

DAY AND RESIDENTIAL BOARDING

*STUDENT
HANDBOOK*



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BOARDING AIMS

NHS 5 STEPS:

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.



CHARACTER AND VALUES

CHARACTER

Your actions today shape the person you become. Who will you be?



COURTESY

Showing politeness and thinking of others before yourself.

INTEGRITY

Being honest and keeping your promises, whether or not anyone is watching.

DILIGENCE

Always working to the best possible standard, taking care in even the smallest details.

ENTHUSIASM

Approaching everything with a positive attitude, and enjoying what you do.

RESILIENCE

Keeping going, even when it is difficult.
Recovering when things go wrong.



Accommodation – Residential Boarders

Dorms must be kept tidy and orderly at all times.

Beds in Residential Houses must be made in the morning and the room must be left in an acceptable state before leaving at 8.15am.

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 record.

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

Students must not have televisions or fridges in their dormitories or study rooms.

Devices

KS3 & 4 students must not have electronic devices, including tablets or mobile phones, in their dormitories at any time unless with specific permission from a Houseparent. This rule extends to any washing or changing areas anywhere in the school, including Day House locker rooms, except when storing a tablet safely in a locker.

Damages

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

House Visiting

Students, irrespective of gender, are allowed into the respective Day House Common Rooms (on any floor) of other houses during break and mealtimes. All students entering another house must sign in or make themselves known to a member of staff.

Each Residential House has a designated area for mixed-gender visits and socialising.

Sixth form Day Boarders 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.

No students from any other house are allowed into residential house dormitories.

Searches for illegal items

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 any search of any facility, desk, drawer or locker that belongs to the school without the student's permission. Where reasonable to do so, a student may be asked to be present during a search.





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. Cricket is not allowed to be played on the Parade Square. Basketball may be played on the Parade Square.

Fitness Suite - In The Sports Hub

All Day and Residential Main School and Sixth Form students may use the Fitness Suite between 7am and 7.30am Monday to Friday. This provision is free of charge.

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 between 8.40am and 3.35pm, and between 5.00pm and 6.00pm, with or without staff supervision, so long as two additional students are also present. This use is not permitted if an instructor-led session or PE lesson is taking place at the same time in the Fitness Suite.

It is also available to Residential Boarders between 7.30pm and 9.00pm on certain days throughout the week.

Students must not use the Fitness Suite alone. Two additional students must always be present

Students must wear branded shorts or leggings and a branded top when using the Fitness Suite between 7.30am and 7.30pm. (Students may wear any suitable clothing between 7am and 7.30am, and between 7.30pm and 9.00pm).

Saturday School

Sport and physical activities take place on a Saturday morning and all Main School students must attend. Training will typically run between 10.00am and 12.00pm, 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. Residential sixth form students are expected to take part in Saturday School or attend supervised Private Study.

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





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 earrings, one in each 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, trainers, sliders or other suitable footwear (not socks only) and carry their sports boots on such occasions.

Hair (All students Y7-13)

- Students must not colour their hair an unnatural hair-colour, nor 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 unnaturally coloured.
- Y7-11 girls with long hair must have it all tied back behind their head with a plain, dark or neutral band.
- All facial hair must be neatly-trimmed at all times in a professionally presentable fashion.
- **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

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:

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 permitted.

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 school branded PE kit in Prep if they genuinely do not have sufficient time to change. For example a late return from a fixture.
- Students must wear school uniform in all lessons, detention and prep unless permission has been given to wear a tracksuit or sports kit (as above)
- Students may wear shorts or skirts 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.
- Girls competing in athletics may wear lycra shorts, but must put on PE skirts or tracksuit bottoms immediately after the event.
- Girls using the Fitness Suite or rowing ergos may wear lycra leggings.
- 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 are not allowed.
- Students may wear 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.

- Students who wear a skirt must wear white, unbranded, ankle socks (100 denier black tights from after Exeat in September until Easter).
- Students wearing trousers must wear black or grey socks (not trainer socks)
- Boys' trousers must be light grey and not tapered.
- Girls' trousers must be purchased from Valentinos in Knaphill.

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.
- Students must wear a suit, a smart shirt and tie, and formal shoes or a two-piece suit with trousers or skirt. Students wearing a skirt must wear a smart top such that shoulders are covered at all times. Tops must not be low cut or cropped.
- Alternatively, students may wear a dress with a jacket. Skirts and dresses must be of an appropriate and decent length, as a guide between mid thigh and knee length. A member of the Wider Leadership Team will rule on what is deemed acceptable.
- Dark coloured 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.
- Students competing in athletics may wear lycra shorts, but must put on PE shorts/skorts or tracksuit bottoms immediately after the event.
- Students 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 September Exeat to Easter:



Uniform from Easter to September Exeat:



Sports Kit:





CEREMONIAL

Annual Inspection

The Annual Inspection takes place in the summer 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 4.00pm and 5.00pm. Students are expected to wear school uniform and permission will be given in colder weather to wear hoodies underneath blazers if necessary. Coats must not be worn.

Parades

There are typically six parades at school per year including the Patron's Parade. Additionally, all main school students attend the Annual Inspection in June.

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 (including band members) 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





Absence (Day Boarders)

01276 858084 Option #1

absence@gordons.school

Parents must contact the School on either of the above by 9.15am to report that their child will be absent. Any absence notice not received will trigger an automatic request for information at 10.00am each morning. 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.

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 are expected to be in school and on site during P5 and P6 each day unless unwell, to attend medical appointments or a driving lesson. Students who have study periods during P5 and/or P6 must be working in the study rooms.

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 must not use cars to visit these shops. Sixth form students may also visit the Sports Hub caf  when open. Sixth Form Students are expected to attend all registration session (tutor time) and lessons on time.

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 Co-curricular Coordinator 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;

| | |
|--|---|
| <p><i>Student's Name</i> <i>Augusta House</i> <i>Gordon's School</i> <i>West End</i> <i>Woking</i> <i>Surrey</i> <i>GU24 9PT</i></p> |  |
|--|---|

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.



FIREFLY

This electronic platform is used for;

- Accessing prep information and deadlines
- Accessing curriculum material and subject pages
- Accessing marks and grades for assessed work
- Accessing House pages and House information
- Accessing pastoral information and support
- Accessing the timetable and school calendar
- Accessing links to school social media, news and stories
- Accessing attendance and behaviour profiles
- Accessing Honours Programme and Co-curricular information
- Writing personal development profiles in Year 7 and Sixth Form

Students must ensure they have a charged tablet or laptop at all times to access this information.





Mobile Phones

Day Boarders in Years 7-11 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 12-13 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 Residential Houses. Students in Years 7-11 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 with permission, 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 may have their phones after breakfast on Saturday, 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. Students serving a phone ban may ask to use the House phone to contact home.

Mobile Phone Etiquette

Y7-11 Students

- Y7-11 students must not have phones in school at any time - they must be handed in to Houses at the start of the day.
- Residential students may have their phones at 7.30pm until 30 minutes before lights-out each evening.
- Y7-11 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.
- Y7-11 students must not take their phones on school visits or fixtures during the week, nor on some weekend or residential trips when specified.
- 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.

Y12-13 Students

- No mobile phones visible or to be used in the Dining Hall, Chapel, Rec, 'Mobile-free Zones' in Houses or when walking between lessons.
- Students may only use phones in lessons, P7 or Saturday activities with the teacher's permission
- Mobiles must be on silent at all times, during lessons and school activities.

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 charity events.

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 are encouraged to use electronic banking where possible.

Students must not lend or borrow money.

Passports

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





RESIDENTIAL BOARDING

Roll Call

| | |
|-------------|---------------------------------------|
| Main School | 07.30 |
| All Years | 21.00 (30 minutes later on Saturdays) |
| All Years | 21.15 (Summer Term) |

Curfew

| | | |
|-------------|-----------------------|-------|
| Main School | Autumn & Spring Terms | 21.00 |
| | Summer Term | 21.15 |
| Sixth Form | All Year | 22.15 |

(30 minutes later on Saturdays)

Bed Times for Residential Boarders

| | | | |
|------------|-------------|--------------------|------------------|
| Year 7 | Rooms 20.30 | Reading Time 20.45 | Lights out 21.00 |
| Year 8 | Rooms 21.15 | Reading Time 21.30 | Lights out 21.45 |
| Year 9 | Rooms 21.30 | Reading Time 21.45 | Lights out 22.00 |
| Year 10 | Rooms 21.30 | Reading Time 21.45 | Lights out 22.00 |
| Year 11 | Rooms 22.00 | Reading Time 22.15 | Lights out 22.30 |
| Year 12&13 | Rooms 22.30 | | Lights out 23.00 |

(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-out (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-out (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 48 hours in advance 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-out (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 6.00pm.
- 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.





Daily Routine

| | |
|-------|---|
| 07.00 | Wake-up |
| 07.30 | Breakfast available to Residential Boarders |
| 07.45 | Day Houses open |
| 08.15 | Registration in Form |
| 08.20 | Chapel / Assembly / House Meeting / Tutor Meeting |
| 08.20 | Registration by Form Tutor |
| 08.40 | Period 1 |
| 09.35 | Period 2 |
| 10.30 | Break |
| 11.00 | Period 3 |
| 11.55 | Period 4a / Lunch for Y7-10 |
| 12.50 | Period 4b / Lunch for Y11-13 |
| 13.45 | Period 5 |
| 14.40 | Period 6 |
| 15.35 | Break |
| 16.00 | Period 7 |
| 17.00 | 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 15.35 in Houses.

Food

Weekdays:

07.30—08.00 Breakfast for Residential Boarders

11.55—12.50 Lunch for Y7-Y10

12.50—13.45 Lunch for Y11-Y13

17.00—17.50 Tea for all students

19.45 Snack for Residential Boarders

Weekends:

09.00—09.30 Breakfast

12.30—13.00 Lunch

17.30—18.00 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 hot food 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 must not use 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.

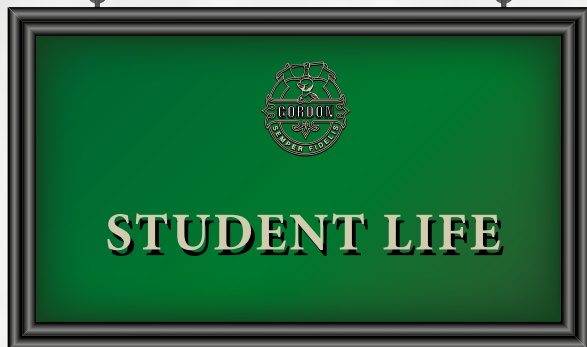
Out of Bounds Areas

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).





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 unless students have insufficient time to get changed eg late return from a fixture.

Main school students will have 90 minutes of prep Monday through to Thursday (45 minutes in Year 7). All students are encouraged to stay in school for prep.

Prep on Friday 6.00 - 7.00pm

This is silent time. Day Students may go to a designated room 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 |
|--|---|-------------------------------------|
| Most commendations / Top 25% effort grade | 5 | Certificate / Letter home (Head) |
| Top 10 commendations per year Y7-11 | 4 | Letter home (DHC) |
| Consistently good contribution and effort | 3 | Postcard / email home (Dept.) |
| Very good effort or work | 2 | Commendation |
| Good effort or work | 1 | Verbal Praise |
| Level | | |

Sanctions:

| Behaviour | | Sanction |
|--|---|--|
| High-level offence | 5 | External Exclusion |
| Cont. poor behaviour OR single major misdemeanour | 4 | Immediate referral to the School Office and Internal Exclusion |
| Further poor behaviour OR unacceptable behaviour | 3 | Detention |
| Repeated poor behaviour | 2 | Bad comment & <u>option</u> to take 5 minutes |
| Low-level poor behaviour e.g. talking over others | 1 | Verbal warning |
| Level | | |

School Detention Friday 5.00-5.45pm

If a student reaches Level 3 on the Classroom Behaviour Management Protocol (see above), the teacher must put them in detention (this may be in the following lunchtime or after school on Friday). This will be after school on Thursday, if Friday is the start of an Exeat or holiday).

- The student must be clearly told they are in detention at 5.00pm and that they must therefore go to tea at 4.45pm
- 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).

Detention Daily at lunch times

If a student fails to hand in a piece of prep at the required time they will be placed in a lunch time detention. The student is told the day they are to attend (face to face or by email/firefly). Lunch time detentions for Y11-13 are at 11.45am-12.15pm, and lunchtime detentions for Y7-10 are at 12.55pm-1.25pm. Lunch time detentions are also used for unacceptable behaviour in the classroom.

Community Payback

For many mid-level, anti-social offences, students will be required to serve a period of community payback during a lunchtime.

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 off-site 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 from Mrs Byne, 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 6.45pm or 7.30pm 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 6.00pm must be collected from the carpark on the north side of the site.

At the beginning and end of terms, pick-up on the Parade Square is staggered for Day Boarders to be collected first, and then afterwards for Residential Boarders.



Alarm – Fire Evacuation

On hearing the school fire alarm (uninterrupted sirens) between 8.20am and 7.30pm, students must assemble in silence on the Front Field at their House assembly point.

At all other times after 7.30pm 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 the School Office 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 VOICE

Student Governors

Academic Council

Boarders Council

Co-curricular Council

Representatives from
the 3 Key Stages

Representatives
from the 10 Houses

Representatives from
the 5 disciplines



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 at 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. Students can also email the Head Boy or Head Girl using the link on the FireFly dashboard.

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 the Deputy Head, the Designated Safeguarding Lead Claire Gill, 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. Students may have a short period of rest in the School Office before returning to lessons, or they will be sent to the School Medical Centre for assessment. Simple over-the-counter medications may be given (provided parental consent is in place) or parents will be called to collect the child if absolutely necessary.

Residential Students

As above during lesson time, except that Students who are unfit to return to lessons will be looked after in the School Medical Centre. Outside of lesson time, Residential Boarders have access to the School Medical Centre or on-call Nurse for all their medical needs.

All Students with Individual Health Care Plans (IHCP)

In addition to the above, Students with medical conditions may have an Individual Health Care Plan which sets out specific care arrangements for that child. These IHCP's are agreed in advance with the Student, parents/carers and often their specialist Health Care Team.

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 8.30am without a referral from a member of staff in the House or the School Office.

Residential Boarders only 8.00am — 8.30am

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

10.30am—10.50am

12.40pm—1.30pm

3.35pm—3.55pm

5.00pm—6.00pm

Saturday 9.30am—12.15pm





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