



RUTHVEN HOUSE HANDBOOK

Academic Year 2011-2012

Edition: September 2011

Welcome to Ruthven House

As an important part of Strathallan School, the primary aims of Ruthven House are concerned with your intellectual, social and personal development. We aim to help you to become more independent, responsible for your own actions and capable of making your own informed decisions. We want you to think for yourself. We expect you to work hard, take advantage of the opportunities that come your way and to contribute, in a positive manner, to the community in which we all live.

The pupils and staff of Ruthven House work hard to create a stable environment where your education will encompass growing self-discipline, lasting friendships and responsibility and consideration for all members of our community.

This handbook contains information which is important with respect to your life in Ruthven House. It is our opinion that it is to your advantage - and everyone else's - to know what is expected, what you can expect of us and where the boundaries lie.

Ruthven House has a well-earned reputation as a caring community. It is the responsibility of us all to work hard at maintaining this. It is inevitable, however, that most aspects of life are reflected in a School boarding House and occasionally, friction may occur. For this reason, advice on how to deal with some of the difficulties, which might occur from time to time, has been included here.

Remember, above all, we must talk to each other so that we know where we stand, gain understanding and can work together towards a positive future.



RUTHVEN HOUSE ETHOS

- to encourage pupils to help each other and to care for one another's welfare
- to provide a clear and reasonable structure of rules and to follow them consistently
- to help to develop each pupil's self-esteem, social skills and sense of responsibility
- to encourage pupils to be personally responsible for their own conduct.
- to reward achievements of all kind
- to challenge anti-social behaviour, rudeness and non-participation
- to respect individuals' views, individuality and privacy
- to provide an attractive and stimulating environment and to foster pride in the House
- to have an available adult presence on the premises at all times
- to care for the academic, social and emotional needs of all the pupils in the House



House Responsibilities

Resident Staff:

Mr. Andrew Watt, Housemaster; III Form Tutor
Business Studies/Economics Department
Mrs. Ann Watt, Housemaster's wife
Also resident Gareth (15 $\frac{1}{2}$ years) and Emily (12 years)

Dr Stuart Downhill, Resident & Senior Tutor, IV Form Tutor,
Head of Geography

Visiting Tutors

Mr Paul Vallot, LIV Form Tutor, Biology Dept
Mr Gerry Kennedy, UVI Form Tutor, Modern Languages Dept
Dr Jim Salisbury, V Form Tutor, Head of English
Mrs Mary Robertson-Barnett, UVI Form Tutor, English Dept
Mr Andy Henderson, Director of Rugby & Activities
Dr Brian Cooper, LIV Form Tutor, Biology Dept

Domestic Staff

Kate Connaghan	House Matron
Julie Bernard	House Laundry and Sewing room
Charlotte Dow	Cleaning Duties
Sam Woodcock	Cleaning Duties

Prefects

Nick Farrar	Head of House and School Prefect
Hamish Mitchell	Depute Head of House
Alasdair Wood	Head of School and House Prefect
William Bradley	House Prefect
Nick Bradley	House Prefect
Calum Macdonald	House Prefect
Matthew Hunter	House Prefect
Callum Kettles	House Prefect

House Year Group Representatives

Each year group has a prefect or two assigned to that year group, along with their tutor. These individuals meet with their groups on a regular basis, tutors once a week, and prefects perhaps once every two weeks. Prefects and tutors may then discuss and answer queries raised by their groups or take it on to the Housemaster who can then respond accordingly.

Group Responsibilities

III Form are responsible for collecting and distribution of Brew Box and tidying the Prep room (as per rota). They are also responsible for the cleaning of their communal Brew Room. Each member of a III form dorm is responsible for maintaining the tidiness of his area in that dormitory. Dorm members are collectively responsible for tidiness of their dormitory.

IV Form will be responsible for cleaning a brew room on a rota basis and collecting the Brew Box as per the rota. Like all study holders, it is their responsibility to keep their room in good order.

V Form are responsible for cleaning a Brew Room as per the rota. Like all study holders, it is their responsibility to keep their room in good order. They may also be asked to act as a 'buddy' for any new boys.

LVI Form are responsible for cleaning a Brew Room as per the rota and take on an increasing amount of responsibility, as is appropriate, for House routine, as the year progresses. They will carry out Prep Room duties. Some will be appointed third Form buddies and others will be appointed House Prefects towards the end of the academic year. Like all study holders, it is their responsibility to keep their room in good order.

UVI Form will contain School and House Prefects with responsibility for helping maintain the routine of the House. Some may act as 'buddies' for newly arrived senior pupils in the House. Like all study holders, it is their responsibility to keep their room in good order.



House Routine - Monday to Saturday

7.00am	First Bell (Rung by Duty Prefect)
7.20am	Second Bell (Rung by Duty Prefect)
7.30am	Senior Surgery at the Medical Centre (Forms V & VI)
7.45am	All III, IV, V & LVI Formers must be signed in to Duty Prefect at Breakfast
7.50am	Junior Surgery at the Medical Centre (Forms III & IV)
8.00am	Breakfast closes House Matron arrives Monday - Change Linen Tuesday and Friday - last chance for personal laundry
8.10am	Roll Call - EVERYONE TO ATTEND EVERY DAY. House Meeting (Monday, Thursday and Saturday) Chapel (Wednesday)
8.40am	See School Routine
11.25am	Tuck Shop open (10.30am Sat.)
2.00pm	Surgery as required (until 2.15pm)
6.15pm	All III Formers <u>must</u> be signed in to Duty Prefect at Tea.
6.30pm	Anyone out of House after Tea <u>MUST SIGN OUT.</u>
7.15pm	House Bank and Shop open: get ready for Prep.
7.25pm	Five Minute Bell (Duty Prefect)
7.30pm	Prep starts. Prefect to do Roll Call around the House. No one may be out of House after Prep starts without the specific permission of a member of staff and signing out. On Saturday , Prep will end at 8.30pm. Only VI Form may go out after Prep and they must sign out; except in the Summer term.
9.15pm	End of Prep Bell (Duty Prefect) Surgery as required.
9.50pm	Cleaning squad/Brew Room Cleaning duties to be done. Only VI Form may go out after Prep and they must sign out. [Other years may be allowed out depending upon daylight - details will be published at that time].
9.50pm	Evening Lights Out begins. Extensions may be granted on Saturday evenings at the discretion of the Duty Member of Staff.



House Routine - Sunday

N.B. With the exception of attending meals and Chapel, pupils must sign out throughout the day on Sunday.

8.55am	Bell (Duty Prefect). House Check (Duty member of Staff).
9.00am	Breakfast - until 9.30am - unless Brunch 10.30am
10.10am	Roll Call (if Morning Chapel).
10.30am	Chapel Service Sunday Brunch every third Sunday when Holy Communion is at 9.15pm in the Chapel. This is voluntary. Whole School Trips as arranged
1.15pm	Lunch.
2.15pm	Tuck Shop. Afternoon activities as requested
6.15pm	All III Formers must be signed in to Duty Prefect at Tea.
7.15pm	Tuck Shop - get ready for Prep.
7.25pm	Five minute Bell (Duty Prefect).
7.30pm	Prep. (Routine as per Mon-Sat).
8.30pm	End of Prep. Bell (Duty Prefect). Surgery as required. Brew Room cleaning to be done.
9.00pm	Bounds - as per Mon-Sat.
10.00pm	VI Form back in House Evening Lights out Routine begins.



So how are we expected to behave?

When it's just me.....



We should behave in such a way as to gain the most we can from the School, whilst making sure that we make a positive contribution to the community as well. Personal behaviour which has a negative effect only on the person himself will be regarded with varying degrees of disapproval, according to what has happened (or not, as the case may be.). Behaviour which hurts others or damages the fabric or reputation of the House or School will be regarded very seriously.

We should all treat authority with respect. It is, however, essential that we feel free to use the proper channels should complaint be appropriate and that such complaints are fairly handled. If you have something useful to say about the running of the House, please speak up - either for yourself or via one of the House Prefects.

Personal standards of politeness, tidiness, punctuality and honesty should be high - we must be honest with ourselves as well as others on this. As full a commitment as possible to the life of the House and School is important - but so is striking a balance - talk to people about this. Work should be a priority - but aim to take part in music, games, drama and other activities. It is important to support your friends, classmates and those in your House in everyday situations, matches, events and activities - we support and look out for each other. Remember, advice is an important element of friendship - be honest and constructive.

When we're with friends....

we should behave as we do when we are on our own. Respect for, and tolerance of, others is essential. There is no excuse for behaviour which might hurt, offend or annoy those around us.

When visiting other Schools, or on outings or when entertaining or hosting visitors in our House or School, we are all ambassadors and should behave so as to bring credit to the House and School. Good manners and consideration for others are key to this. Group behaviour which may offend or intimidate, is unacceptable.

Keep on the straight and narrow.

These House rules apply in addition to the School Rules, which are listed in your term calendar (both you and your parents have a copy.).

These rules exist for our safety and security and to help us enjoy our time at School.

Signing In/Signing Out

It is essential that members of the House sign out on the sheets provided at the front door when they leave the House; after tea on any day, after Prep on any day, at any time on Sunday (with the exception of attending Chapel). Please also sign out for leave outs. Your pupil visitors should sign in.

Visitors

Pupil visitors are welcome but must sign in to the House. They are restricted to the public areas on the ground floor unless they have specific permission from House Authority (Staff or Prefect) to go elsewhere.

Parent and Family visitors are welcome - it is expected that they will contact House Staff prior to their visit or immediately on their arrival if no arrangement has been made.

If you are unsure about anyone you see visiting the House, contact a member of Staff immediately.

Finding an Adult

You will quickly realise that there is a high level of adult presence around the House. If you need to find an adult in the House quickly, check the duty board (opposite the House Bank) and seek the duty staff. Failing this, press the buzzer at AW's door. Matron is in the House Monday - Friday 7.30am - 4.00pm. In the very unlikely event that all else fails, go to the Masters' Common Room or Headmaster's Secretary.

Bounds

You must **sign out** of the House when you go out **after tea** or at any time (other than for meals or Chapel) on a Sunday. Sign out for weekend leave-outs.



Day Pupils

Day boys should be in House in time for roll call at 8,10 a.m. and should **sign out** at the end of each day, before **departing for home**. There is no need for day boys to attend Sunday Chapel, although they (and their families) are more than welcome.

Roll Call

When in School, all members of the House are required to attend roll calls as published. These are taken in the main common room.

Leave-Outs

Sat - Sun's can be taken on any weekend, providing permission has been granted in advance (Thursday prior to Saturday) by the Housemaster. Pupils may not leave until their *Games* commitment has been fulfilled; not before 4.00pm. Sun's can be taken (with same permission) at any time, bearing in mind School commitments. Pupils should return to School by 9.00pm on Sunday evening. Early leave outs will be published in the School Calendar.

Snail Mail and e-mail

Mail to be posted can be put into the out box in the mail lockers in the House foyer at any time. It will be posted daily, as far as is possible. Stamps are available from the House Bank and are required. You will have the opportunity to acquire your own School e-mail address by which means you can send and receive e-mail via the School computer network. See AW if you do not have an e-mail address.

Meals and Diet

With the exception of Sunday breakfast, III, IV, V & LVI Forms must sign in at breakfast by 7.45am and III Form at tea by 6.15pm. It is expected that all members of the House will attend all meals. There will be a lie-in every third Sunday, when brunch is served between 10.30am and 12 noon. Eat sensibly, try to balance your diet and keep in mind the importance of fresh fruit / veg and drinking plenty of water (not canned drinks!).



Lights Out

You must be in your dorm/study bedroom and in bed at the following times;

III Form -	In dorm 9.50pm, in bed, lights out 10.00pm
IV Form -	In studies 10.00pm, in bed, lights out 10.10pm
V Form -	In studies 10.20pm, in bed, lights out 10.30pm
LVI Form -	In studies 10.40pm, in bed, lights out 11.00pm
UVI Form -	In studies 10.50pm
Prefects -	In studies 11.00pm

The duty tutor and often the duty prefect will be doing the rounds, putting lights out etc. On Saturday evenings, bedtimes may be varied as per the notice in the House.

Working Late

Upper VI may work late **in their own studies** at their own discretion. Other members of the House must obtain permission from a duty member of staff.

Studies

Individual study holders are responsible for the tidiness of their studies. Please be considerate to our domestic staff. Any damage to studies must immediately be reported to a member of staff. Use of electrical appliances (other than desk lamps and audio systems) is restricted in line with Health & Safety regulations. ***Study decoration should be in line with the guidelines in this handbook. The acceptability of posters will be determined by AW and Matron.*** Internal door locks are provided only for individual privacy. No boy shall be in any study but his own after lights out, other than when specific permission has been granted by duty staff. Permission must be granted on each and every occasion. Boys may have a study key on request.

Dorms and Prep Room

Apart from the III Form themselves, only prefects and staff are allowed in the dorms and the Prep room. Each member of a III Form dorm is responsible for maintaining the tidiness of his area of that dorm and his Prep room space. Dorm/Prep room members are collectively responsible for the tidiness of their dorm/Prep room. Any damage must immediately be reported to a member of staff. Dorm/Prep room decoration should be in line with the guidelines in this handbook. ***The acceptability of posters will be determined by AW and Matron.*** A boy may not be in any dorm but his own after lights out unless duty staff have granted specific permission.

Common Rooms, TV and Video

It is our collective responsibility to keep these areas tidy. Please do not fiddle with the tuning of TVs, DVD players or the satellite equipment - see a member of staff. Please use the bins provided and take away and wash plates, cutlery etc. With the exception of Prep time, TV is permitted Monday to Friday after classes or games and Saturday after morning classes and throughout Sunday. There is no permission for pupils to watch videos with a rating higher than 15. If in doubt, see a member of staff. Sensible use of the pool table, table tennis table and football table is permitted outwith class and Prep time.

Brew Rooms

You are reminded to keep these tidy and wash up after yourselves. Please put plates/cutlery back in the appropriate brew room after use. All electrical appliances belonging to the House are to remain in the appropriate Brew Room so that everyone has an opportunity to make use of this facility. Fridges/Freezers are provided for the use of members of the House. Please ensure you only take from the fridge/freezer what is yours to take. Follow safety instructions on use of equipment as displayed.

Newspapers

House newspapers are confined to the foyer/main common room area until the day following their publication. Please do not take them to your study.

Money, Valuables and Property

Borrowing or lending of money is forbidden. If you have a financial crisis, see a member of staff. All large sums of money, passports, airline tickets or other valuables must be handed in to the House office at the earliest opportunity. All moneys except for small sums, should be kept in the House bank. Mark all property clearly and indelibly with your name. A lockable tuck box is recommended for the safe-keeping of personal items.

Telephones

The House pay phone numbers are 01738 815027 and 01738 815028. When making calls, please have regard for others that may be waiting. Calls must not be made during Prep. When taking a call, answer politely and try to be helpful. Please make every effort to locate the relevant person - if he is not available, leave him a message on the message boards provided. The borrowing or lending of charge cards, P.I.N. numbers and mobile phones is not recommended. Mobile phones are permitted but must be registered with AW. See School policy on the use of them.

Fire Hazards

Due to the risk of fire, the possession of fire works, matches, candles or incense sticks is forbidden. The possession or smoking of cigarettes is contrary to the School rules and is liable to punishment but *it is a very serious offence to smoke anywhere within the House*, even if leaning out of a window. Strathallan School is a no-smoking campus. All electrical appliances will be safety checked.

Taxis

For journeys made by pupils from the School, taxis must be booked by members of staff, using School approved taxi companies. A School Chit (from Housemaster) will be required in order to put the charge on your bill.

Haircutting

The Hairdresser is in School as requested and you can book a slot with him with AW. **Boys are not allowed to cut their own or each other's hair whilst in School.**

Carry Outs

On a Saturday evening, arrangements may be made in the House for food to be delivered from local take-aways. Permission from the duty member of staff should be sought on each and every occasion and the cost will be deducted from your House bank account.



ABOUT THE HOUSE

What is House Bank?

The House bank is open at the following times: Monday to Saturday 7.15pm. It is recommended that boys keep most their money in the House Bank and only keep a small amount in change in the studies. A mobile bank visits the school once a week during term time. AW can provide further details. Cheques should be made payable to Ruthven House Bank.

Who is Matron?

House Matron will be in House between 7.30am and 4.00pm Monday to Friday. She will give advice on routine medical matters, help with dispensing of prescribed medication and must be informed if you have been signed off classes or games. When Matron is not available you should go, in the first instance, to the duty House staff or the Medical Centre.

Matron is in charge of Housekeeping and laundry and will advise you in these matters. Requests in these areas must be carried out.

Illness and Off Games -what do I do?

If you are taken ill in School or during games, you will be sent directly to the Medical Centre

If you wake feeling unwell, you should attend morning surgery at the Medical Centre as follows:

Junior surgery (III - IV Forms) 7.50 - 8.10 am Monday - Saturday

Senior surgery (V - VI) 7.30 - 7.50 am Monday - Saturday

Sunday emergencies are covered by staff using NHS 24 and our own on call Medical Centre Staff.

If you are too unwell to attend morning surgery, alert House Staff immediately (AW in House from 7.00am).

If you are signed off classes and sent back to House, **you must** inform Matron or, if she is unavailable, a member of the House staff.

The **School Doctor's Surgery** times are: Mon., Wed. and Fri. from 1.30pm.

Evening Medical Centre Surgery Times

Junior Surgery (III and IV Forms) 5.00 - 6.00pm Mon - Fri

Senior Surgery (V and VI Forms) 5.00 - 6.00pm Mon - Fri

Emergencies over the weekend will be dealt with through NHS 24.

It is essential that you see Matron or a member of the House Staff before taking to bed when ill - otherwise, we have no record of where you are. There are no exceptions to this - the rule applies to everyone.

If you need to attend a medical appointment out with School you will be escorted by one of a pool of drivers assigned exclusively to the Medical Centre.

Laundry -how does it work?

Sheets, pillowcases and duvet covers should be changed each Monday morning. House laundry room is open from 8.00am.

Personal laundry can be put into the appropriate bags in the House laundry room at the appropriate time up to roll call on Tuesday morning and Friday morning. Tuesday's laundry will be returned on Friday morning, Friday's on Tuesday morning, both to your individual named locker in the House laundry room. Dirty games kit should be put into the laundry room or the strip bins in the strip rooms.

Boys should send all their routine laundry via the School system. You may wish to have some of your own personal laundry done using the House washing/drying machines. This should be essential games kit (for matches), delicate casuals or personal Corps kit. See the Laundry lady for help - give her plenty of notice.. You must provide your own powder for this. Please note that House staff cannot be held responsible for any damage to personal laundry.

House Prefects - who are they?

House Prefects are chosen from amongst the senior members of the House, initially from those in the final term of the Lower Sixth year and then from those entering the Upper Sixth Form. Boys with the required qualities and attitudes are considered on merit.

What is their job?

With the Head of House as their leader, the House Prefects form part of a team, along with the Housemaster, Tutors and Domestic Staff which takes responsibility for the smooth running of Ruthven House and the wellbeing of all those in the House. In particular, the House Prefects' duties are to help with the day to day routines within the House.

The Duty Prefect has various responsibilities and tasks to carry out during a particular day. House Prefects receive training prior to and in the initial period of their appointment, receive regular feedback on their performance from the members of the House Staff and attend regular meetings with the Housemaster at which issues and concerns can be raised. Prefects sign an agreement that makes clear what is expected of them and where the boundaries lie.

Amongst the most important functions of every House Prefect are setting an example for others in the House to emulate and encouraging members of the House to make the most of their opportunities. Contributing to the community in which they live in the manner which is most appropriate to the individual, and lending a sympathetic ear to any pupil who has something to say are equally important.

Theft

The security of Ruthven House is the responsibility of every member of the House. It is important to be vigilant and to immediately report the presence of strangers to the duty staff or Matron.

All missing property should be reported immediately. Whenever a group of people live closely together there are bound to be abundant opportunities for theft and a high degree of mutual trust must be possible if they are to remain in harmony with each other. ***Stealing, even when it involves only minor items such as toothpaste or shampoo, by any member of the House is a betrayal of the trust placed in him by all the others and is therefore extremely anti-social and totally unacceptable.*** Such theft not only results in the victims' losing personal property, it also creates an unpleasant atmosphere of suspicion, mistrust and disharmony and, as such, is a crime against the whole community. Every member of the House should consider it his duty to report any facts that could lead to the detection of a thief.

Unsubstantiated accusations, particularly if made in public, can result in unnecessary distress and must be avoided at all costs - items which are missing, apparently stolen, especially sports equipment or clothing, often turn out to have been either carelessly misplaced by the owner or borrowed by a friend.

It should be noted that borrowing without prior permission, no matter how trivial the item, is not only extremely selfish, it is also, in effect, an act of theft. The degree of flexibility with regard to respect of other people's property, which is always acceptable within a family, often causes friction in a boarding community. Never remove items of clothing that are not clearly your own.

A secure, lockable box is recommended for the safe-keeping of personal items. Study holders may have a key for their room if they so desire. A charge will be made for lost keys.

Fire – know what to do .

See also: Fire Hazards - above

There will be a fire practice each term. Make sure that you know the whereabouts of the fire fighting equipment kept in the House.

If you discover a fire, **sound the alarm at once.**

On hearing the fire alarm, members of the House should immediately leave the building (by the nearest staircase/exit) but must not run. Should your route be blocked, follow the signs to the nearest alternative exit. If the alarm sounds after lights out, put on your dressing gown and footwear and exit your dorm/study bedroom immediately. Close all doors and windows behind you. Nominated fire monitors will check that all rooms and dorms are clear on their way out of the House.

On leaving the House, pupils should assemble in the Dining Hall foyer and maintain silence until all names have been checked. Under no circumstances should you re-enter the building unless you are told to do so by a member of staff.

N.B. It is a major offence to play or tamper with any of the fire protection or fire fighting equipment. Lives are put at risk if appliances are damaged or discharged and the matter not reported.

Prep – what's it all about?

Monday to Friday: 7.30-9.15pm. Always return to the House by 7.25pm to start working by 7.30pm. It is your responsibility to use your watch to be punctual.

Saturday: 7.30-8.30pm. Quiet time.

Sunday: 7.30-8.30pm. Work.

During Prep, noise and movement must be kept to an absolute minimum. There is no excuse for disturbing others. Permission must be sought from Duty Staff for work in pairs/groups during Prep.

During Prep, permission to work in the Library must be sought on each and every occasion and pupils must sign out.

The Setting of Prep

Prep is set as per the Prep timetable for the members of the III to V Form. It is important to use your study planner to write down your Preps and that Prep deadlines should be met. If you have any concerns about Preps or the setting of Preps, you should discuss this with your Tutor or the subject member of staff concerned. In the VI Form, there is no specific Prep timetable, members of staff setting Preps as appropriate to their particular courses. The planning and execution of your Prep in the VI Form is particularly important. Please talk to your Tutor or to AW if you have any concerns about your work - do not leave it - the situation may well deteriorate.

Study Planner – get into the habit.

It is very important that you write down in your study planner the Preps which you are set. You should do this at the time i.e. in the class. Make certain that you note when the work has to be handed in.. Your tutor and teachers will be checking.

Missed Lessons

Pupils missing lessons, for whatever legitimate reason, should take responsibility for catching up on class and Prep work. It is essential that

you identify the work that must be done. Seek help from your tutor if necessary.

Academic Sanctions

If your academic work is incomplete or not done properly you may be given a special paper exercise SPE on coloured paper. This will have to be signed by your Tutor, Housemaster and parents, if you are a day pupil, and by the Director of Studies. In extreme cases you may be put in Saturday night detention. VI Form may also be placed into Supervised Study periods during the academic day if required.

Form Orders

Form orders are published roughly once every half term. They are comments, made by your subject teachers, on your academic performance over that order period. Comments are made on Attainment (how well you are doing with your syllabus work) and Effort (the extent to which you are applying yourself - how hard you are trying) and whether you are making progress to the next level of achievement. Your tutor will discuss your Form Order with you in the days following publication: you will have the opportunity to say what you feel and to set targets for the next order period.

It is important that you set targets or goals with your tutor - this gives you something positive to work towards. It is best if your targets are specific (i.e. I aim to get a 'Good' grade for effort in Maths) and that you write them down.

Copies of your orders will be sent via the school website to your parents.

Progress File

In order to help you recognise your achievements, analyse and record your progress and plan for the future, we will be encouraging you to keep your own Progress File. This will be helpful when you need to provide a profile of yourself or when applying for employment or University entry.

Sanctions

If members of the House break the House rules or behave in a manner that is detrimental to themselves or others, House Staff and Prefects have the authority to impose sanctions. All sanctions must be recorded in the sanctions book and verified by a member of staff. A careful check is kept on those members of the House who are receiving sanctions and also members of the Prefect body who are issuing them.

House Fund

Each year the House is allocated money by the School in the form of a House Fund. This money is spent on the maintenance and improvement of the facilities in the House and on everyday expenses. Recent purchases from the House Fund include three new common room sofas, the monthly contract on Sky digital, picture frames and games equipment. Boys are able to suggest how many could be spent through their year-group prefects.

House Subs

Each member of the House is expected to pay a House Sub per term. This money is spent on House events, outings and facilities (e.g. Sky TV rental, games equipment etc). The subs are added to the House Fund account. The amount may vary from year to year, but has been £4 recently.

House Tuck Shop

Open daily at break and in the evening.

School Shop and Stationery

The School Shop and Stationery Store can supply you with most of the purchases you may require throughout the term. The School Shop and

Stationery Store are in the Main Building and are open between break and 2.30 pm Monday to Friday. Chits for purchases from these shops can be obtained from the House office. Larger or more expensive items will require parental approval.

Year Group Outings

These will take place as organised by the year reps and House Staff. Cinema trips, bowling, swimming, go-karting are amongst the more popular requests, along with the ubiquitous McDonald's. With parental agreement, some of the cost may be added to the School bill but 1/3 should be budgeted for by the pupils from their House Bank account.

Making a Complaint

If you wish to make a complaint about anything to do with the House, its running or someone in it, you can do so by:

- putting a note in the complaints/suggestions box in the foyer (you do not have to put your name on if you do not want to)
- speaking to any member of staff (academic or domestic)
- asking a friend or senior pupil to put your complaint forward on your behalf
- speaking to your parents and asking them to pass on the message
- contacting the Care Commission using the phone number or email address as posted on the House notice board and in the School Calendar.

Please do speak or write to someone if you feel strongly about something. Remember, others will probably share your view.

And don't forget.....

tell us when things have gone really well or someone has done something that is worthy of note

Think you might need help?

What to do if you are worried
Your rights to Protection and Care

- you have the right to be treated as an individual
- you have the right to express your views on any issues or decisions affecting or worrying you
- you have the right to be protected from all forms of abuse, neglect and exploitation

At Strathallan, we want you all to feel that you are welcome, safe and secure. We want you to feel free to share any information with your parents.

- if you have something to talk to staff about
- if you are worried about things that are happening to you or to another child you know
- if you need help or need to know how to seek help

All the staff are here to listen and to help

- if you are worried about confidentiality tell the staff - they will understand; they may be concerned about your safety and may need to share this concern with others, but they will always tell you first.
- if you are unsure about talking to your parents or a member of staff (academic or medical)

You can 'phone **ChildLine** on **0800 1111**; the call is free and will not show up on any phone bills. ChildLine will help you to work out what to do next. Their approach is to listen, give options and encourage you to seek help from a trusted adult.

BULLYING

BULLYING IS:

the illegitimate use of power to hurt others. It is deliberately hurtful behaviour which can be physical, verbal or indirect (spreading

stories, excluding from groups etc.). It can be an unresolved **single** incident which casts a shadow over a person's life, or a **series** of such incidents.

Remember:

- no one deserves to be bullied
- it is not part of growing up
- it can hurt mentally as well as physically
- it is not the victims fault
- if you witness it and do nothing you are part of it - **there are no innocent bystanders**
- telling about how you feel is not grassing
- being different in any way is no excuse for being picked on

If you feel you are being bullied or you see or are told about bullying taking place

Speak up - talk to someone you trust

Tell a member of staff (in your House, in your class, in the medical centre)

Tell your parents

Tell a friend or a trusted senior pupil

Your views and concerns will be taken seriously and given due weight in reaching decisions.

Decorating my Study, Prep. Room and Dorm

Whilst it is appreciated that your space in the House is your 'home from home' for a significant part of the year, it is important that the way in which you decorate this space reflects several aspects of your

personality, allows you to use your space for effective work and causes no offence to others.

To this end, the general rule of thumb should be that your space should contain a balance pictures, posters and items relating to interests which are important to you, things which you have created or achieved yourself and things which relate to your family and friends.

Whilst recognising the wide range of value systems present in society, you will be asked to remove items which represent people in an exploitative or degrading way, items of a sectarian nature and items which relate to illegal activities

If you feel very strongly about a specific issue, it is important that you discuss this with House Staff and your parents.

Getting through your first few days .

Be yourself .

It is really important when you start a new School year to remember that being yourself is one of your greatest assets. Trying to be like someone

else, trying to be popular by being someone you are not, putting others down to make yourself feel better are all pathways to trouble. So relax, be yourself, let people know what you think and what is important to you.

Communicate .

During the first few days, there are bound to be times when you feel a little bit lost or confused, times when things do not seem to be going your way and times when the work or routine seems to be impossibly complicated.

Talk to someone about it. The staff is here to help. Mr Watt is in and out of the House during the day and Mrs. Connaghan, the House Matron, will be in the House throughout the working day. They would be happy to hear from you and to help. Your tutor is regularly in the House, so you could catch him then, or at the Masters' Common Room at any break time or at School lunch. The Head of House, Nick Farrar, will be talking with you regularly - so talk to him. In addition, each of you has a Buddy who is specifically designated to keep an eye out for you - they could be a big help.

And talk to your new friends in your year group - if you are struggling with something, someone else is bound to have felt or be feeling similar to you.

Get things organised.

You will be given a School Calendar, containing all the important events of the term ahead, your individual class timetable, including details of when, where and by whom you will be taught and a study planner in which to write down important things to be done. Use these - they could save you a great deal of time and anguish. Your tutor will regularly check things with you.

Making friends

Everyone, at some time or another, has a fear that people will not like them and that nobody will want to be their friend. Remember, you are all interesting, talented individuals and those around you will want to get to know you, what you are interested in and where you might fit into their lives in School.

But don't just sit back and expect everyone else to make superhuman efforts to be your friend whilst you make none. And don't expect success first time every time.

I'm in the wrong set; I'm in the wrong team.

All the staff are aware that placing people in the correct sets and teams can be tricky. If you feel that there is a problem, mention it to your subject teacher or coach etc. If you would rather, talk to the House Staff (your tutor or AW) about it. But, do talk to someone.

Keeping in touch with home

You will find that the routine is very busy and that you get caught up in the activities and events at School. Be sure to keep your family up to date with events. A 'phone call is much appreciated, an e-mail even more. There are two payphones in the House, you can put letters (with stamps on) in the outgoing mail tray in the foyer. It is easy to send and receive e-mail and you can have your own address if you so wish.

The payphone numbers are (01738) 815027 and (01738) 815028. Parents and family are welcome to come and see you in School, whether it be to support an event or match you are playing in, take you out for a bite to eat or just to call in if they are passing. Obviously, you should organise this around your School commitments.

Keep your attitude positive

The staff and senior boys in the House want you to enjoy your time here. Keep your attitude positive, give your work, your sport, your music and drama and whatever activities you opt for your best shot. Opting out on your opportunities is opting out on yourself. Keep your attitude positive. Share your successes (and failures) with others. Support each other.



Welcome to Ruthven House

This handbook is designed to help parents understand some of the workings of the lives of their offspring whilst they are members of the House. I hope it goes some way towards doing this but, should you have any comments on the handbook or if there are things you think have been

missed out, please do get in touch - we are always aiming to improve and we appreciate your contributions.

Please do feel that you can contact House staff if you have any concerns you think you ought to share. These conversations are never time wasted and it is important that you should feel able to let us know how you feel.

The Housemaster or your son's tutor will be in touch if there are any substantive matters to be discussed. You will receive regular Form Order sheets and termly reports relating to academic and overall progress and development.

You and/or your Family/Guardians are welcome to visit your children in Ruthven House. Please contact us prior to your visit or immediately on arrival. Within the confines of the School routine, you are welcome to take your offspring out to tea etc. and are encouraged to support them at cultural and sporting events.

HOUSEMASTER: Andrew Watt

Phone: (01738) 815024

e-mail: ruthven@strathallan.co.uk

Please keep in mind that teaching and pastoral commitments may prevent an immediate response. You are most likely to catch me by the 'phone between 8h00 - 8h15 and 19h45 - 22h00. On occasion Ann, my wife, may be the person to whom you initially speak. If you are put through to the answering machine, please do not be offended. I will get back to you, unless you are simply leaving information.

RUTHVEN HOUSE PAYPHONES

Phone: (01738) 815027

(01738) 815028

Please do not call during Prep (times as per this handbook.)

WEEKEND AND SUNDAY LEAVE-OUTS

Could you please inform me, by the Thursday evening of that week if you intend your son to go on a leave-out? A note, 'phone, fax or e-mail message will suffice. **Leave-outs start at 16h00 or after games commitments, whichever may be later.** Early leave-out weekends are marked in the calendar. Back by 21h00 Sunday evening please.

POCKET MONEY

Please make cheques payable to Ruthven House Bank.

PARENT Forums

Once or twice during the year parents are invited to a forum where they are able to discuss issues, raise concerns, ask questions about Ruthven and the School in general. Parents will be notified of these by letter prior to their taking place. I would urge parents to attend if at all possible.

What have we missed out?

Help us to make this publication better by suggesting further inclusions and modifications.

Your help is appreciated.