

Thornbank

House Handbook 2011-2012

CONTENTS

Welcome to Thornbank – House Ethos

SECTION A: Who's who in Thornbank

- House Authority
- Resident Staff
- Tutors and Tutor Groups
- Weekend Duty
- Domestic Staff
- The House Matron and her duties

SECTION B: House Routine

- Daily routine: Monday – Saturday
- Daily routine: Sunday
- Signing in/out
- Perth leave
- Weekends Out
- House Bank / Tuck shop
- House Subs
- House Council
- Parents Forum
- House Laundry
- Taxis
- Chits
- House Colours
- New Pupils

SECTION C: House Duties

- U6th Prefects duties
- 3rd form
- 4th form
- 5th form
- Lower 6th
- Day Girls

SECTION D: House Expectations

- Rooms
- Room Security
- Kitchens
- Timings
- Televisions
- Meals
- Guests
- Mobile Phones

SECTION E: Medical care

- Morning Surgery
- Evening Surgery
- Off Games

SECTION F: Safety

- How to find an adult quickly
- Fire Regulations
- If you hear the fire alarm at night
- If you hear the fire alarm by day

SECTION G: Academic matters

- Planner
- Form Orders
- Academic Progress
- Subject Reports
- Prep
- Setting of Prep
- Missed Lessons

SECTION H: Complaints Procedure

- Informal Complaints Procedure
- Formal Complaints Procedure

Welcome to Thornbank House

This Handbook is designed to aid pupils and parents in gaining an understanding of the workings of Thornbank House, and the expectations that are placed on both young people and staff in a boarding setting. We hope that this goes some way towards explaining this but, if you have any comments on the Handbook or think that it could be improved in any way, please let us know, thornbank@strathallan.co.uk.

You and/or your Family/Guardians are most welcome to visit your children in Thornbank House. Please contact us prior to your visit. Within the confines of the School routine, you are welcome to take your daughter(s) out to tea etc. You are also encouraged to support them at anytime in cultural and sporting events.

Housemistress: Mrs Rosalind C.W. Stuart

Phone: (01738) 815044

Fax: (01738) 815045

e-mail: thornbank@strathallan.co.uk

Please bear in mind that pastoral, teaching and sporting commitments may prevent an immediate response. The times you are most likely to be able to contact me on the telephone are from 8.00am until 8.10am and in the evening.

Other Contacts

Thornbank House Payphone: (01738) 815047

Please try not to call during prep time:

Monday-Friday 7.30-9.15pm

Saturday 7.30-8.30pm

Sunday 7.30-8.30pm

Thornbank House Ethos: *To develop a caring and tolerant community:*

- Where each pupil is personally responsible for her own conduct.
- Where each pupil's endeavours are encouraged and supported by others in the House.
- Where a sense of duty and service towards others is encouraged, valued and recognised.
- Where a high level of participation and co-operation in the life of the House and the life of the School is encouraged and recognised.

SECTION A: Who's who in Thornbank

House Authority 2011 2012

Head of House – Clare Sterritt*

Deputy Head of House/Sports Captain – Yasmine Forbes #

Deputy Head of House/Sports Captain – Eleanor Kemp

Music Rep – Hannah Johnstone*

- Deputy Head of School * - School Prefect

Resident Staff

Mrs R. Stuart, Housemistress: (RMPS and Classics)

Major J. Stuart: Housemistress' Husband

Miss M. Mackie, Resident Tutor: (Geography)

Tutors and Tutor Groups

You will be allocated an Academic Tutor when you join the House, and he/she will make contact with you as soon as possible. The Tutor's role is to help you organize your work and deal with any academic problems you may have as well as providing someone for you to talk to on a formal or an informal basis if you feel the need. Your Tutors discuss your Form Orders with you and check your planners. They liaise closely with Mrs Stuart and your Teachers. Your Tutor will organise tutor outings and tutor social evenings. With parental agreement the cost will be added to the school bill. Please inform us if you wish to make alternative arrangements

Tutor	Subject	Duty Night	Tutor Group
Mrs R. Stuart	RMPS	Monday	3 rd form
Mrs A. Ingram – Forde:	Business Studies	Friday	3 rd form
Miss K.E. Wilkinson:	Geography	Monday & Wednesday	4 th form
Miss M. Mackie	Geography	Wednesday	5 th form
Miss. J.L. Morrison:	Design and Technology	Thursday	5 th form
Ms L. Toye:	Maths	Friday	L6th
Mr. N. Smith: <i>Senior Tutor</i>	Economics/Business Studies	Tuesday & Thursday	L6th
Miss A Sime:	Director of Sport	Tuesday	U6th

Weekend Duty

This is covered by Mrs Stuart and Miss Mackie on a rotational basis

Domestic Staff

Jane Mears:Matron
Ros Garland: Seamstress
Dorota Gauronska:Cleaner
Jackie Wilson :Cleaner

The House Matron and her duties

Matron works between 8.00am and 4.00pm, Monday to Friday. She ensures that Thornbank runs smoothly during the day and is in charge of the domestic staff. Welfare of the pupils is the most important aspect of Matron's job.

She works closely with Mrs Stuart and the Medical Centre in fulfilling her role. She treats minor ailments such as headaches, coughs, colds, period pains etc. at morning surgery and throughout the day. If cases are more serious, she refers the girls to the Medical Centre. Matron will also keep an eye on any girl that is ill in bed for the day.

Matron will systematically check with the cleaning staff to see if there are any repairs that need reporting to the Maintenance Department.

Matron goes on a weekly shopping trip to Perth to stock up on toiletries which are then sold in a small (non profit making) House Shop which she runs. She will also buy specially requested items for girls who have not been able to get the items themselves.

Ros Garland works closely with Matron and she deals with sewing and laundry in particular.

SECTION B: House Routine

Daily routine: Monday – Saturday

Timing	Event	Comments
0700	First rising bell	
0725	Second rising bell	
0730-0810	Breakfast	
0800-0815	Surgery	
0810	Roll call	
0820	House meeting / chapel / School assembly	<ul style="list-style-type: none"> ▪ House Meeting: Mon, Thurs, Sat ▪ Chapel: Tues, Wed ▪ School Assembly: Fri
1315-1400	Lunch	1320 prefects roll call
1620-1715	Tutor time	Monday only
1800-1830	Tea	1800 Prefects' roll call
Winter timetable		
1410- 1520 Friday: Junior Activities, Work time for 5th and 6th form		
Summer timetable		
1630-1800 Friday: Junior Activities, Work time for 5th and 6th form		
PREP		
1920	Pupil guests leave for own houses	
1925	First prep bell – ALL in house	Prefects' roll call
1930	Start of prep	
2115	End of prep	Evening surgery and tuck shop
BEDTIMES		
2145	3 rd form	In bed 2200 lights out 2215
2200	4 th form	In bed 2215 lights out 2230
2215	5 th form	In bed 2230 lights out 2245
2215	LOCK UP	
2230	Lower Sixth	
2300	Upper Sixth	

Daily routine: Sunday

Timing	Event	Comments
0850	First rising bell	
0900	Breakfast	
1000	Roll call	
1030	Morning Chapel	
1315	Lunch	
1730	Tea	
PREP		
Sunday evening prep 1930-2030		
2115	Holy Communion	* See note
BEDTIMES		
2145	3 rd form	In bed 2200 lights out 2215
2200	4 th form	In bed 2215 lights out 2230
2215	5 th form	In bed 2230 lights out 2245
2215	LOCK UP	
2230	Lower Sixth	
2300	Upper Sixth	

* Most chapels are at 10.30 am. Every 3rd chapel is an evening communion at 2115 in which case attendance is optional. On these days breakfast is replaced by Brunch, from 1030 till 1200.

Pupils returning from a weekend exeat are expected to be back by 2100 in time for evening chapel. All pupils must report back to the member of staff on duty when they arrive back after exeat.

Signing in/signing out

You must sign out:

- To go outside the school grounds (you will also need permission to do so).
- After tea if you are out of the house for any reason.
- For Sunday and weekend leave or for interviews etc.
- After tea and during or after prep.
- You must sign out either for an official activity or to visit someone in another house.
- You should only be at the place for which you have signed out.

Perth Leave

This is a special privilege for the Upper Sixth during the week and all of the Sixth Form on a Sunday. Apart from exceptional circumstance, this starts after 1.30pm on Sundays. Full details of this are contained in the school's **Information for Parents** handbook

Weekends Out

- Girls may be away from the School after all school matches / practices have been completed if this is before 4.00pm. Mrs Stuart must be personally informed.

- Parents **always** need to write to or email Mrs Stuart to confirm weekend plans and that they agree with their daughter's arrangements. Mrs Stuart prefers to be contacted by the Thursday evening prior to the weekend in question.
- If telephone arrangements are made with Mrs Stuart then this must be backed up with an email.
- **Leaving arrangements later than Thursday can cause problems.**
- Boarders should return by 9.15pm on Sunday evening. Please inform Mrs Stuart as soon as possible if any delay is likely.
- Please feel free to discuss with Mrs Stuart any arrangements that you are uncertain of.
- Should you be unsure of the suitability of any proposed plans, please also make contact.
- Girls should sign out and back in after each leave out **on the weekend sheet** (located at the front door)

House bank and Tuck-shop

- The House bank will be open every evening after prep. We strongly encourage you to bank with the house, as it is the simplest way to secure your money and it is available daily.
- There is a Tuck Shop in the House which is open, along with the bank during morning break and each evening.

House Subs

These are charged to pupils to cover house costs of Newspapers, SKY TV etc. They are also used to defer the cost of some house events. Current charges are £4 for boarders and £3 for day girls. House subs are charged on a termly basis.

House Council

The House Council consists of two members from each year group, the Upper 6th representatives being the Head and Deputy Head of House. It meets usually every half term at the Head of House's convenience and is another forum for exchanging views, making requests and communicating opinion within a year group.

The Deputy Head of House takes the minutes of the meeting and the H of H and Dep H of H discuss them with Mrs Stuart. Progress on matters arising is also recorded in the House Council book which is kept outside the house office and is available for you to read.

Parents Forum

An open forum for parents will take place during the year. All parents will be contacted by post concerning these arrangements.

House Laundry

- The School provides a laundry service in addition to which, Thornbank has four washing machines and four tumble dryers for the use of the girl boarders.
- The following items **must** be sent to the School Laundry:
 - Duvets
 - Bed sheets
 - Towels
 - School skirts
 - School shirts

- There is no extra charge for this service.
- School laundry leaves and returns on Tuesdays and Fridays.
- Each girl should take care that they treat others' laundry as they would wish their own to be treated.
- If a machine has completed its cycle it may only be emptied by placing the washing neatly into a laundry basket. **Never put someone else's laundry into a tumble-drier.**
- No machines should operate after 10pm or before 7am.

Taxis

- Any girl may use a taxi to get to the train or bus station for a leave weekend or for the beginning of a holiday period.
- All taxis need to be booked through Mrs Stuart. The taxi chits are found outside the house office.
- Once a taxi has been booked the chit to give to the driver is pinned on the notice board.
- The School policy states that only M & M Chauffeur service (tel: 07710498180) should be used.

Chits

Schools like paperwork. There are forms for various things you may need, which usually mean that you can have items put on the bill rather than paying for them in cash.

- Stationery chits: for the School Stationery Store and shop
- Taxi chits - for the taxi company which is approved by the School (*M & M Chauffeur service, tel :- 07710498180*)
- School shop chits - for uniform and games kit etc.
- Bursar's chits: it may be possible to give you an advance of cash. This might be done for travel. Parents would need to give permission for this by contacting Mrs Stuart if any substantial amount of money was requested by a pupil for a weekend.

None of the items that appear on your parent's bill should come as a surprise to them! For example all takeaway food must be paid for on its arrival in the house, it cannot be added to your Parents' termly bill !

House Colours

By way of recognition for all that is involved in encouraging participation, effort and achievement there is a system in place for the awarding of House Colours. These are awarded by Mrs Stuart after consultation with the Head and Deputy Head of House and are generally awarded to senior girls for contribution in a single major event or as a result of dedication over a number of events and/or competitions.

New Pupils

Joining the House in 3rd Form

New girls beginning in September will have information from the School Office explaining arrangements for the first day of School. There will be ample opportunity to meet other new girls as well as finding out about the Sport, Drama, Music etc. at Strathallan. Each girl will receive an individual academic timetable from the Director of Studies, who will also explain the working week. Each 3rd form girl will have a 6th form buddy who will help with settling in to Senior School and Thornbank.

Joining the House in 4th / 5th Form

If you are joining the School at this stage, much the same will apply as above. If possible, all 4th / 5th formers new to the School will be shown around together. However, we will ensure that you will be introduced to the existing Thornbank House 4th / 5th formers and meet the Tutors at the earliest possible opportunity.

The School will have been in touch with you to inform you of the GCSE options available and asked you to discuss these with your parents. Once we have your decisions, we will relay the information to the Director of Studies who will ensure your name is entered on to the appropriate class lists. Mrs Stuart will talk through your choices and the options when she meets you and your parents.

Joining the House in the Sixth Form

It is helpful if Mrs Stuart is able to communicate with you and your parents before or just after the start of term. She will talk to you about your Higher or A Level choices and discuss your options in relation to possible Degree courses and career paths.

On the first day of term, there will be a chance to be shown the School with other new girls and boys in your year group. Additionally, there will be talks about sport, drama, music and other activities that you may want to involve yourself in during your stay at Strathallan. We will ensure that you are introduced to the Thornbank House Sixth Form at the earliest opportunity.

All new girls will have a chance to meet the House Matron, the Head of House and the House Prefects during the first day.

Section C: House Duties

U6th Prefects Duties

Prefects

The House Prefects are members of the Upper Sixth who take special responsibility for the running of the House and for the welfare of others. They organise duty rotas, take roll calls under supervision, run House Parties and Social Events as well as House teams. They are permitted to back up their authority with minor sanctions. All such sanctions are initially authorised by Mrs Stuart. There are Prefects on each wing, and one of their most important jobs is to provide a sympathetic ear for junior girls who may have problems. There is no hierarchy in the House (or around School), and the most junior girl has the same rights to peace, privacy and social inclusion as the Head of House.

Prefects' Duties

0700 Ring rising bell and open door.

0725 Ring 2nd bell. Sign Thornbank pupils into breakfast before 7.55.

0810 Roll call in common room.

1320 Lunch roll call for the members of Thornbank.

1800 Tea roll call for the members of Thornbank.

1925 Ring 1st prep bell and do roll call in Common Room.

1930 Ring 2nd bell. Check pupils into rooms.

Report back to duty tutor and inform them of any discrepancies or 'causes for concern'

2115 Ring end of prep bell.

2140 Be back in House, check that foyer and downstairs kitchens are clean and tidy before relevant pupils go to bed.

2200 Check 3rd and 4th form are in their rooms. Check that kitchens are cleaned. Inform tutors if any of them give cause for concern.

2215 Lock door. Check 5th form into their rooms. Check all of 6th form are in. Check that remaining kitchens have been cleaned. Inform Tutors of any discrepancies or 'causes for concern'

2230 Check fire exit doors are secure.

The U6th Common Room is out of bounds to anyone other than Thornbank U6th.

Group responsibilities

3rd Form: Pairs of 3rd formers are responsible for tidying the common room (before morning roll call) and the foyer (before bedtime). 3rd form are also responsible for keeping their kitchen area clean and tidy, on a daily basis.

4th Form: Pairs of 4th formers have a duty day on which they are responsible for collecting the brew box or for taking the milk from the front door to the kitchens. 4th form are also responsible for keeping their kitchen area clean and tidy, on a daily basis.

5th Form: 5th form are responsible for keeping their kitchen area clean and tidy, on a daily basis.

Lower 6th : L6th are responsible for keeping their kitchen area clean and tidy, on a daily basis.

Day girls should monitor the cleanliness and tidiness of their rooms on a daily basis.

SECTION D: House Expectations

(The School Rules are published in the Calendar, and should also be read).

Rooms

- Your room must be kept clean and reasonably tidy.
- Televisions, Heaters and kettles are not allowed in rooms. Neither are candles, lighters etc.
- 'Fairy Lights' must be switched off at the wall socket when you are not in the room.
- You must not lock yourself in your room unless necessary (e.g. when changing), and never at night; it could be very dangerous to do so.
- Use only the pinboards or doors for posters etc.; don't use blutack or tape on walls and please don't use nails or suchlike anywhere.
- Please leave your name on the door.
- Music must never disturb others, and is not to be audible outside the room in working times.
- You must switch music off when leaving your room.
- Drapes help personalize a room. However, they must not be put on ceilings (fire risk).
- Posters and pictures in your room should not be offensive to anyone else.
- No graffiti.

Room Security

- You must never be in another pupil's room when she is not present, and you should not permit or encourage others to go into your room without you being present.
- You should not leave money in an accessible place in your room: either lock it up or put it in the House Bank, or give it to Matron or Mrs Stuart for short-term safekeeping.

Kitchens - kitchens are social areas but:

- You should not be in the kitchens during lesson times or prep.
- Kitchens should always be left clean and tidy, even if you are not on kitchen duty. We expect all girls to wash up after themselves.
- Please respect food and drink belonging to others.

Timings

- If you get up before 7.00am, you must take special care not to disturb others.
- Please do not use washing machines after 10.00pm. or before 7.00am.
- All years should be in their rooms ready for bed by the published bedtimes. Remember that others may be trying to sleep and it is imperative that you do not disturb others after their bedtime.

Television

- No DVDs rated at 18 may be kept by any girl or borrowed from other Houses except by members of the Upper Sixth. Such DVDs may be kept in the Upper 6th Common Room provided they do not leave that room. No pirated DVDs at all are permitted.
- Times for television viewing are Lunchtimes and after school (Mon – Sat)
- It is permitted to watch television at all times except prep and chapel on a Sunday.

Meals

- All pupils will be roll-called at all meals by the duty prefect at the duty table.
- Remember that you need to eat well to stay healthy.

Guests

- Thornbank is our home, and outside visitors are asked to call in to the House Study or Matron's Office before going into the wings. Boys are never allowed into the girls' corridors, and anyone who is not a female pupil of the school must always check with a Tutor or the Matron before doing so.
- Other guest pupils are welcome after tea until 7.20pm Monday to Saturday. And from 2.00 pm until the start of prep on Sundays; provided that they have been signed in as a visiting guest by a Thornbank girl, who is responsible for their guest(s) while they are in Thornbank.

Mobile Phones

- MOBILE PHONES are permitted (numbers must be registered with Mrs Stuart) They must be used only during 'Free Time' and at no other time.
- Phones should not be used after the recognised bedtimes or after 10.30pm.

SECTION E: Medical Care

Morning Surgery

Monday- Saturday	7.30 to 7.50am 7.50 to 8.10am Lesson time	5 th Form & 6 th Form 3 rd Form & 4 th Form Available through house staff contact.
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Monday- Saturday Mon, Wed,	12.30pm to 1.30pm Fri 2.00pm to 4.00pm	Closed, emergencies only Doctor's surgery (by appointment)
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Evening Surgery

Monday- Saturday	5.00 to 6.00pm 6.00pm - 7.30am	Surgery open Closed, emergencies only
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Sat 7.00pm - Mon 7.30am, emergencies only. Available through house staff contact

- Pupils reporting sick in the evening after 6.00pm should inform the House staff, who will contact the Medical on-call cover.
- If you are feeling ill during the course of the day, you should report back to the House and see either Matron or Mrs Stuart. You should not just go to the Medical Centre without permission, or just go and lie down in your room without first seeking permission.
- There is a regular GP surgery on Mondays, Wednesdays and Fridays. The Doctors are based at Taymount Surgery in Perth.
- There is also the possibility of Physiotherapy and Chiropractic appointments at the Medical Centre.

Off Games

Girls who are off games must report to the teacher in charge of her game, who may wish you to help at the activity. You must not remain in the House unless Matron or the Teacher tells you to do so.

SECTION F: Safety

How to find an adult quickly

- Look for duty staff in Thornbank/ ring Mrs Stuart's doorbell (located outside office)
- Telephone Mrs Stuart (tel: 01738 815044)
- Telephone/ go to school reception (open 9.00am – 5.00pm Monday-Friday) (tel: 01738 812546)
- Look for staff in the school staff common room/ seek help from other boarding house staff
- Telephone / seek out medical staff (tel: 01738 815010 or 07834001871)

Fire Regulations

There should be a copy of these in your room. You must read it. There is always a fire practice in the first week of each term. This is sometimes a night practice.

In the event of a fire, sound the nearest fire alarm by smashing the glass cover.

Alarms are situated:

- At top of stairs at front door
- In the Common Room
- By Games Doors
- At the end of lower corridor – west wing

If you hear the fire alarm at night:

- Get up immediately and put on dressing gown and slippers.
- Close windows and doors before leaving.
- Check that those in nearby rooms are awake and up.
- Leave the house by the nearest fire door.
- Should the route be blocked, follow the signs to the nearest alternative exit.
- Go directly to the Chapel, where there will be a rollcall.
- Do not talk while the rollcall is in progress.
- Do not leave the Chapel or go back into the House until permission is given.
- Walk at all times, do not run.

If you hear the fire alarm by day:

- Leave the building immediately by the nearest door.
- Go directly to the Chapel and remain there until dismissed.
- The Senior Girl present will inform Mrs Stuart, the Headmaster or any other member of staff that there has been a fire alarm.
- Follow the evacuation procedure listed above.

SECTION G: Academic Matters

Planners

Every pupil is issued with a planner. This is to be used to record preps and merits and any other relevant information, by the teacher as well as the pupil. The pupil's tutor will regularly check it.

Form Orders

(see full details in **Section B3, page 22** of the **Information for Parents** booklet)

The purpose of the Form Order system provides 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 her academic studies. It also gives the Housemistress 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
- Usually a comment which illuminates the above grades

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. Parents receive Form Orders electronically. 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 and pupils should be encouraged to note them down in the planner.

Academic Progress

This can be monitored by means of the Form Order system and in addition an 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. Individual subject teachers can issue Special Paper Exercises (SPE) for late or unsatisfactory work; if pupils fail assessment tests or are late for class. These must be completed within a set time period and signed by the pupil's Tutor, Housemaster (parent in the case of day pupils) and Director of Studies.

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** Always return to the House in good time to start working by 7.30pm. There will be a bell rung by the Duty Prefect at 7.25pm to warn of the start of prep and rollcall. It is your responsibility to be punctual for rollcall.

Sunday 7.30-8.30pm

During prep, noise and movement should be kept to an absolute minimum so that pupils do not disturb others trying to work. Permission should be sought from the Duty member of Staff for work in pairs or groups during prep and this should be done in one of the public areas of the house to avoid disruption to others. During prep, permission to work in the Library or Computer rooms must be sought on each and every occasion, and pupils must sign out on the sheets at the front door.

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 to use your school planner to write down prep and ensure 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 to success at this level.

Missed Lessons

Should you miss a lesson for whatever authorised reason, it is your responsibility to catch up on any work missed or preps which may have been set. Your tutor will assist in ensuring that you are up to date with your work and in dealing with any queries, which may arise from members of staff.

SECTION H: Complaints Procedure

Informal Complaints Procedure

If there is any aspect of the House which you think ought to be changed or improved, or if you have any worries, you should do one or more of the following, depending on the situation:

- Put a note in the suggestions box outside the house office: this is emptied and the notes are read by the Head of House, Mrs Stuart and tutors. A discreet record is kept of all suggestions and feedback will be given at appropriate times.
- Talk to Mrs Stuart, your Tutor or a prefect.
- Talk to your House Council rep.

There is also a section in the School Calendar which sets out the procedures to be followed if you think that you are being bullied or that someone else is being bullied, and also a section on what to do if you are worried.

Formal 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 Housemistress 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 such 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 be 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