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# Welcome to St Edmund's School Canterbury

I am delighted that your child will be joining our school and hope that the information contained in this handbook will help you better understand the organisation and daily routine of the school.

We aim to make your child's experience at St Edmund's a happy and fulfilling one and to help them settle in quickly I would ask you to encourage your child to read the New Pupil Handbook before they arrive. You may find it useful to read this also.

I wish you and your child a long, happy and productive association with St Edmund's School Canterbury.

A handwritten signature in black ink that reads "Louise Moelwyn-Hughes". The signature is written in a cursive style with a long horizontal stroke at the end.

**Louise Moelwyn-Hughes**  
**Head**

# The Aims of the School

St Edmund's is proud of its reputation as a school in which pupils enjoy their education.

St Edmund's pupils are encouraged to aim for and achieve the very highest standards of which they are capable, so that they may grow into the fine people they have it within themselves to become, be justifiably proud of themselves, and leave school fully equipped to make a success of their personal and professional lives and to deal with the demands of citizenship worldwide.

The School is a caring and disciplined community, informed by Christian principles, and is committed to providing a broad education which will ensure that boys and girls are both happy and successful. The crucial importance of developing compassionate and decent human relationships is emphasised alongside the nurturing of individual interests and talents so that each boy or girl may proceed from the School with:

- accomplished intellectual skills and the best possible academic qualifications
- a mature awareness of the spiritual and ethical as well as the material nature of life
- confidence in themselves as individuals, combining honesty, self-knowledge, self-discipline and an integrity which inspires trust
- assured social skills which include an understanding of the concepts of duty and loyalty, a willingness to accept responsibility and to be interested in, and care for, the people about them of whatever background or outlook
- well developed physical capabilities and an understanding of all that contributes to good health, together with the qualities of self-reliance and teamwork gained through sport and the challenges of the outdoors, and an appreciation of the ideals of sportsmanship
- a broad cultural awareness, acquired particularly through music, drama and art, and an understanding of the importance of beauty in their lives.

# Joining the School

## Uniform

The parents of all new pupils are invited to make an appointment for the fitting and purchase of uniform with Miss Tina Culver, the Shop Manager.

A full uniform list and some notes on uniform are included in Appendices 4 and 5.

## School Uniform Shop

Telephone: 01227 475600, ext 416 or email: [uniformshop@stedmunds.org.uk](mailto:uniformshop@stedmunds.org.uk)

The shop is located on the school site in the Old Gymnasium Buildings area (see campus map, back page).

## Opening Times

| Term Time |   |  |
|-----------|---|--|
| Tuesday   | 1.00 pm - 4.00 pm   |  |
| Thursday  | 8.30 am - 9.30 am   |  |
| Saturday  | 8.30 am - 12 noon (During 1st half of Michaelmas term and the whole of Summer term) |  |

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| Summer Holiday 2011     | Drop In            | Appointments       |
|-------------------------|--------------------|--------------------|
| Monday 4th July         | 10.00am - 4.00 pm  |                    |
| Tuesday 5th July        | 10.00am - 4.00 pm  |                    |
| Monday 8th August       | 9.00 am - 10.00 am | 10.00 am - 4.00 pm |
| Tuesday 9th August      | 9.00 am - 10.00 am | 10.00 am - 4.00 pm |
| Wednesday 10th August   | 9.00 am - 10.00 am | 10.00 am - 4.00 pm |
| Thursday 11th August    | 9.00 am - 10.00 am | 10.00 am - 4.00 pm |
| Friday 12th August      | 9.00 am - 10.00 am |                    |
| Monday 22nd August      | 9.00 am - 4.00 pm  |                    |
| Tuesday 23rd August     | 9.00 am - 4.00 pm  |                    |
| Wednesday 24th August   | 9.00 am - 4.00 pm  |                    |
| Wednesday 7th September | 9.00 am - 4.00pm   |                    |

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|                       |                   |   |
|-----------------------|-------------------|---|
| Monday 5th September  | 9.00 am - 4.00 pm | Boarders and Overseas appointments only |
| Tuesday 6th September | 9.00 am - 4.00pm  |   |

The shop will be open for one day preceding the start of the Lent and Summer terms.

It is suggested that you make early contact with Miss Culver given the pressure of time in late August.

Please note the following:

- Payments should be made in cash, by cheque or by credit/debit card. A charge is levied for the use of credit cards, currently 3%.
- Items cannot be charged to a day pupil's account unless prior arrangement is made with the Bursar.
- After the initial purchase of uniform, boarders may charge purchases to their account throughout the term.

## School Bags (Book Bags)

*This is a compulsory purchase*

These may be of any type, not too expensive but sturdy enough to stand up to the rigours of school life. The school shop sells a good quality St Edmund's bag which is spacious and comfortable to carry. Expensive briefcases are not necessary. All pupils **must** have a book bag, which is required to carry all their books, files and papers between lessons.

*Note: Bags should be large enough to carry a number of A4 files, as used by academic departments.*

## Stationery Shop

A stationery shop operates as part of the Paperback Paradise bookshop in the Library. A4 files, paper, computer USB sticks, pens, geometry sets and other items of stationery may be bought, often more cheaply than in the shops. It is assumed that pupils may purchase goods worth up to £30 per term from the bookshop, to be debited to parents' accounts, unless otherwise advised in writing.

All teachers expect written work to be completed in black ink (not gel pen). This is a requirement of all examination boards, and is therefore adopted as the School's standard practice.

*Correction fluids are not sold, nor are eraser pens, as neither is permitted for use in external examinations.*

Also available are any books in print (often at discounted prices) including revision guides and set books.

Shop opening times are Monday to Friday 8.30 am - 5.00pm, Saturday 8.30am - 12.30pm.

## Sports Equipment

Our priority is to ensure that pupils remain as safe as possible on the games field. Certain items of equipment are therefore essential.

- **Football boots** - studs should not be made of plastic. Ideally they should be of composition rubber, in conformity with British safety standards. Many team players and all pupils in L5 and M5 will need *Astro* trainers, to enable them to play football or hockey on an Astroturf pitch.
- **Shin pads** - compulsory for football and hockey
- **Mouth guards** - must be worn by all pupils playing hockey. The guards fitted by dentists are expensive, but cheaper versions are available from sports shops. If in doubt, please consult one of the games staff. Professional fitment can be arranged in school at the start of the year.
- **Cricket protection** - pads and gloves are provided by the school but all other forms of protection should be purchased at a sports shop. Helmets are provided by the school, however team players may provide their own. Each player will need his own 'box' (abdominal protector).
- **Games equipment** - apart from the above, all necessary games equipment is provided by the school. However, all pupils in L5 and M5 must have their own hockey stick and tennis racquet. These should be marked clearly with the pupil's name.

# The First Few Days - Parents

## Arrival on the First Day

All new pupils should arrive according to the enclosed Arrival and Induction Programme. The programme is organised so that you will have the opportunity to meet all staff directly concerned with the welfare of your son or daughter: Head, Housemasters, Houseparents, Chaplain, Tutors, Matron and Nursing Sister. Pupils will also have an opportunity to familiarise themselves with their new school.

## Parking and Luggage

All cars should park as directed by Prefects.

Boarders and their parents will be directed to the entrance nearest their boarding accommodation.

## Parents and the First Term

Parents are, of course, very welcome to attend any other routine School events, such as team fixtures or family Chapel services.

The first formal academic reports will come in the shape of two Academic Review Cards in the Michaelmas Term, after four weeks and eight weeks, to be followed by a full school report at the end of the Michaelmas and the Summer Terms.

Should any parent have any immediate concern, their first point of contact should be the relevant Housemaster (see telephone numbers and email addresses on page 23). This will guarantee a rapid response.

# The First Few Days - Pupils

## Settling In

The vast majority of new pupils settle down to Senior School routine very quickly and happily, and problems rarely arise. Certainly a careful study of the New Pupils' Handbook will clarify most elements of new school life.

It would be very helpful, however, if each new pupil could be told by parents that if any problems, including homesickness, arise, he or she should not be shy about approaching Housemaster or Houseparents. They have much experience of helping pupils during the first few days of their new routine and their first concern is to ensure the happiness of the pupils in their charge. There are other channels, too (House Captains and other senior pupils, Tutors, Chaplain, Matron, Sister), for pupils to unburden themselves about worries, to make enquiries or to complain.

It is hoped that there will be no cause for complaint, but it will be a comfort to know that any complaint which does arise will be dealt with swiftly. It is, perhaps, worth mentioning to boarders' parents that a letter from home during the first few days of a term can boost morale considerably.

## Academic Structure

*When placing pupils in year groups, ages are normally calculated from 1st September*

Setting by ability begins in the Lower Fifth for the core subjects of English, Mathematics, Science and French. Setting enables pupils to work at an appropriate pace with others of roughly similar ability. Transfer between sets is possible at any point in the year at the discretion of the Head of Department, on the basis of academic criteria - test results, overall performance etc.

There is subject specialist teaching in all subjects.

Each pupil is allocated to a personal tutor, who monitors and directs as necessary the academic progress, social development and general well-being of the boys and girls in his/her tutor group.

| <b>St Edmund's</b> | <b>Age</b> | <b>National Curriculum</b> | <b>National Curriculum</b>                       |
|--------------------|------------|----------------------------|--|
| Lower Fifth (L5)   | 13+        | Year 9                     | 4 sets<br>Foundation Year                        |
| Middle Fifth (M5)  | 14+        | Year 10                    | 4 sets(core)+options<br>GCSE (Year 1)            |
| Upper Fifth (U5)   | 15+        | Year 11                    | 4 sets(core)+options<br>GCSE (Year 2)            |
| Lower Sixth (L6)   | 16+        | Year 12                    | 4 x options<br>AS<br>+ General Studies           |
| Upper Sixth (U6)   | 17+        | Year 13                    | Optional: AQA Baccalaureate<br>3 x options<br>A2 |

## House Structure

Your son or daughter will be a member of one of the four Houses into which the school is sub-divided for administrative and pastoral purposes. Each House contains boarders and day pupils, boys and girls. They are:-

|                 |                       |   |
|-----------------|-----------------------|---|
| Baker House     | Housemaster<br>Deputy | Mrs S C Newton<br>Miss R E Hummerstone      |
| Wagner House    | Housemaster<br>Deputy | Mr R P Underwood<br>Mrs A A Slater-Williams |
| Warneford House | Housemaster<br>Deputy | Miss E Sears<br>Mr N J Hodge                |
| Watson House    | Housemaster<br>Deputy | Miss T M Cliff<br>Mr J M Clapp              |

As already indicated, all pupils also have a Personal Tutor, who is a member of staff affiliated to their House and who has a particular responsibility for their academic and pastoral welfare.

Boarders are also in the care of their Houseparents who live within the boarding communities where boarders are housed and supervised. The Houseparents have overall responsibility for the boarding arrangements of both boys and girls and are supported by resident and visiting Tutors.

## Owen Boarding House

|                         |  |
|-------------------------|--|
| Houseparents            | Mr and Mrs M J Brewer                      |
| Deputy Head of Boarding | Mr A Jones                                 |
| Resident New Wing Tutor | Miss S Mackenzie                           |
| Resident Tutors         | Mr H L Alleyne<br>Mr S Buckingham          |
| Visiting Tutors         | Dr S McGuire<br>Mr B Barnes<br>Miss M Judi |
| Day Matron              | Mrs V Dowse                                |

Owen consists of three separate areas and provides study-based accommodation for up to 99 pupils. The boy boarders' area occupies most of the top floor of the main school building and houses some Fifth Formers occupying semi-private study-bed areas and some ensuite, with the remainder and the Sixth Form enjoying single or double study bedrooms, a number of which have en-suite facilities. Both groups enjoy common room facilities: Fifth Formers in the Common Room and Sixth Formers in the Sixth Form Centre.

The girl boarders' areas of Owen occupy the first and second floors of the New Wing, and provide single and double study bedrooms, common room and kitchen facilities.

## **Day Pupils**

Day pupils are accommodated in House Rooms, equipped with personal lockers, in each of the four House areas, or in Sixth Form Common Rooms or studies which are located in, and occupied by members of, the appropriate House.

## **Flexi-boarding**

**Subject to the availability of beds**, we try to offer to all day pupils the opportunity to sample the boarding life on a regular or occasional basis. This facility may be particularly attractive to parents who need to be absent from home for short periods.

Such accommodation may be available for boys or girls. If your son or daughter would like, at any time, to experience this different style of life, please contact their Housemaster, Houseparents, or the Head for further details. As there is limited capacity, availability enquiries and bookings **must** be made directly with Mr Brewer, Head of Boarding.

# Administrative Information

## Terms and Holidays

To assist with arrangements for half-term and holidays, term dates are published at least one year in advance in the school calendar.

It causes great disruption to class teaching if pupils arrive late for a term or depart early. **Exceptional requests should be addressed to the Deputy Head, in writing, and in good time.**

Parents are reminded that tickets for overseas journeys must be bought by them and cannot be charged on the school bill. Air flights must be booked well in advance. Rail tickets and taxis can be arranged through Houseparents and charged on the school bill. The School cannot undertake to charge other travel expenses to accounts, nor to make other bookings.

Pupils living overseas may arrange for their trunks to be left at school during the holidays, or until such time as they leave the school permanently.

Please note that boarders are welcome to stay an extra night at the end of each half term and term to avoid booking a flight that requires an early departure.

***Note:** During the course of the year, there will be four full exeat weekends when all pupils will be expected to vacate the premises to stay with parents, guardians or friends' families. Dates of exeats for the year ahead are published in the School Calendar.*

## Return to school after Exeat Weekends and Holidays

Pupils should return between 6pm and 9pm the evening before the start of the new week. Entry to the building will not be possible before 6pm. If flights arrive early in the morning it is recommended that guardians collect pupils from the airport and care for them during the day before return in the early evening.

## School Hours: Daily Arrival and Departure

Day pupils must arrive at school by 8.25am each morning, in time for House Registration by 8.30am and ready for Chapel, Tutorials or Head's/House Lines at 8.35am. If late, a pupil must report to the School Office **immediately** upon arrival.

It is hoped that day pupils will not immediately rush home after their work or games are over, but that they will, on some days at least, pursue some extra-curricular activity at school.

School hours are published in the School Calendar but collection/finishing times are identified here (although many extra-curricular clubs and activities go on later than these times).

|                  |  |
|------------------|--|
| <b>Monday</b>    | 4.20pm, after lesson 10 for all year groups  |
| <b>Tuesday</b>   | 4.20pm for U5, L6, U6; after games for L5, M5 *                                      |
| <b>Wednesday</b> | 4.20pm, after lesson 10 for all year groups  |
| <b>Thursday</b>  | 4.20pm for L5, M5; after games for U5, L6, U6 *                                      |
| <b>Friday</b>    | after Friday activities for all; at 5.30pm for pupils in detention/community service |
| <b>Saturday</b>  | 12.40pm for all except team players  |

*\*This may be at 4.20pm, or later if players are involved in school matches, home or away*

Please note that Friday Afternoon Activities are compulsory. Pupils are free to leave no earlier than 4.20pm.

### Saturdays

- There is school for all pupils, with the exception of the four exeat weekends per year.
- **Pupils may leave before lunch. Those staying for lunch may be collected at 1.30pm.**
- There are no afternoon school activities except where pupils have been selected to play in a match for a school team or unless pupils opt to take part in weekend activity. Obviously, pick-up times vary dependent on venue of fixture or activity.

### Games and PE

Games and PE are part of the timetabled curriculum. Games days are:

| Monday                                | Tuesday                               | Wednesday         | Thursday                              | Friday | Saturday            |
|---------------------------------------|---------------------------------------|-------------------|---------------------------------------|--------|---------------------|
|                                       | L5/M5 games                           | U5 PE             | M5 PE<br>U5, L6, U6 games             | L5 PE  |                     |
| <i>team practice<br/>(or matches)</i> | <i>team practice<br/>(or matches)</i> | <i>Club night</i> | <i>team practice<br/>(or matches)</i> |        | <i>team matches</i> |

Most school matches are on Monday, Tuesday, Thursday and Saturday afternoons. It is expected that pupils selected to represent St Edmund's in matches against other schools will put this commitment before all others. Parents are most welcome to support their sons and daughters in matches at home or away.

All girls should bring padlocks (and keys!) for their lockers in the changing room. This will help to secure some very valuable property, and remove the temptation for "borrowing" or theft.

Boys' kit will be stored in House room lockers, with keys provided by Housemasters.

### Off Games

If you wish your son or daughter to be excused from PE or Games for reasons of ill-health or injury, you should notify the school by letter, or by telephone call to the Housemaster. The pupil should give the letter to the Housemaster first thing in the morning.

Boarders, or day pupils who feel unwell during the working day, may obtain off-games chits from the Medical Centre. These should be handed directly to the Games teacher.

Pupils excused from Games on Games half-days (Tuesday, Thursday) are expected to remain at school studying in the Library until 4.20pm. On Saturday they may go home after Lesson 5.

## **Absence**

If a day pupil is unable to attend school, please ring the Housemaster between 8am and 8.30am. On return to school after an absence the pupil must bring a letter of explanation from his or her parents or guardian.

If absence is likely to be prolonged and your child is able to work at home, work can be set and appropriate books provided on request, via Housemasters and Tutors.

## **Bedtimes**

For the guidance of all parents, boarders follow this routine:

|              |         |  |
|--------------|---------|--|
| Lower Fifth  | 9.45pm  | Lights-out   |
| Middle Fifth | 10.00pm | Lights-out   |
| Upper Fifth: | 10.15pm | Lights-out   |
| Lower Sixth  | 10.30pm | In study bedrooms. Lights-out no later than 10.45pm. |
| Upper Sixth  | 10.30pm | In study bedrooms. Lights-out no later than 11.00pm. |

A slightly less rigid routine applies on Saturday evening.

## **Leaves**

**Weekday Leaves** Boarding pupils may leave the school site only with their Houseparents' permission, but on average no more than twice a week. Boarders should sign out on departure and sign in on return.

**Weekend Exeats and Leaves** Weekend Leaves normally run from lunchtime or after games on Saturday until 9.00pm on Sunday and are granted at the Houseparents' discretion. Formal requests for Weekend Leave should always be made to Houseparents. If your son or daughter is to be the guest of parents of another pupil, then the request must be made in writing. The aim of the weekend exeat system is to allow boarding pupils some relaxation in a family situation away from school, either with their own parents or with the parents of friends. It is not a licence to break School Rules; these continue to apply during leaves.

## **Travel and Transport**

**Bicycles** Pupils may bring bicycles to school provided their Housemaster has received written permission from parents or guardians. Bicycles must be marked clearly with the owner's name, be in good working order and provided with a padlock. Cyclists must wear helmets. Boarders may not cycle after dark. Day pupils travelling in the dark must wear some reflective clothing and ensure that their bicycle is equipped with suitable lights.

**Vehicles** No pupil may drive a car to and from school without the Asst Deputy Head's permission. Pupils must have permission from the Asst Deputy Head to accept lifts in cars or other vehicles unless such vehicles are driven by an authorised member of the family, a parent of another pupil, or a member of staff. This rule applies particularly to lifts in cars driven by pupils or recent pupils of the School.

Boarders may not keep cars at school, except under exceptional circumstances, and we do not allow pupils use of motorcycles, mopeds or motor scooters. See School Rules (Appendix 1) for details.

**Transport Service** For day pupils living in areas less easily accessible to the school, we organise bus services. For further details please see Appendix 6 or apply to the School Office. A fee is charged for such journeys.

**Eurostar** Any pupil between the ages of 12 and 18 who will be travelling alone on this service should carry with them a letter of authorisation from a parent or guardian or, alternatively, an unaccompanied minor's consent form (available from Eurostar UK Limited), since the company accepts no liability in respect of that pupil's safety, welfare, well-being or conduct. Should parents or guardians have any query in this regard it is suggested that they contact the Terminal Duty Manager at Ashford International Terminal on (+44) 1233 618505.

# Academic Matters

*The school week consists of 44 academic lessons, each of 35 minutes.*

## Equipment

Pupils are expected to provide basic writing equipment for their own use. A pencil case (clear for exam years) should be provided in which pens, pencils, a ruler, erasers and coloured pencils can be carried. Please note that all departments expect written work to be completed in **black** ink which should be produced by a pen which does not use gel ink. Blue ink, or other more unusual colours, will not be permitted. This ensures the school's normal practice is in line with the requirements of all examination boards

## Academic Review Cards

For all year groups there is an Academic Review twice in the Michaelmas term and once in the Lent term. For L5, M5 and L6 pupils there is also a review in the Summer term. Teachers give a grade for a pupil's attainment and effort in each subject and offer a predicted grade relevant to likely performance in GCSE, AS or A2 level examinations.

The grades are recorded on an Academic Review Card (ARC) which is sent home, giving parents an indication of their child's achievement and progress.

The information compiled, forms the basis for discussion at the subsequent ARC staff meetings and enables the Tutor and Housemaster to keep track of each pupil's progress. Unusually low grades or downward trends are picked up, investigated and the problem addressed.

## Reports

Full school reports on all pupils are issued twice a year. Parents and guardians also have the opportunity to meet subject staff once a year at the appropriate Parents' Meeting in order to discuss progress.

Parents or guardians who are worried about a pupil's progress need not, of course, wait for reports, or for the Parents' Meeting. They should contact the Housemaster without delay. The Housemaster and the Personal Tutor will be pleased to discuss progress at any time.

## Report Cards

At Fifth Form level those pupils who are shown by the ARCs to be under-achieving are put on a Report Card to monitor their efforts.

The Report Card is printed with a weekly timetable and is presented by the pupil at the beginning of each lesson. At the end of the lesson the teacher will record an assessment of the pupil's performance on the card. At the end of each day the pupil takes the card to his/her Tutor or Housemaster so that the day's record may be reviewed.

Report Cards usually operate for a week or a fortnight. Experience shows it to be a highly effective way of motivating pupils and a constructive way to address their difficulties.

In some cases, where a more extensive report is required, a Report Book ("Red Book") may be used. Daily targets will be set, and their achievement recorded and monitored by subject teachers, tutor and Housemaster.

### **Entry into the Sixth Form**

AS and A level work is considerably more demanding than that at GCSE level. Success in the Sixth Form is not possible without specific aptitude for and considerable ability in the subjects being studied. Previous results show that pupils are unlikely to be successful on an A level course if they have less than a GCSE grade B in that subject. Our Sixth Form entry requirement is, on that basis, a minimum of six C grades or better at GCSE, with B grades in the pupil's chosen (4) AS level subjects.

The following entry requirements apply for subjects not offered by St Edmund's at GCSE:

- For Business Studies, Film Studies or Theatre Studies, grade B in GCSE English Language or English Literature is required.
- For Psychology, B grades in GCSE English Language or English Literature, Science (double award) and Mathematics are recommended.

Candidates who do not meet these requirements should contact the school to see if alternative arrangements are possible.

### **Detention and Community Service**

All pupils who repeatedly fail to hand in preps (homework) or who are clearly not making an effort may be detained by members of staff on a Friday afternoon. The session runs from 4.30pm to 5.30pm. Under the supervision of the Deputy Head or Assistant Deputy Head they will do 60 minutes work specifically set to enable them to catch up.

Parents are given at least 24 hours notice of such an arrangement by means of a letter or, at the last minute, a telephone call from the Housemaster. There is a Community Service detention – also timed for the Friday hour from 4.30pm to 5.30pm – when pupils whose behaviour has been less than acceptable are offered a range of chores for the benefit of the community as a whole.

Pupils who absent themselves from Friday detention without proper notice or good reason may be detained after school on Saturday.

There is also detention on Monday afternoons from 1.45pm – 2.15pm for those who fail to register properly (morning and afternoon), among other misdemeanours.

## Examinations and Assessment

| Form      | External Exams  | Standardised Tests   | School Tests/Exams   |
|-----------|---|--|--|
| <b>L5</b> | No KS3 tests  | September: CAT Tests<br>+ MiDYIS tests<br><br>+ Screening (for SpLD)<br>examinations   | November: Class tests<br><br>June: End of year                         |
| <b>M5</b> | November, March, May:<br>GCSE Science modules<br><br>GCSE coursework (in<br>some subjects)  | September: CAT tests<br>+ MiDYIS tests<br><br>+ Screening (for SpLD)<br>for new entrants only  | November: Class tests<br><br>June: End of year<br>examinations         |
| <b>U5</b> | November, March, May:<br>GCSE Science modules<br>GCSE coursework<br>deadlines throughout<br>the year<br>May/June:<br>GCSE exams                           | September:<br>ISCO Morrisby tests<br>(career profiles)   | January:<br>Mock GCSE exams  |
| <b>L6</b> | January: AS modules in<br>some subjects<br><br>AS coursework deadlines<br>throughout the year   | September: Screening tests<br>for all new entrants;<br>ALIS tests for all + re-screening<br>for all ex-U5 'extra time':<br>examinees | November:<br>Class tests   |
| <b>U6</b> | January: AS resits, A2<br>modules for some<br>subjects<br><br>A2 coursework<br>deadlines throughout<br>the year<br><br>May/June: AS resits,<br>A2 modules | September: re-screening for<br>all exam L6 'extra time'<br>examinees   | March:<br>Mock exams in selected<br>subjects (e.g. English,<br>French) |

As indicated above, school tests and examinations are in November and June. We believe that internal exams are an important part of education. They help us to measure the attainment and progress of pupils and they afford pupils valuable experience of working under the pressure and formality of examination conditions. Pupils' setting in core subjects may be adjusted in the light of examination performance.

## **Evening Preparation (Prep)**

All pupils are expected to complete evening homework 'prep'. Boarders will work at school from 7.00pm. We ask parents to ensure that day pupils have a similar period of quiet study time at home. Alternatively, arrangements can be made through Housemasters for day pupils to stay at school in the evening to complete their preparation.

Pupils are expected to record the work set for prep each day in their academic planners. It is our experience that pupils who most often fail to do their prep, or who do it badly, have not been keeping their diary entries properly. Parents can help by checking planners if their child claims not to have any prep to do! They are also asked to sign Fifth Form planners weekly.

Lower Fifth pupils are set three 30-minute preps each weekday. Middle Fifth and Upper Fifth pupils are set three 40-minute preps. It is also expected that some work will be done at weekends.

All Sixth Form pupils are expected to undertake a minimum of two hours preparation each night, as well as weekend work. This is in addition to the use of private study lessons in school.

## **Private Coaching**

Very occasionally it is considered advisable for a pupil to have private coaching from one of the academic staff. This should be arranged through the pupil's Housemaster and not direct with the subject staff. The current rates for such coaching during term-time are available from the school website.

Arrangements for holiday coaching are a matter for agreement between parents and the subject staff concerned.

## **Curriculum Support and EAL (English as an Additional Language) Teaching**

Good English is a necessary part of all academic study in Senior School and clear expression, combined with accuracy, is highly valued and emphasised. During the first term, reading, spelling and IQ tests are conducted to evaluate all new entrants to the School and to highlight any who need urgent support teaching. Special care is taken of any boy or girl with dyslexia or related difficulties. Where a need for support teaching is identified we insist upon it until the difficulties are overcome. We also take special care of pupils from abroad whose first language is not English and whose English is not fluent. EAL tuition is obligatory for these pupils until they attain fluency. Curriculum support and EAL are charged as extras and current rates are published on the school website.

## **Mathematical Calculators**

All pupils need a good scientific calculator and geometrical instruments: these may be purchased from the Bookshop. A-level pupils may wish to purchase graphical calculators. These are helpful, though not compulsory. The School will recommend a suitable model at the start of the course, and will arrange purchase for interested pupils at a discounted price.

# The Wider Curriculum

## Clubs and Activities

There is a weekly programme of clubs and activities for all pupils. Some operate at lunch time and others after school. Lists of the clubs and activities, their timing and location, are posted around the School and a programme for each term is published in the back of the School Calendar. Games notice boards are, for example, located in the main school corridor.

We would hope that every pupil would take part in at least one extra-curricular club or activity a week, though we know that some will enjoy being involved in considerably more than this. If you feel your son or daughter is not participating as much as you would like please contact the Housemaster. All members of the Lower Fifth **must** take part in at least one extra-curricular activity.

There are extra charges for clubs or activities in only a small number of cases (such as on St Edmund's Day) and parents are always notified in writing of any additional costs in this respect.

## Educational Outings and Holiday Activities

During the course of each year a variety of term time educational outings takes place, covering all ages in the School. Most of these are integral to the curriculum, though some have a more general value. You will always be notified in advance of the nature and details of these outings and, where cost above £20 is involved, your consent will be sought. Costs are kept to a minimum and will normally be paid for in advance.

During May, **all** members of M5 take part in the CCF-sponsored and financially subsidised M5 Afloat (sailing) exercise. The cost of this activity is approximately £175.00 and represents extremely good value for money.

There is also a number of holiday activities available through school. For example, every Easter there is a CCF-based adventure training camp. Other activities may be organised on a one-off basis, such as a sports tour in a half term holiday.

After examinations in their last term in the Upper Fifth, all pupils are expected, time permitting, to undertake a week (or two) of work experience, co-ordinated by the careers staff.

During the summer holiday there is always a CCF summer camp and later in the summer at the St Edmund's *SummerFest* 5-15 year olds can book for a specialised week of sporting or creative skills. Details of these courses are available at the end of the Lent term from the School Office. Some older pupils may even find employment as staff, helping Miss Cliff to run the multi-fun activities.

# Music Lessons

If you would like to request individual music lessons for your son or daughter, the enclosed form (see Appendix 8) should be completed and returned as soon as possible. The Department aims to provide 30 half-hour lessons per instrument within the school year.

The current rates for individual instrumental tuition or for music theory lessons (normally four pupils share a lesson unless otherwise specifically requested) are available on the school website.

U6 and L6 pupils will always have lessons at fixed times to coincide with their breaks or private study periods and U5 pupils may have their lessons timetabled in lunch/break times where possible. The remaining Senior and Junior School pupils are organised around academic lessons by the Director of Music and the Director of Studies. It should be understood, however, that with large numbers of pupils in school studying instruments, it is not always possible to fulfil all requests, nor to avoid some clashes with academic lessons.

The School can provide instruments for hire, but as soon as a pupil has shown that he or she will be successful on the chosen instrument, it is expected that parents will provide their son or daughter with his/her own instrument. In normal circumstances, a hired instrument will not be kept by a pupil for longer than one year.

It is important to stress that in order for pupils to make consistent progress it is expected that a regular practice routine be established. Communication between the music teacher and the pupil takes place via a music practice diary issued to some younger members of the Senior School. Parents can then see the work that is expected to be completed between lessons. Parents' support and encouragement is essential for sustained progress and there is an annual meeting to enable parents to meet their son's/daughter's instrumental teacher.

To cease instrumental lessons the period of notice required is set out in Appendix 8.

|                   |                        |
|-------------------|------------------------|
| Director of Music | Mr William Bersey      |
| Administrator     | Mrs Carol Hawkins      |
| Telephone         | 01227 475620           |
| email             | music@stedmunds.org.uk |

# Links between School and Home

## *Communication with the School and with your Son or Daughter*

### **Routine Matters**

Parents are asked to communicate with the Housemaster on all routine matters, preferably in writing or using email, and to bear in mind that a Housemaster, having teaching and other commitments, cannot always be available on the telephone. It is important that a Housemaster should be given all the relevant information about a pupil. Each direct House line is linked to an answerphone facility.

### **Telephone, Facsimile and Email**

The first normal point of communication with the School will be with the Housemaster or Houseparents, as appropriate.

(For overseas callers, delete 0 and +44)

|                               |                                 |                                |
|-------------------------------|---------------------------------|--------------------------------|
| School (General Enquiries)    | 01227 475600                    | seniorschool@stedmunds.org.uk  |
| Baker House                   | 475610 (Housemaster)            | baker@stedmunds.org.uk         |
| Wagner House                  | 475611 (Housemaster)            | wagner@stedmunds.org.uk        |
| Warneford House               | 475612 (Housemaster)            | warneford@stedmunds.org.uk     |
| Watson House                  | 475613 (Housemaster)            | watson@stedmunds.org.uk        |
| Owen                          | 475609 (Houseparents)           | owen@stedmunds.org.uk          |
|                               | 475600 (Day Matron)             | vgd@stedmunds.org.uk           |
| Medical Centre                | 475607 (Sister)                 | medicalcentre@stedmunds.org.uk |
| Other useful email addresses: | The Head                        | head@stedmunds.org.uk          |
|                               | Deputy Head/Director of Studies | jem@stedmunds.org.uk           |
|                               | Assistant Deputy Head           | lam@stedmunds.org.uk           |

If you wish to leave a message asking your son or daughter to phone home, you should ring pupil/Housemaster/Houseparents (after 7.00pm). There are cash and card phones for the use of pupils. Cards are available for purchase from the Accounts office. Most pupils do, of course, have their own mobile phone.

To receive general enquiries during term time, the School Office is staffed from Monday to Friday (8.00am to 5.00pm) and on Saturday (8.00am to 12.30pm). During holiday periods the office is staffed from Monday to Friday (9.00am to 4.00pm).

To discuss financial matters parents may contact the Bursar using the School (General Enquires) number 01227 475600.

If you are ever unable to obtain a reply from the school number you may, **in emergency**, use the following home numbers:

|   |              |
|---|--------------|
| Mrs L Moelwyn-Hughes, Head                      | 01227 475625 |
| Mr L A Millard, Assistant Deputy Head           | 07742 543872 |
| Father Mark-Aaron Tisdale, Chaplain             | 01227 458870 |
| Mrs J E Mander, Deputy Head/Director of Studies | 01227 478565 |
| Mrs S C Newton, Baker                           | 07540 190323 |
| Mr R P Underwood, Wagner                        | 07968 820025 |
| Miss E Sears, Warneford                         | 07801 064842 |
| Miss T M Cliff, Watson                          | 07890 265659 |

It is our policy not to give out the home telephone numbers of members of staff.

The Houseparents' telephone number should be used exclusively for matters relating to boarding. Houseparents do not hold access to staff home telephone numbers and are not able to answer general school enquiries.

Parents may send fax messages to the School, or their children, at any time, but outgoing personal messages from pupils are charged at 50p per page and may not be added to the school bill. The number is 01227 471083.

### **Letter Writing/Emails**

It is hoped that pupils will contact their parents regularly, and if parents are concerned about not hearing from their son or daughter, they should let the Housemaster know.

When writing to your child at school you are asked to include the name of the House (Baker, Wagner, Warneford or Watson) in the address. This will help to ensure that there is no delay in letters or parcels reaching your son or daughter.

### **Pupils' Email Addresses**

Your son or daughter will be able to have a free personal school email address so that you may contact them direct. Please note that every pupil must sign a the School's e-safety document under which they agree to abide by the current usage of the School's Information Systems (see Appendix 2).

### **Mobile Phones**

Pupils are permitted the use of mobile phones but these may be used only in common rooms, studies or boarding accommodation. They must be switched off during lessons, at 'lights-out' and in the Medical Centre. They may not be used in classrooms, or in any 'public place'. Pupils who break the rules can expect to have their phones confiscated for the remainder of the day.

Parents are asked NOT to telephone their child's mobile during the working day. Text messages are ideal for contact at these times.

All pupils should have their mobile phone security marked (under House arrangements). To increase security we also ask that they log their mobile number with Housemaster/Houseparents.

All valuable items, especially laptops, must be security marked (under House arrangements).

# The School's Communication with Parents

Parents will receive a School Calendar, and other information, at the beginning of each term. Mailings at half term and the end of term will update parents regularly on all that is taking place in the school.

Parents will be kept in touch regularly with pupils' academic progress (see Academic Matters, page 17).

The School website, with its "Latest News" page and "Notice Board", is the easiest way to keep in touch!

The School will also email for immediate or emergency contact and it is therefore vital that parents ensure the school office has an up-to-date email address.

## School Calendar

This is a comprehensive and very useful document which is sent to parents and guardians at the beginning of each term. It outlines the daily and weekly programme for the term. Parents and guardians are most welcome to attend any school events. Additionally within the calendar are also printed:

- a) Staff and pupil rolls with positions of responsibility
- b) Contact telephone numbers for Housemasters and Houseparents
- c) Term dates and lesson times
- d) A programme of extra-curricular activities, including school sports fixtures
- e) External examination timetables (Summer Term)
- f) Some major school rules and advice for pupils

Additionally, at the end of the Michaelmas Term all parents receive a copy of the *School Chronicle*, a comprehensive review of the school year. Please ensure that your son or daughter does deliver it to you!

## Guardianship

**The school requires all overseas pupils to have a nominated guardian who is resident in the UK and who is able to communicate clearly in English with the School.** A guardian may be a family friend or a professional agency but, on the parents' behalf, must be prepared to accept the responsibilities outlined in Appendix 3. The School will be pleased to offer advice on guardianship if required.

Guardians will receive school mailings at the beginning and end of terms similar to those received by parents.

## Parents' Meetings

*There is one formal parents' meeting for each year group throughout the school year.*

These are perfect opportunities for face-to-face discussion with subject teachers about the work, attitude and progress of your children. There is no timed pre-booking system, so discussion can be as long, or as pithy, as necessary.

On occasions these meetings incorporate advice on key issues like the selection of GCSE subjects, Sixth Form options and university application.

Representatives of the Independent Schools' Careers Organisation (ISCO) and Kent County Careers Advisers may also be present, along with our own Careers and Higher Education Advisers.

The meetings take place as follows:

|                 |   |
|-----------------|---|
| Michaelmas Term | Upper Sixth, to review AS performance and A2<br>Upper Fifth, to consider GCSE prospects and progress  |
| Lent Term       | Lower Fifth, to consider GCSE options<br>Lower Sixth, to analyse initial progress towards AS exams<br>Upper Fifth (second meeting), to advise sixth form options and careers advice |
| Summer Term     | Middle Fifth, to review the first year of the GCSE course   |

The Head, the Director of Studies and all subject teachers and tutors attend these meetings. Pupils are also welcome to accompany their parents, indeed, they are positively encouraged to do so.

### **Complaints Procedure**

We very much hope that you will have no cause for complaint about the education your child receives or about our management of the school. Inevitably, however, you may have little niggles or concerns which we hope will always be addressed by us and solutions easily found. Normally you will wish to be in touch with your child's Housemaster or boarding Houseparents to deal with all day to day concerns.

If you have a serious complaint, you should address it to the Housemaster/mistress or Head, either by phone or letter, and we would hope to be able to deal with the matter satisfactorily, probably with a meeting. Should you feel that the matter has not been resolved, you should make a formal complaint to the Head in writing, to which she will respond by letter. Failing resolution by that means, you should advise us that you wish to refer your complaint to the Governors. The Chairman of Governors will endeavour to resolve the with you but, failing that, he will convene a panel comprising a minimum of two Governors and one other person who will be independent of the management of the school to consider your complaint. You will be entitled to attend (and be accompanied at) any formal hearing and the findings and recommendations of that hearing will be made available to all parties.

A detailed policy outlining informal and formal complaints procedures is available on request or on the website.

### **Handling of Personal Information**

As a normal part of its day to day operations, the School needs a record of basic personal information relating to pupils, parents or guardians, such as names and addresses, bank details, academic, admissions, attendance and disciplinary records, references, examination scripts and marks.

The School's policy is to use personal information only to enable it to undertake its obligations to pupils, and their parents or guardians. All such information will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual, except in the circumstances set out below.

From time to time, the School may be required to keep sensitive personal information regarding a pupil, their parents or guardians, such as medical information and information relating to religion and race. Such information will only be disclosed to a third party with the written approval of the pupil and/or his or her parents or guardians, except in the specific circumstance set out below.

In the case of public examinations, and information relating thereto, the Oxford and Cambridge and RSA Examinations Board (OCR) has asked the School to advise parents that the personal information that they hold will be disclosed for educational and training purposes as part of the OCR INTERCHANGE Service. In certain cases, this may involve transfers of information outside the EEA.

The School may disclose information to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils of the School.
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.

Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

From time to time, the School will also make use of personal data relating to pupils, their parents or guardians in the following ways:

- To make use of photographic images of pupils in School publications and on the School website. However, the School will not publish photographs of individual pupils with their names on the School website without the express agreement of the appropriate individual.
- For fundraising, marketing or promotional purposes and to maintain contact with pupils, parents, guardians and past pupils of the School. This includes transferring information to the St Edmund's Society (the association of past pupils of the School).

Should parents or pupils have any questions or concerns about the way in which information is recorded and used by the School, they are welcome to contact the Bursar, Mr Smith, the School's Data Protection Controller (DPC), who will be pleased to help.

Should parents or pupils wish to limit or object to the use of information held by the School, please could they notify the DPC in writing.

A copy of the School's Data Protection Policy is available from Mr Smith, on request.

# Welfare

## Chapel

The Chapel stands in the heart of the main school building and its activities and influence reach throughout the School. It is a place of peace and quiet in the midst of the hustle and bustle, a place where the door is always open and where every member of the school can go and spend a moment or two with God.

Areas of life concerned with spiritual, personal, moral, health, social and cultural education are all dealt with in Chapel as well as in PSHE lessons, but in Chapel we try to enable pupils to make particular links between what they believe and how they behave.

There are regular acts of worship. Some of the major festivals of the year, such as Harvest Festival, are celebrated with a Family Service to which parents, families and friends are warmly invited. Other important church events are recognized with full school weekday services. At both types of event the Chamber Choir will play an integral part.

Each term there is a major School Service as part of the working day. In the Michaelmas Term we keep our Patronal Festival - St Edmund's Day. The School Carol Service in Canterbury Cathedral is a glorious service which all pupils and staff attend, as do most parents. In the Lent Term there is an Ash Wednesday service, whilst in the Summer Term there is something with an Easter or Pentecost flavour.

Pupils of other faiths are welcomed to all these services, which provide an opportunity for learning and sharing, as well as worship. Muslims are also encouraged to go to Friday Prayers at the University, to keep Ramadan and, with Jews and Hindus, to observe their dietary codes. Members of other faiths are asked to speak to the Chaplain, who will do all in his power to see that their spiritual needs are met.

All pupils attend Morning Prayers, just after Registration, on two mornings each week. These are occasions for whole school worship which may be led by the Chaplain, Head, members of staff or pupils and Houses. Prayer is at the centre of the School's life and everyone is encouraged to explore that part of themselves called 'spiritual'. There is a monthly whole school service of Holy Communion during one of these morning slots.

Pupils, parents, staff and friends who wish to be confirmed into the Church of England are invited to join the Confirmation classes held each spring, and to be presented for Confirmation at a service in Chapel or the Cathedral, at which either the Archbishop or one of the Bishops in the Diocese of Canterbury will preside.

The Chapel may also be the chosen venue for baptisms, marriages (certain strict conditions apply) and funerals. St Edmund's Chapel is your Chapel and so is there for the whole school family, a place in which a regular retreat of prayer and worship is maintained and provides a framework for all that we do.

## Sex and Relationship Education

Sex and Relationship Education (SRE) takes place throughout the senior school, mostly through the medium of PSHE. A full policy is available on the school website or as a paper document on request to the Head's office. If any parent does not wish their child to take part in SRE, they should register a wish to withdraw their child from SRE by writing to the Head.

## Health and Medical Arrangements

The school provides a full medical service, largely for the benefit of boarders, but which is available to day pupils in cases of emergency.

The Consent Forms relating to specific medication and medical conditions should be completed and given to the nursing sister on the first day of term. These forms should not be sent in advance. In the case of boarders, the National Health Service number should be entered on the school medical card, but the NHS Card itself should be retained by parents. The sister should also be informed of any existing health problem. Boarding pupils will be registered with the school doctor. If it is necessary for your child to visit a doctor during the school holidays, please ask for them to be treated as a 'temporary resident'; this will save any confusion at the county central medical department. (See also Appendix 7 for Quarantine and Health Regulations.)

Some teaching staff have first aid training and the qualified nursing staff in the Medical Centre provide round-the-clock nursing cover in case of illness or injury. It is helpful if working parents let us have a current business telephone number or a mobile phone number on which they may be contacted in case of emergency.

## Medicines

Medicines may be dispensed on parents' behalf by Medical Centre staff once a consent form has been completed. Under no circumstances should ANY pupil carry medicine around during the school day with the exception of emergency medication eg Epipens, Ventolin.

Boarders are NOT to keep medication in their room unless given specific permission to do so by the Medical Centre. Pupils arriving at the School with medication must take it to the Medical Centre immediately. The Medical Centre can only legally store medications, eg antibiotics, which are Prescription Only Medicines (POM) that have been prescribed on a named basis by a UK doctor and are labelled in English. Any other medicines may be destroyed.

## Staying at Home

*Please do not send your child to school if he or she is plainly unwell.*

Boarders who become ill will be looked after in the Medical Centre. Parents will be notified by Sister if the child is likely to be in the Medical Centre for a period of time. It is quite in order for parents to visit a child by arrangement with Sister (01227 475607). It is expected that boarders will recuperate at school, in the Medical Centre, rather than subject parents or guardians to the inconvenience of home convalescence unless, in the case of prolonged convalescence, parents prefer to make home arrangements for the recovery period. However, boarding pupils with infectious diseases, eg chicken pox, will be required to recuperate at home/guardian see Appendix 7.

## Emergency Treatment

If, as a result of illness or injury, a child needs special emergency treatment, every effort will be made to obtain the prior consent of the parent of guardian. Should this be impossible in the time available, the adult accompanying the casualty to hospital is authorised *in loco parentis* to give valid consent to such treatment (including anaesthetic operation) as may be recommended by the school doctor or hospital medical staff.

## Medical Examinations and Screening

The school medical staff carry out a medical examination and screening of all boarders at some point on entry into the school and carry out twice-termly checks of height and weight. Height and weight checks for day pupils will be carried out as required or as requested by parents.

## School Meals

For boarders, the school provides three full meals a day, plus a later evening snack. Pupils are offered a wide range of choice at mealtimes, including a vegetarian option, and these are served cafeteria-style in the Dining Hall. Boarders must attend all meals. Cooking in study bedrooms is strictly forbidden: kitchens are provided in the boarding areas and any snacks should be made there.

Day pupils are offered the same lunch-time menu as boarders. This is a meal which they must attend. Day pupils are not allowed to bring packed lunches from home, nor seek alternatives off campus.

## Dietary Requirements

If your son or daughter has any special dietary requirements on medical, preference or religious grounds, please write to his or her Housemaster with the relevant information so that the Catering department can make the appropriate arrangements.

## Morning and Evening Meals

If there is a particular reason for arriving early or staying late, arrangements can be made by day pupils, through the Caterers, to have breakfast or supper at school at a nominal charge, which will be added to the school bill.

No charge is made where official school or house duties are involved. Pupils must obtain, in advance, a 'meal-chit' from their Housemaster.

## Snacks and Drinks

At morning break time, filled rolls, sandwiches, fruit etc. may be purchased from the Dining Hall. Vending machines for the purchase of cold drinks, cereal and chocolate bars are situated in both the main school corridor and in the vicinity of the Dining Hall.

There is substantial evidence that a regular intake of water is important for good brain and bodily function, and for efficient learning. Pupils are encouraged to take a bottle of water with them during the working day. These can be replenished in the Dining Hall and from House areas.

## Money and Possessions in School

Money should not be brought to school by day pupils unless it is essential. On occasions when money is brought in, **anything more than small change must be handed over to the Housemaster for safe keeping.**

It is not possible for money to be given out by Housemasters and then charged to school bills.

Expensive items of private property should not be brought to school if at all possible and anything of value should be named clearly. **The school cannot accept liability for loss of, or damage to, items of personal property or money. Please ensure, therefore, that your own insurance policies cover any claims arising from damage to or loss of property at school or on school trips.** Musical instruments are a particular issue in this respect. The school's insurance does not cover privately owned instruments.

All pupils are expected to have mobile phones, laptop computers etc. security marked 'in house' or under their own arrangements.

### **Pocket Money**

Mr Brewer runs an Owen Bank for all boarders, who are encouraged to use this facility. It helps to ensure the security of money within the school.

However, if an independent bank account is to be used, pupils should be deemed by their parents to have sufficient knowledge and maturity to be able to use it properly and sensibly. Parents/guardians are invited to give Houseparents details of any account(s) held.

**NB** In these circumstances Houseparents cannot control or monitor the sums of money spent. Please stress that divulging a PIN is folly, as well as being in breach of banking rules.

It makes for difficulties in the community if any pupil has access to excessive sums of money, and your co-operation is sought in putting a sensible limit on pocket money/allowances.

### **Electrical Safety**

The School is compelled to meet the requirements of the Electricity at Work Regulations 1990 in terms of its own equipment. However, it is requested that parents/guardians ensure the safety of any electrical equipment brought back to school by pupils. The School cannot accept this responsibility.

Equipment found during the course of the annual Portable Appliance Test (PAT) of the premises which does not meet the required standard will be confiscated. On request the School will undertake the repair of such equipment but the charge will be passed on accordingly. **There will be a charge for the PAT of pupils' own equipment.**

### **Parties**

Any term-time parties on weekdays are strongly discouraged. Half-term and holidays are the ideal time for parties but should weekend parties take place, host parents must request permission in writing from Houseparents which involve boarders. Parents should be present throughout the party and take responsibility for the accommodation and welfare of boarding pupils.

# Dress and Appearance

## Clothing

Parents are asked to adhere strictly to the clothing lists in respect of all regulation clothing. (See Appendices 4 and 5 for clothing lists for boys or girls respectively.)

All clothing brought to school must be marked properly with name tapes.

With the sole exception of Saturday afternoon, **please note that day pupils should travel to and from school in tidy school uniform.**

Boarders may change into casual clothes at 4.20pm on a weekday and after lunch on Saturday. Casual clothes may then be worn, unless specific instructions are given, until Sunday bedtime.

## Hair - Boys

- Hair should be cut as follows - out of the eyes, off the collar, hair and sideburns not below the lobe of the ear. Unconventional styles and colours are not permitted. Moustaches and beards are forbidden.

## Hair - Girls

- Hair should be kept off the face. Hair longer than shoulder-length must be tidy and off the face. Unconventional styles and colours are not permitted. Ribbons and slides should be of a small size and either plain black, navy blue or red only.

## Jewellery - Boys

- Ear-rings are not permitted.
- A single, plain finger-ring may be worn.
- A single, plain necklace (discreet, gold or silver chain-link, with or without a cross - no leather, string, beads, etc, may be worn).
- Adornments of other parts of the body are not permitted.

## Jewellery - Girls

- Two matching ear studs or small ear-rings (one in the lobe of each ear) may be worn.
- A single, plain finger-ring may be worn.
- A single, plain necklace (discreet, gold or silver chain-link, with or without a cross - no leather, string, beads, etc, may be worn).
- Adornments of other parts of the body are not permitted.

## Make-up

- *Girls* may wear discreet make-up.

Pupils who contravene the rules on personal appearance may be put on a uniform card. Where the rules on hair are contravened a pupil may be asked to visit the hairdresser or, in serious cases, be temporarily excluded from School.

## Boarders' Personal Hygiene

Boarders are expected to shower or bath daily and should change their underwear socks and shirts/blouses daily.

## Laundry and Dry-cleaning

The cost of laundry for boarders is included in the fees, but washing machines are available for limited use by boarders. An additional charge is made for dry-cleaning. Pupils are expected to return to school with a full set of clean clothing at the beginning of each term

# Our Expectations of Pupils

*At St Edmund's we encourage certain basic social skills and good manners. As well as being an important part of our pupils' education, this helps to make the School a pleasant and civilised place in which to work and study.*

## Courtesy

We believe that courtesy is a matter of **being aware of others**. The following points are reinforced regularly at school and we would ask that parents support us by going over them with pupils new to the School.

- Open doors for others - especially adults and those carrying loads. Check if anyone is behind before closing the door.
- Avoid interrupting when people are talking.
- Listen carefully when other people are talking to you. Never answer back.
- Say 'excuse me' before walking between others who are talking.
- Greet people that you know when you walk past them.
- Use words like 'please' and 'thank you'. Show appreciation where it is due.

*These may sound trivial, but they are the rules of life.*

## Personal Relationships

Positive and friendly relationships are essential for the well-being of each pupil and the whole community. At all times the guiding principle must be 'respect for others', including those who hold values and opinions very different from your own. It also includes behaving in a considerate way which appreciates the feelings of all. For this reason displays of physical affection in public are not allowed, and sexual relationships are forbidden.

All pupils are expected to conform to these guidelines and not overstep the boundaries of socially acceptable behaviour.

## Code of Conduct

**The guiding principles underpinning the code of conduct for pupils are self-respect, courtesy and consideration for others. Pupils are expected at all times to comply with the reasonable instructions of those in authority.**

1. The School expects and demands behaviour that is courteous, well-mannered and considerate at all times, and to all people. All forms of interaction between pupils will be appropriate and proper.
2. Pupils should strive to achieve the highest standards in their academic work, and in all aspects of school life.
3. Pupils should show respect for other people's property, and take proper care of their own.
4. Consideration for others must be shown at all times in the use of all technologies such as computers, mobile telephones and music players.
5. Pupils must adhere to published rules on school uniform, which are designed to ensure they look smart and well-presented at all times when in School, or on the way to or from School.

6. Pupils who, for any reason, will not be following normal school routine must ensure that staff affected are properly informed.
7. Pupils may not obtain, possess or use tobacco or any drugs prohibited by law at any time on school premises.
8. The possession or use of alcohol in School is forbidden. The only exception relates to Sixth Form pupils, who are permitted to consume alcohol only under strict supervision at designated school events.
9. Pupils must at all times adhere to rules concerning the use of vehicles and other forms of transport.
10. Pupils are required to register their presence in School twice a day and may not leave the site during the working day without permission. Pupils must avoid those areas and places deemed to be out of bounds.

**Any behaviour which is against the law, against common sense, dangerous or ill-mannered is considered a breach of the school rules. Any pupil who brings the name of the school into disrepute will be dealt with severely.**

## **Rewards**

In the normal run of things the best reward may well be a simple smile of approval or an encouraging remark. We are constantly aware of the importance of reinforcing the pupil's sense of self-worth and of encouraging achievement. Other more tangible rewards are also used.

**Blue cards** are awarded by subject teachers in response to an outstanding academic performance, either in a piece of prep work, a written class exercise or a particularly mature oral contribution to class discussion. Teachers will differentiate between pupils of varying ability in making such awards. Blue cards are delivered via subject teachers to tutors to Housemaster, who will keep a tally.

**Green Cards** may be awarded by staff in recognition of thoughtful or praiseworthy actions that benefit individuals of the community.

**Recommendations** are awarded to pupils in the Fifth Forms for good academic work over a period of time, as reported in academic review grades.

**Prizes** are awarded at the end of the year and presented on Speech Day, for achievement and effort at every level of the school.

**School Colours** are awarded at the end of each term for achievement in sport and a wide range of 'civic' achievement, such as drama, music, the Library, CCF etc.

**Gift tokens** are awarded by the Head to all Fifth Form pupils who accumulate twelve 'recommendations' via either blue cards, green cards or ARCs.

## Sanctions

When pupils go astray we go to great lengths to set them back on the right course. A mechanism for making pupils, tutors and Housemasters aware of misdemeanours is the system of yellow cards, a piece of card which states briefly the nature of the misdemeanour and is given by subject teachers to tutor and eventually Housemaster. (This system does not apply in the Sixth Form). Any pupil who regularly amasses quantities of yellow cards will be addressed by tutor or Housemaster.

There is no corporal punishment in the school.

All members of staff and the School Prefects have the power to impose sanctions. These are identified more fully in the New Pupils' Handbook and in the School Rules.

Detention (and community service) on a Friday afternoon (4.30-5.30pm) are used by teaching staff as a stronger solution for academic failings (e.g. no prep) or misbehaviour in class.

As seen in the School Rules, 7 and 8 (see Appendix 1) certain offences in violation of School Rules on Alcohol, Drugs and Smoking, carry with them the threat of a School Suspension in which the miscreant will spend a day, or days, under the supervision of the SSI working on a programme of community service, while catching up with missed academic work at the end of the working day.

## Suspension and Exclusion

In the rare case of extremely serious breaches of school discipline the Head reserves the right to impose a home suspension (temporary exclusion) on any pupil.

Should that breach of discipline – or a repetition of a previous offence – be sufficient to warrant final exclusion from the school, the Head again reserves the right to apply such a sanction.

No such decision would be taken and implemented without due discussion with parents. Parents have the right to appeal against such a decision as per the complaints procedure.

## Bullying

*Bullying is unacceptable at St Edmund's and bullies will be dealt with swiftly and severely. Pupils will be required to give to their Housemaster a full account of any action that has brought misery to someone else. The matter may be dealt with there and then. In more serious cases it will be referred to the Deputy Head, and ultimately the Head who will determine what course of action to take. A community service detention and/or counselling may follow. The most serious outcome could be suspension or exclusion.*

Bullying is any form of behaviour that causes someone to feel hurt, to dread coming to school, to be unable to be themselves, to fear for their personal safety or to fear that the safety of their possessions is at risk. It includes the following:

*physical assault* - punching, slapping, shaking, jostling, kicking etc.

*emotional assault* - teasing, belittling comments, treating a person as if they were worthless, sending offensive emails or text message, exclusion etc.

*sexual assault* - harassment, comments of a sexual nature, insinuations about a person's sexuality, touching.

Any pupil who is bullied MUST tell someone. He or she should talk to a House Captain or Tutor, or anyone the pupil feels he or she can trust. This is not 'grassing up your mates' but simply helping the individual, the school and other pupils who may be forced to suffer too. Grinning and bearing it simply means that the bully has won and injustice has triumphed.

The full anti-bullying policy is available on the school website.

## **Worries and Complaints Procedure for Pupils**

Sometimes pupils have worries which they need to share and occasionally a pupil wishes to make a complaint about some aspect of life at school. It is too easy to feel that children know what to do and whom to approach under these circumstances, but experience shows that at times of crisis many of them don't. The existence of a formal procedure can help them.

Arising from the 1989 Children Act is the requirement that all schools should:

- have a complaints procedure
- ensure their pupils understand the procedure.

Our procedure is set out in Appendix 11.

Pupils are made aware of the complaints procedure by means of its inclusion in this Parents' Handbook, by notices posted in the school and by Tutors. It is reproduced in full in the New Pupils' Handbook.

*In simple terms, the policy is as follows:*

If a pupil feels he or she has been treated unreasonably, he/she should discuss the matter with someone he/she can trust - Tutor, Housemaster, a friend.

If, following discussion, the pupil still wishes to make a formal complaint, this should be made in writing to the Deputy Head or the Assistant Deputy Head, who will then initiate procedures to reach a solution.

The Head will be keen that matters are sorted out swiftly and correctly.

Pupils are invited to take a friend with them to any interview.

If authority figures are frightening, the Chaplain will be glad to offer help and advice.

The full Complaints Procedure is available on the school website.

### **School Counsellor**

Should a pupil have a worry or concern which may be difficult to discuss with a member of the school staff, and feels that consideration by a trained counsellor is appropriate, that pupil may wish to try to resolve the difficulties through consultation with the School Counsellor.

The counsellor will normally see the pupil over a period of weeks, or until things are better. The sessions usually last for 30 minutes or so and are held in a room at school free from disturbances. The Chaplain or Housemasters act as the liaison officer for pupils wishing to see the counsellor.

The counsellor will not tell the pupil what should be done. Her job is to work with the pupil to help find a solution which is right for that particular pupil.

The counsellor's fees will be added to the School bill.

### **Independent Listener**

If pupils have concerns and wish to speak to someone outside school, they can contact Mr Tom Witney on 01227 766215.

## Safeguarding Children (Child Protection)

At St Edmund's School we take seriously our duty to protect all children who come into our care. In order to ensure that this happens effectively, the school has a Designated Child Protection Officer (the Asst Deputy Head) who undertakes regular training to stay up to date with current good practice. Additionally all staff receive training in Child Protection procedures. Children often turn to other pupils and therefore those with positions of responsibility also receive training so that they are equipped with the knowledge they require to respond appropriately. The School complies with all requirements concerning 'Every Child Matters' including the safe recruiting of all staff.

Following worries about the legal framework for child protection, the Children's Act 2004 was passed and the document 'Every Child Matters' was published. Both the legislation and the guidance place a more positive emphasis on the purpose of child protection. 'Every Child Matters' states that child protection should aim to allow each child to achieve five desirable outcomes. These outcomes are:

- Be healthy
- Stay safe
- Enjoy and achieve through learning
- Make a positive contribution to society
- Achieve economic well-being

The extensive pastoral system at St Edmund's School ensures that we are able to be proactive to achieve just these outcomes. Your child will receive the regular support of his or her Tutor and Housemaster as well as having access to the Chaplain, the Medical Centre, an independent school listener (Tom Witney), and a school counsellor (Naomi Bothwell). In this way we can respond to the needs of your child and enable them to have the best possible chance of achieving all that you, and we, would wish for them.

The changes in child protection also require that all those concerned with the welfare of children should share information and work together. In order to make sure that this happens within the School, key members of the pastoral team meet regularly and welfare plans are drawn up for every child about whom concerns are raised. This information is shared, as necessary, for your child's welfare. Should you have any concerns at all please do not hesitate to raise the matter with the Designated Child Protection Officer or any member of the pastoral team.

# Finance

## Fees

Details of termly fees may be found on the school website. These are generally inclusive of tuition, accommodation, meals, books and laundry for boarders, but it is worth noting that there may be extra charges. The annual fee, for convenience, is divided into thirds, payable termly. The full fee is payable for every term and no refund is made either for illness or during periods of examination leave or post-examination work experience for members of U5, L6 and U6. Parents should note that all boarders' bedding, including duvets, covers, sheets etc is provided by the School.

## Payment of Fees

Fees are due for payment on the first day of each term. Any specific financial award, such as scholarship/bursary or discount, is liable to be withdrawn if fees are not received on the due date.

Parents with a problem over payment of fees are urged to contact the Bursar or the Head as quickly as possible since this can save considerable embarrassment on both sides. A surcharge at the rate of 2% per month (APR 26.8%) will be added to accounts not settled by the due date.

If fees are not paid in full the Governors reserve the right, through the Head, to exclude pupils and to withdraw pupils from public examinations.

## Notice to Leave

One full term's notice, in advance and in writing to the Head, is required from the parent(s) or guardian of any pupil leaving the School, or changing status from boarding to day.

Parents are reminded that where the above notice to leave or change status is not given, they are liable to pay the full fee for the following term, even if their son or daughter does not attend, or (in relation to the change of status) the full boarding fee.

## Extras

Whilst the school fees are inclusive of all general provisions, there is a charge on the bill for some extras, as appropriate, of which the following is a reasonably comprehensive list:

- Extra tuition/curriculum support/EAL teaching
- Compulsory PAT Testing annually which is recharged to parents
- Examination fees
- Special materials for Art/Technology/Photography
- House or team photographs and individual photographs
- Some school team clothing
- Clubs, societies, trips, outings, expeditions
- Paperback Paradise
- Balls, dances, discos
- Dry-cleaning
- St Edmund's Society (see later paragraph)

Parents will be notified if any individual charge will exceed £20.

## **Set Texts**

Pupils studying Literature will be charged for set texts: it is assumed that such texts will be annotated personally for the sole benefit of the pupil, and be of no use to a later generation. Books in some other disciplines that are used in a similar way, and required periodicals, are also charged.

## **Personal Accident Insurance**

Escalating awards in compensation for accidental injury have been giving schools much worry recently. Awards of up to £500,000 have been made in respect of some serious accidents. The School's normal insurance will certainly not cover such large sums and the Governors have decided that we should take advantage of the Students' Personal Accident Insurance Scheme recommended by the Independent Schools Council. Parents will, therefore, find a small amount for this accident insurance on their school bills as a compulsory extra.

## **Property Insurance**

Whilst every effort is made to inculcate high standards of care of and respect for property, it must be made clear that the school cannot accept liability for damage to, or loss of, money or items of personal property. **Please, therefore, ensure that your own insurance policies cover any claims that might arise in respect of valuable items** such as bicycles, iPods, computers, mobile phones, cricket bats, tennis racquets, cameras, musical instruments and so on.

The School's insurance does not cover the loss of privately owned property whilst at school.

## **School Publications**

A small additional charge is levied for the School's annual magazine - *The Chronicle*.

## **School Shop Purchases**

Authorisation for purchases, such as clothing from the School Shop, must be given in writing by parents or guardians to Houseparents and, for boarders only, may be charged to the school bill. Purchases for day pupils must be made by cash, cheque or credit/debit card at the time of purchase. Please be advised that there is a facility for the use of credit/debit cards.

## **St Edmund's Society**

The St Edmund's Society is an association for former pupils of the School comprising over 3,000 members worldwide, providing a vital link between them and St Edmund's. Through the publication of its newsletters and website, it keeps former pupils updated on social events, sporting activities and School developments and helps members stay in touch with each other and the School. Each year, it organises several events and provides support to those who wish to organise reunions. All pupils become members when they leave and a life subscription is payable during their first year of School. The current rate is available from the Finance Department.

## SCHOOL RULES

(Updated June 2009)

*As a member of the School you are expected to abide by its Rules.  
They have been drawn up in the light of experience to provide  
a framework of good order to benefit the whole School community  
and to protect your personal well-being.*

*The School's Code of Conduct outlines the guiding principles underpinning the more detailed School Rules  
which follow.*

*If you are in doubt as to whether a proposed action is prohibited by the School Rules, you should consult your  
Housemaster first.*

### 1. PERSONAL STYLE and MANNERS

The School expects and demands behaviour that is courteous, well-mannered and considerate at all times, and to all people. All forms of interaction between pupils will be appropriate and proper.

There can be no precise legislation, but remember that high standards of courtesy are expected of you. Particularly remember:

- Show courtesy when guests or other adults enter a room.
- Offer a greeting spontaneously to all members of staff, or other adults, with some recognition of status, e.g. "Sir", "Ma'am". (N.B. In letters "Dear Mrs Moellwyn-Hughes" not "Dear Madam") Take your hands out of your pockets in the presence of adults.
- Remember "please" and "thank you" are the most valuable words in the language. All who offer you service both within and beyond school appreciate and deserve them.
- Ensure that you dress to a high standard when taken out or entertained.
- Write letters of thanks when appropriate to those who entertain you for meals, or on exeat.
- Ensure you ask permission personally well in advance from staff to be absent from any lesson or activity.

*N.B. Good manners are as important as good A-levels.*

In particular this means that the following are specifically unacceptable:

- Rudeness, discourtesy, bad language or aggressive behaviour of any kind.
- The possession of any pornographic material.
- Gambling for money.
- Borrowing money or property without the owner's specific permission.
- Physical displays of affection; sexual relationships.
- Playing radios, TV or music at a volume which disturbs others.
- Eating or drinking in public places, on the School premises.
- The chewing of gum.
- Spitting.
- The possession of any dangerous implement or weapon.
- Verbal, physical, or any other form of bullying (see bullying policy).

### Decoration and Upkeep of Studies, Study Bedrooms, Dormitories and Common Rooms

- Posters and pictures must be tasteful and inoffensive, as acceptable to staff and visitors as to any member of the school community. Erotic pictures are forbidden.
- You must preserve the decor, fabric and fittings of your rooms, taking care to cause no damage. Damage (whether accidental or wilful) must be reported at once and the cost of repair work may be charged.

### School Library

- There should be a quiet working atmosphere in the library at all times, not only during supervised study periods.
- You must not be in possession of any library book outside the library unless you have registered it.

### Health and Safety (Medical Centre, Fire Regulations)

- The visiting of patients is only permitted with specific permission from the Medical Centre staff. Visitors should respect the needs and welfare of all patients at all times.
- Boys and girls are not allowed to enter each other's rooms whilst patients in the Medical Centre.
- Pupils must be quiet in the Medical Centre at all times, particularly when entering.
- Mobile phones must be switched off in the Medical Centre.
- A pupil, who, during the working day, becomes unable for medical reasons to attend a lesson or other commitments, must remain in the Medical Centre for the duration of their absence or until collected by parents to go home.

### Fire

- If you discover a fire, shout "Fire" and sound the nearest alarm (break the glass) but do not attempt to deal with it yourself.
- During the daylight hours, assemble alphabetically by Houses on the 1st XI cricket ground by the oak trees.
- After dark, or in inclement weather, assemble in the Classroom Block.
- All buildings **must be evacuated**: only the school Fire Officer is permitted to re-enter the buildings and investigate.
- Full procedures are published on House and School boards.

## 2. EFFORT AND ACHIEVEMENT

Pupils should strive to achieve the highest standards in their academic work and in all aspects of School life.

Specific rewards are given for good academic work and there is a punishment system for those who fail to meet academic expectations.

### **3. RESPECT FOR/PROTECTION OF PREMISES AND PROPERTY**

The school will not tolerate any actions which abuse the property rights of the individual, or of the institution. These include:

- Any form of vandalism.
- Tampering or playing with fire extinguishers.
- The stealing of money or property. Any malicious damage to, or vandalism of another's property or School property.
- Borrowing money or property without the owner's specific permission.
- Interference with fixed installations of the School, electrical or otherwise.
- Interference or tampering with any computing equipment.
- Going on to the roofs of any School building.

#### **Property and Money**

- You are expected to keep your belongings in a state of good order and tidiness.
- All of your personal property must be clearly marked with your name. The security marking of valuable items is undertaken each year by Houses.
- You must not buy, sell or exchange items of personal property at school without the permission of your Housemaster.
- You must show respect for the property of other pupils and of the school. If you damage any item of school property you must report the matter immediately to your Housemaster, Tutor or House Captain. Acts of malicious damage will incur repair charges in addition to sanctions.
- It is essential that you give all large amounts of money and valuables to your Housemaster or Houseparents for safe-keeping. Any loss of money or of other property must be reported at once to your Housemaster/Houseparents. Regrettably, the school cannot be held responsible for the loss of money or personal items.
- Members of school are reminded that bags must be used for carrying books, files and notes to and from lessons. Personal possessions must not be left lying about the school.

### **4. ELECTRONIC DEVICES**

Consideration for others must be shown at all times in the use of all technologies such as computers, mobile telephones and music players.

#### **Computers**

The computer network represents a very large investment by the school for your benefit. It is essential that you do not:

- Attempt to alter any system settings on any computer, or interfere with hardware in any way.
- Attempt to meddle with, or gain access to, other users' areas.

It is also essential that you:

- Read, sign, and comply with "The Code of Conduct for the Use of Information Systems" contract.
- Read and comply with other notices or instructions that may be posted from time to time in areas of the school where computers are used.
- Report any misuse of computer equipment to a member of staff.

Please note that any tampering with computers or other IT equipment is regarded as a very serious offence.

## **Radios, TVs, Music Players and Mobile Phones**

During the working day:

- You may use mobile phones but only in common rooms, studies or boarding accommodation.
- They must be switched off during lessons, at 'lights-out' and in the Medical Centre. They may not be used in classrooms. All pupils should have their mobile phone security marked. To increase security we also ask that they log their mobile phone number with Housemaster/Houseparents.
- Mobile phones that are used in contravention of the rules will be confiscated and lodged with the School Office for later collection.
- If intelligence comes to light which suggests that evidence of wrongdoing may be contained on the mobile phone or other electronic device then a pupil may be asked to open up the device for examination by a member of staff, ideally whilst in the presence of another adult witness.
- During study periods Sixth Formers may only use such equipment with headphones.
- Outside lesson times such equipment may be used provided that the volume of sound is at all times kept at a reasonable level which does not disturb others.

## **5. PERSONAL APPEARANCE-Formal**

Pupils must adhere to published rules on School uniform which are designed to ensure they look smart and well presented at all times when in School, or on the way to or from School.

### **Regulation Dress**

Regulation dress is worn on weekdays and Saturday mornings and until pupils have completed their official school activities for the day. Shirt-sleeve order is permitted during the Summer Term at the discretion of the Head.

- Only plain, black, leather shoes, with no coloured stitching may be worn with School uniform. Boots are not permitted, nor is suede.
- Ties must be properly adjusted, with shirts fully buttoned.

*N.B. Day pupils must travel to and from School in tidy School uniform, with the exception of Saturday afternoon.*

### **Hair-Boys**

- Hair should be cut as follows-out of the eyes, off the collar, hair and sideburns not below the lobe of the ear. Unconventional styles and colours are not permitted. Moustaches and beards are forbidden.

### **Hair-Girls**

- Hair should be kept off the face. Hair longer than shoulder-length must be tidy and off the face. Unconventional styles and colours are not permitted.

### **Jewellery- Boys**

- Ear-rings are not permitted.
- A single, plain finger-ring may be worn.
- A single, plain necklace (discreet, gold or silver chain-link, with or without a cross - no leather, string, beads, etc. may be worn).
- Adornments of other parts of the body are not permitted.

### **Jewellery - Girls**

- Two matching ear studs or small ear-rings (one in the lobe of each ear) may be worn.
- A single, plain finger-ring may be worn.
- A single, plain necklace (discreet, gold or silver chain-link, with or without a cross - no leather, string, beads, etc, may be worn).
- Adornments of other parts of the body are not permitted.

### **Make-up**

- *Girls* may wear discreet make-up.

Pupils who contravene the rules on personal appearance may be put on a uniform card. Where the rules on hair are contravened a pupil may be asked to visit the hairdresser or, in serious cases, be temporarily excluded from School.

## **PERSONAL APPEARANCE – Informal**

- Casual clothing may be worn at all other times unless directions to the contrary are given. Boarders whose school activities are concluded may change at 4.20pm.
- Casual clothing must be clean, tidy, and respectable. Items of casual clothing may not be worn with School uniform; the two forms of dress must be kept quite separate.

### **Jewellery with Casual Dress**

When wearing casual clothes girls may wear such jewellery as approved by senior staff.

## **DRESS AND APPEARANCE – Games**

- Official games kit only must be worn for all organized School games. Details of the kit which must be worn for individual sports is published by the Director of Sport.
- All games kit must be clean and in good order. It should be clearly named.
- For all inter-school matches the kit worn, footwear included, must be spotlessly clean at the start of the match.

### **Protective Equipment for Games**

- For Hockey, boys and girls are required to wear a mouth guard. These may be bought off the shelf in sports shops or from the School Shop. However, we recommend specialist fitting.
- For Football and Hockey, boys and girls are required to wear shin pads.
- For Squash, eye protectors should be worn.
- For Cricket, a "box" is required; for team players personal batting gloves and pads are recommended. A helmet with faceguard is compulsory, too, though players may borrow this from the school stock.
- For all games, any specialist protective equipment (for example that worn by hockey goalkeepers) will be provided by the school.
- In hot summer weather, we advise the wearing of appropriate headgear and sunscreen.

## **6. PERMISSION TO BE EXCUSED FROM SCHOOL COMMITMENTS**

Pupils who for any reason will not be following normal School routine must ensure that staff affected are properly informed.

### **Ill Health**

A pupil who during the working day becomes unable for medical reasons to attend a lesson or other commitments must remain in the Medical Centre for the duration of their absence or until collected by parents to go home.

### **Off-Games**

Staff running games appreciate early knowledge of the unavailability of any pupil. Please be punctilious in observing the following:

- Off-games requests in writing from parents/guardians of day pupils must be presented to a member of the Games Department before the lesson.
- Boarders should normally obtain them from the Nursing Sister before 8.20am.
- Those off games are not permitted town leave and are expected to work in the library under supervision.

### **Meals and Cooking**

- You are not permitted to miss any school meal except with the permission of your Housemaster or Houseparent as appropriate. No cooking is allowed in study bedrooms.
- Cooking is not permitted during school lesson time or during prep.
- There must be no cooking after 10.15pm.
- Electric toasters must be supervised whilst in operation.
- You may not remove crockery, cutlery, and any items of food from the School Dining Hall.
- Specific regulations pertaining to the use of the Dining Hall are published on the Dining Hall notice board.

### **Leaves, Exeats and Parties - General**

A leave may be sought from Housemasters (or Houseparents for afternoon, overnight or weekend leaves).

- In every case leave is only granted on the understanding that all School and House commitments have been fulfilled and that permission has been granted by the Houseparents as appropriate.
- When away from School pupils are expected to maintain the highest standards, remembering that they are ambassadors of their School at all times.
- Pupils in L5 and M5 must not go alone into town, nor should any pupil go alone into town after dusk. Girls must not go into town alone.
- After dark, all girls must return to school by taxi.

### **Leaves**

- Except for officially organised groups for games or other activities, all pupils must obtain permission to go off the school campus. This applies to all boarders at all times and to all day pupils from morning arrival to departure for home in the evening.
- Afternoon leaves run from the end of school commitments to 6.00pm.
- Evening leaves (Sixth Form only, Saturday only) begin after tea and end at 10.30pm for the Lower Sixth and 11.00pm for Upper Sixth.
- There are no evening leaves for Fifth Formers.
- A supper leave, ending at 7.00pm, may occasionally be granted at the discretion of Houseparents.
- All leaves (up to two) - Monday to Friday - are obtained through Housemasters or Houseparents, or their Deputies.
- Pupils, on return from a leave, must sign in via supper time registration.
- Saturday and Sunday leaves are obtained through Houseparents.

## **Exeats (Overnight, Weekend Leaves)**

The aim of the Exeat system is to allow boarding pupils some relaxation in a family situation away from school, either with their own parents, guardians or with the parents of friends. It is not a licence to break school rules; these continue to apply. The procedure for obtaining overnight exeats at the weekend is as follows:

- If Saturday night is to be spent with your parents or with the parents of another pupil, a letter, an email or a telephone call from your host requesting permission for the exeat must be received by your Houseparent.

## **Parties**

It will not normally be permitted for boarders to attend weekday evening parties.

## **7. TOBACCO AND DRUGS**

**Pupils may not obtain, possess or use tobacco or any drugs prohibited by law at any time on School premises.**

The following are specifically not allowed:

- The possession of any medical preparation, antibiotics, pills or tablets held by any pupil except with the particular knowledge of the Nursing Sister, Housemaster or Houseparent. (It is important that the Medical Centre is made aware of any medication brought on to school premises.)
- The use or possession or passing on of any sedative, stimulating, tranquillising, hallucinogenic or other psychotropic drug for non-medical purposes, or the abuse of solvents.
- Smoking tobacco, or other drugs, or the possession of smoking materials, or the burning of joss sticks.

### **The Use of Tobacco**

- The use of tobacco is damaging to health and may constitute a fire hazard. Smoking is forbidden under all circumstances. (Any pupil whose breath smells of tobacco smoke will be considered to have been smoking.) Those found in possession of smoking materials will also be considered to have been smoking.
- Any pupil breaching this rule may expect punishment as follows:
  - 1st Offence: Community Service Detention and Housemaster's letter to parents.
  - 2nd Offence: Counselling, School suspension and Deputy Head's letter to parents together with warning re serious consequences of repeated rule breaking.

### **Counselling**

Counselling will be arranged via the School's Medical Centre. This is NOT an option.

Those addicted to nicotine, but making a serious attempt to give up smoking may be given a degree of leeway in the event of lapses.

Those making no attempt to combat the habit and failing to exercise appropriate discretion, and those who are found to be encouraging younger pupils to smoke, will face an escalating scale of sanctions, including temporary or permanent exclusion from the School.

### **The Use of Prohibited Drugs**

- The use of illegal drugs is seriously damaging to health and potentially very dangerous, or indeed life-threatening.
- The use or possession of illegal drugs is absolutely forbidden.
- The supply or selling of illegal drugs to other members of the school is an even more serious offence.

Any pupil breaching these rules will be suspended, may be asked to agree to a random testing regime at the School's expense, and referred to the Police/Social Services Drug Intervention and Support Programme or, in the case of supplying drugs, will be excluded and reported to the police.

Any pupil suspected of being involved with illegal drugs may be required to be drugs tested under private arrangements and at their parents' expense. If a parent/pupil refuses the School's reasonable request for such a test to be administered it will be deemed necessary for the pupil to be excluded.

The School reserves the right – in cases relating to alcohol, tobacco or drugs - to exclude any pupil who is guilty of repeated and/or serious offences.

## **8. THE USE AND ABUSE OF ALCOHOL**

The possession or use of alcohol in School is forbidden. The only exception relates to Sixth Form pupils who are permitted to consume alcohol only under strict supervision at designated School events.

### **The Use and Abuse of Alcohol**

- Whilst at school no members of the Fifth Forms may consume alcohol. Members of the Sixth Form may consume alcohol on special designated occasions, within the limits prescribed and under the direct supervision of staff.
- No pupil, regardless of age, may enter licensed premises during the working week (Monday morning to Saturday tea-time) except with parents/guardians.
- The law of the land must be strictly observed.
- No pupil may bring alcohol on to the school premises, or be in possession of alcohol on the school premises.
- Any pupil breaching the above rules, or found to be under the influence of alcohol, may expect a response as follows:
  - *1st Offence: Community Service Detention and Housemaster's letter to parents, or School suspension*
  - *2nd Offence Counselling and School or external suspension and Deputy Head's letter to parents together with warning re serious consequences of repeated rule breaking.*

It is stressed that these rules are only guidelines and that alternative sanctions may be applied depending on the seriousness of the offence.

The School reserves the right – in cases involving tobacco, drugs and alcohol – to exclude any pupil who is guilty of repeated and/or serious offences.

## 9. TRAVEL AND TRANSPORT

Pupils must at all times adhere to rules concerning the use of vehicles and other forms of transport.

In the interests of the safety and welfare of all pupils, either resident or boarders, or as day pupils travelling to and from St Edmund's, some specific rules pertaining to travel and transport are necessary. The following are not allowed:

- Riding a motor cycle or moped or motor scooter or being a pillion passenger.
- Driving a motor vehicle, or driving another member of the School, without permission of the Head (via the Deputy Head).
- Hitch-hiking.
- The use of skateboards, scooters, rollerblades in travelling to and from School.

### Motor Vehicles

- The use of motorcycles, motor scooters or mopeds is not allowed in any circumstances.
- Boarders may not have a car at school, except with the dispensation of the Owen Houseparent. Day pupils may drive such a vehicle to and from school only if the Head's permission (via the Deputy Head) has been obtained.
- Pupils must obtain particular permission from the Deputy Head to accept any lift in a car or other vehicle, unless that vehicle is driven by an authorised member of your family, by a parent of another pupil or by a member of staff. This applies particularly to cars driven by present and recent pupils.
- It is strictly forbidden for any pupil to transport any other pupil in a car in term-time or during any holiday activity organised through the school, unless with particular permission from the Deputy Head.
- All cars must always be parked in the 'Piggeries' car park (except after 4.30pm in the winter months).
- It is not permitted for anyone who has permission to drive a car to use it for any excursions from school, including travel to and from the University sports facilities; unless you have exceptional permission from the Deputy Head, a car may be used only for the journeys to and from school at the beginning and the end of the day.

Full details of the rules relating to driving to school may be obtained from the Deputy Head.

### Bicycles

- You may have a bicycle at school on receipt by your Housemaster of written authority from your parents or guardian.
- You are reminded of the need for safe and sensible riding.
- You may not ride your bicycle within the school grounds.
- You may not ride another pupil's bicycle.
- Boarders may not cycle after dark.
- Day pupils travelling in the dark must wear some reflective clothing and ensure their bicycle has lights.
- You must wear a helmet when cycling.

### Skateboards, Rollerblades and Scooters

- The use of skateboards, rollerblades and scooters is only permitted from 1.30pm on Saturday until Sunday evening. Protective clothing must be worn.
- They should not be used indoors, or outdoors where there are cars (parked or moving).
- They may not be used on public highways or pavements.

## 10. BOUNDS, LEAVES and EXEATS

Pupils are required to register their presence in School twice a day and may not leave the site during the working day without permission. Pupils must avoid those areas and places deemed to be out of bounds.

The following places are out of bounds:

- The Junior School buildings and playground, except with the permission of the Master of the Junior School or the School House Houseparent.
- The University Buildings unless you are attending a lecture under arrangements made by a member of staff, or have leave to attend a concert or play at the Gulbenkian theatre, or to use the University Library during the working day or the University sports halls and AstroTurf as part of the games programme. All college premises are strictly out of bounds.
- The 1st XI Cricket Field, except in the case of supervised matches or games practice. N.B. It is not to be used as a recreational area or a right of way at any time. It is of course used as a fire muster location.
- Neals Place Road.
- The area behind the Science/Art/Old Music School complex.
- The Front Door adjoining the Head's Study should not be used by Fifth Form pupils unless accompanied by parents or a member of staff.
- All Boarding Areas to day pupils, with the exception of Prefects on Duty.

No boarder is allowed outside the school precincts after supper, nor outside the main building after prep (except with permission from Duty Staff). The "School Precincts" are bounded by the Whitstable Road, Giles Lane, the eastern boundary with the University campus and the University Road; they are considered to include The Close and the squash courts, but not the Jackman Sports Field.

### **Boarding Accommodation:**

- The girls' wing (New Wing) is strictly out of bounds to boys. The boys' areas of Owen are strictly out of bounds to girls.
- Sixth Form pupils may use the *Sixth Form Centre* until 10.15pm every day.

## e-Safety Rules

**These e-Safety Rules help to protect pupils and the School by describing acceptable and unacceptable computer use.**

- The School owns the computer network and can set rules for its use.
- It is a serious offence to use a computer or network for a purpose not permitted by the School.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Social networking sites must be used with care and the rules of such sites adhered to. Inappropriate comments about other pupils or employees of the School will be dealt with severely.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The School ICT systems may not be used for private purposes, unless the Head has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The School may exercise its right to monitor the use of the School's computer systems, including access to web-sites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the School's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

## e-Safety Rules

*All pupils use computer facilities including Internet access as an essential part of learning. Both pupils and their parents/guardians are asked to sign to show that the e-Safety Rules have been understood and agreed.*

**Pupil:**

**Form:**

### **Pupil's Agreement**

- I have read and I understand the School e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

**Signed:**

**Date:**

### **Parental Consent for Web Publication of Work and Photographs**

*I agree that my son/daughter's work may be electronically published.*

*I also agree that appropriate images and video that include my son/daughter may be published subject to the School rule that photographs will not be accompanied by pupil names.*

*NB: If you do not consent to the above paragraph, please delete.*

### **Parent's Consent for Internet Access**

I have read and understood the School e-safety rules and give permission for my son/daughter to access the Internet.

I understand that the School will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the School cannot be held responsible for the content of materials accessed through the Internet. I agree that the School is not liable for any damages arising from use of the Internet facilities.

**Signed:**

**Date:**

**Please print name:**

## GUARDIANSHIP

When parents reside abroad it is obligatory to nominate a guardian in England who may be contacted, and to whom the pupil may be sent, in emergency, and who can fulfil the other obligations as set out below. In order to carry out these duties **it is essential that the guardian should be a householder (i.e. not a student)** and should be able to speak good English. He/she should also be accessible by telephone during the day as well as in the evening.

**The School does not undertake** to renew passports or visas (except as required by Home Office Tier 4), or to arrange overseas travel, and pupils are not permitted to remain on the school premises during half-term or other holidays. The Junior School normally arranges an escort for children travelling in a group to and from London Victoria by train, or to the airport. Any pupil between the ages of 12 and 18 who will be travelling alone on the Eurostar service should carry with them a letter of authorisation from a parent or guardian or, alternatively, an unaccompanied minor's consent form (available from Eurostar UK Limited), since the company accepts no liability in respect of that pupil's safety, welfare, well-being or conduct. Should parents or guardians have any query in this regard it is suggested that they contact the Duty Manager at Ashford International Terminal on (+44) 1233 618505.

The main obligations of the guardian are, therefore, as follows:

1. To be responsible for passport, visas and inoculations being kept up to date, if the parents are unable to do this.
2. To take decisions in emergencies on behalf of the parents in cases where the School is not empowered so to do.
3. To provide or arrange accommodation and transport for the pupil:
  - during school holidays, half-term breaks and exeat weekends
  - if the School has to close temporarily because of an emergency (e.g. fire or epidemic)
  - if the pupil is suspended or expelled, or has to have a period away from school on medical advice. This includes meeting and escorting the pupil to and from airports when necessary, or making arrangements for this to be done by some other responsible person
  - for any period of recuperation from an infectious disease, e.g. chicken pox
4. To ensure that the pupil is properly equipped with clothing, etc., at the beginning of each term, if the parents cannot do this personally.
5. If a suitable guardian is not appointed by the parents, the School cannot allow a pupil to reside as a boarder and admission may be refused and deposit forfeited.

If requested, the School is happy to advise on professional guardianship organisations but does not make such arrangements for boarders.

## GUARDIANSHIP AGREEMENT

Please return this form to:

St Edmund's School Canterbury, Kent, CT2 8HU

Tel: +44 (0) 1227 475600 Fax: +44 (0) 1227 471083

The details below will need to be verified.

Pupil's Name: .....

SS House: ..... Baker / Wagner / Warneford / Watson

SS Form: ..... L5 (Yr 9) M5 (Yr 10) U5 (Yr 11) L6 (Yr 12) U6 (Yr 13)

JS Form: ..... Form 4 / Form 5 / Form 6 / Form 7 / Form 8

Guardian's Full Name: .....

*(please print)*

Occupation: .....

Address: .....

.....

.....

Telephone ..... Telephone: .....

*(Weekdays)*

*(Evenings/Weekends)*

Fax: ..... E-mail: .....

I agree to be the guardian of the pupil named above and am prepared to fulfil the obligations set out on the reverse of this form.

Signed *(Guardian)*: ..... Date: .....

## NOTES ON CLOTHING LISTS

*The Clothing List reflects our policy that all pupils must look neat and tidy and have clothes which wear well and do not involve parents in unnecessary expense. Parents are particularly asked to make sure that the Clothing List is adhered to.  
(The List is reviewed annually)*

In order to avoid any misunderstanding which might necessitate the replacement of clothing which does not conform to School Rules, we ask you please to read the accompanying notes carefully.

### GENERAL

#### Purchase of Uniform

- Please note that all items marked with an asterisk (\*) in the Clothing List must be purchased from the School Shop since they are of a regulation style, cloth or pattern.

#### Marking

- All items of clothing (uniform, sports and casual clothing, underwear and towels and sponge-bags, etc.) must be clearly marked. Cash's name tapes are recommended and can be ordered through the School Shop.

#### Checking of Clothes

- Parents are asked to check the clothing list carefully before a pupil returns to school each term. For boarders, a complete outfit must be sent and all clothing, including shirts, socks, underwear etc., must be in a fit condition and of an adequate size to last the whole term. An enormous amount of extra work is entailed if clothes are in an unsatisfactory condition or the incorrect quantity is sent, and we do ask parents to co-operate in this matter. If items are missing or are in bad condition and have to be replaced by the School, an appropriate handling charge will be made.

#### Outer Wear

- One of the following should be worn: a navy blue raincoat or a weatherproof jacket that is longer than the school blazer and that is predominantly navy blue and without striking logos or trade names.
- Coloured anoraks, military-style greatcoats, rally jackets, 'bomber' jackets etc. are not permitted.

#### Shoe-cleaning

- Every boarder is expected to have his/her own shoe-cleaning materials.

#### Evening Dress

- During the course of the year there are likely to be one or two occasions when Sixth Formers will have the opportunity to wear evening dress.

#### Purchase of Additional Items

- To avoid frequent letter-writing, it is suggested that parents living overseas should authorise Matron to purchase additional items of clothing that pupils may require from time to time during the school year. These items **will be** charged to the School bill.

## BOYS

### *Fifth Form Trousers:*

- Trousers must be regulation grey.

### *Sixth Form Suits:*

- Members of the Sixth Form may choose a plain suit of conventional cut in navy blue, dark, grey or black (light grey, flecked, checked or shiny materials, denim or cord, are not permitted)
- Jacket and trousers must be of the same plain material with no contrasting trim.
  - (a) Jacket: classic tailored – i.e. which must sit at or below waistband
  - (b) Trousers: classic tailored – no pipe/slim/skinny fit
- Suits that do not conform to these regulations will not be permitted.

## Shirts

- The **regulation** school shirt is white polyester/cotton (not 100% cotton).

## Shoes

- Shoes (not boots) must be plain, black leather (no patent), either lace-ups, court or smart moccasins.
- Coloured stitching is not permitted, nor is suede.

## GIRLS

### *Fifth Form Skirts and Trousers:*

- All girls must possess the school pattern skirt and there are occasions when a skirt is compulsory wear. As an alternative, girls may wear trousers, either the regulation trousers, available in the School Shop, or trousers which conform to the specification below.

*Colour: dark grey – **not black, charcoal or light grey***

*Fabric: should be matt finish and plain - **not shiny, flecked, textured, striped, patterned or with visible design or fancy trimmings***

*Cut: classic style, fitting on the waist not the hips, so that shirts can be worn tucked in; legs should be straight - **not slit, substantially tapered or flared***

### *Sixth Form:*

- Members of the Sixth Form may choose a plain suit of conventional cut in navy blue, dark, grey or black (light grey, flecked, checked or shiny materials, denim or cord are not permitted)
- Jacket and skirt must be of the same plain material with no contrasting trim.
  - (a) Jacket: classic tailored – i.e. which must sit at or below waistband
  - (b) Skirt: pleated, A-line or straight
  - (c) Trousers: classic tailored – no pipe/slim/skinny fit
- Skirts must be of a sensible length: the hem should be no higher than the top of the knees.
- Slit skirts are not permitted.
- Suits that do not conform to these regulations will not be permitted.

## Blouses

- The **regulation** school blouse is white polyester/cotton (not 100% cotton); blouses must be long enough to ensure they stay tucked in.
- Fifth Form rever collar blouse must be purchased from School Shop.

## Shoes

- Shoes (not boots) must be plain, black leather, either lace-ups, court shoes or similarly smart shoes. No patent shoes. (Maximum heel 4cms).
- Plain black sandals are an alternative for the Summer Term.
- Coloured stitching is not permitted, nor is suede.
- Mules and clogs are not permitted.

## PREFECTS

### Dress and Insignia

- Boys - Prefects' crested ties are presented at the Head's Line at the beginning of the Michaelmas Term. White Prefects' ties are also available from the School Shop. A plain coloured shirt may be worn.
- Girls - Prefects' badges are presented at the Head's Line at the beginning of the Michaelmas Term. Girls are also permitted to wear a plain coloured blouse, other than white, with their suit. Blouses must be polyester/cotton (not 100% cotton) and be long enough to ensure they stay tucked in.
- The red Prefects' waistcoat (boys and girls) is available from the School Shop.

## PROTECTIVE EQUIPMENT FOR GAMES

- Please pay particular attention to the need for the correct, and properly fitting, protective equipment for various sports.

All articles must be clearly marked with Cash's name tapes (red style 9 for boarders);  
these may be ordered through the School Shop.

Email: [uniformshop@stedmunds.org.uk](mailto:uniformshop@stedmunds.org.uk)

## CLOTHING LIST – FIFTH FORM BOYS

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders).

| Number of Items |          | Article   |
|-----------------|----------|---|
| Day             | Boarders |   |
| 1               | 1        | *Navy blue blazer   |
| 2 prs           | 2 prs    | Grey trousers (dark grey)   |
| 1               | 2        | *Plain navy blue V-neck jersey                                      |
| 1               | 1        | *Plain navy blue V-neck sleeveless jersey                           |
| 5/6             | 6        | Long-sleeved white, <u>polycotton</u> shirts                        |
| 5/6             | 6        | Short-sleeved white, <u>polycotton</u> shirts                       |
| 6 prs           | 8 prs    | Plain grey, navy blue or black socks (no patterns or other colours) |
| 1               | 1        | *School tie   |
| 1               | 1        | *House tie  |
| 1               | 1        | Raincoat or weatherproof jacket (navy or black)                     |
| 1               | 1        | *School scarf   |
| 1 pr            | 1 pr     | Plain black shoes (not boots, not suede)                            |
|                 |          | <b>ADDITIONAL ITEMS FOR BOARDERS</b>                                |
|                 | 7 prs    | Underpants  |
|                 | 2 prs    | Pyjamas   |
|                 | 1        | Dressing gown   |
|                 | 2        | Bath towels   |
|                 | 1        | Shoe cleaning kit   |
|                 | 1 pr     | Bedroom slippers or flip-flops                                      |
|                 | 6        | Coat hangers  |
|                 | 3 doz    | Cash's name tapes   |
|                 |          | <b>CASUALS</b>  |
|                 | 2 sets   | Casual wear   |

**Please note:** No bedding required. Pillows and pillow-cases, duvets and duvet covers, sheets and blankets will be provided and laundered.

## SPORTS CLOTHING – FIFTH FORM BOYS

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders).

| Number of Items required |          | Article   |
|--------------------------|----------|---|
| Day                      | Boarders |   |
| 1                        | 1        | *Black/Red badged tracksuit   |
| 1                        | 1        | *Red/Black football jersey  |
| 1                        | 2        | Black shorts (no logos)   |
| 2                        | 2        | *White badged polo shirt  |
| 1                        | 1        | White shorts (no logos)   |
| 2 prs                    | 2 prs    | *Black/Red socks  |
| 2 prs                    | 3 prs    | White sports socks  |
| 1                        | 1        | *House polo shirt   |
| 1                        | 1        | *Black badged sweatshirt  |
| 2                        | 2        | *Badged cricket shirt (optional for non-team members)                 |
| 1                        | 1        | *Cricket sweater (optional for non-team members)                      |
| 1                        | 1        | *Badged cricket sweater (1st XI team members only)                    |
| 1                        | 1        | *Cricket trousers (optional for non-team members)                     |
| 1                        | 1        | Cricket cap (optional for non-team members)                           |
| 1                        | 1        | Swimming trunks   |
| 1                        | 1        | Towel   |
| 1 pr                     | 1 pr     | Outdoor trainers  |
| 1 pr                     | 1pr      | Indoor trainers (non-marking soles)                                   |
| 1 pr                     | 1 pr     | Football boots  |
| 1 pr                     | 1 pr     | Astro trainers (for team members only)                                |
| 1 pr                     | 1 pr     | Cricket boots (for team members only)                                 |
|                          |          | <b>EQUIPMENT</b>  |
| 1                        | 1        | Tennis racquet  |
| 1                        | 1        | Hockey stick (all L5/M5 and U5 Form team members only)                |
|                          |          | Squash racquet (optional)   |
|                          |          | Badminton racquet (optional)  |
| 1                        | 1        | Shin pads   |
| 1                        | 1        | Mouthguard  |
| 1                        | 1        | Athletic support and cricket box                                      |
|                          |          | Cricket helmet and faceguard (purchase optional - school can provide) |

## CLOTHING LIST – FIFTH FORM GIRLS

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders).

| Number of Items required for: |          | Article  |
|-------------------------------|----------|--|
| Day                           | Boarders |  |
| 1                             | 1        | *Navy blue blazer  |
| 1                             | 2        | *Plaid skirt (no higher than top of knee)  |
| 1                             | 2        | *Grey trousers (optional)  |
| 5/6                           | 6        | Long-sleeved, plain white, blouse (rever collar only)                              |
| 5/6                           | 6        | Short-sleeved, plain white, blouse (rever collar only) (optional for warm weather) |
| 1                             | 2        | *Plain navy blue V-neck jersey   |
| 1                             | 1        | *Plain navy blue V-neck sleeveless jersey  |
| 4                             | 6        | Tights (navy blue or natural) (no bare legs)                                       |
| 1                             | 1        | *House badge   |
| 1                             | 1        | Raincoat or weatherproof jacket (navy or black)                                    |
| 1                             | 1        | *School scarf  |
| 1 pr                          | 1 pr     | Plain black shoes (not boots, not suede, no patent, maximum heel 4cms)             |
| 1 pr                          | 1 pr     | Plain black sandals (optional for Summer Term) (maximum heel 4cms)                 |
|                               |          | <b>ADDITIONAL ITEMS FOR BOARDERS</b>   |
|                               | 7 sets   | Underwear  |
|                               | 2 prs    | Pyjamas/Nightdresses   |
|                               | 1        | Dressing gown  |
|                               | 2        | Bath towels  |
|                               | 1        | Shoe cleaning kit  |
|                               | 1 pr     | Bedroom slippers or flip-flops   |
|                               | 6        | Coat hangers   |
|                               | 3 doz    | Cash's name tapes  |
|                               |          | <b>CASUALS</b>   |
|                               | 2 sets   | Casual wear  |

**Please note:** No bedding required. Pillows and pillow-cases, duvets and duvet covers, sheets and blankets will be provided and laundered.

## SPORTS CLOTHING – FIFTH FORM GIRLS

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders).

| Number of Items required |          | Article  |
|--------------------------|----------|--|
| Day                      | Boarders |  |
| 1                        | 1        | *Black/Red badged tracksuit                            |
| 2                        | 2        | *White badged polo shirt                               |
| 1                        | 1        | *Black skirt   |
| 2 prs                    | 2 prs    | *Black/Red socks                                       |
| 2 prs                    | 3 prs    | White sports socks                                     |
| 1                        | 1        | *House polo shirt                                      |
| 1                        | 1        | *Black badged sweatshirt                               |
| 1                        | 1        | One-piece swimsuit                                     |
| 1                        | 1        | Bathing cap (for long hair only)                       |
| 1                        | 1        | Towel  |
| 1 pr                     | 1 pr     | Outdoor trainers                                       |
| 1 pr                     | 1 pr     | Indoor trainers (non-marking soles)                    |
| 1 pr                     | 1 pr     | Astro trainers (all L5/M5) (U5 Form team members only) |
|                          |          | <b>EQUIPMENT</b>                                       |
| 1                        | 1        | Tennis racquet   |
| 1                        | 1        | Hockey stick (all L5/M) (U5 Form team members only)    |
|                          |          | Squash racquet (optional)                              |
| 1                        | 1        | Shin pads  |
| 1                        | 1        | Mouthguard   |

## CLOTHING LIST – SIXTH FORM BOYS

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders).

| Number of Items |          | Article   |
|-----------------|----------|---|
| Day             | Boarders |   |
| 2               | 2        | Two - piece suit (navy blue, dark grey or black) **                 |
| 1               | 2        | Plain V-neck jersey (navy blue, grey or black to tone with suit)    |
| 1               | 1        | *Red waistcoat (prefects only)                                      |
| 5/6             | 6        | Plain coloured shirts (prefects only)                               |
| 5/6             | 6        | Long-sleeved white, polycotton shirts                               |
| 5/6             | 6        | Short-sleeved white, polycotton shirts                              |
| 6 prs           | 8 prs    | Plain grey, navy blue or black socks (no patterns or other colours) |
| 1               | 1        | *School tie   |
| 1               | 1        | *House tie  |
| 1               | 1        | Raincoat or weatherproof jacket (navy or black)                     |
| 1               | 1        | *School scarf   |
| 1 pr            | 1 pr     | Plain black shoes (not boots, not suede)                            |
|                 |          | <b>ADDITIONAL ITEMS FOR BOARDERS</b>                                |
|                 | 7 prs    | Underpants  |
|                 | 2 prs    | Pyjamas   |
|                 | 1        | Dressing gown   |
|                 | 2        | Bath towels   |
|                 | 1        | Shoe cleaning kit   |
|                 | 1 pr     | Bedroom slippers or flip-flops                                      |
|                 | 6        | Coat hangers  |
|                 | 3 doz    | Cash's name tapes   |
|                 |          | <b>CASUALS</b>  |
|                 | 2 sets   | Casual wear   |

**Please note:** No bedding required. Pillows and pillow-cases, duvets and duvet covers, sheets and blankets will be provided and laundered.

\*\* Sixth Form:

- Members of the Sixth Form may choose a plain suit of conventional cut in navy blue, dark, grey or black (light grey, flecked, checked or shiny materials, denim or cord, are not permitted)
- Jacket and trousers must be of the same plain material with no contrasting trim.
  - (a) Jacket: classic tailored – i.e. which must sit at or below waistband
  - (b) Trousers: classic tailored – no pipe/slim/skinny fit
- Suits that do not conform to these regulations will not be permitted.

## CLOTHING LIST – SIXTH FORM GIRLS

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders).

| Number of Items |          | Article  |
|-----------------|----------|--|
| Day             | Boarders |  |
| 2               | 2        | Two – piece suit (with skirt or trousers) (navy blue, dark grey or black) ** |
| 5/6             | 6        | Long-sleeved, plain white, polycotton blouse                                 |
| 5/6             | 6        | Short-sleeved, plain white, polycotton blouse (optional for warm weather)    |
| 5/6             | 6        | Plain coloured blouse (prefects only)  |
| 1               | 2        | Plain V-neck jersey (navy blue, grey or black to tone with suit)             |
| 4 prs           | 6 prs    | Tights (navy blue, black or natural) (no bare legs)                          |
| 1               | 1        | *Red waistcoat (prefects only)   |
| 1               | 1        | *House badge   |
| 1               | 1        | Raincoat or weatherproof jacket (navy or black)                              |
| 1               | 1        | *School scarf  |
| 1 pr            | 1 pr     | Plain black shoes (not boots, not suede, no patent, maximum heel 4cms)       |
| 1 pr            | 1 pr     | Plain black sandals (optional for Summer Term) (maximum heel 4cms)           |
|                 |          | <b>ADDITIONAL ITEMS FOR BOARDERS</b>   |
|                 | 7 sets   | Underwear  |
|                 | 2 prs    | Pyjamas/Nightdresses   |
|                 | 1        | Dressing gown  |
|                 | 2        | Bath towels  |
|                 | 1        | Shoe cleaning kit  |
|                 | 1 pr     | Bedroom slippers or flip-flops   |
|                 | 6        | Coat hangers   |
|                 | 3 doz    | Cash's name tapes  |
|                 |          | <b>CASUALS</b>   |
|                 | 2 sets   | Casual wear  |

**Please note:** No bedding required. Pillows and pillow-cases, duvets and duvet covers, sheets and blankets will be provided and laundered.

\*\* Sixth Form:

- Members of the Sixth Form may choose a plain suit of conventional cut in navy blue, dark, grey or black (light grey, flecked, checked or shiny materials, denim or cord are not permitted)
- Jacket and skirt must be of the same plain material with no contrasting trim.
  - Jacket: classic tailored – i.e. which must sit at or below waistband
  - Skirt: pleated, A-line or straight
  - Trousers: classic tailored – no pipe/slim/skinny fit
- Skirts must be of a sensible length: the hem should be no higher than the top of the knees.
- Slit skirts are not permitted.
- Suits that do not conform to these regulations will not be permitted.

## SPORTS CLOTHING - BOYS NON TEAM SIXTH FORM ONLY

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders);

| Number of Items required |          | Article                             |
|--------------------------|----------|-------------------------------------|
| Day                      | Boarders |                                     |
| 1                        | 1        | *Black/Red badged tracksuit         |
| 2                        | 2        | *White badged polo shirt            |
| 1                        | 1        | *House polo shirt                   |
| 1 pr                     | 1 pr     | Outdoor trainers                    |
| 1 pr                     | 1 pr     | Indoor trainers (non-marking soles) |
| 1                        | 1        | *Black badged sweatshirt            |
| 1                        | 2        | Black shorts (no logos)             |
| 2 prs                    | 3 prs    | White sports socks                  |

## SPORTS CLOTHING - GIRLS NON TEAM SIXTH FORM ONLY

Items marked (\*) are School pattern items and must be purchased from the School Shop. All articles must be clearly marked with Cash's name tapes (red style 9 for boarders);

| Number of Items required |          | Article                             |
|--------------------------|----------|-------------------------------------|
| Day                      | Boarders |                                     |
| 1                        | 1        | *Black/Red badged tracksuit         |
| 2                        | 2        | *White badged polo shirt            |
| 1                        | 1        | *House polo shirt                   |
| 1 pr                     | 1 pr     | Outdoor trainers                    |
| 1 pr                     | 1 pr     | Indoor trainers (non-marking soles) |
| 1                        | 1        | *Black badged sweatshirt            |
| 1                        | 1        | *Black skort                        |
| 2 prs                    | 3 prs    | White sports socks                  |



## TRANSPORT SERVICE INFORMATION REQUEST FORM

We operate services on five routes to school each day, with return journeys on Monday to Friday only. Some services are by special arrangement with commercial coach operators; others are in our own minibuses, driven by fully qualified, Police-vetted drivers. Please use the tear-off slip if you would like to receive up to date details of times and charges.

### DOVER ROUTE

Whitfield roundabout - Barham - Bridge – school

### SITTINGBOURNE ROUTE

Sittingbourne - Teynham - Faversham - school

### SANDWICH ROUTE

Sandwich – Ash - Wingham - Littlebourne - Canterbury Golf Club - school

### HYPHE ROUTE

Hythe - Stone Street (2 locations) - Nackington - school

### ASHFORD ROUTE

Ashford - Wye - Godmersham - Chilham – Shalmsford Street - Chartham - school

*The return journey departs from school at 5.30/5.35 pm and the morning times are scheduled to arrive 5-10 minutes before registration.*

(as at May 2011)

.....

To: *The Transport Secretary, St Edmund's School Canterbury, Kent CT2 8HU*

Please send me the latest information on St Edmund's transport routes and charges.

By post  By email  (tick as appropriate)

Name .....

Address .....

..... Post code .....

Email.....Telephone.....

## QUARANTINE AND HEALTH REGULATIONS

When a boy or girl at home has developed an infectious disease, his or her parents are asked to telephone the Housemaster. The period of exclusion from school should be as follows:

- Chicken Pox: for 6 days from first appearance of rash or until the last spot has formed into a dry scab
- Measles: for a minimum of 7 days after appearance of rash
- Mumps: until the swelling has disappeared and the child is medically certified fit
- Rubella (German Measles): for 4 days from onset of rash and until child is fit
- Whooping Cough: for 10 days, after which the child may return if declared medically fit

If a pupil has been in contact with any of the above diseases there is no need for him/her to be excluded from school unless he/she develops symptoms. If in doubt, please telephone the Nursing Sister in the Medical Centre (01227 475607).

If the illness is infectious the pupil should not return to school until the completion of the periods shown above, or until the pupil is well enough to resume normal school life.

### Spectacles

All pupils who wear spectacles for games should be provided with glasses with hooked sides and **safety lenses**. A pupil who is completely dependent upon glasses should have a second pair for use in case of damage to the main pair. Pupils who wear contact lenses **must wear protective glasses** for squash. Routine eye tests should be made in the holidays, and at yearly intervals.

### Safety in Sport

Please see section E.1 of the School Rules (Appendix 1) regarding protective equipment for various sports.

### Vaccinations, Inoculation, etc.

**Boarders** - For various reasons - school examinations etc. - it is neither advisable nor convenient to give vaccinations, inoculations, etc., in the second half of a term. All arrangements must be made with Sister and international certificates sent to her during the first two weeks of term. It is the parents'/guardians' responsibility to organise the authority for vaccinations. Most vaccinations are available at the Cossington Road Surgery (51 Cossington Road, Canterbury CT1 3HX) where international certificates may also be obtained.

**Day Pupils** – Parents should contact their own doctor's surgery to arrange Diphtheria, Tetanus, Polio, BCG and Meningitis immunisations.

### Dental Care

Emergency dental appointments may be arranged by the Sister (there may be a Dentist charge of approximately £50). All other routine dental care or Orthodontic treatment should be arranged during the holidays by the parents/guardians.



# MEDICAL EXAMINATION CONSENT FORM

## For the attention of Parents and Guardians

As part of our continual effort to improve the quality of health of all our pupils, our School Medical Officer would like to give your son or daughter a full medical examination.

This entails various checks by the Medical Centre staff (height, weight, etc.) followed by an examination by the Doctor who will check your child's heart, lungs, ears, spine, skin and abdomen.

Please sign and return the consent form attached below.

To: Medical Centre, St Edmund's School Canterbury, Kent, CT2 8HU

I hereby \*consent / do not consent to the School Medical Officer examining my child.

Child's name: .....

\*SS Form: L5 / M5 / U5 / L6 / U6

\*SS House: Baker / Wagner / Warneford / Watson

\*JS Form: Ladybirds / Reception / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8

(\*please delete as appropriate)

Signature of Parent/Guardian: ..... Date: .....

## REQUEST FOR MUSIC LESSONS

Please complete this form and return it by **1 September at the latest** for Michaelmas Term entrants, marked for the attention of the Director of Music.

|                       |   |
|-----------------------|---|
| <b>Name of Pupil:</b> | <i>Junior School</i>  |
| <b>Age:</b>           | <i>Senior School House:<br/>Baker / Wagner / Warneford / Watson</i> |

|   | Instrument 1 | Instrument 2 | Instrument 3/ Theory<br>(delete) |
|---|--------------|--------------|----------------------------------|
| <i>Tuition requested for:</i>                           |              |              |                                  |
| <i>Beginner / How long has instrument been studied?</i> |              |              |                                  |
| <i>Examination grades passed:</i>                       |              |              |                                  |
| <i>Do you wish to hire a School instrument:</i>         |              |              |                                  |

Signed:.....Parent / Guardian

Address: .....

Tel No: ..... Email: .....

--- ✂ --- .....

***This section to be retained by parents since it contains useful information regarding lessons.***

**NOTES**

1. It is hoped that pupils will eventually purchase their own instrument when sufficient progress has been made. The Director of Music will be pleased to advise on this.
2. On reaching the appropriate standard, all pupils receiving music lessons organised by the School will be expected to play in a School ensemble.
3. There may be occasional waiting lists for certain instruments., in which case the Director of Music will advise parents direct.
4. It is not usually possible to arrange piano lessons for pupils who do not have a piano at home.
5. If a pupil wishes to cease taking individual music tuition, parents must give written notice to the Director of Music as follows:  
**Lessons to cease in the Lent and Summer Terms: No later than the last School day before half term of the previous term.**  
**Lessons to cease in the Michaelmas Term: Up to the last day of the Summer term.**  
 Word of mouth via a pupil, regrettably, is not acceptable since we find that this does not always faithfully reflect parents' intentions!  
 Written notice received after these deadlines may be accepted in the event of the School being able to fill the vacant tuition slot with a pupil from a waiting list.  
 In the event of a teacher saying on an end of term report that a pupil really ought to cease taking lessons, then written notice will obviously not be required.

## TERM DATES

NB: First day of each term below is the day on which Day Pupils return

|                   | Full Term Dates<br><i>(inclusive)</i>                         | Half-term Dates<br><i>(inclusive)</i>  | Exeat Dates<br><i>(inclusive)</i> |
|-------------------|---|--|-----------------------------------|
| <b>2011/2012</b>  |   |  |                                   |
| <b>Michaelmas</b> | Tues 6 September <sup>+</sup><br>Fri 16 December <sup>#</sup> | Sat 15 October<br>Sun 30 October       | 24/25 September<br>19/20 November |
| <b>Lent</b>       | Thurs 5 January<br>Fri 30 March                               | Sat 11 February<br>Sun 19 February     | 28/29 January                     |
| <b>Summer</b>     | Tues 24 April <sup>^</sup><br>Sat 7 July                      | Sat 2 June <sup>*</sup><br>Sun 10 June | 19/20 May                         |

### 2012/2013

**Michaelmas**      Tues 4 September

+ Monday 5 September – Senior School **new** pupils' Induction commences.

Tuesday 6 September – Induction Day for all Lower Fifth and Lower Sixth pupils only. **All** Junior School and Pre-Prep School pupils return to school.

Wednesday 7 September - All other Senior School year groups return (Middle Fifth, Upper Fifth, and Upper Sixth).

# School will finish at lunch time on this day. The SES Carol Service will be on Tuesday 13 December 2011.

^ Early May Bank Holiday is 7 May and will be a normal school day for SS and JS (but not the PP) only.

\* Spring Bank Holiday has been moved to Monday 4 June with the Queen's Diamond Jubilee public holiday taking place on Tuesday 5 June.

### **Please note:**

- **The starting date** for each term is the day on which day pupils return; boarders are expected to return the previous evening.
- **Only in exceptional circumstances** will permission be given for a pupil to leave before the end of term, or to arrive back after the term has begun. Requests should be addressed in writing to the Head, or the Master of the Junior School, at least two weeks before the intended alteration of arrangements.
- **Pupils living overseas** should arrange their flights so that they do not have to leave school early, this usually means flying no earlier than the day after the end of term.



## PERMISSION TO USE IMAGES OF YOUR CHILD

During a school year your child may be photographed many times as they participate in activities that we wish to communicate around the school. There may also be occasions when we will wish to use images of our pupils on the school website and in promotional literature for St Edmund's. On these occasions we would not use the name of the child when using the image.

We wish to know that you are happy for the school to use these images and would be very grateful if you would complete and return the form below.

.....

To: The School Office, St Edmund's School Canterbury, Kent CT2 8HU

Name of pupil .....

Name of parent/guardian .....

Address .....

.....

- I have no objection to my child's picture being taken and displayed on school notice boards, on the school website and in promotional literature for St Edmund's School
  
- I do not wish my child's picture to be displayed on school notice boards, on the school website and in promotional literature for St Edmund's School

Signature.....

Date .....

## **WORRIES AND COMPLAINTS** (Procedures for Pupils)

*Also published in the New Pupil Handbook*

*Since the passage of the 1989 Children Act, each pupil in the school has been provided with a formal document advising on procedures to be followed in the event of worries or complaints. In essence, it offers protection to every pupil against occasional school problems, such as difficult relationships in a peer group, or with senior pupils or members of staff, or any behaviour that might be described as bullying. What follows is the text of that document.*

### **Worries and Complaints**

This sub-section is for your use. Read it and keep it safely. It explains what you can do if you feel worried about something and what you may do if you wish to complain about how you are, or have been, treated. If you misplace it and think there is something you need to complain about, you can get another copy from your Housemaster or from the Deputy Head. If you don't understand anything in this document, ask a member of staff or a friend to explain it to you.

There are two things to remember:

- (a) you may wish just to talk to someone
- (b) you may wish to make a complaint

*Either way this document will assist you to decide what to do.*

#### **Q What do I do if I just want to talk to someone?**

**A** Remember you have close friends who may be able to help, or an older boy or girl to whom you may feel you can turn. Your Housemaster, or his deputy, your personal tutor, your Houseparents or Matron are always ready to help; as is the Chaplain, Father M-A Tisdale (3 The Close, St Edmund's School, Canterbury (tel: 450418) or any other member of staff (academic or support, including domestic staff) whom you know and to whom you feel you can talk comfortably.

There may be times when you feel you can't talk to those around you - this is perfectly natural. Talk, telephone or write to any of the following:-

- **Your parents.**
- **The school doctor**, Dr G Manson (The Cossington House Surgery, 51 Cossington Road, Canterbury, telephone 763377), the Medical Centre Sister, Sister Yvonne Landsberger, or any other medical or nursing staff.
- **Mr Tom Witney**, 16 Meadow Road, Harbledown, Canterbury (tel: 766215) - an independent listener, retired policeman and friend of the school.
- **Kent County Council Social Services Department**, 70 Stour Street, Canterbury CT1 2NW (tel: 451741). Ask for The Duty Officer, who should be able to direct you to the right person. Calls are best made between 9.00am and 5.00pm on weekdays.
- **Child Line**: 0800 1111.
- **Ofsted** – 08456 404045 (reporting child welfare concerns in the context of boarding)  
- 08456 404046 (Whistleblowing hotline, Mon-Fri 8am – 6pm), also via email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) and by texting 60086.

#### **Q What happens if I want to make a complaint about something?**

**A** Sometimes you may feel that you would like to complain about something that is worrying you. This might be about how you are being treated. The first thing you should do is speak to any member of staff you trust (eg. your housemaster, his/her deputy, personal tutor, Houseparents or Matron). You can take a friend with you if you wish - another pupil, an older pupil or another member of staff.

*It is particularly important for you to realise that if you are in trouble over something you can have your deputy Housemaster, your personal tutor, your Houseparents or a friend with you when you are talking with your Housemaster, Assistant Deputy Head, Deputy Head or Head.*

If the matter can't easily be settled to your satisfaction then you can make a formal complaint. You will need to do this by:

- Writing to your Housemaster or the Head, or telling your Housemaster that you wish to make a formal complaint, then...
- He will write the complaint in the complaints book held by the Head, then...
- You will receive a note from the Deputy Head saying that he or she has seen the complaint and that it is being attended to within two school days of you making the complaint.
- You will be asked to talk the matter through with either the Deputy Head or the Head and you can have a friend with you, who may be another pupil, a senior pupil, your Houseparents, your Housemaster or his Deputy, your personal tutor or any member of staff. If, within two more days, you have not had the matter sorted out satisfactorily you may contact any of the people whose names are listed above with their addresses and telephone numbers.
- You do not have to inform staff or anyone else that you are complaining about them.
- Whoever you contact will speak to you at the school - again you can have a friend with you - and will advise you about what course seems sensible. At that stage it will be up to you to make a decision acting on his or her advice.

#### **Things that might make you unhappy or upset:**

- You feel that you have been treated unfairly or verbally abused by a member of staff in school or in class.
- You feel that a punishment is unjust or in some way not right.
- A prefect or senior has treated you unkindly.
- You are being bullied.
- You find it difficult to make friends.
- You think you are being discriminated against because of your colour or because you are male/female.
- You feel that no one understands the difficulties you are having with some of your work.
- Someone has hurt you or abused you or has made suggestions you think are not right.
- You feel the food you get is not as good as it should be.
- Someone is making fun of you.
- You feel that there isn't enough respect for your privacy.
- Someone has taken something of yours and hasn't returned it.
- You think you are being badly taught and you aren't getting a fair deal.
- ... or anything else you think is wrong

**Don't be afraid to complain.**

**It's your right to be treated properly.**

**It's your right to complain if you think you are not being treated fairly.**

**THESE GUIDELINES COMPLY WITH THE CHILDREN ACT 1989**

## Policy on Eating Disorders

This policy has been created in order to provide clarification on the School's position in relation to the management of Eating Disorders. Specifically this refers to: Anorexia, Bulimia, and Bulimic Anorexia.

Here at St Edmund's we take the welfare of your children very seriously and, therefore, this policy has been developed with the current child protection guidelines in mind.

Anorexia is loosely defined as: the control of food intake, for the purpose of weight loss or management, where there are physical and psychological consequences.

Bulimia is loosely defined as: the compensation for food consumed by way of vomiting, laxative abuse, or excessive exercise.

Bulimic Anorexia refers to the combination of the above two disorders.

We wish to make it clear that we are fully aware that some children are "naturally" slight and that this policy aims to help those for whom this is an illness not those who are well.

### The Procedure

1. Where abnormal eating behaviours are reported by staff or other children this is, in the first instance, documented and a welfare plan produced. All necessary information is shared with the relevant parties. Depending on the particular circumstances and the seriousness of the concerns, relevant parties may include the Medical Centre, the Chaplain, the Head or Master, and the Housemaster, or those with overall pastoral responsibility. Where the child is a boarder, the Boarding Houseparents may also be advised.
2. Where after 2/3 weeks the behaviour is still relevant and/or physical changes are apparent, a meeting with the individual occurs. Here it is explained that concerns have been raised and help is offered. A first reminder is given that if stabilisation does not occur, another meeting will be organised. With younger children, parents may be contacted at this stage.
3. Where after a further 2 weeks has elapsed and abnormal eating behaviour is still obvious, a second meeting occurs. At this point, our duty of care overrides our duty of confidentiality, and so the second meeting will include the parents. Help is once again offered and a final chance to stabilise is given.
4. Where no evidence of action/stabilisation or change is obvious, a final meeting (including parents) is called where it maybe appropriate to discuss external help being sought and whether or not a child should remain in school and/or participate in certain school activities.

We are fully aware that, where there is a sufferer in a group of caring individuals, this can cause anxiety for young people. If this is evident in your child, please direct your concerns to the Nursing Sister.

Here at St Edmund's we recognise the importance of working together and wish to support you as parents as well as your children. However, in the unlikely instance that action is not taken and we remain seriously concerned for your child's health and welfare, we may need to seek the guidance of agencies as required of us by the child protection legislation.

February 2007

# MAP