off the face. Hair should be of one natural colour, not dyed in two or more tones. Students should not attempt to cut each other's hair. Hair extensions or hair wraps for cosmetic or fashion reasons are not acceptable, however for cultural or religious reasons, are acceptable.
- Beards and moustaches are not allowed at any time unless permission has been given for medical or religious reasons from a Head of Year and a Facial Hair Card issued.
- Good personal hygiene is expected.

Any student persistently wearing incorrect Collect Dress after being spoken to can expect one or several of the following actions to be taken:

- Removal/ confiscation of an item.
- Student to change into an alternative provided from the 'Deputy Head's Store'.
- Wearing of a hat if a haircut/ hair dye is inappropriate.
- Reflection time of one hour, after School on a Tuesday/ Friday 4.30pm to 5.30pm to discuss Collect Dress and reflect on the way forward.
- Withdrawal from academic lessons until such time an agreed way forward and suitable dress is found.
- Being sent home to change.

We have three distinct codes of dress at Leighton Park:

1. Collect Dress is to be worn throughout the School day, 07.30 - 17.30

Please see guidance below by Year Group. Students should wear Collect Dress correctly and not untuck shirts or undo ties at any time. Students are either in Collect Dress or in their own clothes. Co-curricular is part of the School day so Collect Dress or dress appropriate for the activity should be worn.

2. Casual Dress may be worn in leisure or prep time after 16.30

All students must wear clothes that are in good condition and are appropriate to the activity. The following are not allowed at any time: torn or heavily patched clothing, combat jackets or military clothing or footwear, extremes of fashion, offensive or provocative designs. Students should not wear clothes of a revealing nature, e.g. short shorts, crop tops or mini-skirts. Co-curricular is not seen as leisure time and so Collect Dress or dress appropriate to the activity should be worn.

See also Non-Collect-Dress days below.

3. Summer Collect Dress (permission to be announced by the Head)

Permission for this is announced by the Head in the Summer Term: Jackets and ties may be removed, and shirt or blouse sleeves rolled up if desirable. Shirts (exception = fitted blouses) must be tucked in. Jumpers may be worn as part of Summer Collect Dress. Shorts may be worn – these must be tailored School shorts, grey in colour for Fryer and navy/ black for Years 9 to 11. Smart dress shorts can be worn in the Sixth Form.

LOWER SCHOOL – YEARS 7 AND 8

You may be asked to change your clothes if your clothing is considered for any reason to be unsuitable for Collect Dress.

Collect Dress is to be worn during the normal School day (07.30-17.30) after which students may change into their own clothes/ School games kit. Students should therefore either be wearing Collect Dress correctly, as below, or be in their own clothes. The information below provides the guidance needed:

- **Jacket** – formal, tailored Leighton Park School blazer only via Schoolblazer Ltd
- **LP Pin:** enamel pin to be issued to all students to be worn on the lapel of the jacket. Lost pins will be recharged
- **Trousers** - grey tailored, formal, trousers
- **Shorts** - grey tailored, formal shorts (not sports, cargo or other styles) – Summer Term only
- **Skirt** – plain grey (on or below the knee) only via Schoolblazer Ltd – tights can be worn with a skirt but not leggings
- **Shirts or blouses** – should be plain white with collar and sleeves (shirts to be tucked in). Should not be see-through so underwear is clearly visible. Please help girls to choose appropriate underwear colours to be worn at School (e.g. not black/illuminous colours)
- **School tie** – only via Schoolblazer Ltd should be worn with a shirt, and not with a blouse.
- **Jumper** – navy blue with Leighton Park logo only via Schoolblazer Ltd
- **School shoes** – sensible, dark leather style, low heeled, no trainers (or trainer style), no Dr Martens boots please, but Dr Martens shoes are a good option
- **Socks/tights** – grey or navy (tights). Spare pair in School in case of rips/ ladders. Socks should be full grey or navy and not trainer socks. Knee high socks should not be worn with a skirt.

Additional information:

- Fryer students cannot wear make-up or jewellery (with the exception of a fine chain necklace and stud earrings, two in each ear maximum). Students with more than two piercings will be asked to remove additional earrings, even if they have been recently purchased
- A Leighton Park bag and Leighton Park coat are also available via Schoolblazer Ltd.
- Belts should be of a discreet size and colour
- Visible body piercings other than in the ears are not permitted (e.g. nose/ tongue)
- A separate suitable bag is required for carrying books to and from lessons
- Hats should not be worn unless the weather is very cold, or very hot. Plain colours with small logo or ideally a Leighton Park logo

- Headphones should not be worn at any point in the School day with Collect Dress, but may be worn with own clothes/ games kit after School if appropriate
- Coats may be worn during the day but not inside buildings. Coats should not be taken into Oakview dining area but should be hung up in the cloakroom provided.

SENIOR COLLECT DRESS – YEARS 9 TO 11

You may be asked to change your clothes if your clothing is considered for any reason to be unsuitable for Collect Dress.

Collect Dress is to be worn during the normal School day (07.30 – 16.30) after which students may change into their own clothes/ School games kit. Students should therefore either be wearing Collect Dress correctly, as below, or be in their own clothes. The following information provides the guidance required:

- **Jacket** – formal, tailored and buttoned; black or navy
- **LP Pin:** enamel pin to be issued to all students to be worn on the lapel of the jacket. Lost pins will be recharged
- **Skirt** – plain skirt (suitable, business length so sits on or just above the knee; black, or navy). **NO Lycra-based, jersey style/ tube/ stretchy skirt should be worn.** Students wearing this style of skirt will be given an alternative to wear or may not be allowed into class until correctly dressed. Tights can be worn with a skirt but leggings should not be worn with a skirt
- **Trousers** – tailored, formal trousers; **plain black or navy, no checks or patterns.** Skin-tight trousers must not be worn. The following are NOT permitted: leggings, jeggings, jegging-like, jeans, denim, chinos, $\frac{3}{4}$ length, low slung, pin stripe
- **Shorts** - grey/navy tailored, formal shorts (not sports, cargo or other styles) – Summer Term only
- **Shirt/ Blouse** – white, plain (to be tucked in unless a fitted blouse). No stripes or patterns should be on the shirt and the collar must be the same colour as the rest of the shirt/ blouse. Shirts/ blouses should have a collar. Short sleeve shirts can be worn. They should not be see-through, where underwear is clearly visible. Please choose appropriate underwear colours to be worn at School (e.g. not black/ illuminous colours). The shirt should be tucked in and the top button done up when wearing Collect Dress with a tie. A ‘top’ of another description should not be worn.
- **Jumper – v-neck** with a tie, smart, woollen, long sleeved; plain dark colours (no pattern); e.g. black, navy, grey, brown, dark red, dark green. **Sweatshirts/ round neck jumpers should not be worn.** Jumpers with any form of zip/ button, should not be worn
- **Tie** – any colours (own choice), properly tied with top button done up

- **School shoes** – sensible, dark leather style, low heeled (2 inch max), no trainers. Dark coloured flat plain ankle boots are allowed (no studs/ straps) but trousers should not be tucked inside the boot. Dr Martens boots/ other brand boots can be worn – **8 hole maximum**. Polishable is the key – if you cannot polish them, do not wear them
- **Socks/tights** – dress socks (any colour(s) or plain tights (natural, black or blue opaque - 30 denier or above). Over the knee socks should not be worn with a skirt. A spare pair of tights to be kept in School in case of rips or ladders. Socks can be trainer/ cuff socks if appropriate for the style of shoe/ trouser (white should be avoided please) but generally socks should be full, not sport/ ankle/ trainer – they can be any colour/ pattern (but not white!)
- Students are expected to be clean-shaven of facial hair – in the case of skin irritation, or religious observance this should be discussed with a Head of Year, permission given and a Facial Hair Card issued. Students who persistently refuse to shave will be asked to return to School only when clean shaven.

Additional information:

- A Leighton Park bag and Leighton Park coat are available via Schoolblazer Ltd, our Schoolwear suppliers, if required
- Belts should be of discreet size and colour
- Hats should not be worn unless the weather is very cold, or very hot. Plain colours with small logo or ideally a Leighton Park logo
- Years 9 to 11 may wear modest jewellery e.g. a fine chain necklace, a ring and stud or small hoop earrings, (no larger than a 20p piece) with a maximum of four in each ear. Choker style necklaces/ chunky chains should not be worn. Spacer style earrings should not be worn. Students with more than four piercings will be asked to remove additional earrings, even if they have been recently purchased. Bracelets should be modest, with up to three being appropriate (please avoid a huge collection). Jewellery may have to be removed if it is thought to pose a health and safety risk. (e.g. when playing sports/ in the lab/ workshop). Large earrings, or dangling earrings should not be worn
- Visible body piercings other than in the ears are not permitted (e.g. nose/ tongue)
- A small amount of discreet (not noticeable) make-up is allowed. A clear or plain, single coloured nail varnish is acceptable. False nails should not be worn. Students will be asked to remove make-up should we feel that too much is being worn and it is noticeable
- Students should not wear the following as Collect Dress: jeans (they have studs on the pockets), denim jackets/ shirts/ trousers or corduroy trousers, shirts without collars

- Headphones should not be worn at any point in the School day with Collect Dress, but may be worn with own clothes/ games kit after School if appropriate. Noise cancelling headphones may be worn with agreement of the School
- Coats may be worn to and from School and during the day but not inside any buildings. Coats should not be taken into the Oakview dining area.

SIXTH FORM DRESS CODE

You may be asked to change your clothes if your clothing is considered unsuitable for business wear for any reason.

The Sixth Form Dress Code applies during the normal School day (07.30 – 16.30) after which students may change into their own clothes/ School games kit. Students should therefore either be following the Sixth Form Dress Code correctly, as below, or be in their own clothes.

The aim of the Sixth Form Dress Code is to ensure the senior student body looks smart, as judged by parents, visitors and staff alike, and that they can express themselves without becoming distracted or financially tested by fashion. **It is acknowledged that this unique approach is open to interpretation, and all students are asked to respect the view of the School. If requested to change an item of their clothing, they can expect to be presented with a reason, but should then respect this, show maturity and change accordingly. Those who do not can expect to be treated through the behaviour, rewards and consequences process.**

The following principles apply to Sixth Form Dress Code:

- Sixth Form students will receive lanyards, similar to those worn by staff, and these should be worn at all times when on the Park
- The Sixth Form Dress Code allows more choice of colour, style, and a more mature approach to modern business-like wear. The emphasis is on clothing which is suitable for most modern office environments
- All Sixth Formers must wear clothing that is decent, smart and safe
- Hair is to be clean, well-groomed, off the face and not of an unnatural colour – hair that is dyed must be of a natural colour and red, green, orange etc avoided
- Clothes should not carry large brand names or slogans, or logos that may cause offence and hooded clothes are not suitable
- Visible body piercings, other than in the ears are not permitted (e.g. nose/ tongue)
- The manner of wearing clothes is as important as the clothes themselves. Therefore, trousers and shirts must be properly fitting, without underwear or midriffs showing

- Headphones should not be worn at any point in the School day with Sixth Form Dress Code, but may be worn with own clothes/ games kit after School if appropriate
- Coats may be worn during the day but not inside any buildings. Coats should not be taken into Oakview dining area.

The following specific guidelines are given for our Sixth Form students. All members of the Sixth Form are asked to respect the wishes of the School and if they are asked not to wear a specific item of clothing then they should not do so. Any discussions about dress will involve the student and a clear explanation will be given on a case-by-case basis.

The following should provide the guidance required:

- Must wear a **jacket** (formal) during the School day, except when in Summer Collect Dress
- Smart **trousers** (no jeans, denim or other casual styles. Clean, pressed chinos are acceptable). Trousers can be cigarette style, straight leg, but no leggings or jeggings, denim or stretch denim. Colours and patterns are welcomed
- **Shorts** - tailored, formal shorts (not sports, cargo or other styles) – **Summer Term only**
- **Skirts** must be suitable, business length to sit on or just above the knee. Any colour. **NO Lycra-based, jersey style/ tube/ stretchy skirt or dress should be worn.** Students wearing this style of skirt will be given an alternative to wear, or else will be withdrawn from lessons until an alternative can be found
- **Tights/ Socks** Dress socks should be worn, not sports socks of any type with formal dress during the day but can be any colour/ and or pattern (but not white!). Knee high socks should not be worn with a skirt. Tights may have a discreet pattern, with a spare pair kept in School in case of rips or ladders
- **Shirts/ blouses/ tops** must cover midriff, cleavage and shoulders. If a formal shirt with a collar is worn with a tie, the top button should be done up. No more than one button undone if worn without a tie. Shirts/ blouses should not be see-through in style, where underwear can clearly be seen. Denim shirts should not be worn. Bra straps should not be visible, and shoulders must be covered as far as possible, although some styles of dress will be acceptable
- If wearing a formal shirt, ties must be worn for formal occasions, e.g. Meeting for Worship, tours with visitors and all other formal occasions when representing the School, with the top button done up (exception is during Summer Collect Dress)
- A **business-like dress** (with jacket) is an acceptable alternative to wearing other combinations but must comply with guidelines on decency and business-like clothing given above
- **Jumpers** should be smart, woollen and can be any colour – sweatshirts should not be worn. Turtleneck jumpers are acceptable when worn with a jacket. Jumpers can be worn as a top without a shirt. Jumpers with a zip can be worn, zip down when inside

- Tee-shirts, sweatshirts, halter-neck tops and other casual tops are not suitable, even in the Summer.
- Students are expected to be **clean-shaven** of facial hair – in the case of skin irritation or religious observance this should be discussed with a Tutor and permission given formally and a Facial Hair Card issued. Students who persistently refuse to shave will be asked to return to School only when clean shaven
- **Modest jewellery:** for those with pierced ears simple gold or silver studs, or decorative, with small hoops, larger styles should be avoided – no larger than a 50p piece. No more than four piercings in each ear. Spacer style earrings should not be worn. Students with more than four piercings will be asked to remove the additional earrings, even if they have been recently purchased. Bracelets should be modest, with up to three being appropriate (please avoid a huge collection). Jewellery may have to be removed if it is thought to pose a health and safety risk. (e.g. when playing sports/ in the lab/ workshop)
- Discreet/ modest make-up may be worn. Coloured nail varnish is acceptable; one colour should be worn, not multi colours. False nails should not be worn
- **Shoes** must be smart (clean and well-presented), no trainers, canvas shoes of any kind, plimsolls, stiletto heels, flip-flops or sandals. Shoes should be low heeled and plain suede/leather style, no high boots should be worn. Dr Martens boots up to 8 holes can be worn.

Note: For boarders, it is important that all clothes are machine washable (40°C), can be tumble dried and are clearly marked with the student's name. Spare labels should be brought to School at the start of term please. The School does not take any responsibility for clothing put in the laundry that does not conform to this standard or clothes going missing which are not clearly labelled.

NON-COLLECT-DRESS DAYS

During each term, the School will have a day when students can wear their own clothes. This will be to raise money for charity and often involves a theme, such as wearing a particular colour or wearing clothes that show students' nationalities.

On these days, the norms of decency also apply. Students should still wear clothes that are not revealing, especially in the Summer Term. Skirts should be a decent length, Lycra shorts on their own are not appropriate, and tops should not show stomachs, cleavage etc. The business of School continues, and students are asked to dress appropriately for a School environment, not for the beach, party or night club.

Students who arrive inappropriately dressed will be asked to change or else action as shown above will be taken.

PE/ GAMES KIT

As the School is represented at a number of town, county and regional venues, we feel a practical, long-lasting and good quality, up-to-date look is appropriate. Full details of the kit required are listed in the pages that follow. Students should always wear School kit for all sporting activities.

Schoolblazer Ltd is the supplier of all sports clothing. Items should be clearly named. Students will be expected to wear the Schoolblazer Ltd kit items for all PE lessons, games lessons and School fixtures. If students are awaiting the arrival of new kit, then they should wear appropriate attire and parents should communicate with PE staff to make necessary arrangements.

To order via Schoolblazer Ltd, please visit www.schoolblazer.com. Simply go to the website, create a log in and follow the instructions to purchase kit. The website has an “intelligent sizing system” to guide parents in measurement selection to help ensure that garments fit first time. On registration you will be required to input your child’s measurements and the system will make a suggestion on size.

Clothes are delivered via Parcelforce, either to the home or for pick-up at School. Urgent garments which do not require name-tagging can be shipped in 48 hours.

Returns to Schoolblazer are free of charge via the Post Office.

If you have any questions regarding sports kit, please contact Simon Bradbury simonbradbury@leightonpark.com.

All items can be ordered via **www.schoolblazer.com**.

Boys’ Compulsory Items:

- 1 Navy Crested Midlayer with Bronze Contrast Stitch
- 1 Squadkit Hydrocool Smooth Fitness T-shirt, grey marl
- 1 Squadkit Hydrocool Lite PE Shorts, navy
- 1 Squadkit Sublimated Reversible Rugby Shirt
- 1 Squadkit Performatex Xtra Rugby Shorts, navy
- 1 pair Squadkit Performance Bespoke Games Socks
- 1 Squadkit Duffel Bag
- 1 Boot Bag, navy
- Navy Swim Shorts (not surf shorts)
- White Sports Socks
- Students should have a good pair of sports/running trainers and studded boots for football/rugby. Keen athletes may wish to purchase specific footwear for other sports (i.e. athletics spikes, tennis trainers).

Boys' Optional Items

- 1 pair Squadkit Thermotex Pro-fit Training Pants
- Squadkit Performashell Crested Softshell Jacket
- Squadkit Hydrocool Lite Polo Shirt, white (useful for Summer sports such as Tennis and Cricket and for specific hobbies i.e. Golf)
- Squadkit Climaskin Base Layer Top (must be Leighton Park branded if worn)
- Squadkit Climaskin Base Layer Leggings, navy
- Navy Swim Hat
- Leighton Park Baseball Cap (no other baseball caps permitted)
- Leighton Park Bobble Hat (no other bobble or beanie hats permitted)
- Squadkit Performance Fleece Slipover
- Cricket Trousers
- Water Bottle Leighton Park Crest
- Navy Base Layer Shorts
- Navy leggings without markings.

Girls' Compulsory Items

- Navy Crested Midlayer with Bronze Contrast
- Squadkit Performatex Lite Running Shorts
- Squadkit Hydrocool Smooth Fitness T-shirt, grey marl
- Squadkit Sublimated Games Shirt
- Squadkit Performance Bespoke Games Socks
- 1 Squadkit Duffel Bag
- 1 Boot Bag, navy
- Navy Swimming Costume
- White Sports Socks
- Sports bra
- Students should have a good pair of sports/running trainers. Keen athletes may wish to purchase sport-specific footwear, such as hockey/astro trainers or studded boots for football/rugby.

Girls' Optional Items

- Squadkit Thermotex Pro-Fit Training Pants, navy
- Squadkit Performashell Crested Softshell Jacket
- Squadkit Hydrocool Lite Polo Shirt (useful for Summer sports such as Tennis and Cricket and for specific hobbies i.e. Golf)
- Squadkit Climaskin Base Layer Top (must be Leighton Park branded if worn)
- Squadkit Climaskin Base Layer Leggings, navy
- Squadkit Climaskin Xtra Fitness Leggings
- Navy Swim Hat
- Leighton Park Baseball cap (no other baseball caps permitted)

- Leighton Park Bobble Hat (no other bobble or beanie hats permitted)
- Squadkit Performance Fleece Slipover
- Water bottle Leighton Park Crest
- Navy leggings without markings.

Mouthguards

All students will be required to purchase a mouthguard to be used for hockey and rugby games lessons. We strongly recommend that all students obtain a professionally fitted, custom-made mouthguard in order to protect their teeth, lips, tongue and face during games lessons and fixtures. This follows advice from the British Dental Association, the Rugby Football Union and England Hockey.

With this in mind, we have arranged for high quality mouthguards to be fitted to students where parents complete the online form.

The School uses a company called IMPACT to supply students with mouthguards. There is no putty used during the fitting process. Instead, they have developed a new, state of the art, 3D scanning process, all done in approximately 2-3 minutes by fully trained technicians.

Scan files are sent to their laboratory, where each personalised IMPACT Gumshield is created by 3D printer, a completely new concept for creating gumshields, before being posted within approximately 7-10 working days.

Oakview

The Oakview Restaurant menu operates on a 3-week rotation and changes regularly across the School year. All menus are subject to availability and seasonal factors. Parents and guardians can view the latest menu on My School Portal under the Oakview Restaurant section of the Gold Book. Students can view the latest menu on display in Oakview.

Mobile phones, dumb or smart, should not be seen, heard or used at any time in Oakview, **including weekends**. Phones seen, heard or used will be confiscated and dealt with under the Mobile Phone Policy.

Bags should not be taken into Oakview at any time. They should be stored in one of the many bag stores around the School.

Dress in Oakview must be appropriate. Where students need to wear games/ sports kit, tracksuit bottoms should be worn by all students, before and after matches in the Autumn/ Spring Terms. After matches, students should not wear muddy kit into Oakview, and hands, legs, face etc. should be washed clean of mud. No boots/ muddy trainers should be worn in Oakview.

Students should not change for Games afternoons before they eat lunch. Students should eat lunch in Collect Dress, then change for Games.

Casual dress must follow Collect Dress as set out above, with no revealing or inappropriate dress being worn.

Footwear should always be worn in Oakview.

Students who do not follow these guidelines will not be allowed into Oakview and may be asked to change into the appropriate clothing.

Smoking, Alcohol and Misuse of Drugs and Substances

No alcohol, smoking or use of drugs is allowed on the Park at any time. At all times when the School is responsible for students, alcohol, vaping, smoking and drugs are strictly prohibited: strong consequences are given to those who break these rules.

Any student who smokes, consumes alcohol or misuses drugs and substances must expect to leave the School in line with our detailed Behaviour and Discipline Policy. This includes incidents in and out of School time.

Full details of the School's approach can be found in the policy on the School website.

School Closure

From time to time over the year, there may be conditions outside of our control that require the School to close. This could be due to adverse weather such as snow or other adverse weather, or because of a lack of water supply into School. Closing the School could happen before the day has started or during the School day. The following is guidance as to how we will manage the situation depending on when the situation arises:

Closure Before the Start of the School Day

- A decision will be made by **06:30**, or as close to, and the website will be updated promptly (keep refreshing to stay up to date)
- Communications will be sent to all staff as early as possible about the day
- Communications with families will be direct and via the website
- Boarding teams will supervise boarders in their Houses
- Online lessons will begin for the whole School from **Period 4**
- **Co-curricular activities:** These will not take place unless individual teachers wish to organise specific meetings (e.g., to discuss a project, topic, or rehearsal).

Closure During the School Day

1. Day Students:

- Day students and their Tutors will return to their Tutor bases
- Parents will be notified via Schoolpost and text. Students will be permitted to use a dumb phone (Yrs 7-11) or smartphone (Sixth Form) to communicate with parents. Otherwise students should communicate through their tutor, Head of Year or Student Services/ School Office
- Tutors will monitor arrangements and release students only once their parents or guardians have arrived, or written agreement for them to travel via School transport, independently or with another family has been received.

2. Boarders:

- Boarders will return to their Houses, supervised by House staff.

3. Transport:

- If School transport needs to leave earlier than usual, students must obtain written permission from their parents to travel. If this is not provided, students must remain at School.

4. Consolidation:

- The Heads of Year will monitor student numbers. Once most students have left, the remaining students will be consolidated in **Peckover or Main Hall** for supervision. The Head of Year will keep in touch with Tutors.

School Grounds and Out of Bounds

Everyone should play a part in keeping the Park tidy and attractive. No member of the community should drop litter. Everyone should pick litter up if it is found lying around and deposit in a bin.

Leaving the School grounds during the day without permission will be treated seriously and consequences imposed. All students should ensure they sign out in the correct way whenever they leave Leighton Park, by going to Student Services if a day student and by following the House rules if a Boarder.

Students should not walk through or visit the University unless they have been given permission.

Students must observe the areas which are out of bounds as displayed in this Gold Book. Paths should be used via Oakview when arriving/ leaving via the Pepper Lane. This is for personal safety. If a student is not sure where the out of bounds areas are, they should seek advice from their Tutor.

Day students should not enter the sleeping accommodation/ boarding houses at any time, without the express permission of a member of the duty team from the boarding house.

Money

Students may not lend money or borrow from other students. Boarders should ask their Housemaster/ Housemistress if they need money. Students may not buy anything from other students or sell anything to them, without the consent of the Head of Year / Housemaster/ Housemistress and parents. Large sums of money should not be brought or kept in School. Boarders should hand cash to their Housemaster/ Housemistress for safe keeping whenever they come into possession of it.

Leave; Boarders and Day Students

Boarders

Boarding students must always seek permission to leave the School grounds, be that during the week or at weekends. On leaving School, boarders should sign out of School using REACH software in their House. All Houses have kiosks to facilitate this. Students should ensure the House staff know when they are leaving. If in doubt - seek permission from the House team.

Day Students

Day students must not leave the Park during the School day unless they have been given permission to do so. If leaving before 4.15pm they must always sign out at Student Services. If returning, or arriving late, students should sign in at Student Services.

Day students in Y9-Sixth Form who remain in School after Tea, should have booked a place in one of the senior boarding houses and should report there for 18:15 roll call. They should notify a member of staff when they leave. Fryers should report to Fryer House after tea if not being picked up straight away. Parents can arrange for their child to stay late on a regular day of the week or on an occasional basis, by booking Wrap Around Care through My School Portal where there is a form under Parent Actions. Day students in Years 7 and 8 can be collected up to 7.45pm from Fryer House and those in Year 9 or above from School House or Reckitt House by 9.00pm.

Weekend Leave

Parents should request weekend leave for full boarders in writing to the Housemaster or Housemistress.

The information should reach the Housemaster/mistress by the Thursday before the weekend. It is the responsibility of the student to complete a REACH leave request and ensure that all permissions are in place before leave will be agreed.

The request should state when the student would like to leave the Park and when they wish to return. Permission may not be granted if these procedures are not completed. Under no circumstances should students leave the Park without an approved Leave Request (completed through REACH).

Weekend Leave is an opportunity to go home, or, by special arrangement, to the home of a friend. For permission to be granted, the School must receive a written request from both families and must know which adults will be taking care of them at the weekend and that they are to be with them. If students take weekend leave frequently they are likely to need to take School work with them.

Students must sign out of their House before leaving the Park and also sign in on their return.

Absence and Attendance

If a child is going to be absent from School a parent or guardian should complete the Absence Reporting Form in My School Portal. Any emails should also be copied into the Tutor and Head of Year. Alternatively, a phone call to Student Services on 0118 987 9503 no later than 08.00 is also acceptable. Parents/ guardians should inform the School on each day of absence.

Students in Year 11 or below, may be excused by a teacher from a lesson so they can attend a Music lesson, provided the student asks at least 24 hours in advance. Bear in mind that students may need to ask two teachers because of the difference in lesson times. Out of courtesy, any student missing a lesson for a School related activity should contact the teacher(s) concerned.

For other leaves of absence, not connected with School business, parents will need to write formally via My School Portal to the relevant Head of Year to seek permission. When general permission has been granted to be absent from School, even if this is on School business, e.g. to attend a conference, students should talk to the teachers whose lessons they will miss, asking permission, and noting the work that will be missed so that it can be covered later.

Please be aware, permission will not be granted for early leave or late arrival at School at the beginning and end of terms unless there is an acceptable reason.

Please read the School policy on attendance on the School website.

Registration

All students are required to register with their Tutor each morning in their allocated room at 08.15. Afternoon registration is at 14.20 in the same room. Members of the Sixth Form who have a study period should register in the appropriate location as explained by the School.

Any student who is aware they will miss a registration time must inform their Form Tutor/ teacher in advance. Students who regularly miss registration points without letting relevant staff know can expect to be dealt with under the Behaviour and Discipline Policy.

Public Transport

Students travelling into Reading from:

- East Lodge (Pepper Lane Entrance) – catch the number 21 bus from bus stop “W” immediately on the right beside the School entrance
- North Entrance (Shinfield Road Entrance) – catch the number 3 or 9 bus at bus stop “X” on the opposite side of the Shinfield Road from North Lodge. You should use the traffic light crossing over Shinfield Road and over Wellington Avenue to the bus stop 30 yards further down Shinfield Road.
- West Lodge Gate – students from Reckitt House can use this gate to access bus stop “V” for bus number 3 or 9.

Students returning to the School from Reading should either:

- Catch the number 3 or 9 bus and get off at bus stop “Z” immediately outside the Shinfield Road entrance or bus stop “Y” if returning to Reckitt House.
- Catch the number 21 bus and get off at the bus stop “O” in Pepper Lane. Students should cross Pepper Lane via the zebra crossing, close to the university entrance.

See map on next page. You must ensure that you use the button-controlled crossing points AND/ OR the Zebra crossing at all times and only cross these when the green light indicates that it is safe to do so.



The Green

The Green has the closest set of shops to School. Boarding students may be given permission to go to the Green at certain times. This will be agreed with the House and permission given. Students who go to the Green without permission can expect to have a consequence. Day students will only be given permission in specific circumstances and should speak with their Head of Year about this and follow the Leave section above.

Food

Students should not bring their own food into School. All snacks and meals are provided by Oakview. Students with special dietary requirements should speak with their Tutor and/ or Head of Year who will help to arrange this.

Sweets or fizzy drinks should not be brought into School unless explicit permission has been given.

Boarders are permitted to purchase food and bring it to the boarding house – avoiding all nut products. They should not bring this food from the boarding house into School during the normal School week. If unsure, students should check with a member of their house team.

Chewing Gum

Chewing gum is not permitted anywhere or at any time on the School grounds. Students who chew gum can expect to contribute to the School community through some kind of work-related task.

Students Driving to School

An enlarged set of rules on this matter is available via the Director of Sixth Form. In general terms, students may not drive a car nor ride a power-assisted bike during the School day, though permission may be given to drive to and from the School. Please refer to the Students Driving to School Policy.

Students may not travel in term-time in a car driven by someone other than a member of staff or a member of the family, unless they have obtained permission beforehand from the Director of Sixth Form/ Head of Year; in addition, the consent of a parent/guardian must be given in writing as well as that of the driver's parent/guardian.

Learner drivers may only drive on the Park if they are in a car with dual controls. Once permission is granted to drive a car onto the Park, students must park in the Grove car park and display the permission badge allocated to them inside the car windscreen. Failure to comply with the rules will result in this permission being rescinded.

Health & Safety

The School aims to provide and maintain, so far as is reasonably practicable, a safe, healthy and supportive working environment for staff, students and visitors. Students will be taken through a Health & Safety Induction with the HMs during the Boarders' Induction Day at the start of the Autumn term/when they join the School. The Induction will cover the following;

Fire Safety

How to raise the fire alarm and what to do upon hearing the alarm:

- The Fire Evacuation Procedure and evacuation routes
- The Fire Assembly Point

A practice fire drill will be held at the start of each new term in the boarding houses

Personal Emergency Evacuation Plan (PEEP)

A PEEP is a bespoke 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of an emergency. A PEEP may be required for students with: mobility, sight, hearing or cognitive impairments. A temporary PEEP may also be required for short term injuries (e.g. broken leg/use of crutches/orthopaedic boot) or temporary medical conditions.

Parents should advise boarding house staff and the Health Centre when a PEEP may be required so that arrangements can be put into place to assist the safe evacuation of a student. Prior warning of a student's return to School will allow time to review the student's timetable and to move lessons to ground floor on a temporary basis if necessary.

Electrical Safety

Parents are responsible for ensuring that electrical appliances supplied for use within the School are in good condition and do not exceed 1000 watts. All portable items used in the boarding house must carry the UKCA/CE safety mark. Due to the risk of fire, overseas equipment and plug adaptors are prohibited. Parents are encouraged to purchase a UK compliant adaptor showing the above safety marks. The following electrical items should not be used in the boarding house:

Block adapters, room heaters, electric blankets, cup heaters, fairy lights, fridges, water coolers, kettles, toasters, coffee makers, fryers, rice cookers, sandwich toasters, lava lamps, plug-in air fresheners. Air fans may be used in hot weather.

Students' items will be checked for electrical safety (PAT) at the start of the School year. Items that fail the test will be taken out of use and handed to the Boarding Experience Manager for safe keeping until the end of term.

Lithium-ion batteries

Lithium-ion batteries are found in many rechargeable devices. These are designed to be safe, and incidents are rare but if they overheat, are punctured or accidentally overcharged, they could ignite and in some cases, explode. Students are discouraged from charging electrical items overnight or whilst sleeping. Mobile phones and laptops should be relinquished at 'lights out' to duty staff. Duty staff will ensure that these are stored and charged appropriately ready for use during the School day the following morning.

Safety and Security

Safety is mostly common sense, but please be careful about these special points:

- Students must obey all safety rules and posted notices in the workshop, labs, gym, swimming pool, minibuses, and any other areas where they have been placed
- Students may never use the swimming pool or gym unsupervised, nor go swimming on trips without permission
- Students may not make any repairs or alterations to School electrical wiring or fuses, nor have any electrical appliance without permission
- Students must be very careful not to do anything that might start a fire
- Students must observe in every detail the fire procedure in the Houses and other areas in the School
- Students should avoid walking in secluded areas of the Park at any time on their own, and students must never walk alone about the Park during hours of darkness
- Students must observe the areas of the Park which are 'out of bounds' as displayed on the map on page 68
- The School's policy on Child Protection and Safeguarding is available on the School website
- No alcohol, smoking, vaping or drug or substances use is allowed on the Park at any time. Serious punishments are given to those who break these rules.

Technology at Leighton Park: IT Acceptable Use Policy and Online Safety Policy

The IT Acceptable Use Policy and Online Safety Policy at Leighton Park are important policies that give all students the guidance needed to stay safe online and use technology appropriately whilst at School. All members of the community are encouraged to read the policies, which are supplemented by further talks and tutor sessions in the School year for our student body.

In School, students must not share passwords, nor should they allow others to use their log in details. Everyone should lock their machine or log off before leaving anything unattended. It is everyone's responsibility to protect their use of IT.

Mobile Phones

The full Mobile Phone Policy can be found on the School website. The policy sets to establish Leighton Park as a smartphone-free School for Years 7–11 during the School day, while adopting a more graduated and age-appropriate approach for boarders and Sixth Form students. The policy is designed to improve wellbeing, reduce distraction, support safeguarding and align with current DfE guidance. It is designed to give back to our children a distraction free environment that is clear and understood.

Key Principles:

Years 7–11 Day Students

- Must not bring a smartphone to School unless granted an exception
- May bring a basic (“dumb”) phone for travel safety (defined in the policy).
- Dumb phones must be switched off and stored during the School day – bag or locker, but...
- These phones must not be seen, heard or used anywhere on site until students reach their designated collection point.
- Consequences will follow if a dumb phone is seen or heard during the day, and serious consequences will follow if a smartphone is brought into School during the day.

Boarders

- Years 7–11 boarders may possess smartphones, but these are managed through boarding houses.
- Phones remain in boarding houses during the School day for Years 7–11.
- Access is progressively increased according to age and maturity.
- House staff retain discretion to restrict access where wellbeing, sleep, behaviour or academic concerns arise.
- Serious consequences will follow if a smartphone is brought into School during the day by a student in Years 7–11.
- Sixth Form boarders may access their phones in House as directed by their HM and use them in designated areas of the Sixth Form Study Centre during the School day.

Sixth Form

- May bring smartphones to School.
- Use is restricted to designated areas of the Sixth Form Study Centre (Grove House) and their designated collection point.
- Phones must not be used elsewhere in School, including lessons, Oakview or around the Park.
- Consequences will follow if a member of the Sixth Form uses a phone anywhere but the Sixth Form Study Centre (Grove House).

Smartwatches

- These are treated as mobile phones.
- Members of the Sixth Form should not wear a smartwatch as it could be used like a smartphone around School.
- They are not permitted unless specifically authorised through an agreed exception.
- Consequences will follow should students be wearing smartwatches capable of accessing the Internet and social media applications.

Staff

- Staff should not be seen using personal phones in student areas.
- Any necessary use should be professional, discreet and School-related.

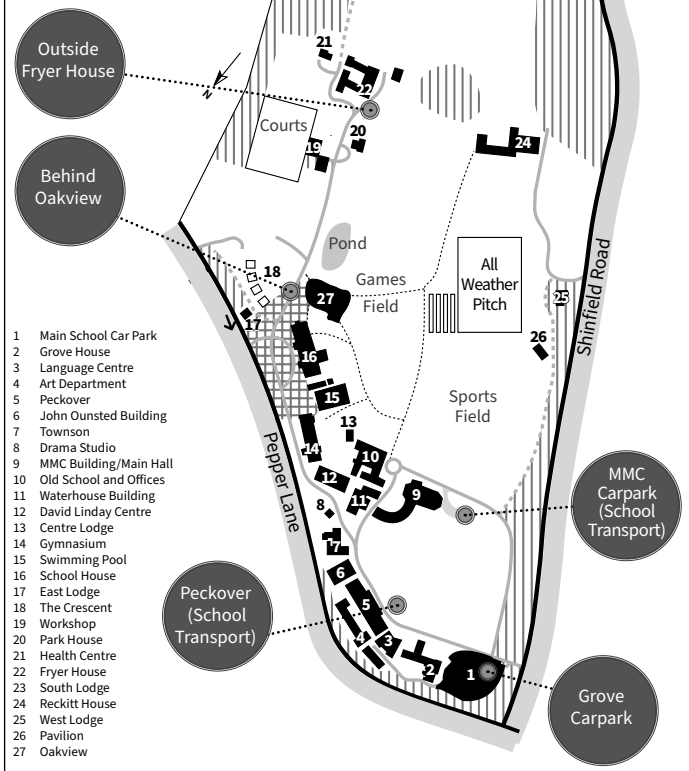
Exceptions

- Exceptions can be granted where there is a case to be made (e.g. medical)
- Any exceptions would have boundaries/ expectations made clear and sanctions applied if these are broken.

Visitors

- Visitors to Leighton Park are also expected to follow the guidance of not using a smartphone in front of students or when working with students, unless this has been agreed in advance. Separate guidance will be presented on signing in at Reception.

Locations where students are allowed to access either their dumb phone (Yrs 7-11) or their smartphone (Sixth Form) if they are arranging School pick up, at the end of their School day.



Wearable Technology

Students should not wear smart watches or other technology capable of sending and receiving messages and/ or accessing the internet. Fitbits generally should not be worn, unless when exercising and only with permission from a member of PE staff. Earphones/ earbuds should not be worn during the School day. Students who are wearing these items in School can expect them to be confiscated and returned to them at the end of the day. A Friday School Detention for one hour will then usually be arranged.

Where a student/ family believe there is a strong case for wearable technology (e.g. for medical reasons) this will be dealt with on a case by case basis.

Technology for Learning

Leighton Park helps to provide managed devices for students in Years 7 to 11. These devices are for use in the classroom to help facilitate teaching and learning and should be taken to each lesson. Children in Years 7 to 11 should not use these devices during break times, morning or lunch or Buns for leisure activities, such as playing games etc. Children should use these times to be present with others, play games, talk and spend quality time with their peers.

There may be occasions where academic work may be done during break times and where a student's device would be used, in which case they should seek permission to do this from the member of staff on duty in their area. Students found to be playing games at break times on their device will be asked not to but may receive a sanction if they persistently ignore this request.

Bicycles, Scooters and Skateboarding

Normal rules of the road (including lights and maintenance) apply on the Park. Students should not ride on the grass, nor cycle with more than one person on the bicycle. Bikes should be parked in the appropriate shed and locked, to keep them safe. Before term starts students should name the frame to easily identify who the bike belongs to. A cycle helmet should always be worn. It is not appropriate for students to ride bicycles during the School day.

Motorised/electric vehicles should not be used on the Park, unless a permission has been given by the Senior Deputy Head and a thorough risk assessment has been carried out by the user. Where agreement has been given, you are politely asked to refrain from storing or charging any lithium battery powered E-scooters or E-bikes within School buildings.

Residents should store and charge motorised/electric vehicles away from the boarding houses. This is because of the fire risk associated with lithium batteries and the potential to cause fire. E-scooters and E-bikes should not be stored on escape routes or adjacent to or in any fire exits.

We fully endorse skateboarding within the School grounds if students show responsibility in the use of their skateboards. Skateboards and rollerblades are allowed in the Houses (but are not to be used in the Houses!) and will be stored in appropriate places. **In addition, it is essential for safety reasons that helmets and pads must be worn at all times when skateboarding/ rollerblading.**

The Environment

As part of the Leighton Park community everyone is asked to observe good environmental practice. This includes:

- Energy conservation: keeping doors and windows closed when central heating is on, and switching off lights when appropriate
- Recycling: wherever possible all materials, which can be recycled, should be recycled
- Use of paper: using paper sparingly, e.g. when using exercise paper or exercise books use the whole of each sheet or each page – both sides; reusing for rough notes any paper that has only one side used
- Wildlife conservation: The Park is a haven for conservation and all who live or work in it should respect this and work to preserve it.

Provision of Information

The School is required by the Independent School's Inspectorate to provide the following information to parents of students and of prospective students:

The Governing Body is the “proprietor” of the School. The postal address for the Governing Body is that of the School.

The School's main contact details are:

Leighton Park School
Old School
Shinfield Road
Reading
RG2 7ED

Tel: 0118 987 9600

www.leightonpark.com

The Head is Luke Walters and he can be contacted via the address above. The Chair of Governors is Eme Dean-Lewis who can also be contacted at the address above.

Recent examination results and ISI Inspection reports can both be accessed via the website.

The key policies that inform the day to day running of the School are also accessible via the School website or My School Portal. Some important policies, available on request, include but are not limited to:

- Anti-Bullying Policy
- Assessment, Recording and Reporting Policy
- Behaviour and Discipline Policy
- Curriculum Policy
- Educational Trips and Visits Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Policy Statement
- IT and Digital Services Acceptable Use Policy
- Marking Policy
- Missing Student Procedures
- No Smoking Policy
- Online Safety Policy
- Relationships and Sex Education Policy
- Safeguarding and Child Protection Policy
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy
- Special Educational Needs (SEND) Policy
- Staff Code of Conduct
- Statement of Aims
- Visiting Speaker Policy.

Glossary

- **Advices and Queries:** a slim volume of suggestions to help Quakers to evolve spiritually. It forms part of *Quaker faith and practice* which is a larger volume guiding Quakers in their faith
- **Amicus:** The School charity fundraising group
- **ATL:** Approaches to Learning, a course of study followed in Years 7 and 8 to help our learners use a range of skills to make sense of the world around them. It aims to develop skills for students with an emphasis on thinking critically and ethically and communicating effectively
- **CAS:** Creativity, Activity and Service, a programme followed in the Years 7, 8, 10 and Lower Sixth curriculum, featuring CAS Projects, CAS Electives and the Oakleaf Diploma. The goal is to produce students, who not only pursue greater academic knowledge, but also take action and fulfil their duty of becoming responsible world citizens
- **Collect:** This is the name given to assembly at Leighton Park. Please see the School Day for the timings of these during the School timetable
- **Collect Dress:** Refers to the School Dress code for students – the details of which are included in this Gold Book
- **David Linday:** This is the Science and Technology block, which houses Chemistry and Physics along with DT and Food Tech
- **EVC:** This stands for Educational Visits Co-ordinator who helps staff run and organise School trips safely. Initial approval for any educational trips should go in the first instance to the Senior Assistant Head, Natasha Coccia
- **First Names:** At Leighton Park all staff are called by their first names by the students
- **Friend:** A member of the *Religious Society of Friends (Quakers)*. They get the name from the original title of 'Friends in the Truth', although today it is understood by many as the common shared relationship with others. Quakers often refer to themselves collectively as Friends and will address a Quaker as 'Friend' which helps to include newcomers
- **Fryer/ Fryers:** Fryer is the name of the House for Years 7 and 8 and Fryers is the term used by some to refer to students in Years 7 and 8

- **General Meeting:** Is the name given to a meeting of Quakers in a geographical area; Leighton Park hosts a General Meeting each year in which Quakers come to the School and meet to discuss Quaker business and is an opportunity to show the community more about Leighton Park
- **George Fox:** The founding father of Quakerism
- **Global Communications:** Is a course followed by Years 7 and 8 designed to complement the study of Modern Foreign Languages
- **Houses:** All students are allocated to a House for competitions, community outreach and other social activities – our Houses are Bentsi-Enchill, Cadbury, Fox and Tubman
- **ILC:** The Individual Learning Centre is a service for the whole School, there to help all our students who have Special Educational Needs. It is located in Townson
- **LP:** An affectionate name for Leighton Park
- **Main Hall:** The place where Meeting for Worship and Senior School Collect take place, accessible via the Michael Malnick Centre foyer
- **Meeting for Worship:** This is the whole School meeting of 30 minutes of silent reflection, held every Thursday morning in the Main Hall. Each staff member takes it in rotation to Elder the meeting with two or three students of their choice, usually members of their tutor group. A Quaker meeting creates a space of gathered stillness.

The seating is usually arranged in a circle to help people be aware of one another and conscious of the fact that they are worshipping together as equals. There are no priests or ministers. The silence may be broken if someone present feels called to say something which will deepen and enrich the worship. Anyone is free to speak, pray or read aloud if they feel strongly led to do so. This breaks the silence for the moment but does not interrupt it. This is called a ministry (see below)

- **Ministry:** In Meeting for Worship, when someone feels the need to stand up and speak to the community, this is referred to as giving a ministry
- **MMC:** The Michael Malnick Centre for Music and Media
- **Monthly Meeting:** Held every month in the Main Hall, chaired by the Senior Prefects, is an opportunity for students in the Senior School to bring issues of general School interest for discussion and debate. Tutors are encouraged to bring all their tutees. Fryer students will take part from time to time

- **Oakview:** This is the School restaurant where all School meals are eaten
- **Peckover:** This is the building that houses English, History and EAL – alongside these areas it has a large hall that is frequently used for events and meetings
- **Quaker Faith & Practice:** A book which seeks to express in words the workings of the Spirit as experienced by Quakers over three hundred years. It is both an anthology of Quaker thought and guidance on the right ordering of Quaker affairs. It is revised every generation to reflect the continuing revelation and understanding of the Spirit. It is also known as the Book of Discipline, and is available to read online
- **REACH:** Software used by students to sign in and out of Houses and manage all aspects of student leave from the Park
- **Religious Society of Friends (Quakers):** The formal name for the organisation which Friends/Quakers belong to
- **Staff Briefing:** This takes place every Friday break time in the Common Room
- **SOCS:** Software used by students to book co-curricular activities each term and co-ordinate sports fixtures
- **Testimonies:** The testimonies are about the way Quakers try to lead their lives. This attempt to put faith into practice, often with great difficulty, arises from an understanding of certain values and principles that are central to the Quaker faith. The key testimonies are truth, integrity, sustainability, equality, respect, simplicity and peace
- **Townson:** The building that is home to Geography, Dance and the Year 9 Hub
- **Tutor/ Student/ Parent Evenings:** These are evenings arranged for parents to come and talk to their child's Tutor. It is an excellent time to discuss academic targets for the year as well as the whole child. All Tutors are required to attend the relevant evening.

- 1 Main School Car Park
- 2 Grove House
- 3 Language Centre
- 4 Art Department
- 5 Peckover
- 6 John Ounsted Building
- 7 Townson
- 8 Drama Studio
- 9 MMC Building/Main Hall
- 10 Old School and Offices
- 11 Waterhouse Building
- 12 David Linday Centre
- 13 Centre Lodge
- 14 Gymnasium
- 15 Swimming Pool
- 16 School House
- 17 East Lodge
- 18 The Crescent
- 19 Workshop
- 20 Park House
- 21 Health Centre
- 22 Fryer House
- 23 South Lodge
- 24 Reckitt House
- 25 West Lodge
- 26 Pavilion
- 27 Oakview

Fire Assembly Points (A-N)

Point A

2 Grove House

Point B

3 Language Block

4 Art Department

5 Peckover

6 John Ounsted

7 Townson

8 Drama Studio

9 MMC Building/

Main Hall

10 Old School & Offices

11 Waterhouse Building

12 David Linday Centre

Point C

13 Centre Lodge

17 East Lodge

18 The Crescent

20 Park House

23 South Lodge

25 West Lodge

26 Pavilion

27 Oakview

Point I

14 Gymnasium

15 Swimming Pool

16 School House

Point J

19 Workshops

Point L

21 Health Centre

Point M

22 Fryer House

Point N

24 Reckitt House



- X - 3 and 9 buses to town
 Z - 3 and 9 return from town
 W - 21 bus to town
 O - 21 return from town

Peckover
(School
Transport)



Out of bounds to students moving from swimming pool/ School House to Pepper Lane exit/ Oakview. Students should always go via Oakview.



Out of bounds areas at all times to all students

MMC
Carpark
(School
Transport)



LEIGHTON PARK

FOUNDED 1890

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www.leightonpark.com