



| STRATHALLAN |

GLENBRAE HOUSE HANDBOOK



2011 – 2012

Contents

Glenbrae Ethos and Aims

Welcome to Glenbrae

Section A: Who's Who in Glenbrae

- Staff
- Your Tutor
- Tutor Group Allocation
- Non-Teaching Staff
- House Authority
- Prefects

Section B: House Routine

- Daily Routine
- New Pupils
- Signing In/Signing Out
- Perth Leave
- Visitors
- Roll Call/House Meeting
- Day Girls
- Bounds
- Weekends Out
- House Bank and Valuables
- House Tuck Shop
- House Laundry
- Kitchens
- Rooms
- Decorating Rooms
- Foyer
- Common Rooms, TV and Video
- Newspapers
- E-mails and Letters
- Taxis
- Bursar's Chits
- School Shop/Stationary Store
- Carry-outs
- The Village Shop
- House Colours
- House Teams and Positions of Responsibility
- Making a Complaint

Section C: Expectations

- Behaviour
- House Expectations
- School Expectations

Section D: Medical Care

- Illness
- Off Games
- Medical Centre

Section E: Safety

Fire Regulations

Fire Hazards

Section F: Academic Matters

Student Planners

Form Orders

Academic Progress

Subject Reports

Prep

Setting of Prep

Missed Lessons

Pupil Profiling

Glenbrae Ethos and Aims

- To provide a welcoming environment where every pupil's endeavours are encouraged, respected and supported by members of the House
- To support the pupils both academically and personally in order to achieve their full potential
- To provide a positive working environment
- To engender an atmosphere of support for people's ideas, opinions and beliefs
- To provide a clear and reasonable set of rules which will be re-enforced and followed consistently by the House Authority

Members of Glenbrae are always expected to make the most of all opportunities available to them and to contribute fully to the School and House community. They are expected to be personally responsible for their own actions.

The School's Expectations of Pupils are published in the calendar and should be read.

Welcome to Glenbrae

This handbook is designed to provide both parents and pupils with an understanding of the workings and expectations of Glenbrae. However, should this leave any questions unanswered, or if you have any comment to make, please do not hesitate to get in touch.

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

Parents and/or your family/guardians are most welcome to visit Glenbrae and we look forward to seeing you at the variety of events during the forthcoming year. Within the confines of the School routine, you are welcome to take your daughter(s) out to tea etc, however if you could contact us in advance that would be greatly appreciated.

Housemaster:	Mrs Fiona MacBain
Phone:	(01738) 815087
e-mail:	glenbrae@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. You are more than welcome to try at other times and if you do not get me or my husband, John, the answer machine will be on and I will endeavour to get back to you as soon as possible.

We hope you will quickly feel at home in Glenbrae and are able to make the most of the talents you possess and the opportunities afforded you.

Other Contacts

Glenbrae House Payphone: (01738) 815091

Please try not to call during prep time:

Monday-Friday	7.30-9.15pm
Saturday	7.30-8.30pm
Sunday	7.00-8.00pm

Section A: Who's who in Glenbrae

RESIDENT STAFF

Mrs. Fiona MacBain

Housemaster
(Chemistry)

Mr. John MacBain

Tutor

Also resident:
Nell (almost 3 years)

Miss Susan Robertson

Resident House Tutor
(Maths)

TUTORS

Mrs. Deidre Raeside

Visiting Tutor
(Biology)

Mrs. Liz Duncan

Visiting Tutor
(Maths)

Dr. Karen Blackie

Visiting Tutor
(Chemistry)

Mrs. Lilian Salisbury

Visiting Tutor
(English)

DOMESTIC STAFF

Mrs. Lynne Byrne

(Matron)

Mrs. Linda Hutchison

(Laundry Assistant/
Seamstress)

Your Tutor

You will be allocated an Academic Tutor when you join the House, and they will make contact with you as soon as possible - probably on the first day. The Tutor's role is to help you with your overall personal development and to organise your work and to deal with any academic problems you may have, and to provide someone for you to talk to on a formal or an informal basis if you feel the need. Do get to know them - it is much easier to help someone who is prepared to chat!

Ideally you will stay with the same tutor up to the end of the Lower 6th. In your final year you will be tutored by the Housemaster.

Each tutor takes part in a rota with Mrs MacBain which covers the House during the evenings and weekends.

Tutor Group Allocation

3rd Form	Mrs Duncan
4th Form	Miss Robertson
5th Form	Dr Blackie/Mr MacBain
L6th Form	Mrs Salisbury /Mrs Raeside
U6th Form	Mrs MacBain

Non-Teaching Staff

Matron Lynne - works in the House from 7.45am to 4.15pm, Monday to Friday. The Welfare of the pupils is the most important aspect of Lynne's job. She liaises closely with the Housemaster 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. Lynne will also keep an eye on any girl that is ill in bed for the day.

Lynne will frequently check with the cleaning staff to see if there are any repairs that need reporting to the Maintenance Department but you should also report any faults or repairs required to Lynne. She conducts a weekly room check to ensure that they are tidy, although the cleaners will inform her quickly if any room has got into a mess.

Lynne organises 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 into Perth themselves. Many girls possibly think that her most important duty is the running of the Tuck Shop at morning break.

Seamstress Linda - Her primary responsibility is for laundry in the House and puts nametapes on items of clothing purchased from the school shop. It is vitally important that anything going to laundry is **clearly named!**

Cleaners Responsible for general cleaning on their respective floors, including corridors and brewing rooms.

House Authority

Head of House	Nicki Cochrane*
Deputy Heads of House	Ellie Campbell Lucy Garvie*
Sports Rep	Eugenia Ramos
Music Rep	Kirsty Glasgow
House Prefects (in addition to those listed above)	Mhairi Bannerman* (Captain of School) Amye Dolby Sophie Fraser Darryl Goldie Charlie Guest Flora Hay* Emily Maclachlan Georgia Wilson Lynn Zeng

*** denotes School Prefect**

What are prefects?

The House Prefects are members of the Upper Sixth who take special responsibility assisting in the running of the House and for the welfare of the junior members. They organise duty rotas, take Roll Call under supervision, run House teams and so on. They are permitted to back up their authority with minor sanctions: such as cleaning or reporting to the duty prefect at the rising bell. All such sanctions are reported to Mrs. MacBain and cleared by her first. There are Prefects at the ends of the corridors, and one of their most important jobs is to provide a sympathetic ear for junior girls who may have problems.

Each new girl will be allocated a buddy. The buddies have a responsibility to help the new girls settle gently and easily into the House and also the routine of the Senior School. Training and guidance will be offered by the Housemaster.

Section B: House Routine

Glenbrae Daily Routine (Monday – Saturday)

7.00am	1 st Bell (rung by Duty Prefect)
7.20am	2 nd Bell (rung by Duty Prefect)
7.30am	Breakfast. 3rd to 5th form must sign in to the Duty Prefect before 7.45 a.m.
8.10am	Roll Call/House Meeting in Main Common Room
8.20am	See School Routine
1.15pm	Lunch. 3rd to 5th form must sign in to the Duty Prefect (12.20pm on Saturday)
2.30pm	Games (Tuesdays and Thursdays IVth – UVIth). (Monday, Wednesday, and Fridays IIIrd) For Saturdays see notices.
6.00pm	Tea. 3rd to 5th form must sign in to the Duty Prefect
	Anyone out of the House after Tea <u>MUST sign out.</u>
7.15pm	Visitors to leave House
7.25pm	1 st Prep Bell (rung by Duty Prefect). All must be in House for Roll Call by House Prefect in the Main Common Room
7.30pm	2 nd Prep Bell. Prep starts. No one may be out of the House after prep starts without the specific permission of a member of staff, and signing out. On Saturday , prep will end at 8.30pm
9.15pm	Bell for end of prep (rung by Duty Prefect) Only 6th Form may go out after prep, and they must sign out. Other years may be allowed out depending upon daylight – details published at the relevant times of year.
9.45pm	Bed time/lights out begins. Extensions may be granted at the judgement of the Duty member of staff.
10.15pm	Front door to house locked

Bedtimes:

9.45pm	3 rd Form (to rooms ready for lights out at 10pm)
10.00pm	4 th Form
10.15pm	5 th Form
10.30pm	Lower 6 th Form
11.00pm	Upper 6 th Form

Television:

Lunchtimes and after school (Mon – Sat)
All times except prep and chapel (Sun)

Guests in House:

Mon – Sat: after tea until 7.20pm

Sun: 2pm - Prep

No-one may visit after Prep

Sunday timings will be published on the white board each week

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. On this day there is a lunch to which parents are warmly invited, followed by a tour of the School for the pupils. 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 endeavour to help with settling in to Senior School and Glenbrae.

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 Glenbrae House 4th / 5th formers and meet 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 MacBain will talk through your choices and the options when she meets yourself and your parents.

Joining the House in the Sixth Form

It is helpful if Mrs MacBain 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 thoughts.

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 Glenbrae House Sixth Form at the earliest opportunity.

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

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 in the signing-out book provided at Housemaster's Office whenever 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 if you are going out on weekend leave. Pupil visitors should also sign into the House.

Perth Leave

Perth Leave allows members of the Sixth Form unsupervised time in Perth in recognition of their work supporting the smooth running of the House and their increased need for independence. Parental and House permission is required and leave is subject to those eligible having fulfilled all of their academic and extra-curricular commitments.

Visitors

Pupil visitors are welcome at the times published at the front door, but they must sign-in in the book 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. Boys may not go upstairs at any time.

Parents and family visitors are welcome, though it is expected that they will contact House Staff immediately on their arrival before going to a pupil's room and, if there is no member of staff available, not to go to a pupil's room. Male visitors are not permitted to the upper floors at any time.

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 in the foyer to see who's on duty. Failing that ring the doorbell on the Housemasters' door or see the Matron who is in the House until 4.00pm on weekdays. If, after all that, there is no-one in the House – go to the Masters' Common Room in the main building.

The key code on the main door and the CCTV, which is in operation on the exterior of the house, are designed for the safety of all. We would advise the girls not to give the code to others.

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 Mon – Sat daily, at 8.10am.

Day Girls

As with boarders, Day Girls are required to attend roll call/House meetings, and should be in School at 8.05am. **If arriving after 8.10 a.m. pupils should register at main School Reception giving the reason for late arrival.** They should sign in each morning and **sign out again at the end of the day when they go home.** Day girls staying overnight must indicate this at morning roll call.

Bounds

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

Weekends Out

Exeats can be taken at any weekend, provided that permission has been granted in advance by the Housemaster. It is normally expected that the Housemaster must be informed by the Thursday evening prior to the Saturday leave. **Pupils are not to leave until their Games commitment has been fulfilled or 4pm**, whichever is the later time on the Saturday, although special circumstances can be given sympathetic consideration. In consultation with parents, **permission may be withheld if a pupil's work is not up-to-date.**

Sunday leaves-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 prior to permission being granted.

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

House Bank & Valuables

House Bank will only be open **twice** a day, in Tuck Shop on the ground floor

Monday-Friday	Morning break and after Prep.	9.15-9.30pm
Saturday	Morning break and after Prep.	8.30-8.45pm
Sunday	11.00-11.15am and after Prep.	9.00-9.15pm

It is recommended that everyone should keep their money in House Bank. Cheques should be made payable to '**Strathallan School**'. Other valuables such as passports and airline tickets should be handed into the office at your earliest convenience. Money should never be left in rooms. If the published times are not convenient for Day Girls they can ask for the bank to be opened by Lynne or Mr and Mrs MacBain

House Subs are charged to pupils at £3 to Boarders and £2 to Day Girls: this money is used to buy newspapers, for outings and so forth.

It is everyone's best interests that 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. Keys are available for your room and it is your responsibility to lock your room if you are not around. A charge will be made for anyone who loses their key. There is a lockable cupboard in each bedroom in which any valuables can be stored provided the pupil has a padlock. Serial numbers of I-pods, cameras etc and IMEI numbers of mobile phones can be recorded and passed to the Housemaster.

House Tuck-shop

House Shop will be open at the following times:

Break:	11.25-11.50am	(Monday - Friday)
	10.30-10.55am	(Saturday)
After Prep:	9.15-9.30pm	(on weekends, 8.30-8.45pm)

Sunday opening times will be published on the whiteboard at the field entrance.

House Laundry

Personal laundry is picked up from the House twice a week and all clothing can be sent, in particular duvets covers, towels, school skirts and shirts. This system is covered in the fees and you are encouraged to use it.

The House has its own washing machines and tumble-driers. The machines are to allow for last-minute laundry or for personal kit that you will need quickly. It is **not** for towels and other normal school kit that should be sent to the laundry.

Kitchens

The kitchens are social areas but should not be used during lesson times or prep. Crockery and cutlery are provided by the house but girls are more than welcome to bring their own. All safety notices must be observed at all times. We expect all girls to wash up after themselves and kitchens should always be left clean and tidy, even if you are not on kitchen duty. Please respect food and drink belonging to others.

Rooms

No pupil should be in another pupil's room without permission. You are all reminded that you are responsible for the neatness and tidiness of your own study. Please be considerate to the domestic staff and keep the floors free of debris. Any damage must be reported to a member of staff immediately. No girl should be in another's study after lights-out, unless a member of the duty staff has given permission. Permission must be sought, and granted, on every occasion. Electrical items are PAT tested for safety at the beginning of the academic year and the charge will be levied to the school bill. **It is expected that all studies will be unlocked and open during prep to allow prefects and tutors to move freely around the house during the course of their duty.**

Decorating Rooms

The way you decorate your room reflects many aspects of your personality, not least your attitudes to both constructive working time, and to 'play'. As a general guideline, your decorations should contain a balance of features – pictures, posters, things that are important to you or are associated with your family – but that also are sure to cause no offence to anyone. You 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. Candles, joss sticks or drapes on the ceilings are not permitted as they are a fire risk. You are permitted to bring your own curtains but these must be treated so as to be fire retardant. The Housemaster reserves the right to remove any decorations deemed to be inappropriate.

Foyer

This is a communal area and the main entrance to Glenbrae. The highest standards of behaviour, manners, and tidiness are expected at all times. Answer the door to any visitors with courtesy and help them in whatever way you can.

Common Rooms, TV and Video

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 at break, lunch-time and after classes, games or 5.00pm, whichever is the later. It is also permitted on Saturdays after classes and all day on Sunday. **No television is to be watched during time-tabled lessons.** No videos/DVDs rated at 18 may be kept by any girl or borrowed from other Houses except by members of the Upper Sixth. Such videos/DVDs may be kept in the Upper 6th Common Room provided they do not leave that room. No pirated videos/DVDs at all are permitted.

Newspapers

These are kept in the foyer and should be left there for all to read.

Telephones

There is a payphone for the use of pupils – the number is **01738 815091**. When you are making calls, try not to ‘hog’ the phone, after all there are others who will wish to use the phone too! Calls must not be made during prep and anyone who calls at that time will be asked to ring back after prep. If you take a call for someone else, be as polite and helpful as possible. Please make every effort to locate the person as quickly as possible. If they cannot be found, take a message. The borrowing or lending of phone/charge cards is forbidden.

Mobile phones are permitted and must be registered with Mrs MacBain. They must be used in Free Time and at other times as stated in the School Calender.

Emails and Letters

The central area of the house is covered by a wireless system which should allow you, via your laptop if you have one, to log on to your account on the school network and access the internet from there. It is therefore possible to email home but you should not do so during prep time. Equally there are computer rooms open around the school which you can use during your “free time” to get in touch.

Taxis

These must only be arranged through Mrs MacBain and must use only the taxi firm with which the School has an arrangement. For each journey you **must** have a chit signed by your Housemaster, as well as his express permission to travel. Remember to sign out of the House!

Bursar's Chits

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

School Shop/ Stationery Store

To obtain items on the bill from the School Shop or Stationery Store a chit from your Housemaster is required. It is up to her discretion whether your parent's permission is required to purchase the items you require.

Carry-outs

Arrangements can be made, on a Saturday night only, for food to be delivered from local take-aways. Permission should be sought from the 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. You must not visit the shop during class time and some pupils may require a permission chit to do so. Access to the VS is via the main drive ONLY.

House Colours

In recognition of the efforts, achievements, and participation in the many varied aspects of life at Strathallan there is a system in place for the awarding of House Colours. These are awarded by the Housemaster after consultation with the House Staff and Head and Deputy Heads of House. They may be awarded for a single achievement or as a result of sustained dedication over a period of time or many events.

House teams and Positions of Responsibility

A list of the house sporting teams alone, all of which require participants, captaincy and organisation gives an indication of the positions of responsibility available to be filled :

Hockey, Netball, Swimming, Skiing, Athletics, Basketball, Badminton, Cross Country, Tennis, Clay Pigeon Shooting.

There are also the following cultural competitions:
House Music, House Debating (Senior and Junior) and the Academic Challenge.

Everyone will have the opportunity to represent the House in some team at least once a year, and often more regularly.

Making a Complaint

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

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 Tutors' Office (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 will probably share your view.

For further information on complaints procedure see School Calendar page 17.

N.B. Procedure for making a complaint and the Care Standards Commission (National Care Standards) Guidelines on the standard of care you should expect are shown below and are also clearly on display in the foyer.

**Headquarters
The Care Commission
Compass House
11 Riverside Drive
Dundee
DD1 4NY**

Phone: 01382 207100

Fax: 01382 207236

www.carecommission.com

Complaints: 0845 6030890 (lo-call)

Section C: Expectations

So how are we expected to behave...?

When I am on my own ...

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 those 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 our real or potential value. Enthusiastic participation and an interest in the contributions of others is the key to a fulfilling and enjoyable School career.

Section D: 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 please check with the House Matron before heading to the Medical Centre. Surgery times are as follows:

Junior Surgery (III & IV):	7.50-8.10 a.m.	Monday-Saturday
Senior Surgery (V & VI):	7.30-7.50 a.m.	Monday-Saturday
Evening Surgery:	5.00-6.00 p.m. for all	Monday-Saturday

- If you are too unwell to attend morning surgery, tell the House Staff 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.

The School Doctors' Surgery takes place three afternoons each week.

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.

Pupils reporting sick in the evening after 6pm should inform the House staff, who will contact the Medical on-call cover.

Medical Centre Details

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

Sisters: Lead School Nurse Judith Gerrie
 School Nurse Anne Cameron
 School Nurse Judith Glasgow
 School Nurse Lara Young

Physiotherapist and Chiropodist are available by arrangement

Section E: Safety

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.

- ◆ If you discover a fire, sound the alarm at once by smashing the glass cover

Alarms are situated

- a) By both External Doors
- b) By Ground Floor Fire Exits
- c) In the Main Common Room
- d) In the middle of each corridor

- ◆ On hearing the alarm check that those in nearby rooms are awake and up
- ◆ Pupils should then leave the House immediately 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.
- ◆ On leaving the House, pupils should assemble in the Chapel 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
- ◆ The Senior Girl present will inform the Housemaster, Headmaster or any other member of staff that there has been a fire alarm if they are not present

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 punishment. **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 checked to ensure that it complies with safety standards.

NB 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.

Section F: Academic matters

Student 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.

Form Orders

The purpose of the Form Order system is to provide House Staff, parents and pupils with 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. Orders are sent to parents electronically.

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

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, usually in the weekly tuition meeting. 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 encouraged to note them down.

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 being awarded by the individual subject teachers. Detention can be awarded for late or unsatisfactory work, if pupils fail assessment tests or are late for class. 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** 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 7.25 to warn of the start of prep. It is your responsibility to be punctual for the start of prep.

Saturday **7.30-8.30pm (Quiet Time in your own Study)**

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. During prep, permission to work in the Library or computer rooms must be sought on each and every occasion, and pupils must sign out using the signing-out book in the foyer.

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 write down all prep in the pupils' 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 VIth Form there is no specific prep timetable; members of staff will however still set preps! Sixth formers are expected to take responsibility for, plan, and execute their prep. All members of the House must be engaged in academic activity during prep (7.30 -9.15 p.m.). It is not against House rules to be engaged in academic activity at other times!

Missed Lessons

There should 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.