



| STRATHALLAN |

WOODLANDS HOUSE HANDBOOK



2011 – 2012

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WELCOME TO WOODLANDS

We hope that you enjoy your time in Woodlands. The purpose of this handbook is to clarify for both pupils and parents the workings and expectations of life in the house.

Parents and/or your family/guardians are most welcome to visit Woodlands and we look forward to seeing many of you during the forthcoming year at the numerous cultural and sporting events. Within the confines of the School routine you are welcome to take your daughter(s) out, but please contact us prior to your visit. Our contact details are listed below:-

Housemaster/mistress: Morc and Abi Tod

Phone : 01738 815049
Fax: 01738 815050
e-mail: woodlands@strathallan.co.uk

Please bear in mind that teaching, sporting and family commitments may prevent an immediate response. If you do not manage to reach either of us the answer machine will be on and we will get back to you as soon as possible.

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

Morc Tod
Housemaster

Abi Tod
Housemistress

Other contacts:-
Woodlands House Payphone - 01738 815053

Incoming calls will not be answered during prep (7.30 – 9.15p.m.).

WOODLANDS HOUSE ETHOS AND AIMS

- To create a safe, welcoming environment which allows the pupils' educational, emotional, physical and social needs to be met
- To create a climate in which the considerations of others is evident in the good behaviour and politeness of its members
- To encourage a high level of participation and co-operation in the daily life of the House
- To provide a clear and reasonable structure of rules which will be enforced consistently by the House Authority
- 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

Members of the House are expected always to do their best; to give new things a try rather than reject them out of hand; to make the most of their time in the school by responding to opportunities on offer and to contribute to the well-being of others and to the good reputation of the House.

Members of the House are required to be personally responsible for their own conduct.

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

Section A : Who's who in Woodlands

Mr Morcant Tod	Housemaster	(Art)
Mrs. Abi Tod	Housemistress	
Ms. Julia Nastashchuk	Resident Tutor	(EAL)
Ms. Elena de Celis Lucas	Resident Tutor	(Spanish)
Mrs. Dorothy Hunter	Visiting Tutor	(Art)
Ms. Claire Laurie	Visiting Tutor	(Computing)
Dr Clare Flanagan	Visiting Tutor	(French)
Ms. Louise Carroll	Visiting Tutor	(PE)
Mrs Sandra Fleming	Visiting Tutor	(Music)

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 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 and/or mistress.

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

Tutor Group Allocation

Third form – A – E – Mrs Fleming
F- Z – Dr Flanagan

Fourth form – Ms. Laurie

Fifth form – A – I - Senorita de Celis Lucas
J- Z - Mrs Hunter

Sixth form – Ms. Carroll
(assisted by Ms. Nastashchuk)

Upper Sixth – Mr Tod

Non-Teaching Staff

Housematron: Janet Auchterlonie

Janet works incredibly hard in this role for all of the Woodlands' girls. She works between 8am and 4pm, Monday to Friday. She ensures that Woodlands runs smoothly during the day and is in charge of the domestic staff who clean and look after laundry and sewing matters.

Welfare of the pupils is the most important aspect of Janet's job. She liaises closely with the Housemaster/mistress 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. Janet will also keep an eye on any girl that is ill in bed for the day.

Janet will constantly 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 via Janet's list on the notice board. 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.

Janet goes on a weekly shopping trip to Perth to stock up on toiletries which are then sold in a small (non profit making) 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: Dora

Dora's primary responsibility is for the laundry in the House and the naming of items of clothing purchased in the school shop. It is vitally important that any items of clothing going to the laundry are clearly named.

Domestic Staff: June (East Wing) and Mary (North Wing)

They are responsible for making sure that the girls' rooms are clean (it is your responsibility to keep it tidy!), along with the general cleaning of their respective wings.

Prefectorial Authority 2011 -2012

Head of House	Molly Seed*
Deputy Head of House	Natasha Jaworski Olivia Woodes Rogers
Year group Prefects	Abby Cowe Roxanne Tabourel (L6th Form) Anna McNeill Flawia Muziewicz (5th Form) Ashleigh MacMillan (4th Form) Kim Chan (3rd Form)
Sports Rep.	Maggie Luck
Music Rep	Molly Barnes
Art	All Upper Sixth
Newsletter	Lucy Ambrose
House Prefects (in addition to those listed above)	Maya Taylor Angel Yau

*** Denotes School Prefects**

What are prefects?

The House Prefects are members of the Upper Sixth who take special responsibility to assist in the running of the House and for the welfare of the juniors. They organise duty rotas; take roll calls under supervision; run House teams and so on. They are invited to take up the role; work hard and are expected to set a good example. They are permitted to back up their authority with minor sanctions: cleaning, lines or reporting to the duty prefect at the rising bell. All such sanctions are reported to Mr. and Mrs. Tod and cleared by them 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.

Buddies

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 in this role are offered by the Housemaster/mistress.

Section B : How the House works

Woodlands House daily Routine – Monday to Saturday

7.00 am	First rising bell (rung by Duty Prefect)
7.30am	Second bell (rung by Duty Prefect)
7.30-8.05	Breakfast (all years must sign in to the Duty Prefect)
7.50-8.05	Surgery
8.10	Roll-call and House Meeting in Main Common Room
8.20	See School Routine

Prep.

Monday to Friday

7.20pm	Visitors to leave House
7.25pm	First prep. bell: all in House
7.30pm	Start of prep. Roll call check by prefects thereafter to rooms to work.
9.15pm	End of prep. Evening Surgery, House-bank and Tuck Shop
Saturday eve.	Roll call at 7.25p.m. In House. 7.30p.m. – 8.30p.m.
Sunday eve.	Roll call 7.25p.m. Prep. 7.30p.m. – 8.30p.m.

Bedtimes

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

Television

After school on weekdays
After Games Saturday

Guests in House

Monday – Saturday 6.00pm until 7.15pm
Sunday 2.00pm until Prep.
No boys may visit after Prep.

Rooms

The way you decorate your room reflects your personality. As a 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 are equally sure to cause no offence. You will be asked to remove features that portray people in a degrading or exploitative way 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. Obviously rooms must be kept tidy to facilitate cleaning. Please leave your name on the outside of your door.

Kitchens

The kitchens are social areas but should not be used during lesson times or prep. Pans, 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. Perishable foodstuffs brought from home should be clearly named and put in the communal fridge. Please respect food and drink belonging to others.

Common Rooms

The Common Rooms should be kept tidy by everyone. Television can be watched Mon – Sat after classes or games. It is permitted all day on Sunday. 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 are permitted. No year group should have control over the selection of Sky channels. There is a Sky Plus box in the main common room which allows the recording of programmes and a multi room facility for the remaining common rooms which means that different channels can be watched.

Newspapers

Newspapers are bought by the house daily. The House Council choose the newspapers ordered. These should be kept in the coffee bar area and read there to permit access for all.

Meals

There is a signing in system, whereby girls must present themselves to the House Prefect on duty at the beginning of each meal. Remember that you need to eat well to stay healthy.

Visiting the House

As Woodlands is the home of so many and because there are strict legal guidelines on child protection to be observed, we must ask adults to check in with a member of House Staff before going to a pupil's room, and not to go to a pupil's room if there is no member of staff available. Male visitors are not permitted to visit either wing at any time.

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.

Pupil visitors are welcome to come into the House at the times published on the front door, but must sign in. Boys may not go down either wing at any time, neither may ex-pupils, boyfriends etc.

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 Matron's/duty office (Janet is in until 4p.m. on weekdays). Failing that ring Mr and Mrs Tod's bell or the resident tutor's door bell. If, after all that, there is no adult in the house – go to the Master's Common room in the main building.

Telephones

There is a call-box in the house, 01738 815053. The phone is in a relatively soundproof room. It can never be guaranteed that incoming calls will be answered, and during prep (7.30 to 9.15) they will not be. It would be appreciated by everyone if messages taken on the phone could be passed on as soon as possible to those for whom they are intended. If others are waiting, it would be kind not to talk for an unreasonably long period of time.

MOBILE PHONES are permitted and must be registered with Mr & Mrs Tod. They must be used only during 'Free Time' and at no other time. (Please see the regulations on the use of mobile phones in the School Calendar.)

Emails and Letters

The central area of the house and the majority of the accommodation wings are 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 or with permission during prep time to complete work.

The shop in Janet's office carries stamps (and even a range of greetings cards) so there is no excuse for not writing and using "snail mail"!

Electrical Items

Electrical items can be brought from home but these are PAT tested for safety at the beginning of the academic year and the charge will be levied to the school bill.

Laundry

The School laundry operates twice a week and all clothing can be sent. The following items should be sent to the School Laundry: duvets covers, towels, school uniform and games kit. This system is covered in the fees and you are encouraged to use it.

Within the House, there are four washing machines and two tumble driers. Everyone using this facility should have a laundry basket. Each girl should take care that they treat others' laundry as they would wish their own to be treated. No girl should remove any other girl's clothing from either a washing machine or a tumble drier.

Taxis

All taxis need to be booked through Mr & Mrs Tod. For each journey you must have the appropriate permission to travel. Any girl may use a taxi to get to the train or bus station for a weekend leave or for the beginning of a holiday period. The arrangements for 6th Form regarding Perth Leave are detailed on the following page. The School policy states that only the M & M Taxi Company should be used.

House Council

The House Council consists of two members from each year group; the Upper 6th representatives being the Head and Deputy Head of House. It meets usually every half term with the Housemaster and is one forum for exchanging views, making requests, complaining and communicating.

Signing Out

It is **essential** (due to accounting for people in the event of a fire and clarifying whereabouts in an emergency) that members of the House sign out on the sheets provided near the door when they leave the House: after tea on any day, (sixth form) after prep on any day, at any time on Sunday (except Chapel). Pupils should also sign out if going out overnight or on weekend leave. Failure to sign out will be viewed seriously.

Weekend Leave Outs

Girls may be away from the School on weekends after their school games commitment has been fulfilled or 4p.m. whichever is the later. Permission needs to be gained from Mr & Mrs Tod by the Thursday evening prior to the weekend in question. **Parents will need to contact Mr & Mrs Tod to confirm weekend plans and that they agree with their daughter's arrangements.** If attending the home of another pupil their parent or guardian must also contact the house to clarify arrangements. Permission can be withheld if a pupil's work is not up to date. Girls should, unless by prior arrangement, return by bedtime (9.30p.m. approx) on the Sunday.

Sunday leave outs can also be taken at any time provided that the Housemaster or mistress have given prior permission.

Perth Leave

Perth Leave allows pupils unsupervised time in Perth and it is for 6th Form only. The full details regarding permission etc for Perth Leave are provided in the Strathallan School Information for Parents Handbook but in simple terms evening leave/Tuesday&Thursday afternoon leave and Saturday afternoon leave is only for Upper 6th and Sunday afternoon leave is allowed for both Upper and Lower 6th pupils.

House- bank and Valuables

House bank is open in the Matron/Tutor's office at the following times:

Monday to Friday	after prep	9.15 – 9.30p.m.
Saturday	after prep	8.30 – 8.45p.m.
Sunday	after prep	8.30 – 8.45p.m.

It is recommended that everyone should keep their money in House bank, for their own safety. Money should never be left in rooms. Cheques should be made payable to "Strathallan School". Other valuables such as passports and airline tickets should be handed in to the housemaster/mistress at the earliest convenience. If the published times are not convenient for Day Girls they can ask for the bank to be opened by Janet or Mr and Mrs Tod.

House Subs are charged to pupils at £3 to Boarders and £2 to Day Girls: this money is used to buy newspapers; pay for the Sky TV costs; 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 rooms if desired 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.

House Tuck-shop

The tuck-shop will be open at the following times:-

Monday – Friday	Break	11.25 – 11.55a.m.
	After prep	9.15 – 9.30p.m.

The opening times for the weekend will be published on the whiteboard in the foyer.

The Village Shop

The Village Shop (V.S.) is about ten minutes away and is open Monday to Saturday, though not after 12.30p.m. on Wednesdays or Saturdays. You should not visit the shop during class time and permission must be gained prior to leaving the school grounds. The journey to and from the VS must be via the Glenbrae path and then the Main Drive only. School Uniform must be worn. Members of the IIIrd to Vth Form require a pass.

Carry Outs

Deliveries from local take-aways are permitted on Saturdays. Permission should be asked of the duty staff.

Bursar's Chits

If at any time you require extra money/ train tickets this can be done via a “bursar’s chit” which goes on the school bill. At all times your parents permission is required and you must see your Housemaster in good time to make the arrangements.

School Shop/ Stationery Store

To obtain items on the school bill from the school shop or stationery store a chit from your Housemaster/mistress or matron is required. Parental permission will be required for larger purchases.

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, Golf, Athletics, Basketball, Badminton, Cross Country, Tennis, Clay Pigeon Shooting.

There are also the following cultural competitions:

House Music, House Debating (Senior and Junior), chess 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.

Complaints and worries

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

- put a note in the suggestions box outside the Housemaster's office: this is emptied and the notes are read by Mr & Mrs Tod. (You do not have to put your name on it if you do not want to).
- talk to any member of staff (academic or domestic)
- ask a friend or senior pupil to put your point forward
- speak to your parents and ask them to pass on your point
- speak to the Head of House, Deputy Head of House or year group prefect

The Chaplain and Mr Barnes and Miss Sime (the Child Protection Co-ordinators) are also available to help and would see any pupil who requires help and/or guidance. There is a section in the School Calendar which sets out the procedures to be followed if you think that you are being bullied or that someone else is being bullied, and also a section on what to do if you are worried.

Please do not suffer in silence. Speak or write if you are concerned or worried about anything. Further details on making a complaint to the Social Care and Social Work Improvement Scotland (SCSWIS) are given in the School Calendar and the Parents Handbook.

Rules and Regulations

The list of school rules and regulations are published in the calendar. We do not intend to repeat these here but would encourage you to read them particularly the section on Expectations of behaviour. In terms of most frequently asked questions it would be worth mentioning that "excessive makeup is not appropriate with school uniform."

Section D : Information for new pupils

Joining the House in Third Form

You will find that you will be one of many girls joining the House in this Year Group. The Woodlands intake comes from both Riley (the Strathallan Junior House) and outside schools in roughly equal proportions.

Mr & Mrs Tod will hopefully be able to meet your parents and yourself during the Summer term before the September that you are to start. We would also encourage you and your parents to pop in for an informal chat during the latter part of the Summer holidays. During this time you will be shown round the House and its facilities. You should be as open as you can about yourself and talk about any concerns that you may have.

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.

New girls will have a meeting with Mr & Mrs Tod on this first day to make sure that everyone has introduced themselves to one another and we will always be close at hand to ensure that all is well. All new girls will have a chance to meet the House Matron (Janet), the Head of House and the House Prefects during the first days.

Joining the House in Fourth Form

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

The School and ourselves 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. Mr & Mrs Tod will talk through your choices and the options when they meet yourself and your parents.

Joining the House in the Lower Sixth

It is important that Mr & Mrs Tod meet you and your parents prior to the start of term. In this meeting we would take the opportunity of getting to know you and show you around the House. We will talk to you about your Higher or A Level choices and discuss your options in relation to possible Degree courses and career thoughts. In the latter meeting we will firm up on your Sixth Form choices once your GCSE or Standard Grade results are known.

On the first day of term, there will be a chance to be shown the School with other new entrants 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 Woodlands Lower Sixth at the earliest opportunity.

Section E: Health and Safety

Illness

If you awake feeling unwell, see the Medical centre directly or Janet who will refer you to the Medical Centre as necessary. This should be done in good time to make morning surgery.

If you are feeling ill during the course of the day, you should report to the Medical Centre accompanied.

It is ***essential*** that you see Janet or a member of the House staff if you are sent back from the Medical Centre to bed ill ~ we need to know where you are so we can make sure that you are ok. There are no exceptions to this rule.

The Medical Centre Surgery times are as follows:

MORNING SURGERY

Monday- Saturday	7.30 to 7.50a.m.	Form 5&6
	7.50 to 8.10a.m.	Form 3&4

EVENING SURGERY

Monday- Saturday 5 to 6p.m.

Pupils reporting sick in the evening after 7pm should report first to the duty House staff who will contact the medical centre and/or NHS 24 as appropriate..

There is a regular GP surgery on Monday, Wednesday and Friday afternoons. The Doctors are Dr Lewis and Dr Burnett.

There are Physiotherapy and Chiropractic clinics at the Medical Centre and appointments are arranged through them.

Orthodontist appointments can also be arranged and pupils are transported to the relevant surgeries.

Off Games

If you are signed “off games” then you should speak to the member of staff in charge of the games session to see if you should attend (i.e. as a scorer/recorder/observer). The member of staff may send you to the Saloon in the School Library where attendance will be checked by the duty member of staff. You should take enough work to keep you occupied for an hour or more. You must not remain in House unless confined to bed.

Fire Regulations

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

In the event of a fire, sound the nearest fire alarm.

Alarms are situated in:

- a) Front Hall
- b) Coffee Bar
- c) By Games Doors
- d) in every room
- e) In the common room

If you hear the fire alarm at night:

- Get up immediately and put on dressing gown and slippers
- Close windows and doors before leaving
- Check that those in nearby rooms are awake and up
- **Leave the house by the nearest fire door.** If this is locked, use the larger door handle which will release the lock.
- **All fire doors open outwards, all of them open as described above.**
- Go directly to the Chapel, where there will be a roll-call. Do not talk while the roll-call is in progress. Woodlands will sit to the front of the chapel (East wing should sit on the Glenbrae side and North wing on the Woodlands/Thornbank side).
- Do not leave the Chapel or go back into the House until permission is given.
- Walk at all times, do not run.

If you hear the fire alarm by day:

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

Section F : Academic matters

This is merely intended as a brief introduction. A more detailed account of the school's academic policies and guidelines can be found in the Information for Parents booklet.

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 during the Monday tuition period and/or on their duty evening. It should form a means of communication between the tutor and teacher.

Form Orders

The purpose of the Form Order system is to provide House staff and parents with a regular and relatively frequent overview of a pupil's academic progress, attainment and effort. It is not a full Report. This allows the Tutor/Housemaster/ Housemistress and parent to give the pupil up to date guidance, support and encouragement in his/her academic studies.

Form Orders will be given twice in the Autumn Term, once in the Spring Term and once in the Summer Term, unless Public Exams or Trial Exams make them redundant. The Progress Grade will be linked to regular assessment of the pupil's progress against National Curriculum or Curriculum for Excellence benchmarks (see Section 3, School Assessment Policy).

Each Order will contain:

- 1) **Last assessed grade or level**, indicating the criteria used (e.g. GCSE for those starting Lower VI). From September 2010 English and Maths Orders for Forms 1JJ to III will contain four grades, one for each of the separate skill areas in their National Curriculum specification.
- 2) **Progress Grade:** A/P/M/B: "This assessment shows that the pupil has, in the last Order,
Achieved or continued to achieve the highest grade / level available
Progressed towards the next grade / level
Maintained the previous level of achievement
Below the previous level of achievement"

(The A grade rather than the M or P grade would be used where a pupil is working to the highest level or grade possible at the relevant stage.)

- 3) "Work" Grade
 1. Making an unusual and significant contribution in all aspects of the work and producing exceptional output.
 2. No criticism of any aspect of the work. All work inside and outside of the class done at a high level.
 3. All work done properly. Productive involvement in class work and discussion.
 4. Occasional concern about production of work and / or level of engagement in class.
 5. Major concern about production of work and / or level of engagement in class

In all cases teachers will take into account the capacity of the pupil (MidYis assessment, SEN information, previous school, examinations/tests et cetera) and make judgements in the light of this.

- 4) **Comment.** Comments are designed to clarify and advise. They should state the reason for a U Effort grade, otherwise they should comment on what a pupil needs to concentrate on in the next Order period or to give praise for good work.

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 and pupils should be encouraged to note them down in the planner.

Academic Progress

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

Poor Form Orders may result in the pupil being asked to hand in a work-card each lesson for a specified period of time. Individual subject teachers can issue Special Paper Exercises (SPE) for late or unsatisfactory work if pupils fail assessment tests or are late for class. These must be completed within a set time period and signed by the pupil's Tutor, Housemaster (parent in the case of day pupils) and Director of Studies.

Subject Reports

These are issued by teachers at the end of each term and will be seen by tutors before being passed to Housemaster and Headmaster for their own reports. It may be the case that the Tutor will wish to see 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 7.25p.m. to complete roll call for the start of prep. It is your responsibility to be punctual for the start of prep.

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 to 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 on the sheets at the front door.

Setting of Prep.

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

In the VIth Form there is no specific prep timetable, members of staff will however still set preps as deemed necessary to support learning! The planning and execution of prep. in the Sixth Form is crucial to success at this level.

Missed Lessons

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

Unauthorised absence will, in line with school policy, result in an automatic period of gating to the house.