



EST. 1967

# RUNNYMEDE COLLEGE

Delight, Ornament, Ability



## Pre-Prep School Pupil & Parent Handbook 2025-2026

# Contents

The Pupil and Parent Handbook has been put together by the staff. Each section should cover key things you should need to know, but if in doubt please ask a Class Teacher in the first instance. Also included are links to important school policies, which can be found on the school website: <https://runnymede-college.com/about-us/school-policy-tech-documents/>

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# School Information

Runnymede College is a co-educational school for pupils from the age of two to eighteen years old. It is a private, non-denominational school offering a British education to boys and girls of all nationalities.

The education offered follows the English National Curriculum, with pupils taking IGCSEs at the end of Year 11 and A-Levels at the end of Year 13.

## School Contact Details

Runnymede College  
Calle Salvia 30  
La Moraleja  
Alcobendas  
Madrid  
28109

Telephone: + 34 916 50 83 02  
Email: [office@runnymede-college.com](mailto:office@runnymede-college.com)  
Website: [www.runnymede-college.com](http://www.runnymede-college.com)

Individual Staff emails use the following format: first initial and surname followed by @runnymede-college.com. e.g. Georgina Powell is [gpowell@runnymede-college.com](mailto:gpowell@runnymede-college.com).

# Getting in Touch

We look forward to welcoming parents into school for scheduled events, such as Welcome Meetings, Parents' Evenings, School Plays and Musical events. In the meantime, we hope you will find the information in this Handbook useful. There undoubtedly will also be times when you wish to contact the school with a question or concern; please do not hesitate to do so.

## THE PARENTS PORTAL

- The Parent Portal is a key communication and information platform that allows parents and carers to stay informed and engaged in their child's school life. Through the portal, you can access a wide range of features, including:
  - Attendance records
  - Logging student absences
  - Timetables
  - School Calendar
  - Notifications and announcements
  - Electronic permission forms
  - Downloadable school reports
  - Extra-curricular activities and sign-ups
- Detailed instructions on how to access and navigate the Parent Portal can be found in the login guide at the end of this handbook. If you experience any difficulties logging in or using the platform, please email [parentsportal@runnymede-college.com](mailto:parentsportal@runnymede-college.com) for assistance.

## EMAIL / TELEPHONE

- Email/telephone - updates on School life and information about specific events are sent via email to parents of the pupils involved. Please read this information carefully, completing relevant forms as needed. Teachers/Tutors will also use email or telephone when they wish to communicate directly with individual parents.
- For any queries which relate to a pupil's academic work or pastoral issues, such as homework, wellbeing or friendships, please contact their Form Tutor by email in the first instance. Depending on the situation, the Tutor, Head of Year or a member of the Senior Leadership Team will follow up with you.

## ADDITIONAL COMMUNICATION PLATFORMS

- Class Dojo (Years 1, 2 and 3)- a communication platform which connects teachers, students and families through features such as a feed for photos and videos from the school day and messaging that can be translated into more than 35 languages.
- Arc Pathway (EYFS) - New for September 2025, Arc Pathway is an online tool used to record learning and development in EYFS and communicate this with parents. Teachers will upload observations of children's learning, send photos of whole class learning and update parents with key information via this platform. More information on this will be provided in the year group welcome meetings in September.

If at any stage you feel that the school has not responded in an appropriate manner, please refer to our [Complaints Policy](#) on the school website.

# Visiting the School Site

We warmly welcome parents onto the school site for events during the year and to speak with their children's teachers. In order to keep all our pupils safe, however, all visiting adults must understand and adhere to our Visitor Policy.

All parents must be wearing their **Green Lanyard** when entering the school site. All visitors (who are not parents) must sign in at the gate and be issued with a **Yellow Lanyard**, before reporting to the school office.

Please note, "Visitors" applies to all those who are not employed by the school or who have not undergone the school's safer recruitment checks and completed the minimum safeguarding training. This includes, but is not limited to:

- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All parents and volunteers
- All former pupils
- Other education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises

For full details see [RC Visitor Policy](#)

# History

Runnymede College was founded as a private non-denominational day school in 1967 to provide a British secondary education for English-speaking boys and girls of all nationalities living in Madrid. A primary school was started in 1987. Since 1993 it has been authorised by the Spanish Ministry of Education and Culture to have Spanish students. In 1998 the school moved to its current location in La Moraleja.

The name Runnymede College was chosen by Arthur Powell, the school's founder, to reflect his view of the school's role and values. It deliberately recalls the small island in the River Thames where, in 1215, the Magna Carta was sealed. This famous medieval document, which confirmed many significant rights and liberties of the English people, inspired Arthur Powell and his wife Julia to create a school where students in Madrid, including their own children, would have the opportunity to experience an education that was free-thinking, challenging and enriching.

In 1967, Runnymede began as an island of liberty in a river of scholastic limitation and rote-learning. Today, under the headmastership of Frank Powell, Arthur's son, the school continues to be proud of offering an intellectually stimulating educational environment that prizes critical and creative thinking, and helps young people to fulfil their potential as globally-minded, compassionate and thoughtful individuals.

As of the academic year 2023-2024, the school now has three sections: Pre-Prep (2 to 7 year olds), Prep (8 to 12 year olds) and Senior (13 to 18 year olds).

## “Delight, Ornament, Ability”

Chosen by Arthur Powell, Runnymede College's motto is derived from an essay by the Jacobean polymath and statesman Sir Francis Bacon. 'Of Studies' (1625) begins: "Studies serve for delight, for ornament, and for ability", meaning that studying should bring enjoyment, allow you to successfully demonstrate your knowledge, and give you the skills to understand and respond to the world around you. This motto continues to reflect the school's approach to education, in which the sheer joy of learning is intrinsically interwoven with academic rigour and purpose.

# Aims and Values

Runnymede undertakes to provide a safe, respectful and caring environment in which students can prosper personally, intellectually, culturally, morally, academically, socially and physically.

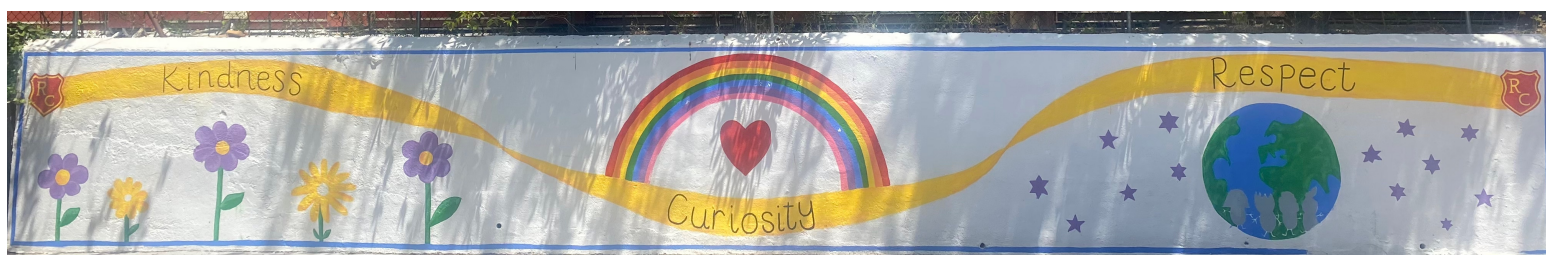
## The aims of the School are:

1. To provide an all-round academic, humanistic education to all pupils regardless of their sex, race, religion or nationality.
2. To help children to maximise their potential, whether intellectual, artistic or physical.
3. To encourage positive social attitudes and respect and consideration for others, of all ages and backgrounds.
4. To create the conditions of a happy atmosphere and structured environment where children feel secure, through reasonable discipline and School rules known to all.
5. To educate pupils in preparation for adult life and to orient them towards pursuing the most suitable higher education course and professional career.

## Our Values

Runnymede is committed to academic excellence and sets the highest standards of behaviour and social conduct, fostering the development of mutual respect and responsibility. Above all we want our children to develop a love of learning and to become independent learners.

At Runnymede we also recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us. Everything we do at Runnymede College Pre-Prep is centred around living to our core set of values of Respect, Kindness and Curiosity. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life and we expect pupils, staff, parents and all members of our wider community to uphold them.



# School Structure

**Pre-Preparatory (Pre-Prep) School:** Pre-Nursery - Year 3

**Preparatory (Prep) School:** Years 4 - 8

**Senior School:** Years 9 - 13

## Campus Improvements

The Runnymede campus is undergoing significant improvements with several new developments.

In 2024 two new buildings were opened:

- a new 3,000 square meter Prep School building offering spacious classrooms and enhanced facilities such as a state-of-the-art laboratory, a dedicated SEND department, two music practice rooms, and a performing arts space.
- the Frank Murphy Memorial Library, a beautifully designed space for private study and quiet reflection.

To enhance safety on campus, new measures have been implemented to separate vehicle and pedestrian traffic, along with new access control procedures and systems. A second security guard will be in post from September from 08.00-20.00. The turnstile access to the campus is still in development and will see access to the site regulated by lanyards.

The academic year 2025-26 will see the unveiling of new sports facilities, including an artificial grass pitch.

## The Pre-Prep School and Prep School

At Runnymede we are passionate about providing a nurturing environment, where pupils feel equally supported and challenged to exceed their potential and grow into respectful, kind and curious members of society. The Pre-Prep school is the gateway to experience school life and it is for this reason that we understand how important these initial steps on the educational road are. We understand each parent's desire for their child to feel happy and secure, and consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time in the Pre-Prep School. All children are valued as individuals and are encouraged to explore and develop their talents to the full.

The Prep School allows for pastoral support whilst also fostering a sense of challenge. There will be continuity of the pastoral curriculum, including a PSHE curriculum around key issues which are important to our pupils. The Prep School structure allows for collaboration throughout the wider school community, whilst offering more opportunities for pupil leadership in the Prep School year groups.

# School Leadership

The school leadership team is comprised of the Senior Management Team which oversees operational matters and strategic direction for the whole school, and the wider Senior Leadership team which leads the separate sections of the school.

<b>Senior Management Team</b>	
Headmaster	Mr Frank Powell
Assistant Head	Ms Georgina Powell
Chief Operating Officer	Mr Manuel Powell
Head of Logistics	Ms Cristina Powell
Senior Deputy Head	Ms Annabel Hawkins
Head of Sixth Form	Ms Maria O'Driscoll
Head of the Prep School	Mr Duncan Bailey
Head of the Pre-Prep School	Ms Emily Albery

# Teaching Staff

Parents have several opportunities to meet teachers throughout the year and dates are published in September. These include start of year Welcome Meetings and additional Parent Meetings.

If a parent wishes to meet with a teacher at a different time, they may arrange an appointment by email, using the following format: first initial and surname followed by @runnymede-college.com. e.g. Georgina Powell is [gpowell@runnymede-college.com](mailto:gpowell@runnymede-college.com).

# Pupil Leadership

There are pupil leaders in the Pre-Prep, Prep and the Senior Schools. Selection differs depending on the school phase but usually takes place through applications, or nominations by staff and pupils. Pupil Leaders take responsibility for supporting school events, encouraging participation, charity fundraising, and representing the views of their peers. The key pupil leadership roles within the school are listed below:

## **HOUSE CAPTAINS**

House Captains are appointed in Year 3 in the Pre-Prep School. Their responsibility is to lead the pupils within their Houses to help organise and encourage participation and enthusiasm in House Events, such as Sports Day. They are also responsible for announcing the House Points totals in assemblies. In the Pre-Prep School, different children are chosen each term in order to allow more children the opportunity to lead their house.

## **STUDENT COUNCIL**

Our Student Council is a group of children elected by their classmates and teachers to represent their views and help make our school an even better place. It gives pupils a voice and encourages them to share ideas, take responsibility, and work together to bring about positive changes. Being part of the Student Council helps children develop confidence, leadership skills, and a sense of community, whilst giving them a taste of what democracy looks like in action. The Pre-Prep Student Council meets at least once a month, and representatives change termly to give more children the opportunity to take part. In Year 3, the House Captains also represent their classes in the student council.

# Houses

The Runnymede College House System was established by Arthur F Powell in 1967 and encourages both academic achievement and team spirit. It is comprised of four Houses:

- **Austen**
- **Keynes**
- **Locke**
- **Newton**

Our Houses are named after giants in their respective fields of literature, economics, philosophy and science. Each of the four floors of the Senior School Founder's Building is also named for the school's houses.

As a member of a House, pupils foster a sense of group identity within the school, particularly during whole-school events like Sports Day, Cross Country and the Founders' Debate. They also earn House Points throughout the academic year as a result of impressive behaviour and schoolwork.

Students in the Senior School in Year 10 and 12 have the opportunity to become House Captains, and all members of the school community learn about the significant achievements of Jane Austen, J.M. Keynes, John Locke and Isaac Newton.

Every child is assigned to a House on joining the School. An attempt is also made to ensure that there is a similar number of pupils in each House in the School, and a balance of boys and girls.

# Term Dates

Key dates for 2025-6 can be found listed below. All term dates can be found on the school website where they are updated: <https://runnymede-college.com/school-life/school-calendar/>

<b>Autumn Term</b>	
Monday 1st September	Term Begins for Staff
Wednesday 3rd September	New Pupil Induction Pre-Nursery & Nursery Welcome Meetings
Thursday 4th September	Term Begins for Students
Saturday 25th October	Half Term Begins
Sunday 2nd November	Half Term Ends
Monday 8th December	Holiday: La Inmaculada
Friday 19th December	Term Ends

<b>Spring Term</b>	
Thursday 8th January	Term Begins
Saturday 14th February	Half Term Begins
Sunday 22nd February	Half Term Ends
Friday 27th March	Term Ends

<b>Summer Term</b>	
Monday 13th April	Term Begins
Friday 1st May	Holiday: Labour Day
Friday 15th May	Holiday: San Isidro
Wednesday 24th June	Term Ends for Students
Friday 26th June	Term Ends for Staff

# Travelling to/from School

Parents are responsible for ensuring their children get to and from school safely. The traffic around the school site is very busy at drop off and pick up times, so we encourage parents and pupils to leave enough time so they have arrived and be ready for registration in their classrooms by 08.50.

## Metro

La Moraleja Metro station is a 6 minute walk from school. It is on Line 10 and in fare zone B1.

## School bus

The school buses operate several different routes across Madrid. Morning buses arrive at school in time for Registration. Afternoon buses leave at 16.10. There is also a late bus at 17.30 which returns to the city centre for pupils attending after school activities.

Registers take place before the bus departs so any pupil wishing to travel on the a school bus will need to have been signed up in advance. Parents should contact the school Office for details of each route as they vary slightly at the start of each year.

There are a large number of routes which take into account Madrid centre and the surrounding suburbs. Details can be obtained from the school office. There are two later bus services at 17.30:

### BUS 1

17:55h C/ Avenida de Pio XII, 23 (Alcampo)  
18:00h C/ Príncipe de Vergara, 203 (Plaza de Cataluña)  
18:10h C/ Serrano, 47 (Corte Inglés)  
18:20h C/ Plaza de la Independencia, 10 (Puerta de Alcalá)

### BUS 2

17:40h C/ Begonia, 135 (La Moraleja - C.C. Los Porches)  
17:45h Plaza de La Moraleja (Oficina BBVA)  
18:05h C/ Arroyo del Monte, 131 (Parada de Bus)  
18:10h C/ Gabriela Mistral, 10 (enfrente)  
18:25h C/ Doctor Ramón Castroviejo esquina C/ San Martín de Porres

## Parking

There is no parking for parents or pupils on the school site. There is a limited amount of permit parking in the streets surrounding the school.

# Access to the school site

## Runnymede College Drop-off and Collection Policy and Procedures

### Morning Drop-off

- Pupils in EYFS should be taken to the classroom via the external classroom doors. Classroom doors open at 8.50am. They should be accompanied by an adult or an older sibling\*.
- Pupils in Year 1 should be taken to the top playground by an adult or an older sibling\* from 8.30am. They will line up at 8.50am and be taken to their classrooms by staff.
- Pupils in Years 2 and 3 are able to walk to the playground from the front gate without an adult.
- For Term 1 2025 (September to December), pupils in Years 1, 2 and 3 should go to the lawn whilst construction work is continuing on the top playground. We will notify all parents via email when the top playground reopens and we can return to receiving children there.
- Children arriving by school bus will be supervised and then collected by their teachers.
- The “kiss and drop” service is available from 8.30-8.45 each day for children from EYFS to Year 1. Parents are invited to drive onto the school site and say goodbye to their children at the gate, leaving them with a member of the Pre-Prep team. We will then accompany children safely into the school site, leaving them in the EYFS waiting area or Year 1 playground. We ask that only children who are confident and comfortable saying goodbye to parents at the gate use this service. If your child is unsettled and unable to leave the car independently and happily, we will ask you to drive out of the school gates and return on foot to accompany your child to their classroom.

\* (Year 7 or above, with parental permission)

### Afternoon Collection

- EYFS and Year 1 and Year 2 Pupils should be collected from the classroom or designated area from 3.50pm
- Year 3 Pupils will be collected from the central square outside the Prep School from 3.50pm.
- Pre-Prep School children are not allowed to leave the school site unaccompanied.
- School buses leave the school site at 16.10 and children will be escorted to the buses by staff.
- After 4pm, Pre-Prep students are monitored in a late room specific to their year group. This changes every term, and will be communicated to parents via email. After 4.30pm, any Pre-Prep students still on site (not at ECAs) are monitored in the Year 3 classrooms in the Prep building. All children must be collected by 5.30pm.

### General Guidelines

- All children should come to school in the correct uniform, following the school dress code (see Uniform).
- Runnymede has a commitment to safety and welfare, with two security guards being employed from 08.00 to 20.00.
- Parents and carers must visibly display their access cards on campus at all times. Those without a card must sign in at the gate and collect a visitor's card.
- Turnstiles will be open during peak drop-off and collection times. When closed, parents and carers must swipe their cards for access.
- If a child is going to be collected by someone other than a parent or a registered carer, the class teacher and school office should be informed by the child's parent.
- Late arrivals, early collections and absences must be communicated via the Parents Portal by submitting a leave request prior to the start of the day.
- All changes to bus arrangements should be communicated to the school office.
- Any last minute changes to pick-up arrangements, including bus arrangements, must be communicated to the school office and your child's class teacher via email before 2pm.
- Parents and carers should avoid using / displaying their smartphones on campus unless absolutely necessary.
- Please avoid using the suppliers ramp and the Prep School emergency exit, except for in an emergency.

# Daily Timetable and Pupil Routines

## Registration and Absences:

- School starts at 8.50am and children are registered from 8.50-9.00 am
- Pupils who arrive after 09.00 must sign in at the School Office and will be marked as late.
- Parents of pupils who are absent will receive an email at approximately 09.20, informing them of the absence and requesting them to contact the office.
- All absence, whether planned or unplanned, should be communicated to Class Teachers by submitting a leave request via the Parent Portal (see guide below).
- If a child is unwell, we ask that parents also contact their child's Class Teacher to give them an idea of the issue and when the child is likely to return to school so that appropriate support can be put in place.
- Below 90% attendance is perceived as a pupil being persistently absence, which will lead to communication from school to support pupils in increasing their attendance. For the 2025-26 academic year we will be introducing an Years 1, 2 and 3 attendance bear, awarded at the end of each half term to the class with the highest attendance.

## Breaktimes:

- Children in Years 1, 2 and 3 have a morning break 10.40-11am and an afternoon break 2.20-2.40pm.
- Children in Years 1, 2 and 3 are invited to bring healthy snacks to eat at break times, one piece of fruit in the morning, and an additional healthy snack in the afternoon
- Children in Years 1, 2 and 3 are able to bring a toy in from home to use at break time. This toy should be encourage active play and should not be any form of collectible. For example, children may bring skipping ropes, soft balls, ankle skip balls, hula hoops and bean bags. We encourage parents to consider the cost of toys brought to school as they can be easily lost or broken during break times.
- For Term 1 2025-2026, break times for Years 1, 2 and 3 will be on the lawn due to ongoing construction works on the top playground. Due to the space limitations of this area, no ball games will be allowed during break times.
- Children in EYFS do not have defined break times as they spend the majority of their day in free play.
- Children in EYFS receive fruit and biscuit snacks at 2 points during the day.
- Children in EYFS should not bring any toys from home into school.

## Lunchtimes:

- All children in Pre-Prep eat School Lunch between 11.40am and 1pm.
- Special diet requests may be catered for if requested from the kitchen. Parents should contact Nurse Maria ([nurse@runnymede-college.com](mailto:nurse@runnymede-college.com)) to explain any dietary requirements and she will pass requests on to the kitchen.

## Leaving school early:

- If pupils are unwell, they will be asked to visit the nurse, and may then be signed out of school to be collected by parents.
- In the event your child is unwell and needs to be collected, Nurse Maria will contact you by phone.
- If you need to collect your child early due to a medical appointment or other reason, please inform your child's class teacher by submitting a leave request on the Parent Portal. If you need to collect your child early and can only communicate this on the day, please let the school office and your child's class teacher know by emailing them directly.

For more information on the daily timetable for Pre-Nursery and Nursery, please see the [Pre-Nursery and Nursery Parent Handbooks](#).

# Pupil Expectations

At all times in school, members of our community are expected to behave in a way which reflects the Runnymede Values, whether in lessons, in break time, or on trips and visits away from the school site. In particular, we remind them that must show respect: self-respect, respect for other people and respect for the school.

## As a Runnymedian I will...

### Show self-respect

- wear my uniform with pride
- take care of myself
- make the most of opportunities

### Show respect for others

- be kind and helpful
- be punctual
- communicate with courtesy

### Show respect for the school

- be a positive role-model
- look after the school and the environment
- support the school community and abide by the school rules

### Speaking English

We celebrate many nationalities at the school, including British, American, Indian, French, and Italian, but the majority of students come from Spain. As the language of learning, English must be spoken at all times in lessons. (The only exception to this is Spanish). This is to fulfil one of the key aims of the school: to ensure that our students leave Runnymede with a native-speaking level of English.

### Electronic devices:

- Mobile phones and smart watches are entirely prohibited at Runnymede. Students should not contact parents via email or messaging services during school hours. All communication should be via the school office.
- Children will have access to electronic devices only as part of specific lessons (e.g. computing) and always under close supervision from teaching staff.

# School Uniform & Dress Code

Children have a summer uniform, a winter uniform and a Physical Education (PE) uniform. The children begin the school year with the summer uniform, and will change to winter uniform after October half term. The children return to Summer Uniform on the first day of the Summer Term.

The children come into school wearing their PE kits on the days of their PE lessons.

The children must wear a navy blue coat and black shoes, on PE days, they wear trainers.

The children are expected to wear their blazers for school trips and photographs.

We ask the EYFS and Year 1 children to bring a full set of clothes, including underwear, which will be kept in school in case of accidents. If your child does have an accident, we will change them and send the soiled clothes home. Please send in clean clothes the following day. It is important to remind you that **all** items of clothing must be clearly labelled to avoid clothes going missing.

You can find the uniform required in EYFS at this link: [https://documentation.runnymede-college.com/downloads/uniform\\_requirements\\_eyfs.pdf](https://documentation.runnymede-college.com/downloads/uniform_requirements_eyfs.pdf)

The uniform can be bought from El Corte Inglés in Sanchinarro, or online.

<https://www.elcorteingles.es/uniformes/madrid/la-moraleja-alcobendas/runnymede-college/>

- **Jewellery** must be kept to a minimum. One pair of small stud earrings or small hoops may be worn. Pupils may wear a necklace of personal or religious significance, but it must be hidden from view. Students should not wear bracelets other than those issued by the school, nor should they wear rings or other items of jewellery.
- **Hair** must be sensibly cut and appropriate for a school environment. No unnatural hair colour is allowed.
- **Nail varnish** and **makeup** should not be worn in school at any time.

# Pastoral System & Safeguarding

Pastoral care is concerned with promoting personal, social, emotional and intellectual development in order to help every child reach their full potential and be equipped with the skills to succeed in all aspects of life.

The pastoral team includes all members of staff and promotes positive relationships in school and the active participation of every student in the education process in order to ensure that they benefit from all that the school has to offer. Key members of the pastoral team are outlined below.

## Pastoral Team

Class teachers take primary responsibility for pupils on a daily basis and parents will communicate with those members of staff in the first instance about any health, wellbeing or academic issues. They also offer support and guidance to all pupils in their care through registration, PSHE sessions, assemblies, individual meetings and mentoring sessions.

The Deputy Head (Pastoral) leads safeguarding and pastoral provision, alongside the Coordinador de Bienestar y Protección. They may become involved if a wellbeing issue escalates or there is a more serious concern about a child.

Additional support is received by the school psychologist, the SEND coordinators, as well as visiting educational psychologists and counsellors.

DSL* & Head of Pre-Prep School	Emily Albery
DSL* & Deputy Head (Pastoral) - Prep School	Charlotte Revie
DSL* & Deputy Head (Pastoral) - Senior School	Brittany Howe
Coordinador de Bienestar y Protección (CBP)	Maria Minguez (School Nurse)
Educational Psychologist	Peter Rouco
SEND** Co-ordinator - Pre-Nursery to Year 3	Pre-Prep SLT Team

\*DSL: Designated Safeguarding Lead

\*\* SEND: Special Educational Needs or Disability

# Key Pastoral Policies

Below is a summary of some of the school policies which all parents and pupils are expected to familiarise themselves with. They cover the school guidelines, rules and response to range of important issues.

**Promoting Positive Behaviour:** We expect all our pupils to strive to meet the school values in all they do, both in lessons and outside the classroom. We seek to reward pupils who meet demonstrate those values, and respond when their behaviour goes against them. For further details, please refer to [the Pre-Prep Promoting Positive Behaviour Policy](#).

**Safeguarding & Child Protection:** Safeguarding and promoting the welfare of children is everyone's responsibility. The school will always act in the best interest of the child where there is any doubt over a child's welfare or where there is specific cause for concern. Sometimes the school may involve external agencies where they have a responsibility to do so. For details on this crucial topic, please see the [RC Safeguarding & Child Protection Policy](#)

**Personal, Social, Health, Economic Education (PSHE):** An age-appropriate spiral curriculum is in place throughout the school to help our pupils acquire the knowledge, understanding and skills they need to look after themselves and live healthy, safe, productive, responsible and balanced lives. Full details of SEND procedures and support can be found in the [RC PSHE Policy](#).

**Alcohol, Smoking and Drugs:** We have a zero tolerance policy to illegal and unauthorised drugs on or off the school premises. See further details in [RC Alcohol, Smoking & Drugs Policy](#)

**Bullying:** this is purposeful and repeated action conducted by an individual or group and directed against an individual who cannot defend him/herself in the situation. We are committed to an anti-bullying culture where the bullying of any member of the school community is not tolerated in any form. Prejudice, discrimination and bullying are likely to be met with serious consequences. More information can be found in the [RC Preventing Bullying Policy](#)

**Special Educational Needs:** at Runnymede we expect all students to make exceptional progress and have a team of specialists dedicated to support children with additional learning requirements. You can see more detail on how we support learners in the [RC SEND Policy](#).

# Rewards and Sanctions

Full details of approaches to behaviour and procedures can be found in the [RC Safeguarding & Child Protection Policy](#) and the [Pre-Prep Promoting Positive Behaviour Policy](#). We value inclusive approaches that support children from in all stages of development, and those who have additional needs.

For our youngest learners, we begin by explicitly teaching and focusing our praise and feedback around three core values: Kindness, Respect and Curiosity

**Modelling** exactly what a child should do in an area of provision or in a set task makes our expectations as explicit and clear as possible. We show what we expect, in order for children to know what success looks like.

**Routines and expectations** should be clear and well rehearsed, to allow even our youngest learners to know what is expected of them. Well-organised, calm environments are easier to navigate by all learners, and remove extraneous cognitive load.

**We teach emotional literacy**, which equips children with the language they need to express their feelings appropriately, rather than resorting to inappropriate behaviours when agitated.

Our **House Points** System encourages positive conduct and rewards pupils for their efforts and achievements. From Year 1, examples of excellent behaviour, academic progress and demonstration of the school values are rewarded with House Points.

**Negative behaviour** would result in time spent reflecting on what they have done or time spent with the Head teacher to discuss their behaviour.

# PSHE

Personal, social, health and economic (PSHE) education is an important and necessary part of all pupils' education. In our capacity as a British Schools Overseas centre, we follow the guidance of the UK government in shaping our curriculum. Please see our [PSHE and RSE Policy](#) for more information.

## What is PSHE?

The topics and issues in PSHE are far reaching, and broadly cover three key areas:

- Health and Wellbeing
- Relationships
- Living in the Wider World

## Health and Wellbeing

In this area of the curriculum pupils will consider how to maintain physical, mental and emotional health and wellbeing, and how to anticipate and manage risks their health and wellbeing. They will consider ways of keeping physically fit and emotionally resilient, especially when facing personal changes during puberty and adolescence. Maintaining healthy online habits will be addressed here, too.

## Relationships

This area of the PSHE curriculum begins with pupils learning how to develop effective and respectful relationships, and how to navigate the natural turbulence of all types of relationships. It also allows pupils to become aware of the boundaries and expectations of healthy relationships. Topics such as bullying, consent and personal assertiveness will be taught, here.

## Living in the Wider World

This third area, fundamentally, teaches pupils about respect for themselves and others, and the importance of responsible actions and behaviours. It teaches about rights and responsibilities as members of families, other groups and citizens, about different groups and communities, and the importance of respecting diversity.

## How is it taught?

- The nature of PSHE is that it encourages personal opinions and reflection and it includes topics that may be uncomfortable for pupils. As such, firm ground rules of mutual respect are made clear to students during PSHE lessons.
- PSHE is delivered in assemblies and sessions each week with Class Teachers.
- The delivery of sessions by members of our wider school community, including parents, alumni and friends of Runnymede College is something we are interested in developing further in the future, and any registrations of interest in this would be welcomed by us.

# Special Educational Needs and Disabilities (SEND)

## What are SEND?

A child is considered to have special educational needs or disabilities (SEND) if they have needs which call for special educational provision to be made for them.

At Runnymede, a student is considered to have special educational needs if they have:

- Been previously diagnosed as having a learning difficulty which interferes with their academic progress.
- A significantly greater difficulty in learning (or communicating) than most children of the same age.
- A disability which prevents/hinders them from making use of regular educational facilities provided for children of the same age
- An emotional difficulty that affects, for example, motivation or self-esteem
- Shown limited proficiency in home language(s) and/or language(s) of instruction
- Displayed serious attention seeking and disruptive behaviour

Examples of learning difficulties of Runnymede SEND pupils are: Dyslexia, Dyspraxia, Dysgraphia, Dyscalculia, ADD and ADHD. There are also G&T students and some students with medical or emotional issues which also require additional support.

## How are SEND pupils identified?:

The process of identifying pupils with SEND will vary depending on individual circumstances. However, typically, someone will notice a pattern which indicates a child might need additional support. This could be a parent, a teacher or the child themselves. For instance, a teacher might notice that a pupil has more difficulty with certain tasks, or takes longer to complete them. They may refer the child to a member of the SEND team who will then become involved to liaise with parents, identify a child's specific needs and decide on a plan of support.

## Do SEND pupils get special conditions for exams?

As a school teaching a British curriculum, at Runnymede we are required to adhere to the UK's Joint Council for Qualifications (JCQ) regulations and code of Practice. This means that a child who is entitled to access arrangements (such as extra time) in Spain, may not automatically receive that for exams at Runnymede.

Whether a child is entitled to special exam arrangements will depend on their specific needs as outlined in an Educational Psychologist report. That report must meet the explicit requirements outlined by JCQ, and so in some cases this may mean a child has to have an additional assessment.

Depending on the specific needs of a child, they may be entitled to exam access arrangements. This could include, for example: rest breaks; access to a laptop for typing, extra time, individual supervision. Please bear in mind that in recent years, exam access arrangements have become more difficult to acquire, so please do not assume any access arrangement will be in place unless this has been clearly stated by the SEND team.

All members of the SEND Department liaise widely with members of the school community including Subject Teachers, Heads of Year, Form Tutors/Class Teachers, School Nurse, Senior Leadership Team, Safeguarding Leads and Deputy Heads, Exams Officer. They also liaise with external psychologists and educational support providers.

Full details of SEND procedures and support can be found in the [RC SEND Policy](#).

# Academic Curriculum Overview

The education offered is based on the English National Curriculum. In EYFS, learning is organised into 7 areas: Communication and Language, Wellbeing, Physical Development, Literacy, Maths, Understanding the World and Expressive Arts and Design. From Year 1, the subjects taught in the Pre-Prep school are: English Language and Literature, Mathematics, Spanish, French, History, Geography, Science, Art and Design, Music, PSHE, and Computer Science.

At Runnymede, we recognise that learning happens through link making, and children thrive when they are exposed to concepts in a multitude of ways. Our Heads of Department and Specialist teachers work tirelessly to ensure our learning and curriculum is cross-disciplinary.

Please see the [Pre-Prep Curriculum Policy](#) for more information. Parents will be sent a curriculum overview each term with the contents of study in the upcoming term, and these can also be found on the school website.

# Monitoring Academic Progress of Pupils

Runnymede College prides itself on possessing an in-depth knowledge and understanding of all the students at the school. This understanding is based on staff experience of the pupils, knowledge of the character and circumstances of each student together with information in the pupil profile, reports, internal and external assessments.

Student progress is recorded and monitored by Class Teachers, principally using:

- teacher and pupil feedback
- assessment data
- subject reports including attitude and attainment grades
- rewards and sanctions

Please see the [Pre-Prep Marking and Feedback policy](#) for more information.

When concerns about pupil progress is raised, Class Teachers collect information and together with the pupil, parents, teachers and SEND Co-ordinators (where appropriate) devise an action plan. This may include the introduction of additional feedback points, such as the use of a report card.

Handovers between teachers each summer help to ensure continuity of support.

# Co-Curricular Programme

The broad and enriching co-curriculum programme at Runnymede is an essential element of our educational provision. Pupils of all ages are expected to engage with activities in order to develop new skills, boost confidence and develop team and leadership skills.

The programme is made up of co-curricular activities and extra-curricular:

## Co-curricular Activities

These are the academically and creatively enriching clubs, societies and activities which are run within school hours (usually at lunchtimes), and which students can contribute to individually during their free time. There are no charges for these.

## Extra-Curricular Activities

A key component of the co-curriculum comprises after-school extra-curricular activities, which are booked through the office and Mrs Powell. These include Team Runnymede\*, the school's sports teams, run by the PE department, as well as all other activities which students can choose to take part in after school. These include the creative activities like Drama Club, Music Club, Ballet, and the Duke of Edinburgh Award scheme.

These extra-curricular activities are booked on a termly basis before the start of each term, although some will accept students joining later in the term. Instructions on how to book, with a detailed timetable, are sent to parents and are available on the school website.

Most of these do incur charges if an external specialist coach is employed, the activity occurs out of school, or there are additional external costs such as travel, equipment, entrance fees etc.

Further details about Extra-Curricular Activities can be found on the [school website](#).

## \*Team Runnymede

Team Runnymede is the project with which Runnymede College seeks to develop our pupils' physical and motor skills and help them achieve excellence in sports and become all-rounders. Through this structured program, Runnymede College seeks to complement our pupils' academic aptitudes with the social and physical benefits derived from taking part in team sports.

The project has been developed as an integral part of the co-curricular programme and is focused on four major sports: Athletics, Football, Rugby and Volleyball. The programme is offered to girls and boys from Years 1 to 13 and structured into two phases that allow pupils to try out the four sports before specialising in a particular area in which they will aim to achieve high standards.

Since September 2015 Team Runnymede has been registered as a Sports Club, meaning our squads may be enrolled in Spanish federated leagues and tournaments at a local and national level.

Further details about Team Runnymede can be found on the [school website](#).

# Health & Safety

Key Health and Safety guidelines are included within this Handbook, as they drive many of the rules and expectations which are in place for pupils in school to keep them safe. Additionally, please be aware of the following:

## Health and medical care

- Parents/guardians must inform the School of any health or medical condition, disability or allergy that their child has or subsequently develops, whether long-term or short-term, including any infections.
- In order to prevent infection and create the safest school environment possible, a pupil who is ill must not attend school. Parents/guardians are asked to keep their child at home if they are ill or infectious, and not before 24 hours without fever or symptoms. If they have had symptoms of vomiting and/or diarrhoea, they must not attend school until 48 hours after symptoms have stopped. If a pupil develops unexplained rashes, they should be considered infectious until assessed by a doctor. If parents are unsure about whether or no a child should return, they should phone the school.
- If a child requires medication during the school day, this must be brought to the school office and will be kept and administered by the school nurse. Children should not be in possession of medication or self-administer it whilst at school.
- Parents/guardians must inform the School of any situations where special arrangements may be needed in relation to their child.
- If a child requires urgent medical attention while under the School's care, we will, if practicable, attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor. Any such decision would be made by the nurse or by a senior member of staff.

## Insurance

- The school has insurance which provides cover for pupils during any school activity taking place with the full knowledge and authority of the school, including direct travel to and from such activities, including optical and dental expenses coverage. The premium for this cover is included in your school fees. All students are automatically covered and there is no need to fill out any form to join.
- The school also has travel insurance to cover health care in the event of an accident or illness.

For further details on insurance, see the [School Accident Insurance](#) information on the website

## Fire Safety Instructions (Pre-Prep Pupils)

Fire Drills take place at the start of the academic year (planned) and during the course of the academic year (unplanned). Pupils are instructed to know how to respond, and should treat the drills as a real emergency:

1. Stay calm, file out of the building quietly, always following the instructions of their teacher or the nearest member of staff or adult.

2. Remain silent all the times until the Emergency Deputy gives the "all clear".
3. All possessions are to be abandoned.
4. Leave the building via the nearest exit which, if not obvious, will be indicated by a member of staff.
5. The exodus must be led in an orderly fashion - no running or pushing.
6. As soon as the assembly point is reached, line up quietly. (See assembly points below)
7. Line up in alphabetical order, so we can easily identify if anyone is missing behind or in front, even before the teacher calls the roll.
8. If everyone in a class is present, the pupils in that class will be asked to sit down. This way form groups with missing people will be quickly identified, as they will remain standing.

**Assembly points:**

All of the Pre-Prep School pupils will meet on the Foundation Stage playground in the event of an evacuation. Year 3 will join the Prep School on the lawn.

# Parental Expectations

We recognise the fundamental importance of working alongside parents to support the development and progress of each child. We welcome open communication with all parents, for positive reasons, as well as when dealing with more complicated matters relating to wellbeing, behaviour or complications associated with growing up.

It is an expectation of remaining at Runnymede College that all members of our community - including parents - work to abide by the values of the school in everything we do.

## **Parental support:**

- In order to fulfil our obligations, we need your co-operation, in particular by:
  - fulfilling your own obligations by encouraging your child in their studies, and giving appropriate support at home;
  - keeping the School informed of matters which affect your child;
  - maintaining a courteous and constructive relationship with School staff; attending meetings and keeping in touch with the School where your child's interests so require;
  - ensuring that your child's social life does not adversely impact on his/her ability to meet the School's requirements in relation to academic work and/or other School activities or commitments.

## **Punctuality, preparation and appearance:**

- Parents/guardians undertake to ensure that their child attends school when required, arrives punctually and leaves on time at the conclusion of his/her commitments, has the right equipment for academic work, sport or other obligations, is appropriately dressed in accordance with the School's uniform regulations and conforms to any other school standards relating to appearance.

## **Absence:**

- Wherever possible the School's prior consent should be sought for absence from school. The school must be informed in advance in writing or by telephone/e mail of any reason for your child's absence other than illness. In the case of unforeseen illness you should contact the school before school on the first day of illness and should send a confirmatory note on your child's return to School.
- Parents/guardians are expected to avoid taking your child out of school for holidays during school terms.

## **Bullying and online abuse:**

- Parents/guardians understand that any instance of abuse or bullying by their child, either in person or online, can result in expulsion. Parents/guardians should try to set an example to your child in terms of language and behaviour at home and in your communications with the School.

## **ICT use:**

- As a parent/guardian you undertake to support the school in reducing screen time for Pre-Prep students. We strongly discourage the use of screens at home for all children in the Pre-Prep age range.
- We encourage safe boundaries around the use of technology at home, including clear parental restrictions, time limits, shared devices and purposeful use of screen time for social bonding (e.g. watching a film as a family).

## **Suspension and expulsion:**

Parents may be required to remove a pupil from the school if:

- after consultation with one or more of the parents, and if appropriate the pupil, the Head is of the opinion that the behaviour or conduct of one or both parents is unreasonable.
- the pupil's behaviour, attendance or progress is unsatisfactory and the removal of that pupil is in the best interest of the pupil and other children.

**References and information:**

- You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential subject to the disclosure rules of the receiving body. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you are or your child is alleged to have suffered resulting from a reference or report given by us. UCAS references written by the School can be obtained from UCAS and so can be read by pupils or parents in the Head's office.
- You consent to us making use of information relating to your child whilst he or she is at the School and after he or she has left for the purposes of communicating, providing references and managing relationships with pupils and former pupils of the School. You accept that such information is stored in files and on computer and is subject to the data protection legislation currently in force.

**The School's obligations:**

- While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.
- We cannot accept any responsibility for the welfare of your child while off the School premises unless he is taking part in a school activity or otherwise under the supervision of a member of the School staff. Some pupils have the privilege of being allowed off site unsupervised at certain times and the above will apply in such circumstances.

For more information on any of the above points, please refer to the School's terms and conditions and individual School Policies, which are available on the website.

# Parent Portal

The **Parent Portal (provided through iSAMs)** allows parents and carers to have secure and convenient access to a range of school information and services. It is an essential tool for staying up to date with your child's school life and communicating with the school when needed.

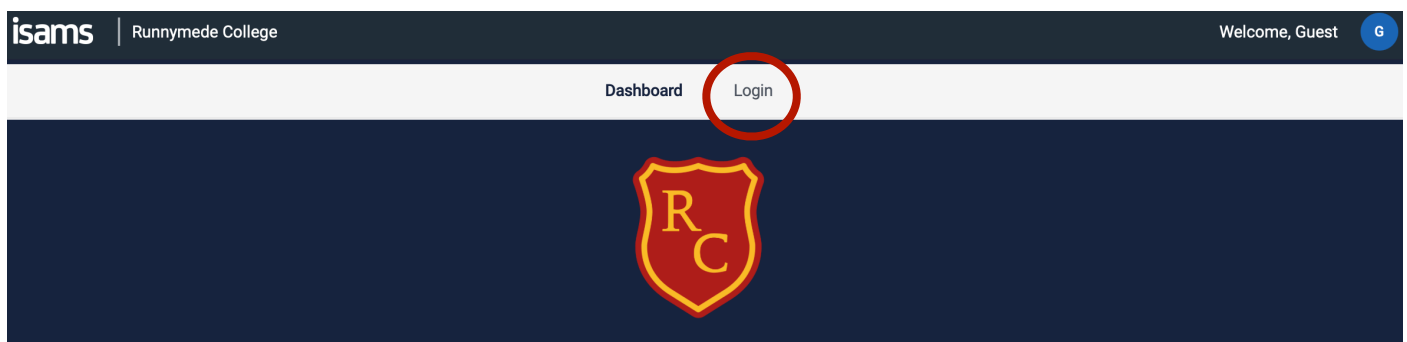
## Features of the Parent Portal

Through the Parent Portal, you can:

- View attendance records
- Log student absences (by submitting a leave request)
- Access timetables
- Receive school notifications and announcements
- View the school calendar
- Complete electronic permission forms
- Download school reports
- Sign up for extra-curricular activities

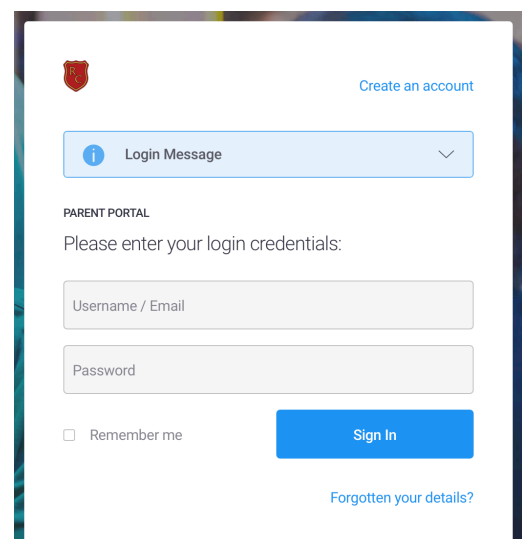
## How to Access the Parent Portal

1. Open your preferred web browser on a desktop, laptop, or mobile device. You may want to download the iSAMs Parent Portal App onto your mobile.
2. Go to the Parent Portal website: <https://runnymedecollege.parents.isamshosting.cloud/#/>
3. Click **Login**.

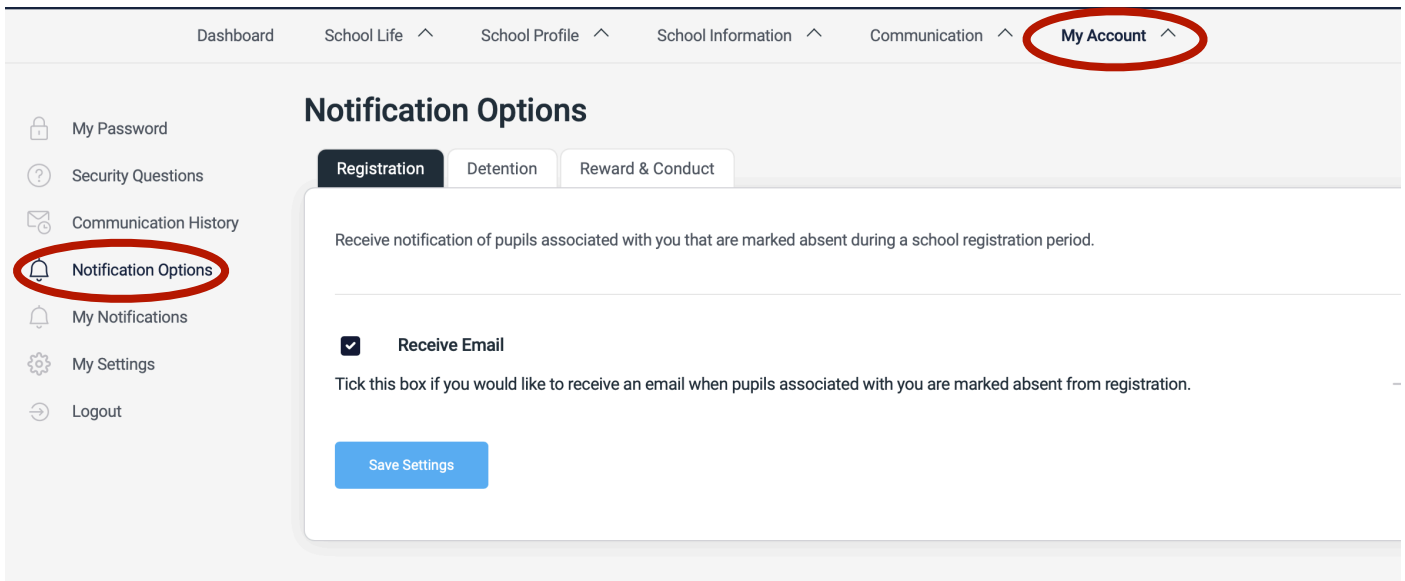


4. If you have not yet created an account, click **Create an account** (top right corner) and follow the instructions using your portal access code and portal access password provided by the school (via email)
5. Use the email address registered with the school to complete the setup.
6. Once registered, check your email inbox for a confirmation message.
7. Click the link in the confirmation email to verify your account and log in.

**Tip:** For easy access, bookmark the Parent Portal or save it as a favourite in your browser. You can also install the web app on your phone or tablet for quicker use.

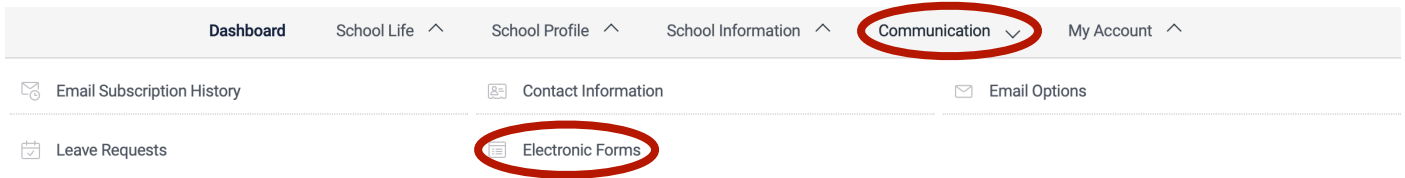


**Tip:** Please ensure you have email notifications turned on for Registration, Detention (Prep and Senior) and Reward & Conduct.

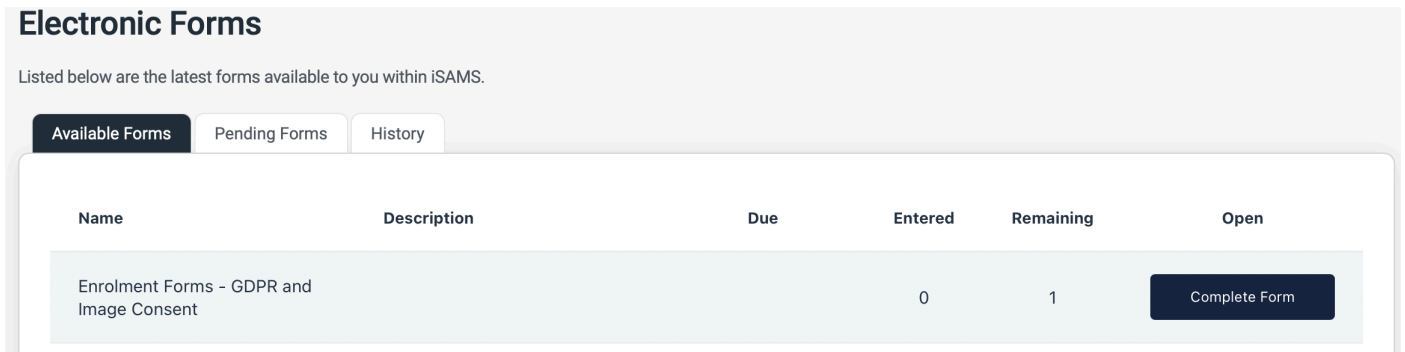


### How to Complete an Electronic Form

When you receive an email from a member of school staff asking you to fill out a form on the parent portal, this can be accessed by clicking on the *Communication* tab then clicking *Electronic Form*.

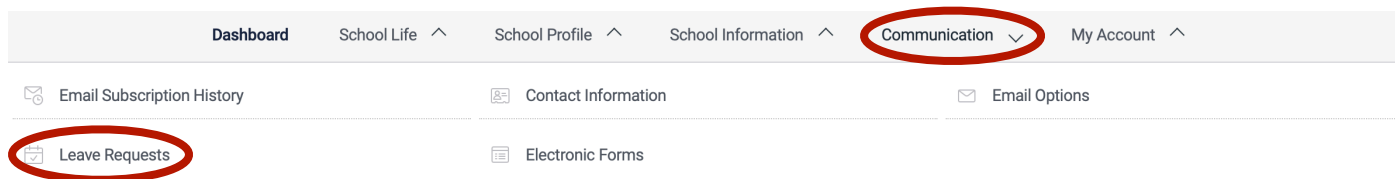


This will bring up a list of forms available to you and you need click *Complete Form* and fill in the relevant information. You can also click on *History* to view any forms you have previously completed.



## How to Submit a Leave Request

Click on the *Communication* tab, then click on *Leave Requests*:



Click on *New Leave Request* and fill out the form, making sure to include all relevant information including notes on the type of leave request and attaching any appointment justification.

The 'New Leave Request' form contains the following fields and sections:

- Select Child(ren):** A dropdown menu showing '0 Selected'.
- Default Times:** A dropdown menu showing 'Select Time Of Day'.
- Start Date:** A date selection field showing 'Select Start Date' with a calendar icon.
- End Date:** A date selection field showing 'Select End Date' with a calendar icon.
- Leave Request Type:** A dropdown menu showing 'Select a Type'.
- Notes:** A large text area for entering notes.
- Supporting Documents:** A section with a button labeled 'Supporting Documents'.
- Submit Leave Request:** A blue button at the bottom of the form.

From this page you can also view any leave requests you have previously submitted:

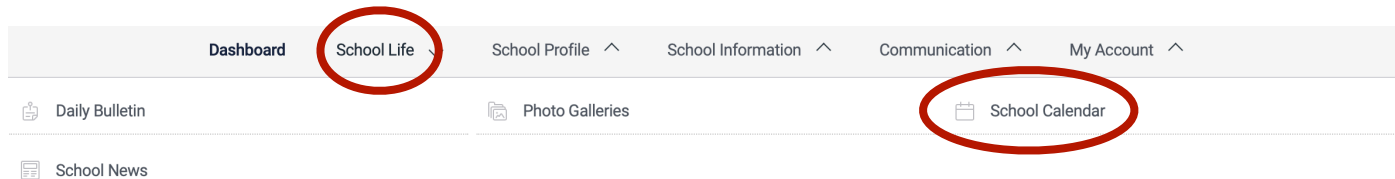
The 'Overview' tab displays a table of submitted leave requests. The table has the following columns: Start Date, End Date, Request Type, Notes, Documents, Requested Date, and More. The table contains one row of data.

Start Date	End Date	Request Type	Notes	Documents	Requested Date	More
17 Dec 2024 12:00	17 Dec 2024 13:00	Medical app	medical app		17 Dec 2024	More Info

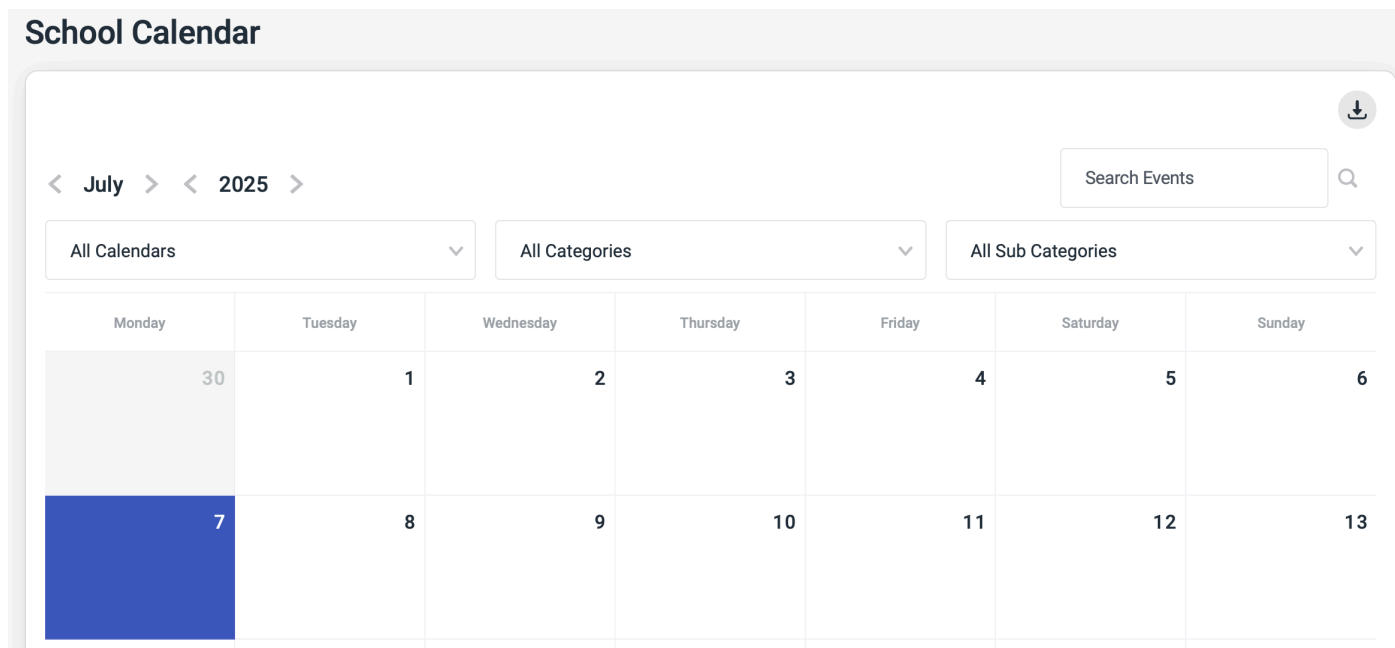
At the bottom of the table, there is a 'Show:' dropdown set to '10', and a 'Page 1 of 1' indicator with navigation arrows.

## How to View the School Calendar

Click on the *School Life* tab, then click on *School Calendar*:

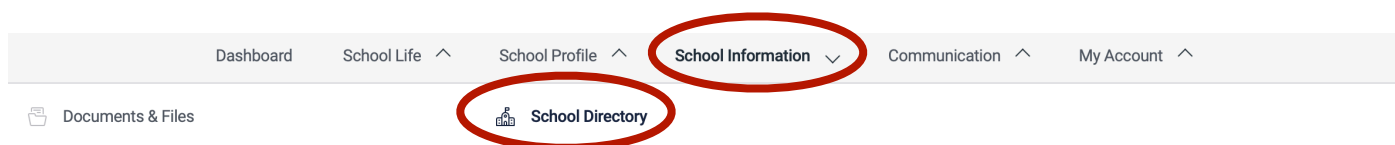


You can view the full calendar for each month, search a specific event, or use the icon in the top right corner to download the school calendar as a PDF.



## How to Find Staff Contact Information

Click on the *School Information* tab, then click on *School Directory*:

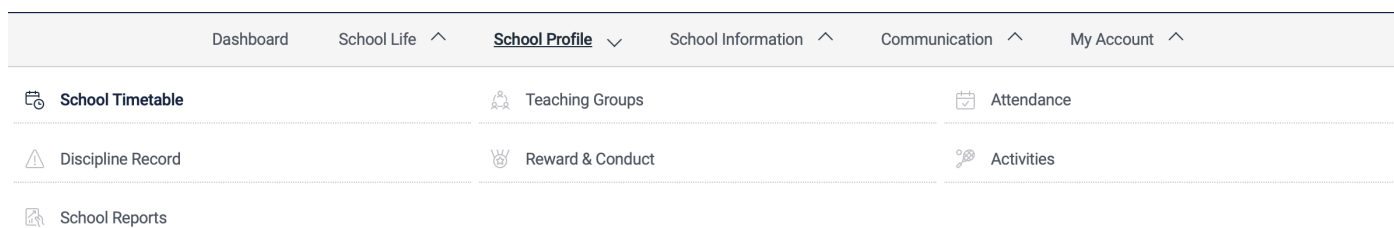


You can then use the drop down menus to find the email address of every staff member in the school. You can use the *Select Student* menu to find the teaching staff timetabled to teach your child. You can use the *Select Division* menu to find the teaching staff timetabled to teach in each section of the school.



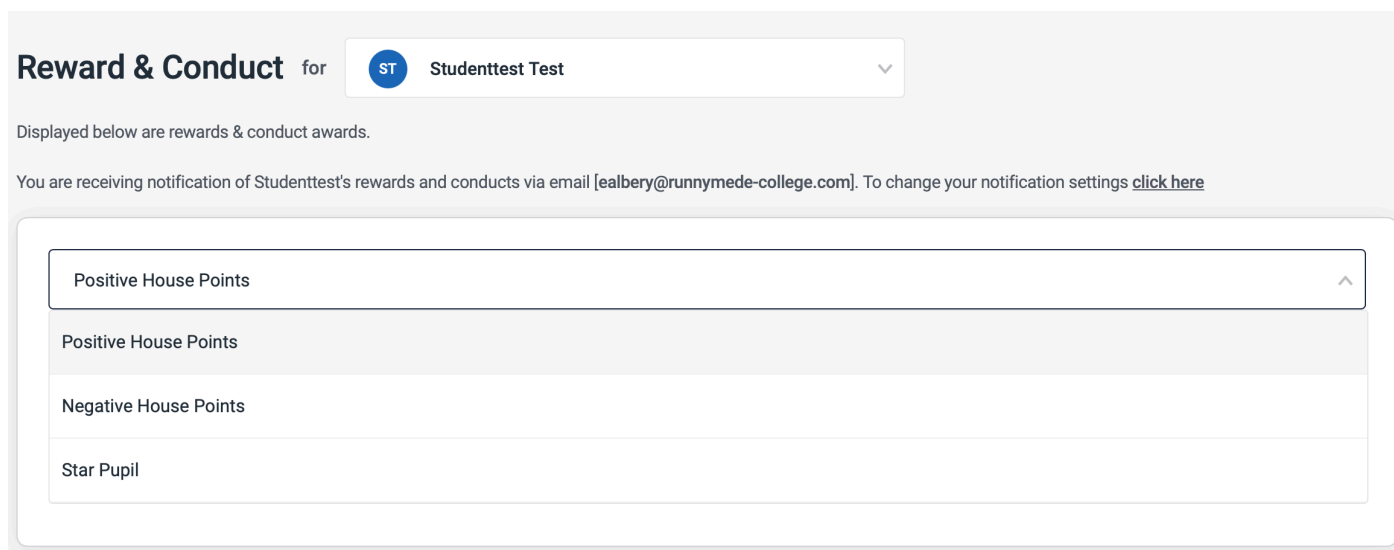
## How to View you Child’s Timetable, Attendance Record, Detentions, Positive and Negative Points, Star Pupil Awards and School Reports

Click on the *School Profile* tab:



- Attendance records are available by Term through the *Attendance* page.
- Detentions are shown through the *Discipline Record* (Not relevant to Pre-Prep)
- All Academic Reports are available to download through the *School Reports* page.

**Positive and Negative House Points** (Prep and Senior), and **Star Pupil Awards** (Pre-Prep), are shown through the *Reward & Conduct* page. Use the top dropdown menu to select the student, and then the lower dropdown menu to view the different reward and conduct options.



### Support and Further Information

If you experience any issues logging in or using the Parent Portal, please contact our IT department on [parentsportal@runnymede-college.com](mailto:parentsportal@runnymede-college.com). They can assist with login problems, updating contact information, or resetting your access credentials if necessary.