



ST EDMUND'S SCHOOL

CANTERBURY



SENIOR SCHOOL

PUPIL HANDBOOK

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Head's Message

Dear Pupils

Welcome to St Edmund's Senior School. I hope that your time here will be a very happy and productive one. The opportunities are incredible and I urge you to make the most of all that this wonderful school has to offer. Our committed teachers and pastoral staff will help and support you to achieve all that you can academically and personally.

I hope that the information in this booklet will help to prepare you for daily life at St Edmund's whether you are a boarder or a day pupil. Joining a new school can be daunting, but you will find that this is a very friendly and welcoming community and I am sure that you will settle in quickly.

Please don't hesitate to approach your tutor, Housemaster, other members of staff or pupils if you are unsure about anything when you arrive – we will all be happy to help and will try to make you feel at home as quickly as possible.

I look forward to working with you and hope that you have a rewarding and enriching experience at St Edmund's.

Kind regards,



Edward O'Connor
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 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.

What you need to know...

Daily Routine

Life in any new 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*'. The Boarding Handbook provides essential information about the boarders' routine.

Boarders are woken at around 7am by a member of Resident Staff 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 Friday. 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. The school's Saturday enrichment programme is optional for day pupils and begins at 9.30am each week.

There is no school bell. Routine punctuality is expected as the norm. The working day begins at 8.30am with a 20-minute rotation of:-

Monday	Head's Line
Tuesday	Tutorial Time
Wednesday	Chapel (voluntary Holy Communion is at 1.00pm on Tuesdays)
Thursday	House Lines
Friday	Chapel

Lessons begin promptly at 9.00am and run from

9.00am - 9.55am
10.00am - 10.55am

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 11.20am and run as follows

11.20am – 12.20pm

12.25pm – 1.20pm

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 lockers.

Lunchtime is from 1.20pm to 2.20pm

A lunch rota operates with staggered sittings, 1.10, 1.20 and 1.40 depending on year groups and days. 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 at lunchtime on Mondays at 1.00pm.

Lessons resume at 2.25pm and run:

2.25pm-3.25pm

3.30pm-4.30pm

When lessons/games/activities finish at 4.30pm, a range of activities are 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 4.30pm
- or day pupils may simply be free to go home - once their obligations are fulfilled
- detention/community service every Thursday/Friday at 4.30pm

A full list of after school activities is published in the school Calendar on My School Portal and on the co-curricular noticeboard.

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 Housemasters' and House Captains' studies

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

Bathrooms and Toilets

Classrooms and departments:

Academic Hub, housing Maths, History and Politics

Classroom Block, housing English, Film Studies, Spanish, French and Geography

History and Politics

Geography

Latin

Modern Languages

Music

Science

Art

Design Technology

Computer Science

Business Studies and Economics

Film Studies

Drama

Religious Studies

Sports Science

Learning Enhancement

English as an Additional Language (EAL)

Library

Games facilities:

Sports Hall - Old Gym – Fitness Suite - Squash Courts - Swimming Pool - Tennis Courts – 1st XI
Cricket Field - the Jackman Field - Changing Rooms - Pavilion - Astro - University Gym

Chapel

Dining Hall

**Administrative offices:**

School Office, Bursar's Office, Executive Assistant's Office, Accounts Office, External Relations Office, Admissions Office

Head's Office

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 XI Cricket Field.

No day pupils should ever venture into boarding areas without the permission of the Director of Boarding.

Pupils must **not** use the Head's entrance to the school.

Fire and Emergency Drills

Dr Jones (Director of Boarding and also Head of Mathematics) and CSgt French (Head of Security) are in charge in the event of a fire or emergency.

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 (or in Junior School, by night, if in School House)*
- 5. Wait for the Fire Officer, or 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

N.B. IT IS A VERY SERIOUS OFFENCE TO TAMPER WITH OR PLAY WITH ANY OF THE FIREFIGHTING EQUIPMENT

Food

Boarders are expected to attend three meals a day:

- breakfast (7.40am)
- lunch (1.20pm)
- 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 (www.holroydhowe.com).

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

A Dining Hall Committee, chaired by the Assistant Head, and with representatives from 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.

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, smoothies, fresh fruit etc. All pupils are encouraged to carry a water bottle – to help rehydrate tired brains.

St Edmund's Vocabulary

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

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 indiscipline. This may involve litter collection.
Detention	A staff punishment for academic and behavioural shortcomings. This takes place after school on a Thursday (supervised by a Housemaster) and also on Friday (supervised by the Deputy Head). Parents are automatically notified if their child has received a detention.
Exeat	The formal right to go on a 'weekend leave', after games on a Saturday until bedtime on a Sunday.
Jackman	The large expanse of grass games fields lying between Giles Lane and the University Field campus, the venue for football, rounders and athletics practice and matches.
L5/M5/U5	Lower, Middle and Upper Fifth Years - equates 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 8.35am or 8.40am either in Houseroom or Chapel. Boarders also have regular Lines.
Monitor	A senior pupil with specific responsibility: e.g. for the library, Chapel etc.
Piggeries	The Sixth Form day pupil car park (aka Foundationers' Car Park), lying off Foundationers' Way - the road from the Hall to University Road.
Prefect	A member of a selective U6 group who help the Head and Deputy in the day-to-day running of the school. Prefects are identifiable by their tie or coloured shirts (boys) and badge or coloured blouse (girls). Red waistcoats also signify prefect status.
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 prep each evening and to work at weekends.
Summer Dress	The right to remove blazer or jacket and roll up shirt sleeves at the Head's discretion when warm weather prevails.

School Uniform

Online Shop

St Edmund's School operates an online uniform service with www.schoolblazer.com. This service provides all items of uniform together with name tag application.

As the summer period is particularly busy, it is essential that all parents have placed their uniform orders well in advance of the start of term, to allow time for returns if necessary.

A full uniform list and some notes on uniform are included at the back of this booklet.



Ties

A fascinating aspect of school life is the multiplicity of ties. Learning to identify them all may take a little time. They offer a whole spectrum of colours and designs, ranging from the 'everyday' school tie to the prestigious and rarely-awarded triple colours 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 scholarships wear badges to reflect their status.

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 racket 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 common room; Housemasters will return them to you. Missing clothes are recycled through the laundry and linen room. Try these locations 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.

How we look after you...

Safeguarding your welfare...

At St Edmund's School, all staff feel your health, safety and welfare are very important. We respect our children and help to protect your rights. We do our best to help you make good educational progress. We teach you how to recognise risks in different situations and how to protect yourself and stay safe.

Safeguarding means that school staff should:

- Protect you from harm
- Make sure nothing stops you from being healthy or developing properly
- Make sure you are safely looked after
- Make sure you have the best life chances and can grow up happy and successful

How will we try to protect you?

- We try to provide a safe and secure environment for you to learn in and progress
- We help to ensure that you remain safe, at home as well as at school
- We think it is important for you to know where to get help if you are worried or unhappy about something

Our Senior Designated Safeguarding Lead (DSL)
is **Mr Ross Underwood**:



If our pupils need to talk - we will listen. They can talk to any adult within the school, but there are some staff that are responsible for making sure they are safe and well cared for. The Deputy Head (Pastoral), Mrs Catherine Shearer, oversees all our pastoral care in Senior School. However, the Housemasters have day to day responsibility for looking after our pupils:

WARNEFORD

Ms Marie Florence



BAKER

Mr James Clapp



WATSON

Mr Nick Hodge



WAGNER

Mrs Victoria Burton



Your Tutor
Deputy Head (Pastoral) – Mrs Catherine Shearer
DSL - Mr Underwood

If you are a boarder, you also have the additional support of your Houseparents and school doctor.

The Chaplain and Medical Centre are there for all pupils.

The School Counsellor, who can be contacted by discussing with your Housemaster or the Deputy Head (Pastoral) Mrs Shearer.

Outside school there are people to speak to and we can help direct you to the best one.

We have an independent person, Mrs Karen Olliver tel: 07939519766

Kent County Children's Social Services, County Hall, Maidstone, Kent (tel: 03000 41 11 11). Ask for The Duty Officer, who should be able to direct you to the right person. Calls are best made between 8.30am and 5.00pm on weekdays. Email: socialservices@kent.gov.uk

Child Line: 0800 1111.

If you do not want to talk alone, you can always bring a friend or another member of staff to support you. If you do not wish to talk at all, you can always write down your concern and hand it to a member of staff. Alternatively, you can use the anonymous email system to email the Safeguarding team – accessed via the Pupil Portal.

On the computer or your phone - Computers and mobile phones help us all to share things and talk to our friends or family, but they can also make it easier for some people to make you feel bad. It is important to know how to keep yourself safe on your computer, phone and on websites. St Edmund's School has an e-safety policy that is there to protect you. If you are unhappy with any comments or photographs you have seen on your computer or mobile, you can contact www.thinkuknow.co.uk as well as adults in school.

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 35-50 minutes, 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 Deputy Head Pastoral who will arrange an appointment for you.

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

Health and Well-being

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

The Medical Centre is staffed by registered nurses. It is open during term time:

Monday – Friday 07.30am – 9.30pm

Saturday 07.30am – 12.30pm

The duty nurse can be reached at all other times during term time via an on-call system.

If you feel unwell or have an accident during the school day, please let your teacher know. You can come to the Medical Centre for treatment or advice during your breaks, before or after school, and if urgent, during a lesson with the teacher's permission.

Out of the school day boarding pupils should speak to a member of staff on duty, who can contact the duty nurse for advice or treatment.

Please come and chat with one of the nurses if you feel unwell, have any worries or are just feeling a bit low.

If your parent or guardian wishes you to be excused from PE or Games, they must send a letter, email or telephone your Housemaster. Day pupils must have parents' permission to miss games. Boarders who feel unwell or sustain an injury must come to the Medical Centre for assessment. The nurse will issue an off games note if appropriate. This should be handed directly to the Games teacher.

The School doctor, Dr Thompson, holds a GP clinic for boarding pupils twice each week. A female doctor is always available for consultation at Cossington House Surgery.

Dr Jones is Director of Boarding and responsible for the welfare of all boy and girl boarding pupils. Dr Jones and his family, 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 in New Wing. A Day Matron, caring for all boarders and in particular looking to their clothing, laundry and travel needs, is present 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.

Families are advised to incorporate insurance cover for goods at school in their own home contents policies.

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 number. In the event of a crisis situation, e.g. late arrival back to school after a leave, they may need to have contact with you.

Houses and Housemasters

There are four Houses, and boarders will also have affiliation with their boarding residence

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 between 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 James Clapp (JMC), Biology and PSHEE teacher, in conjunction with his Deputy Ms Sharon Scally (SAS), who is also the School Librarian and Head of PSHEE. 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 once called 'Big School' immediately above Warneford, below the Lawrence Durrell Wing. Wagner is run by Victoria Burton, Head of Geography and her Deputy is Mr Charles Bodle (CWB), a History, Government and Politics teacher. 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 St Edmund's, 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 houseroms alongside an angular central corridor. The House is managed by Ms Marie Florence (MF), Teacher of DT, and her Deputy Mr Jonathan Symaka (JJMS), a History teacher and Head of UCAS. 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 and overlooks the Terrace and Canterbury. Watson is led by the Housemaster Mr Nick Hodge (NIH), Head of Photography and Art, and his Deputy Mr James Anderson (JCA), Head of Design and Technology. 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 several 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.

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 Thursdays. L5 and M5 continue, as do U5, L6 and U6, in mixed age-group (vertical) tutorial groups.

Our community...

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	Mr Edward O'Connor
Bursar	Mr Nick Scott-Kilvert
Deputy Head (Pastoral)	Mrs Catherine Shearer
Deputy Head (Education)	Mrs Anya Bensberg
Director of Studies	Dr Cathy Sotillo
Assistant Head (Co-curricular)	Mr Leigh Millard
Chaplain	The Reverend Joy Atkins
Designated Safeguarding Lead	Mr Ross Underwood
Head of Careers	Mrs Melanie Judi-Sprinks
Head of Sixth Form	Mr Charlie Mount

Identification of Staff

All members of staff are listed on the school website.

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. Email addresses are formed using the person's initials @stedmunds.org.uk

It is important to make a rapid correlation between names and initials: some have already been listed on previous pages.

Some other important figures include Heads of Departments:

LKB	Mrs Lydia Blench (<i>Head of Learning Enhancement</i>)
VHB	Mrs Victoria Burton (<i>Head of Geography</i>)
JMC	Mr James Clapp (<i>Head of PSHEE</i>)
HEC	Mrs Helen Copland (<i>Head of English as an Additional Language</i>)
MGC	Dr Melanie Caiazza (<i>Head of Film Studies</i>)
NS	Ms Naomi Stanko (<i>Head of Business Studies and Economics</i>)
JCA	Mr James Anderson (<i>Head of Design and Technology</i>)
BEW	Mrs Bronwen Wakefield (<i>Head of Religious Studies</i>)
JCH	Dr Christopher Horn (<i>Head of Physics</i>)
ERJ	Dr Edwin Jones (<i>Head of Mathematics</i>)
EFI	Dr Eva Fernandez (<i>Head of Science and Biology</i>)
JJMS	Mr Jonny Symaka (<i>UCAS Officer</i>)
MJS	Mrs Mel Judi-Sprinks (<i>Head of Modern Foreign Languages</i>)
DJM	Mr Daniel Morrissey (<i>Head of History and Politics</i>)
SJP	Mr Spencer Payne (<i>Director of Music</i>)
MS	Mr Mark Sell (<i>Director of Drama</i>)
HMM	Mrs Helena Millard (<i>Head of Senior School Sport</i>)
MJW	Mr Matthew Whitman (<i>Head of English</i>)
NJH	Mr Nick Hodge (<i>Head of Art and Photography</i>)

Chapel

Chapel is the heart of the community under the pastoral guidance of the Chaplain, The Reverend Joy Atkins.

All members of the school attend Chapel-based events at least three times a week.

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

Whole school Communion services take place on a Friday of each month at 8.30am. (Please see the school Calendar). Voluntary Holy Communion is on Tuesday afternoons at 1.00pm.

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

Pupils 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.

Behaviour

St Edmund's prides itself on being a happy, family school. As pupils, you have a responsibility to conduct yourselves appropriately at all times and to follow the school rules. This is to ensure that all members of our community feel safe and able to learn effectively.

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. Pupils must abide by the school's *Pupil Acceptable Use of ICT* policy. All use of school ICT systems and personal mobile devices must comply with this policy, be lawful and show respect and consideration for others. Online activity on school systems is monitored.
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, vaping devices 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.

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. Day pupils should travel to and from school in uniform.

Please refer to Appendix 4 for full uniform clothing lists.

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. Unless permission has been granted by a member of staff, 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.

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 settling-in time, violations of that code of conduct can lead to sanctions applied by members of staff.

Punishments may include a formal Housemaster's detention held on a Thursday afternoon at 4.30pm. Members of staff may impose a variety of other sanctions including: letters of apology, departmental detentions, yellow cards or community tasks.

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

Repeated or more serious offences will lead to a Deputy Head's Detention on a Friday at 4.30pm.

Prefects are able to report misdemeanours to members of staff.

Very serious misdemeanours will involve the Deputy Head (Pastoral) or the Head and may result in an internal school suspension. In some cases, temporary (external school suspension) or permanent exclusions may be imposed by the Head, according to the regulations published in the behavioural policy.

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

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

Find out about:-

- Academic Recommendations
- House reward schemes
- Head's book tokens
- Speech Day prizes
- Sports Colours
- School Colours
- Blue cards

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 Head, the Assistant Head, the House staff and their deputies.

Each of these Prefects will be trained and have 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. Prefects have the power to report 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.

Beyond the classroom...

Co-Curricular Activities

All new pupils are expected to take part in a wide range of both compulsory and voluntary activities beyond the confines of the academic week.

Games

All L5, M5 and U5 will take part in:

- 1 timetabled PE lesson per week
- 1 timetabled games afternoon per week
- The programme for Sixth Form is more flexible, but includes one timetabled games afternoon per week.
- Those selected for school team squads will have additional training sessions or matches throughout the week. A weekly programme is published for each term on the Games noticeboard in the main school corridor.

Sixth Form pupils take part in **one compulsory timetabled games session per week**. There are plenty of options to suit every individual from competitive team sport to horse riding, recreational football and strength and conditioning sessions.

Friday Skills and Service Activities

You will be expected to take part in the Skills and Service activities which take place on a fortnightly basis.

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 Award Scheme which are open to all Lower Fifth Formers.

Weekend Activities

There is an exciting Saturday morning enrichment programme (compulsory for boarders and optional for day pupils) which runs throughout the year, offering a broad variety of extra-curricular and academic opportunities for all.

Music Lessons and Musical Activities

Music is one of the prestigious 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 Mrs Katherine Walker (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 Spencer Payne (SJP), three music teachers – Dr Victoria Rowcroft (VJR), Mr Ross Underwood (RPU) and Mr Ian Swatman (IGS) - and by a host of visiting teachers, offering almost every instrument.

Rehearsal times are specified in your calendar.



SCHOOL RULES

As a member of the school you are expected to abide by its rules. The rules 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". 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 weekends.
- Ensure you ask permission well in advance from staff to be absent from any lesson or activity.
- Regularly check your school emails and respond to them in a courteous manner.

N.B. Good manners are important.

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)

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 daylight hours, assemble alphabetically by Houses on the 1st XI Cricket Field 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 the 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 "Acceptable Use of ICT" 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 pupils log their mobile phone numbers with their 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.

6. 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. Failure to adhere, correctly, to the dress code will incur logging of 'uniform infringement' on 3sys, a conversation with a senior member of staff and, in case of repeat offences, a letter home and detention.

Regulation Dress

Regulation dress is worn on weekdays 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 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.

Hair

- 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.
- 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.

Jewellery

- A single, plain ring may be worn.
- A single, plain necklace

- Adornments of other parts of the body are not permitted.
- Two matching ear studs or small earrings (one in the lobe of each ear) may be worn.

Make-up

- Discreet make-up may be worn.

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 4.30pm.
- 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.

DRESS AND APPEARANCE – Games

- Official games kit only must be worn for all organised school games. Details of the kit which must be worn for individual sports are 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. 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.
- 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

- 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. Boarders must sign out in their boarding area and sign back in upon return to school.
- Pupils, on return from a leave, must sign in at the main school office (during the school day) or in the boarding area (after school and at weekends) and present themselves to duty staff.

7. TOBACCO AND DRUGS

Pupils may not obtain, possess or use tobacco, vaping devices 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. This also applies to vaping equipment.
- 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 a warning re. serious consequences of repeated rule breaking.

Counselling

Counselling will be arranged via the school's Medical Centre. This is NOT optional.

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 to after school on Friday for day pupils and Monday to Saturday tea-time for boarding pupils) 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.
- Pupils may be asked to take a breathalyser test if there is reasonable suspicion that they have been consuming alcohol

- Any pupil breaching the above rules, or found to be under the influence of alcohol, may expect a response as follows:
 - *1st Offence: Detention and Housemaster's letter to parents or suspension*
 - *2nd Offence: Counselling and suspension and Deputy Head's letter to parents together with a 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 as 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

- Boarders may not have a car at school, except with the dispensation of the Head of Boarding. 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.

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 Head 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.
- The area behind the Science/Art complex.
- The Front Door in the Head's corridor should not be used by 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.

Pupil Acceptable Use of ICT

Pupil Acceptable Use of ICT: Code of Conduct

These E-Safety Rules help to protect you as pupils and the School by describing acceptable and unacceptable computer use. Read them carefully:

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 a pupil losing their network or Internet access or, in some cases, a more serious disciplinary response.

Network and internet access must only be made via the user's authorised account and password, which must not be given to any other person.

The internet can be a dangerous place. Pupils must take care not to reveal personal information through email, personal publishing, blogs or messaging. If you are contacted by someone that you do not know on the internet, you must contact the School E Safety Co-ordinator (Mr Underwood, Director of Safeguarding). **Never arrange to meet someone that you have met online and always tell an adult if any meeting is suggested to you.**

The use of so called "Proxy Sites" to access the internet on School premises is strictly forbidden.

All network and Internet use must be appropriate, legal and should never cause harm or offence to others.

The School monitors pupil internet activity. Pupils seeking to access websites that contain violence, pornography, extreme political views or other inappropriate material can expect a serious disciplinary response from the School.

Social networking sites must be used with extreme care and the rules of such sites adhered to. Pupils must never post offensive, threatening or unkind comments about other members of the community. Such actions may be regarded as Cyberbullying and will bring a response from the School.

Pupils must only communicate with teachers using their School email accounts. You must not use personal email accounts to contact teachers or seek to "friend" teachers on social networking sites.

Messages to all members of the School community must be written carefully and politely, particularly as email could be forwarded to unintended readers.

Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

Copyright and intellectual property rights must be respected – copying the work of others from websites and claiming it is your own is called plagiarism, is not permitted and may in some cases be illegal.

Pupils may bring their own electronic devices (mobiles, tablets) to School but they can only be used in strict accordance with the rules above.

Mobile phones and personal devices will not be used during lesson times or in public places within the school during the working day, except as an approved and directed curriculum-based activity with the consent of, and under the supervision of, a teacher. In the Junior School, pupils' mobiles may not be switched on at all between 830am and 420pm.

The Bluetooth function of a mobile phone and other telecommunications such as 3G and 4G should be switched off at all times and not used to send images or files to other mobile phones. Electronic devices, including mobile phones, of all kinds that are brought into school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Mobile phones and personal devices are not permitted to be used in areas within the school such as changing rooms, toilets and swimming pools.

If a pupil breaches the school policy then the phone or device will be confiscated.

Phones and devices must not be taken into internal or external examinations. Pupils found in possession of a banned device during an external examination will be reported to the appropriate examining body. This may result in the pupil's withdrawal from that examination, or from all examinations in that series.

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.

St Edmund's School E-mail Code of Conduct

You have been issued with a St Edmund's School e-mail address.

This is for **school use only**. It enables your teachers to send you e-mails, and for you to contact your teachers without disclosing your personal e-mail.

It is very important that you understand and accept the following rules relating to its use:

1. The School IT Code of Conduct, which you have already signed to say you accept, applies fully to your use of this e-mail facility.
2. You should not disclose this e-mail address to anyone outside the School community. It should not be used on websites where it will be recorded other than those to which you are directed by your teachers in the course of your learning.
3. Keep your e-mail password secure. Do not disclose it to anybody.
4. Your school e-mail address should **ONLY** be used for school-related purposes, and not for social reasons. You should use your personal e-mail for this.
5. The School owns the contents of your e-mail account. It will not interfere in any way unless you are suspected of abusing the privilege. In this case, it reserves the right to suspend or withdraw its use.

I have read, understood and agree to abide by these rules.

Signed _____

Print name _____

Date _____

Handling of Personal Information

As a normal part of its day-to-day operations, the School needs a record of personal information relating to pupils, parents or guardians such as names, 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, their parents and 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. This is in line with the School's Privacy Notice which can be found on the school's website.

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 circumstances set out below.

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 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 best interests to do so, for example for medical advice 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 the third party before making any disclosure.

From time to time the School will also make use of personal data in line with its Privacy Notices 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 pupil's parents..

- For fundraising, marketing and promotional purposes and to maintain contact with pupils, parents, guardians and former pupils of the School. This includes transferring information to the St Edmund's Foundation (the association for former 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 school Bursar, who is also the School's Data Protection Controller.

Should parents or pupils wish to limit or object to the use of information held by the School, please would they notify the Data Protection Controller in writing.

A copy of the School's Data Protection Policy is available from the secretary to the Bursar on request.

APPENDIX 4 - Uniform (for all queries about uniform, please contact Mrs Shearer cjs@stedmunds.org.uk)

CLOTHING LIST – FIFTH FORM BOYS

Items marked (*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

All articles must be clearly marked with name tapes.

Number of Items		Article
Day	Boarders	
1	1	*Navy crested blazer
2 prs	2 prs	+Charcoal school trousers
1	2	+Navy senior jumper
1	1	+Navy senior slipover (optional for warm weather)
5/6	6	+Long sleeve white shirts
5/6	6	+Short sleeve white shirts (optional for warm weather)
6 prs	8 prs	Plain grey, navy or black socks (no patterns or other colours)
1	1	*Senior tie
1	1	*House tie
1	1	Raincoat or weatherproof jacket (navy or black)
1	1	*Senior 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
	3 doz	+Name tapes
	6	Coat hangers
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. All items, including clothing, will be dried in a tumble dryer.

SPORTS CLOTHING – FIFTH FORM BOYS

All of these items are compulsory unless otherwise stated.

Items marked (*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

All articles must be clearly marked with name tapes.

Please note that tracksuit bottoms must be worn to go through lunch.

Number of Items		Article
Day	Boarders	
1	1	*Red crested softshell jacket
1	1	*Red tracksuit top (optional)
1	1	*Black crested pro fit training pants OR * Black Crested training pants
2	2	*Red crested sports t shirt
1	2	+Black base layer
1	1	*Red mid layer zip top
1	1	*House colour polo shirt
2	2	*Black crested rugby shorts
1 prs	2 prs	*Red crested games socks
2 prs	3 prs	+White sports socks
1 pr	1 pr	Trainers
1	1	Combination padlock for sports locker

Boys will also require:

- a mouth guard, shin pads and a stick for hockey if choosing this option.
- Astro shoes are recommended for hockey
- shin pads for football
- football boots
- swimming kit if choosing this option
- cricket whites, athletic support and box if choosing this option

CLOTHING LIST – FIFTH FORM GIRLS

Items marked (*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

All articles must be clearly marked with name tapes.

Number of Items		Article
Day	Boarders	
1	1	*Navy crested blazer
1	2	*Senior skirt (no higher than top of knee)
1	2	+Grey trousers (optional)
5/6	6	+Long sleeve reverse collar white blouse
5/6	6	+Short sleeve reverse collar white blouse (optional for warm weather)
1	2	+Navy senior jumper
1	1	+Navy senior slipover (optional)
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	*Senior 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
	3 doz	+Name tapes
	6	Coat hangers

CASUALS

	2 sets	Casual wear
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Please note: No bedding required. Pillows and pillow-cases, duvets and duvet covers, sheets and blankets will be provided and laundered. All items, including clothing, will be dried in a tumble dryer.

SPORTS CLOTHING – FIFTH FORM GIRLS

All of these items are compulsory unless otherwise stated.

Items marked (*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

All articles must be clearly marked with name tapes.

Number of Items		Article
Day	Boarders	
1	1	*Red crested softshell jacket
1	1	*Red tracksuit top (optional)
1	1	*Black crested pro fit training pants OR * Black Crested training pants
2	2	*Red crested sports t shirt
1	2	+Black base layer
1	1	*Red mid layer zip top
1	1	*House colour polo shirt
2	2	*Black crested running shorts and/or +plain black skort
1	2	+Plain black fitness leggings (no logos or mesh)
1 prs	2 prs	*Red crested games socks
2 prs	3 prs	+White sports socks
1 pr	1 pr	Trainers
1	1	Combination padlock for sports locker

Please note that legs must be covered to go through the dining hall at meal times and shorts/skorts must be worn over leggings when it is necessary to walk around school in PE kit.

- a mouth guard, shin pads and a stick for hockey if choosing this option (Michaelmas)
- astro shoes are also recommended for hockey (Michaelmas)
- shin pads for football (Michaelmas)
- swimming kit if choosing this option

CLOTHING LIST – SIXTH FORM BOYS

Items marked (*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

All articles must be clearly marked with name tapes.

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 sleeve white shirts
5/6	6	+Short sleeve white shirts
6 prs	8 prs	Plain grey, navy blue or black socks (no patterns or other colours)
1	1	*Senior tie
1	1	*House tie
1	1	Raincoat or weatherproof jacket (navy or black)
1	1	*Senior 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
	3 doz	+Name tapes
	6	Coat hangers

CASUALS

	2 sets	Casual wear
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Please note: No bedding required. Pillows and pillow-cases, duvets and duvet covers, sheets and blankets will be provided and laundered. All items, including clothing, will be dried in a tumble dryer.

** 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 *Schoolblazer*.
 Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.
 All articles must be clearly marked with name tapes.

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 sleeve plain white blouse
5/6	6	+Short sleeve plain white 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	*Senior scarf
1 pr	1 pr	Plain black shoes (not boots, not suede, no patent, 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
	3 doz	+Name tapes
	6	Coat hangers

CASUALS

	2 sets	Casual wear
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Please note: No bedding required. Pillows and pillow-cases, duvers and duvet covers, sheets and blankets will be provided and laundered. All items, including clothing, will be dried in a tumble dryer.

**** 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.
- Suits that do not conform to these regulations will not be permitted.

SPORTS CLOTHING – BOYS and GIRLS SIXTH FORM ONLY

Those playing in the Senior teams will be provided with full match kit, loaned on a termly basis. Lost items incur a charge. St Edmund's branded kit should be worn for training.

Non-team pupils are expected to look smart. They should always be identifiable as St. Edmund's pupils. They should wear **plain black shorts, skorts, leggings or tracksuit bottoms with a St Edmund's Red Crested Fitness T-shirt**, available on the School Blazer website. During cold weather they may wear a St Edmund's School branded top of their choice. Pupils will be expected to provide appropriate footwear for their chosen option.

ST EDMUND'S SCHOOL CANTERBURY



- A Head's Entrance**
(Visitors' parking)
 - B School Entrance**
(Visitors' parking)
School Reception
 - C West Entrance**
(Staff parking and deliveries only)
 - D Giles Lane Entrance**
(Visitors' parking)
 - E University Road Entrance**
(Visitors' parking for Senior School, Music School, School Hall & Sports Hall)
- 1 Head's Entrance
 - 2 Drawing Room
 - 3 Chapel
 - 4 Dining Hall
 - 5 Medical Centre
 - 6 School Reception
 - 7 Sixth Form Study Room
 - 8 Library
 - 9 Information Technology
 - 10 Additional Educational Needs
 - 11 Old Gymnasium Buildings
 - 12 Religious Studies
 - 13 Senior School Classroom Block: English, Film Studies, Languages & Geography
 - 14 EAL
 - 15 Music School
 - 16 The Foyer
 - 17 The Theatre
 - 18 Pontigny, Head's House
 - 19 Swimming Pool
 - 20 Sports Hall
 - 21 CCF
 - 22 Rifle Range
 - 23 Tennis & Netball Courts
 - 24 Squash Courts
 - 25 Gorsefield
 - 26 All Weather Pitch
 - 27 1st XI Cricket Pitch
 - 28 Pavilion
 - 29 Business Studies & Economics
 - 30 Academic Hub: Maths, History & Politics
 - 31 Jackman Sports Field
 - 32 Old Music School
 - 33 Science
 - 34 Art
 - 35 Design & Technology
 - 36 Nursery & Pre-Prep School
 - 37 Nursery & Pre-Prep School Hall
 - 38 Nursery & Pre-Prep School
 - 39 Junior School
 - 40 Junior School Sports Field



ST EDMUND'S SCHOOL CANTERBURY

An independent co-educational day
and boarding school for ages 3 - 18

Head Mr E G O'Connor, MA (Cantab), MPhil (Oxon) MEd (Cantab)

Bursar Mr N C Scott-Kilvert, FCCA

No deliveries at this entrance