

SIMPSON HOUSE

HANDBOOK



2011-2012



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Welcome to Simpson House

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

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

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

Housemaster: Mr Gavin J Batterham

Phone: (01738) 815034

e-mail: simpson@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 wife, Liz, the answer machine will be on and I will endeavour to get back to you as soon as possible.

Whether newly arrived, or an 'old hand', you are most welcome to Simpson, where I hope you will enjoy your time and make the most of the talents you possess and the opportunities afforded you.

Other Contacts

Simpson House Payphones: (01738) 815037
(01738) 815038

Please try not to call pupils during prep time	:	Monday-Friday	7.30-9.15pm
		Saturday	7.30-8.30pm
		Sunday	7.30-8.30pm

Simpson House Ethos

Mission Statement

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

* * * * *

- ♦ In Simpson it is expected that pupils should help each other and show consideration for the welfare of others, both in the House and in the School at large.
- ♦ All members of the House shall be personally responsible for their own conduct.
- ♦ We believe that a clear and reasonable set of rules and regulations is desirable and will be re-enforced consistently by the House Authority, under the guidance and supervision of pastoral staff.
- ♦ Anti-social and rude behaviour will not be tolerated at any time.
- ♦ All pupils have the right to be treated as individuals, their views and privacy are to be respected, and their varied talents to be encouraged.
- ♦ Honesty is the best policy and nothing wastes more time than lengthy and unnecessary investigations. Owning up usually brings a more sympathetic assessment of situations.



Section A: Who's who in Simpson

RESIDENT STAFF

Mr. Gavin Batterham
Housemaster
(Physics)

Mrs. Liz Batterham
Housemasters Wife

Also resident:
Pauric (13 years)
Saoirse (8 years)

Mr. Cameron Drummond
Resident House Tutor
(Piping)

TUTORS

Mr. Nick Du Boulay
Visiting Tutor
(History/HoD Careers)

Dr. Stephen Ferguson
Visiting Tutor
(HoD Maths)

Mr. Glyn Gardiner
Visiting Tutor
(HoD Computing/ICT)

Mr. Mark Higginbottom
Visiting Tutor
(HoD Classics)

Mr. Paul Summersgill
Visiting Tutor
(HoD Physics / Director of
Studies)

DOMESTIC STAFF

Ms. Linda Ross
(Matron)

Mrs. Anne Quinn
(Seamstress)

Mrs. Alison Doig
(Cleaner)

Miss. Michelle Clancy
(Cleaner)

Tutor Groups

3rd Form	Mr. P R Summersgill
4th Form	Mr. C. Drummond
5th Form	Mr. D M Higginbottom
L6th Form	Mr. G Gardiner/Dr. S Ferguson
U6th Form	Mr. N T H Du Boulay/Mr. G J Batterham

Non-Teaching Staff

- Matron** **Mrs. Linda Ross** - works in the House from 7.30am-4.00pm, Monday to Friday. She dispenses first aid through the House surgery and is a key member of the pastoral team, who co-ordinates the day to day running of the domestic functions of the House. She is supported by the cleaners who look after the first and second floors respectively. However, neither Mrs Ross nor the cleaners are directly responsible for tidying your personal areas, you are!!
- Seamstress** **Mrs. Anne Quinn** - 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!** (this includes casual clothing and underwear)
- Cleaners** **Mrs. Alison Doig and Miss. Michelle Clancy** - Responsible for general cleaning on their respective floors, including corridors and brewing rooms.

House Authority 2011-2012

Head of House	Ruairidh Hunter *
Deputy Heads of House	Santiago Garcia-Serrano Blair Sangster
Head of House Sport	Jack Somerville†
House Prefects	Alexander Falconer Charlie Hall Cameron Taylor-Smith James Wordie

* School Prefect

† Deputy Captain of School



Section B: House Routine

Group Responsibilities

IIIrd Form boys are responsible for tidying the prep room, brewing room and the emptying of bins (as per rota) each day. In addition to this daily duty they, along with the IVth Form, are responsible for clearing the Junior Strip Rooms as part of House clearing each Sunday. Each member of the IIIrd form is required to maintain the tidiness of his area in his dormitory. Dorm members are collectively responsible for tidiness in their dormitory.

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

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

LVIth Form boys, in addition to having responsibility for the **tidiness of their own individual rooms, the emptying of bins and collection of new laundry etc.** each week, are required to clear the brewing rooms on the middle floor in the evening, before bed-time, as per rota. As the year progresses, some may be asked to take extra responsibility in the House, particularly at times when UVIth boys are in public examinations. This may later lead to their appointment as either House or, eventually, School Prefects.

UVIth Form boys, with the support of staff, have a responsibility for maintaining the House Routine. **They too have responsibility for the tidiness of their own individual rooms, the emptying of bins and collection of new laundry etc.** each week. Occasionally, if there are no School VIth Form events, the prefects may have a House bar with the resident member of staff on duty.

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

Simpson Daily Routine - Monday to Saturday



7.00am 1st Bell (rung by Housemaster)
 7.30am 2nd Bell (rung by Duty Prefect)
 Breakfast. **All IIIrd, IVth, Vth and LVIth Form must sign in to the Duty Prefect, before 7.45 a.m.**

8.10am **EVERYONE MUST ATTEND** Roll Call/House Meeting in Main Common Room

8.20am See School Routine

11.25am House Tuck Shop open (10.30am on Saturday)

1.15pm Lunch. **All IIIrd, IVth, and Vth Form must sign in to the Duty Prefect** (12.20pm on Saturday)

2.30pm Games (Tuesday and Thursday IVth - UVIth).
 (Monday, Wednesday [expressive arts], and Friday IIIrd)
 For Saturdays see notices.

5.30pm Tea - **All IIIrd, IVth, and Vth Form must sign in to the Duty Prefect**

Anyone out of the House after Tea **MUST sign out**.

7.25pm 1st Prep Bell (rung by Duty Prefect) all must be preparing for Prep.

7.30pm 2nd 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 all members of the house are expected to be in Simpson. Only 6th Form may go out after prep and then only after signing out.

9.15pm Bell for end of prep (rung by Duty Prefect)
 House bank and shop open
 Brewing room duties to be done (before 10.00pm).
 Surgery as required.

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.

9.50pm Bed time/lights out begins. Extensions may be granted at the judgement of the Duty member of staff.



Simpson Daily Routine - Sunday

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

8.50am	Bell (rung by Duty Prefect)
9.00am	Breakfast*
10.00am	Roll Call
10.30am	Morning Chapel*
1.15pm	Lunch
5.30pm	Tea

Anyone out of the House after Tea **MUST** sign out.

6.55pm	1 st Prep Bell (rung by Duty Prefect) all must be preparing for Prep.
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.
8.15pm	Bell for end of prep (rung by Duty Prefect) House bank and shop open House tidy up. Brewing room duties to be done. Surgery as required. 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.
9.15 p.m.	Holy Communion*
9.50pm	Bed time/lights out begins. Extensions may be granted at the judgement of the Duty member of staff.
10.00pm	6 th form must be back in house.

* Most chapels are at 10.30 am. Every 3rd chapel is an evening communion at 9.15 pm in which case attendance is optional. On these days breakfast is replaced by Brunch, from 10.30 am till 12.00 noon.

Pupils returning from a weekend exeat are expected to be back by 9.00 pm. All pupils must report back to the member of staff on duty when they arrive back after exeat.

Bedtimes:

9.50pm	Third Form in Dorms	(lights out 10.10pm)
10.00pm	Fourth Form in Rooms	(lights out 10.20pm)
10.15pm	Fifth Form in Rooms	(lights out 10.30pm)
10.30pm	Lower Sixth Form in own Rooms	(lights out 11.00pm)
11.00pm	All Upper Sixth must be upstairs and quiet.	



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 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 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, 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.

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 in the foyer to see who's on duty. Failing that ring the doorbell on the Housemasters' door. Matron 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.



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. If day pupils are running late then they **MUST** go to roll call before going upstairs.

Day Boys

As with boarders, Day Boys 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 boys staying overnight must indicate this at morning roll call, and sign up on the day boy sheet in the book.

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.**

Sixth Form 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 (emails preferred) prior to permission being granted.

Pupils should return to School by 9.00pm on Sunday evening. Early *leaves-out* will be published in the School Calendar.

House Bank & Valuables

House Bank will only be open **once** a day, in the Tutors' Office on the ground floor

Monday-Friday	after Prep.	9.15-9.30pm
Saturday	after Prep.	8.30-8.45pm
Sunday	after Prep.	8.30-8.45pm

(on Sunday it may sometimes also be opened in the morning at the tutor's discretion)

It is highly recommended that any large sum of money be kept in House Bank. Cheques should be made payable to 'Simpson House Bank'. Other valuables such as passports and airline tickets should be handed into the office at your earliest convenience. A lockable tuck box is recommended for the safe keeping of all other personal items. Money should never be left in rooms or in the strip room. Serial numbers of I-pods, cameras etc and IMEI numbers of mobile phones (*#06#) 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)



Please do not ask for the shop to be opened at other times.

House Laundry

The School laundry is on Monday when all sheets must be changed. You must take your old sheets down to Anne and collect clean ones from her by break-time. Personal laundry is picked up from the House twice a week on Tuesday and Friday mornings. Please make sure that all your clothes are put into the bags the night before and are clearly labelled. If you require labels, see Anne in the seamstress' room.

The House has its own washing machine and tumble-drier. 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. These machines are not for general use. Anne will do any washing that you require; you must provide a good reason why the washing in question cannot go through the school laundry. This will prevent over-loading of the in-house facilities.

Brew Rooms

You are requested to keep these as clean as possible, and to wash up after yourselves. Please put plates/cutlery back in the appropriate brewing room after you have finished using them. Please remember that it only takes a matter of minutes to clear up behind you, and that you too have to clean brewing rooms in your turn. Do unto others as you would have them do to you.

Studies

No pupil should be in another pupil's study 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. Empty your bins regularly! Any damage must be reported to a member of staff immediately. Use of electrical appliances (other than desk lamps and audio systems) is restricted in line with fire regulations and all electrical items are subject to testing. Where more than one appliance is being run from an existing socket an in-line socket extension needs to be used. Block types are not acceptable. If any clarification is needed please seek advice. **TV's and Games Consoles are not allowed in study dorms. They may be used in the common rooms.** Study decorations should be in line with the suggestions below. No boy 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. No study is to be locked if more than one person is in that study. **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.** Study keys are available to all students; a charge will be added to the end of term accounts for any lost keys.

Dorms and Prep Room

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

Decorating Studies, Prep Room and Dorm

Whilst we appreciate that your space is your 'home from home' for the time you are at Strathallan, it is important to stress that 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. The Housemaster reserves the right to remove any decorations deemed to be inappropriate.

Should you disagree with this policy or simply have a strong point of view on it, it is important that you feel you can discuss it with House Staff or your parents.

Foyer

This is a communal area and the main entrance to Simpson House. 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. News broadcasts **only** may be viewed before school. **No television is to be watched during time-tabled lessons.** Videos should not be of anything higher than a 15 rating. Please use the pool table and table tennis sensibly. The top floor common room is for the use of IIIrd, IVth, and Vth Form only, the middle common room for VIth form and Prefects only.



Newspapers and magazines

These are stored in the front hall of the House and should be consulted there. It is requested that you do not take them away from here until the following day. Do not take them to your study! Currently we subscribe to The Times, The Daily Express, Top Gear and Total Film magazines.

Telephones

There are two payphones for the use of pupils - their numbers are: **01738-815037** and **01738-815038**. 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.

Taxis

These must only be arranged through your Housemaster and must use only the taxi firms 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!

Haircutting

During the term a hairdresser will come into the school at regular intervals. If you require a haircut then you need to collect a chit from your Housemaster in advance. Remember to sign out from the House if you are going to haircutting. **Boys are reminded that they are not allowed to cut or colour their own or each other's hair whilst in School.**

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/Matron is required. It is up to his/her discretion whether your parent's permission is required to purchase the items you require.

Carry-outs

Arrangements can be made, on a Saturday (and occasional Sunday) nights 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. Access to the VS is via the main drive ONLY and you must be dressed in full school uniform. Forms III, IV and V must also have a pass from the Housemaster. Remember to sign out if you are visiting the VS.

House Fund and Subs

Each year the School in the form of a House Fund allocates the House money. This money is used to maintain and improve the facilities in the House and on everyday expenses (e.g. newspapers, pool tables, etc.). On top of this each member of the House is expected to pay a House Sub: Boarders £4per term, Day pupils £3 per term. This money is used for outings, House events and facilities, such as Sky TV.

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.



New Pupils

New pupils to Simpson House will be given a "Welcome to Simpson House" booklet to help with any extra questions they may have. New pupils will also be encouraged to take part in the house "Buddy" programme.

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 Housemaster's 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.

If you wish to make a complaint about an aspect of care provision at Strathallan then you will should contact Social Care and Social Work Improvement Scotland (SCSWIS).

Social Care and Social Work Improvement Scotland
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Phone: 01382 207100

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.

House Sanctions

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

- Clearing the laundry room
- Clearing and tidying the strip rooms
- Tidying books etc. in the Middle Common room
- Litter picking round the House and School.
- Taking cardboard to the big blue skip for Mrs Ross.
- Clearing out the bin skip area at the back of the House
- Put on brewing room tidying for a period of time

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

Those on House Fatigues must also be in School Uniform all day when not at games/activities etc.

Other sanctions:

- Early wake-up
- Gating
- Copying out appropriate sections of House handbook

School Fatigues: may only be given by a member of staff in consultation with the Housemaster - Dining Hall duties.

Signing in to House Staff at set times - normally reserved for School sanctions.

If you [the Prefect] feel in need of increased support, then send the individual concerned to either a School Prefect or a member of the House Staff.

All sanctions must be written down in the Log. Prefects should always try to be fair and consistent. They should try not to lose their temper, even if provoked. If in doubt ask one of the House Staff for help.

If you feel you are being inappropriately sanctioned please contact a member of House Staff.



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 times are **Monday, Wednesday and Friday at 2.00pm onwards.**

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.

School Nurses: Judith Gerrie (Lead)
 Anne Cameron
 Judith Glasgow

Dentist, Physiotherapist and Chiropodist are available by arrangement.

Section E: Safety

FIRE

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

	In charge	Deputy
2 nd Floor	To be advised at the start of term.	See fire notice board
1 st Floor	To be advised at the start of term.	See fire notice board

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

Fire Hazards

Due to the risk of fire, the possession of fireworks, matches, candles or incense sticks is against School and House rules. The possession or smoking of cigarettes is contrary to School rules and it is liable to 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.



If you discover a Fire...

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

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 Pupils, Parents and House Staff 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.

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

Parents are sent Form Orders electronically. 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 House)
Sunday	7.30-8.30pm Timing depends on Chapel services.

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.

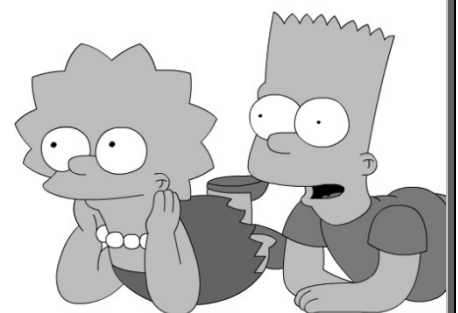
In the VIth Form there is no specific prep timetable; members of staff will however still set preps! Sixth formers are expected to take responsibility for, plan, and execute their prep. All members of the House must be engaged in academic activity during prep (7.30 -9.15 p.m.). **It is not against House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



Section G: Other matters

Buddy System

Aims:

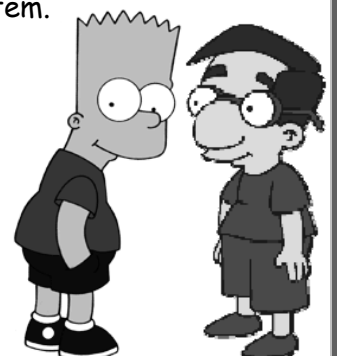
1. To provide support for pupils new to the House in the early stages of their induction.
2. To encourage Simpson pupils to play a part in the well-being of other members of the House and share their experience and insight.
3. To facilitate the integration of all members of the House
4. To allow Housemaster to observe the manner in which Simpson pupils take to the challenge of responsibility.

Operation:

- Existing members of Simpson are assigned a Buddy in consultation with the Housemaster and Head of House.
- All buddies are appropriately briefed by the Housemaster and staff prior to taking on this role. Buddy handbook issued to all buddies and new pupils.
- Buddies get together in first few days to make contact and share experiences.
- Buddies are encouraged to 'look out' new house members in the first few days, especially at meals and during free time.

Monitoring:

- By Housemaster in consultation with Tutors and Head of House. Informal Meeting of Housemaster and each 'buddy' partnership within the first three weeks of term.
- Through consultation with all pupils involved in the Buddy System.



Role of the Duty Prefect

- 7.00 a.m. Early Bell (Mr. Batterham)
- 7.30 a.m. Collect Roll Call Sheet. Ring Bell.
Go to breakfast - Check all pupils (III-LVI) into breakfast.
Stay in Breakfast until 7.50 a.m.
- 8.00 a.m. Active House tidy-up to be encouraged. All public areas should be tidy and in good order. Private areas should be sufficiently tidy so that cleaners can do their job effectively. Move all boys into Main Common Room for Roll Call.
- 8.10 a.m. All house to be present at 8.10 a.m. in uniform. Prefect on duty to do Roll Call.
- 11.50 a.m. Ring Bell. Clear the house of boys at the end of break in good time for period 5.
- 1.15 p.m. Lunch Roll call. Sign in all pupils.
- 5.45 p.m. Tea Roll Call. Sign in all pupils. Stay until 6.15pm
- 7.25 p.m. 1st prep bell...
- 7.30 p.m. 2nd Prep bell. Take Roll at beginning of prep. Inform tutors of anyone out of house. Prep supervision by Prefect, 3rd form in prep room, all other members of House - quiet study. Corridors to be patrolled periodically to ensure prep time is being use appropriately
- 9.15 p.m. Ring bell for end of prep.
- 9.30 p.m. Brewing room clean up and bins as per rota - Supervise duty teams. Duties to be done by 10.00 p.m. make sure that all brew rooms are clean and tidy. It is the responsibility of the prefect to ensure that this is done.
- 9.50 p.m. 3rd form to dorm - lights out 10.10 p.m.
- 10.00 p.m. 4th form to rooms - lights out 10.20 p.m.
- 10.15 p.m. 5th Form to rooms - lights out 10.30 p.m.
- 10.30 p.m. All L6th to be in their rooms - lights out 11.00 p.m.
Complete Roll Call sheet and pass onto House Tutor on duty.
- 10.45 p.m. Lock front, back and strip room doors. Lights out and curtains closed in common rooms. Close ground floor windows. Report to member of staff on duty to return House Diary.
- 11.00 p.m. All U6th form must be upstairs and quiet.

N.B. Please enter the following information in the House Diary:

1. Sanctions given/completed.
2. Problems or incidents during the duty.
3. Damage or repairs needed to the House.

Prefect meetings 9.00 p.m. Tuesdays.

