

ST EDMUND'S COLLEGE

**STUDENT HANDBOOK
2020-2021**

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Welcome to St Edmund's College

Some of you reading this will be new to the College, others are returning, and I wish you all the warmest of welcomes as we begin a new academic year. I hope that this booklet will be helpful to you as you settle in and begin to understand how the College works, but it cannot cover everything, so please do ask for help and advice at any stage.

I ask three things of you above all else: firstly, *get involved*. Academic work is our priority, but a St Edmund's education is about so much more than that. There are endless opportunities available to you in the religious life of the College, in sport, music, drama, and a whole host of other activities, and not to make the most of them is to miss the point. Secondly, *try your hardest*. In all that you do, aim high and challenge yourself. That way you will grow in confidence and enjoy your time here all the more. Thirdly, *be kind*. If you can live your life always putting the needs and feelings of others before your own, you will bring just as much happiness to yourself as you will to them.

Mr M Mostyn
Headmaster

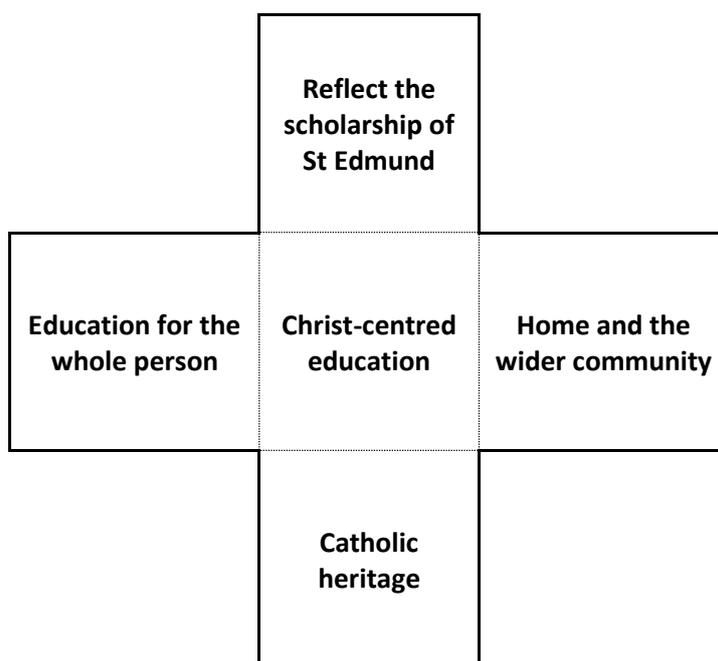
The Mission Statement of St Edmund's College

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St. Edmund's strives to:

provide an education for the whole person in the intellectual, physical, emotional and spiritual areas of life;
reflect the scholarship of St Edmund by offering a balanced and challenging curriculum for each individual;
show concern for all within St Edmund's community, demonstrating its commitment to be truly Christ-centred in all that it does, ensuring that the students' experience of relationships within St Edmund's reflects the Gospel maxim, "love thy neighbour as thy self";
use its enriching Catholic heritage to make prayer, worship and liturgy a central part of the lives of all in its community;
create a meaningful and effective interaction between the St. Edmund's and home and the wider community to prepare children to make their way in the world but also to make a difference to the world.



Today, St Edmund's offers not simply an education for Catholics but a Catholic education, welcoming people of all faiths ready to embrace the values that have made St Edmund's and its predecessors such a successful seat of learning for over 450 years.

History and Tradition

In 1568 Cardinal William Allen founded the English College at Douay in Northern France. Its purpose was to provide a Catholic education and training for the priesthood for young English men during the Elizabethan persecution. For more than two centuries the College produced people willing to give their lives for the Catholic Faith in England. When the English College at Douay was dissolved during the French Revolution, some of its refugees came to the Old Hall near Ware, Hertfordshire. A clandestine Catholic school, originally founded at Silkstead in Hampshire in the 1640's, was located there.

On the 16th November 1793 the refugees from the English College in France and the schoolboys from what had been known as the 'Old Hall Academy' were merged into one College dedicated to St. Edmund, whose feast day it was. For the succeeding two centuries the College has tried to fire its students with St. Edmund's scholarship and faith.

We are proud that no other school in England can claim association with twenty canonised saints and one hundred and thirty-three beatified martyrs for the Catholic Faith. Whatever demands the future requires of you or the College you should always be proud of being part of such an ancient tradition.

Always remember the College motto: **'AVITA PRO FIDE'**
(For the ancient faith)

Religious Life

As a day student you and your family are very welcome to join the boarding community for Sunday Mass at 11 am during term time and to stay for coffee afterwards. We pray together either in our tutor groups or in chapel each day as well having a short prayer at the start of each lesson. The themes that we choose for our prayer follow the themes of the Liturgical Year. These are listed in the Calendar and if you wish to read more about the themes please see the St Edmund's Website.

We have a chaplaincy co-ordinator who works with a team of staff, students and parents to encourage all members of the community on their spiritual journey. You will have the opportunity to attend a retreat during the course of the year in order to step away from daily life and allow spiritual reflection. Faith in action is seen through our commitment to charity work and community service and we hope that you will participate fully in this.

The Sacrament of Confirmation is offered to practising Catholics who are in Grammar or above. In May of each year and please do not hesitate to contact the chaplaincy Co-ordinator to ask about this.

The chaplaincy co-ordinator is available for you to talk to about any aspect of your spiritual life or any areas that might concern you or just to call in for a chat.

The Houses

The Head of Elements looks after the youngest students at St Edmund's and the Co-Directors of Rhetoric looks after the oldest helping them to look forward to the next stage in their education. However, all students in the College are members of a House and show a considerable loyalty towards it.

There are five Houses each named after somebody important in the history of the College: **Challoner, Douglass, Pole, Poynter, Talbot.**

The College is distinctive in having its years named rather than numbered: *Elements* (Yr 7), *Rudiments* (Yr 8), and *Grammar* (Yr 9) make up part of the College known as **Bounds** and *Syntax* (Yr 10), *Poetry* (Yr 11) and *Rhetoric* (Yr 12 & 13) make up what is known as **First Division**.

Prefects & House Captains

The Prefects and House Captains are here to help you and can be recognised by their distinctive tie or badge. They are asked to set a high standard in dress and behaviour and to take the initiative in helping the College to run smoothly. They act as stewards on official occasions including College assemblies and help staff to supervise in the refectory and elsewhere around the College. They are asked to be alert to bullying and refer it immediately to a senior member of staff, and you should feel able to talk to them about any worries that you might have about your own or someone else's safety. They are:

Head Boy: Pub Songsri
Deputies: Edward Marshall and Francis Butterworth

Head Girl: Lucy Edmunds
Deputies: Soraya Omotosho and Ayla Huseyin

House Captains:	
Mina Medic	Garvey's
Martin Cheung	Allen Hall
Jasper Mattison	Challoner
Chloe Shaw	Challoner
Nana Adjei	Douglass
Maggie Taylor	Douglass
Caspian Plummer	Pole
Abbie Jones	Pole
Ethan MacKenzie-Yapa	Poynter
Emily Thomas	Poynter
Rory Chick	Talbot
Sophia Price Ross	Talbot

Tutors 2020-2021



TUTORS 2020 – 2021

House	Elements (Year 7) HoY M-C Simon DHoY J Adams	Rudiments (Year 8) HoY M-C Simon DHoY J Adams	Grammar (Year 9)	Syntax (Year 10)	Poetry (Year 11)	Rhetoric I (Year 12) HoY B Powell	Rhetoric II (Year 13) HoY J Murrinan
Challoner HoH A Cunnah	S Rinaldi	M Arif	L Brown	F Donovan	H Parks	A Moloney	P Ager
			S Wylie	N Schiff			M McCann
Douglass HoH L Woodward	L Hill	S Colligan/ M Sargent	F Mandizha	E Franco	M Fulford-Brown	S Applegate	R Chapman
				F Harvey-Keenan	T York	J Daly	
Pole HoH A Hebdon	J Hounsell	O Plummer	E. Roome	K Fry	P O'Neill	C Regan	L Sargent
		C McEwan		G Sargent	D Stringer	L Banahan	Z Hibbert
Poynter HoH D Brett	N Wells	B Kovacevic	E Barnard	N Pitman	S Collins	D Webster	S Sanders
		C Field		S Muller			
Talbot HoH C Upton	K Jones	M Towns	J Armitage	H Fraser	J Gardner	J Heslin	S Appleford
		V Jauncey	I Soler Garcia	W Rerutko	M Smerdon	J Eves	C Berkley

Staff attached to Houses/Rhetoric:

Challoner: J Hayes and J Stypinski

Douglass: J Woodhall and Z Walker

Pole: S Nicholson and N Eliasson

Poynter: A Robinson and P Kelly

Talbot: A-M Healy, C Benham, N Harding and B Snell

Rhetoric: A Smerdon

Daily Routine

Morning Prayers and Assembly

Monday	College, Rhetoric (wk B) & Elements (wk A) Assemblies
Tuesday	Rudiments & Elements Prayers
Wednesday	Syntax & Grammar Prayers
Thursday	Rhetoric & Poetry Prayers
Friday	House Assemblies

College Assembly / Tutor Time Monday 8.40am

8.40- 9.00	Registration
9.00- 9.50	Period 1
9.50- 10.40	Period 2
10.40- 11.00	Morning Break
11.00- 11.50	Period 3
11.50- 12.40	Period 4 (Elements go to lunch at 12.30)
12.40- 1.35	Lunch (see rota)
1.35- 1.45	Registration
1.45- 2.35	Period 5 (except Tuesday)
2.35- 3.25	Period 6
3.25- 3.30	Change over
3.30- 4.30 (4.25*)	Period 7 (Activities or Prep) * Friday
4.40 (4.35*)	Buses depart *Friday

Tuesday

1.35 – 1.40	Registration
1.40 - 2.30	Period 5
2.30 – 3.20	Tutor Period (Mass/PHSE/Tutor)
3.20 – 4.35	St. Edmund Award/Duke of Edinburgh/Community Service/CCF/Outdoor Activities
4.45	Buses leave

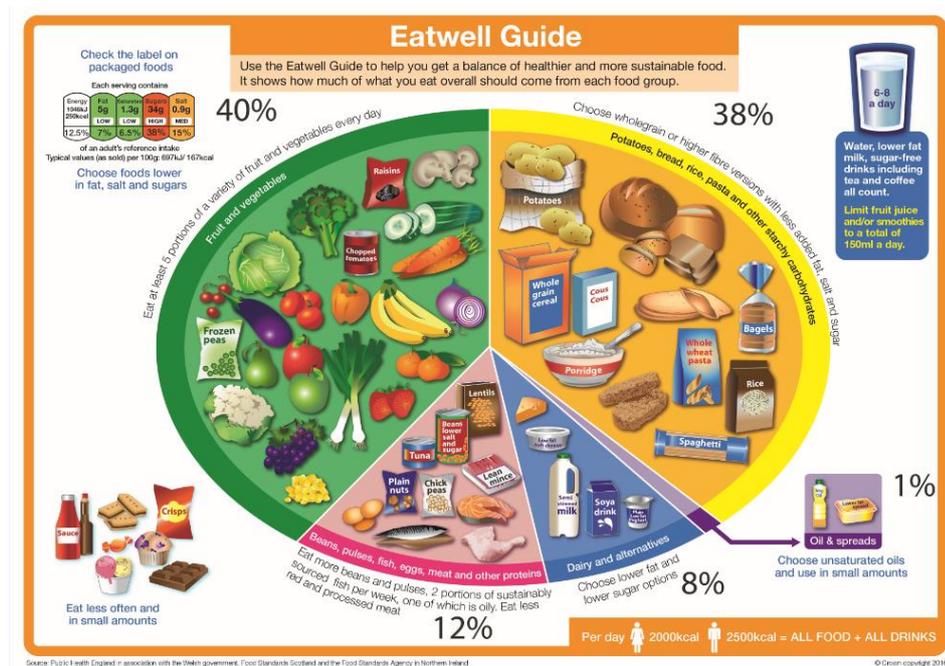
(Please note there will be alterations to the time of Period 5 to different year groups on different days to facilitate a staggered lunch during COVID-19 restrictions)

The Refectory

Eating well is important for learning well and for keeping healthy. Please show respect for yourself by eating sensibly and for others in the College community by your good behaviour.

1. You must attend lunch.
2. It is important that the queue for lunch is orderly and you should only go to the Refectory when it is your time to do so.
3. You should show good manners in the Refectory and at the end of the meal you should take your tray to the washing up area and leave your table clear.
4. Food, cutlery and crockery may not be removed from the Refectory.
5. Lunch Monday to Friday is eaten wearing uniform and no games kit may be worn in the Refectory unless special permission is given by staff.

Eating Healthy



The College Rules

Our rules grow from the need to respect ourselves, to respect others and to respect the environment in which we live and work. They reflect the demands of the Gospel teaching about the dignity of the individual, made in the image and likeness of God. Rules do not remove the need for students to use their common sense and to obey the law.

Members of the College must at all times behave in a polite and considerate manner. They must take particular care of guests and visitors.

Relations between the sexes must uphold the teaching of the Catholic Church, not causing any offence or embarrassment.

Punctual attendance is required at registration, Chapel services, lessons, study sessions, assembly, roll calls and activities.

Students must not chew gum, drop litter or damage plants or College property. They should act positively in picking up litter and reporting damage or any problems.

The buying and selling of any items between students, with the exception of authorised charity sales, is forbidden on the College premises or when travelling to and from the College.

For your safety observe the rules concerning bounds and restricted areas of the College (see 'Bounds – Places to be or not to be' section in this handbook).

If you are late you must report to reception before going on to class. If you have been absent, you must bring a signed parental note on the day of your return.

It is expected that if a student is selected for a sports team, music performance, the College production or other similar commitments that they will participate. On the rare occasion where attendance is not possible, permission must be sought from the College in advance.

Any illness or accident must be reported to a member of staff. During the day no student may go to the Infirmary without signed permission. Boarders must not remain in their rooms without the permission of the Infirmary and/or Head of Boarding.

Regulation uniform must be correctly worn during the school day; when travelling on school coaches; at High Mass and on formal occasions. Neatness of dress and appearance are required at all times (see 'Uniform' section in this handbook).

Drugs, including tobacco, Shisha pens, electronic cigarettes or hookah pipes, alcohol and weapons or any other potentially harmful or illegal substances or objects must not be brought into the College. All Students are subject to the published regulations concerning involvement with drugs, tobacco and alcohol (see the 'Smoking, Alcohol & Misuse of Drugs and Substances Policy' in this handbook).

It is expected that you will do your very best in your studies. To help in this you should carry your planner at all times and use it properly. It should be signed weekly by your parents and by your tutor (see 'College Planner' section in this handbook).

The Student Code of Conduct for the Classroom

If you are to do your best in your studies it is important that you know the rules that govern the way that you work in the classroom. This allows all students to get on with their work.

"I shall conduct myself in lessons in the following ways:

I shall arrive promptly and properly dressed for all lessons. If I am late, I shall apologise politely and explain the reason at the end of the lesson.

I shall enter the room quietly and in an orderly manner and shall place all of my books and equipment on the desk.

I shall stand respectfully while the class prayer is being spoken.

I shall bring all of my books, equipment and prep to each lesson.

I shall work quietly and without fuss in all lessons, not talking while the teacher is talking and obeying instructions immediately and without argument.

I shall listen to the teacher at all times and will put my hand up before speaking or asking a question.

I shall record the details of my prep in my planner.

I shall always endeavour that any work missed through absence is completed as soon as possible.

I shall not distract other students and I shall not call out or lose my temper in any lesson.

I shall make every effort to keep the teaching and learning environment pleasant for everyone.

If I feel unfairly treated in any way I will speak to my teacher at an appropriate time"

The Student Code of Conduct for the Playing Field

"I shall conduct myself on the playing field in the following ways:

1. *I shall know and abide by the laws, rules and spirit of the game.*
2. *I shall display and promote high standards of behaviour; set a positive example for others.*
3. *I shall speak to my team-mates, the opposition, referee and coach with respect.*
4. *I shall be punctual and correctly dressed for all sporting occasions.*
5. *I shall win or lose with dignity; shake hands with the opposition and the referee at the end of every game.*
6. *I shall always remember that, on and off the field/ court/astro turf, I am representing your school.*

If I feel unfairly treated in any way I will speak to my teacher at an appropriate time."

Sanctions

If you show lack of respect for yourself, others or the environment then sanctions will be imposed. These sanctions are graduated ranging from reprimand, through detentions to suspensions or expulsion. It is important for you to be aware that no physical punishment is allowed.

You must have your planner with you at all times; if you arrive at the College without it, you must report this to your Head of House/Tutor at the morning registration to receive a temporary diary form. If you are found without a planner during the day you will be sent to College detention.

1. If you break the College rules perhaps chewing gum or wearing incorrect uniform you will be sent to a lunchtime College detention. If you fail to complete satisfactory preps you will receive a departmental detention. Minor infringements are noted by a planner comment, three such comments will result in a College Detention.
2. For repetitive failure to complete work, three College detentions or a serious breach of the rules you will be put in Evening detention from 4.30 to 6.30. Only the Head of House, Heads of Year and the Headmaster, his Deputies or Assistants will issue an evening detention and parents will always be informed when such a detention is given.
3. Headmaster's detention (Saturday morning). This sanction will be issued by the Headmaster or his Deputies for any grave breaches of discipline, and for receiving three Thursday detentions in one academic year.
4. If work or behaviour is unsatisfactory you will be issued, by your Head of House, with a report card or report book. Parents and/or Guardians will also be informed.
5. The Headmaster may temporarily or permanently exclude a student for serious misconduct when he/she has exhausted the disciplinary system.

Detention 'Map'

Departmental Detentions		
Given by teachers for Prep Offences and behaviour in class. HoH notified	→	If missed on two occasions: → College Detention* For offences around the school.
After three College Detentions in one term:		
Serious offences only and Given by HM, Deputy or Assistant Heads, HoH, HOD:	→	Evening detention and interview with the Deputy Head (pastoral)
After three Evening Detentions in one academic year:		
	→	HEADMASTER'S DETENTION and interview with Headmaster
<i>*missed College Detentions are followed up by the Head of House/ Head of Year</i>		

(The detention system (particularly in regards to timings) will vary during COVID-19 restrictions due to the difficulty of housing multiple year groups in a detention but these will be communicated to parents so they are fully informed when their child is affected. The nomenclature used will remain the same so the level where a student is remains clear.)

Rewards

Rewards may be in the form of verbal praise, acknowledgement of achievement, constructive comments on written work, displays on classroom walls and in the College, celebrations of success in the Newsletter and the Edmundian and in the Headmaster's memorandum. House Colours, Sports Colours, College Colours and Ties are awarded for contributions to College life. The Headmaster's Medal is awarded for exceptional service.

High Performance Learning (HPL) Awards

The High Performance Learning (HPL) Framework promotes the integration of pedagogical language in two areas;

- How do high performance learners behave? This focuses on the values, attributes and attitudes integral to learning behaviour, (Empathetic, Agile and Hardworking.)
- How do high performance learners think? This centres on the advanced cognitive performance characteristics of learning, (Meta-thinking, Linking, Analysing, Creating and Realising.)

The HPL philosophy believes that every student can be taught the skills required to achieve higher, and that we should not assume a fixed level of intelligence. The HPL Reward system recognises where a student has been successful in any aspect of the HPL framework; the associated teacher comment ensures there is specific learning centred reasoning behind the reward. We work from the premise of rewarding even small steps in learning and learning behaviours, to help develop a growth mindset and positive wellbeing.

Teachers will award these HPLs on our school systems and parents can see the latest awards via the Parent Portal.

Award of Academic Plate

This plate is awarded to the House which gains the highest average number of merits in a session. It is awarded at the end of every term.

Rewards (*cont'd*)

House Colours

House Colours are available to you at four levels: bounds, quarter, half and full. They are an outward recognition of the fact that the student has proved to be a credit to the House and the College and as such should be worn with pride.

It is assumed that a candidate for colours will be an example, to the rest of the House and the College, of a hard-working, reliable, co-operative and smartly dressed student. He or she can contribute to the House through effort and attainment.

As a general guide, a candidate for House colours can demonstrate that he or she is a worthy candidate by meeting one or more of the following criteria:

- by showing committed participation in inter-house events and other House and College activities;
- by contributing to a cheerful and industrious atmosphere in the community;
- by demonstrating excellence in sport or work or behaviour;
- by making a significant improvement in sport, work or behaviour;
- by being a leader of students;
- by taking responsibility for the organisation of House activities and inter-House teams.

This list is by no means exhaustive or in any order of priority. One would expect that a candidate for Full Colours would have met most, if not all of the above criteria.

Bounds Colours are not normally awarded before the summer term in Rudiments.

Quarter Colours are not normally awarded before the summer term in Syntax.

Half Colours are normally awarded in Rhetoric.

Full Colours are awarded to exceptional students in Rhetoric 2.

Sport/Art/Music/Drama Colours

Half and full colours are awarded for commitment, performance and commitment to College life in the areas of Sport, Arts, Music and Drama.

Your Safety and Personal Problems

It is important that our College is open and encourages you to speak out if you have a problem. Matters concerning your safety cannot be kept secret and if you are being bullied or are uncomfortable with anything that is happening to you then tell someone you trust at once. If you keep your concerns secret you will worry and it also means that the College cannot do anything to help. It might be that if you are feeling uncomfortable or worried about the actions of someone else then others might be too and they also need your help in speaking out.

Perhaps you have worries...

...concerning home

...about relationships

...someone has made sexual suggestions which cause you anxiety

...you feel isolated

...you cannot cope with your studies, however hard you try

...or anything else

Talk to someone...

...your parents, a friend, an older girl or boy, the Chaplain, Sister, House Tutor, Head of House or any other member of staff you can trust.

Take a friend with you if you wish.

Talking to someone may solve your problem. You may want to talk to someone from 'outside'. There are some telephone numbers on page 24 which you might find helpful.

THERE ARE MANY PEOPLE WILLING TO HELP YOU.

Bullying

The Prevention of Bullying Policy is on pages 20-22. Please read it to help you to know what bullying is and how it can be reported. It also helps you to see the sorts of actions that can be taken by the College against bullies.

Security

If you see someone that you do not recognise and who is not wearing a visitors badge do not approach them but report the matter at once to a member of staff.

The system of security cards used throughout the College and Prep School involves carrying around with you a key card that you use to open outside doors. It is important that you keep your card with you at all times and do not let anyone in to the building who you do not recognise.

CCTV is installed in the College to keep you and your property safe.

Bounds

For your safety you should be aware that there are places in the College where you should not go. Being in these places or "out of bounds" as it is called will lead to your being punished. These places are described on page 44.

POLICY FOR THE PREVENTION OF BULLYING

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

The aim of the policy is to ensure that St Edmund's is able to provide a caring and supportive Christian community for all its members and to ensure that bullying will not be tolerated as it may cause psychological damage and could even lead to suicide; at the very least, it prevents students from making the most of their time at St Edmund's.

St Edmund's views bullying as persistent acts of unkindness by one or more students against another individual or group of students. It can take many forms, but includes harassment, physical (e.g. hitting, kicking, theft), verbal (e.g. name calling, teasing, racist remarks, homophobic language), indirect (e.g. spreading rumours, excluding someone from social groups) or cyber bullying (e.g. use of internet sites, internet messaging, sending of photographs, email or text). St Edmund's has a separate Prevention of Cyberbullying Policy.

It is the policy of St Edmund's to actively discourage bullying as well as to take positive measures through the pastoral programme to educate all students to understand why action deemed to be bullying is wrong.

It is the job of all members of St Edmund's to challenge bullying wherever and whenever it occurs and it is the responsibility of every member of staff to deal sensitively but effectively with any incidents that are reported to them. Staff must also be careful that their own actions are not perceived as bullying and to this end they should carefully read the staff Code of Conduct.

IMPLEMENTATION OF PREVENTION OF BULLYING POLICY

If bullying is suspected or reported:

- the incident will be dealt with immediately by the member of staff who suspects bullying is taking place or who has been approached;
- a clear account of the incident will be recorded in writing and given to the Head of House or Head of Year who will interview those concerned and suggest action. The Deputy Head (Pastoral) will be informed and the incident and outcome(s) logged.
- This must be co-ordinated with the Designated Safeguarding Lead so that the central bullying log is maintained.
- The Deputy Head (Pastoral) will decide (in consultation with the Head of House) on action to be taken. If necessary, the Designated Safeguarding Lead will take a decision as to whether Child Protection procedures are to be implemented, usually in discussion with the Head. If so, the matter will also be recorded in the Child Protection log and dealt with accordingly, including referral to Children's Social Care if appropriate.

- House Tutors and teachers will be kept informed as appropriate and will monitor the situation both during and following the process.
- Parents will be kept informed.

In line with the School's Behaviour Policy, the following sanctions may be taken against offenders:

- 1) Official warnings to cease offending.
- 2) College detention.
- 3) Thursday after school detention.
- 4) Saturday morning Headmaster's detention.
- 5) Suspension from St Edmund's for serious or repeated offences.
- 6) Permanent Exclusion from St Edmund's for serious or repeated offences.

Signs of Bullying

Students who are being bullied may show changes in behaviour for example becoming shy or nervous, feigning illness, taking unusual absences or clinging to adults. There may be changes to work patterns, a lack of concentration or truancy. This is not an exhaustive list and students, staff and parents should be alert to any signs that might indicate that bullying is taking place.

Guidelines and support for Students

Students who are being bullied or believe that someone else is, must report the matter straight away. The report can be made to any member of staff, teaching or non-teaching, but in particular, Tutor, Head of House, Head of Year or to the Chaplaincy Coordinator. Where possible the school will always aim to reconcile the bully and the bullied, but in more severe cases this is not always possible in the short term. Regular review of the situation is therefore of paramount importance and support measures are put in place to support both the victim and the bully. This can range from a regular talk with the tutor, Head of House or Deputy Head (Pastoral) through to counselling sessions with the School Counsellor. The School Chaplain is also a useful member of the anti-bullying 'team'.

Particular care is given in the boarding areas that all staff, however recently appointed, are fully aware of the anti-bullying policy. St Edmund's has a 'zero tolerance' attitude towards any kind of 'initiation ceremonies' that might, intentionally or otherwise, cause distress, pain or humiliation. Students in boarding are regularly asked if they perceive bullying to be a problem.

Keeping silent protects bullies and gives them the message that they can continue.

Guidelines for Parents

Parents whose son or daughter reports a case of bullying, or who suspect their son or daughter is being bullied, should inform St Edmund's immediately. The report can be made to any teacher, Tutor, Head of House, Head of Year or to the Chaplaincy Coordinator.

Guidelines to all Staff

All staff need to be alert to signs of bullying and must act promptly and firmly against it. Failure to respond to incidents may be interpreted as condoning the behaviour.

Staff must be particularly vigilant at breaks, in the corridors, in the toilets, in the grounds and in the classroom. They should be aware that bullying might take place during fixtures or educational visits or on the bus to or from St Edmund's. Staff should also be aware of cyber bullying in all its forms. Staff must be aware of the potential for bullying in the Boarding situation and be proactive to prevent it.

If a member of staff thinks that bullying is taking place, the students concerned should be spoken to and a written report passed on to their Tutor, Head of House or Head of Year.

There will be INSET on preventing and dealing with bullying as part of St Edmund's programme of training. Staff are also directed to 'Preventing and Tackling Bullying (July 2017)' published by the DFE.

The PSHE programme will enhance the policy, by dealing with the topic of bullying – exploring why it happens and giving alternative and acceptable ways of behaviour. St Edmund's will work through PSHE and its pastoral system to promote the positive attitudes that can make bullying unacceptable in the Community. The anti-bullying message will be reinforced through assemblies, house meetings, school council and tutor group work.

Keeping silent protects bullies and gives them the message that they can continue.

The Deputy Head (Pastoral) and Assistant Head (Pastoral) will keep records of any bullying to enable patterns to be identified and report to the Headmaster termly on bullying. The Headmaster will report to the Governors' Academic Sub-Committee on the amount of bullying and the success of the policy, once per year.

This policy will be reviewed each year by the academic sub-committee of the Governors or earlier if appropriate.

Owner of policy:	Deputy Head Pastoral		
Reviewed by:	Deputy Head Pastoral		
Frequency of review:	Annually		
Policy last reviewed:	Michaelmas	2020	
Next review date:	Michaelmas	2021	
Sub-Committee reviewed at:	Academic Sub-Committee		

Complaints

The full Complaints Policy is available from the School Office or on St Edmund's website.

Perhaps there is something which you feel is not fair and you would like to complain to someone...

...you are being teased, bullied

...you think that you have been treated unfairly or spoken to unkindly by a fellow pupil or member of staff

...you think you are being picked on, or feel that there isn't enough respect for your privacy

...or anything else

First, talk to someone...

...another student, your parents, a member of staff you know will listen to you.

They will help you to explore the problem and may resolve it. However, if you are still concerned and feel that the matter has not been dealt with to your satisfaction, your parents may make a formal complaint. The complaints policy can be found on the College's website.

Policy on Smoking, Alcohol and the Misuse of Drugs and Substances

St Edmund's College

March 2021

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1 Aims

- 1.1 This is the policy on smoking, alcohol and the misuse of drugs and substances of St Edmund's College including St Edmund's Prep School (**College**).
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to promote safety, welfare and good physical and mental health;
 - 1.2.2 to increase understanding about the implications and possible consequences of use and misuse of tobacco, alcohol, drugs and substances;
 - 1.2.3 to prevent smoking and the misuse of tobacco, alcohol, drugs and substances in and out of the College;
 - 1.2.4 to reduce the risk of alcohol, drug and substance related misconduct in and out of the College;
 - 1.2.5 to maintain a smoke-free environment where smoking (as defined below) is prohibited and keep unauthorised tobacco, alcohol, drugs and substances out of the College; and
 - 1.2.6 to actively promote the rule of law.

2 Scope and application

- 2.1 This policy applies to the whole College including the Early Years Foundation Stage (**EYFS**).
- 2.2 This policy applies to all pupils at the College and at all times when a pupil is:
 - 2.2.1 in or at College;
 - 2.2.2 representing the College or wearing College uniform;
 - 2.2.3 travelling to or from College;
 - 2.2.4 on College-organised trips;
 - 2.2.5 associated with the College at any time.
- 2.3 This policy shall also apply to pupils at all times and in all places in circumstances where failing to apply this policy may:
 - 2.3.1 affect the health, safety or well-being of a member of the College community or a member of the public;
 - 2.3.2 have repercussions for the orderly running of the College; or
 - 2.3.3 bring the College into disrepute.
- 2.4 This policy applies to the:
 - 2.4.1 possession (as defined below);
 - 2.4.2 use / consumption (as defined below);
 - 2.4.3 supply (as defined below)

of tobacco, alcohol, drugs and substances (as defined below), whether or not the activity may constitute a criminal offence.

3 Regulatory framework

3.1 This policy has been prepared to meet the College's responsibilities under the:

- 3.1.1 Education (Independent School Standards) Regulations 2014;
- 3.1.2 *Boarding schools: national minimum standards* (Department for Education (**DfE**), April 2015);
- 3.1.3 *Statutory framework for the Early Years Foundation Stage* (DfE, March 2017);
- 3.1.4 Education and Skills Act 2008;
- 3.1.5 Children Act 1989;
- 3.1.6 Childcare Act 2006;
- 3.1.7 Data Protection Act 2018 and General Data Protection Regulation (**GDPR**);
- 3.1.8 Equality Act 2010; and
- 3.1.9 Smoke-free (Premises and Enforcement) Regulations 2006.

3.2 This policy has regard to the following guidance and advice:

- 3.2.1 Testing for substance misuse in schools (Medical Officers of Schools Association, October 2015);
- 3.2.2 DfE and ACPO drug advice for schools (Department for Education and Association of Chief Police Officers, September 2012);
- 3.2.3 Independent Schools Inspectorate (ISI) Regulatory Guidance;
- 3.2.4 Searching, screening and confiscation: advice for schools (DfE, January 2018); and
- 3.2.5 Drug penalties guidance (Gov.uk).

3.3 The following College policies, procedures and resource materials are relevant to this policy:

- 3.3.1 behaviour policy;
- 3.3.2 permanent exclusion and removal: review procedure;
- 3.3.3 safeguarding and child protection policy;
- 3.3.4 risk assessment policy;
- 3.3.5 College rules (including the Student Handbook, Boarding Handbook and Prep School Code of Conduct);
- 3.3.6 Medicines policy; and
- 3.3.7 parent contract.

4 Publication and availability

- 4.1 This policy is published on the College website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Headmaster's Office during the College day.
- 4.4 This policy can be made available in large print or another accessible format if required.

5 Definitions

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to the **Proprietor** are references to the Governing Body.
 - 5.1.2 **Alcohol** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits).
 - 5.1.3 **Biological sample** means a sample of breath, saliva, hair or urine provided by a pupil in accordance with the procedures set out in this policy.
 - 5.1.4 **Drugs and substances:** for the purposes of this policy these terms mean controlled drugs; psychoactive substances; substances intended to resemble drugs and / or the paraphernalia of drugs, such as (without limitation) any equipment, product or accessory intended or modified for making, using or concealing drugs; "legal" drugs i.e. those which can be obtained from a shop (including online); performance enhancing drugs; anabolic steroids; glue and other substances (including but not limited to solvents and propellants) held or supplied in each case for purposes of taking / consuming and / or misuse.
 - 5.1.5 **Tobacco** means any tobacco-related product and / or paraphernalia including cigarettes, cigars and pipes and any other smoking-related products such as tobacco and cigarette papers, nicotine and nicotine substitutes, shishas, e-shishas, e-liquids, electronic cigarettes, cig-a-likes and vapourising devices.
 - 5.1.6 **Smoking** means smoking tobacco or anything containing tobacco, or smoking any other substance in a form in which it could be smoked. For the purpose of this policy, smoking also refers to the smoking or vaping of e-cigarettes, shishas, e-shishas, cig-a-likes, or electronic vapourisers.
 - 5.1.7 **Possession** means any items over which the pupil has or appears to have control – this includes clothing, desks, lockers and bags.
 - 5.1.8 **Supply** means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing. It also includes the promotion / advertisement of supply.
 - 5.1.9 **Use** means the taking / consumption of tobacco, alcohol, drugs or substances.
 - 5.1.10 **Misuse** means the unauthorised taking / consumption of tobacco, alcohol, drugs or substance through which harm could occur and / or is in breach of the College rules and / or the law.

5.1.11 **Substance abuse** means alcohol consumption or drug / substance taking which harms health and may be part of a wider spectrum of problematic or harmful behaviour.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Deputy Head Pastoral	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Deputy Head Pastoral	Ongoing
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Executive Assistant Pastoral	Ongoing
Reacting to input from interested groups (such as pupils, staff, parents) to consider improvements to the College's processes under the policy	Deputy Head Pastoral	Ongoing
Formal annual review	Proprietor	Annually

7 Smoking policy

- 7.1 The College operates a smoke free policy and a total smoking ban within its buildings, grounds and vehicles.
- 7.2 The total smoking ban applies to pupils, parents, visitors, members of the public and others using the College's premises or vehicles and the circumstances set out in paragraph 2 of this policy.
- 7.2.1 Staff (including volunteers) should refer to the smoke Free policy in the staff handbook for guidance.

8 College rules

- 8.1 Pupils are forbidden from:

- 8.1.1 smoking inside or outside College premises, being in possession of tobacco while in the care of the College or supplying tobacco to other pupils;
- 8.1.2 bringing alcohol onto College premises or being in possession of alcohol, without prior consent from the Headmaster or member of SLT or obtaining or supplying alcohol to another, or being impaired by alcohol while on College premises or in the care of the College;
- 8.1.3 any production, possession, use or supply of drugs and substances;
- 8.1.4 bringing the College into disrepute for any reason associated with tobacco, alcohol or drugs and substances, whether or not the pupil is in the care of the College at the relevant time.

8.2 **Parents**

- 8.2.1 If a parent attending College premises appears to be under the influence of alcohol, drugs or substances, they will be asked to leave and the member of staff making the request should refer the matter to the College's Designated Safeguarding Lead.
- 8.2.2 If a member of staff suspects that a parent has driven or will drive whilst under the influence of alcohol, drugs or substances, the member of staff should report the matter to the Designated Safeguarding Lead or a member of the senior leadership team who may telephone the police.
- 8.2.3 If the Designated Safeguarding Lead reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol, drugs or substances, the child will not be released into the care of the parent and the College's safeguarding and child protection policy and procedures will be followed.

9 **Education and instruction**

- 9.1 The education of pupils about alcohol, tobacco, drugs and substances and their dangers forms part of the College's programme of personal, social and health education (**PSHE**) and is within the framework of the overall pastoral care policy. It includes classroom teaching, group discussions and talks by experts from outside the College.
- 9.2 The College educates pupils to understand:
 - 9.2.1 the effect and risks associated with the use of alcohol, tobacco, drugs and substances in relation to their health and well-being and the law; and
 - 9.2.2 possible criminal offences relating to their use.
- 9.3 All members of staff receive training about alcohol, tobacco, drugs and substances so that they are alert to the warning signs of drug misuse and can respond appropriately when pupils seek advice or assistance.
- 9.4 The College is alert to the potential need for early help for a child who misuses drugs or alcohol. A member of staff who has any concern about a pupil's welfare, or considers that a pupil may benefit from early help, should report this to the Designated Safeguarding Lead in accordance with the College's safeguarding and child protection policy and procedures.

If a parent reports their child as a user of nicotine, alcohol, drugs or substances or a pupil themselves does so and asks for help, the pupil is likely to be given at least one opportunity to

reform their behaviour with an appropriate support and a testing regime (see Appendix 3 and 4).

10 Advice and assistance

- 10.1 Pupils are encouraged to discuss their anxieties about alcohol, tobacco, drugs and substances in confidence with a member of staff or other responsible adult. They also have access to information about outside agencies able to provide advice, support and assistance. Accredited counselling services can be recommended by the College to a pupil in appropriate circumstances, after consultation with his / her parents.
- 10.2 Parents themselves are asked to inform a member of SLT if they have any reason to think that their child may have been involved with alcohol, tobacco, drugs and substances, so that suitable advice, support and assistance can be given. However, each case will be given careful consideration in light of its individual circumstances and the Headmaster will make a decision as to whether or not the College's disciplinary procedure is to be followed or, as an alternative, to request that the pupil submits to a supportive regime which may include: counselling, re-education and further testing at frequencies determined by the Headmaster.

11 Risk assessment

- 11.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 11.2 The format of risk assessment may vary and may be included as part of the College's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the College's approach to promoting pupil welfare will be systematic and pupil focused.
- 11.3 The Deputy Head Pastoral has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 11.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the Designated Safeguarding Lead who has been properly trained in, and tasked with, carrying out the particular assessment.

12 Investigation

- 12.1 Every complaint, allegation or rumour or observation of pupil behaviour in relation to tobacco or alcohol or involvement with drugs and substances will be followed up and investigated in accordance with this policy and the procedures set out in the College's behaviour policy.
- 12.2 If the findings of the investigation support the allegation, complaint or rumour or observation of pupil behaviour, a disciplinary meeting will usually be held, in accordance with the procedures set out in Appendix 3 of the College's behaviour policy.
- 12.3 **Searches for tobacco, alcohol, drugs and substances**
- 12.3.1 College staff can search a pupil for tobacco, alcohol, drugs or substances with his / her consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving his / her consent.

12.3.2 A pupil may be searched without his / her consent for tobacco, alcohol, drugs or substances in accordance with the College's policy on searching and confiscation (see the procedures set out in Appendix 4 of the College's behaviour policy).

12.4 **Testing**

12.4.1 A pupil reasonably suspected of unauthorised consumption of alcohol or involvement with drugs or substances may be asked to give a biological sample. The reason for this policy is to:

- (a) deter breaches of College discipline;
- (b) identify users;
- (c) absolve those who have been wrongly suspected.

12.4.2 **Alcohol**

See Appendix 1 for details of the testing procedure for alcohol.

12.4.3 **Drugs and substances**

See Appendix 2 for details of the testing procedure for drugs and substances.

12.4.4 Although tests are not infallible, the College will treat a positive test as evidence that the pupil is likely to have consumed alcohol or been using drugs or substances, as appropriate.

13 **Consent to testing**

13.1 The relevant consent to a test is that of the pupil rather than their parent(s) provided that they are of sufficient maturity and understanding and give their informed consent in writing. Where the pupil is not deemed to have sufficient maturity or understanding or to be fit to give informed consent themselves, then consent will be sought from a parent or guardian.

13.2 The member of staff leading the investigation will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff.

13.3 If a pupil refuses to provide a biological sample they will be asked to say why they have refused. Where the pupil is of sufficient maturity, the College will be entitled to draw appropriate inferences from their response and general demeanour. If a parent's consent is required and they refuse to consent to their child providing a biological sample, or their child refuses to cooperate in spite of their consent, the College may only draw appropriate inferences from the pupil's general demeanour.

13.4 Reasonable endeavours will be made, before a biological sample is taken, to notify a parent, guardian or education guardian of the requirement for a biological sample and the reasons for that requirement.

14 **Police involvement**

14.1 The College must notify the police and / or relevant agencies of actual or alleged criminal activity.

- 14.2 If the College suspects that a criminal offence has taken place in relation to the possession, use or supply of alcohol, drugs or substances, then consideration will be given to reporting this to the police and the relevant local authority.
- 14.3 If the police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, they may elect to investigate using their own procedures or may pass the matter back to the College to investigate.
- 14.4 If the College seizes a controlled drug, it must deliver the drug to the police as soon as reasonably practicable, or dispose of it if they believe there is a good reason to do so. Substances suspected to be controlled drugs will be dealt with in the same manner.¹
- 14.5 Other substances considered to be harmful or detrimental to good order and discipline will be confiscated. The Deputy Head Pastoral will take account of all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the seized substance.²
- 14.6 The College will retain, dispose of or destroy tobacco, alcohol, smoking equipment.³

15 Sanctions

- 15.1 Where a pupil breaches any of the College rules set out in this policy, the Proprietor has authorised the Headmaster and the Prep Headmaster to apply any sanction which is appropriate and proportionate to the breach in accordance with the College's behaviour policy. In addition consideration will be given to appropriate support for the pupil.
- 15.2 The following guidelines as to sanctions will apply:
 - 15.2.1 **Tobacco and alcohol:** Sanctions will be applied in accordance with the College's behaviour policy. For a serious breach or persistent breaches, a pupil may be permanently excluded or removed from the College.
 - 15.2.2 **Drugs:** Sanctions will be applied in accordance with the College's behaviour policy. Any pupil producing or supplying drugs or substances should expect to be permanently excluded even if they are about to sit public examinations.

16 Training

- 16.1 The College ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers are alert to the warning signs of drug misuse, understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles and respond appropriately when pupils seek advice or assistance.
- 16.2 The level and frequency of training depends on role of the individual member of staff.
- 16.3 The College maintains written records of all staff training.

¹ In accordance with the law and recommendations set out in *Searching, screening and confiscation: advice for schools* (DfE, January 2018) and *DfE Drugs advice for schools* (September 2012)

² In accordance with the law and recommendations set out in *Searching, screening and confiscation: advice for schools* (DfE, January 2018)

³ In accordance with the law and recommendations set out in *Searching, screening and confiscation: advice for schools* (DfE, January 2018)

17 Record keeping

- 17.1 All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.
- 17.2 Sensitive personal information about pupils is disclosed only on a "need to know" basis with careful attention to pupils' rights and needs.
- 17.3 The records created in accordance with this policy may contain personal data. The College has a number of privacy notices which explain how the College will use personal data about pupils and parents. The privacy notices are published on the College's website. In addition, staff must ensure that they follow the College's data protection policies and procedures when handling personal data created in connection with this policy. This includes the College's Data Retention policy.

18 Version control

Date of adoption of this policy	4 th March 2021
Date of last review of this policy	Lent Term 2021
Date for next review of this policy	Lent Term 2022
Policy owner (SLT)	Deputy Head Pastoral
Policy owner (Proprietor)	Governing Body
Sub-Committee Reviewed at	Academic Sub-Committee

Appendix 1 Testing for alcohol

- 1 **Method of use:** Only members of staff who have received training will be authorised to administer the breathalyser. In general, they will be members of the Senior Leadership Team.
- 2 **Refusal:** If a pupil refuses to provide a sample of breath, they may be asked to supply, under medical supervision, a further biological sample for analysis in accordance with the drug testing procedures (see Appendix 2).
- 3 **Record:** A written record will be kept when a pupil is asked to take a test and its outcome will be recorded.

Appendix 2 Testing for drugs and substances

- 1 **Biological sample:** If there is reason to suspect that a pupil has been involved with drugs and / or substances, they may be asked to supply, under medical supervision, a biological sample (e.g. saliva, hair or urine) for analysis.
- 2 **Medical supervision:** The biological sample will be taken under medical supervision. A member of the College staff will also be present. All due care will be taken to respect the pupil's privacy and human rights.
- 3 **Testing procedures:** These will be in accordance with standard good practice and where applicable *Testing for Substance Misuse in Schools* (October 2015) produced by the Medical Officers in Schools Association (**MOSA**):
 - 3.1 care will be taken to make as certain as possible that the sample provided is genuine and uncontaminated;
 - 3.2 in circumstances where the test sample needs to be sent to an external laboratory, the pupil will be asked to sign various seals and documents which confirm that the specimens are theirs;
 - 3.3 the pupil will also be asked to sign a form which signifies that they are satisfied with the collection procedure and give consent for the results of the test being made available to the Headmaster.
- 4 **Medical record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
- 5 **Outcome:** When the College receives the test result:
 - 5.1 reasonable attempts will be made to notify the pupil and a parent;
 - 5.2 if the result is negative, any second sample will be destroyed immediately;

Appendix 3 Supportive regime

Full name of pupil	
Date	
Pupil's date of birth	
Age now	
<p>1 I have admitted to using a drug or substance in breach of the College's policy and disciplinary rules. I have read and understood these documents.</p> <p>2 The Headmaster has offered me a supportive regime which will include testing. For the next six school terms, I may at any time be asked to provide a saliva / hair / urine or other sample for analysis in accordance with the procedures described in the policy.</p> <p>3 I understand that I may be asked to provide a sample at any reasonable time even if no grounds exist at that time to suspect that I have been involved with drugs and / or substances.</p> <p>4 I agree to be subject to this regime and to cooperate with the College in every respect. I understand that the College will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.</p> <p>5 I also understand that if, without good reason, I fail to cooperate with this regime or if a test proves positive I would almost certainly be required to leave the College.</p>	
Signed	

Appendix 4 Declaration of parents / guardian / education guardian

I / We the undersigned have read the College's policy on drugs and substances, and this Appendix. For my / our part, I / we accept the Headmaster's offer of a supportive regime for the above named pupil, as described above.

I / We undertake to cooperate with the regime in all respects and to pay the laboratory charges, if applicable, for each test.

Signed	
Full name	
Relationship to pupil	
Date	

Signed	
Full name	
Relationship to pupil	
Date	

Addresses and telephone numbers of people you may wish to contact:

College Doctor

Standon & Puckeridge Surgery
Puckeridge
Ware
Herts, SG11 1TF
Tel: 01920 823860

College Infirmary

Tel: 01920 824234

College Counsellor

Ms Julia Welding (Contactable via the College Infirmary on 01920 824234)

Catholic Children's Society

The Catholic Children's Society
73 St Charles Square
London, W1 6EJ
Tel: 0208 969 5305

Independent Schools Inspectorate

CAP House
9 - 12 Long Lane
London, EC1A 9HA
Tel: 020 7600 0100

Childline

Tel: 0800 1111

The Office of the Children's Commissioner,

Sanctuary Buildings,
20 Great Smith Street,
London, SW1P 3BT
Tel: 0207 783 8330

Ofsted

Piccadilly Gate
Store Street
Manchester, M1 2WD
Tel: 0300 123 1231

Chair of Governors

Email chair@stedmundscollege.org
C/O Clerk to Governors, St Edmund's College

**DON'T BE AFRAID TO SPEAK OUT IF THERE ARE MATTERS YOU DON'T KNOW HOW TO DEAL WITH.
YOU HAVE THE RIGHT TO BE HEARD AND GIVEN HELP.**

Giving Your Views

It is important that your views are heard and there are many opportunities for this to happen.

Each **House** has a council made up of teachers and students. This council discusses the day-to-day running of the House and every student is encouraged to bring forward suggestions and ideas which, if implemented, would improve the life of the College. Every year group within the House has a representative on the Council.

The **College Student Council** meets every half-term. There are usually separate meetings for Bounds and First Division.

Boarders have their own council and there is a food committee for all students.

There are also a **PSHE Council** and an **Activities Council**.

Elections to these committees is part of your education in the way that institutions are run and you are encouraged to volunteer to stand for election.

It is all too easy, in this day and age, to be cynical about councils and committees, but this is democracy in action and if you want to improve things and/or have a say in how your school is run, you must involve yourself. These councils are also an invaluable source of feedback for College staff and the minutes, for example, of the Student Council and the Boarders' Council are passed every term or so to the Governors so they can read about the Students' views in as direct a manner as possible.

They are, of course, many other, many other ways of making your views heard: your tutor and/or Head of House; Mrs Peirce and the Chaplaincy; the College Nurse; the Heads of School and House Captains; the Headmaster or his Deputies, but the key thing is that you voice these opinions and do not just become frustrated. It may not be that we can always give you what you want, but it is rare that something isn't done in response to a student concern or opinion, even if it doesn't always seem that way. If you think there should be another council or forum for your views, again, speak to someone.

Academic Organisation

On joining the College in **Elements**, you will be placed in mixed ability classes. In 2020-21, the five classes are called, **Arrowsmith, Briant, Kemble, Sherwin and Ward**. You will be with your class for all of your lessons, except for Mathematics and English where you will be set according to your ability from mid-term in October. In the first term, you will sit a computerised test (Midysis) set by an external organisation which gives us more information about your verbal, numeric and non-verbal skills.

In **Rudiments**, the year is divided into five mixed ability classes, **Kirby, Mayne, Roe, White and Clitherow**.

In **Grammar**, the year is divided into four mixed ability classes, **Boste, Campion, Morse and Walpole**.

In both Rudiments and Grammar, some subjects are set. Subject setting refers to the approach taken by subjects that teach all their students at the same time. For example, Mathematics and English are timetabled to teach all groups at once. This means the departments can mix the classes to suit their precise subject ability and effectively re-order the classes into more appropriate subject sets.

In Syntax and Poetry, you are usually grouped according to your ability in core subjects and by option choice for other subjects. However, if only one subject group is taught at a specific time, then this will be a mixed ability group.

There is a full prep timetable for all years and your parents are expected to support the College in ensuring that the work set to be completed at home is done to the best of your ability (please see the section in this handbook about the planner).

Library

The Library is a place for study and research and is for everyone – all students and staff.

The Library is here to help you in your studies and provides a wide range of reading materials to help you with your schoolwork as well as reading for pleasure.

There are all sorts of books, both fiction and non-fiction. There are books for all ages and all interests – right up to adult.

There is something for everyone! – from horror and ghost stories, adventure and detective stories, to fantasy and romance. We are certain you will find something to your taste!

The Library is for all students – from Elements to Rhetoric 2.

You will find the Library warm and friendly and a good place for private study.

As well as books which may be borrowed there is also large reference section of more than six encyclopaedias, dictionaries, (in English and seven other languages!), atlases, newspaper and magazines.

The Careers section in the Library will help you think about your future and includes prospectuses for all British universities.

All students may use the Library for private study, to research information and to read newspapers and magazines.

Computers are available for internet research, preparing work or even just printing out your prep. Music CDs and DVDs are available for borrowing on the same basis as books.

Library Opening Times

Monday	9.00 am - 4.30 pm	5.15 pm – 6.15 pm	7.15 pm – 8.30 pm
Tuesday	9.00 am - 4.30 pm	5.15 pm – 6.15 pm	7.15 pm – 8.30 pm
Wednesday	9.00 am - 4.30 pm	5.15 pm – 6.15 pm	7.15 pm – 8.30 pm
Thursday	9.00 am - 4.30 pm	5.15 pm – 6.15 pm	7.15 pm – 8.30 pm
Friday	9.00 am - 4.30 pm	5.15 pm – 6.15 pm	7.15 pm – 8.30 pm

These times may be altered to reflect timetable changes

Library (cont'd)

Borrowing

Up to four books may be borrowed at any one time, for a period of up to two weeks. If you want to keep a book for longer, then you can have it renewed as long as no one else is waiting for it.

When you borrow a book or CD you are responsible for its safekeeping. If a library resource is lost or damaged while in your care you will be expected to pay for a replacement copy.

CD's and videos must not be copied.

Do not lend your library book to your friend and ask them to bring it back – if they lose it you are still responsible.

As a general rule, all books not returned by the end of term will be charged on the bill. If the book is subsequently returned it will not be possible to give you your money back as a replacement book will have already been bought.

Study

The library is open to everyone for private study and research.

During study and lesson times please respect the needs of others and observe the general rule of silence in the library.

If you need to work together with a friend you may be asked to go somewhere else if you are disturbing others who are using the library.

Afternoon Study Periods and Evening Preps

During these times you may come to the library if you need to be here. During period 7 everyone, from Elements to Poetry must first seek permission from the librarian, and then from the member of staff who is supervising their study.

Students who are unable to behave in appropriate manner in the library will be told to leave and may be banned for a period of up to three weeks.

Reference and Careers Libraries

The books in these sections of the Library are not available for borrowing and must be used only in the library.

All resources in the Careers Library are for reference only.

Students who need to work together are advised to find an alternative venue.

Activities

Activities play an important part in the life of St Edmund's. During the course of your time at St Edmund's we hope you will take advantage of the many opportunities on offer. The activities form an important part of your whole education you receive at the College. You will have the opportunity to learn new skills, progress further in your preferred activities and of course have fun. You will also meet new people and have the opportunity of achieving an award or certification at the end of the term/year in some of the activities. These can be added to your UCAS application to universities or for employment. These people are interested in seeing well-rounded individuals who are able to offer lots of different skills.

A charge is applied to some of these activities.

On Mondays, Wednesdays, Thursdays and Fridays all students have the option of selecting an activity to do from 3.30-4.30pm (except on Friday afternoon where activities will run from 3.30pm - 4.25pm). In one session Elements have a carousel of Language presentations introducing them to the languages offered in the following year. In Grammar, Syntax, Poetry and Rhetoric one of these sessions will be your Games afternoon. For the other three sessions you will be able to select an activity from a range of choices, which may include some of the following:

Orchestra	First Aid
Football	Fencing
College Production	Polo
Badminton	Debating
Spanish for Beginners	Gym Cardio
Table Tennis	Stretch and Relax
Warhammer	Star Wars Films
Boxing	Soap Making
Candle Making	Philosophy Club
Geography Club	Cooking for University
Food Team	IELTS
Oxbridge Support	Photography
Shooting Club	Chemistry Club
UCAS	Off-site community service
DELF	On-site community service
Geographical Society	Airfix
Business Hub	Time-lord Society
Gym Equipment	Swimming
Golf	Photoshop
Comic Books	Book Club
Board games	Basketball
Gardening	Running Club
Medical Society	Rhetoric Committee
Combined Cadet Force	Community Service Music
Fitness	Rock Band
Boxing	Jazz Club
Rookie Lifeguard Award	First Aid
St. Edmund Award	Reading Club
Computer Programming	Duke of Edinburgh Award
Literary Society	Plays for Pleasure
Tray Bake	Dungeons & Dragons
Drama Club	Drama Make Up

On a Tuesday afternoon we have an extended period of time allocated to activities, which require more time. This will run from 3.20-4.35pm (and sometimes later). Grammar upwards are involved in CCF, St Edmund Award and Off Site Community Service. Elements and Rudiments go through a rotation of activities, which could include:

Elements

First Aid
Airfix
Rookie Lifeguard Award
Boxing
Board Games

Rudiments

Art Activity
College History
Spiritual
Fencing
Brain Training

In Elements and Rudiments students will also have PSHE during this period every six weeks.

In Grammar, students will have the choice of the CCF or the St. Edmund Award.

The St. Edmund Award skills programme will involve:

1. Home
2. Chocolate Design
3. Car
4. Sustainability
5. Adventure
6. BBQ & Etiquette

Syntax and upwards should have the opportunity to select from the following activities:

Duke of Edinburgh Award (students will select from the activities below and these will count towards one of the sections)

CCF

Duke of Edinburgh Award

Community Service: this can be visiting elderly people at home in the community or through helping with one of the Elements and Rudiments activities or helping with the prep school activities

Debating

Art based activity

Golf

Football

Martial Arts

Aerobics

Community Sports Leadership Award

Community Service (Music and Drama)

Photography

Boarding students have a full programme of activities in the evenings and at weekends. This is published at the start of each term.

(Please note there will be a reduced programme of Activities available during COVID-19 restrictions but we will return to the full programme as soon as possible.)

Duke of Edinburgh Award

The Duke of Edinburgh Award is offered to any student in Grammar through to Rhetoric II. The award has been running for over fifty years and is recognised throughout the world. The award is challenging and we find students gain much from the experience. The award is more than just an expedition; it is an opportunity for students to develop a range of essential skills including teamwork, resilience, independence and communication.

The award has three levels which students can start at different ages:

Bronze: 14 upwards

Silver: 15 upwards

Gold: 16 upwards

Some students may want to enter directly into Silver or Gold; others may want to start at Bronze. The main differences between the different levels is the length of time required to complete each level. Bronze can take as little as six months and Gold from twelve months. Students have up to their 25th birthday to complete the award, so there is no rush.

The components of the award are:

1. Volunteering
2. Physical
3. Skills
4. Expedition
5. Residential (Gold only)

It is broken down as follows:

Bronze Award

Volunteering	Physical	Skills	Expedition
3 months	3 months	3 months	Plan, train for and complete a 2 day, 1 night expedition
All participants must undertake a further 3 months in one of the Volunteering, Physical or Skills sections			

Duke of Edinburgh Award (*cont'd*)

Silver Award

Volunteering	Physical	Skills	Expedition
6 months	One section for 6 months and the other section for 3 months		Plan, train for and complete a 3 day, 2 night expedition
Direct entrants must undertake a further six months in either the Volunteering or the longer of the Physical or Skills sections			

Gold Award

Volunteering	Physical	Skills	Expedition	Residential
12 months	One section for 12 months and the other section for 6 months		Plan, train for and complete a 4 day, 3 night expedition	Undertake a 5 day, 4 night shared activity away from home
Direct entrants must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills section				

Completing the Award – eDofE

Students are now required to complete the award via an account on the website www.edofe.org. There is a detailed help page available to students on the 'DofE' section of the VLE.

For the Volunteering, Physical and Skills sections, a large number of P7 activities offered at the College can count towards the award. For the expeditions, tents, cooking stoves and group shelters are provided by A to Z Expeditions; the College also has some equipment that can be borrowed on request, including rucksacks and waterproofs.

Expeditions

The College organises both practice and assessed expeditions in conjunction with A to Z Expeditions, for the students to participate in during the Lent and Trinity terms.

Students can undertake their expeditions at St Edmund's either by foot, pedal bike or canoe. Generally Bronze Walking expeditions are in the Chiltern Hills area; Silver Walking takes place in the Peak District; Gold Walking in the Brecon Beacons/Black Mountains. Bronze cycling is offered in the New Forest. At Silver and Gold, Canoeing is also offered as a mode of transport: Silver takes place on the River Ouse and Great Nene; Gold Canoeing on the lakes of Wales and Scotland. Cycling and canoeing expeditions are dependent on the numbers of students who sign up.

Educational Visits

At St Edmund's Educational Trips and Visits play an important role in supporting students' learning and the all round education they receive. Students have the opportunity to go on many trips and visits (both day and residential). There is so much more to be gained from attending a trip or visit. As many OE (former St Edmund's Students) will testify, it is the trips and visits beyond the classrooms at St Edmund's

College that proves to be so valuable, memorable and enriching and gives rise to success in their subsequent careers.

Day visits can include: Museums, Art galleries, conferences, lectures, outdoor activities and fieldwork.

Residential visits can include:

- Elements Induction Camp (all Elements participate in this in their first term at the College)
- Elements Adventure Trip to Spain
- Language cultural visits to Europe (open to Rudiments, Grammar and Syntax)
- Business and Economics trip to New York (Rhetoric)
- Ski trips to both Europe and North America (Form 4 to Poetry)
- Indian Trip (Rhetoric)
- Music Tours to UK and Europe (Rudiments to Rhetoric)
- Pilgrimage to Lourdes; trips to other religious monuments (all year groups)
- Biology Field trips (Rhetoric)
- Geography Field Trips (Syntax and Rhetoric)
- Sports Tours UK/Europe
- CCF Trips (both in the UK and abroad)
- Duke of Edinburgh Expeditions (canoeing and walking at all levels)

A full list of proposed residential visits is published at the start of the academic year with details of costs and dates. This allows families to know in advance what is on offer and make the right decisions for their child.

Each academic year finishes with an Enrichment Programme involving all students in the College, details of which are sent to you closer to the time. This programme can include residential trips to Europe. We appreciate that visits must be run to the highest standards and ensure the safety of the students. St Edmund's has a detailed Educational Visits Policy which can be found on the website or by application to the College and if you have any questions about this please do not hesitate to contact the Educational Visits Coordinator at the College.

It is hoped that through students participating in all these visits and activities they will gain valuable skills including teamwork, communication, leadership, initiative and awareness of other cultures.

Rules & Protocols for the use of the College Network & the Internet

This Policy has been created to inform students and parents about what St Edmund's College is doing to protect its users and to spell out a code of conduct which must be adhered to.

Technology cannot provide complete protection for children on line and so as part of its PSHE programme the College makes sure that children are aware of the many dangers that lurk on the internet.

We have a range of security software and hardware which is constantly upgraded and enhanced. These include:

CCTV – All four IT rooms and the Rhetoric King Room have digital CCTV systems in operation which monitor student activity 24 hours a day, every day. This footage is reviewed after any incident which might occur to ensure the safety and security of both the students and the IT systems.

Network Security Software – The computer network is secured by a range of software solutions designed to provide protection for its users. This software locks down the computer systems ensuring all our protection methods work at their peak performance and enables real time monitoring of student activities.

Filtering Systems - Internet filtering and logging software provides security for all students by actively blocking web sites containing material which St Edmund's College deems as inappropriate. Student internet activity is logged continuously and reviewed frequently.

Email filtering and logging software is installed on our email server scanning all incoming and outgoing emails for computer viruses, spam, bad language and inappropriate attachments.

The students have a code of conduct which is repeated on the next page. Breaking any of these rules may result in one or more of the following sanctions in accordance with the College disciplinary procedure:

1. Having your network users account disabled.
2. A letter being sent to your parents/guardian.
3. Appropriate punishments deemed necessary by your Head of House/Year/Boarding such as detentions
4. Temporary exclusion from the College.

Code of Conduct

You must not use the Internet for personal use during lesson times.

You must not knowingly try to access inappropriate sites relating to violence, racism, drugs, bad language or pornography at any time.

Do not use proxy bypass sites or VPNs to try to access prohibited websites.

Do not give personal addresses, telephone numbers or email addresses belonging to you, any other student or member of staff over the internet.

Do not download any material which is copyright including music and video files, that you do not have the rights to access.

Do not send offensive emails to other students, members of staff or anyone outside the College. This includes foul language and messages which could be deemed as bullying.

Do not use the College internet for financial transactions or as a means to run a private business.

General Use

You must take responsibility for the use of your computer account including your work area. Therefore you should not disclose the login name or password you have been given to anyone. If you believe your username and password is known by other students then please inform your IT teacher so it can be changed.

Under no circumstances log in as another user or enter the file areas of other students or staff.

Your computer storage area (h:\ drive) will be treated as school property. You must understand that your teachers can look through your storage area at any time.

Do not attempt to install any applications or games onto the computer systems.

Food or drink is not allowed in the IT rooms for any reason.

Do not intentionally waste resources by printing unnecessarily.

The College BYOD setup may install software to aid in internet filtering. This is a security requirement for most networks and is only used when inside the College. Please be aware of this before connecting your computer to the College wireless network and seek clarification from the IT Technical Staff if you have any questions.

Using your Mobile Phone

Many of you travel long distances to attend school and having a mobile phone is very useful. It is, however, not good for phones to be used throughout the day and sometimes in ways which are inappropriate.

Phones should not be used inappropriately, and in particular:

- They may only be used, with permission, in House areas and not in classrooms, corridors or other public places.
- They may not be used to take pictures/films of students without their express consent and may never be used to take pictures/films of staff.
- They may never be used to send inappropriate messages, pictures, videos or other content to others.
- They may never be used to hurt or bully others.
- **Responsibility for the use of the phone lies with you.** You must keep it in your locker throughout the day and it should not be taken to changing rooms or onto the sports field.

If you use your phone wrongly, you will be punished and your phone may be confiscated and returned via your parents. Bullying through the use of a phone is the same as bullying in any other way and will attract the sanctions as laid down in the school policy on bullying.

Your Property

Please look after your property. Each year the College disposes of a large amount of clothing and other possessions some of which are quite valuable which have been found and not claimed. Although our charities benefit from this it is an important part of your education that you learn to use your property wisely and to take good care of it. Please do not bring valuable items in with you and if you think that you must have your music player and phone then remember that it is your responsibility to care for it at all times. Ensure that you lock valuables in your locker.

Books and possessions should be kept securely in House areas in your locker. You must not leave belongings in the Ambulacrum or other public areas. All belongings must be clearly named.

Books that are left lying around the College are collected up each evening and taken to the lost property store. The lost property office is situated under the stairs next to the RE Department. It is open every morning at break.

Any recovered lost property from the buses will usually be delivered to the College on the next Friday morning and placed in the lost property store.

College Infirmary

St Edmund's is very fortunate in having a 24 hr Infirmary. It provides full time medical care for the boarding community and emergency care for those day students that become ill whilst at St Edmund's. If your child does become ill during the teaching day they can visit the Infirmary and wait there whilst you come to collect them.

Surgery Hours

Monday - Friday 08.00 - 09.00 / 10.40 – 11.00 / 12.30 - 13.30 / 16.30 - 21.00

Saturday and Sunday: Open all day and evening

Communication with the Infirmary

Health Questionnaires and Care Plans (where appropriate) should be updated by parents annually, the forms can now be found on the college website; and then returned to the Infirmary Sister. Please feel welcome to contact the Infirmary on 01920 824234

Auto-adrenaline Injectors for anaphylaxis

Auto-adrenaline Injectors (AAI) e.g. EpiPen, Emerade or Jext pens are to be provided by parents. As parents/guardians you will need to make sure your child has their **2** AAI's with them for school. They should be on their person *at all times* and should include all sporting activities, trips, residential trips and so on. The Infirmary will continue to send out AAI Allergy Action Plans annually where you can alert us to any changes in condition or medication. We will also require you to complete an annual consent form for the use of emergency AAI's. Please note students that have been prescribed an AAI could be asked to go home if they do not have their AAI's with them as they are a life-saving medication, the important point here is to enable the young person to become responsible for their condition and to understand the importance of the medication being with them

Asthma medication

In line with MHRA guidelines, the Infirmary will no longer store the second inhaler, but will always have a reduced supply of "emergency use" inhalers as per recent legislation which allows schools to purchase Ventolin inhalers for emergency use i.e. the pupil has forgotten their inhaler and is in need of their medication, their inhaler is faulty, broken or empty.

Details of any illnesses, hospitalisation or changes to medication during holidays should be forwarded to Sister by a parent or guardian on a student's return to the College at the beginning of term.

All full boarding students will be registered with the local General Practitioner.

Medication

Do not bring any unprescribed drugs (e.g. paracetamol) to school, these are stocked by the Infirmary and can be administered if needed and provided parental consent has been given on the Health Questionnaire.

Prescribed drugs for day students will be kept in the Infirmary and will be given as prescribed by the Infirmary Staff. These must be in their original packaging with the student's name on.

Medication from overseas must be licensed for use in the UK and translated into English; a Doctor's letter must be provided for prescription medication for boarders.

Boarding students may not keep any medication in their rooms unless they have completed a Self-Medication agreement with the Infirmary Sister and will be given a portable safe to keep the medication in. The Heads of Boarding will receive a copy of the agreement

School Buses

The buses depart ten minutes after school ends.

It is important that you know the rules about travelling on the school buses. School rules still apply and you and your parents have signed a copy of the rules for the bus. Rhetoric students are expected to show a good example and report any incidents that may occur on the journey. You must obey the instructions of the driver and any other staff.

You will be provided with Kura Swipe-on, Swipe-off tag (similar to Oyster Card technology). You must use the tag each time you travel on the school bus.

You must:

- wait without pushing. You may not enter the coach park until you are told to do so
- travel to and from the College in uniform
- abide by all school rules
- treat fellow passengers with respect – bullying (whether verbal or physical) and racist or sexist language will not be tolerated
- not consume food or drink on the bus
- not buy or sell goods on the bus
- leave the coach in good order with no litter
- only ask to get on and off the bus at the official stops – drivers have been asked to enforce this rule
- not take onto the coach/minibus any of the following - alcohol, drugs, solvents, weapons, tobacco, shisha pens or other harmful or illegal substances

At all times:

- Please follow the driver's instructions.
- Do not distract the driver (this includes talking to the driver whilst the vehicle is in motion).
- Keep the aisle clear.
- Do not block any of the exits including emergency exits.
- Do not damage the vehicle.
- Do not consume food (including chewing gum) or drink whilst in the vehicle.

When boarding the vehicle:

- If provided, scan your token when boarding or give your name to the Driver so that they can manually board you on the Kura App.
- Do not push other passengers.
- Take your seat quickly.
- Fasten your seatbelt as soon as you have sat down.
- All coats, bags and other luggage must be stored either in the overhead storage, under your seat, or if it does not fit under your seat, in the luggage compartment of the vehicle.
- If you are using overhead storage, please do so quickly so that you are not blocking the aisle.

Once the journey has started:

- Seatbelts must be worn at all times.
- Do not damage the vehicle in any way.
- Remain in your seat whilst the vehicle is in motion.
- Do not put your feet on any part of the seat.

- Do not turn in your seat or kneel on the seat.
- Be aware of noise levels. Do not shout and keep conversation volume down. Be aware that the noise from headphones can be heard by other passengers, so keep the volume down.
- The use of speakers, from mobile phones, music devices or any other device, is not permitted.
- Do not throw any object

At the end of the journey:

- Ensure that you take all your belongings with you and take away all litter.
- If provided, scan your token when alighting the bus at all times or give your name to the Driver so that they can manually disembark you on the Kura App.
- Remain in your seat with your seatbelt on until the vehicle has stopped.
- Alight the vehicle swiftly and safely.

What happens if I break the rules?

If you leave your seat or are not wearing a seat belt while the vehicle is moving, you can expect an evening detention. For the most serious offences there will be a period of suspension from the coach or from the College and in extreme cases you may be asked to leave the College.

Can I bring my friends home on the bus?

It may be possible to purchase a temporary pass for occasional travel e.g. when going home to a friend's house. The request for a temporary pass must be notified in writing by emailing buses@stedmundscollege.org who will confirm availability and issue a temporary bus pass for that journey.

What happens if I miss the bus from the College?

This happens very rarely, but if you miss the bus from the College you should report to Reception and wait there while arrangements are made for your collection.

Your bus pass entitles you to a seat on the bus for the academic year. It is not possible to book a seat for occasional use, although it will be possible to purchase a temporary pass for occasional travel, e.g. when going home to the house of a friend.

You must be at the pick-up point *at least* five minutes before the bus is due. **If you are late, the bus will not wait.**

You must take responsibility for your belongings each time you leave the bus. Kura cannot take responsibility for items left on the buses being brought back to the College although they usually are returned the following morning. These items can be collected from the coach park at 8.40 am, or from lost property thereafter. Smaller or valuable items (such as phones or iPods) are placed in Reception for collection.

What happens if I need to be in school after the buses have left?

The Day Houses will be locked soon after the departure of coaches, so any day student who has to remain in school after this, or wishes to return to school later, must bring a letter to his/her Head of House at least 48 hours in advance, unless a regular arrangement has been sanctioned. The Head of the Day House will inform the Boarding duty teacher. It is essential that at least one member of staff knows that a student is on campus.

If, after a rehearsal or a match you are not able to be collected within half an hour of the finish you must inform the sports teacher in charge.

It is possible for a limited number of students to board before or after a fixture if circumstances mean that it will be impossible for them to be collected by parents. Permission should be applied for in advance via the Head of Boarding and is subject to availability.

PLEASE REMEMBER:

STAY SEATED

BEHAVE SENSIBLY

WEAR YOUR SEATBELT

AT ALL TIMES ON THE BUS!

Uniform – Elements to Poetry

It is important that you look smart and wear your uniform with pride. Your uniform should be worn at all times during the school day.

You must wear your jacket unless “Shirt-sleeve order” has been announced. Even without a jacket, shirts must be tucked in and you must remain smartly dressed.

Boots, trainers, jewellery (with the exceptions listed on the following pages) and make-up are not allowed with school uniform and shoes must have flat heels.

All items of uniform, except shoes, sports boots and trainers are available from Stevensons (www.stevensons.co.uk). Regulation items, such as trousers, shirts, sweaters, jackets, ties, sports kit and overalls must be purchased from Stevensons.

All articles of clothing must be marked with woven name and number tapes. The College cannot be responsible for any personal property.

**ALL PUPILS MUST WEAR CORRECT UNIFORM AT ALL TIMES
DURING THE SCHOOL DAY AND WHEN REPRESENTING THE COLLEGE.
A PARENTAL LETTER IS REQUIRED TO EXPLAIN ANY DISCREPANCY.**

Uniform – Elements to Poetry

Boys should wear:

Jacket	Regulation tweed jacket
Trousers	Regulation - charcoal
Pullover	Regulation long sleeved v-neck – badged navy
Shirts	Long sleeved plain – white (pointed collars, not button down or fashion shirts) Short sleeve for summer
Tie	Regulation house tie
Socks	Plain grey or black
Shoes	Plain black sensible shoes (not suede), no coloured trims, no boots or trainers
Coat	<u>Plain</u> raincoat, overcoat or duffle coat – navy or black (optional)

Sports **All items of sports clothing to be visibly labelled on the outside with woven name tapes with name and linen number.**

Reversible Rugby/Football Shirt
Regulation Rugby Shorts
Regulation Navy PE Shorts with Crest (no white stripe)
Regulation Rugby socks
College House T-Shirt
Regulation Swimming Shorts
Regulation Track Suit
Sports Holdall
Mid-layer (optional)
Base Layer Top (optional)
Performance Leggings (Optional)
White Sports Socks
Boots
Trainers (non-marking)
Towel
Mouth Guard
Shin Pads

Bags	A practical bag suitable for carrying and protecting pupil’s books and equipment
Hair	Long hair is not permitted; attention seeking hairstyles are also not permitted.
Jewellery	Only a neck chain with cross or medal may be worn. Rings, bracelets and earrings are not permitted.
General	All clothing and property must be labelled with name and linen number. The College cannot be responsible for any personal property.

During the Trinity term jackets need not be worn, providing the College pullover is worn. In case of “Shirt Sleeve Order”, no jacket or pullover needs to be worn.

Uniform – Rhetoric

Rhetoric - Girls

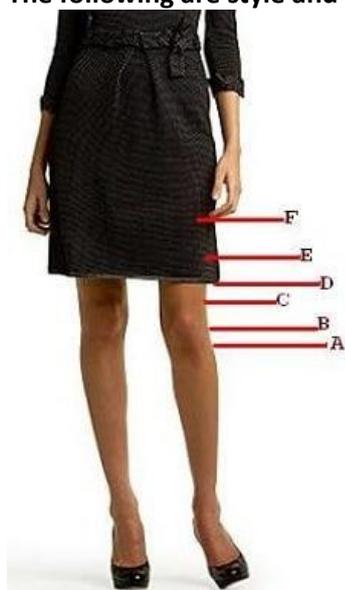
It is expected that Rhetoricians will set an impeccable standard of dress at all times.

Please note that suits are not available from the College retail specialist, Stevensons.

- Girls must wear a plain, businesslike dark grey, navy blue or black suit. It can be skirt, trouser or dress with an exactly matching jacket.
- Skirt/dress must be knee or calf length. Short, tight or flared 'skater' style skirts/dresses are not permitted. Jersey skirts/dresses are not permitted. Skirts should be of a formal cut, with a waistband and zip.
- Trousers should not be skinny jeans, jeggings or leggings, they should not have rivets or patch pockets, and should not be too tight fitting.
- A plain dark grey, navy blue or black waistcoat (optional).
- A plain, dark coloured, v-necked fitted fine pullover without any pattern or texture such as cables (optional). Sloppy, turtleneck, long and baggy jumpers are not permitted. Jumpers should not be over-long.
- A plain white or light coloured blouse with a collar. Worn buttoned with a House or College tie, or worn open-necked. Striped, chiffon, see-through, diaphanous, low cut, revealing blouses are not permitted.
- Black, navy or natural tights.
- Black or navy sensible and comfortable shoes. Canvas shoes and trainers are not permitted.
- A House or College badge (available from Stevensons). Can be worn on their jacket or lanyard.
- Black, navy or natural tights.

Please consult with the Co-Director of Rhetoric before purchasing an expensive item that may not be suitable.

The following are style and skirt length guidelines.



F E D are unacceptable lengths. C B A are acceptable.

Acceptable style and fit (examples):



Unacceptable style and fit (examples):



BAGS

A practical bag suitable for carrying and protecting pupils' books and equipment. Boarders only – two named mesh laundry bags.

HAIR

Attention seeking hairstyles are not permitted.

MAKE UP AND NAIL VARNISH

Discreet nail polish may be worn. No bright, primary colours or additional decoration.
Discreet make-up may be worn and should not be attention seeking.

JEWELLERY

One pair of small earrings, one plain ring and one simple neck chain with cross or medal may be worn. **Other piercings should be removed.**

SPORTS EQUIPMENT

Trainers with a non-marking sole, AstroTurf trainers (optional), tennis racquet and hockey stick. Regulation skort, regulation sports shirt.

GENERAL

All clothing and property *must* be fully labelled. The College cannot be responsible for any personal property.

Rhetoric - Boys

It is expected that Rhetoricians will set an impeccable standard of dress at all times. Please note that suits are not available from the College retail specialist, Stevensons.

Please read these guidelines.

- A plain, business-like, dark grey, navy blue or black suit with lapels.
- Jeans or chinos are not permitted, anything with rivets or patch pockets is unacceptable.
- A plain dark grey, navy blue or black waistcoat (optional)
- A plain, navy, grey or black, v-necked fine knit pullover without any pattern or texture such as cables (optional).
- A white shirt or light coloured (unpatterned) shirt with a collar and buttoned to the neck.
- A House or College tie (available from Stevensons)
- Plain dark grey, navy blue or black socks.
- Black sensible shoes with a sensible heel and a limited number of eyelets. Boots are not permitted. **Canvas shoes and trainers are not permitted.**
- Jackets must be worn when walking around the College between lessons and in all public areas of the College.

Please consult with the Co-Director of Rhetoric before purchasing an item that may not be suitable.

BAGS	A practical bag suitable for carrying and protecting pupils' books and equipment. Boarders only – two named mesh laundry bags.
HAIR	Must be short and tidy. Long hair and attention seeking hairstyles are not permitted. Facial hair is also not permitted.
SHAVING	Boys should be clean shaven at all times.
JEWELLERY	Only a neck chain with cross or medal and one plain ring may be worn but must be removable. Bracelets and earrings are not permitted. Jewellery should not be ostentatious.
SPORTS EQUIPMENT	Two pairs of regulation shorts and regulation sports top. Trainers with a non-marking sole, football boots, tennis racquet.
GENERAL	All clothing and property <i>must</i> be fully labelled. The College cannot be responsible for any personal property.

PE and Games Department Kit Procedure

PE & Games Lessons:

- Failure to bring PE/Games kit into school = One kit mark
- Each subsequent failure to bring PE/Games kit = Departmental detention
- Failure to bring a piece of kit into school = One kit mark
- Second kit mark in a half term = Department detention
- Every subsequent two kit marks in a half term = Departmental detention
- Three detentions in any half term = College detention
- If injured / unwell you must provide a note from home prior to/at the start of the lesson, as well as bringing your PE kit into school. Failure to bring kit and a note = One kit mark
- Boarding students are not permitted to change in their boarding room, sanction = College detention

Fixtures:

Saturday:

- Girls = Full College tracksuit for both home and away
- Boys = Full College uniform for home matches; full College tracksuit for away matches

Mid-Week:

- Pupils can change prior to the fixture with permission from staff
- During the school day, full tracksuit must be worn. Failure to do so will result in a Departmental detention.

Rhetoric

The above applies to all Rhetoric students, in addition:

- Any detention will take the form of a Rhetoric detention and will be issued by the Co-Directors of Rhetoric.

Fire Action

The safety of all in the College is very important and you have a responsibility to understanding what to do in the event of a fire.

If you discover a fire:

- Sound the alarm.
- Leave the building by the nearest exit.
- If you know the cause of the alarm, report immediately to the person in charge.

If the alarm sounds then you should leave the building at once. You should not stop to collect your belongings but walk quickly but carefully and in silence towards the assembly point. You should follow any instructions given to you by a member of staff.

You should assemble in the coach park beside the Butler Hall in the groups shown below. Each group should be in alphabetical order and you should stand in silence whilst the roll call is being carried out. You should only leave the coach park again on the direct instruction of the senior member of staff in charge. If the coach park cannot be used for any reason then you should assemble on the grass area behind the crucifix at the front of the College.

Groups for fire drill:

- Elements
- Challoner; Douglass; Pole; Poynter: Talbot (separately by house)
- Rhetoric I; Rhetoric II (separately by year)

**Interference with the fire extinguishers is a serious matter.
A charge of £50 for refilling the extinguisher will be made,
Together with a serious sanction up to and including permanent exclusion.**

Access Control:

For your security, particularly bearing in mind the fact that we are a boarding school, all entry points to the main College buildings are controlled by a swipe card access. It is essential that you understand the importance of these security arrangements and do not compromise them in any way; should you do so, the disciplinary consequences could be very serious if you deliberately put the safety of others at risk. Please, therefore observe the following simple rules for the benefit of all:

- Your access control card should be kept with you at all times.*
- You must not lend your access control card to anyone.
- Your access control card should not be defaced.
- If you lose your access control card you should report it to the ICT support department straight away to have it cancelled and a new one issued.
- Replacement cards are chargeable to your bill.

**You can expect a College Detention if you fail to have your card on you.*

Bounds – Places to be or not to be

Areas of ‘Bounds’ and ‘Out of Bounds’

The area at the front of the College, including the porch is out of Bounds other than ‘drop off’ and ‘pick up’ points at the beginning and end of the day - Monday to Friday.

Front drive on far side from Crucifix down to Headmaster’s house is ‘out of bounds’ during the school day.

Groundsmen’s sheds are ‘out of bounds’ at all times. Cricket pavilions are ‘out of bounds’ except during games.

The coach park is the main play area at break and lunch time. Students should use a soft ball in this area. If the ball lands on the roof area on no account may students attempt to climb on to the roof to retrieve it.

During break and lunch times the Orchard is a suitable games area as is the field, avoiding the cricket square. In the winter months the field is unsuitable for play.

The Quad is a suitable area for sitting, though students must not cut across the grass. Ball games may not be played in the Quad.

You must not cross the road at the back of the College.

Cockcroft and tennis courts area are ‘out of bounds’ for all students, unless they have specific permission from Games staff (or Boarding staff after 5 pm).

The Bath and Chapel Ponds

At the outset it is important to have guidelines for safety and in order to maintain a balance between enjoyment of the ponds and properly conducted sport and safety use, the following instructions and guidelines are to be observed.

1. Throwing of stones or anything else into the pond is forbidden
2. The ponds are not safe for swimming and no student may enter the water. Any breach of this rule will be treated seriously.
3. Please use the litterbins provided.
4. From time to time the ponds will be used by specific groups to the exclusion of others.
5. Elements, Rudiments and Grammar students may not visit the ponds unless accompanied by staff.
6. Please see the ponds as valuable educational and recreation areas to be enjoyed by all.
7. Safety equipment must only be used in emergencies.
8. Observe any specific rules which may be posted.
9. Fishing may only take place with the written permission of the teacher in charge.
10. Every effort is to be made not to disturb nesting wild fowl.
11. Areas near the ponds designated as nature conservation areas must not be entered.
12. THE PONDS ARE DEEP, STEEP BANKED AND SHOULD BE TREATED WITH RESPECT AT ALL TIMES. In particular, even if the pond surface appears frozen, students must NEVER go on to the ice.

USEFUL TELEPHONE NUMBERS

IN CASE OF EMERGENCY (e.g. severe weather)

INFORMATION ONLY 01920 824295

WEBSITE: www.stedmundscollege.org

Challoner House	01920 824326
Douglass House	01920 824272
Pole House	01920 824356
Poynter House	01920 824274
Talbot House	01920 824229
Head of Elements	01920 824219
Mr Powell	01920 824222
Ms Marrinan	01920 824290
SEP	01920 824239
Infirmery	01920 824234
Mrs Peirce	01920 824328

Allen Hall (Boys' Boarding)

Telephone	01920 824300
Mobile	07485 485401
Email:	boysboarding@stedmundscollege.org

Garvey's (Girls' Boarding)

Telephone	01920 824293
Mobile	07950 440633
Email:	girlsboarding@stedmundscollege.org

College Planner

This is a very useful document for both you and your parents. It is issued at the beginning of the year. It must be carried in your bag at all times and taken to all your lessons; please do not wait for a teacher to ask you to take it out, but make sure you have it on your desk with all your other books during a lesson. It must not be defaced, nor must pages be folded etc. You need to write your prep here every day. Your teachers will note merits in the appropriate place in the planner. Your tutor and your parent/guardian must sign the diary every week.

How to use your planner

1. Nothing must be written or drawn on the cover of this planner.
2. All prep must be written in for each day, under the title of the subject. If for some reason a prep is not given, then you must write 'prep not set'.
3. If the details of a prep are too long to write in the space provided, then just make a brief summary in the planner.
4. Each week you must make sure that your diary is signed by your Form Tutor and your parents.

If you have forgotten your planner you must obtain an emergency planner from your Head of House. Replacement for lost or defaced planners cost £6.00.