



**ST EDMUND'S
SCHOOL**

CANTERBURY

SENIOR SCHOOL



HANDBOOK

WELCOME TO ST EDMUND'S SCHOOL

STEDMUNDS.ORG.UK

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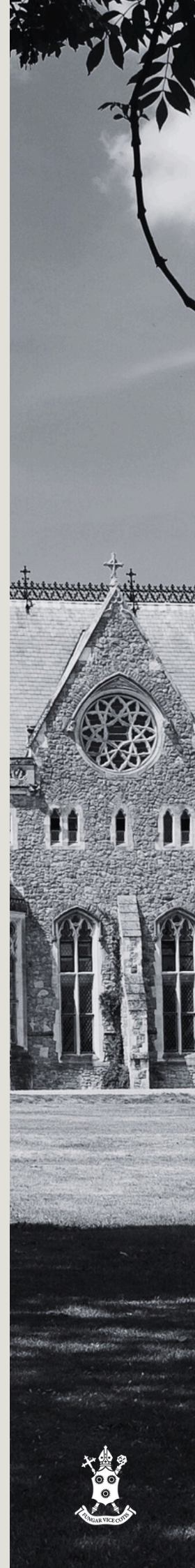
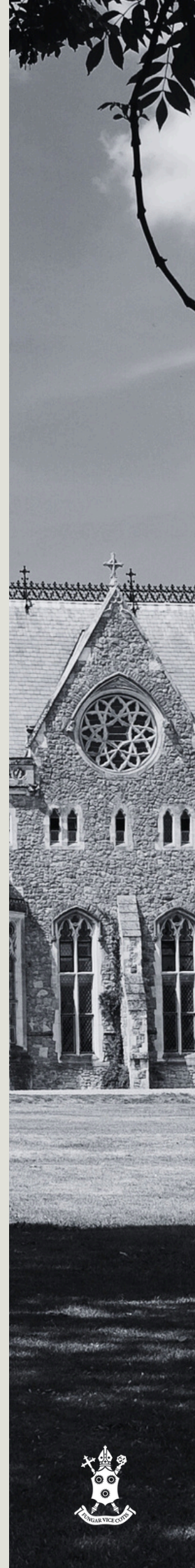


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Head's Introduction

Dear Parents,

Welcome to St Edmund's School!

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

We aim to make your child's educational experience a happy and fulfilling one and, to help them settle in quickly, I would ask you to encourage them to read the New Pupil Handbook before they arrive.

I look forward to meeting you in due course and wish you and your son or daughter a long, happy and productive association with St Edmund's School Canterbury.

If you need to contact me before your child joins the school, please do not hesitate to email head@stedmunds.org.uk.

Kind regards,

Edward O'Connor
HEAD

SCHOOL VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

Safeguarding

Safeguarding the welfare of our pupils is our principal responsibility.

Safeguarding means that school staff will:

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

How will we try to protect your children?

- We try to provide a safe and secure environment for them to learn in and progress
- We help to ensure that they remain safe, at home as well as at school
- We ensure they know where to get help if they are worried or unhappy

Our Assistant Head, Safeguarding and 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:



WAGNER

Mrs Victoria Burton



WATSON

Mr James Anderson



WARNEFORD

Mrs Marie Florence



BAKER

Mrs Christina Lea



Safeguarding

Tutors meet regularly with their tutees to check on their welfare and progress and also to deliver our tutorial programme.

Boarders also have the additional support of their Houseparents and school doctor.

The Chaplain, Wellbeing Centre and Medical Centre are there for all pupils.

The School Counsellor, Nicky Crouch, can be contacted by pupils through talking to their Housemaster or the Deputy Head (Pastoral) Mrs Shearer.

Outside of school there are people pupils can speak to:

An independent person: Mrs Karen Olliver, (tel: 07939519766) - a friend of the school.

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

E-Safety

If you have an E-Safety concern relating to your child please contact Ross Underwood, DSL and E-Safety Co-ordinator at rpu@stedmunds.org.uk.

Useful external links for parents:

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

<https://www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-useful-links>

<https://www.fosi.org/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/parental-controls/>

<https://www.nwgnetwork.org/online-onguard-guide-becoming-safer-parent-online/>



The First Few Days for Parents

Arrival on the First Day

All new pupils should arrive according to the Arrival Programme provided by the Admissions Department.

In addition to the formality of registration, the programme is organised so that you will have the opportunity to meet all staff directly concerned with the welfare of your son or daughter: Head, Housemasters, Houseparents, Chaplain, Tutors, Matron and the Medical Centre staff.

Pupils will also have an opportunity to familiarise themselves with their new school.

Parking and Luggage (for boarders)

All cars should park as directed.

Boarders and their parents will be directed to the luggage drop-off point.

Parents and the First Term

We understand that starting in a new school can be an unsettling experience for parents as well as pupils and we want to make the transition as straightforward as possible for your family.

Should you have any questions or concerns, the first point of contact should be the relevant Housemaster. Their email addresses can be found in this handbook and on the school website.

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

There will also be some informal events during the term such as the Head's Drinks Reception to help you learn about the school and meet the key people.



The First Few Days for Pupils

Overview

The vast majority of new pupils settle down to the Senior School routine very quickly and happily, and problems rarely arise. A careful study of the New Pupils' Handbook will answer most of the obvious questions.

It would be very helpful, however, if each new pupil could be told by parents that if any problems arise, he or she should approach their Housemaster or Houseparent.

These senior pastoral staff have much experience in helping pupils during the first few days of their new routine and their primary concern is to ensure the happiness of the pupils in their charge. There are other channels too (House Captains and other Senior Prefects, Peer Listeners, Tutors, Chaplain, Matron, Sister), for pupils to unburden themselves about worries, to make enquiries or to complain if something is troubling them.

Induction Day

All new pupils will have an Induction Day before the formal start of the Michaelmas Term. This takes place on the day after Arrival Day (see School Calendar). It is an enjoyable day designed to orientate the pupils and give them the information and materials they require to start the term effectively.

First Day of Term

There is no need to worry about the first day of term. The schedule is designed to put pupils at ease, introduce them to their peers and to explain their timetable. Any problems that arise regarding subject choices or errors in the timetable will be quickly resolved on the day through form tutors. The structure of the first morning is explained below. (You will receive an updated itinerary for the first few days towards the end of the summer break.)

Time	Event
8:35am	Registration in House areas
8:55am	Head's Line (assembly) in Chapel Introductory talk from the Head Provision of key information Announcements from staff
9:30-11:15am	Tutor time: Meet tutor and fellow pupils Site orientation. Timetables provided (and problems resolved). Scheduling of music lessons
11:15am	Normal lessons begin

The Basics

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 place their uniform orders well before term starts, to allow time for returns if necessary.

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

SCHOOL BAGS

This is a compulsory purchase

These may be of any type, not too expensive but sturdy enough to stand up to the rigours of school life. The online uniform provider sells a good quality St Edmund's bag, which is spacious and comfortable to carry, although a plain coloured alternative is also acceptable.

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

STATIONERY SHOP

A stationery shop is located in the Library. A4 files, paper, computer USB sticks, pens, geometry sets and other items of stationery may be bought at a competitive price. It is assumed that pupils may purchase goods worth up to £30 per term from the stationery shop, to be debited to parents' accounts, unless otherwise advised in writing.

All teachers expect written work to be completed in black ink. This is a requirement of all examination boards and is therefore adopted as the school's standard practice.

Also available are any books in print (often at discounted prices) including revision guides and set books. Shop opening times are Monday to Friday 8.30am – 4.30pm.

School Uniform





Sports Uniform





The Basics

SPORTS EQUIPMENT

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

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



Organisation of the School

Academic Structure

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

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

ST EDMUND'S	AGE	NATIONAL CURRICULUM	STRUCTURE
Lower Fifth (L5)	13+	Year 9	5 sets (Core) + compulsory (3 optional)
Middle Fifth (M5)	14+	Year 10	5 sets (Core) + options
Upper Fifth (U5)	15+	Year 11	5 sets (Core) + options
Lower Sixth (L6)	16+	Year 12	4 x options* + EPQ (optional)
Upper Sixth (U6)	17+	Year 13	3 x options

KEY ACADEMIC CONTACTS

TITLE	RESPONSIBILITY	CONTACT
Deputy Head Anya Bensberg	Oversees Academic Provision	aeb@stedmunds.org.uk
Head of Sixth Form Jonathan Symaka	Advice and support on academic work and subject choices	jjms@stedmunds.org.uk
Head of Key Stage 4 Joseph Tebbs-Warner		jtw@stedmunds.org.uk
Head of Key Stage 3 Joseph Pellett		jp@stedmunds.org.uk



House Structure

Academic Structure

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

They are:-

Baker House	Housemaster Deputy	Mrs Christina Lea Ms Sharon Scally
Wagner House	Housemaster Deputy	Mrs Victoria Burton Mr George Coupe
Warneford House	Housemaster Deputy	Ms Marie Florence Mr Ben Barnes
Watson House	Housemaster Deputy	Mr James Anderson Mr G Bonfiglio

All pupils also have a Tutor who is a member of staff affiliated to their House and who has a particular responsibility for their academic and pastoral welfare.

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

Director of Boarding	Mr J Clapp
Head of Girls' Boarding	Ms L Harding
Deputy Head of Boarding	Mr S Buckingham
Deputy Head of Girls' Boarding	Mr G Bonfiglio
Resident New Wing Tutor	
Visiting Tutors	Mrs R Lea Dr Tebbs-Warner Dr S Masterson
Day Matrons	Mrs Becky Wood and Liz Deverell
Boarding Matron	Mrs Carol French



Owen House consists of three separate areas and provides study-based accommodation c.120 pupils. The boy boarders' area occupies most of the top floor of the main school building and houses some Fifth Formers occupying semi-private study-bed areas and some en-suite, with the remainder and the Sixth Form enjoying single or double study bedrooms, a number of which have en-suite facilities. Both groups enjoy modern common room facilities.

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

Day Pupils

Day pupils are accommodated in each of the four House Common Rooms equipped with personal lockers or in Sixth Form Common Rooms or U6 studies.

Flexi-boarding

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

Such accommodation may be available for boys or girls. If your son or daughter would like, at any time, to experience this different style of life, please contact their Housemaster, Houseparents or the Head for further details.



Important Information



Terms and Holidays

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

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

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

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

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

Note: During the course of the year, there will be four full Exeat weekends when boarders may choose to leave school to stay with parents, guardians or friends' families. Boarders also have the opportunity to stay within boarding during these exeat weekends; and parents or guardians should request this beforehand using the online form (please contact boarding@stedmunds.org.uk for more information). Dates of Exeats for the year ahead are published in the school Calendar.

Return to school after Exeat Weekends and Holidays

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

Important Information



School Hours: Daily Arrival and Departure

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

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

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

Monday 4.20pm

Tuesday 4.20pm

Wednesday 4.20pm

Thursday 4.20pm

Friday after Friday activities for all; at 5.30pm for pupils in detention

Saturday (optional for day pupils) 12.30pm for all except team players

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

Please note that the fortnightly Friday Skills and Service programme is compulsory. Pupils are free to leave no earlier than 4.20pm.

Saturdays

- There is an optional enrichment programme for all day pupils (compulsory for full boarding pupils), with the exception of the four Exeat weekends per year.
- Day pupils who attend on Saturdays are welcome to stay to join the boarding pupils for school lunch.
- School matches on Saturdays are compulsory for all selected team players whether or not they choose to access the Saturday morning programme.



Important Information

Games and PE Lessons

All pupils in L5, M5 and U5 will take part in one timetabled PE lesson per week, experiencing a wide range of activities from Trampolining and Basketball to Badminton and Tag Rugby. They will also take part in one afternoon games session a week.

Those who are selected for team sport will have additional training and matches throughout the week.

MICHAELMAS GIRLS' GAMES	LENT GIRLS' GAMES	SUMMER GIRLS' GAMES
Hockey	Netball	Tennis
Football	Basketball/Handball	Cricket
		Swimming
		Athletics

MICHAELMAS BOYS' GAMES	LENT BOYS' GAMES	SUMMER BOYS' GAMES
Football	Hockey	Cricket
Activity rotation	Activity rotation	Tennis
		Athletics
		Swimming
		Activity rotation



Important Information

All girls should bring combination padlocks for their lockers in the changing room. This will help to secure valuable property and remove the temptation for “borrowing” or theft.

Boys’ kit will be stored in House room lockers. There are some lockers in the boys’ changing rooms that will be allocated to those in need. A combination padlock will be required.

Off Games

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

Boarders who feel unwell during the school day should attend the Medical Centre for assessment. The Nurse will issue an off games note if appropriate. These should be handed directly to the games teacher.

Pupils excused from Games on Tuesday and Thursday afternoons are expected to remain at school studying in the Library until 4.20pm.

Co-Curricular Activities

A wide variety of sport activities are on offer throughout the school year. Details are displayed on the sports noticeboard along the main corridor and will be available on the school website.

Absence

If a day pupil is unable to attend school, please use the online absence form on the parent portal. Alternatively, please ring the Attendance Officer (01227475600) or email attendance@stedmunds.org.uk.

Important Information

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

If your child arrives late or has permission to leave early, they must sign in and out with the Attendance Officer.

Bedtimes

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

Lower Fifth	9.45pm	Lights out
Middle Fifth	10:00pm	Lights out
Upper Fifth	10:15pm	Lights Out
Lower Sixth	10:30pm	In study bedrooms with Lights-out no later than 10:45pm
Upper Sixth	10:30pm	In study bedrooms with Lights-out no later than 11:00pm

A slightly less rigid routine applies on Saturday evening.

Leaves

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



Important Information

Weekend Exeats and Leaves

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

Travel and Transport

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

Vehicles No pupil may drive a car to and from school without the Head of Sixth Form's permission (jjms@stedmunds.org.uk). Pupils must have written permission from parents of both parties to the Head of Sixth Form to accept lifts in cars or other vehicles unless such vehicles are driven by an authorised member of the family, a parent of another pupil, or a member of staff. This rule applies particularly to lifts in cars driven by pupils or recent pupils of the school.

Boarders may not keep cars, motorcycles or scooters at school, except under exceptional circumstances with the permission of the Head.

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

Eurostar Any pupil between the age of 12 and 18 who will be travelling alone on this service should carry with them a letter of authorisation from a parent or guardian or, alternatively, an unaccompanied minor's consent form (available from Eurostar UK Limited) since the company accepts no liability in respect of that pupil's safety, welfare, well-being or conduct.

Academic Matters



Pupil Progress:

Academic Review Cards (ARCs)

For most year groups, (subject to the timing of examinations) there will be an Academic Review in the Michaelmas term and again in the Lent term. Further reviews are held later in the summer term for non-examination groups. Teachers give grades for Attitude to Learning and provide a Working Level (based on current performance) alongside a Target Grade (based on benchmark tests).

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

The information compiled forms the basis for discussion at an ARC staff meeting and enables the Tutor and Housemaster to keep track of each pupil's progress. Unusually low grades or downward trends are picked up, investigated and strategies are agreed to support the pupil and ensure academic progress in subsequent weeks and months.

Reports

Full school reports on all pupils are issued once per year. Parents and guardians also have the opportunity to meet subject staff at least once per year (twice for examination year groups) at the appropriate Parents' Meeting in order to discuss progress.

Ongoing Dialogue

All at St Edmund's recognise that a child's progress depends on the support and guidance offered by well-informed parents or guardians. As such, we would urge any parent or guardian to be in regular contact with Tutors and Housemaster regarding pupil progress. If there is any concern at all about a pupil's progress, parents or guardians should not wait for reports or for a Parents' Meeting. They should contact the Housemaster or Head of Key Stage directly to raise the concern. The Head of Key Stage will be pleased to discuss progress at any time.





Academic Matters

Examinations and Assessment

We centrally track pupil academic progress in the following ways:

Form	EXTERNAL EXAMS	STANDARDISED TESTS	SCHOOL TESTS/EXAMS
L5	No KS3	September: MidYIS tests + Screening (SpLD) examinations	At least every term: End of unit tests
M5	GCSE controlled assessments (in some subjects)	September: Yellis tests for new entrants	At least every term: End of unit tests
		+ Screening (for SpLD) (New entrants only)	At least every term: End of unit tests June: End of year examinations
U5	GCSE controlled assessment deadlines throughout the year	September: ISCO Morrisby tests (career profiles)	At least every term: End of unit tests January: Mock GCSE exams
	May/June GCSE exams		
L6		September: ALIS baseline testing	Regular progress tests June: End of year examinations
U6	May/June: A-Level examinations		Regular Progress test February: Mock exams in most subjects



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

Entry into the Sixth Form

A-level work is considerably more demanding than at GCSE level and many subjects require greater range and depth of skills.

Success in the Sixth Form is not possible without specific aptitude for, and ability in, the subjects being studied.

From September 2025, students will start the Lower Sixth with three subjects and timetabled supervised study. This approach will enable them to focus on meeting the exacting demands of the new A-level and also create the opportunity for additional academic or personal enrichment (see Sixth Form supercurricular).

Students seeking to join our Sixth Form should have a minimum of 6 GCSE passes at grade C/4 or above and must meet the specific entrance requirements in each of their chosen subjects. Please see 'Joining Sixth Form' for more information.

Candidates who do not meet these requirements should contact the Deputy Head Academic as alternative arrangements are often possible.

Academic Matters

Sixth Form Supercurricular

At St. Edmund's, we are committed to provision of supercurricular activities to ensure the strongest possible development of our Sixth Form students' academic potential.

Supercurricular activities enable students to show evidence of independent study outside of their school work and this will continue to form a key part of our timetabled provision for Lower Sixth students. As the university application process becomes ever more competitive, it is vitally important that we provide our students with a strong foundation from which to demonstrate to university admissions tutors that their academic interests extend beyond the specification of their A-level courses.

These activities should be considered of particular importance to those students considering applications to the University of Cambridge and the University of Oxford as well as the highly research-driven Russell Group universities.

Our Oxbridge and Russell Group Stream programme offers bespoke 1:1 support with UCAS applications, incorporating internal and external lectures, staff mentoring, visits to university campuses, entrance test support and interview practice. Students will also be expected to complete an EPQ or engage with the School's in-house Durrell Essay competition to hone their research skills.



Academic Matters

Unique Abilities and Exceptional Talents

The School has extensive provision for pupils with unique abilities and exceptional talents. This process starts through identification and information sharing. Pupils may be identified by their past educational performance, by tests of underlying ability or by nomination through teacher, parents or peers. The status and profile of all UAET pupils is shared with staff, pupils and their parents. This forms the beginning of an ongoing, supportive dialogue between parents, pupil and school.

Given that we are a small school, we are able to track pupil progress carefully and offer extension and co-curricular enrichment sessions to UAET pupils when appropriate.

All UAET pupils are provided with a summary list of suggested enrichment activities. Many such activities form special programmes and activities within academics, music, art, drama and sport.

Progress of all pupils, including UAET, is monitored closely through termly reports, discussion at departmental meetings and in public examinations.

We believe that challenge is the driving force of teaching; we encourage all pupils to think deeply and take risks in their learning. This is achieved by embracing a range of pedagogical approaches. Only by having high expectations of pupils, and of ourselves as practitioners, will we be able to move pupils beyond what they know and can do now.



Academic Matters

EAL (English as an Additional Language) Teaching

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

Equipment

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

All pupils (up to and including Year 11) need a good scientific calculator and geometrical instruments. A-level pupils may wish to purchase graphical calculators. These are helpful, though not compulsory. The school will recommend a suitable model at the start of the course and will arrange purchase for interested pupils at a discounted price.



Academic Matters

Evening Preparation (Prep)

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

Prep is set by teachers on 'My School Portal' and parents can access this in order to check what has to be done.

Lower Fifth pupils are set up to two 30-minute preps each weekday. Middle Fifth and Upper Fifth pupils are set up to two hours of prep per night. It is expected that some work will be done at weekends.

Report Cards

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

The Report Card is printed with a weekly timetable and is presented by the pupil at the beginning of each lesson. At the end of the lesson the teacher will record an assessment of the pupil's performance against the specified targets on the card.

At the end of each day the pupil takes the card to his/her Tutor or Housemaster so that the day's record may be reviewed.

Report Cards usually operate for a maximum of two weeks. Experience shows it to be a highly effective way of motivating pupils and a constructive way to address their difficulties.



Academic Matters

Detention

All pupils who repeatedly fail to hand in preps (homework) or who are clearly not making an effort may be detained by members of staff. Under supervision, pupils will complete work specifically set to enable them to catch up.

There is a Housemasters' detention, which runs from 4.30pm–5.30 pm on a Thursday and Deputy Head's detention at the same time on Friday afternoon. These sessions are for pupils whose behaviour has been in breach of the school rules. Tasks set will provide pupils with the opportunity to reflect on their actions.

Parents are given at least 24 hours' notice of such an arrangement by means of an automated email or, at the last minute, a telephone call from the Housemaster.



Co-Curricular Opportunities

Clubs and Activities

There is an extensive weekly programme of clubs and activities for all pupils. Some operate at lunchtime and others after school. Lists of the clubs and activities, their timing and location, are posted around the school and a programme for each term is published in the back of the school Calendar. The Games noticeboards are located in the main school corridor.

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

There are extra charges for clubs or activities in only a small number of cases and parents are always notified in writing of any additional costs in this respect.

Friday Skills and Services

On Friday afternoons, on a fortnightly basis, pupils take part in a programme aimed to develop their personal and leadership skills. There are a number of options including ICT training, Community Service, Charity work, the Combined Cadet Force and the Duke of Edinburgh award scheme. Pupils will receive a presentation on this in their first week back where the process will be explained.

Saturday Activity Programme

A range of activities are provided at school on Saturday mornings. These are compulsory for boarders and optional for day pupils. The schedule is published half-termly and recent options have included supervised study, open music, sport and art, international cuisine, dance and first aid. There is no additional charge for these activities and day pupils are encouraged to get involved!



Co-Curricular Opportunities

Educational Outings and Holiday Activities

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

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



Music Lessons

If you would like to request individual music lessons for your son or daughter, the enclosed form (appendices) should be completed and returned as soon as possible. The department aims to provide 26 35-minute lessons per instrument within the school year.

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

U6 and L6 pupils will always have lessons at fixed times to coincide with their breaks or private study periods and U5 pupils will have their lessons timetabled in lunch/break times where possible. The remaining Senior School pupils are organised around academic lessons by the Director of Music and the Director of Studies. It should be understood, however, that with large numbers of pupils in the school studying instruments, it is not always possible to fulfil all requests, or to avoid some clashes with academic lessons.

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

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

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

Director of Music Mr Spencer Payne
Administrator Mrs Katherine Walker
Telephone 01227 475620
email ksw@stedmunds.org.uk



Links between School & Home

Communication with the school and with your son or daughter

Routine Matters

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

Telephone and Email

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

(For overseas callers, delete 0 and +44)

Contact	Phone	Email
School (General Enquiries)	01227 475600	seniorschool@stedmunds.org.uk
Baker House (Housemaster)	01227 475610	baker@stedmunds.org.uk
Wagner House (Housemaster)	01227 475611	wagner@stedmunds.org.uk
Warneford House (Housemaster)	01227 475612	warneford@stedmunds.org.uk
Watson House (Housemaster)	01227 475613	watson@stedmunds.org.uk
Owen (Houseparents)	01227 475609	boarding@stedmunds.org.uk
Day Matron	01227 475600	vgd@stedmunds.org.uk
Medical Centre	01227 475607	medicalcentre@stedmunds.org.uk

Other useful email addresses:

The Head	head@stedmunds.org.uk
Deputy Head (Pastoral)	cjs@stedmunds.org.uk
Deputy Head (Education)	aeb@stedmunds.org.uk

If you wish to leave a message asking your son or daughter to phone home, you should ring pupil/ Housemaster/Houseparents (after 7.00pm).

To receive general enquiries during term time, the School Office is staffed from Monday to Friday (8.00am to 4.30pm). During holiday periods the School Office is staffed from Monday to Friday (9.00am to 4.00pm).



Links between School & Home

To discuss financial matters, parents may contact the Bursar using the school (General Enquiries) number 01227 475600.

The Houseparents' telephone number should be used exclusively for matters relating to boarding. Houseparents are not able to answer general school enquiries.

Communication

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

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

Pupils' Email Addresses

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

Mobile Phones

Mobile phones are not permitted during the school day for Fifth Form pupils. They will store their mobile devices in a lockable pouch on arrival to school, and this will be unlocked at the end of the school day.

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

All pupils should have their mobile phone security marked. To increase security we also ask that they log their mobile number with their Housemasters or Houseparents.

All valuable items, especially laptops, must be security marked.

Communications with Parents

The School calendar is available on My School Portal and the website. Contact from the school via email, in addition to mailings at half-term and the end of term, will update parents regularly on all that is taking place in the school.

Parents will be regularly informed about pupils' academic progress (see Academic Matters section of this handbook).

My School Portal is a single and secure portal, providing parents with a host of information relating to their child, adapting as they progress through year groups.

The school website is a good way to keep up to date with recent events.

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

School Calendar

This is a comprehensive and useful document which is available to parents and guardians at the beginning of each term. It outlines the daily and weekly programme for the term. Parents and guardians are most welcome to attend any school events.

Additionally, at the end of the Michaelmas term, all parents receive a copy of The Chronicle which is a comprehensive review of the previous school year. Please ensure that your son or daughter does deliver it to you!

Parents' Meetings

There is one formal parents' meeting and one curriculum evening for each year group throughout the school year.

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



Communications with Parents

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

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

The timings of these events are published in the termly school calendar.

The Head, the Deputy Heads and all subject teachers and Tutors attend these meetings. Pupils are also welcome to accompany their parents and are positively encouraged to do so.

Complaints Procedure

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

If you have a serious complaint, you should address this to the Housemaster or Head, either by phone or letter, and we would hope to be able to deal with the matter satisfactorily, probably with a meeting. Should you feel that the matter has not been resolved, you should make a formal complaint to the Head in writing.

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

Guardianship

The school requires all overseas pupils to have a nominated Guardian who is resident in the UK and who is able to communicate clearly in English with the school. The Guardian must live no further than two hours away from school and be available to take boarders at short notice, in case of illness, or exclusion from school. If they are away, or otherwise unable to fulfil this role, they must inform the parents and the school.

The school will be pleased to offer advice on Guardianship if required.

Guardians will receive school mailings similar to those received by parents.



Pupil Welfare

Overview

We pride ourselves on our strong pastoral systems. Supporting pupil welfare is a vital aspect of our provision. The Deputy Head (Pastoral) Catherine Shearer oversees all matters relating to pupil welfare within the school. She can be contacted at cjs@stedmunds.org.uk.

PSHEE

Personal, Social, Health and Economic Education (PSHEE) deals with real life issues that affect children and young people; their families and their communities. The school follows a PSHEE curriculum which is delivered through a combination of tutorial sessions, PSHEE mornings and visiting speakers.

Chapel

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

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

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

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

Pupil Welfare

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

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

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

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

Relationships and Sex Education

Relationships and Sex Education (RSE) takes place throughout the Senior School, mostly through the medium of Personal, Social, Health & Economic Education (PSHEE). A full policy is available on the school website or on request to the Head's office. If any parent does not wish their child to take part in RSE, they should register a wish to withdraw their child from RSE by writing to the Head.



Pupil Welfare

School Medical Centre Contact details: Direct dial: 01227 640 578
Email: medicalcentre@stedmunds.org.uk

The Medical Centre is staffed by qualified and experienced nurses. It is essential that you keep the Medical Centre informed with any changes to your child's health and current treatment.

The nurses will assess and provide initial treatment for illness or injuries sustained at school. This includes "homely remedies" as listed on the school Medical Form. Parents will be consulted and informed as appropriate. Please ensure that you are available on the contact number provided in case your child needs to be sent home from school.

If your child is unwell

Please do not send your child to school if they are unwell or have a raised temperature. If your child has diarrhoea and/or vomiting, they must not return to school until 48 hours after the last episode.

You are required to notify the Medical Centre if your child is suspected of or has been diagnosed with an infectious condition such as chicken pox. Do not send your child to school with an infectious illness. If you are unsure whether your child should attend school, please contact the Medical Centre staff who will advise.

Emergency Medication

This includes medication for Asthma, Diabetes, Severe Allergy and Epilepsy. There will be a Health Care Plan written in conjunction with parents for any pupil with these conditions.

If your child arrives at school without their emergency medication, you will be contacted and asked to bring it in or collect your child.

Asthma –

Your child **MUST** carry their reliever (blue) inhaler with them while at school or on a school trip.

Allergy -

Your child **MUST** always carry **TWO** prescribed adrenaline auto injectors (AAI) with them while at school or on a school trip.

Diabetes –

Your child **MUST** carry equipment and hypo treatment with them while at school or on a school trip. Spare equipment must be provided and stored in the Medical Centre.

Pupil Welfare

Epilepsy –

Emergency medication **MUST** be provided. Please contact the Medical Centre to discuss individual arrangements.

Medicines

Pupils are not permitted to carry medicine while in school. Medication must be brought to the Medical Centre on arrival at school.

Medicines may be administered by the nurses once a consent form has been completed by the parent or guardian.

Nurses will be guided by the permissions given on the School Medical Record Form which is completed when your child joins St Edmund's.

Homeopathic and Herbal remedies

The school will not accept or administer herbal or alternative remedies unless prescribed or supported in writing by a UK registered Medical Doctor. It might be necessary to keep your child at home should you want to give a homeopathic or alternative course of treatment.

Pastoral Care

St Edmund's School is committed to providing excellent pastoral care for all pupils. Within the bounds of professional confidentiality, the Medical Centre maintains links with the school's pastoral team. The pupil's Housemaster is the first point of contact if you have any pastoral concerns.

Immunisations

Pupils will be offered immunisations by the NHS immunisation team. All queries must be addressed to the Immunisation Hub on 0300 123 5205

For boarding pupils, please also consult the Parent Handbook – Boarding.

Pupil Welfare

Further information

Important information to be read in conjunction with the Medical Form can be found in the Medical Centre information letter at <http://www.stedmunds.org.uk/wp-content/uploads/2015/07/Medical-Centre-Information-Letter-2017-18.pdf>

School Meals

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

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

Dietary Requirements

If your son or daughter has any special dietary requirements on medical, preference or religious grounds, please write to his or her Housemaster with the relevant information so that the Catering department can make the appropriate arrangements. Please note that we are a nut-free school.

Morning and Evening Meals

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

No charge is made where official school or House duties are involved. Pupils must obtain, in advance, a note from their Housemaster.



Pupil Welfare

Snacks and Drinks

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

Pupils are encouraged to take a bottle of water with them during the working day. These can be replenished in the Dining Hall and from House areas.

Money and Possessions in School

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

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

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

Pocket Money

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

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

N.B. In these circumstances, Houseparents cannot control or monitor the sums of money spent. Please stress that a PIN should not be divulged.

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



Dress and Appearances

Clothing

Parents are asked to adhere strictly to the clothing lists in respect of all regulation clothing. (See Appendices for clothing lists.)

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

Please note that day pupils should travel to and from school in tidy school uniform.

Boarders may change into casual clothes at 4.30pm on weekdays. Casual clothes may be worn at weekends, unless specific instructions are given.

Hair

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

Jewellery

- A single, plain ring may be worn.
- A single, plain necklace (discreet, gold or silver chain-link, no leather, string, beads, etc. may be worn).
- 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.

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.

Laundry and Dry-cleaning

The cost of laundry for boarders is included in the fees, but washing machines are available for limited use by boarders. All laundry is hot tumbled-dried, and hence pupils should not bring clothes with them that are not suitable for this. An additional charge is made for dry-cleaning. Pupils are expected to return to school with a full set of clean clothing at the beginning of each term.



Our Expectations of Pupils

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

Courtesy

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

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

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

Personal Relationships

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

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



Our Expectations of Pupils

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 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, contrary to 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.



Our Expectations of Pupils

Rewards

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

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

Blue cards are delivered via subject teachers to Tutors to Housemaster, who will keep a tally.

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

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

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

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

Sanctions

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

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



Our Expectations of Pupils

Detentions on a Thursday or Friday afternoon (4.35-5.35pm) are used by teaching staff as a stronger solution for academic failings or misbehaviour in class.

As seen in the School Rules, 7 and 8 (see Appendix 1) certain offences in violation of school rules on alcohol, drugs and smoking, carry with them the threat of a school suspension in which the pupil will spend a day, or days, under supervision, working on a programme of community service, while catching up with missed academic work at the end of the working day.

Suspension and Exclusion

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

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

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

Bullying

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



Our Expectations of Pupils

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

- physical assault - punching, slapping, shaking, jostling, kicking etc.
- emotional assault - teasing, belittling comments, treating a person as if they were worthless, sending offensive emails or text message, exclusion etc.
- sexual assault - harassment, comments of a sexual nature, insinuations about a person's sexuality, touching.

Any pupil who is bullied **MUST** tell someone. He or she should talk to a House Captain or Tutor, or anyone the pupil feels he or she can trust. This is in order to help the individual, the school and other pupils who may be forced to suffer too.

THE FULL ANTI-BULLYING POLICY IS AVAILABLE ON THE SCHOOL WEBSITE.

Worries and Complaints Procedure for Pupils

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

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

- have a Complaints Procedure
- ensure their pupils understand the Procedure.

Pupils are made aware of the Complaints Procedure by means of its inclusion in this Parents' Handbook, by notices posted in the school and by Tutors.



Our Expectations of Pupils

In simple terms, the policy is as follows:

- If a pupil feels that he or she has been treated unreasonably, he/she should discuss the matter with someone he/ she can trust - Tutor, Housemaster, a friend.
- If, following discussion, the pupil still wishes to make a formal complaint, this should be made in writing to the Deputy Head (Pastoral), who will then initiate procedures to reach a solution.
- The Head will be keen that matters are sorted out swiftly and correctly.
- Pupils are invited to take a friend with them to any interview.
- If the pupil finds the aforementioned authority figures frightening, the Chaplain will be glad to offer help and advice.

The full Worries and Complaints Procedure is available on the school website and from Housemasters and Senior Staff.

School Counsellor

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

The counsellor will normally see the pupil over a period of weeks, or until the situation improves for the pupil. The sessions usually last for c.40 minutes and are held in a room at school free from disturbances. The Deputy Head, Pastoral, or Housemasters act as the liaison officer for pupils wishing to see the Counsellor.

A Counsellor will not tell the pupil what should be done. Their job is to work with the pupil to help find a solution, which is right for that particular pupil.

Independent Person

If pupils have concerns and wish to speak to someone outside school, they can contact Mrs Karen Olliver tel: 07939519766

Finance

Fees

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

Payment of Fees

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

Parents with a problem over payment of fees are urged to contact the Bursar in the first instance as quickly as possible since this can save considerable embarrassment on both sides. A surcharge will be added to accounts not settled by the due date.

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

Notice to Leave

One full term's notice, in advance and in writing to the Head, is required from the parent(s) or guardian of any pupil leaving the school, at any point in their school career, or changing status from boarding to day (or vice versa).

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



Finance

Extras

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

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

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

Set Texts

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

Personal Accident Insurance

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

Finance



Property Insurance

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

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

St Edmund's Foundation

The St Edmund's Foundation is an association for former pupils of the school comprising over 3,000 members worldwide, providing a vital link between them and St Edmund's. Through the publication of its newsletters and website, it keeps former pupils updated on social events, sporting activities and school developments and helps members stay in touch with each other and the school. All pupils become members when they leave and a life subscription is payable from Year 7 onwards.

APPENDIX 1

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 personally well in advance from staff to be absent from any lesson or activity.

N.B. Good manners are important.

APPENDIX 1

School Rules

In particular this means that the following are specifically unacceptable:

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

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

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

School Library

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

APPENDIX 1

School Rules

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 ground by the oak trees.
- After dark, or in inclement weather, assemble in the Classroom Block.
- All buildings must be evacuated: only the school Fire Officer is permitted to re-enter the buildings and investigate.
- Full procedures are published on House and school boards.

2. EFFORT AND ACHIEVEMENT

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

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

APPENDIX 1

School Rules

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. Regretfully, 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.

APPENDIX 1

School Rules

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 "Pupils 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.

APPENDIX 1

School Rules

4. ELECTRONIC DEVICES

- 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. 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.

APPENDIX 1

School Rules

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.

APPENDIX 1

School Rules

Leaves, Exeats and Parties – General

A leave may be sought from Housemasters (or Head of Boarding 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 Head of Boarding 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 must not go alone into town, nor should any pupil go alone into town after dusk.
1. After dark, all boarders must return to school by taxi or by bus (the 4 and 4A buses stop opposite the school).

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.
- For boarders a supper leave may occasionally be granted at the discretion of the Director of Boarding. A leave request form must be filled out and handed in for consideration 24hrs beforehand.
- 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.
- Saturday and Sunday leaves are obtained through Director of Boarding on Thursdays.

APPENDIX 1

School Rules

Exeats (Overnight, Weekend Leaves)

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

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

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, e-cigarettes, or the burning of joss sticks.

APPENDIX 1

School Rules

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 includes vaping equipment.
- **Any pupil breaching this rule may expect punishment as follows:**
 - 1st Offence: Deputy Head's 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.

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School Rules

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.
- Any pupil breaching the above rules, or found to be under the influence of alcohol, may expect a disciplinary response.

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.

APPENDIX 1

School Rules

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:

- Driving a motor vehicle, or driving another member of the school, without permission of the Head (via the Head of Sixth Form).
- 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 Head of Sixth Form) has been obtained.
- Pupils must obtain particular permission from the Head of Sixth Form 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 Head of Sixth Form.
- 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 Head of Sixth Form, a car may be used only for the journeys to and from school at the beginning and the end of the day.

APPENDIX 1

School Rules

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.

APPENDIX 1

School Rules

- 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 adjoining the Head's Study 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.
- 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.

APPENDIX 2

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, Assistant Head, 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.

APPENDIX 2

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 8.30am and 4.20pm.

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.

APPENDIX 2

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

APPENDIX 3

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.

APPENDIX 3

Handling of Personal Information

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

Clothing List

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

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

GENERAL

Purchase of Uniform

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

Marking

- All items of clothing (uniform, sports and casual clothing, underwear and towels and wash-bags, etc.) must be clearly marked. Name tapes are recommended and can be ordered through the online shop.

Checking of Clothes

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

Outer Wear

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

APPENDIX 4

Clothing List

Shoe-cleaning

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

Evening Dress

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

Fifth Form Trousers

- Trousers must be regulation grey.

Shirts

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

Shoes

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

GIRLS

Fifth Form Skirts and Trousers:

- The school pattern skirt can be purchased from Schoolblazer.
- As an alternative, girls may wear trousers which conform to the specification below.

Colour: dark grey or black

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

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

APPENDIX 4

Clothing List

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 or 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) Skirt: pleated, A-line or straight

(c) Trousers: classic tailored – no pipe/slim/skinny fit

- Skirts must be of a sensible length: the hem should be no higher than the top of the knees.
- Slit skirts are not permitted.
- Suits that do not conform to these regulations will not be permitted.

Blouses

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

Shoes

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

PREFECTS

Dress and Insignia

- White Prefects' ties are also available from the School Shop.
- Prefects' badges are presented at the Head's Line at the beginning of the Michaelmas term.
- Prefects' can also wear a red waistcoat.
- Prefects' can wear a plain coloured blouse or shirt, other than white.

PROTECTIVE EQUIPMENT FOR GAMES

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

All articles must be clearly marked with name tapes; these may be ordered through the online shop - www.schoolblazer.com.

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
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.

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 revere collar white blouse
5/6	6	+Short sleeve revere collar white blouse (optional for warm weather)
1	2	+Navy senior jumper
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 <u>Summer</u> 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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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.

Please note that legs must be covered to go through lunch and shorts/skorts must be worn over leggings at all times if it is necessary to wear kit around school.

Please also note that Boarders are required to change in the Changing Rooms, not upstairs in their room.

Number of Items required for:		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
1	2	*Red crested sports t shirt
1	2	+Black base layer
1	2	*Red mid layer zip top
1	1	*House colour polo shirt
1	2	*Black crested running shorts and/or +plain black skort
1 pr	2 prs	+Plain black fitness leggings (no logos or mesh)
1 pr	2 prs	*Red crested games socks
2 prs	3 prs	White sports socks
1	1	Trainers
1	1	Combination Padlock for Sports Locker

Girls will also require:

- 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, available from the School Shop)
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 pillowcases, duvets and duvets cover, 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.
 - Jacket: classic tailored – i.e. which must sit at or below waistband
 - 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, available from the School Shop)
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 4cm)

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.

** 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)
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 - 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 and GIRLS NON-TEAM 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.

REQUEST FOR MUSIC LESSONS

(Please circle pupil's class below)

<i>Name of Pupil:</i>	<i>Pre Prep : Honey Bees/Crickers/Dragonflies</i> <i>Junior School : Form 3/4/5/6/7/8</i>
<i>Age:</i>	<i>Senior School: L5, M5, U5, L6, U6</i> <i>House: Baker / Wagner / Warneford / Watson</i>

	Instrument 1	Instrument 2	Instrument 3/ Theory (delete one)
<i>Tuition requested for:</i>			
<i>Beginner / How long has the instrument been studied?</i>			
<i>Examination grades passed:</i>			
<i>Do you wish to hire a school instrument?</i>			
<i>When would you like lessons to start?</i>			

Address:

.....

Email:

Tel No: Mobile:

Signed (Parent/Guardian): Date:

HIRING AN INSTRUMENT

Name of instrument:

.....

Start of hire period:

.....

End of hire period:

.....

Signed (Parent/Guardian): Date:

Please see overleaf for additional important information

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

NOTES

1.It is hoped that pupils will eventually purchase their own instrument when sufficient progress has been made. The Director of Music will be pleased to advise on this.

2.On reaching the appropriate standard, all pupils receiving music lessons organised by the school will be expected to play in a school ensemble.

3.There may be occasional waiting lists for certain instruments, in which case the Director of Music will advise parents.

4.Pupils will receive up to 26 music lessons, spread over the academic year. The allocation of these lessons will be at the discretion of the music teacher and the Music Department.

5.For day pupils, it is not possible to arrange individual music lessons unless regular access to an instrument outside school can be obtained.

6.If available, instruments may be hired at the rate advertised on the school fee sheet. Please fill out the bottom part of the form overleaf or contact the Music Administrator.

7.At Year 2 and below, beginners will be assessed as to the suitability of their chosen instrument in their first lesson. If required, we will advise on a more appropriate instrument to study.

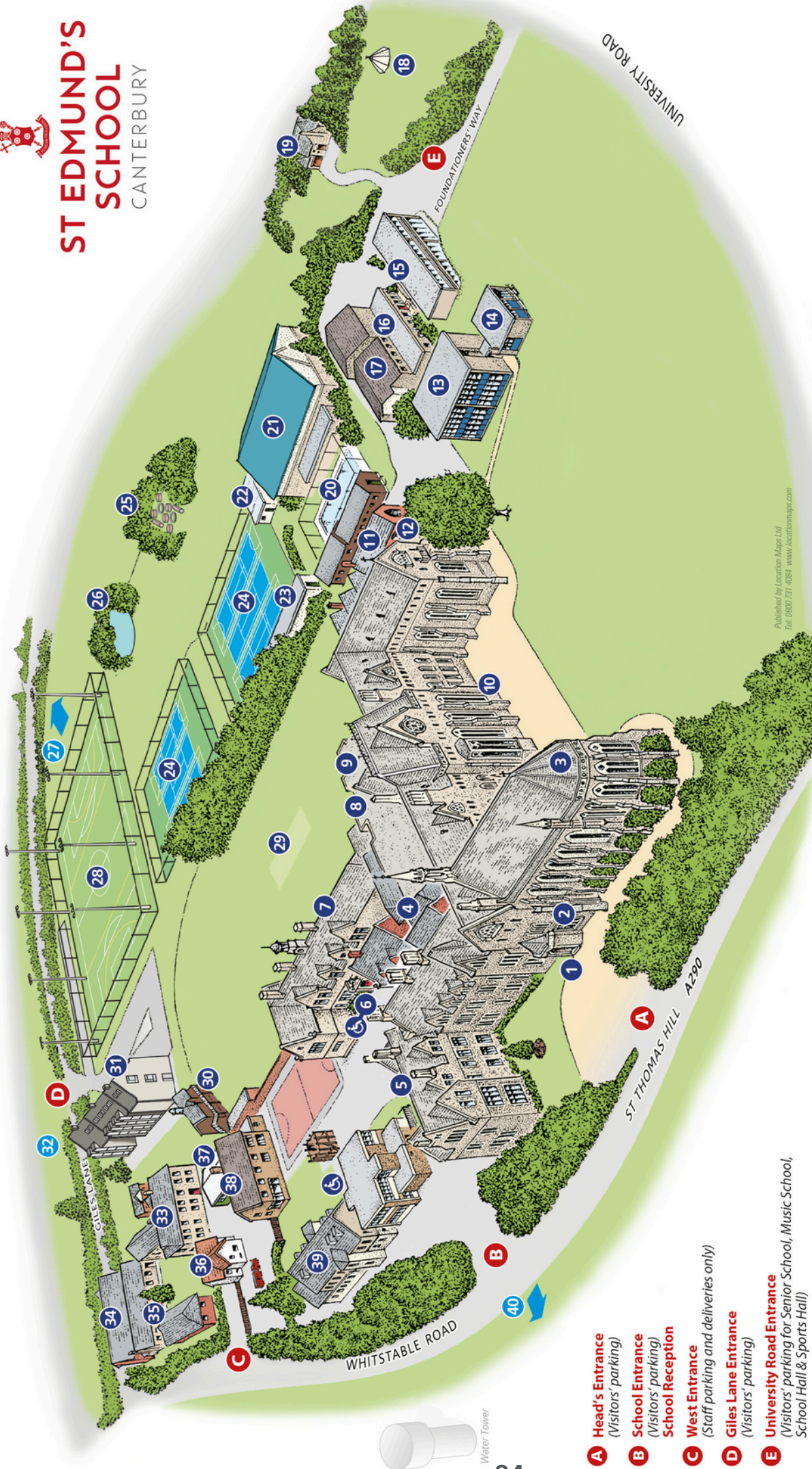
8.If a pupil wishes to cease taking individual music tuition, parents must give written notice to the Director of Music as follows:

Lessons to cease in the Lent and Summer Terms: No later than the last school day before half term of the previous term.

Lessons to cease in the Michaelmas Term: Up to the last day of the Summer term.

Regrettably, word of mouth via a pupil is not acceptable since we find that this does not always faithfully reflect parents' intentions!

Written notice received after these deadlines may be accepted in the event of the school being able to fill the vacant tuition slot with a pupil from a waiting list. In the event of a teacher writing in an end of term report that a pupil really ought to cease taking lessons, then written notice will obviously not be required.



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- 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** EAL
- 11** Old Gymnasium Buildings
- 12** Religious Studies
- 13** Senior School Classroom Block: English, Film Studies, Languages & Geography
- 14** Learning Enhancement
- 15** Music School
- 16** The Foyer
- 17** The Theatre
- 18** Teepee
- 19** Pontigny, Head's House
- 20** Swimming Pool
- 21** Sports Hall
- 22** CCF
- 23** Rifle Range
- 24** Tennis & Netball Courts
- 25** Forest School
- 26** Outdoor Education Area
- 27** Squash Courts
- 28** All Weather Pitch
- 29** 1st XI Cricket Pitch
- 30** Pavilion
- 31** Academic Hub:
Maths, History & Politics
- 32** Jackman Sports Field
- 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 Fields