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Introduction

Your approach to a happy and successful education

Whilst a school is necessarily about academic work, you will find that you have abilities and potential far beyond the classroom; it is important, therefore, to make the most of all your talents by using every opportunity St Edmund's School offers you.

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 world-wide.

The School is committed to providing, within a caring and disciplined community, informed by Christian principles, 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.

Daily Routine

Life in any new school - even if you are familiar with the routine of St Edmund's Junior School - can be puzzling and it is vitally important for all newcomers to get to know the day-to-day aspects of their new environment as swiftly as possible, to save embarrassment or anxiety. This outline will try to allay any worries and provide an insight into St Edmund's for both boarding and day pupils. Perhaps most important of all is *'the daily programme'*.

Boarders will be woken at around 7am by a member of Resident Staff (or by Mr Brewer himself!) and should be washed, dressed and into breakfast in the dining hall by 7.50am. Their attendance will be checked by the breakfast duty staff, and by the 'tickers-off'. They should be in full School uniform by the time they register in House.

Day pupils should all arrive by 8.25am and join the boarders in House areas at 8.30am for formal registration by House staff. This is a daily and compulsory routine from Monday through to Saturday. Late arrivals must report to the School Office. A second registration takes place after lunch, when all pupils must register with House staff and in respective House areas.

There is no school bell! Routine punctuality is expected as the norm! The working day begins at **8.35am** with a 20-minute rotation of:-

Monday	Head's Line
Tuesday	Tutorial Time
Wednesday	Chapel (voluntary Holy Communion 1.25pm on Tuesdays)
Thursday	House Lines
Friday	Chapel
Saturday	Tutorial Time

Lessons begin promptly at 9.05am and run from

9.05am - 9.40am
9.45am - 10.20am

There is a five-minute gap between lessons to allow for movement between classrooms.

All necessary books for the first two lessons should be carried in a book bag.

Break then follows, during which you are free to socialise, purchase snacks from the servery, visit House rooms or the Sixth Form Centre and prepare for the second half of the morning.

Lessons resume at 10.45 and run as follows:-

10.45am - 11.20am
11.25am - 12.00noon
12.05pm - 12.40pm
12.45pm - 1.20pm

except on a Saturday, when there are only 5 lessons, lesson 5 finishing at 12.40pm.

Again, take all necessary books for all your post-break lessons with you!

Books and bags: *You must always carry your books, files and papers around the school in a proper school bag. Loose books must not be left lying around the school (or the changing rooms!). You must always store books and files in your locker in House. Loose books will be removed; you will be inconvenienced by having to recover them from Housemasters. Bags when not in use should be left in studies or House rooms.*

Lunchtime occupies the period from 1.20pm to 2.25pm.

A lunch rota operates whereby the L5 will go to lunch first, second, third, or last, depending on the day of the week. U6 pupils automatically have the right to go to the front of the queue! The rota is published both on House boards and outside the Dining Hall itself. The lunch queue is supervised by Prefects and duty staff, as is behaviour in the Dining Hall. Lunchtime also allows for a variety of activities: if Music is a specialism, there are rehearsals on a daily basis for Chapel Choir, Wind Band, Swing Band, Brass Ensembles, etc. The IT suite and the Library are always open at lunchtime. Musicians always have early, priority lunch. There is also a Holy Communion on Tuesdays 1.25-1.45pm.

Lessons resume at 2.25pm and run:-

2.25pm	-	3.00pm)	
3.05pm	-	3.40pm)	Mon - Thurs
3.45pm	-	4.20pm)	(except as below)

On **Tuesdays**, the three lessons are a timetabled games session for L5 and M5.

On **Thursdays**, L5 & M5 pupils will have three timetabled academic lessons.

U5 and Sixth Forms have a timetabled games session.

On **Fridays**, a compulsory activities programme operates in the afternoon.

Sixth Formers must take part in the Thursday games session each week and more frequently if in school teams.

When lessons/games/activities finish at 4.20pm a range of activities is available; for example:-

- school squad training sessions for games players
- games activities for non-team players - e.g. squash, basketball and badminton
- academic 'clinics' to give additional tuition and guidance in a wide range of subjects
- Common Rooms and the Sixth Form Centre are open for boarders' recreation
- there is an orchestral rehearsal every Wednesday or Friday from 4.20pm
- or day pupils may simply be free to go home - once their obligations are fulfilled.
- detention/community service every Friday at 4.30pm for miscreants!

A full list of after school activities is published in the school calendar and on the extra-curricular notice board.

Routine resumes at 6pm with boarders' supper. Day pupils who may need to stay at school because of later activities (Music, Drama) can have supper, provided they obtain a 'supper-chit' from their Housemaster in advance. There is no supper rota, given the family size of the boarding community.

After a brief period of relaxation, supervised prep then operates from 7.00pm to 8.00 (L5) or 8.30pm (M5). U5 and Sixth Formers must expect 2 hours of prep work per night (7.00pm - 9.00pm) undertaken in study areas. Unless directed to the contrary, L5 boarders and M5 boarders will work in their study bedrooms under the jurisdiction of the Prefects on duty. Day pupils would be expected to spend an equivalent amount of time on their homework, under parental supervision. Three preps per night is the usual allocation, with occasional weekend tasks.

Once prep is complete, a light evening snack is served in the Dining Hall by evening staff and the Owen Prefects on duty.

Bedtime routine then applies, which means that L5 boarders should be changed, washed and ready for 'lights-out' at 9.45pm. Other year groups follow in sequence. Dormitories are run by resident U6 Prefects who have studies in the dormitory areas. It is hoped that, on a working day, a broadly similar bedtime regime will operate in day pupil homes.

In the **Michaelmas Term**, this daily routine will be adjusted to incorporate regular drama rehearsals (for those involved) from 6.15pm onwards, especially if a 'big' production is in preparation.

Routine obviously varies at weekends:

Bedtime is deferred to 10.30pm for all fifth formers on Saturdays.

Chapel Services which take place on major festivals or special occasions are voluntary, but all families are always welcome.

Weekend Activities will be organised both on and off the campus.

Weekend exeats for boarders may be taken with Houseparents' permission, from the end of games on a Saturday to Sunday evening.

Sunday leaves may be taken, again with the consent of Houseparents.

'Working week' bedtime routine is resumed on a Sunday.

Individual elements of this programme are explained in more detail later

The Geography of the School

The map at the back of this book shows the school campus

New pupils should acquaint themselves with key locations:-

House areas, especially Housemaster's and House Captain's studies

Study Bedrooms: L5 boarders should learn the route to West Dormitory

Bathrooms and Toilets - *vital !*

Classrooms and departments:

Classroom Block, *housing English and Mathematics*

History, Geography and Modern Languages

Music

Science

Art

Technology

Information Technology

Business Studies

Film Studies

Theatre Studies / Drama

Old Music School, *housing Psychology, Religious Studies, Spanish, PE Theory, some English, Curriculum Support and EAL*

Library

Games facilities:

Sports Hall - Old Gym - Squash Courts - Swimming Pool - Tennis Courts - Short Golf Course –
1st XI Cricket Pitch - 'the Alps' - the Jackman Field - Changing Rooms - Pavilion - University
Astroturf - University Gym

Chapel

Dining Hall

Administrative offices:

School Office, Marketing and Foundation Office, Bursar's Office, Bursar's Secretary's Office, Accounts Office, Head's PA's Office

Head's Study

Pupils should also quickly acquaint themselves with the locations of all the different NOTICEBOARDS.

Much vital communication is achieved through NOTICES.

Be aware of local bye-laws:-

Don't cut across the 1st X1 Cricket Field - **ever**.

No day pupils should ever venture into boarding areas.

Fifth Formers must **not** use the Head's entrance to the School.

Mobile Phones

You may use mobile phones but only in common rooms, studies or boarding accommodation. They must be switched off during lessons, Chapel-based events, at 'lights-out' and in the Medical Centre. They may not be used in classrooms, library, corridors or any public place during the working day, and will be confiscated if used in the wrong place.

Houses and Housemasters

There are four 'Houses', and boarders will also have affiliation with their boarding residence: Owen for all boarding boys and girls.

Each House contains a cross-section of girls, boys, boarders and day pupils. Each House occupies a separate zone of the school, but there is considerable overlap where Houses adjoin one another, for example Watson and Wagner and at Sixth Form level, where accommodation for both boys and girls cuts across House barriers.

Baker House

Baker is physically the most independent of the Houses, occupying the ground floor of the 'Baker Wing', abutting the Colonnade and overlooking the cricket pitch. The House is headed by Mrs Susan Newton (SCN), Head of Spanish, in conjunction with her deputy, Ms Rose Hummerstone (REH) KS3 Science Co-ordinator. Baker is named after William Baker (1841-1910) who was Treasurer of the Clergy Orphan Corporation which owned and managed the school from its foundation until 1997.

Wagner House

Wagner is sited on the first floor of what was 'Big School' immediately above Warneford, below the Lawrence Durrell Wing. Wagner is run by Mr Ross Underwood (RPU), Music Technologist and Head of Percussion. His deputy is Mrs Alison Slater-Williams (AAS-W), Head of Art. Wagner is named after Henry Wagner (1840-1926), grandson of Joshua Watson (see below), who funded two scholarships at Oxford University specifically for boys from SES, then the Clergy Orphan School.

Warneford House

Warneford occupies the lower half of what was once called 'Big School' and is a grouping of studies and huserooms alongside an angular central corridor. The House is managed by Miss Elizabeth Sears (ES), Head of GCSE Drama and English teacher, and her deputy Mr Nick Hodge (NJH), Photographer and Artist. Warneford is named after the benefactor Samuel Warneford (1763-1855), whose generosity allowed for the purchase of the School site in Canterbury and its construction in 1855.

Watson House

Watson lies on the first floor of the main building, directly above the sixth form centre, and overlooking the Terrace and Canterbury. Watson is administered by the Housemistress Miss Trudie Cliff (TMC), Girls' Games teacher and SummerFest Manager, and her deputy Mr James Clapp (JMC), Biologist. Watson is named after Joshua Watson (1771-1855) who, as Treasurer of the Clergy Orphan Corporation, devoted 35 years of his life to charitable work on behalf of the Clergy Orphan School.

Each of the four main Houses enjoys the support of seven or eight members of staff who are affiliated to it and act as personal tutors. They will also be seen at House matches, on House photographs and with the House at formal functions like Cathedral or Chapel services, at concerts and on St Edmund's Day.

Owen

Owen is the collective name for the main school boarding establishment which supersedes the House structure from 7.00pm to 8.30am on a working day and at the weekends. Named in honour of a recent Chairman of Governors, Major General John Owen, the boarding House caters for the well-being of all the boarders in the Senior School. Boy boarders are housed in year group units, or study-bedroom accommodation from the middle fifth upwards. Their Houseparents are Mr Michael Brewer (MJB), Head of Religious Studies and Mrs Fliss Brewer (FB), supported by Mr Hartley Alleyne (HLA) (Sport), Mr Simon Buckingham (SB) (Sport) and a team of visiting tutors.

There are also up to 12 boys housed in the Baker Wing, under the resident tutorship of Mr Antony Jones, who is also Deputy Head of Boarding.

Girls from all five year groups also occupy the upper floors of the New Wing, specifically under the care of the resident assistant houseparent, Miss Stephanie Mackenzie, who is supported by visiting tutors.

A Day Matron (Mrs Vera Dowse) looks after the domestic needs of boarders during the working day.

Important People

In addition to your Housemaster, Deputy Housemaster and personal tutor, it is important to recognise several other figures of significance within the school:

Head	Mrs Louise Moelwyn-Hughes (LMH)
Bursar	Mr Robert Smith (RSS)
Deputy Head and Director of Studies	Mrs Janet Mander (JEM)
Assistant Deputy Head (Pastoral)	Mr Leigh Millard (LAM)
The Chaplain	Father Mark-Aaron Tisdale (MAT)
Higher Education Adviser	Mr Jon Dagley (JPD)
Careers Adviser	Ms Kathy Lloyd (KL)
Public Examinations Officer	Mr David Whitehouse (DGW)

Identification of Staff

All members of staff are listed in the front of the school calendar, published and updated on a termly basis.

On most school documents, staff are identified by their initials, whether it be as subject teachers, as 'classroom owners' or on personal notices. Your own individual timetable will be a jumble of letters, indicating teachers and classrooms.

It is important to make a rapid correlation between names and initials: some have already been listed on previous pages. All can be found in your school calendar.

Some other important figures include Heads of Academic Departments:

LJA	Dr Linda Ashby (<i>Head of Science</i>)
CJM	Mr Charles Mount (<i>Head of Biology</i>)
MJB	Mr Michael Brewer (<i>Head of Religious Studies and Head of Boarding</i>)
WMB	Mr William Bersey (<i>Director of Music</i>)
DTB	Miss Danella Burren (<i>Head of Geography</i>)
MGC	Dr Melanie Caiazza (<i>Head of Film Studies</i>)
RNC	Mr Richard Comfort (<i>Head of Business Studies</i>)
JPD	Mr Jon Dagley (<i>Head of English and Higher Education</i>)
JCH	Dr Christopher Horn (<i>Head of Physics</i>)
NJ	Mr Niall Johnson (<i>Head of History</i>)
KL	Ms Kathy Lloyd (<i>Head of Technology and Careers Adviser</i>)
DFM	Mrs Dominique Micheloud (<i>Head of French and PSHE</i>)
SCN	Mrs Susan Newton (<i>Head of Spanish</i>)
AAS-W	Mrs Alison Slater-Williams (<i>Head of Art</i>)
MS	Mr Mark Sell (<i>Director of Drama</i>)
CJS	Dr Cathy Sotillo (<i>Head of Psychology</i>)
HEC	Mrs Helen Copland (<i>English as an Additional Language</i>)
JCW	Mrs Joanna Wilkinson (<i>Director of Sport</i>)
SW	Mrs Sandra Williams (<i>Head of Curriculum Support</i>)

See how quickly you can identify the staff.

Photographs of all staff (academic and support) are displayed in the Dining Hall corridor, as are photographs of all pupils. Photos are taken early in September each year and are on display as soon as printing will allow.

St Edmund's Vocabulary

Most schools have their own distinctive terminology. St Edmund's is no exception, and here are some examples.

Alps	The playing field bounded by Giles Lane, the tennis courts, Gorsefield and the Geography/Language classrooms.
ARC	An academic review card produced about every four weeks with grades indicating academic achievement, effort and, when appropriate, examination potential.
Blue card	A congratulatory award, given by subject teachers in recognition of high quality academic performance.
Colonnade	Arched walkway adjoining the 1st XI cricket field: often used as an assembly point.
Community Service	A punishment awarded by staff for behavioural indiscretions, such as classroom indiscipline. This may involve litter collection.
Detention	A staff punishment for academic shortcomings. An hour of academic work under the supervision of the Assistant Deputy Head or Deputy Head.
Dress Card	A penalty imposed by a member of staff or prefect for appearance in improper dress.
Exeat	The formal right to go on a 'weekend leave', after games on a Saturday until bedtime on a Sunday.
Green Card	An award given in recognition of good deeds.
Jackman Field	The large expanse of grass games fields lying between Giles Lane and the University campus, the venue for football, rounders and athletics practice and matches.
L5/M5/U5	Lower, Middle and Upper Fifth Years - the equivalent of forms 3/4/5 in many schools, equating with Years 9, 10, and 11 in the maintained sector of education.
L6/U6	Years 12 and 13, also known as Lower Sixth and Upper Sixth.
Line	An assembly, at House or school level, held at 8.35 or 8.40 either in Houserroom or Chapel. Boarders also have a weekly line.
Monitor	A senior pupil with specific responsibility: e.g. for the library, Chapel etc.
Piggeries	The Sixth Form day pupil car park, lying off Foundationers' Way - the road from the Hall to University Road.
Pink card	To be signed half-hourly by a member of staff; awarded for absenteeism or persistent lateness.

Prefect	A member of a selective U6 group who help the Head in the day to day running of the school. Prefects are identifiable by their tie or coloured shirts (boys) or badge or coloured blouse (girls).
Prep Diary	An A5 book, carried by all pupils, in which to write down details of daily homework tasks, checked weekly by parent, Houseparent and Tutor.
Preps	Homework set by individual teachers on a daily basis in three subjects, occupying the total time of one hour for L5 pupils. Sixth formers are expected to undertake at least two hours each evening and to work at weekends.
Sixth Form Centre	To give it its correct title, the Allan Grant Centre is the Sixth Form recreation area. It is named after a former school governor and has a refreshment bar, games facilities and computerised resources room.
Summer Dress	The right to remove blazer or jacket and roll up shirt sleeves at the Head's discretion when warm weather prevails.
Supper-chit	Document issued by the Catering Department without which no day pupil may stay for supper: NO TICKET - NO SUPPER!
Yellow card	The opposite to a Blue Card! Given for poor or late work.

Dress Code and Personal Appearance

St Edmund's pupils traditionally take great pride in their personal appearance. It is vital that all new pupils should work to continue this tradition and enhance the public image of the School. Remember, too, that the way you present yourself tells other people a lot about you.

Key points to bear in mind must be:-

Hair Extremes of style, colour or length (long or short) will not be tolerated: expect action from Housemaster or Head, if moderation is not observed. It is best not to dye your hair, temporary exclusion may ensue.

Jewellery Study and adhere to the regulations: particular attention is paid to ear-rings, necklaces, bangles and rings.

Uniform Clothing Make sure that what you wear is uniform:-
No black trousers for boys
No illegal pullovers
Make sure that uniform is worn properly:-
- shirts and blouses tucked in
- ties properly knotted; with top button fastened.
- trousers and skirts pressed
and, when in shirtsleeve order, sleeves rolled correctly above the elbow!

Violation of this uniform code will result in punishment: the Dress Card (see below)

Please refer to Appendix 4 for full uniform clothing lists.

And remember: *day pupils should travel to and from school in uniform (except on Saturday afternoon)*

Shoes Black leather - **polished!**
No boots, no suede, no trainers

Casuals Casual clothes may be worn by boarders after 4.20pm on a weekday and after 12.40pm on Saturdays and on Sundays

NB Failure to adhere, correctly, to the dress code will incur the penalty of a 24-hour stint on a 'dress card', to be signed, lesson by lesson, by members of staff, and an increasing series of sanctions for persistent offending.

Music Lessons and Musical Activities

Music is one of the prestige areas of school life. All L5 pupils participate in class music; about 60% take individual music lessons and join a variety of musical ensembles, bands, orchestras, or choirs.

Individual music lessons should be arranged in the Music Department itself on the first morning of the academic year with Carol Hawkins (Music School Administrator). Where possible, lessons should be arranged to avoid clashes with classroom lessons in other subjects.

Most musical activities on a group basis take place at lunchtimes - musicians are entitled to *early lunch* every day of the week, prior to rehearsal time.

Music is taught by the Director of Music, Mr William Bersey (WMB), three music teachers - Mr Spencer Payne (SJP), Mr Ross Underwood (RPU) , Mr Ian Swatman (IGS) and by a host of visiting teachers, offering every instrument except the bagpipes and the ukelele (although even these have been offered in the past).

Rehearsal times are specified in your calendar.

Sanctions and Rewards

All new pupils should be aware that there is an official document of regulations and rules to be found in the formal Parents' Handbook and posted in the Dining Hall corridor. After a two week grace - a settling-in period - violations of that code of conduct can lead to sanctions applied by members of staff and by the prefectorial body.

Punishments imposed by members of staff may include a formal detention, held on a Friday afternoon at 4.30pm. This is awarded for poor or tardy work. Members of staff may impose a variety of other sanctions, including essays, letters of apology, departmental detentions or community tasks. Try to avoid collecting yellow cards!

A 'Community Service' detention may also be awarded for poor behaviour, or absenteeism.

Reporting cards – of various colours – as a result of clothing violation, or absenteeism.

A Housemaster or Houseparent might 'gate' a pupil for going absent without a leave.

Expect a punishment from every teacher if you are late for lessons!

Detentions are awarded for failure to register each morning and afternoon.

Prefects can award punishments, which may include:-

- i) written tasks eg. copying from the editorial of a quality newspaper
- ii) a report card
- iii) community service at lunchtimes (1.30pm - 2.00pm)
depending on the gravity or regularity of the offence.

Very serious misdemeanours will involve the Asst Deputy Head or the Head and may result in a 'school suspension', involving a period of hard labour or community service under the direction of the SSI (School Staff Instructor). In some cases, temporary or permanent exclusions may be imposed by the Head.

Punishments are easily avoided by the application of common sense and an acceptance of the St Edmund's code of conduct.

Please remember that we would much prefer to reward good behaviour.

Find out about:-

Academic recommendations

House reward schemes

Head's gift tokens

Speech Day prizes

Thrupp essays

Roche reading competitions

Sports colours

School colours

Blue cards, Green cards - *Collect them!*

Yellow cards - *Avoid them!*

Chapel

Chapel is the heart of the community under the pastoral guidance of Father Mark-Aaron Tisdale

All members of the school attend Chapel-based events at least three times a week. A Head's Line – ending with prayers – takes place at 8.35am every Monday.

The whole school attends Chapel at 8.35am on Wednesdays and Fridays.

Full School Communion services take place on a Friday or Wednesday of each month at 8.30am. (As calendared). Voluntary Holy Communion is at 1.25pm on Tuesdays.

There are also full school services on or near to St Edmund's Day (November 16th), Remembrance Day and other important church events plus the School Christmas Carol Service in the Cathedral.

For those who may be considering Confirmation into the Church of England, classes begin in the Lent term with the Chaplain and lead to a Confirmation Service in the Lent or the early part of the Summer term, usually with either the Archbishop, or the Bishop of Dover as the officiant.

Leaves and Exeats

While pupils are at School, it is the School's responsibility to know where they are at any time, whether they be in class, at away matches, on official trips, in bed, or 'on leave'.

New pupils need to know that:-

Weekday afternoon leaves for boarders (covering the period of 4.30 to 6.00pm) and Saturday afternoon or Sunday leaves - should be obtained through Houseparents.

Weekend exeats should be obtained from Houseparents through direct parental contact with Owen by letter, telephone or email.

L5 boarders may occasionally be allowed 'supper-leaves' with parents, but there are no evening leaves for any boarder below Sixth Form level.

Ties

A fascinating aspect of school life is the multiplicity of ties. Learning to identify them all may take a little time.

These ties are on display in the dining hall corridor. They offer a whole spectrum of colours and designs, ranging from the 'everyday' school tie to the prestigious, and rarely-awarded, triple colours tie.

It is important to be able to distinguish between:

House ties

School Colours' ties

Scholars' ties

Sports Colours' ties

CCF ties

Chapel Monitors' ties

Library Monitors' ties

Prefects' tie

Girls do not wear ties. They should **all** wear a House Badge, or, if such an award has been made, a House Colours Badge. Those who are awarded School or Sports Colours, or who hold academic or music scholarships wear badges to reflect their status.

Housemasters may test new pupils on their knowledge of school uniform once they have settled into school life!

Worries and Complaints

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, entitled 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 Mark-Aaron (3 The Close, St Edmund's School, Canterbury) or any other member of staff (academic or non-academic, 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.

For all day and boarding pupils:

- **Your parents.**
- **The school doctor**, Dr Greg Manson (Cossington House, 51 Cossington Road, Canterbury) (Tel: 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**, County Hall, Maidstone, Kent ME14 1XQ (tel: 24 hour helpline 08458 247247)
- **Child Line:** 0800 1111.

Also for boarding pupils:

- **Ofsted:** 0300 123 1231 (reporting child welfare concerns in the context of boarding)
0300 123 3155 (Whistleblowing hotline, Mon-Fri 8am – 6.45pm),
also via email: whistleblowing@ofsted.gov.uk

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 member of staff you trust (e.g. your housemaster, his 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, Deputy Head, Assistant 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 or she 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.

Worries and Complaints *continued*

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

School Counsellor

Should you have a worry or concern that you would prefer not to discuss with any member of the school staff, and feel needs consideration by a trained counsellor, you may wish to try to resolve your difficulties through consultation with the School Counsellor.

The Counsellor will normally see you over a period of weeks, or until you think things are better for you. The sessions usually last for 30 minutes or so, and are held in a room at school where you will not be disturbed. If you feel you would like to see the Counsellor, please advise your Housemaster or the Chaplain, Father Mark-Aaron Tisdale, who will arrange an appointment for you.

The Counsellor will not tell you what you should do - her job is to work with you to help you to find a solution which is right for you.

Prefects

All new pupils need to be aware of the prefectorial system, how it operates, and the powers and responsibilities of prefects.

The prefects are appointed by the Head. They assist in the running of both School and Houses on behalf of, and in conjunction with, the Head, the Deputy Heads, the House staff and their deputies.

Each of these prefects will have been trained, and had experience of leadership during the summer term of their L6 year and, as U6 pupils, will take responsibility for the routine of the School, in addition to specific tasks like liaison with the Medical Centre, the tidiness of the school campus, the running of the Dining Hall, or Sixth Form social events.

Prefects have the power to punish miscreants, and have the responsibility for maintaining pupil discipline.

They are always on duty.

They merit the respect of junior pupils, who should look to them as role-models in positions which new pupils will hope eventually to hold themselves.

Boarding Premises

New L5 boy boarders are usually accommodated in the study-bedroom nearest to the Medical Centre Corridor and the Houseparents' flat.

The area is run by U6 boarders whose primary objective is to create a happy, homely atmosphere for all - and apply discipline when necessary.

As boy boarders progress through the school they will move, year by year, to the Stuart Townend Dormitory, to Fifth and Sixth Form study bedrooms and to the double rooms of the Lawrence Durrell Wing, at the discretion of the Owen Houseparents.

Fifth Form and Sixth Form girls are based in the New Wing.

All boarders are usually provided with bed, wardrobe, bedside locker and desk unit, with work surface and storage space for files, text-books etc. All the study-bed areas lie within easy reach of private bathroom, shower and toilet facilities. Many of the newer developments (West Dorm, East Dorm) have en-suite facilities.

Recreational facilities, which include large day rooms with kitchen were opened in the Michaelmas Term of 2009.

Tuck

All pupils have easy access to a range of vending machines which offer, at competitive prices, sweet or savoury snacks, non-fizzy drinks and a variety of "healthy options". At break, the school caterers also offer wholesome filled rolls, sandwiches, muffins, fruit etc - and, in the summer, an ice cream bar. All pupils are encouraged to carry a water bottle – to help rehydrate tired brains!

The School Shop

Under the management of Miss Tina Culver, the school shop equips all pupils with their school uniform and stocks all clothing items from games' kit to overcoats. It opens thrice weekly in term time (Tuesdays 1pm - 4pm, Thursdays 8.30 - 9.30am, and Saturdays 8.30am - 12 noon) but new pupils should already be fully equipped following their pre-term appointments with Miss Culver.

The Allan Grant Sixth Form Centre

The Sixth Form Centre is the leisure and recreation area for all Sixth Formers and is open between early morning and 10.30pm. Sixth Formers may use the centre out of lesson time. Prefects are allowed access during their private study periods - for quiet work, not pool competitions!

Extra Curricular Activities

All new pupils will be expected to take part in a wide range of both compulsory and voluntary activities beyond the confines of the 47-lesson week.

Games

All L5, M5 and U5 will play games for:

2 timetabled PE lessons per week

3 timetabled games lessons per week (Tuesday afternoon for L5/M5, Thursday afternoon for U5)

The programme for Sixth Form is more flexible, but includes three timetabled games lessons per week (Thursday afternoon).

Those selected for School team squads will have additional training sessions or matches on Mondays, Tuesdays, Thursdays and some Saturdays (after School). A weekly programme is published for each term on the Games noticeboard in the main School corridor.

Friday Activities

You will be expected to take part in Friday activities, which begin at 2.30pm and will last for at least the equivalent of a 'double lesson'.

For L5, the Michaelmas Term will be devoted to a compulsory Personal Development Programme.

For the Lent and Summer Terms, you will undertake a wide variety of activities run by individual members of staff. Exciting opportunities lie in the CCF and the Duke of Edinburgh Awards Scheme - which are open to all Lower Fifth formers.

Weekend Activities

Throughout the Michaelmas and Lent terms, Mr and Mrs Brewer (MJB/FB) will organise and advertise a range of activities, on or off the campus. Visits to Premier League football matches, to London theatres, 10-pin bowling, day trips to France are some of the many options. These usually incur a charge to parents.

Meals

Boarders are expected to attend three meals a day:

- breakfast (7.40am)
- lunch (1.25pm)
- supper (6.00pm)

Day pupils attend lunch, and may obtain permission to stay for supper, or arrive for breakfast.

Catering is in the hands of Holroyd Howe Independent who operate through a manager, Mr Stephen Owen. (www.holroydhowe.com).

Immediate problems with any meal should be referred (as should compliments!) direct to the manager through the day duty staff.

A Dining Hall Committee, chaired by the Asst Deputy Head, and with representatives of all four Houses and the boarding community, meets monthly to respond to constructive suggestions from the pupil body.

Dining Hall Regulations are published at the entrance to the Dining Hall, and weekly menus are published in the Dining Hall corridor.

The Tutorial System

Every pupil in the School enjoys not only the close support given by Housemaster and deputy Housemaster, and by the academic subject teachers, but also the support of a personal tutor.

Each tutor has a House affiliation, and will tutor boys and girls from within that House, helping with induction into the School, with academic guidance, with analysis of Academic Review Cards, with support in extra-curricular activities and with making appropriate option choices for GCSE or A Level courses. The tutor will also provide help and guidance with any personal or social problems. *Your* tutor is *your* immediate personal support system and will help *you* produce your termly self-appraisal report.

Compulsory group tutorials take place on a twice-weekly basis, at 8.35am on Tuesdays and Saturdays. L5 and M5 continue, as do U5, L6 and U6 in mixed age-group (vertical) tutorial groups

Health and Welfare

The school operates a full support system, in addition to the pastoral care of the Houses, to ensure the health and welfare of all pupils.

The Medical Centre is open:

Monday - Friday Surgery	07.15 - 21.30. Duty Sister will be on call from 21.30 - 07.15.
Saturday Surgery	07.15 - 16.30. Duty Sister will be on call from 16.30 - 07.15.
Sunday (no Surgery)	Duty Sister on call 07.15 Sunday - 07.15 Monday for routine and emergency treatment.

Boarding pupils may consult either male or female doctors. Dr Manson holds surgeries on Tuesday and Thursday lunchtimes 13.00-14.00.

All pupils, boarders in particular, can always visit the Medical Centre and be assured of immediate care and attention, from the simple provision of a throat lozenge to hospital or dental visits.

Sister will also issue 'off-games chits' to boarders when appropriate, but she will not be sympathetic to those seeking to dodge cross-country! Day pupils must have parents' permission to miss games.

Mr Brewer is Head of Boarding, and he and Mrs Brewer are responsible for the welfare of all boy and girl boarding pupils. They live at the heart of the boarding area and they are assisted by resident tutors. There is a resident Houseparent in the Baker Wing and a resident assistant who has the same role in the New Wing girls' area. A Day Matron, caring for all boarders and particularly looking to their clothing, laundry and travel needs, operates during the working day. All boarding staff work towards making the lives of boarders comfortable and happy within a necessarily structured environment. The sewing room, linen room and laundry staff all work to ensure that boarding pupils' clothing and bedding is clean, fresh and in good order.

Security

So that your own, valuable, personal property may be additionally secure, the school suggests strongly that all electronic equipment, especially mobile phones and laptop computers, should be security marked to ensure easy identification and reduce its value as stolen goods.

This process, under the guidance of the Canterbury Police, is usually carried out in-house, by Housemasters and senior prefects, at the start of the school year. All new equipment should be processed in this way or under personal arrangements.

As additional security, families are advised to incorporate insurance cover for goods at school in their own home contents' policies.

It is inadvisable to keep large sums of money at School. Housemasters and Houseparents would far rather look after such amounts than to have to investigate possible disappearance.

Again, for your own well-being, it is strongly suggested that you advise your Housemaster and, if you are a boarder, your Houseparents, of your mobile phone numbers. In the event of a crisis situation, e.g. late arrival back to school after a leave, they may need to have immediate contact with you.

Lost Property

Occasionally, a pupil's property goes missing – whether it be an item of clothing, school books, a sum of money, or a more valuable item such as a tennis racquet or mobile phone.

Should such an incident occur, any pupil should report the matter to his/her Housemaster who will initiate a procedure which, hopefully, will lead to the recovery of the missing item(s).

“Lost property” is often the result of carelessness on the part of the pupil suffering the loss! Keep all games' kit in lockers; keep all books in book bags or lockers; don't bring tempting sums of money to school and leave them unattended; secure (security mark) all electronic goods!

Missing books are often found outside the staff room; Housemasters will return them to you. Missing clothes are recycled through the laundry and linen room. Try these first!

In the event of a serious loss, the school will contact the Police on the assumption that theft may be involved.

But, the first rule of common sense should prevail: respect your own property and certainly respect everyone else's!

Fire and Emergency Drills

Mr Millard (Assistant Deputy Head), Mr Brewer (Houseparent of Owen) and Mr O'Connor (Houseparent for Junior School House) are the School's Fire Officers and publish official documents relating to emergencies.

There are likely to be occasional fire-drills when the whole School practises emergency evacuation procedures.

Fire-alarms may be triggered by mistake, and procedures are practised once again. It is to be hoped that there will never be a real fire emergency.

But, if the alarm goes off, remember:-

1. *Respond as if there IS a fire*
2. *Evacuate the building swiftly, following prescribed routes*
3. *Keep silent, and listen for instructions*
4. *Assemble on the 1st XI Cricket Field (by day), in the Classroom Block (by night), by Houses in alphabetical order*
5. *Wait for the Fire Officer, or his deputy, to give the 'all-clear' and explanation of the alarm.*

- Don't leave toasters unattended
- Don't spray deodorants near smoke detectors
- Don't violate the roof space above the study bedrooms

... and expect serious consequences if you are responsible for the accidental triggering of the alarm!

NB:- IT IS A VERY SERIOUS OFFENCE TO TAMPER WITH OR PLAY WITH ANY OF THE FIRE-FIGHTING EQUIPMENT



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.



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 Mr Gladwin" not "Dear Sir") 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 signed for 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 colonnade.
- 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 our school "e-Safety Rules" 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. Ribbons and slides should be of a small size and either plain black, navy blue or plain 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.

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.
- Please refer to Uniform Clothing Lists in Appendix 4.

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 organized 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.

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 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.

Any pupil who smokes in a School building will be suspended.

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 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.

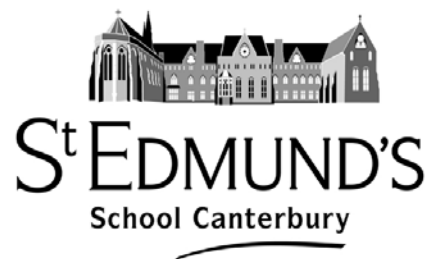
The following places are out of bounds:

- 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.

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, 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)
		ADDITIONAL ITEMS FOR BOARDERS
	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
		CASUALS
	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 for:		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	1 pr	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)
		EQUIPMENT
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)
		ADDITIONAL ITEMS FOR BOARDERS
	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
		CASUALS
	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 for:		Article
Day	Boarders	
1	1	*Black/Red badged tracksuit
2	2	*White badged polo shirt
1	1	*Black skort
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	1pr	Indoor trainers (non-marking soles)
1 pr	1 pr	Astro trainers (all L5/M5) (U5 Form team members only)
		EQUIPMENT
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)
		ADDITIONAL ITEMS FOR BOARDERS
	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
		CASUALS
	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)
		ADDITIONAL ITEMS FOR BOARDERS
	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
		CASUALS
	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 for:		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	1pr	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 for:		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	1pr	Indoor trainers (non-marking soles)
1	1	*Black badged sweatshirt
1	1	*Black skirt
2 prs	3 prs	White sports socks

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