



**ST EDMUND'S
SCHOOL**

CANTERBURY

JUNIOR SCHOOL



HANDBOOK

WELCOME TO ST EDMUND'S SCHOOL

STEDMUNDS.ORG.UK

Welcome to St Edmund's Junior School

Dear Parents and Guardians,

I am delighted to welcome you and your family to St Edmund's. I hope that your child will flourish here and enjoy a happy and stimulating education during their Junior School years and later at the Senior School from Lower Fifth (Year 9) to the end of Sixth Form. There are so many reasons to be excited about joining the St Edmund's family, but the main one is the incredibly positive relationships between children and staff. The staff at St Edmund's care deeply about the children and we look forward to sharing your child's learning journey with you throughout their time in the Junior School.

All children are unique, special, and have their own talents and gifts.

St Edmund's Junior School nurtures children to thrive and progress to their fullest potential. We are small enough to know every individual and to quickly intervene with support or challenge as appropriate. Every child continually improves and can genuinely enjoy learning, achieving personal and academic outcomes that will prepare them for all that life has in store.

At St Edmund's, creativity runs through everything that we do. We work hard to craft an environment where originality of thought and effort is encouraged, and where collaboration and resilience are developed across every subject and in every lesson. Children are encouraged to 'think outside the box' and to make mistakes and learn from them. The world in which our children will live and work as adults will be a fast moving, dynamic environment. Part of our role is to help children to develop the skills to enable them to stand out from the crowd and allow them to be flexible and adaptable, whatever challenges they may face.

Our vision is to provide all of our children with outstanding learning opportunities. We do this by fostering a deep level of learning in an inspiring learning atmosphere. Alongside practical skills and knowledge, pupils are encouraged to develop lively and enquiring minds, the ability to question and debate rationally, and apply themselves. This vision is underpinned by a strong family ethos, and a belief in the importance of working in partnership with our parent community and prioritising excellent teaching and pastoral care.

We hope that the information contained in this Parents' Handbook will help you feel quickly at home at St Edmund's. Should you need or want further clarification of any issues, please do not hesitate to contact any of the staff members listed.

Best wishes,

ALEX WARD
Acting Head of Junior School

Contents

Communication	6
School Office	6
Other Useful Contacts	6
Home to School Communication	7
To whom do I direct my communication?	7
Parents' Emergency Contact Details	9
School to Home Communication	9
Social Media	9
Email and Text	9
Newsletter	9
My School Portal	9
Standard Mailed Post	9
Website	10
The St Ed's Association	10
Mobile Phones	10
Guardianship	10
Policies	11
Complaints Procedure	11
Handling of Personal Information	12
Documentation	13
A fortnight before the start of the first term	13
Boarders	13
Return if relevant	13
Uniform	13
Online Shop	13
School	13
Stationery	13
School bags	14
The First Few Days - Pupils	14
The School Day and Registration	14
Term and Holidays	16
2024-2025	16
Boarding: full, weekly and flexi	16
Transport	17
Parking for Delivery and Collection	17
School Transport	17
Bicycles	17
Late Stay after School	17
Lower School (Years 3-5)	17
Upper School (Years 6-8)	17

Saturdays	18
Lunch	18
Snacks and Drinks.....	18
Absence	18
Games and PE (including swimming).....	19
Sports Fixtures	19
Off Games	19
Houses	20
Academic Matters.....	21
Curriculum.....	21
Reporting to Parents	21
Academic Review Cards (ARCs)	21
Written Reports.....	22
Parents' Meetings	22
Prep Diaries.....	22
Learning Enhancement including AEN, Very Able and EAL Pupils.....	22
Co-Curricular.....	23
Clubs and Activities	23
Educational Trips	24
Music Lessons	24
Pastoral Care and Pupil Welfare.....	24
Pastoral system.....	24
Chaplain and Chapel	25
Money and Possessions in School	25
Bullying.....	26
E-Safety and Cyberbullying	26
Inappropriate Computer Games	27
Worries and Complaints Procedure for Pupils	27
School Counsellor.....	28
Independent Listener	28
Safeguarding including Child Protection	28
School Medical Centre	28
Immunisation and Medical Records	28
Health Screening	28
Medicines.....	28
Staying at Home	29
Emergency Treatment.....	29
Staff and First Aid	29
Our Expectations of Pupils.....	30
School Rules	30
Rewards and Sanctions.....	30

Finance	32
Fees	32
Notice to Leave	32
Extras	32
Property Insurance	32
Personal Accident Insurance.....	33
St Edmund's Foundation	33
APPENDIX A.....	34
St Edmund's Junior School Canterbury: Notes on Clothing Lists	34
Clothing List: Junior School Boys	36
Clothing List: Junior School Girls.....	37
Sports.....	38
Sports Clothing: Junior School Boys.....	38
Sports Clothing: Junior School Girls.....	39
Note for all pupils - Glasses.....	39
APPENDIX B.....	40
Advice on Prep.....	40
APPENDIX C.....	41
Presentation of Work.....	41
APPENDIX D	43
Pupils' Procedure for Worries and Complaints	43
APPENDIX E.....	45
St Edmund's Pre-Prep and Junior School Parents' Association	45
APPENDIX F	46
Pupil Acceptable Use of ICT: Code of Conduct	46
Each child is asked to read and sign this document annually. APPENDIX G.....	47
Guardianship	48
APPENDIX H	49
Code of Conduct	49
APPENDIX I	50
School Rules.....	50
September 2024	50
Personal Style and Manners	50
.....	56
.....	57

Communication

School Office

During term time the switchboard in the School Office is open Monday to Friday from 8.00am to 4.30pm. During holiday periods it is open Monday to Friday from 9.00am to 4.00pm. When office staff are unavailable there is an answerphone which is checked regularly and offers alternative contact numbers for emergencies.

The Bursar, Finance Office and other administrative departments can be contacted through the switchboard in the School Office.

School Office and switchboard (01227) 475600

Other Useful Contacts

Junior School Office (Mrs Yvonne King)
(Available between 8.00am and 5.00pm) (01227) 475606
yk@stedmunds.org.uk

Acting Head of Junior School (Mrs Alex Ward) alw@stedmunds.org.uk

Chaplain (The Revd) chaplain@stedmunds.org.uk

Housemaster of School House and Resident House Tutor
(Miss Mary Morley) (01227) 475603
juniorboarding@stedmunds.org.uk or
mlm@stedmunds.org.uk

Director of Boarding (Mr James Clapp) boarding@stedmunds.org.uk

Medical Centre (01227) 475607
medicalcentre@stedmunds.org.uk

Late Stay Mobile 07395 769202
(available between 4pm - 5.30pm)

Postal Address

The School's postal address is:
St Edmund's Junior School
St Thomas' Hill
CANTERBURY
Kent
CT2 8HU

Home to School Communication

Good communication between home and school is of the utmost importance and vital to the well-being of pupils, staff and parents

When contacting the school by email it would help if the following could be kept in mind:

- Staff cannot always attend to emails immediately but will do their best to respond within 24 hours.
- Staff will not always be able to reply to communications over a weekend or during school holidays.
- It is always helpful if emails are as brief as possible.
- Emails should not be used as a method of lengthy dialogue.
- We aim to support a healthy work/life balance for our staff, so we encourage staff to only respond to emails during their normal working hours.

To whom do I direct my communication?

Day-to-day points of information contact juniorschool@stedmunds.org.uk or (01227) 475606

Use for:

- Notification of pupil absence
- General queries
- Sports fixture queries (for issues not addressed by SOCS)
- Trips/visits queries

If your child has any worries about life at school please let us know, however trivial the worries may seem. This gives us a chance to do something to help. Generally speaking, the earlier a problem is addressed the less likely it is to get out of hand.

We recognise that in all schools some parents may have concerns from time to time. We are keen that concerns do not fester and cause bad feeling. If you do ever have worries or concerns about school, please do address them directly to the relevant member of staff. This way they can be dealt with quickly and effectively.

Pastoral or academic information which you feel needs to be recorded but does not require a meeting

This includes: information regarding homework; stars or house points; a minor upset at school; minor disciplinary issues; eating habits; organisation; seating in class; minor friendship issues; curriculum and learning support queries etc.

Contact the Form Teacher/Tutor who will deal directly with this or they will forward the information to the appropriate member(s) of staff.

Pastoral or academic issue which may require a meeting

This may well be something of a sensitive nature eg: a major upset at home; bereavement; a persistent worry or concern; a disciplinary matter; or a problem that you do not feel can be resolved without a meeting with the relevant staff.

In the first instance a brief email outlining the nature of the concern should be sent to your child's Form Teacher/Tutor who will arrange a time to meet and inform the appropriate members of staff.

Pastoral or academic matters that you may feel need to be handled by a specific member of staff:

Some matters will, by their nature, need to involve senior staff or members of staff with specific areas of responsibility. This is usually when there is an aspect of a situation which needs to be monitored or managed over a period of time. However, even if you suspect that your concern will require a long term strategy managed in this way, you should still start by contacting your child's Form Teacher/Tutor who will arrange a time to meet with you to discuss a strategy and co-ordinate which members of staff should be involved.

A communication that needs to reach the Head

If something arises which you feel needs to be discussed with the Head, you should telephone, or send a brief email or letter outlining your concern to Mrs Yvonne King by telephone (01227) 475606 or via email yk@stedmunds.org.uk who will inform the Head.

Parents are sometimes unsure as to whom they should direct a query or concern. The following should be of help:

Pastoral/behaviour concern:



AEN



Curriculum/learning concern



Staffing concern



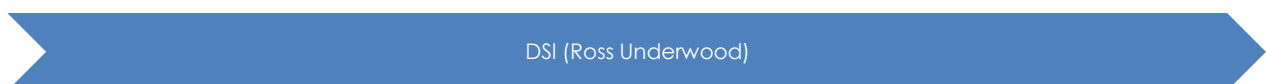
Administration concern



Health and Safety



Safeguarding



The first point of contact between parent and school is the Form Teacher (Lower School) or Form Tutor (Upper School). These members of staff have a responsibility to monitor and manage the academic progress, behaviour and welfare of all pupils within their form. Form teachers/tutors are happy to discuss matters with you, but please remember that they have teaching and other commitments throughout the day and cannot always respond immediately. It is best to communicate in writing by email, and (for brief exchanges of information) the end of the school day is often a suitable time. For lengthy discussions please make an appointment with the teacher concerned. Mrs King will always be happy to contact a member of staff on your behalf if needed.

Parents' Emergency Contact Details

It is essential that parents provide up-to-date telephone numbers on which they may be contacted in case of emergency. Please be vigilant in keeping the school updated with any changes to your contact details.

School to Home Communication

The School has a variety of methods by which it communicates with its parent body:

Social Media

Instagram: @stedsjuniorschool

Email and Text

The School uses an automated group email and/or text facility to contact groups of parents. The majority of School communications will be conducted via email. Text messages will be used to provide "live" updates to parents regarding changed routines or late returns from trips (allowing for travel delays etc). It is vital therefore that parents check their emails regularly to avoid missing important announcements and update the School of any change to email addresses and mobile phone numbers.

Newsletter

This is published fortnightly and is sent out electronically. It is an important form of communication which reviews the weeks gone by, provides key information, celebrates the success of pupils, and keeps parents up to date with recent and forthcoming events. It also contains a number of links.

My School Portal

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. This includes timetables and the setting of prep for Upper School pupils.

Standard Mailed Post

Standard mailed post is used from time to time.

Website

The School's website posts school news, newsletters, policies, and also has an electronic version of the school calendar. The calendar is also on My School Portal is a live calendar, which will reflect any changes made after the hard copy calendar is published.

The St Ed's Association

The St Ed's Association exists primarily to organise social functions for pupils and parents.

Over the years Parents' Association events have included a race night, wine-tasting, wine-and-wisdom, children's discos, a children's tea party for the Jubilee and the annual Christmas bazaar. Parents are informed of these functions through the Newsletter and you will be most welcome at any of the gatherings.

The committee welcomes any suggestions from parents for discussion at its next meeting. A list of committee members and year group representatives may be obtained from the Junior School Secretary. New parents are welcome to contact members of the committee with a view to joining the committee or simply offering help at events.

A copy of the Parents' Association's constitution appears in Appendix E.

Mobile Phones

Lower School pupils are not allowed mobile telephones but Upper School pupils may bring them to school if they have a specific need for them (i.e. because they use public transport or because collection arrangements are fluid) and providing the rules for the use of mobile phones in school are observed. They should certainly not be brought in for recreational purposes.

The rules for use of mobile phones in school are:

- They must be switched off at all times during normal school hours (8.30am-4.20pm).
- Permission should be sought from a member of staff before using a mobile phone during normal school hours. They may not be used for recreational purposes. Failure to do this will result in the phone being confiscated for the rest of the day.
- Parents of repeat offenders will be contacted.

Guardianship

Parents who reside abroad must nominate a guardian who is resident in the UK and who is able to communicate clearly in English with the School. The school will be pleased to offer advice on guardianship if required. Guardians will receive mailings at the beginning and end of terms similar to those received by parents.

Policies

(please visit www.stedmunds.org.uk to view the following)

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Safeguarding and E-Safety Policy
- Boarders' Safeguarding Policy
- Complaints Procedure
- Behaviour Management Policy
- Equal Opportunities Policy
- First Aid Policy
- Fire Risk Assessment
- Rewards and Sanctions Policy
- Disability, Inclusion, SEN and Learning Support Policy
- Disability Access Policy
- Health and Safety Policy
- Sex and Relationships Education Policy
- Pupils' Worries and Complaints Policy
- Curriculum Policy
- EAL Policy (Junior School)
- Recruitment Policy
- Supervision Policy
- Missing Child Policy
- Risk Assessment Policy
- Outings Trips and Visits Policy (Junior School)
- Sun Exposure Policy

Complaints Procedure

Whilst we hope you will have no cause for major complaints about the education your child receives, or our management of the School, you may from time to time have niggles or concerns which need to be addressed. Normally these should be dealt with by the Form Teacher/Tutor with perhaps the support of more senior staff.

If you have a more serious complaint however, you should address it to the Head of the Junior School in person, by telephone, email or letter, and we will aim to deal with the matter directly. We will then contact you to let you know what action we are taking and we might also arrange a meeting with you.

Should you feel that the matter has not been resolved, or if you wish to make a formal complaint, you should refer to the School's formal Complaints Procedure. This is published in the policies area of the school's website (www.stedmunds.org.uk).

Handling of Personal Information

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

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

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

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

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

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

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

- To make use of photographic images of pupils in School publications and on the School website including social media or film. 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.

Documentation

Please complete the following documents and return them to the Admissions office.

A fortnight before the start of the first term

- Junior School Entry Record The information you provide in this document may be invaluable in helping us to understand your child before he/she arrives at St Edmund's.
- School Medical Form It is important that this is fully completed.

Boarders

- Guardianship Form for all boarding pupils with parents living overseas.
- NHS Registration Form

Return if relevant

- Music Lessons Form - For those wishing their child to take instrumental music lessons. Please return this before the start of term if at all possible.
- School Bus Service - Please contact Mrs Hanman if you require further information. Her contact details are 01227 475600 or email operations@stedmunds.org.uk.

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 free of charge.

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

School

The school provides a limited service that offers good quality used uniform, for enquiries please contact Mrs King in the Junior School Office on yk@stedmunds.org.uk.

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

Stationery

Please check and replenish your child's stationery items regularly. The following items are required:

All pupils

Pencils; sharpener; rubber; 30cm ruler; pencil case.

PLUS

Form 3

Stationery and prep diaries are provided.

Years 4 and 5

2 blue Pilot Frixion Ball Pens, fibre tip pens or cartridge pens; ball point biros are not suitable. Please supply a set of coloured pencils rather than felt or nylon tips. A calculator. Prep diaries are provided.

Form 4 and above	1 Pritt Stick, 1 eraser, 1 sharpener, a 30cm ruler, 2 HB pencils.
Form 6 and above	A fountain pen, marked with the owner's name/initials or a blue Pilot FriXion Pen. Coloured pencils.
Form 7 and above	A scientific calculator.

Note: Correction fluids containing solvents are not allowed.

School bags

Schoolblazer sells a good quality St Edmund's School bag which is comfortable to wear and spacious, although any plain, sensibly sized dark blue or black bag will be appropriate.

The First Few Days - Pupils

School starts at 8.30am. New day pupils should arrive at the Junior School at 8.15am, where key members of staff will welcome them. Please use the Giles Lane car park.

New pupils find their feet and settle into the Junior School routine very quickly and happily. They are encouraged to ask for help from their Form Teacher/Tutor (or any member of staff) if they need it, but parents who feel concerned about settling-in issues are encouraged to contact the Form Teacher/Tutor early on. Please don't hesitate to get in touch as early intervention often prevents a more serious problem developing. Pupils in Form 7 and 8 will be issued with a wristband to access the full school site, a £5 charge is made for any replacement needed.

The School Day and Registration

Pupils can arrive no earlier than 8.00am when supervised duty begins but must be at school by 8.30am for registration. All children are supervised from 8.00am.

Timetable

8.00	Staff duty begins (ends 8.30am – children to Form rooms)
8.30	Registration
8.35	Form time (Fri), Head's Line Mon), Lower or Upper School Line or Form Time (Wed) or Chapel (Tues and Thurs)
9.00	Lesson 1
10.00	Lesson 2
10.55	Break
11.25	Lesson 3
From 12.25	Lunch
13.25	Lesson 4
14.25	Lesson 5
15.25	Lesson 6a (end of School for F3-5, formal prep starts)
16.00	Late Stay starts for F3-5 and below (continues for all years until 17.30)
16.20	End of the School day for Year 6, 7 and 8 (except Wednesday)
17.30	End of Late Stay

- All children should arrive in time for the start of school at 8.30am.
- If a child arrives at school after 8.40am, they must report to Mrs King in the Junior School office on arrival.

- Late attendance will be followed up should a pattern emerge.
- Some pupils will have games commitments until 4.30pm or later, usually on Wednesdays.
- Some clubs will run after 3.30pm or 4.00pm (Lower School) and 4.30pm (Upper School).

Term and Holidays

2025-2026

	<i>Full Term Dates (inclusive)</i>	<i>Half-term Dates (inclusive)</i>
Michaelmas	Wed 3 September 2025 Thurs 12 December 2025 *	Sat 18 October 2025 Sun 2 November 2025
Lent	Tuesday 6 January 2026 Wed 2 April 2025	Sat 15 February 2025 Sun 23 February 2025
Summer	Tues 21 April 2026 Fri 3 July 2026	Sat 23 May 2026 Sun 31 May 2026

* The St Edmund's School Carol Service will be on Wednesday 11th December 2024 at 7.30pm in Canterbury Cathedral. All pupils and their families are encouraged to attend and many will be performing.

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

Boarding: full, weekly and flexi

In addition to our full boarders and weekly boarders, School House can usually accommodate flexi-boarders.

Arrangements should be made through juniorboarding@stedmunds.org.uk, who can also give you information with full details, including cost. There is a different fee structure for full, weekly and flexi-boarding.

Transport

Parking for Delivery and Collection

For most parents the car park off Giles Lane is likely to be the best dropping and collection point. Parents who prefer to collect their children from the School building are welcome to park and walk over to the building.

Please note that parents should not be entering the school building unless they have a pre-booked appointment with a member of staff.

Please do not drop off children on the main road at the Main School entrance as this creates a hazard for other traffic on the Whitstable Road. Equally, please do not pull into the Main School drive (in front of School Reception) as turning to come back out again creates a hazard.

School Transport

We run a number of bus services for day pupils. A fee is charged for such journeys. For further details please contact Miss Agnew in Operations: operations@stedmunds.org.uk or 01227 475600.

Bicycles

Pupils may ride bicycles to school if parents are happy for them to do so. Cycle helmets must be worn and, ideally, pupils should have passed their cycling proficiency test. When travelling after dark riders must wear reflective clothing and bicycles must have suitable lights. Please mark the bicycle with the owner's name and provide a lock for security. During the day, bicycles which have been ridden to school can be stored on the small bike rack at the back of the main school, by the entrance opposite the servery.

Late Stay after School

Lower School (Years 3-5)

Children may stay in their classrooms with their Form Teachers in a formal prep session from 3.30pm to 4.00pm. Those not collected at 4.00pm transfer to a Late Stay service. There is no charge for Junior School Late Stay which is available between 4.00 and 5.30pm.

Please note that signing-in is essential. Parents who wish to make a regular booking can do so via Mrs King or bookings can be made on the morning of the day in question by using the signing-in book in the entrance hall of Junior School. In emergency a last-minute booking can be made by telephone to Mrs King.

Upper School (Years 6-8)

At the end of the school day, children should leave the school site promptly unless involved in a formal school activity or late stay. Late stay runs until 5.30pm daily, apart from the last day of each term. Parents are notified separately of end of term finish times.

Children in Years 7 and 8 are permitted to leave the school site unaccompanied at the end of afternoon lessons. There is no formal supervision for day pupils after 4.30pm other than in Late Stay and arranged clubs/activities.

During Late Stay, children are expected to work on their prep or read.

The contact telephone numbers for parents to reach the Late Stay supervisors in the event of emergency or if they are going to be later than 5.30pm are: 01227 475600 (School Office) until 4.30pm or 07395 796202.

Saturdays

There are occasional Saturday commitments such as, drama, the annual Open Day (in September/October), and some residential field trips. It is expected that pupils selected to represent St Edmund's on Saturdays will put this before other commitments.

Lunch

Lunch is provided in the Dining Hall for all children: pupils do not bring packed lunches to school. All pupils are supervised by lunch cover staff and their teachers eat in the same dining room. There is a good range of food and plenty of choice. A vegetarian option is available. Sample menus are available on the School website. Special dietary requests should be addressed to the form/class teacher.

Snacks and Drinks

Pupils can bring a small, healthy snack for mid-morning break however Lower School pupils have fresh fruit supplied. In your choice of snack, please help us to encourage healthy eating and drinking habits. Strictly no nuts please.

A regular intake of water is important and pupils are encouraged to have a bottle of water with them during the working day. These can be replenished with chilled water from dispensers in the Junior School and in the dining hall.

Mrs King runs a tuck shop for pupils in Upper School, 3 times per week. She sells a range of sweets and snacks in order to raise money for charity. Pupils are allowed to bring in small amounts of money into school to purchase items from there.

Absence

Please telephone 01227 475606 or email the Junior School Secretary (yk@stedmunds.org.uk) by 9.00am if your child is unable to attend school. We have a statutory obligation to register and document all authorised and unauthorised absences.

Requests for absence for events or holidays that could reasonably take place at weekends or during school holidays, and which are not essential to occur in term time, may be refused. Mrs Ward asks that requests for significant events that must take place during term time are submitted well in advance and before any trips or activities are booked, to allow time for proper consideration.

While she understands that cancelling pre-booked arrangements may result in financial loss, permission may be refused if the request does not meet the criteria for pupil absence. Booking before approval is therefore done at families' own risk.

Absence from school can make it difficult for children to catch up on missed learning, which may be upsetting, and places additional pressure on teaching staff who support pupils on their return.

Games and PE (including swimming)

Games and P.E. are part of our curriculum. Games is the formal coaching of team sports, including fixtures against other schools and House matches. PE is the delivery of the skills and knowledge which underpins the range of sports and promotion of healthy living. Games and PE lessons will be indicated on your child's timetable, however school matches are usually on Wednesday afternoons, though Mondays can be used in Upper School (Years 6-8) and Fridays in Lower School (Years 3-5). Parents are encouraged and welcome to support their children in matches at home or away.

All pupils use the school swimming pool during the warmer months of the year and all structured swimming sessions are covered by qualified lifeguards.

Sports Fixtures

The St Edmund's School Sports Website, can be accessed at <http://sport.stedmunds.org.uk>
You can use it to see what fixtures are taking place, where and when.

- You can navigate to our Sports Calendar via the main menu, and then select the day you are interested in and click the Details link. You can also see the team selected for fixtures wherever you see a blue figure, from U11 teams upwards. Teams will be added as soon as selection is made but can be liable to change on the day due to absence.
- From the Sports Calendar you can also click directly through to a team's fixtures, results and team sheet by clicking the Team's Name.

Off Games

If a child is well enough to attend school, it is expected that he/she will be able to participate in both Games and PE. School sports kit allows for children to be able to participate in sport whilst remaining both warm and comfortable. We appreciate parental support in this matter.

If, however, ill health or injury dictates that your child should be excused from P.E. or Games, please notify Mrs King. Circumstances allowing, it is often a positive experience for a child to participate in the Games/PE session in an assisting role, however failing this, there is a supervised "Off Games" session children can attend.

Houses

All Junior School pupils belong to one of four Houses: Becket, Chaucer, Marlowe or Roper (all historical figures associated with Canterbury). Each House has a member of staff in charge. They help to generate a sense of belonging, of team spirit, leadership and co-operation. There is strong but friendly competition as Houses compete for the House Cup through a widely diverse range of competitions drawn from all areas of school life in the Junior School. Importance is also placed on raising money for charity through their House events with each House nominates a charity annually. Houses are not pastoral structures.

Academic Matters

Academic Structure

	ST EDMUND'S	AGE	NATIONAL CURRICULUM	NATIONAL CURRICULUM
Lower School	Form 3	7+	Year 3	Key Stage 2
	Form 4	8+	Year 4	
	Form 5	9+	Year 5	
Upper School	Form 6	10+	Year 6	Key Stage 3
	Form 7	11+	Year 7	
	Form 8	12+	Year 8	

Curriculum

Setting

Assessment is a vital cog in education and we are working hard to develop and improve our procedures around both formative and summative assessment in the Junior School. These two Years of assessment, the former being the everyday assessing of classroom practice, live marking, verbal contributions and the like, and the latter tending to be the more formal end of topic/unit assessments, form part of the triangulation of evidence that staff use to ensure pupils are settled correctly and, importantly, are being sufficiently challenged in all of their lessons. As parents appreciate, it is the school's decision to set children according to their level of need given the data of the whole cohort.

Form Teachers and Form Tutors

In Lower School and in Year 6 of Upper School - the majority of subjects are taught by the Form Teacher, though there is specialist subject teaching in French, ICT, Music, Drama, Science, PSHEE and PE/Games.

In Upper School pupils are taught by specialist subject teachers. Some subjects (are taught in Senior School facilities by Senior School Staff. Their class is still overseen by a Form Tutor who will meet with the class every morning for registration, take them for Form Time and accompany them to Chapel and Upper School or Head's Line.

Reporting to Parents

Academic Review Cards (ARCs)

In Lower School and Upper School, Academic Review Cards form a snapshot of academic progress and grades are given for attitude to learning and attainment.

The information compiled Years the basis for discussion at the subsequent staff Pupil Progress meetings and enables the Form Teacher/Tutor to keep track of each pupil's attainment and progress. Unusually low grades or downward trends are picked up, investigated and intervention and support put in place. Excellent progress and high attainment are celebrated after each report cycle.

Written Reports

Parents receive a full written report on their child's progress at the end of the Lent Term for pupils Form 3 – 7 and the end of the Summer Term for Pupils in Form 8.

Parents' Meetings

Parents (or guardians) have the opportunity to meet their children's teachers at Parents' Meetings. Invitations are sent out in advance and there is a formal appointments system to ensure that parents have the chance to meet the staff they wish to see. The meeting dates for each term are listed in the School Calendar and will also be available on My School Portal.

Whilst it is our every expectation that we will proactively manage children's academic progress, parents who have any concerns should contact their child's Form Tutor/Teacher.

Prep Diaries

Pupils in Lower School are issued with an Academic Diary in which they are expected to record the work set for prep each day. To encourage children to get the most out of their preps we ask parents to check the quality of work done for prep and to sign in the prep diary to say they are satisfied. There is a space in the prep diary for parents to make written communication with the Form Teacher/Tutor.

Pupils in Upper School use the My School Portal system and all of their prep will be set on there. This is to support them when they transition into the Senior School where they will also be using My School Portal. Pupil's in Upper School are also issued an Academic diary to help support their organisation. Parents are encouraged to check the diary regularly and there is also a space for written communication to staff.

Advice about prep may be found in Appendix B.

Learning Enhancement including AEN, Very Able and EAL Pupils

The Junior School Additional Educational Needs Department, led by Mrs Ward, offers curriculum support to individuals and small groups, both inside and outside of the classroom. This help is given by Mrs Ward, supported by several learning support assistants, with the provision of extension and enrichment work for very able pupils being overseen by Mrs Ward and Miss Brown.

Tuition in English as an Additional Language is given by Mrs Donnelly to pupils whose first language is not English. Mrs Donnelly will diagnose need and arrange support and lessons as required.

Examinations & Assessment

Year	Michaelmas term	Lent term	Summer term
Year 3	Baseline assessment and NFER assessments	NFER assessments	NFER assessments
Year 4	Baseline assessment and NFER assessments	NFER assessments	NFER assessments
Year 5	Baseline assessment and NFER assessments	NFER assessments	NFER assessments
Year 6	Baseline assessment and NFER assessments	NFER assessments	Formal examinations
Year 7	Baseline assessment and Termly assessments	Termly assessments	Formal examinations
Year 8	Baseline assessment and Termly assessments	Termly assessments	Formal examinations

Notes

1. Although important, the above summative assessments only form part of the school's assessment of its pupils. Daily, formative assessment of performance is at the core of our measure of individual progress.
2. St Edmund's is a 'through school' so there is no selection exam at the end of a child's Junior School career.
3. Exams become an increasingly important aspect of education as children reach their secondary education but school exams in Junior School should be seen in proportion and we ask that parents do not put their children under unreasonable pressure at exam time, especially younger children.

Co-Curricular

Clubs and Activities

There is a weekly programme of lunchtime and after-school clubs and this changes each term. Details of clubs and activities are posted around the school and sent to parents, as well as being advertised to pupils at the start of each term.

We expect every pupil to take part in at least one weekly co-curricular club or activity, though we hope that some will enjoy being involved in considerably more. If your child is not participating as much as you would like, please contact his/her Form Teacher/Tutor for advice.

In many cases there is no charge for clubs or activities but in a small number of cases fees are payable (usually where outside instructors are hired) and parents are notified of additional costs.

Educational Trips

There is a strong programme of term-time trips away from school both day and residential, at all age groups. We believe these contribute a valuable dimension to academic as well as social education. You will always be notified in advance of the nature and details of these outings and, where a significant cost is involved, your consent will be sought.

Music Lessons

If you would like your child to learn an instrument or take music theory lessons please ask Mrs Walker for a Request for Music Lessons form or contact the Music Department (details below). We aim to deliver 26 lessons of 35 minutes each year. Younger pupils are able to have lessons of 20 minutes where appropriate. It is not possible for every pupil to have their lesson during a break and clashes with academic lessons are inevitable. Where possible we try to avoid a child missing core subjects, but even this cannot always be guaranteed. Details of the fees for instrumental tuition and music theory lessons are included on the general fees list. One term's notice is required of the intention to cease music lessons, except for pupils in Years 3 and 4 beginning instruments for the first time, who need only give half a term's notice.

Pupils are given a music practice diary in which their teachers record what should be practised between lessons. Parental encouragement and support of pupils will help maintain progress.

Instruments may often be hired from the School, though once a pupil has shown that he/she will be successful on the chosen instrument, it is expected that parents will provide their own. In normal circumstances, a pupil will not keep a hired instrument for more than a year.

Music Administrator	Mrs Katherine Walker
Telephone	01227 475620
Email	ksw@stedmunds.org.uk

Pastoral Care and Pupil Welfare

Pastoral system

We are committed to supporting our pupils throughout their time at St Edmund's and are proud of our reputation for going the extra mile. This support is not possible without the dedication, commitment and professionalism of all members of staff, both teaching and support.

As detailed earlier in this document, the first point of contact for you as parents is the Form Teacher/ Form Tutor. For boarding pupils, contact with the Houseparent over a matter relating to pupil welfare in the boarding community would be appropriate.

Form Teachers in Lower School (Years 3-5) are supported in their pastoral work by the Head of Lower School (Mrs Alison Swatman), the Head of Pastoral Care and Designated Safeguarding Lead (Mrs Kelly French) and the Chaplain (Rev'd. Atkins). Additional support may be provided by our AEN department, the medical centre and in the case of boarders including Choir House, the Houseparents. In Upper School, Form Tutors are supported in their pastoral work by the Head of Upper School (Miss Hannah Castleton), the Head of Pastoral Care and DSL and the Chaplain. As in Lower School, additional support may be provided by our AEN department, the medical centre and in the case of boarders, the Houseparents.

At all stages, pastoral issues will be communicated to the Head of Pastoral Care and/or the Head dependent upon the nature of the matter. Lines of communication within school are such that "pupil matters" are high on the agenda for many meetings.

Chaplain and Chapel

Our School Chaplain plays a central role in school life, she is a key player in the pastoral system. The Chaplain's 'parish' is the whole school community: pupils, staff and parents. Please feel free to contact her at any time if you need to: she is always willing to listen and to offer advice.

On two mornings a week after registration Junior School pupils attend a short service in the chapel. The Chaplain leads these services with input from time to time from the Head of the Junior School, members of staff, groups of pupils or visitors. At least twice each term there is a service of Holy Communion in place of the normal morning service, and there is a weekly lunchtime communion service for anyone who wishes to attend. In chapel the children are encouraged to explore the spiritual aspect of their nature and although the School is a Church of England foundation, our chapel worship has a sufficiently broad base to appeal to all denominations and faiths. Even so, parents who wish to exclude their children from chapel services should contact the Head of the Junior School.

A service of Confirmation is held in the chapel every year and the Chaplain prepares the candidates. The Cathedral Precentor prepares Choristers and their Confirmation takes place in the Cathedral, usually under the Archbishop of Canterbury. Parents as well as staff and pupils can be prepared for Confirmation (and baptism if required).

Money and Possessions in School

Valuable possessions should not be brought to school and, notwithstanding small change for the tuck shop, money should not be brought into school except for charitable collections and school trips etc. Anything more than small change should be given to Mrs King for safe keeping, or to the Houseparents in the case of boarders.

Expensive possessions should not be brought to school if at all possible and anything of value should be clearly named (watches are often lost but rarely named). 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 or loss to property at school or on school trips. This is particularly important for musical equipment and electronic devices, agreed use of which supports a child's learning (laptop etc). The School's insurance does not cover privately owned instruments. Smart Watches are not allowed in the Junior School without permission. This is due to the fact that they are so valuable and also because some can be used to access the internet, or to take photographs etc. Children should only come into the Junior School wearing a basic analogue or digital watch which does not access the internet. A basic fitbit style watch which counts steps is also permitted.

Bullying

We are proud of our reputation as a friendly and kind school. We do not tolerate bullying nor do we accept bullying as an inevitable part of school life. By its nature, bullying – mental, physical or cyber - does not often occur in circumstances that are easily detected but when detected, bullying behaviour will be dealt with swiftly and firmly, usually by a senior member of staff. In more serious cases bullies can expect to be dealt with by a detention and/or counselling. The most serious outcome could be suspension or final exclusion, especially when the problem persists.

Bullying is any form of behaviour that causes someone to feel hurt, to worry or even 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. Bullying can be both physical and psychological, and can be carried out in person or through more distant medium such as gossip and the use of social media (see below).

Any pupil who is bullied **MUST** tell someone. They should talk to any member of staff or to their parents. Bullied pupils can worry about 'snitching' but if the problem is not addressed it is unlikely to be resolved.

Pupils are regularly briefed on what to do if they experience or observe bullying and members of staff have guidelines to follow in dealing with incidents of bullying.

If parents feel that their child is experiencing difficulties of this nature, they should bring it to the attention of the Head of Pastoral Care or Head of Lower or Upper School as seems most appropriate. In less serious cases the child's Form Teacher/Tutor might be the more obvious person to deal with the problem. Please do not delay in bringing the matter forward: delay does not help the bullied - or the bully. Details of the School's Anti-bullying policy may be found on the School website.

E-Safety and Cyberbullying

Online security is a key priority of the school. All pupils must abide by an ICT Code of Conduct. The School monitors email and internet security.

Parents can help to reduce the likelihood of mobile telephones, messaging systems, emails and social networking sites being used as vehicles for bullying. Parents are likely to know a fair amount about their child's 'visible' social life but not perhaps so much about their cyber social lives. By developing a culture of open talking about all aspects of their social lives – including socialising by electronic means - parents can create a climate in which children can tell them if they are unhappy about anything.

Equally, parents have a vital role in educating their children to use electronic communication and the internet responsibly, sensibly and safely. Many children, lacking the experience and judgement of their elders, really do need active guidance and education: parents should not underestimate this. Parents should set down clear ground rules in this respect and be prepared to monitor their children's use of these vehicles in an appropriate way.

Parents can underline to their children the following rules:

- Never divulge passwords to other people.
- Always log out of password-protected media immediately after use.
- Always set the tightest security settings.
- Never send or post a message that is negative or unpleasant about another person.

- Always remember that any message sent has potential to appear in the public domain and to be used against the sender. It may implicitly say as much about the sender as it does about the subject of the message.
- Children should always tell an adult if they are worried or upset by a message they have been sent.
- Always save an unpleasant, threatening or bullying message as this will be vital evidence in dealing with the perpetrator.

If parents have any concerns about their son or daughter's online security, they should immediately contact Ross Underwood, Designated Safeguarding Lead & E-Safety Co-ordinator. He can either be called via the school office on 01227 475600 or emailed at rpu@stedmunds.org.uk.

Inappropriate Computer Games

It is the School's view that children should not play computer games that are rated above their age. Too many children have access to 18-rated games based on adult themes, many of them glamorising or at least normalising violence and criminal or immoral activity.

Worries and Complaints Procedure for Pupils

Sometimes children have worries that they need to share and occasionally a child wishes to make a complaint about some aspect of life at school. Children do not always know what to do and whom to approach under these circumstances and so the existence of a formal procedure can help them. Our procedure for worries and complaints is set out in Appendix D.

Children are made aware of the worries and complaints procedure by means of its inclusion in their Prep Diaries and in the Parents' Handbook; on My School Portal; by notices posted in the School; and through regular explanations by Form Teachers/Tutors. The language and the concepts of the document may be too complex for younger children to grasp and parents of younger children should use their judgement to determine how much to explain and in what form they present it.

Most issues are resolved informally, but there is a formal pupil complaints procedure. Expressed simply it is as follows:

- If a pupil feels they have been treated unreasonably, they should discuss the matter with someone they can trust (any adult at school or at home, or a friend).
- If, following discussion, the pupil still wishes to make a formal complaint, this should be made in writing to the Head of the Junior School, who will then initiate procedures to reach a solution.
- Within two school days of the complaint being made the pupil will receive a note from the Head of the Junior School to confirm that the matter is being attended to.
- The pupil will be asked to talk the matter through with the Head of the Junior School. The pupil may bring a friend (any adult or pupil) to the meeting.
- The Head of the Junior School then undertakes to resolve the issue within two school days of the meeting.
- If the matter remains unresolved, the Head of the Junior School or pupil can refer the matter to the Head of St Edmund's School (3-18).

It is our intention to be approachable whilst remaining professional and we know from past experience that children feel able to discuss matters with senior figures, however, if at any stage, addressing authority figures seems a daunting prospect, a Form Teacher/Tutor, Head of Lower/Upper School, Head of Pastoral Care, the Chaplain or the School Nurse will be glad to offer help and advice.

School Counsellor

We have a trained and experienced School Counsellor on-site who is available during the week to support children or families who need professional help. This is managed by the Head of Pastoral Care. Any request for your child to see the school counsellor should be made through Mrs French.

Independent Listener

If a pupil has any concerns that they wish to discuss with someone outside school, they can contact Ms Karen Olliver. Her contact details are available from school.

Safeguarding including Child Protection

At St Edmund's we take seriously our duty to protect all children within our care. The Designated Safeguarding Lead for the School is Mr Ross Underwood. In the Junior School, the DSL is Mrs Kelly French. Other members of staff (as noted in the Safeguarding policy, available on the website) are trained as Deputy Designated Safeguarding Leads. It is a requirement for DSLs and Deputy DSLs to undertake regular training to stay up to date with current good practice. Additionally, all staff receive regular training in Safeguarding/Child Protection procedures.

Full details of the School's Safeguarding Policy may be found on the School website.

School Medical Centre

The Medical Centre is staffed by qualified and experienced nursing staff. Parents are welcome to visit the Medical Centre: please report on arrival to Reception at the School Office.

The direct line for the Medical Centre is 01227 475607.

Immunisation and Medical Records

Please return the School Medical Record Card to Admissions before the start of your child's first term.

Health Screening

The School Nurses carry out a brief screening of all School House boarders and choristers on entry to the School. This includes a basic vision test, height and weight.

Medicines

Medicines may be dispensed on parents' behalf by Medical Centre staff once a consent form has been completed by the parent or guardian. Please note that medicines may not be dispensed by teachers, except on residential school trips, where teachers are fully trained to do so.

Children should not have medicines in their own possession whilst at school. Medication brought to school should be handed in to the Medical Centre immediately. The exceptions to this rule are children who have asthma inhalers, adrenalin pens (Epipens) and equipment for diabetes who are required to carry this medication with them at all times. Parents must provide a spare adrenalin pen for storage in the Junior School office in case of emergency as they cannot be supplied by the school medical centre. We also require parents to provide a spare inhaler for asthmatic children for storage in the Junior School office. Children will not be permitted to take part in school trips unless they have their essential medical

equipment with them. The Medical Centre can only store Prescription Only Medications that have been prescribed on a named basis by a UK doctor and labelled in English.

Staying at Home

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

Parents are asked to telephone or email Mrs King, the Junior School Secretary, should their child be unwell and is staying at home. For minor illnesses requiring less than 24 hour care, boarders and choristers will be looked after by the nursing team in the boarding houses, Medical Centre or parents may wish to care for them at home. Parents will be notified if their child is in the medical centre overnight.

Boarders and choristers with infectious illnesses will be required to be away from school for the recommended period, being cared for either by parents or guardians at home.

St Edmund's School follows the 'guidelines for infection control in schools and other childcare settings' issued by Public Health England, which advises on the recommended time to be kept away from school following an infectious condition. This information can be found at <https://www.gov.uk/government/publications/infection-control-in-schools-poster>. Please contact the medical centre nursing team on 01227 475607 with any queries or concerns.

Emergency Treatment

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

If a child is taken to the A & E it is expected that a parent will arrive there as quickly as possible to assume responsibility for them.

It is essential that working parents let us have a current business telephone number or a mobile number on which they may be contacted in case of emergency.

Staff and First Aid

Teaching staff are regularly trained in appropriate aspects of First Aid, for example, how to administer Epipen injections, and the qualified nursing staff in the Medical Centre provide a nursing service in case of illness or injury throughout the school day.

Our Expectations of Pupils

At the core of St Edmund's Junior School are four key values:

Kindness; respect; challenge; and honesty.

In short, all interactions and behaviour should demonstrate one or more of these values. As well as making the school an enjoyable and happy environment, these values will help shape for the better each child's educational journey.

School Rules

Pupils should always try to act in a way that is safe, sensible and considerate, ensuring that behaviour matches the expectations mapped out by our values: Kindness; respect; challenge; and honesty.

Our rules are designed to promote the safety, welfare and happiness of our pupils, and to make St Edmund's a happy, supportive and purposeful environment.

Please familiarise yourself with the School Rules (Appendix I), particularly in relation to guidance on uniform and appearance.

Rewards and Sanctions

Rewards

Always at the forefront of our minds is the importance of reinforcing a pupil's sense of self-worth. Often the most appropriate and most effective reward is a simple smile of approval or an encouraging remark. Of course other more tangible rewards are also used.

House Points are awarded for good work or behaviour. Teachers differentiate between pupils of varying ability in making awards. House points for Upper School pupils are also recorded in the Academic Planner. For Lower School pupils, the house point pages in the pupils' Prep Diaries are used to indicate why the award has been made, so parents can check to see how things are going when their child brings their prep diary home each day. Bronze, Silver and Gold Certificates are presented in 'line' (an assembly) by the Head of Junior School for the accumulation of 25, 50 and 75 house points respectively, and a Platinum Certificate is presented for 100 house points.

A Certificate of Excellence is awarded for an outstanding achievement in any area of school life. These certificates are signed by the Head of the Junior School and presented in chapel.

At the end of the Michaelmas, Lent and Summer Terms in the 'Final Line', an Effort Prize is awarded to the pupil in each Form who is deemed by the Form Teacher/Tutor to have made the most notable effort that term. Academic prizes and prizes for other skills and qualities are awarded at the end of the year at Speeches and Prize-giving.

Sanctions

Making mistakes is part and parcel of growing up, and whilst it is unfortunate when pupils do get things wrong, these occasions provide effective learning opportunities. However, poorly judged decisions necessitate consequence, dependent upon context, another important lesson for later life, and parents and pupils should be aware of the School's policy on Sanctions (see website www.stedmunds.org.uk and search Policies) and available in full on the School website.

Parents should be assured that it is our every aim to involve parents fully in any matters where a pupil's behaviour, attitude or actions have fallen short of our standards.

Finance

Fees

Details of termly fees, including boarding fees and fees for extra tuition may be found on the website.

Fees are generally inclusive of tuition, meals, books and laundry for boarders, though there are some extra charges (see below). Fees fall due for payment on the first day of each term. Parents requiring details of schemes designed to facilitate the payment of fees (e.g. monthly payment) may be obtained from the Finance Department.

Parents experiencing a problem over payment are urged to contact the Head of the Junior School or the Bursar in good time as this can save embarrassment on both sides. A surcharge at the rate of 2% per month is added to accounts not settled by the due date. If fees are not paid in full the Governors reserve the right to exclude pupils from after half-term. Further information is included in the Parent Contract.

Notice to Leave

One full term's notice, in advance and in writing, is required from the parents or guardian of any pupil leaving the School or changing status from boarding to day. Parents are reminded that where the above notice is not given, they are liable to pay the full fee for the following term, even if their son or daughter does not attend. Further information and clarification may be found in the Parent Contract.

Extras

Whilst the fees are inclusive of all general provisions, there is a charge for some extras such as:

- Instrumental and theory music lessons
- Trips, outings, activities
- Personal accident insurance
- School magazines
- A small number of work books which become the property of the pupil
- Extra-curricular clubs where an outside instructor is employed (eg fencing, MMA)

Property Insurance

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

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

Personal Accident Insurance

Escalating awards in compensation for accidental injury have been giving schools much worry in recent years and the School's normal insurance will not cover large claims so we take advantage of a Group Personal Accident policy through CHUBB. This policy provides current pupils with personal accident benefits 24 hours a day for 365 days of the year anywhere in the world, including school trips.

Parents will, therefore, find a small amount for this accident insurance on their school bills as a compulsory extra. Further details on the scheme are included in the new pupil joining pack.

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 of £100 is payable from Form 7 onwards.

APPENDIX A

St Edmund's Junior School Canterbury: Notes on Clothing Lists

The Clothing List has been compiled with care, for we want all pupils to look neat and tidy and to 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)

General

Purchase of Uniform

- Please note that all items marked with an asterisk (*) in the Clothing List must be purchased from *Schoolblazer* since they are of a regulation style, cloth or pattern.
- Items marked with a cross (+) are stocked by *Schoolblazer*, but may be bought elsewhere if preferred.

Marking

- All items of clothing (uniform, sports and casual clothing, underwear and towels and sponge-bags, etc.) must be clearly marked.
- In order to help to prevent PE kit being lost, a name tape label can be added to the outside of your child's PE kit.

Swimwear

- This is required in the Summer Term only.

Outer Wear

- The navy crested jacket should be worn up to and including Form 5. Years 6-8 can continue to wear the crested jacket or they can wear a plain navy or black raincoat or weatherproof jacket.

Summer Dress

- During the warm weather in the summer term and in the first half of the Michaelmas term, girls may wear summer dress. They may wear cardigans or jumpers with it if they choose to. Summer dress is optional for girls in Years 7-8.
- All pupils may wear short-sleeved shirts and shorts in the warm weather.
- All pupils should be equipped with sunscreen and a sunhat at the height of summer.

Blazers (Years 7 and 8 only)

- Blazers are worn in Years 7 and 8 as daily uniform. There is a boys' style and a girls' style blazer.

Jumpers, Cardigans and Blouses

- A plain navy jumper may be worn under the blazer in cold weather, but not instead of the blazer.
- Girls must wear a revere collar blouse
- A girls' cardigan is available in place of a jumper for pupils up to and including Form 6.

Skirts and Trousers

- Pleated skirts are worn in the Lower School and A-line skirts are worn in Years 7 & 8 (though the pleated skirts may be worn until a pupil has grown out of it or it is worn out.) Skirts must be of an appropriate size and length (no more than a hand's width above the knee).
- Girls may wear grey trousers in the winter terms instead of a skirt
- The uniform in Years 7 and 8 is consistent with that worn in the Fifth Form of the Senior School.

Choristers

- The Choristers wear a navy jumper with a Cathedral badge embroidered on the breast. (Available from House Matron)
- Senior Choristers (Form 8) are awarded a Senior Chorister tie.



Clothing List: Junior School 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 required for:		Article
Day	Boarders	
1	1	*Navy crested blazer (Years 7-8)
2	-	*Navy crested junior jumper (Years 3-6)
1	2	+Navy senior jumper (Years 7-8) optional
1	2	+Navy senior slipover (optional for Years 7-8)
2 prs	3 prs	+Charcoal school trousers (Shorts optional in warm weather)
4	6	+Long sleeve white shirts
4	6	+Short sleeve white shirts (optional in warm weather)
1	1	*Junior tie (Years 3-8)
4 prs	6 prs	+Grey socks
1	1	*Navy crested Stormproof jacket (Years 3-5, optional for Years 6-8)
1	1	Rainproof or weatherproof jacket in navy or black (Years 6-8 who do not have crested jacket only)
1	1	*Junior scarf (optional)
1	1	*Navy crested fleece hat (optional)
1 pr	1 pr	Plain black shoes (not suede or boots)
1	1	*Crested rucksack (optional) Form 3 – 5. Optional for Years 6 - 8
1	1	House badge (presented to pupils at their first House meeting)
		ADDITIONAL ITEMS FOR BOARDERS
	3	White vests (optional)
	7 prs	Underwear
	2 prs	Pyjamas
	1	Dressing gown
	3	Bath towels (with tape loops on each side)
	1pr	Wellington boots
	1 pr	Casual shoes or trainers
	1 pr	Slippers
	1	All-in-one shoe polish (express shoe polish cream with sponge top)
	1	Toiletry bag containing toilet requisites
	1	Brush and/or comb
	1	Handcase or overnight bag
	1	Trunk or suitcase
	3 doz	+ Name tapes
	1 pr	Gloves (optional)
	1	Duvet (optional)
	2	Duvet covers (optional)
		CASUALS
	6 sets	Casual wear (must be able to be dried in the tumble dryer)

Clothing List: Junior School 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 required for:		Article
Day	Boarders	
1	1	*Navy crested blazer (Years 7-8)
2	-	*Navy crested Junior jumper (Years 3-6)
1	-	*Junior cardigan (Years 3-6)
1	2	+Navy senior jumper (Years 7-8)
1	2	+Navy senior slipover (optional Years 7-8)
2	-	*Junior skirt (can be worn in Years 7-8 until outgrown)
2	2	*Senior skirt (optional Years 7-8)
2	2	+Charcoal school trousers (optional Years 7-8)
2	-	*Summer dress (Years 3-6 during warm weather, optional for Years 7-8)
4	6	+Long sleeve revere collar white blouse
4	6	+Short sleeve revere collar white blouse (optional for warm weather)
4 prs	7 prs	+Navy tights (or natural for Years 7-8)
4 prs	5 prs	White/navy short socks
1	1	*Navy crested Stormproof jacket (Years 3-5, optional for Years 6-8)
1	1	Rainproof or weatherproof jacket in navy or black (Years 6-8 who do not have crested jacket only)
1	1	*Junior scarf (optional)
1	1	*Navy crested fleece hat (optional)
1 pr	1 pr	Plain black shoes (not suede, or boots. Maximum heel 4cm)
1	1	House badge (presented to pupils at their first House meeting)
1	1	+Crested rucksack (Years 3 – 5) Optional for Years 6-8
		ADDITIONAL ITEMS FOR BOARDERS
	3	White vests (optional)
	7 prs	Underwear
	2 prs	Pyjamas/Nightdress
	1	Dressing gown
	3	Bath towels (with tape loops on each side)
	1pr	Wellington boots
	1 pr	Casual shoes or trainers
	1 pr	Slippers
	1	All-in-one shoe polish (express shoe polish cream with sponge top)
	1	Toiletry bag containing toilet requisites
	1	Brush and comb
	1	Handcase or overnight bag
	1	Suitcase or Holdall
	3 doz	+Name tapes
	1 pr	Gloves (optional)
	1	Duvet (optional)

	2	Duvet covers (optional)
		CASUALS
	6 sets	Casual wear (must be able to be dried in the tumble dryer)

Sports

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 Head of JS PE/Games.
- All games kit must be clean and in good order. It should be clearly named.

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 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.

Sports Clothing: Junior School Boys

All of these items are compulsory unless otherwise stated.

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

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

Items marked (~) are available from the JS PE department and are NOT compulsory.

All articles must be clearly marked with name tapes.

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

Number of Items		Article
Day	Boarders	
1	1	*Red crested softshell jacket (optional)
1	1	*Red crested midlayer top (optional)
1	1	*Black crested pro fit training pants OR * Black Crested traini pants
2	2	*Red crested sports t shirt
1	2	+Black base layer
2	2	*Black crested rugby shorts
1 prs	2 prs	*Red crested games socks
2 prs	3 prs	+White sports socks
1 pr	1 pr	Trainers

Boys will also require:

- a mouth guard, shin pads and a stick for hockey (Lent term).
- Astro shoes are recommended for hockey
- shin pads for football (Michaelmas term)
- football boots
- swimming kit (summer term)
- cricket whites if selected for a school team

Sports Clothing: Junior School 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.

Items marked (~) are available from the JS PE department and are NOT compulsory.

All articles must be clearly marked with name tapes.

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

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

Girls will also require

- a mouth guard, shin pads and a stick for hockey (Michaelmas term)
- astro shoes are also recommended for hockey (Michaelmas term)
- swimming kit (summer term)

Note for all pupils - Glasses

All pupils who wear glasses for games should be provided with glasses with an elasticated head band or alternative method of securing the glasses and safety lenses. A pupil who is completely dependent upon glasses should have a second pair for use in case of damage to the main pair

APPENDIX B

Advice on Prep

Why do we set homework?

- To develop good study skills and to encourage independent learning
- To establish a pattern for good practice of the future
- To augment the learning that takes place in school
- To reinforce the home-school partnership

How can parents help?

- Provide a drink and snack to boost energy and brain power
- Provide a quiet space for work, free from distractions
- Ensure your child has all the equipment necessary to complete the prep thoroughly
- Encourage prep to be done earlier in the evening rather than later - establish a steady routine
- Ensure there is a reward for preps completed satisfactorily,
- If the prep takes more than the time allotted
- Help if necessary, but let us know if the pupil really does not understand the work - we need to know
- Check that prep has been put in the school bag for handing in the next day

In Lower School:

- Sign the Prep Diary each week to indicate that you have seen your child's prep and that it is completed to your satisfaction
- Write in the appropriate space in the Prep Diary if you have anything to communicate to staff

In Upper School:

- Monitor Prep that is set on 'My School Portal'

What should pupils be doing for themselves?

- Write instructions for prep tasks clearly in their Prep Diaries (Lower School)
- Checking the tasks set for prep on My School Portal (Upper School)*
- Ask for help from the teacher if the instructions are not clear
- Take the right books home
- Hand the work in on time when it is completed

APPENDIX C

Presentation of Work

We expect the highest standards of presentation appropriate to each child. Neatness, legibility and the disciplined organisation of work are important habits, though we accept that some pupils by nature will manage better than others.

Writing implements

- Fountain pens, fibre tips and roller balls are encouraged (choice depends on the age of the pupil and advice from the teacher).
- Blue or black ink may be used.
- At the younger end of the Lower School class teachers may prefer some work to be done in pencil.

Handwriting

- Best handwriting is always to be expected, unless the teacher has suggested the work should be done in rough.
- Writing should be as consistent as possible in size, shape and slope.

Corrections

- Errors should be crossed out with a single ruled line.
- Any form of liquid paper containing solvents is not permitted in school at all. Other Years of non toxic ink eraser are tolerated if used tidily and in moderation.

Diagrams

- Diagrams, maps, charts, sketches etc should be drawn in pencil.
- A ruler should be used for drawing straight lines.
- Labels should be written in ink.

Substandard work

- Work will be rewritten if it is significantly below the standard of which a pupil is known to be capable.

Positive Presentation

Remember to...

- leave the top line and bottom line blank
- put the long date on the right hand side of your work
(short date in maths)
- include your success criteria or learning intention at the start of the piece of work where appropriate
- use a pencil and ruler to underline
- put bullet points and numbers in the margin
- use cursive handwriting
- use all the pages – don't miss pages out
- cross out mistakes with one pencil line using a ruler

In maths remember to...

- draw a margin (2 boxes wide)
- write 1 digit in a box

Layout
Date → underline → miss a line → Learning Intention → underline → miss a line



APPENDIX D

Pupils' Procedure for Worries and Complaints

Worries and Complaints

This appendix explains what you can do if:

- you feel worried about something at school and need to talk to someone, or
- you wish to make a complaint about the way you have been treated by other pupils or by a member of staff.

What do I do if I just want to talk to someone?

There are a number of different people you can talk to if you have a worry or a problem you want help with.

Pupils

You can probably think of a pupil you could discuss a problem with:

- a close friend
- Or an older boy or girl to whom you may feel you can turn

Members of staff

Members of staff are always ready to listen to your worries, discuss a problem with you. Think of the following:

- your Form Tutor or Class Teacher
- the Chaplain
- the Head of the Junior School
- Head of Pastoral Care
- Boarders' Houseparent or Matron

REMEMBER: it's your choice: choose any member of staff - teaching or non-teaching - you feel comfortable talking to.

Other people who can help

There may be times when you feel you can't talk to one of these - this is perfectly all right. Instead, you could talk, telephone or write to any of the following:

- Your parents
- The school doctor or the Medical Centre Staff, on (01227) 475 607, or any other medical or nursing staff.
- An 'independent listener', Karen Olliver Tel: (07939 519 766).
- Office of the Children's Rights Director (www.rights4me.com) 0800 528 0731.
- Child Line. Tel 0800 1111

What do I do if I want to make a complaint about something?

You may feel that talking to someone is not enough and that you need help sorting out a difficulty or problem at school. This may especially be the case where another pupil or a member of staff is causing the problem. It might mean *reporting* how you are being treated, or *making a complaint* about it.

You can do this verbally:

- The first thing you might think of doing is speaking to any member of staff you trust. You can take a friend with you for company if you wish.
- Or, you might decide to speak to your parents about the problem and they can take the matter up for you by contacting the Acting Head of the Junior School, the Head of Pastoral Care, Head of Lower School, Upper School or your Form/ Class Teacher.

Or you can do this in writing:

If the matter is not settled by talking to staff or parents, you can make a complaint. The detail for this progress is included earlier in this booklet.

APPENDIX E

St Edmund's Pre-Prep and Junior School Parents' Association

Constitution

1. Membership

All parents at St Edmund's Junior School are automatically members of the Parents' Association. All staff are honorary members.

2. Officers and Committee

The Association's affairs shall be administered by a Committee of current parents and teaching staff. The Acting Head of the Junior School shall be ex officio members of the Committee, as shall one other member of staff. Membership shall be reviewed annually, with a membership term of three years considered appropriate to accommodate new membership. A parent shall cease to be a member when he or she ceases to be a current parent.

The Committee shall fill vacancies in its membership - its number not to exceed twelve, including ex officio members - aiming to include representation of all year groups within the school and at least one parent of a School House and a Choir House boarder.

The Committee shall elect from among its number a Chairman, a Secretary and a Treasurer. The Chairman shall call a meeting of the Committee not less than once each term, at which meeting the minutes of the previous meeting, which the Secretary will have taken and circulated, shall be approved, and a Treasurer's statement shall be received. The Treasurer shall also provide an income and expenditure account in January. A quorum shall consist of the Chairman plus five other members.

3. Finance

A charge shall be levied for Association functions, which charge shall be intended to cover not less than the whole cost of each function.

4. Aims and Objects

- (a) To provide opportunities for parents and staff to meet socially.
- (b) To be a vehicle whereby the aid of parents and friends of the School can be enlisted to the School's benefit.
- (c) The Association may sponsor meetings, talks, concerts, balls, parties and entertainments.
- (d) The Association's funds, if more than sufficient for the proper running of its own affairs, may be applied to benefit the School.

It is understood that the administration of the School is the responsibility of the Governors, Head and Head of the Junior School and that discussion of school affairs and policy is not the function of the Parents' Association.

APPENDIX F

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. **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 (see below). You must not use personal email accounts to contact teachers.

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

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

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

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

Mobile phones and personal devices will not be used during lesson times or in public places within the school during the working day, except as an approved and directed curriculum-based activity with the consent of, and under the supervision of, a teacher. In the Junior School, pupils' mobiles may not be switched on at all between 8.30am and 4.30pm.

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

St Edmund's School E-Mail Code of Conduct

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

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

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

1. The School ICT Code of Conduct (detailed above) 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.

Each child is asked to read and sign this document annually.

APPENDIX G

Guardianship

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

The School does not undertake to renew passports or visas (except as required by Home Office Tier 4), or to arrange overseas travel, and pupils are not permitted to remain on the school premises during half-term or other holidays. The Junior School normally arranges an escort for children travelling in a group to and from London Victoria by train, or to the airport. Any pupil between the ages of 12 and 18 who will be travelling alone on the Eurostar service should carry with them a letter of authorisation from a parent or guardian or, alternatively, an unaccompanied minor's consent form (available from Eurostar UK Limited), since the company accepts no liability in respect of that pupil's safety, welfare, well-being or conduct. Should parents or guardians have any query in this regard it is suggested that they contact the Terminal Duty Manager at Ashford International Terminal on (+44) 1233 617 575.

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

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

If requested, the School is happy to advise on professional guardianship organisations.

APPENDIX H

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 Years 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 'Pupils' 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.
9. Pupils must at all times adhere to rules concerning the use of vehicles and other Years of transport.
10. Pupils are required to register their presence in school twice a day and may not leave the site during the working day without permission. Pupils must avoid those areas and places deemed to be out of bounds.

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

APPENDIX I

School Rules

September 2024

It is understood that this document is not easily accessible to younger Junior School pupils, though Upper School pupils are certainly capable of reading it and understanding it for themselves. Many of the items are more relevant to the adolescent age group at the older end of Junior School. Form Teachers and parents in Lower School can, when relevant issues arise, help younger pupils to understand the School rules.

As a member of the Junior School you are expected to abide by its Rules. They exist to ensure good order in the School and to benefit the whole School community as well as to protect you.

General

Anything that goes against safety, common sense, the law of the land and normal civilised behaviour is automatically against School Rules. Any action likely to be harmful to the health, welfare, education or general well-being of another member of the School is a serious offence.

If you are in doubt as to whether a proposed action is against the School Rules, you should consult your Form Teacher/Tutor.

Personal Style and Manners

Courtesy

Remember that high standards of courtesy are expected of you. Particularly remember:

- Offer a greeting to all members of staff, or other adults and refer to them as "Sir" or "Ma'am".
- 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.
- Ensure you ask permission personally and in advance from staff to be absent from any lesson or activity.

The School prides itself on producing pupils who are smart, well-mannered and civilized. Therefore, please note that the following are specifically unacceptable:

- Rudeness, discourtesy or aggressive behaviour of any kind.
- Physical displays of affection.
- Using mobile phones in School hours without permission from a member of staff.
- Eating in classrooms.
- The chewing of gum.
- Spitting.
- The possession or use of any gun, pistol (real or imitation), blank or live ammunition, fireworks, knives, darts or other dangerous implements or weapons. This includes the possession of BB guns.
- The possession or use of laser pens.
- Verbal or physical bullying.

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.
- You must not buy, sell or exchange items of personal property at School without the permission of your Form Teacher/Tutor.

- 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 Form Teacher/Tutor. If you cause damage through deliberate vandalism or by breaking the rules, you will be charged for the repair.
- It is essential that you give all large amounts of money (i.e. over a pound or two), flight tickets and passports to your Houseparents or Mrs King for safe-keeping. Any loss of money or of other property must be reported at once to your Houseparents or Mrs King. Regretfully, the School cannot be held responsible for the loss of money or personal items.
- Members of School are reminded that bags (briefcase or hold-all,) must be used for carrying books, files and notes to and from lessons. Loose books and files must not be left lying about the School.

Visiting Other Pupils' Boarding Premises

The following applies to boarding premises at School AND on residential School trips in hotels, hostels and other Years of accommodation.

- Pupils may not visit the dormitories of pupils of the opposite sex.
- In School House the girls' wing is strictly out of bounds to boys. The boys' areas are strictly out of bounds to girls.

Medical Centre

- 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 wards whilst patients in the Medical Centre.
- Pupils must be quiet in the Medical Centre at all times.
- Mobile 'phones must be switched off in the Medical Centre.

Meals

- Pupils are expected to take the meals provided in the dining hall. Packed lunches are not an acceptable alternative.
- You are not permitted to miss any School meal except with the permission of your Form Teacher/Tutor.

Off-Games

- Off-games requests should be emailed to Mrs King from parents/guardians of day pupils.
- Boarders should normally obtain off-games notes from the Nursing Staff before 8.20am.
- Pupils who fall ill during the day should ask the Staff in the Medical center for an off-games note.
- Pupils who are off games must attend the supervised session for those off-games.

Personal Appearance

Regulation Dress

- Regulation dress is worn on weekdays and until pupils have completed their official School activities for the day. Shirt-sleeve order is permitted once announced during the Summer Term.
- Only plain, black, leather shoes, may be worn with School uniform. Boots are not permitted, nor is suede.
- Ties must be properly adjusted, with shirts fully buttoned.
 - Day pupils must travel to and from School in School uniform, or at designated times full school PE kit. In exceptional circumstances, pupils may leave in casual dress.

Informal Dress

- Boarders whose School activities are concluded may change at 4.30pm or non-uniform days.

- Casual clothing worn by boarders after School, or by day pupils on School trips, must be clean, tidy, and respectable.
- Items of casual clothing may not be worn with School uniform; the two Years of dress must be kept separate.

Dress for Games

- Official games kit only must be worn for all organised School games.
- All games kit must be kept mended and in good order. It should be clearly named on the outside of the garment.
- For all inter-School matches the kit worn, footwear included, must be clean.

Protective Equipment for Games

- For hockey, boys and girls are required to wear a gum shield. These can be bought off the shelf in sports shops. However, we recommend specialist fitted ones.
- For football or hockey, boys and girls are required to wear shin pads.
- 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 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.

Hair

- Years 3 – 6 - Hair should be kept off the face, fringes kept above/out of the eye. Hair longer than shoulder-length must be tied back. Ribbons and slides should be of a small size and either plain black, navy blue or plain red, in keeping with the school colours. No bows.
- Form 7 and 8 are allowed to wear their hair down as a privilege (must be worn up for PE and DT lessons)
- A shaven Head is not acceptable, nor are attention-seeking unconventional styles of any kind.
- The artificial dyeing, bleaching or flecking of hair is not permitted.

Jewellery

The following jewellery is permitted:

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

Make-up

- Make-up should not be worn by any pupils in Junior School until Form 8, when very discreet foundation may be worn if a pupil feels self-conscious about acne.
- Nails – Year 6/7/8 – Only clear nail varnish can be worn. False nails/Gel nails or Shellac nails must not be worn.

Respect For/Protection of Premises, Property And People

The School will not tolerate:

- 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 other people's possessions.
- 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.

Computers

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

- Attempt to copy files on to, or from, any School computer without the permission of the Head or the Network Manager.
- Attempt to alter any system settings on any computer, or interfere with hardware in any way.
- Attempt to meddle with, or gain access to, other users' areas.

It is also essential that you:

- Read, sign, and comply with "The Code of Conduct for the Use of Information Systems" contract.
- Read and comply with other notices or instructions that may be posed 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.

School Library

The Junior School has a well-stocked fiction library for all pupils to use. New books are purchased regularly, and pupils can add books by their favourite authors as well as new releases to the library wish list. Lost or damaged books must be replaced.

- There should be quiet and restrained behaviour in the library at all times.
- You must not be in possession of any library book outside the library unless it has been checked out.

Fire

- If you discover a fire, shout "Fire" and sound the nearest alarm (break the glass) but do not attempt to deal with it yourself.
- During the daylight hours, assemble by Form on the Lower School playground.
- All buildings must be evacuated: only the School Fire Officer is permitted to re-enter the buildings and investigate.
- Full procedures are published on classroom boards.

Travel and Transport

- In the interests of the safety and welfare of all pupils, boarding and day, pupils must not use skateboards, scooters or rollerblades to speed the descent of St Thomas' Hill! They may not be used on public highways or pavements.
- Boarders (including Choristers) using skateboards, rollerblades etc should wear helmets and knee and elbow protection.
- It is strictly forbidden for any older pupil to transport any Junior School pupil in a car in term-time or during any holiday activity organised through the School, unless with written permission from parents given to the Head of the Junior School.
- Pupils must obtain particular permission from the Head of the Junior School 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.

- Pupils in Years 3 – 6 must be collected from school by an adult (Years 6 may leave the Premises on their own if parents write to the Head of Junior School to give their permission).
- Pupils in Years 7 and 8 are permitted to leave the premises independently.

Bicycles

Choristers may have a bicycle at Choir House with the permission of their Houseparents. School House pupils are not usually permitted to have bicycles at School. Day pupils may come and go from School by bicycle on the following conditions:

- Pupils travelling in the dark must wear some reflective clothing and ensure their bicycle has lights.
- Helmets must be worn when bicycling.
- Pupils are reminded of the need for safe and sensible riding.
- Bicycles may not be ridden within the School grounds.

Bounds

- No boarder is allowed outside the School limits without the permission of their Housemaster. The "School Limits" 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 boundary of the Astro Turf, but not the Jackman Sports Field.
- For the Choristers the boundaries are the Cathedral Precincts.
- In the normal course of the School day Junior School pupils are not permitted beyond the bounds of the Junior School buildings and playgrounds except on official business, i.e. attending chapel, lunch, games/PE and lessons on other parts of the campus.

Under no circumstance should a pupil cross the Whitstable Road or Giles Lane without staff or adult supervision unless they are in Form 7 and 8 and using a Pelican or Pedestrian Crossing.

If a ball goes into the road, a member of staff must be alerted. Pupils must not retrieve balls from the road themselves.

The following places are out of bounds:

- All Senior School premises, except those classrooms used by Junior School classes.
- The area behind the Science/Art/Old Music complex.
- The area beyond the tennis courts and sports hall.
- The sports hall unless supervised.
- All Boarding areas to day pupils unless they have been officially invited as a visitor or they are flexi-boarding.
- The changing rooms unless supervised by a member of staff.
- Forestry Areas unless supervised

Lock-up

- No boarding pupil is allowed out of his/her House outside lock-up time without the permission of the Houseparents.
- Our responsibility for boarders requires that after lights-out every pupil is in their dormitory. It is a serious offence to be elsewhere.

Sanctions

Lunchtime detentions and after school detention can be given by staff as per the Behaviour Policy.

Withdrawal from class and the requirement to work under the supervision of a senior member of staff can be imposed by class teachers for children who disrupt the learning of others.

In cases of serious indiscipline or where repeated punishments have failed to stop less serious offences, the Head of the Junior School may place Upper School pupils on a 'school suspension', where a child will spend the day in school but supervised away from his or her peers.

The Head of the Junior School may also suspend a pupil (where they return to their parents or guardian), for a period of between 24 hours and one week for very serious indiscipline, or less serious offences where repeated punishment has proved ineffective.

If suspension is ineffective, the school may be forced to exclude the pupil or to require him/her to leave the school.

Personal Health and Well-Being

The following are specifically not allowed and the abuse of any of these rules will be brought to the attention of the offender's parents.

- The possession of any medical preparation, antibiotics, pills or tablets held by any pupil except with the permission of the Nursing Staff, or your 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 medical or other drug for non -medical purposes, or the abuse of solvents.
- Smoking tobacco, or other drugs, or the possession of smoking materials.
- Consumption of alcoholic drinks at School or on School trips, or the bringing of alcoholic drinks onto the School site.

Mobile Telephones

Lower School pupils are not allowed mobile telephones but Upper School pupils may bring them to school if they have a particular need for them (i.e. because they use public transport or because collection arrangements are fluid) and providing the rules for the use of mobile phones in school are observed. They should certainly not be brought in for recreational purposes.

The rules for use of mobile phones in school are:

- They must be switched off at all times during normal school hours (8am-4.30pm).
- Permission should be sought from a member of staff before using a mobile phone during normal school hours. They may not be used for recreational purposes. Failure to do this will result in the phone being confiscated for the rest of the day.
- Parents of repeat offenders will be contacted.
- Mobile phones must not be used without the express permission of the teacher on duty.

