

Freeland House



Handbook 2011-12

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Welcome

Welcome to Freeland and the updated Freeland House Handbook. We pride ourselves on being a friendly welcoming House and trust that you will find this the case. This Handbook is designed to aid pupils and their parents in their understanding of the workings of Freeland House and the expectations that are placed on both students and staff in a boarding setting.

My wife, Janine, and I see Freeland as an extension of our own family. We have three sons, Andrew, Timothy and Nicholas and since moving here from Canberra, Australia we have thoroughly enjoyed the Scottish lifestyle.

As a part of the Freeland community you should feel that you have the opportunity to engage in the everyday life of the House. This book should be used to help you do this. It is a guide to life in the House and hopefully it will prove very useful.

Ethos and Aims

Freeland aims to be a House where all members of the community, staff included, feel valued, respected and have the opportunity to do the best they can. As a House member you are asked to show three qualities: commitment, respect and loyalty. These three qualities are essential to the ethos of the House. Commitment to everything you undertake from your studies to duties to sports, you need to be sure that you give of your best. Respect for yourself, others, property and the environment in which you live. Loyalty, to your House, peers and the School. You should be personally responsible for your own conduct.

Young men who leave the House should demonstrate these traits as a product of their education. They should have learnt either personally or vicariously that the leaders of society need these qualities. They will have had the chance to exercise the basic premises of leadership, by leading by example, managing peers and groups and learning never to ask anyone to do something they would not do themselves.

Expectations

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, threatens good order and discipline 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 both possible and 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 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.

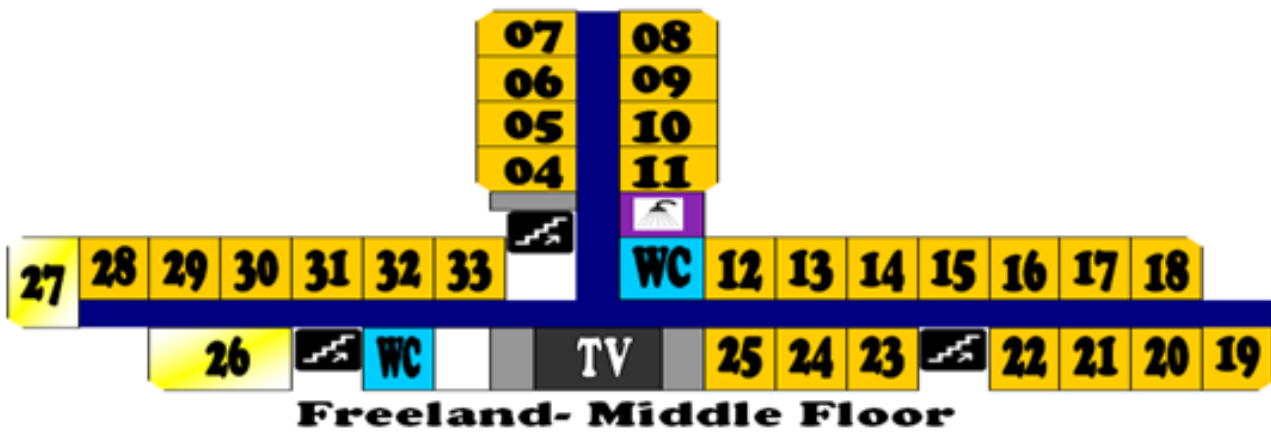
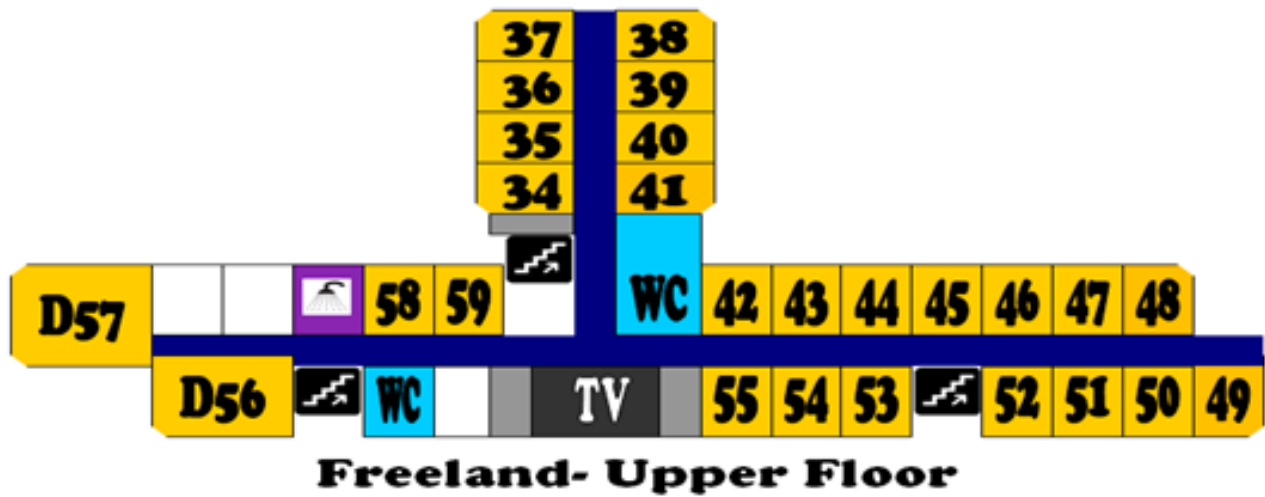
When we are a community...








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.

How to find the House and House Plan

Most of you will have already visited the House and have some idea of how to get here. The map below should help you. The road to the back of the House should not be used. It is the private driveway for the Simpson and Freeland Housemasters, it is also tricky to reverse down and the squash courts and more than a few cars bare testimony to this.

If there are some heavy suitcases or trunks to carry then there are usually plenty of willing helpers in the House. Don't be afraid to ask!



						
Heads/ Deputies of House & School Prefects	Standard Rooms	Showers	Toilets	Brew Rooms	Stairs	Common Room

Joining the House

The first day at a new school is often challenging. For you it might seem very bewildering, other House members rushing around with suitcases, shouting hello's to each other, and people everywhere. Hopefully you will have already been out to the House had a look around and met a lot of the other boys. You may have come out to a BBQ at the House or been on an outing with some boys already. Look out for them, and ask for help if you are finding things tough. They will expect you to do this! The instructions below should help you out.

- **Finding your room:** As you enter the House in the main foyer there are some noticeboards on your right. There is a House plan there; this will show you where your room is.
- **Your Buddy:** Next to this will be a sheet telling you who your *buddy* is. Your *buddy* is a House member who will help you find your feet and try to support you until you are settled in. **Write down his name and your room number.** Head up to your room.
- **Unpacking:** If you have time unpack straight away, your parents or guardian can help you get a good start in keeping your room tidy. **It is your responsibility to keep your study tidy.**
- **Goodbyes:** Everyone will now head down to the Dining Hall for lunch. After a welcome by the Headmaster your parents will leave.
- **Induction:** The Head of House, Deputy Head of House or Prefects will collect you and take you off for the afternoon induction programme. You will have the opportunity to familiarize yourself with the School.
- **House Routine:** After this you will head back to House and slot into the ordinary start of term routine. You will have a House meeting, get a diary and timetable, be introduced to the rest of the House, etc.

Throughout this time ask for help if you have a problem.

Parents Checklist

If you are concerned about forgetting something this checklist may help you. You will have received a full uniform checklist from the School office with your information for parents. In order to help your son have a smooth transition you should try to leave him with:

- | | | |
|----------------------|----------------------|---|
| - Full uniform quota | - Contact numbers | - Money (suggested £50-£100 for the term) |
| - Backpack | - Posters | - Desk lamp |
| - Stationery | - Some tuck (snacks) | - A family photo |

(If you are worried or concerned please feel free to contact the Housemaster.)

During this time you will probably see Diane,, Liz, Marie and Hazel around the House. This is our Domestic Team, and they do a great job in keeping the House tidy. They all have a great deal of work to do and you can help them by tidying up after yourself and keeping your room tidy. They have specific responsibilities too, as listed below:

- | | | |
|---------|---|--------------------|
| • Diane | - | House Matron |
| • Liz | - | Sewing and Laundry |
| • Marie | - | Top Floor |
| • Hazel | - | Middle Floor |

Please remember that these staff have the same rights as you as a member of the House, they need to feel valued, respected and included.

Visits

Parents and friends are welcome to visit, and encouraged to come and watch all co-curricular activities. If you are visiting please make sure that you let a staff member know when you come into the House and do not go up into the House without staff permission. The reason for this is that some boys could be getting changed, showering etc, and we must respect their privacy.

A reminder of the visitor policy is posted on the two front entrances to the House. The rear entrance should not be used.

Telephoning and Email

Many students will come to School with mobile phones. The School has a policy on these (see page 13 of school calendar). Mobile phones should be turned off during prep and after bed times for all pupils.

There is a pay phone in the House which can receive calls. It is not answered during prep, so please do not call during this time. If however the matter is an emergency you can contact the Housemaster. Calls to the pay phones should not last longer than 20 minutes where possible.

There are no restrictions apart from those mentioned above and communication is encouraged.

Boys will have an email address at the school and internet access within a few days of arriving. Boys with laptops will have access to the wireless network while those without can use the computer in the 3rd Form prep room or the library.

House Staff

Housemaster: **Brian Heaney**



Year Group tutor: UVIth Form

Duty Nights:

Weekends, Wed, Fri

Subject: Maths

Contact : 01738 815039

07914 872244

Tutor: **Jeff Goddard**



Year Group tutor: 5th Form

Duty Nights: Thursday,

Friday

Subject: Biology

Contact methods:

staffjg@strathallan.co.uk

Resident Tutor : **Richard Walmsley**



Year Group tutor: UVIth Form

Duty Nights: Monday

Subject: Music

Contact methods:

staffrcaw@strathallan.co.uk

Tutor: **Catherine Howett**



Year Group tutor: 3rd Form

Duty Nights: Thursday

Subject: English

Contact methods:

staffch@strathallan.co.uk

Senior Tutor: **Nigel Gallier**



Year Group tutor: 4th Form

Duty Nights: Tuesday,

Wednesday

Subject: Physics

Contact methods:

staffnpg@strathallan.co.uk

Tutor: **Neil Hamilton**



Year Group tutor: LV1thForm

Duty Nights: Wednesday,

Sat/Sun

Subject: Music

Contact methods:

staffnh@strathallan.co.uk

Tutor: **David Giles**



Duty Nights: Tuesday

Subject: Maths

Contact Methods:

registrar@strathallan.co.uk

Matron: **Diane Long**



House Matron

Diane runs the Domestic Team and keeps all of us on track. She can be contacted on the House Phones.

Liz
Role:
Sewing
Laundry
Cleaning



Hazel
Role:
Cleaning
Middle
Floor



Marie
Role:
Cleaning
Top Floor



Daily Weekday Routine School and House

You will receive a calendar the front section of this will give you a break down of the daily routine of the School. The School Calendar that you receive is an excellent source of information and it should be read carefully. The House routine obviously fits around this.

0700	Wake up bell rung by the Prefect on Duty
0730	Breakfast bell rung
0745	3 rd to 5 th Form must report in to the Prefect on Duty by this time
0805	First bell rung for Roll Call, everyone must make their way to the Common Room.
0810	Roll call
0820	Room inspections (Mon and Thurs)
0820	Congregational Singing (Tues), Chapel (Wed), School Assembly (Fri)
0840	Lessons (0850 on Wed)

The normal School day now takes place, Duty Team day boys must make sure they get their duties done before lunchtime

Lesson times are laid out in the School Calendar as are games times

1800	Dinner
1730- 1930	Activities / Free Time
1900- 1930	Admin time in House, if you need to see the Housemaster, get a chit or book a taxi
1915- 1930	House Tuckshop will open during this time
1930- 2115	Prep time all students should be at their desk working during this time Students may not leave the house without staff permission and signing out
2115	House Tuckshop open
2115- 2130	Duty team does House tidy up Only 6 th Form may go out after prep and they must sign out
2150-2200	3 rd Form to bed
2200-2210	4 th Form to bed, 3 rd Form lights out
2220	5 th Form to bed, 4 th Form lights out
2230	L6 th to bed, unless they have asked for extra time to study
2230	U6 th in studies working or in bed
2245	House locked up for night, alarms set

The routine is to be adhered to as much as possible during the week. The boys need to balance all of their studies and activities with a good nights sleep.

Parents please note the bed times and prep times as telephone calls should be avoided if possible.

Weekend Routine

Weekends are more relaxed times, boarders who are staying in need to have the chance to unwind. Every weekend there is an outing on and everyone is welcome to attend. In House we have a different routine as well

Saturday

Up until Lunch it is an ordinary School Day

After Lunch games and or activities

1800	Dinner
1830- 1900	Carry out order (Houses may allow boys to order some carry out food)
1930- 2030	Flexi- prep, all boys must be in House
2230	3 rd , 4 th and 5 th Form to bed
2300	6 th Form to bed
2315	Lock up, alarms set

Sunday

0900	Breakfast (10.30 if Brunch)
1000	Roll Call
1030	Morning Chapel (two out of three Sundays) Sunday Outing
1315	Lunch
1400- 1730	Free time
1800	Dinner
1930- 2030	Prep
2030- 2100	House tidy up including studies
2100	Roll Call
2115	Holy Communion (every third Sunday)

Then in to weeknight routine for lights out and lock up.

House Meetings and Parent Meetings

The House has a council body that is made up of representatives from each year group. They meet once a term and bring forward suggestions, concerns, complaints and plans from their respective year groups. This is a very important body and the House does what it can to implement suggestions passed forward by the Council.

Parents meetings can be arranged at almost any time for parents to discuss their son's progress. There is an opportunity for parents to meet and discuss issues late in January. Parents are rather encouraged to contact the House with any concerns or ideas they have as they arise.

Parent teacher meetings are published in the School Calendar although they generally occur on the first day back after holidays or half term breaks. Overseas parents and parents who live an excessive distance from the School can have separate meetings arranged.

Fire Alarms

Drills are carried out at the start of each term; **every alarm must be treated as a fire.**

If you hear a fire alarm:

- Close your window, and turn off your light and power point.
- Check the studies either side of you.
Are they both empty?
Are the occupants responding to the fire alarm?
- If all is well head straight for the nearest fire exit.
- If the fire alarm is at night report to the Dining Hall. A daytime alarm requires a muster in the front courtyard.
- There will be a roll call.
- There is a separate list of duties for the FIRE WARDENS on each floor of the House.

NEVER RE-ENTER THE BUILDING OR PUT YOURSELF AT RISK

Fire Wardens

Middle Floor	4-11	Pupil 1	Daniel Adams
Studies	12-25	Pupil 2	Jazz Gray
	26-32	Pupil 3	Liam Kitchen
Top Floor	34-41	Pupil 4	Justin Tsang
Studies	42-55	Pupil 5	Ewan Pirrie
	56-59	Pupil 6	Kinson Cheung

On hearing the alarm:

- 1 Check everyone is out of studies
- 2 Close study doors and windows
- 3 Leave by nearest or alternative exit
- 4 Report with others to Dining Hall for Roll Call

NEVER RE-ENTER THE BUILDING OR PUT YOURSELF AT RISK

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*. All electrical appliances will be safety checked by the school electrician.

School Shop

The School Shop sells the whole School uniform, and even has some second hand uniforms available. To use the School Shop students need to get a chit from Matron or the Housemaster, charges are added to the account for purchases.

Name tags

Please ensure that **all** clothes are named. Laundry can not be returned if it is not named.

Laundry

The School Laundry leaves twice a week and is returned, pressed or folded. Boys are expected to make full use of laundry facilities. There is a washing machine and dryer for emergency use in the House. Permission is required from the Matron or Housemaster to use these and items must be named.

Security and Valuables

Items which are important to you should be locked away.

- 3rd form require a padlock. Older boys can lock their rooms
- Boys are encouraged to make use of the House Bank and deposit their funds there
- Passports should be handed in to the Housemaster and stored in the safe
- We recommend that extremely valuable items are not brought to School

House Bank

Every boy in Freeland has a House Bank Account. This is a safe place for you to store your pocket money. There are no hard and fast rules of access for you money, especially in an emergency. You may get cash during the day, evening or weekend, when the bank is open. You are actively encouraged to use admin time and tuck shop opening for this purpose.

It is recommended that boys do use this facility and do not keep large sums of money in the House.

Bicycles

Bicycles can only be brought into School with the Housemasters permission. They can only be ridden with a helmet and after lessons and games have concluded. The security of bicycles is the individuals' responsibility.

Extras

Outings and activities that incur extra costs will be added to the end of term bill. If you need money, authority must be requested from your parents. They will need to call, email or fax the Housemaster. A form will then be issued to you on which is recorded what is needed. You will be asked to sign the form as a receipt. The Housemaster will sign and authorise the chit before it can be redeemed. The amount of money requested will appear as an extra on you School bill at the end of term

Mobile Phones

The School's policy on mobile phones is clearly laid down in the School Rules the House adheres to this.

Pupils are permitted to have mobile phones at School subject to the following conditions:

- a) Pupils should not lend their phones to anyone
- b) Pupils should turn off their mobile phones in Prep and between lights out and 7.00am
- c) Pupils should not take their mobile phones to lessons or School activities
- d) Pupils should not walk around the School making calls

- e) Pupils should not use their phones to make inappropriate calls, send inappropriate text messages, take or send inappropriate pictures or to access undesirable information on the Internet
- f) Pupils should register that they have a mobile phone with their Housemaster, giving a note of their serial, SIM card and telephone number

At the start of each year the Housemaster will take note of all boys' mobile numbers and the ID number of the phone. If a phone number is changed it is the boy's responsibility to inform the Housemaster.

Laptops and games

The educational value of these can not be underestimated; however, they can be a huge distraction. We recommend that you insure your computer. Games consoles and TVs are not allowed in rooms.

Tuckshop

The House runs a small tuckshop that sells snacks and other items. The Tuckshop is a privilege and as such can be removed. Boys are encouraged to manage their tuck carefully and avoid overspending.

Food

The School caterers Sodhexo do as much as they can to ensure the students have a balanced diet. All boys are expected to sign in at all meals to the Prefect on duty. Food and utensils should not be removed from the Dining Hall. Houses also have Brew Rooms with basic cooking facilities. Bread and milk are supplied daily.

Activities

The School operates a massive amount of extra activities that range from the performing arts through to fishing. All activities are risk assessed and every attempt is made to make them safe and enjoyable. Refer to page 20 of the Calendar for a list.

Pastoral and Academic Support

Every boy is allocated a tutor who takes a special interest in his academic and pastoral progress.

Tutors work with staff, pupils and parents to assist pupils in making the best use of time and effort.

Each tutor is expected to:

- Encourage and support the academic efforts of the tutorial group
- Promote good work habits, organisational development and a pride in presentation of written work are all goals towards which boys are encouraged
- Help compile student profiles
- Read end of term reports
- Write a brief internal end of term report on the progress and development of students for the Housemaster

We aim for good working relationships between academic and pastoral staff.

Work cards are sometimes used to monitor attainment and effort lesson by lesson when a student has been identified as not working to their potential.

Tutor Groups

Will vary from year to year, it is common in Freeland for the Tutor to stay with the year group where possible. Tutors will be actively involved in monitoring social and academic progress in particular via the Tutor Period every Monday 4.20 – 5.00pm.

Personal and Social Development

The House plays a major part in the personal and social development of its members. Houses will develop student profiles over their time at Strathallan and work in conjunction with the formal Personal and Social Development (PSD) program the School runs. Strathallan adopts a holistic approach to personal and social development. It is important that every member of the community realises this, and they are aware of the significance of their role.

PSD covers issues that range from bullying to sex education. It also covers citizenship and life skills.

School Chaplain

The School Chaplain is available to all pupils and he will work in co-ordination with other pastoral staff in the School to help students. He is also available for students who might just want a chat.

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 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 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. 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 write these down in the goal setting section of their planners. Form Orders can be accessed through the secure Parents' Area on the school website.

Planners

The planner is a very valuable tool and will help students keep up with their work. Plan work, set goals and help tutors monitor students' progress. Students should not deface their planner and it will be checked in Tutor periods regularly.

It is a valuable tool for parents to see wherever possible as it will contain a wealth of information about your sons' progress.

Reports

Reports are issued at the end of each term. They are sent to parents electronically via the Parents' Area on the school website. Should you have problems accessing them please contact the School Office.

Setting of Prep

Prep is set as per the prep timetable for all members of School from 1st Form up to Vth Form. It is important to use a prep book to write down prep 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 VIth 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 and pupils will be supported by their teachers and tutor in this respect.

Missed Lessons

Should a pupil miss a lesson for any legitimate reason, 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 concerns or complaints which may arise from members of staff accordingly.

Travel Arrangements

In conjunction with parents and or pupils, Housemasters will try to help organise travel to and from School for weekend leave, end of term travel and half term breaks. This assistance is something that takes a great deal of time effort and effective communication is appreciated. Travel arrangements will be organised on a Thursday for weekend leave and two weeks prior to end of term or half term. If details are not passed on the Housemasters then travel arrangements can not be assured.

Housemasters are often in a few days before the start of term and they will check for faxes and emails concerning students returning to School. ***Students should not leave School until the end of term and should return as per the School Calendar.***

Please be proactive with this and forewarn the Housemaster about travel arrangements and potential issues, such as unaccompanied minors.

Medical Care

Illness and Off Games

If you are taken ill in school or during Games, you can be **accompanied** directly to the Medical Centre **after either an advisory phone call or with a note**. If you awake feeling unwell check with the House Matron before heading to the Medical Centre. Surgery times are as follows:

- If you are too unwell to attend morning surgery, let the House Staff know as soon as possible.
- 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.

Surgery times for all pupils are:

7.30 – 08.10 am Monday - Saturday

5-6 pm Monday – Saturday.

The School Doctors' Surgery times are Monday, Wednesday and Friday at **2pm onwards**.

The Medical Centre deals with all aspects of pupil health care. During term time there is always a **Nurse in residence at** the Medical Centre from **7.30am – 1900 hrs Monday to Saturday** and Sunday inclusive and on call for emergencies from 1900 to 07.30 outside /outwith these hours.

Emergencies when Medical Centre staff are 'on call' will be dealt with through NHS 24 in the first instance.

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 astro-turf pitch. Health care at Strathallan is provided by a team of professionals working from the purpose-built Medical Centre.

The health care team consists of:-

- *Medical Officers* Dr Lennie Burnett and Dr Alison Lewis
- *School Nurses* Judith Gerrie (*Lead*), Anne Cameron, Lara Young, Judith Glasgow
- *Physiotherapist* Ms Elaine Gillies
- *Chiropodist* Mr Ian Stevenson

The nurses holds two surgeries daily as above. Pupils are seen for a wide variety of reasons including illness, injuries and personal problems. If a pupil becomes too ill to be cared for in the boarding house, he or she will be admitted to one of the Medical Centre wards. Each new pupil is seen by either Medical Officer or Nurse. This provides the opportunity to discuss any health issues raised by the pupil or parents. Counselling for children with physical or emotional problems can be arranged by the Medical Centre. Routine immunisation programmes are carried out following Department of Health Guidelines. Foreign travel advice and immunisations are also offered.

Complaints Procedure

The House operates a complaints procedure in line with the School policy below.

1. The School distinguishes between complaints made by employees and those made by others such as pupils, parents and the public. In all cases the School will seek to listen and to handle the concern seriously. Where possible confidentiality will be respected.
2. 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.
3. 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.
4. With complaints concerning a child's safety the School will follow the procedures listed in the Child Protection Guidelines.
5. 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.

The School Calendar section on complaints includes the Social Care and Social Work Improvement Scotland address.

How to raise an issue

There are many formal and informal ways in which to raise an issue. You may wish to inform a House Staff member ranging from the Housemaster to the Domestic Staff. You can speak to the House Prefect in charge of your year group, any tutor, staff member, Head of House, Deputy Head of House or you can lodge an anonymous complaint. Freeland has a suggestions box outside the Housemaster's study.

House Sanctions

House Sanctions can be given by House Staff and Prefects (only with staff permission).

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:

- Sweeping stairwells
- Clearing and tidying the strip rooms
- Tidying books etc.
- Litter picking round the House
- Crushing coke cans
- Taking cardboard to the big blue skip for recycling
- Clearing out the bin skip area at the back of the House
- Put on cleaning brew rooms for a period of time

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

Those on house fatigues should sign in on cards to be obtained from the Head of House. They must also be in school uniform all day when not at games/activities etc.

School Fatigues: normally given for significant breaches of School Rules. They involve assisting with duties at meal times; pupils must report to the duty staff member and ensure they are signed off.

Signing in to 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. Again, this sanction can only be given in consultation with House Staff.

If a House Prefect feels in need of increased support, then he should take the individual concerned to either a School Prefect or a member of the House Staff.

All sanctions given by Prefects must be written down in the Log and approved by the duty staff. Prefects should always try to be fair and consistent. If in doubt ask one of the House Staff for help.

House Prefects and Buddies

The Role of House Prefects

They are chosen from amongst the VIth formers in the House, initially in the final term of Lower VIth and then also from those entering the Upper VIth. All senior boys are appointed on merit and those regarded as outstanding candidates are suggested to the Headmaster as potential School Prefects.

Led by the Head of House under the supervision of the Housemaster, 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 Freeland 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.

The Role of Buddies

The Buddies have responsibility to make sure that each boy in the House, new to boarding in the Senior School, should be able to settle gently and easily into the Freeland and School routine. If you are a day boy your buddy may well be a day boy too. We will try and match like with like.

Duty Teams

Freeland runs a vertical team duty system for the cleaning of the House in the evening and simple duties around the House. These Teams are there so that members of the House are encouraged to tidy up after themselves, and to avoid the junior members of the House running around tidying up after less considerate older members!

As a member of a team you are expected to do your best for the team at all times. You may be able to earn positive feedback from a member of staff, which is recorded in the Tutors log.

As a team you must:

- Ensure that all of the team tasks around the House are completed
- That you interact with the other members of the team in a positive and thoughtful manner
- Try to earn as much positive feedback for the team as you can.

What can earn you positive feedback?

If you do something that helps the House community and it is observed by a member of staff then will write it the tutors log.

- Answering the phone politely and promptly
- Looking out for someone who isn't feeling the best
- Keeping your studies tidy
- Helping out with tuckshop stocking
- Doing something positive and out of the ordinary for the House
- Doing duties well

Duty Team Leader

As team leader you are expected to lead by positive example at all times. This means that at times you will have to get your hands dirty. Aside from this the following is a breakdown of what you will need to do in order to do your job properly.

- Make sure that all duties are carried out before bedtime of the respective year groups, ie if it is a 3rd Form duty it must be done before 9:45pm
- Check, along with your tutor the number of boys who have obtained merits or distinctions, then report these to the Housemaster
- Add any points to the team score sheet signed off by the Housemaster, or tutor
- Keep an eye on your teams social progress, and let staff know if you think anything is wrong, eg someone getting homesick, or picked on
- Encourage your team in a positive manner to do their best in everything that they do

REMEMBER IF YOU DO YOUR JOB WELL YOU MAKE LIFE EASIER FOR EVERYONE IN THE HOUSE AND HELP SHARE RESPONSIBILITY

The Role of House Prefects

It is Freeland House policy to involve the entire senior year in the running of the House.

The Prefects play a very important role in the running of the House. They are a vital part of the House system.

From the start of summer term each year:

- All members of LVI are experienced in what has to be done in order for the House to be run smoothly
- Each member of the LVI will be given the opportunity to participate in this important responsibility – to be a House Prefect
- You will be expected to represent the House as an example in your behaviour and personal appearance

Although you will be expected to do a rotating duty day, when you will be responsible for the smooth running of the House, you will always be ‘on duty’. For example we do not expect the House prefects to walk by or ignore a situation which is affecting others in the House. No comment will be made but the attitude will be noted. You will also need to help out by running and contributing to a duty team.

Here is an example of a typical duty day (Monday-Saturday):

- ◆ **Wake the House.** Ring the bell at 07.00am and again at 7.30am for the start of breakfast
- ◆ **Roll call.** Be ready with a House list in the Common Room as soon as you can be after breakfast
- ◆ **Break.** Check that the milk has been changed and the bins emptied
- ◆ **Lunch.** Follow the School rota and sign in House members
- ◆ **Tea.** Check the House into tea and that the juniors have brought the brew box over to the House
- ◆ **Before evening prep.** Write up the duty team and speak to the team leader
- ◆ As the boys come into the House draw their attention to the information
- ◆ **Ring a warning bell at 7.25pm.** The bell that you ring at 7.30pm signals the start of prep.
- ◆ **You are now to supervise the third form prep.** You may do this from outside in the hallway or in the room with the juniors. Please resist the temptation to amuse them with tales of life in the room when you were a newcomer! They are only too happy to be entertained and you all have better things to do with your time
- ◆ **Ring the bell at 9.15pm the end of prep.** You won't have much free time to be out of the House at this time because you have to start supervising the cleaning and tidying of the House
- ◆ **From 9.45pm.** When the third form is making its way to bed there are the junior duties for the boys in third and fourth form
- ◆ **From 10.30pm until 11.00pm.** The seniors should be in their studies
- ◆ **11 o'clock.** The main House lights should be OUT

Of course there are many more items to be put on the list and many of you do these without ever being asked.

House Rules

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 tea on any day, after prep on any day, at any time on Sunday (except for going to Chapel). Please also sign out if you are going home or out on weekend leave.

Visitors

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

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

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

If you need to find an adult quickly, check the duty board on the Housemasters office door to see who's on duty. Failing that ring the bell on the Housemaster or Resident tutors door. If, after all that, you cannot locate anyone in the House – go to the Masters' Common Room in the main building.

Roll Call/House Meeting

When in School, 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 daily, at 8.10am, except on Wednesday when roll call is at 8:05pm.

Day Boys

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

Weekends Out

Sat-Suns can be taken at any weekend, provided that permission has been granted in advance by the Housemaster. It is expected that the Housemaster be informed by the Thursday evening prior to the Saturday leave. Pupils are not to leave until their games commitment has been fulfilled, although special circumstances can be given sympathetic consideration. Permission, with the agreement of parents, may be withheld if a pupil's work is not up-to-date.

Sunday leave-out can also be taken at any time, provided that the Housemaster has given prior permission.

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

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