

DAY AND RESIDENTIAL BOARDING

*STUDENT
HANDBOOK
2020*



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BOARDING AIMS:

Boarding Aims

Through our character values we aim for you to:



- **Connect** by building positive relationships with your peers, with the school staff and with the wider community;
- **Get Active** by engaging with all the opportunities available to you;
- **Learn & Achieve** by setting aspirational goals and learning new skills;
- **Give** selflessly by developing a sense of philanthropy and duty;
- **Appreciate** by finding happiness in what you have and earning what you desire.

BOARDING STATEMENT:

Our aim is to develop world class, world citizens: students with the confidence, character and capabilities to become the best they can be. To help and inspire all students to discover and develop their talents and interests to the highest standard possible and go on to lead fulfilled lives, enjoy healthy lifestyles and make a positive contribution to the lives of others. Such students lead happier lives.

ACCOMMODATION IN HOUSES:

Accommodation - Residential Boarders:

- Dorms must be kept tidy and orderly at all times.
- Beds in Residential Houses must be made in the morning before going to breakfast, and the room must be left in an acceptable state before leaving at 08:15hrs.
- Posters and any other personal effects must be appropriate and non-offensive. Houseparents will make the final decision as to what is appropriate and acceptable.
- Day Boarders are not allowed into sleeping areas without the permission of Houseparents.

Accommodation - Day Boarders:

- Sixth Form Study rooms must be kept tidy and orderly at all times.
- Posters and any other personal effects must be appropriate and non-offensive. Heads of Houses and Houseparents will make the final decision as to what is appropriate and acceptable.

Aerosols:

Aerosols are strictly banned in school and in all Day and Residential Houses. The only exception to this is when being used under staff supervision; eg before a parade, in the art department etc.

Electrical Appliances:

All appliances and devices which are to be plugged into electrical sockets in school, including Residential Houses, must be PAT-tested. Any new items brought into school during the year must be brought to the House Office for staff to arrange to have tested.

Students must not have any appliance with a heating element (eg kettles, toasters, rice-cookers, fan- heaters etc) in their rooms. The only exception to this is a hairdryer or hair-straighteners.

Televisions are not allowed in students' rooms.

Damages:

Damages, deliberate or caused by misadventure, must be paid for by the student or students responsible for the damage being caused. In such cases, a charge will be raised by the Finance Office.

House Visiting:

Students, irrespective of gender, are allowed into the respective Common Rooms (on any floor) of other houses during break, lunchtime, after school and, in the case of Residential Boarders, during the evenings. All students entering another house must sign in or make themselves known to a member of staff.

Sixth form students may visit study rooms in other houses of the same gender at any time, with permission of the House staff. Male and female students wishing to study together, may do so in common rooms only with permission from House staff, or may use the Library.

Searches for illegal items:

Staff have the right to search any facility, desk, drawer or locker that belongs to the school. In exceptional circumstances, where there is a suspicion that banned or dangerous items are being stored, staff may conduct a search without the student being present. Otherwise, wherever reasonable to do so, the student concerned will be asked to be present.

Students may be asked to reveal the contents of bags or pockets. Where a student refuses this request, a parent, or in some cases the police, will be called to conduct the search.

Staff may conduct random searches of any facility, desk, drawer or locker that belongs to the school without the student's permission.

AN ACTIVE LIFE:

Ball Games:

Ball games can take place on the Front Field or when supervised on the Back Field and Astro Pitch. Balls may only be thrown, not kicked, on the Parade Square.

Early Morning Training:

This takes place on the Parade Square (or gym in wet weather) and/or Swimming Pool. Students may also be taken off-site for a run. EMT takes place every week between **07:00 and 07:30hrs** on Mondays, Wednesdays and Fridays. Those attending must;

- Change in the Swimming Pool changing rooms;
- Sign-in using the biometric reader in the Fitness Suite;
- Shower and change afterwards in the Swimming Pool changing rooms;
- Go into breakfast at **07:45hrs** for a breakfast of cereals and toast only.

Fitness Suite:

All Day and Residential Main School and Sixth Form students may use the Fitness Suite between **06:30 and 07:30hrs** Monday to Friday. This provision is free of charge and Day Boarders making use of this facility can;

- Change in the Swimming Pool changing rooms;
- Shower and change afterwards in the Swimming Pool changing rooms;
- Go into breakfast at **07:48hrs** for a breakfast of cereals and toast only.

Students must see the Elite Performance Manager to arrange induction training, and parents will be required to sign a permission form.

Sixth Form students who have been successfully inducted may use the Fitness Suite during Private Study periods, at break time, lunchtime and between **17:00 and 18:00hrs**, with or without staff supervision, so long as a second student is also present (see separate weekend rule below). This use is not permitted if a PE lesson is taking place at the same time in the Fitness Suite.

It is also available to all Residential Boarders and Sixth Form Day Boarders between **19:30 and 21:00hrs** Monday to Friday.

Students must not use the Fitness Suite alone. A second student must always be present.

Students must wear branded shorts or leggings and a branded top when using the Fitness Suite between **07:30 and 19:30hrs**. (Students may wear any suitable clothing between **06:30 and 07:30hrs**, and between **19:30 and 21:00hrs**).

Students must not use the Fitness Suite at weekends unsupervised.

Saturday School:

Sport and physical activities take place on a Saturday morning and all Main School students must attend. These will typically run between **10:00 and 12:00hrs**, though some fixtures may start earlier and finish earlier or later. Both Day Boarders and Residential Boarders may return home or to their Residential Houses once their Saturday morning commitment has finished.

Students are expected to fulfil all school commitments before taking part in any external weekend activities or playing for any external clubs.

CEREMONIAL:

Annual Inspection:

The Annual Inspection takes place in June each year and is the highlight of all the parades held throughout the year. As with all the parades, attendance by main school students is compulsory.

Blues:

Students are responsible for the maintenance, care and upkeep of their Blues Uniform, which is issued when joining the school. Blues must be kept in a suit-bag when not being worn. A Swap Shop operates at certain times of the year to exchange items of uniform for larger sizes as students grow through the school. The uniform must be returned to the school when students leave.

Drill Practice (Marching):

This takes place for all main school students on Friday afternoons between **15:55 and 16:55hrs**. Students are expected to wear school uniform and permission will be given in colder weather to wear hoodies underneath blazers if necessary.

Parades:

There are six parades at school per year including the Patron's Parade. Additionally, all main school students attend the Annual Inspection in June, and students in Years 7-10 must attend the Guildford Cathedral Memorial Service.

Whitehall & Guildford Memorial Service (Memorial Weekend):

All Year 9&11 students are expected to march at the Whitehall Parade in January, along with members of the Pipes & Drums band.

All students in Years 7-10 are expected to attend the Guildford Memorial Service in Blues, irrespective of whether they attended Whitehall the previous day. This is optional for Year 11-13 students.

Parents are invited to both events on the Memorial Weekend

APPEARANCE & CLOTHING:

Body Piercing & Tattooing:

Students must not display any piercings (other than in the ears) or tattoos at any time during the school day. Students in Years 7-11 may wear one pair of discreet stud ear-rings in the lower ear lobe only. Students in the Sixth Form may wear multiple earrings provided they befit a professional working appearance. A member of the Wider Leadership Team will rule on what is deemed acceptable.

Boots (for sport):

Students must not wear boots with studs or spikes (football, rugby, cricket etc) to and from the sports fields. Students must wear shoes or trainers and carry their sports boots on such occasions.



Hair (All students Y7-13):

- Students must not colour or cut their hair in any way considered extreme. Students must not cut or colour each others' hair.
- Boys' hair must not be too long (below the collar) or excessively short (beyond a grade 2 as a guide), or unnaturally coloured. The back and sides must be blended with the top, to avoid an extreme 'step' or contrast.
- Girls' hair should be neat, and not excessively short, shaved or coloured.
- Y7-11 girls with long hair must have it all tied back behind their head with a plain, dark or neutral band.
- Boys in Years 7-11 must be clean-shaven at all times.
- Sixth Form boys' facial hair must be neatly-trimmed at all times in a professionally presentable manner.
- Senior Staff will rule on what is deemed acceptable.

Labelling:

All items of school uniform, including sports kit must be labelled with the student's name.



UNIFORM:

All Students:

- The top button of the shirt must be fastened at all times.
- Shirts must be tucked in, not “folded” or hanging out. Please ensure your child’s shirt is long enough to tuck into the waistband of skirts/trousers.
- In hot weather, long shirt sleeves may be folded neatly at the elbow. Short sleeved shirts and blouses are also permitted.

Gordon’s School has an outstanding reputation for high standards and expectations. This also applies to school uniform. Students are expected to adhere to these standards and school uniform is to be worn during normal school hours and during prep. The following details should be noted:

Main School (Y7-11):

- Main school students must wear school uniform at all times during the school day between **07:30 and 19:30hrs**.
- There will be occasions when Gordon’s branded sports kit is acceptable, and students may wear this when necessary in the Dining Hall, as long as black tracksuit bottoms are also worn in the Autumn and Spring Terms.
- Students may wear shorts or skorts in the Dining Hall in the Summer Term.
- Dark coats without a prominent logo may be worn in cold weather, along with a school scarf, or a dark, neutral scarf. Neither scarves nor coats may be worn inside buildings.
- Ties should reach just above the waistband.
- Students must wear school uniform in all lessons, detention and prep unless permission has been given to wear a tracksuit or sports kit.
- Girls competing in athletics may wear lycra shorts, but must put on PE shorts or tracksuit bottoms immediately after the event.
- Girls using the Fitness Suite or rowing ergos may wear lycra leggings.

Girls:

- Skirts must be of an acceptable length at all times. Students will be asked to replace any ill fitting skirts. For guidance, skirts must be on or slightly above the knee.
- Nail varnish and make-up is not allowed.
- Girls are only allowed one earring in the lower lobe of each ear – no other piercings are allowed.
- A fine neck-chain and a watch may be worn. Additional jewellery is not allowed.
- Shoes should be robust, plain and formal, of matt black polishable leather (not patent).
- “Ballet” style shoes are not allowed.
- Girls must wear white, unbranded, ankle socks (100 denier black tights from after half term in October until Easter).

Boys:

- Boys' trousers should be light grey and not tapered.
- Boys must wear black or grey socks (not trainer socks)
- Shoes should be robust, plain and formal, of matt black polishable leather (not patent).
- Boys must not wear earrings. A fine neck-chain and a watch may be worn. Additional jewellery is not allowed.

Sixth Form Students only:

- Formal dress (or branded sports kit for sport) is to be worn during the school day. All Sixth Form students are required to dress smartly as if they were working in a formal office environment.
- Male students must wear a suit, a smart shirt and tie, and formal shoes.
- Female students must wear a two-piece suit with trousers or skirt, a top such that shoulders are covered at all times and smart shoes. Alternatively, students may wear a dress with a jacket. Skirts and dresses must be of an appropriate and decent length. A member of the Wider Leadership Team will rule on what is deemed acceptable.
- Coats without a prominent logo may be worn in cold weather. The hood of a hoodie is not to be worn, except in extreme weather conditions involving rain, sleet, snow or hail.
- Students may wear jewellery that is discreet and befitting a professional appearance. A member of the Wider Leadership Team will rule on what is deemed acceptable. Equally make up and nail varnish must befit a professional appearance.
- Girls competing in athletics may wear lycra shorts, but must put on PE shorts or tracksuit bottoms immediately after the event.
- Girls using the Fitness Suite or rowing ergos may wear lycra leggings.

Blazers-off:

A notice will be posted on the Staff Room door when students are permitted not to wear their blazers. This will typically happen when it is considered too hot to wear them. Blazers must otherwise be worn at all times with school uniform, except in classrooms when the teacher has given permission for them to be removed.

Hoodies:

Students may travel to and from school with their hoodie (green school hoodie only) under their blazer. This must be removed when they arrive in House, and not put on again until they go home. In cold weather, a notice will be posted on the Staff Room door to permit students to wear their green hoodie under their blazer for marching.

House hoodies may only be worn for Inter-House events and for Saturday morning school with tracksuit bottoms or sports kit.

The hood of a hoodie may only be worn over the head in extreme weather conditions and with permission from staff.

Uniform from October half-term until Easter:



Uniform from Easter until October half-term:



Sports Kit:



COMMUNICATION:

Absence (Day Boarders):

01276 858084 Option #1

absence@gordons.school

Parents must contact the School on either of the above by **09:15hrs** to report that their child will be absent. Any absence notice not received will trigger an email or request for information. The reason for any absence must always be submitted in writing prior to the absence if known, or on the student's return to school.

Off-Games / P7 / PE:

Day Boarders will need a signed note from home or a parental email if they are unable to take part in physical exercise.

Residential Boarders will need permission from the Medical Centre to excuse them from physical exercise.

Notes from home or the Medical Centre must be taken to the Assistant Head (Co-curricular) prior to a Period 7 activity starting, or to a member of PE staff prior to a PE lesson starting.

Post:

Post sent to Residential Boarders must be clearly marked with the name of the student's House. For example;

**Student's Name
Augusta House
Gordon's School
West End
Woking
Surrey
GU24 9PT**

Complaints:

Students wishing to make a complaint should speak first to their Head of House to have it resolved. If not satisfied, students may complete a yellow complaint form and submit it to the Deputy Head (Pastoral). These forms and advice on the complaints procedure can be found in all houses.

DIARIES / SIXTH FORM PLANNERS:

Students in KS4&5 will have a diary / planner. Students in KS3 will use an electronic platform for managing their prep and for the school to communicate with parents.

KS4&5 students must carry their diaries or Sixth Form planners with them at all times of the school day up to **19:30hrs**.

The planner is an integral part of student life and an important vehicle for organising the demands of all study as well as another form of communication with parents. All students are expected to use their diary or planner to good effect, recording prep, wider reading, deadlines and revision schedules.

The diaries and planners of Day and Weekly Boarders in KS4 must be signed every week by parents, and also by pastoral staff in school.

The diaries of Residential Boarders in KS4 must be signed each week by Houseparents.

All students should take their diaries or planners home during the holidays for parents to read. It is extremely important that parents do see diaries or planners to ensure they feel they are involved with the student's learning.

In lessons:

Students in KS4 must place their diary on their desk at the start of every lesson. It must be handed to a member of staff upon request for checking or for recording comments.

Students must record their prep in their diary each lesson it is set.

Student Diaries and Planners remain the property of the school at all times.

PROPERTY:

Mobile Phones:

Day Boarders in Years 7-10 may not bring mobile phones, or any device which accesses the internet other than their school-issued tablet, to school unless an arrangement is in place to store them in the House office.

Students in Years 11-13 may have their mobile phones in school. However, these must not be visible, audible or used during lessons unless the teacher has given permission to do so.

All Residential Boarders (Years 7-13) may bring mobile devices including phones into their boarding houses. Students in Years 7-10 will have restricted access to their devices (as with Day Boarders) for use in the evening and at weekends only. Mobile devices, other than school tablets, must not be used in dormitories or washing areas at any time.

Residential Boarders in Years 7-11 must hand in all electronic communication devices overnight, 15 minutes before lights-out. Residential Boarders must not use electronic devices after lights-out.

Y7-11 Residential Boarders can have their phones after breakfast on Saturday before activities and fixtures, and after 09.00am on Sundays.

Residential Boarders in Year 7 are encouraged not to have access to their phone at any time until the first exeat. Year 7 Residential Boarders may use the office phone to contact home if they need to.

Any student can request to use the House office phone at any time, or request access to their phone to call home if deemed necessary to do so.

Students must not lend or borrow electronic devices and students must not use another student's device. The school does not accept any liability for loss or damage to devices and parents are asked to cover all devices on home contents insurance.

Under no circumstances may audio or visual recordings be taken of anybody, staff or students, without their permission.

Students are responsible for their phone at all times.

Students in breach of this etiquette may lose the privilege of having a phone in school.



MOBILE PHONE ETIQUETTE:

Y7-10 Students:

1. Y7-10 students must not have phones in school at any time - they must be handed in to Houses at the start of the day.
2. Residential students may have their phones at 7.30pm until 15 minutes before lights-out each evening.
3. Y7-10 students must keep phones in bags and out of sight during Saturday morning activities and fixtures, but may use them when travelling to and from their fixture or event.
4. Y7-10 students must not take their phones on school visits or fixtures during the week, nor on some weekend or residential trips when specified.
5. Students in breach of any of the above will have their phones confiscated by the Deputy Head (Pastoral) and will only be returned to parents at a mutually convenient time.

Y11-13 Students:

1. No mobile phones visible or to be used in the Dining Hall, Chapel, Rec, 'Mobile-free Zones' in Houses or between lessons.
2. Students may only use phones in lessons, P7 or Saturday activities with the teacher's permission.
3. Students may use phones before 8.15am, breaktime, lunchtime and tea time, but must not use their phone whilst walking, or in any of the areas in Point 1 above.
4. Mobiles must be out of sight (eg not in top blazer pockets) unless being used during freetime as above.
5. Mobiles must be on silent at all times, during school activity.

Lost Property:

Items of lost property may be reclaimed from the School Office.

Items of sports kit should be reclaimed from the PE Office.

Money:

Day Boarders should not bring large amounts of money into school. There may be occasions when small amounts will be necessary for cake sales or stationery supplies.

Residential Boarders must keep their pocket-money in the House bank and ask Houseparents for it as agreed with parents. Any small amounts stored in dorms must be locked away out of sight.

Students must not lend or borrow money.

Passports:

Passports of all international boarders must be kept securely in the House Office.

RIGHT TIME – RIGHT PLACE:

Daily Routine:

| | |
|----------|---|
| 07:00hrs | Wake-up |
| 07:30hrs | Breakfast available to Residential Boarders |
| 07:45hrs | Day Houses open |
| 08:20hrs | Chapel / Assembly / House Meeting / Tutor Meeting |
| 08:40hrs | Period 1 |
| 09:35hrs | Period 2 |
| 10:30hrs | Break |
| 10:50hrs | Period 3 |
| 11:45hrs | Period 4 |
| 12:40hrs | Lunch |
| 13:45hrs | Period 5 |
| 14:40hrs | Period 6 |
| 15:35hrs | Break |
| 15:55hrs | Period 7 |
| 17:00hrs | Tea |

Break time:

Students may return to their Houses at Break in the morning and after Period 6. Snacks are available for Day and Residential Boarders at **15:35hrs** in Houses.

Food:

Weekdays:

| | |
|------------------|------------------------------------|
| 07:30 - 08.00hrs | Breakfast for Residential Boarders |
| 12:20 - 13:45hrs | Lunch for all students |
| 17:00 - 17:50hrs | Tea for all students |
| 19:45hrs | Snack for Residential Boarders |

Weekends:

| | |
|------------------|-----------|
| 09:00 - 09:30hrs | Breakfast |
| 12:30 - 13:00hrs | Lunch |
| 17:30 - 18:00hrs | Tea |

- Students must assemble in year groups shortly before their published lunch time, and by House before the published tea time.
- Students must queue in an orderly fashion outside before being escorted in by staff.
- Tuck Shops operate in all Houses. See individual Houses for details.
- Kitchen facilities are available in all Houses. See individual Houses for details.
- Students must not take food or drinks to their dorms or rooms.
- Students must not eat whilst walking around the school.

Leaving the School site during the day:

Main School students must not leave the school site at any time during the school day. All Sixth Form and Main School Day Boarders must sign-out before leaving at the end of the day and may not come back on to site until the following school day, unless to attend a supervised, regulated activity, unless special permission has been granted by House staff.

Sixth Form students may sign-out during the school day to visit local shops in West End and must sign-in again on their return. Students are discouraged from using cars to visit these shops.

On-site after Prep and at weekends:

No Day Boarders are allowed on site after prep during the week unless attending a staff supervised activity, or with the permission of a Residential Houseparent.

Similarly, no Day Boarders are allowed on site at the weekend unless attending a staff-supervised activity, or with the permission of a Residential Houseparent.

Out of Bounds Areas:

Areas designated as out-of-bounds to students are clearly marked on House notice boards. These areas are out-of-bounds at all times unless supervised by a member of staff.

Public Houses:

No Day or Residential Boarders in the Main School or the Sixth Form may visit any licensed property and consume alcohol whilst under the Duty of Care of the School, unless extraordinary permission has been sought from the Deputy Head (Pastoral).

RESIDENTIAL BOARDING:

Roll Call:

| | |
|-------------|--|
| Main School | 07:30hrs |
| All Years | 21:00hrs (30 minutes later on Fridays and Saturdays) |
| All Years | 21:15hrs (Summer Term) |

Curfew:

| | |
|-------------|--|
| Main School | 21:00hrs (Autumn and Spring Terms) 21:15hrs (Summer Term) |
| Sixth Form | 22:15hrs (All Year) |

(30 minutes later on Saturdays)

Bed Times for Residential Boarders:

| | Rooms | Reading Time | Lights Out |
|------------|----------|--------------|------------|
| Year 7 | 20:30hrs | 20:45hrs | 21:00hrs |
| Year 8 | 21:15hrs | 21:30hrs | 21:45hrs |
| Year 9 | 21:30hrs | 21:45hrs | 22:00hrs |
| Year 10 | 21:30hrs | 21:45hrs | 22:00hrs |
| Year 11 | 22:00hrs | 22:15hrs | 22:30hrs |
| Year 12&13 | 22:30hrs | 20:45hrs | 23:00hrs |

(30 minutes later on Saturdays)

Laundry:

Residential Boarders may deposit their clothes for laundering. See individual Houses for details. Clothes deposited for laundering must be clearly labelled or in a laundry-bag, and must be machine-washable on a regular cycle and must be able to be tumble-dried.

The School will not accept responsibility for lost or damaged items except in extraordinary circumstances.

Leave (Exeat Weekends and End of Terms / Half-Terms):

For Full Residential Boarders, parents must notify Houseparents of the pick-up and return arrangements, and supervision arrangements for the period away from school during Exeat weekends and holidays.

Leave (Residential Boarders at weekends):

All Full Residential Boarders wishing to go out overnight at the weekend must make arrangements with their Houseparents.

Parents must email, write or telephone to grant permission, before a Boarder is released from the School's Duty of Care. A Houseparent may still veto this permission if they feel that a child may be placed in danger, and the matter will be reported to the Deputy Head (Pastoral) for attention.

A Leave Form must be signed off by House staff on the preceding **Thursday evening** at the latest in order for a Residential Boarder to stay away overnight on any night when they would normally be staying in school. This form requires staff to check permissions from both parent and host.

Houseparents may grant the permission in loco parentis in extreme cases after checking with the host.

Leave-out (visits to friends' houses by Residential Boarders):

Residential Boarders may visit the homes of friends living locally with the permission of their Houseparents.

Leave (weekend day-leave by Residential Boarders):

- Y10&11 Day & Residential Boarders may visit local shops in West End on a Friday evening after marching until **18:00hrs**.
- Y7 Residential Boarders may visit local shops in West End at weekends in groups of 3.
- Y8 Residential Boarders may additionally visit Lightwater.
- Y9 Residential Boarders may additionally visit Camberley.
- Y10 Residential Boarders may additionally visit Woking.
- Y11-13 Residential Boarders may visit any of the above, and also Guildford.

Students must behave as they are expected to in school, and all school rules are applicable. Students must not act or behave in any way that might be deemed a nuisance or anti-social and must not act in such a way as to bring the school into disrepute.

STUDENT LIFE:

Internet:

Wi-fi is available to all students using their school log-in details. Students must sign and adhere to the Acceptable Use Policy and must also follow the School's e-safety guidance. Students must not install or use VPNs on their tablets nor download them on to school machines.

Prep:

All students must be in uniform or Sixth Form formal attire for prep. Unless special permission has been given, sports kit is not to be worn.

Main school students will have 90 minutes of prep Monday through to Thursday (60 minutes in Year 7). All students are encouraged to stay in school for prep.

Prep on Friday 18:00 - 19:00hrs

This is silent time. Day Students may go to the Library to read or complete prep. Residential students may stay in Houses to read, organise their spaces or complete prep in an allocated prep room. Electronic devices may only be used for prep purposes. Residential students staying in House may change into mufti.



Rewards:

| Behaviour | | Reward |
|--|---|----------------------------------|
| Outstanding contribution to school life | 5 | Colours, Honours, Annual Prizes |
| Effort grade average in top 25% / Full Pages | 4 | Certificate / letter home (Head) |
| Excellent contribution and effort | 3 | Postcard sent home |
| Good contribution and effort | 2 | Good Comment or Stamp |
| Helpful, attentive and polite | 1 | Verbal Praise |
| Level | | |

Sanctions:

| Behaviour | | Sanction |
|--|---|---|
| Refusal, repeated disruption or high-level offence | 5 | Immediate referral to the School Office |
| Continued disruption | 4 | School Detention |
| Repeated or increased disruption | 3 | Remove from room for 5 minutes |
| Repeated disruption | 2 | Bad comment |
| Talking / low-level disruption | 1 | Verbal reprimand |
| Level | | |

School Detention – Friday 17:00 – 18:00hrs

If a student reaches Level 4 on the Classroom Behaviour Management Protocol (see below), the teacher must put them in detention on Friday (this may be on Thursday if Friday is the start of an Exeat or holiday.)

- The student must be clearly told they are in detention at **17:00hrs** and that they must therefore go to tea at **16:45hrs**
- The detention and the date and time must be written clearly in the student's diary (KS4)
- The detention must be entered into SIMS

A member of staff may also issue a detention without warnings where they feel a student's behaviour is sufficiently inappropriate (mid-high level).

Prep Detention – Daily 12:45 – 13:15hrs

- If a student fails to hand in a piece of prep at the required time Periods 1-4, they must be entered into that day's Prep Detention at **12:45hrs**. If the prep was due Periods 5 or 6, they must be entered into the following day's Prep Detention.
- The student must be clearly told they are in detention at **12:45hrs** and that they must therefore go to lunch at the end of the sitting at **13:25hrs**.
- The detention and the date and time must be written clearly in the student's diary (KS4)
- The detention must be entered into SIMS

Community Payback

For many mid-level, anti-social offences, students will be required to serve a period of community payback on a Friday lunchtime between **12:45pm – 13:15hrs**.

Heads of Houses will enter students into a Community Payback detention. The Assistant Head (Pastoral) must tell the students are to report to the School Office on Friday at **12:45hrs**, enter this into the KS4 diary and must enter this into SIMS.

Substance Abuse:

The following applies at all times during the school day, on the way to or from school, or on any school trip or activity during term time or during the holidays:

- Students must not possess or use tobacco or any smoking related materials or paraphernalia, including e-vaping materials;
- Students must not possess or consume alcohol or any products containing alcohol;
- Students are not allowed to return to their Boarding House in the evening after they have attended an event where alcohol has been served;
- Students must not possess or use any substance intended for human consumption that is intended to produce a psychoactive effect.

Bicycles:

Day Boarders may cycle to school, but must dismount and walk with the bicycle once on site. Storage facilities are available.

Residential Boarders may keep bicycles in school and these may be used with permission from the Houseparents.

Helmets must be worn at all times when riding a bicycle, and bicycles must be road-worthy.

Driving:

Year 13 students only may apply for a Parking Permit to drive to school and park in the school's carpark on the north side of the site. The School reserves the right to remove parking permissions if the student is considered unsafe, demonstrates any degree of dangerous or unlawful driving, or uses their car for any other reason than travelling to and from school at the start and end of the day, unless permission has been sought from the Head of House.

Students must not bring their cars onto the main school site except in exceptional circumstances and with permission from a member of staff.

If travelling in the car of a member of staff, students should always sit in the back seat, and whenever possible a third person should be present.

Students travelling in cars, minibuses or coaches must wear seatbelts at all times.

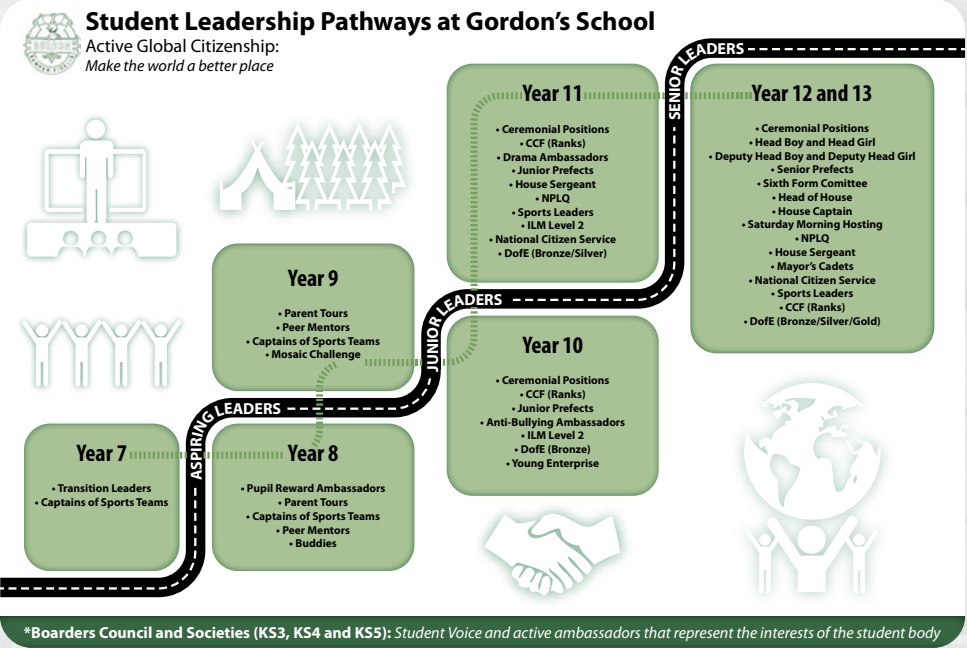
Pick-up Times:

Day Boarders in Sandringham, Khartoum, Gravesend and Buckingham, and girls with siblings in those Houses, must be collected at either **18:45 or 19:30hrs** from the Library end of the Parade Square. Day Boarders in China, Kensington, Augusta, Victoria, Windsor and Balmoral (unless with siblings) must be collected from the Dining Hall end.

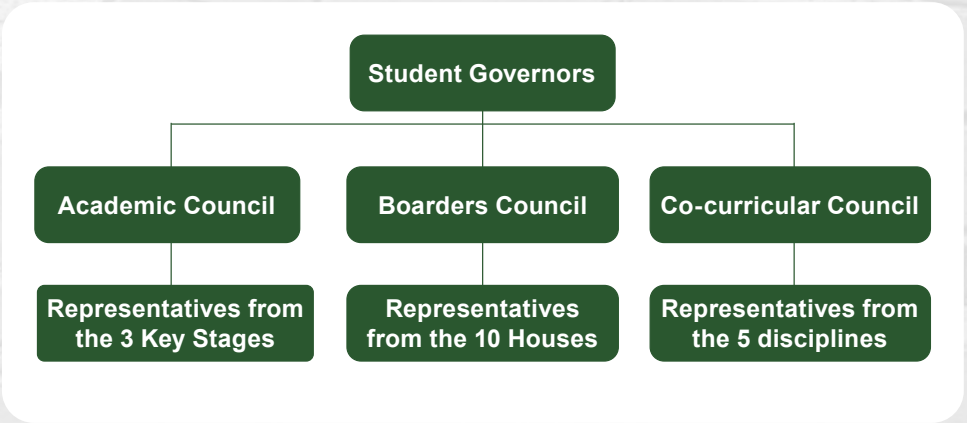
Students leaving before **18:00hrs** must be collected from the carpark on the north side of the site.

At the beginning and end of terms, parking on the Parade Square is reserved for Residential Boarders only for loading and unloading personal belongings.

STUDENT LEADERSHIP:



STUDENT VOICE:



STUDENT SAFETY:

Alarm - Fire Evacuation:

On hearing the school fire alarm (uninterrupted sirens) between **08:20 and 19:30hrs**, students must assemble in silence on the Front Field at their assembly point.

At all other times after **19:30hrs** and at weekends, Residential Boarders must assemble at their House assembly point on the Parade Square. Day Boarders on site at this time must assemble in front of Reception on the Parade Square.

Alarm – Lock down:

On hearing the lock-down alarm (5 intermittent blasts), students must make their way immediately into the nearest building and lock doors and windows once everybody wanting to gain entry has done so.

Students must remain locked in the building until they hear the fire evacuation alarm. Students will then assemble as per the fire evacuation above for a roll call.

Bridge:

Students must use the bridge at all times when crossing to and from the Back Field, the Band Room and other facilities on the north side of the school site.



STUDENT WELFARE:

Bullying:

At Gordon's we believe that the starting point for combating bullying is to create a culture where bullying is unacceptable. Every student has a right not to be bullied. Every student has the right to be safe and happy in the School, and to be protected when they are feeling vulnerable.

Students are encouraged to talk to a member of staff in the House at the earliest opportunity if they have any concerns about bullying.

Each House has 3 appointed Anti-bullying Ambassadors whom students can turn to for advice if they are being bullied, or if they are aware of any bullying.

Each House also has a box where students can post anonymous notes about any concerns they may have about bullying, or indeed anything at all.

Chapel:

The Chapel is at the spiritual centre of the School, promoting Christian values, and recognising the values and teachings of all religions. Students attend Chapel once a week and on Parade Sundays when they have the opportunity to observe a Christian service or reflect upon their own individual beliefs.

Chapel is an important opportunity for the community to come together to celebrate its values.

Prayer / Quiet Room:

This facility in the vestry of the Chapel is available to all students. Students should speak to a member of House staff for access in the evenings and at weekends.

Child Protection & Safeguarding:

Students are encouraged to report any form of abuse they are aware of, or that they themselves are suffering from, to a member of staff at the earliest opportunity. Additionally, students can talk to Mr Pavis, the Deputy Head and Designated Safeguarding Lead, or any of the Deputy-DSLs, Mrs Forster, Mrs Unsworth, Mr Sinclair or Mr King.

Doctors / Dentists - (01276 858084):

Day Boarders must sign out and in to school at the School Office when attending appointments. Parents must call the above number to alert the School in advance if their child will be absent to attend an appointment.

Residential Boarders can be taken to appointments by school staff and a charge will be applied to cover the costs of this.

Medical Issues:

Day Students

If students feel unwell, they should report to the School Office. During Periods 1&2, students may have a short period of rest in the School Office before returning to lessons, or parents will be called for the child to return home. After **10:30hrs**, students may go to their House for a short period of rest before returning to lessons, or returning home with parents.

Residential Students

As above, except during Periods 1&2 they may be sent from the School Office back to House to rest. If necessary, students may be referred to the Medical Centre.



Medicines:

Day Boarders must hand in all **prescribed** medicines, in their original boxes and named, to the Medical Centre. They will be administered from the Medical Centre, unless House staff are instructed to administer the medicine from the House.

Residential Boarders must hand in all **prescribed** medicines to the House Office on their arrival at school at the beginning of the week or term. These will be administered from the House Office and audited by the Medical Centre.

The only exception to this are asthma inhalers and epipens which students must carry with them at all times as directed.

Medical Centre Opening Times:

The Medical Centre is for use by Residential Boarders and Day Boarders with a Medical Care Plan only.

Medical Centre staff may be called to attend to any emergency medical situation.

Students **must not** arrive at the Medical Centre after **08:30hrs** without a referral from a member of staff in the House or the School Office.

Residential Boarders only **08:00am - 08:30hrs**

Residential Boarders and Day Boarders with a Medical Care Plan **by pre-arranged appointment only:**

10:30 - 10:50hrs

12:40 - 13:30hrs

15:35 - 15:55hrs

17:00 - 18:00hrs

Saturdays:

09:30 - 12:15hrs



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