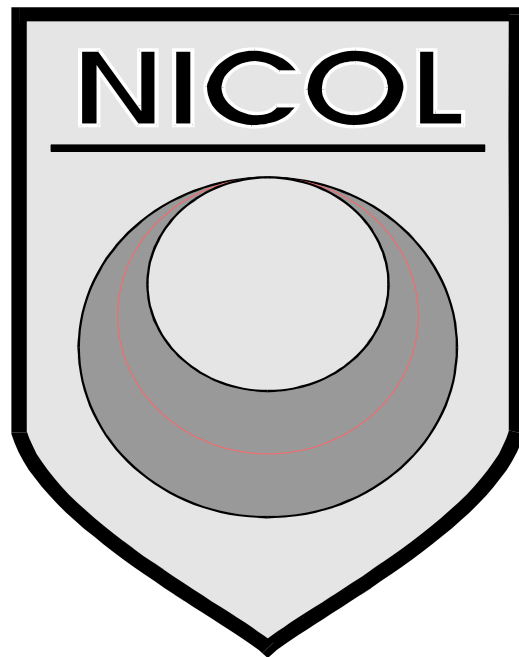


NICOL HOUSE

HANDBOOK



2011 - 2012



CONTENTS

Welcome to Nicol – House Ethos

Section A: Who's who in Nicol

- Pastoral Staff – Housemaster, Senior Tutor, Resident Tutor, Visiting Tutors
- Matron
- Seamstress
- Domestic Staff
- Head of House
- School Prefects
- House Prefects
- Third Form Buddies
- House Committee
- House List

Section B: House Routine

- Group Responsibilities
- Daily Routine: Monday – Friday
- Daily Routine: Saturday/Sunday
- Signing In/Signing Out
- Visitors
- Roll Call/House Meeting
- Day Boys
- Bounds
- Weekends Out
- Tuckshop
- House Bank
- House Laundry
- Brew Rooms
- Studies
- Dorms/Prep Room
- Common Rooms, TV and Video
- House Telephones
- Taxis
- Bursar's Chits
- School Shop /Stationery School
- Haircutting
- Carry Outs
- Making a Complaint

Section C: Expectations

- Behaviour
- School Expectations
- House Expectations
- Sanctions



Section D: Academic Matters

Form Orders
Tutors and Academic Targets
End of Term Reports
Examinations and Revision
Prep
Missed Lessons
Detention
Pupil Profiles

Section E: Medical Care

Off Games
Medical Centre Details

Section F: Safety

Pupil safety and security
Fire drill
Child Protection – Confidentiality, Privacy, Bullying



Welcome to Nicol House

This Handbook is designed to aid pupils and parents in their understanding of the workings of Nicol House and the expectations that are placed on both children and staff in a boarding setting. We hope that this book goes some way towards explaining this but, if you have any comments or think that it could be improved in any way, please let us know (nicol@strathallan.co.uk) and we will do our best to take your suggestions on board.

Please do feel that you can contact House Staff if you have any concerns you think you ought to share.

You are welcome to visit your son(s) in Nicol House. Please contact us prior to your visit. Within the confines of the School routine, you are welcome to take your son(s) out to tea etc. You are also encouraged to support them at any time in cultural and sporting events.

Housemaster: Mr David E Billing
Phone: (01738) 815029
email: nicol@strathallan.co.uk

Please bear in mind that teaching, sporting and pastoral commitments may prevent an immediate response. If you do not get through to myself, my wife Donna or our dog Talla, then the answer machine will be on and I will endeavour to get back to you.

Resident Tutor: Mr John Maclean
Phone: 07791 575721
Email: staffjam@strathallan.co.uk

Nicol House Payphones: (01738) 815032

Please do not call boys' mobiles or on the payphone during prep time:

Monday-Friday 7.30-9.15pm
Saturday 7.30-8.30pm
Sunday 7.30-9pm

... or after your son's bed time:

3rd form– 10pm, 4th form– 10.10pm, 5th form– 10.20pm, 6th form– 10.30pm



Nicol House Ethos

Mission Statement

Our goal is to provide a caring, safe, supportive and disciplined environment for all members of the house, thus encouraging all to develop themselves to their full potential, both as an individual and as a valued member of the house, school and society.

* * * * *

- In Nicol it is expected that pupils should **help each other** and show consideration for the welfare of others, both in the house and in the school at large.
- We believe that a clear and reasonable set of rules and regulations is desirable and will be enforced **consistently** by the House Authority.
- **Anti-social** and rude behaviour will **not be tolerated** at any time.
- All pupils have the right to be treated as **individuals**, their views and privacy are to be respected, and their varied talents to be encouraged.
- **Honesty** is the best policy and nothing wastes more time than lengthy and unnecessary investigations. 'Coming clean' brings a more sympathetic assessment of situations.

As a rule Nicol aims to be a happy and relaxed place. Nicol boys are regarded as being polite, friendly and fair individuals who always give of their best. Respect for, and tolerance of others is essential. There can be no excuse for behaviour that inconveniences, hurts, offends or annoys those about us both in the House and in the wider community.



Section A: Who's Who in Nicol

Mr David Billing
Housemaster – 01738 815029
4th Form Tutor
nicol@strathallan.co.uk

Mrs Donna Billing
Housemaster's Wife
(History)
staffdb@strathallan.co.uk

Mr John Maclean
Resident Tutor - 07791 575721
3rd Form Tutor
(History)
staffjam@strathallan.co.uk

Mr Mark Price
Visiting Tutor
5th Form Tutor
(DT)
staffmrp@strathallan.co.uk

Mr Adam Streatfeild-James
Visiting Tutor
Lower 6th Tutor
(Director of Studies)
adminacwsj@strathallan.co.uk

Mr Richard Fitzsimmons
Visiting Tutor
Upper 6th Tutor
(History)
staffrhf@strathallan.co.uk

Mr Louis Dunn
Visiting Tutor
Upper 6th Tutor
(Head of Modern Languages)
staffalmd@strathallan.co.uk



Non-Teaching Staff

Matron

Mrs Davina Chalmers – Her regular hours are from 7.30am-4pm, Monday to Friday, although she will be available at other times. She dispenses first aid and runs the House Tuck Shop and Bank. She is supported by the domestic staff who look after the first and second floors respectively. They are not directly responsible for tidying boys' areas. Boys themselves must keep their own rooms clean.

Seamstress

Mrs Caroline Gunn – Responsible for the House laundry and for mending of pupils' clothing. Also general seamstress for the House furnishings, curtains etc.



Prefectorial Authority 2010-11

Head Of House	Adeeb Naasan*
Deputy Heads of House	Fraser Doig*, Lewis Watson* and Conor McCarthy
House Prefects	Luca Man (Senior Prefect), Robbie Blackburn, Jack Collins and Steven Segaud

* denotes School Prefect



What do House Prefects do ... ?

They are chosen from amongst the 6th formers in the House, initially in the final term of Lower 6th and then also from those entering the Upper 6th. All senior boys are appointed on merit.

Led by the Head of House, the House Prefects form an important cog in the chain of House organisation; they are particularly vital in the day-to-day running of the House. The Duty Prefect has a series of responsibilities and tasks to carry out during the particular day. In Nicol the Prefects are trained in advance of, and throughout the time of their appointment, receiving regular appraisal from members of the House Staff. They meet on a regular basis with both the Head of House and the Housemaster to discuss their views and concerns about both House and wider School affairs.

What do the Third Form Buddies do ... ?

The Third Form Buddies are older boys in the house who have responsibility to make sure that each boy in the Third Form, new to boarding in the Senior School, should be able to settle gently and easily into the Nicol and School routine.

House Committee

House Prefects are assigned to each year group. It is their responsibility to meet with their group and discuss any issues, whether they be group or individual. The Prefects will then report back to the Prefectorial body and any action if necessary or possible will be taken.



Nicol Prefects' Duty Routine

Morning:	7.30am 8.05am	Ring 1 st bell; turn all lights on; put roll-call sheet up in Dining Room. Ring roll-call bell; take roll-call in silence (everyone should be accounted for BY 8.10am). Liaise with Housemaster and then take to House Matron.
Lunch:		Put roll-call sheet up in Dining Room.
Evening:	7.25pm 8.15-8.20pm 9.15pm 9.45-10.40pm	Ring prep bell; take roll-call in silence (everyone should be accounted for BY 7.30pm); make sure L6 are on duty in prep room. Oversee the 5 min prep break. Ring bell for end of prep. Check all duties have been done - brew rooms, Common Rooms and prep room have been cleaned; turn off lights (except stairwell lights). Liaise with the Tutor on duty; oversee all bedtimes ensuring that each year group are in silence in their own rooms at or before the relevant time.
Bedtimes:	10.00pm 10.10pm 10.20pm 10.30pm 10.40pm 10.50pm	3rd Form in bed (lights out 10.10pm) 4th Form in bed (lights out 10.20pm) 5th Form in bed (lights out 10.30pm) L6 in bed (lights out 10.40pm) U6 in bed (lights out 10.50pm) Check-out with member of staff on duty once you are satisfied that all year groups are in silence, in their own rooms with lights off.

NB – There is a different schedule for prefects on Sat and Sun. On Sat, an extra roll-call is taken by prefect at 10.45pm and on Sun an extra roll-call is taken by prefect at 10.05pm.



Section B: House Routine

Group Responsibilities

3rd Form boys are responsible for tidying the Prep Room and the downstairs social areas (foyer and common room) as per rota each day. In addition to this daily duty they, along with the 4th Form, are responsible for clearing the Junior Strip Rooms as part of house clearing each Sunday. Each boarding member of the 3rd form is required to maintain the tidiness of his area in his dormitory. Dorm members are collectively responsible for tidiness in their dormitory.

4th Form boys have responsibility for the tidiness of their own individual rooms, the emptying of bins and collection of new laundry etc. each week. In addition, each member of the year will be required to collect and dispense the brew box and milk and to clear the brewing rooms in the evening, before bedtime, as per rota.

5th Form boys have responsibility for the tidiness of their own individual rooms, the emptying of bins and collection of new laundry, etc each week. In addition, each member of the year will be required to clear the brewing rooms in the evening, before bedtime, as per rota.

L6th Form boys, in addition to having responsibility for the tidiness of their own individual rooms, the emptying of bins and collection of new laundry, etc each week, are required to clear the brewing rooms in the evening, before bed-time, as per rota. As the year progresses, some may be asked to take extra responsibility in the House, particularly at times when U6th boys are in public examinations. This may later lead to their appointment as either House or, eventually, School Prefects. Each boarding member of the L6th will do third form prep duty as per rota.

U6th Form will contain both School and House Prefects within their number, with responsibility for maintaining the House Routine. They too have responsibility for the tidiness of their own individual rooms, the emptying of bins and collection of new laundry, etc each week. U6 boys should lead by example at all times.



Nicol Daily Routine – Monday to Saturday

7.30am	1 st bell (rung by Duty Prefect). Breakfast. All pupils 3 rd -L6 form must sign in.	
8.05am	2 nd morning bell rung for Roll-Call.	
8.10am	Roll Call/House Meeting in Main Common Room	
8.20am	See School Routine	
11.25am	Tuck-Shop open	
1.15pm	Lunch – (12.20pm on Saturday). All pupils 3 rd -L6 form must sign in.	
2.30pm	Games: Monday, Wednesday and Friday for Form 3 Tuesdays and Thursdays for Forms 4-U6. For Saturdays see notices.	
5.45pm	Tea.	
7.25pm	Prep Bell (rung by Duty Prefect) and Roll-Call in Common Room.	
7.30pm	Tuck Shop open and Prep starts.	
9.15pm	Bell for end of prep (rung by Duty Prefect). Brewing room duties/clean up to be done. Only 6 th Form may go out after prep, and they must sign out. Return to House and sign in is by 10.15pm at the latest.	
10.00pm	Bed time/lights out begins.	
10.00pm	Third Form in dorms	(lights out 10.10pm)
10.10pm	Fourth Form in rooms	(lights out 10.20pm)
10.20pm	Fifth Form in rooms	(lights out 10.30pm)
10.30pm	6 th Form in rooms	(lights out 10.40pm)

- Saturday - Roll-Call taken around House by House Prefect



Nicol Daily Routine – Sunday

10.10am	Bell
10.15am	Roll Call
(10.30am)	Morning Chapel*
1.15pm	Lunch
6.00pm	Tea
7.25pm	Prep Bell (rung by Duty Prefect) and Roll-Call in Common Room.
7.30pm	House Tidy-Up. All areas of House to be cleaned and tidied by all boys. Prep/quiet time starts. All boys in House.
9pm	Bell for end of prep (rung by Duty Prefect) House bank and Tuck-Shop open Only 6 th Form may go out after prep, and they must sign out and sign back in by 10pm at the latest.
(9.15pm)	Voluntary Communion)
10.00pm	6 th Form back in house from Centre. Roll-Call taken around House by house Prefect. Bed time/lights begins.

Bedtimes:

10.00pm	Third Form in dorms	(lights out 10.10pm)
10.10pm	Fourth Form in rooms	(lights out 10.20pm)
10.20pm	Fifth Form in rooms	(lights out 10.30pm)
10.30pm	6 th Form in rooms	(lights out 10.40pm)

* 'Sunday Brunch' takes place roughly every third Sunday between 10.30am and 12.00 noon. On these days, Chapel takes the form of Holy Communion at 9.15pm and attendance is voluntary.



What to do if . . .

These House rules apply in addition to the School Rules listed in your school calendar. They exist for our safety and security, as well as the smooth functioning of the House.

Signing In/Signing Out

It is essential that members of the House sign out on the sheets provided at the main door when they leave the House: after 7.30pm on any day, after prep on any day, at any time on Sunday (except for going to Chapel). Please also sign if you are going out on weekend leave. Boys returning to the House on a Sat night after an event or on a Sun night having been away must 'check-in' in person with the duty member of staff.

Visitors

Pupil visitors are welcome, but they must sign in on the sheets beside the main doors. All pupil visitors are restricted to the public areas on the ground floor unless they have permission from the Housemaster (only) to go elsewhere.

Parents and family visitors are welcome, though it is expected that they will contact House Staff on their arrival.

Roll Call/House Meeting

All members of the House are required to attend roll call and House meeting as published. These are taken in the main House Common Room Monday to Saturday, at 8.10am (+ for boarders at 7.30pm every day and Sunday at 10.15am).

Day Boys

As with boarders, Day Boys are required to attend morning roll call/House meetings, and should be in School at 8.05am at the latest. They should sign in each morning and sign out again at the end of the day when they go home. If they miss morning roll call then they must report to main school reception.

Weekends Out

Exeat weekends are at the choice of parents and overnight leave may start after all School games commitments on Saturday and finish not later than 9pm on Sunday (unless out overnight on Sunday returning Monday morning (8.05am latest)). On occasion there is an early leave out normally after morning fixtures. The particular Saturdays may be your choice, provided:

- a. Housemaster's permission has been sought by parents/guardians by Friday of that week and pupils have asked for permission for leave by 8.30am on Thursday of that week
- b. The leave does not interfere with a School commitment
- c. Pupils are collected by their parents, an authorised adult or appropriate arrangements are made to use taxis and public transport.

(NB. No pupil is allowed to book their own taxi out of school. If taxis off the school site are required, they must be ordered by the Housemaster or Resident Tutor).

In all cases confirmation of arrangements must be received from parents prior to permission being granted.

Pupils should return to School by 9.00pm on Sunday evening or at 8.05am on Monday morning.



House Bank & Valuables

It is recommended that if pupils have sums of money then that should be kept in House Bank as opposed to on their person or in rooms. Cheques should be made payable to “Nicol House Bank”. Other valuables such as passports and airline tickets can be handed in to the Housemaster if required. A lockable box is recommended for the safe keeping of all other personal items. Money should not be left in rooms.

House Tuckshop

House Shop will be open at the following times:

Breaktime 11.25am - 11.45am
At start of Prep. 7.30pm

House Laundry

The school laundry is on Monday when all sheets must be changed. Old sheets should be taken down to Caroline and clean ones collected from her by break-time. Personal laundry is picked up from the House twice a week on Tuesday and Friday mornings. All clothes that are put into the bags the night before must be clearly labelled. If labels are needed, see Caroline in the seamstress' room.

Brew Rooms

Brew rooms are small kitchen areas within the house. Boys are requested to keep these as clean as possible, and to wash/tidy up after themselves at all times.



Studies

4th – U6 formers will be issued with a key to their study and are responsible for its safe keeping. Lost keys should be reported immediately and if they are not found the relevant charge will be made. No pupil should be in another pupil's study without permission. Pupils are reminded that they are responsible for the neatness and tidiness of their own study. They should be considerate to the domestic staff and keep the floors free of debris. Any damage must be reported to a member of staff immediately. Use of electrical appliances (other than desk lamps, computers, phone chargers and audio systems) is restricted in line with Health and Safety regulations. All electrical appliances brought into the School by pupils are subject to testing and certification by the School. Study decorations should be in line with the suggestions below. No boy should be in another's study during Prep or after bed time.

Dorms and Prep Room

Apart from 3rd Form, only prefects and staff are allowed in the dorms and the prep room. Each member of the 3rd Form is responsible for maintaining the tidiness of his area of the dorm and prep room. Dorm members are collectively responsible for tidiness in their dormitory. Any damage must be immediately reported to a member of staff. A boy may not be in any dorm but his own after lights-out. Dorm and prep room decorations should be in line with the suggestions below.

Decorating Studies, Prep Room and Dorm

As a general guideline, decorations can contain a balance of features – pictures, posters, things that are important– but that also are sure to cause no offence to anyone. Pupils will be asked to remove features that portray people in a degrading or exploitative way, or contain a sectarian bias, or promote an illegal activity.

Common Rooms, TV and Video

No boy is allowed a TV/DVD/games console in their room. It is the responsibility of everyone in the House to keep these public areas tidy. Use the bins provided and do not leave cutlery, plates, mugs, etc lying around. TV is allowed Monday-Friday after classes, games or 5pm, whichever is the later. It is also permitted on Saturdays after classes and all day on Sunday. DVDs and videos should not be of anything higher than a 15 rating. The top floor common room is for the use of 4/5th Form only, the middle common room for 6th Form only.

Newspapers

These are available in the front hall of the House and should be read there and not removed from that area.



Telephones

Calls must not be made during prep and anyone who calls at that time will be asked to ring back after prep. If a pupil takes a call for someone else, they should be as polite and helpful as possible and make every effort to locate the appropriate person quickly and sensibly. If they cannot be found, a message should be taken.

Taxis

These must/can only be arranged through the Housemaster. Boys cannot book their own taxis out of school. For each journey a pupil **must** have express permission from the Housemaster.

Haircutting

This takes place by appointment at a specified time. Boys are reminded that they are not allowed to cut their own or each other's hair whilst in School.

Bursar's Chits

If at any time pupils require extra money this can be done via a bursar's chit, which goes on the school bill. At all times parents' permission is required and the Housemaster must be asked to make the arrangements.

School Shop/Stationery Store

To obtain items on the bill from the School Shop or Stationery Store a chit from Matron is required. It is up to Matron's discretion whether parents' permission is required to purchase the items.

Carry-outs

Arrangements can be made, on a Saturday night only, for food to be delivered from local take-aways. Permission should be asked for from duty staff on each and every occasion.

The Village Shop (VS)

This is about 10 minutes away in the village and is open Monday-Saturday, though not after 12.30pm on Wednesdays or Saturdays. Pupils are not allowed to visit the shop during class time. Boys must be in uniform if they wish to visit the VS. Pupils below 6th Form require permission and a 'VS pass' from the Housemaster.

House Fund and Subs

Each year the School in the form of a House Fund allocates the House money. This money is used to maintain and improve the facilities in the House and on everyday expenses (eg TV, newspapers, etc). On top of this each member of the House pays a House Sub per term. This money is used for House events and facilities.



To the pupil:

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 suggestion box outside the Housemaster's study (you do not have to put your name on it if you do not want to)
- Speaking to any member of staff (academic or domestic)
- Asking a friend or senior pupil to put the complaint forward on your behalf
- Speaking to your parents and asking them to pass on the message

Please do speak or write to someone if you feel strongly about something. Remember that others may share your view.

COMPLAINTS PROCEDURE

A COMPLAINT IS:

An expression of genuine dissatisfaction which needs a response. In all cases the School will seek to listen and to handle the concern seriously. Where possible confidentiality will be respected.

Complaints by pupils or parents should usually be first directed towards the Housemaster/ mistress who will investigate and consult with other members of staff as appropriate. Some complaints should inevitably be raised directly with the Second Master or Headmaster.

Formal complaints will be acknowledged promptly and a record kept. In serious cases the School will respond formally identifying the issues raised and the action taken.

With complaints concerning a child's safety the School will follow the procedures listed in the Child Protection Guidelines.

In extreme cases a complaint may go beyond the Headmaster to the Chairman of the Board, who may seek the advice of the other Governors.

If you wish to make a complaint about an aspect of care provision at Strathallan which is regulated by Social Care and Social Work Improvement Scotland (SCSWIS) or about the SCSWIS itself you can:

- Telephone the Regional Office or Headquarters
- Write to the Regional Office or Headquarters
- Go to any of the Offices
- Email by logging on to the website at www.scswis.com
- Fax on 01382 207236

HEADQUARTERS

SCSWIS
Compass House
11 Riverside Drive
Dundee
DD1 4NY
Tel: 01382 207100

REGIONAL OFFICE:

Central East Region
Compass House
11 Riverside Drive
Dundee
DD1 4NY
Tel: 01382 207200



Section C: Expectations

So how are we expected to behave...?

When it's just me ...

We should behave in such a way as to gain the maximum benefit from the School, whilst contributing to the general welfare of the community. The personal breaking of rules that affect only the individuals concerned will be regarded with varying degrees of disapproval, according to the nature of the offence. Behaviour that hurts others, or damages the reputation of the School will be regarded very seriously.

We should all treat authority with respect. It is, however, essential that all pupils feel free to use proper channels for complaint when appropriate, and that such complaints are seen to be fairly handled.

Personal standards of politeness, tidiness, punctuality and honesty should be high and a full commitment to the whole life of the school is essential. Whilst work should be the priority, it is desirable that music, games, drama and other activities should be followed. It is important to support your friends, your classmates and those in your house and School when they take part in such activities.

When I'm with friends ...

Standards of group behaviour should be those expected of the individual. Respect for, and tolerance of, others is essential. There is no excuse for behaviour that may hurt, offend, or annoy others.

When visiting other schools, or on other trips away from school, we are ambassadors for the school and should behave so as to bring credit to ourselves and the School. Good manners are the key to this and good manners are based on consideration for others. Group behaviour that may offend or intimidate is unacceptable.

When we are a community...

Loyalty and commitment to the School benefits all. Individual or group cynicism only serves to undermine much of real or potential value. Enthusiastic participation and an interest in the contributions of others is the key to a fulfilling and enjoyable school career.

House Sanctions

House Sanctions can be given by House Staff and Prefects. Prefects giving sanctions must seek approval and inform the Housemaster each and every time.

Jobs around the House: these are always needing done and can be easily checked by the prefects at any time of the day. For example:

- Clearing the laundry room
- Clearing and tidying the strip rooms
- Tidying books etc.
- Litter picking round the House
- Clearing out the bin skip area at the back of the House



House Fatigues: these are given for breaches of discipline and take in all of the above, eg consistently late to bed or late for roll-call, being out of study during prep. The names of those on House fatigues should be posted on the Head of House notice board so that the duty prefect, Matron and member of staff know who is available to do jobs.

Those on house fatigues should be in school uniform all day when not at games/activities etc.

Signing into House Staff at set times – normally reserved for School sanctions. Can only be given in consultation with House Staff.

Gatings, a pupil can be gated to House for persistent breaking of House and School Rules, or for more serious breaches of discipline.



Section D: Academic Matters

Planners:

Every pupil is issued with a planner. This is to be used to record preps and any other relevant information, by the teacher as well as the pupil. The pupil's tutor will regularly check it. It must be taken to EVERY lesson. It is recommended that parents of day pupils regularly check their son's planners and in doing so, keep abreast of any issue that has arisen during the academic day.

Form Orders:

The purpose of the Form Order system is to provide a regular and relatively frequent overview of a pupil's academic progress, attainment and effort. This allows the Tutor/Housemaster to give the pupil the necessary guidance, support and encouragement in his academic studies. It also gives the Housemaster/Tutor information with which to answer parental questions regarding a pupil's academic performance.

The Form Order gives the following information...

- The course or level of course being followed
- A grade with regard to progress and attainment
- A grade with regard to effort
- A mandatory comment which illuminates the above grades
- Merits Awarded

Pupils will be shown the Form Order sheet by their Tutor who will meet with their tutees as soon as possible after Form Orders have been issued. It is important that Tutors set targets or goals with their tutees – this gives them something positive to work towards. These targets should be written down on the Order sheet, and pupils will be required to note them down in their planner.

Academic Progress:

This can be monitored by means of the Form Order system and the Academic Report that Staff should fill in and return to the relevant tutor if they wish to say anything more beyond the Form Order.

Poor Form Orders may result in the pupil being asked to hand in a work-card each lesson for a specified period of time, or in an academic detention beginning supervised by the individual subject teachers. Detention can be the result of late or unsatisfactory work, or unsatisfactory performance in assessment test. Detention times and locations will be arranged by the individual subject teacher concerned.

Subject Reports:

These are issued by teachers at the end of each term and will be seen by tutors before being passed to Housemasters and Headmaster for their own reports. It may be the case that the Tutor will wish to see his tutees about the content of their reports before the end of the relevant term, especially in terms when there are examinations.



Prep

Monday- Friday	7.30-9.15pm (with a break from 8.15pm-8.20pm). Always return to the House in good time for Roll-Call at 7.25pm. There will be a bell rung by the Duty prefect before 7.25 to warn of the prep roll call. It is your responsibility to be punctual for the start of prep.
Saturday	7.30-8.30pm
Sunday	7.30-9.00pm

During prep, pupils must be in their own rooms and working in silence. If a pupil has finished all possible prep / reading around subject / research / getting ahead / self-testing, then they should be reading.

Setting of Prep

Prep is set as per the prep timetable for all members of School from 1st Form up to 5th Form. It is important that pupils write down prep in their planner and that deadlines are met. If pupils have any concern about the preps they should discuss them with their tutor or the subject member of staff.

In the 6th Form there is no specific prep timetable, members of staff will however still set preps! The planning and execution of prep in the Sixth Form is crucial.

Missed Lessons

There must be no unauthorised absence from lessons. Should pupils miss any lessons for legitimate reasons, it is their responsibility to catch up on any work missed or preps which may have been set. Tutors should ensure that pupils are up to date with their work, and deal with any complaints, which may arise from members of staff accordingly.

Pupil profiling

It is intended that, as an aid to general information about a pupil's academic, sporting and social progress, a pupil profile will be put together for each member of the House. These will be kept in the pupils' files and be updated as necessary by each year group tutor.



Section E: Medical Care

Illness and Off Games – what do I do?

If you are taken ill in school or during Games, you can be sent directly to the Medical Centre. If you awake feeling unwell check with the House Matron before heading to the Medical Centre. Surgery times are as follows:

Surgery 7.30-8.10am Monday-Saturday

- If you are sent back to House and signed off classes by the Medical Staff, you **must** inform Matron or another member of the House Staff immediately.

The School Doctors' Surgery runs 3 times a week from 2.00pm.

Evening Surgery Times:

Junior Surgery (III & IV)	5.00-6.00pm Mon - Fri
Senior Surgery (V & VI)	5.00-6.00pm Mon – Fri

Emergencies through the weekend will be dealt with through NHS 24

It is essential that you see Matron or a member of the House Staff if you are sent to bed ill – we need a record kept of where you are and which classes you miss. There are no exceptions to this rule.

Medical Centre Details

The medical centre is to be found below Woodlands House, near the top astro-turf pitch.

School Nurse:	Judith Gerrie (Lead Nurse) Anne Cameron Judith Glasgow Lara Young
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Physiotherapist:	By Appointment.
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Chiropody:	By Appointment
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Section F: Safety

FIRE

The following are responsible for seeing that their area of the building is evacuated in the event of a fire alarm:

	In charge
2nd Floor	
North & East Dorm	Fraser Doig
South Wing [Rooms 42-55]	Luca Man
West Wing [Rooms 34-41]	Jack Collins
1st Floor	
North Wing [Rooms 26-33]	Conor McCarthy
South Wing [Rooms 12-25]	Adeeb Naasan
West Wing [Rooms 4-11]	Robbie Blackburn

Each room must be checked to see that all the occupants have left. **ALL DOORS MUST BE CLOSED.**

Fire Hazards

Due to the risk of fire, the possession of fireworks, matches, candles or incense sticks is against School and House rules. The possession or smoking of cigarettes is contrary to School rules and it is liable to sanctions. In particular *it is a very serious offence to smoke anywhere in the House*, even if leaning out of a window. All electrical appliances will be safety checked by the school electrician.

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

All **electrical equipment** must be tested and certified to ensure that it complies with safety standards.

If you discover a Fire ... for Pupils

- ◆ If you discover a fire, sound the alarm at once, and attempt to put out the fire, but only if there seems to be no danger to you or anyone else.
- ◆ On hearing the alarm, pupils should immediately leave the House by the nearest exit – **DO NOT RUN**. You should close all doors and windows behind you.
- ◆ If the alarm rings after lights out, put on a dressing gown and footwear, and leave the building by the nearest exit.
- ◆ All fire wardens should 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 keep quiet until a roll call can be taken of names. Under no circumstances should you try to re-enter the House until told so by a member of staff.

It is a major offence to play with, or tamper with, any of the fire protection or fire-fighting equipment. Lives can be put at risk if equipment is damaged or set-off and the matter not reported.