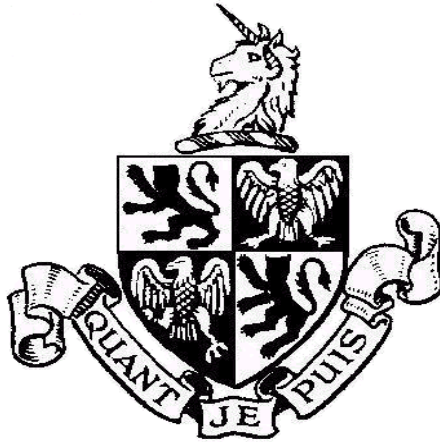


Ad Maiorem Dei Gloriam

STONYHURST ST MARY'S HALL

Preparatory School to Stonyhurst College



FAMILY HANDBOOK 2010-2011

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INTRODUCTION

We trust that this Handbook will be helpful to pupils and parents by providing information about the aims, expectations and policies of Stonyhurst St Mary's Hall.

We have included details of our daily organisation, both in the classroom and in the general life of Stonyhurst St Mary's Hall. Updates for this edition include an enlarged section on lines of communication and we hope that this will help to facilitate easy access to relevant departments of Stonyhurst St Mary's Hall.

Although some of the information is directed specifically at either pupils or parents, we feel sure that both parents and our KS3 and many of our KS2 pupils will gain a greater understanding of the way that Stonyhurst St Mary's Hall operates by reading all of the sections.

If you find anything that requires clarification, or if you feel that something important has been omitted, please do not hesitate to contact the Headmaster. We shall look to improve the Handbook each year.

September 2010

SUMMARY CONTACT INFORMATION

School Address: Stonyhurst St Mary's Hall
Clitheroe
Lancashire
BB7 9PU

Web Site: www.stonyhurst.co.uk

Telephones: School Reception
01254 826242 8.30am – 7.15pm;
8.00.-1.00pm Sat

School Office/Headmaster's Secretary
01254 827016 8.00am – 5.15pm

Stonyhurst Central Reception
01254 826345 (to 10pm)

School Infirmary 01254 827003
Boarding Assistant mobile:
07745 863294

Emergency number in event of power cut: 01254 826809

Fax Numbers: Bursar 01254 827137
School Office 01254 827071

TERM DATES

Christmas term 2010

Staff training	Monday 6 th September
New boarders arrive	Tuesday 7 th September
Induction of all new pupils	Wednesday 8 th September
Existing boarders return by 1800	Wednesday 8 th September
Day pupils return and classes begin	Thursday 9 th September
Classes end; pupils may depart after 1600	Thursday 30 th September
Exeat begins; London coaches depart at 0800	Friday 1 st October
Exeat ends; boarders return	Sunday 3 rd October
Classes end; Pupils may depart after 1600	Friday 22 nd October
Half term begins; London coaches depart at 0800	Saturday 23 rd October
Half term ends; boarders return	Tuesday 2 nd November
Day pupils return and classes begin	Wednesday 3 rd November
Term ends; pupils may depart after 1600	Friday 10 th December
London coaches depart at 0800	Saturday 11 th December

Easter term 2011

Staff training	Tuesday 4 th January
Boarders return	Wednesday 5 th January
Day pupils return and classes begin	Thursday 6 th January
Classes end; pupils may depart after 1600	Friday 11 th February
Half term begins; London coaches depart at 0800	Saturday 12 th February
Half term ends; boarders return	Monday 21 st February
Day pupils return and classes begin	Tuesday 22 nd February
Term ends; pupils may depart after 1600	Thursday 31 st March
London coaches depart at 0800	Friday 1 st April

Summer term 2011

Staff training	Tuesday 26 th April
Boarders return	Wednesday 27 th April
Day pupils return and classes begin	Thursday 28 th April
Great Academies (College)	Friday 27 th /Saturday 28 th May
Half term begins after Great Academies at 1400	Saturday 28 th May
Half term ends; boarders return	Sunday 5 th June
Day pupils return and classes begin	Monday 6 th June
Term ends; pupils may depart after 1600	Wednesday 6 th July
London coaches depart at 0800	Thursday 7 th July

*Day pupils and pupils being collected by car may depart the previous afternoon/evening, at times to be announced

A term calendar is sent to all parents as close to the start of the new term as possible

SECTION 1

WHAT MAKES STONYHURST DIFFERENT?

Stonyhurst St Mary's Hall is a Jesuit school, one of seven in the United Kingdom, and one of a large number of such schools scattered throughout the world.

As a Jesuit school we work in the traditions of the founder of the Society of Jesus, St. Ignatius Loyola.

St Ignatius taught us that we are “created to praise, reverence and serve God, our Lord.” Consequently, our first duty as a member of the Stonyhurst community is to PRAISE GOD AT ALL TIMES (Laus Deo Semper). We can honour God in this way by attending Mass, other College services and religious assemblies in a spirit of prayer and reverence, and in our own private prayers.

God is not only to be found in the church and chapels of Stonyhurst. When we work, when we play sport, when we serve others by example or by generously giving ourselves, when we unwind and enjoy ourselves, we are called to dedicate all the activity of our lives TO THE GREATER GLORY OF GOD (Ad Maiorem Dei Gloriam). To help us remember this, pupils should head every piece of written work that we begin with ‘A.M.D.G.’ and end it with ‘L.D.S.’

These are the two traditional mottos of the Society of Jesus. A third was added by a former Jesuit Father General, Pedro Arrupe (called by some, ‘the second Ignatius’), who taught us to be MEN AND WOMEN FOR OTHERS.

We live for others, and not ourselves, when we think of how our actions and attitudes affect the well-being of the whole community that surrounds us.

We live for others when we behave generously to those we dislike, and when we treat others and their property with care and respect.

We live for others when we spend time working to alleviate the sufferings of those outside the school community, by supporting Children for Children, our justice and peace group ARRUPE, CAFOD and other worthwhile ventures.

Finally, our school motto teaches us that we should always DO OUR UTMOST (Quant je puis) in every area of life. We must always strive to do more, and never be satisfied with less:

“Learn as much as you can, to become as much as you can, so as to give as much as you can.”

Our Lady
Saint Ignatius

Pray for us
Pray for us

Saint Aloysius
Saint Joseph

Pray for us
Pray for us

“Keep your soul in peace. Let God work in you. Welcome thoughts that raise your heart to God. Open wide the windows of your soul.”

From the letters of St Ignatius

SECTION 2

SPIRITUAL LIFE

All of our endeavours at Stonyhurst St Mary's Hall are underpinned by striving to attain the ideals set out in the teaching of Our Lord.

i. Chaplaincy

The Chaplaincy Team, comprising the Chaplain and members of the teaching staff, is responsible for the development of the spiritual life of the pupils. The Chaplaincy Team aims to meet the needs of the pupils in understanding and practising their faith more fully by means of liturgies, prayer groups, retreats and discussions. The Chaplaincy Team helps to develop ways to enhance the spiritual life of all at Stonyhurst St Mary's Hall.

ii. Sunday Mass

Sunday Mass takes place for the campus at 09:30 am in St. Mary's Hall Chapel or at 12noon (twice-termly) at the Centenaries theatre Stonyhurst St Mary's Hall. All parents and family are most welcome to join us in St. Mary's Hall Chapel each Sunday. After Mass coffee is available. After Stonyhurst St Mary's Hall Masses, boarders' siblings at College are invited to Boarders' Blandyke lunch at Stonyhurst St Mary's Hall.

Pupils who are on all-day outings on Sunday will attend Mass at a time arranged for them by the member of staff responsible for the outing. **He or she will inform parents of the arrangements that have been made.**

When school trips are organised in the holidays attendance at Sunday Mass and on Holy Days of Obligation will be included in the programme.

iii. School Mass

The lower school celebrate Mass on Monday at 3.15pm in the School Chapel. Figures and Rudiments celebrate Mass on Wednesdays at 8.45am in the School Chapel. Masses are prepared by one of the classes. You are warmly invited to attend. The only exception is when there is a special feast day in the week and the whole campus gathers in St. Peter's. This is published in the calendar.

iv. Easter Retreat

Each year, over the Easter period, a Retreat is held at Stonyhurst for families and friends of Stonyhurst. Details of the Retreat are sent out from the College in good

time.

v. Retreats

There is a Retreat for Rudiments pupils in the summer term after their final examinations.

vi. Lourdes Pilgrimage

An annual Pilgrimage to Lourdes takes place each year towards the end of the summer holidays. Details of the Retreat may be obtained from the Lourdes Office at the College.

vii. Children for Children and Other Charities

Children for Children is a charity, largely directed by pupils at SMH under the guidance of adult trustees, that aims to raise and distribute monies primarily for St Paul's School, Musami, a Jesuit mission in Zimbabwe and the cause of children around the world. All fund raising for the school is directed through this charity, including the annual Rudiments Summer Fair when the pupils in their final year organise a number of activities to raise money.

Children for Children also supports other charities, in particular the College run LTC and SCHAT, CAFOD and local charities.

Stonyhurst St Mary's Hall aims to respond to the immediate needs of world disasters and other occasional appeals as, and when, they arise.

Stonyhurst St Mary's Hall also runs a Justice and Peace group, ARRUIPE, which endeavours to create a greater awareness of political, social, economic and religious constraints around the world.

viii. Prayers and Reflections

A Prayer of Consecration from the *Spiritual Exercises*

Take Lord and receive all my liberty, my memory, my understanding, and my entire will, all that I have and possess. You gave it all to me; to you I give it back. All is yours, dispose of it entirely according to your will. Give me the grace to love you, for that is enough for me.

Spiritual Exercises {234}

The Prayer of St, Ignatius

Dear Lord,
Teach me to be generous:

to serve you as you deserve to be served,
to give and not to count the cost;
to fight and not to heed the wounds;
to toil and not to seek for rest;
to labour and to ask for no reward
save that of knowing I do your most holy will.
Amen

On Love

Love consists in sharing what one has and what one is with those one loves.
Love ought to show itself in deeds more than in words.
Spiritual Exercises {230}

On Gratitude

To ask for interior knowledge of all the good I have received so that acknowledging this with gratitude, I may be able to love and serve his Divine Majesty in everything.
Spiritual Exercises {233}

On Finding our Path in Life, our Vocation

I have the feeling in our Lord that, just as at one time in our lives we need some particular exercises both spiritual and physical, so at another, different time of our lives we need correspondingly different ones. For what has been good for us at one period is not always such at another...

It is God who sees, and knows what is better for a person, and God knowing everything shows the person the way forward.

However, for our part, to find that way through the medium of his grace we will be greatly helped if we search about and make many kinds of experiments so that we can follow his route that He most clearly shows to one, the happiest and most blessed route in this life, which is without end.
Letter to Francis Borgia 1548

On Openness to God

Keep your soul in peace. Let God work in you. Welcome thoughts that raise your heart to God. Open wide the windows of your soul.

From the Letters of St Ignatius

Other Prayers

Lord Jesus, I give you
my hands to do your work,

my feet to go your way,
my eyes to see as you do,
my tongue to speak your words,
my mind that you may think in me,
my spirit that you may pray in me.
above all, I give you my heart
that you may love in me your Father and all mankind.
I give you my whole self
that you may grow in me,
so that it is you, Lord Jesus
who live and work and pray in me.

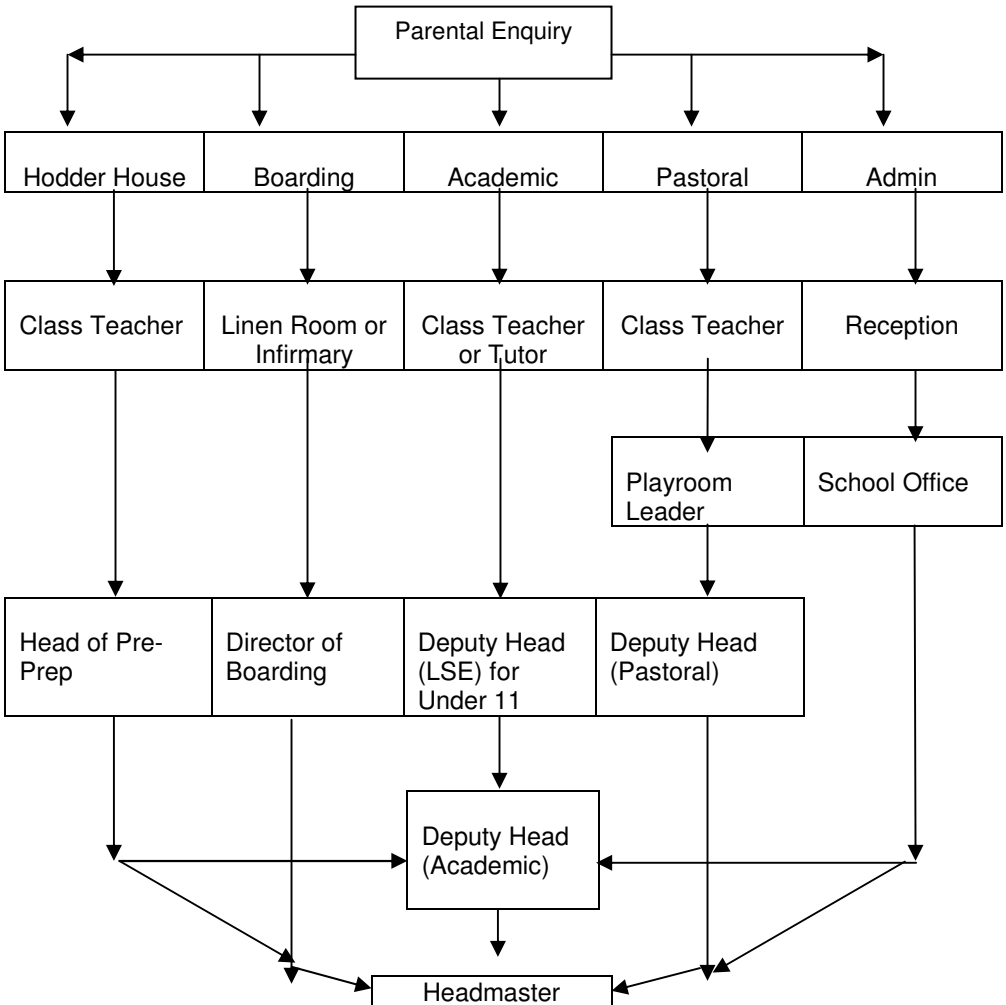
Lancelot Andrewes

SECTION 3

WELFARE

i. Communication

At Stonyhurst St Mary's Hall we value the input of parents. The following is intended as a guide for parents when they need to talk through a problem involving their child or clarify an area of School life. The arrows in the chart indicate the normal progression of enquiries.



This line of communication does not preclude a parent approaching the appropriate Playroom Master or Director of Boarding directly or, indeed, a member of the Senior Management or Headmaster, but it can be an advisable route in order to obtain a full picture.

As stated above, communication with staff at Stonyhurst St Mary's Hall is both encouraged and welcomed. Enquiries are the first way to explore any situation, either academic or pastoral.

Please see also the sections in the Welfare & Academic chapters which deal with the various ways of raising of pastoral or academic concerns.

Please refer to the contact telephone numbers and e-mail addresses below:

Stonyhurst St Mary's Hall

Tel: **01254 826242**

Until 7.15 p.m. weekdays this links you to school office from where other internal numbers can be connected

College Switchboard

Tel: **01254 826345**

After 7.15.p.m. and at weekends from where Playroom and other internal numbers can be connected

Infirmary

Mrs A. Bell

Tel: **01254 827003**

Ext: **303**

Boarding House

Mrs Hughes

Mob: **07921 472165**

During normal office hours the following can be contacted directly:

Mr L Crouch

smh-headmaster@stonyhurst.ac.uk

Mrs T Ashton

Headmaster's Secretary

e-mail:

Tel: **01254 827016 (Ext 316)**

Fax: 01254 827136

t.ashton@stonyhurst.ac.uk

Mrs K Stevens/Mrs M Shorthouse

Reception:

e-mail:

Tel: **01254 826242**

Ext **300**

smh-reception@stonyhurst.ac.uk

Mr M Gibson

Deputy Head (Academic):

e-mail:

Tel: **01254 827048**

Ext **335**

m.gibson@stonyhurst.ac.uk

Mr C Watson

Deputy Head (Pastoral)

e-mail:

Tel: **01254 827095**

Ext **325**

c.watson@stonyhurst.ac.uk

Mrs M Lea
Deputy Head (Lower School Education)
e-mail:

Tel: **01254 827013**
Ext **368**
m.lea@stonyhurst.ac.uk

Mrs R Hughes
Director of Boarding::
e-mail:

Tel: **01254 827008**
Ext **208**
smh-boarding@stonyhurst.ac.uk
r.hughes@stonyhurst.ac.uk
07921 472165

mob:

Mrs J Hines
Rudiments Playroom Mistress
e-mail:

Tel: **01254 827012**
Ext **312**
j.hines@stonyhurst.ac.uk

Mr G Shaw
Figures Playroom Master:
e-mail:

Tel: **01254 827013**
Ext **313**
g.turvey@stonyhurst.ac.uk

Miss S Evans
Elements Playroom Mistress
e-mail:

Tel: **01254 827286**
Ext. **510**
s.evans@stonyhurst.ac.uk

Mrs J Riley (nee Eastwood)
Prep Playroom Mistress
e-mail:

Ext. 543
j.riley@stonyhurst.ac.uk

Mr K Stokes
Boarding House Assistant
e-mail:

Tel: **01254 827062**
Ext. **308**
k.stokes@stonyhurst.ac.uk

Mrs K Aldridge
School Counsellor

Tel: **07761 287810**

Stonyhurst St Mary's Hall & Stonyhurst Web Sites:

www.saintmaryshall.com
www.stonyhurst.ac.uk

REMAINING TEACHING STAFF

Miss R Allen
Mrs R Basnyet-Steingold
Mr A Chadwick
Mr W Clarke
Miss S Evans
Mrs M Garlington
Mr P Garlington
Mrs S Gibson
Mrs S Grix

r.allen@stonyhurst.ac.uk
r.basnyet@Stonyhurst.ac.uk
a.chadwick@stonyhurst.ac.uk
w.clarke@stonyhurst.ac.uk
s.evans@stonyhurst.ac.uk
m.garlington@stonyhurst.ac.uk
p.garlington@stonyhurst.ac.uk
s.gibson@stonyhurst.ac.uk
s.grix@stonyhurst.ac.uk

Mrs J Hines	j,hines@stonyhurst.ac.uk
Mrs C Holden	c.holden@stonyhurst.ac.uk
Mr M Hughes	m.hughes@stonyhurst.ac.uk
Mrs J Llewellyn (nee Ridehalgh)	j.llewellyn@stonyhurst.ac.uk
Mrs A Miller	a,miller@stonyhurst.ac.uk
Mrs J Morgan	j.morgan@stonyhurst.ac.uk
Mrs N Nuttall	n.nuttall@stonyhurst.ac.uk
Mr F O'Reilly	f.oreilly@stonyhurst.ac.uk
Miss J Parkinson	j.parkinson@stonyhurst.ac.uk
Miss A Reese	a.reese@stonyhurst.ac.uk
Mrs C Robinson	c.robinson@stonyhurst.ac.uk
Mr G Shaw	g.shaw@stonyhurst.ac.uk
Miss H Shaw	h.shaw@stonyhurst.ac.uk
Mrs V Shaw	v.shaw@stonyhurst.ac.uk
Mrs M Swarbrick	m.swarbrick@stonyhurst.ac.uk
Miss P Taylor	p.taylor@stonyhurst.ac.uk
Mrs J Twigg	j.twigg@stonyhurst.ac.uk
Mr A Walter	a.walter@stonyhurst.ac.uk

Non-teaching Staff

The Bursar

Mr J Ridley Tel: **01254 827034**
bursar@stonyhurst.ac.uk

Bursar's Secretary
& P.A.

Mrs V Thompson Tel:**01254827023**
[**v.thomspon@stonyhurst.ac.uk**](mailto:v.thomspon@stonyhurst.ac.uk)

College Admissions

Mrs K Walker Tel: **01254 827093**
admissions@stonyhurst.ac.uk

Building Director

Mr J Smalley Tel: **01254 827087**
j.smalley@stonyhurst.ac.uk

Domestic Bursar Miss

F Ahearne Tel: **01254 827084**
f.ahearne@stonyhurst.ac.uk

Development Office

Mrs R Hindle Tel: **01254 827046**
r.hindle@stonyhurst.ac.uk

Accounts

Mr S Whitford Tel: **01254 827028**
s.whitford@stonyhurst.ac.uk

Archivist

Mr D Knight Tel: **01254 826345**
d.knight@stonyhurst.ac.uk

Curator Mrs

J Graffius Tel: **01254 827037**
j.graffius@stonyhurst.ac.uk

Stonyhurst Association	Tel: 01254827043 association@stonyhurst.ac.uk
IT Technician (SMH)	Mrs J Cathcart Tel: 01254 827061 j.cathcart@stonyhurst.ac.uk
IT Technicians (College)	Mr C Allcock Tel: 01254 827061 c.allcock@stonyhurst.ac.uk Mr M O'Reilly Tel: 01254 827061 m.j.oreilly@stonyhurst.ac.uk
Linen Room	Mrs T Ashton Tel: 01254 827016 t.ashton@stonyhurst.ac.uk
Director of Boarding	Mrs R Hughes Tel: 01254 827008 r.hughes@stonyhurst.ac.uk
Chaplain	Fr A Howell SJ Tel: 01254 826268 a.howell@stonyhurst.ac.uk

Please refer to the termly calendar for contact numbers and e-mail addresses

ii. The Headmaster's Circular

This document is sent out at the end of each term and contains a range of essential information on academic, pastoral, medical and travel matters. It is posted with end of term reports and further sent by e-mail. From time to time there will be other letters updating current matters.

iii. Newsletter

A weekly newsletter is sent giving important information for events in the forthcoming week. A termly Newsletter is sent to all parents, keeping them up to date with the extensive range of activities involving pupils at the College and St Mary's Hall. The Stonyhurst St Mary's Hall website address is www.stonyhurst.co.uk and it is updated every Tuesday and Thursday during term time.

iv. Weekly Calendar

A weekly calendar is published and displayed by the signing out table and posted on the website.

A termly calendar is posted to parents close to the start of each new term.

v. GroupCall

Stonyhurst St Mary's Hall has a messaging service allowing us to send last minute information to mobiles.

vi. e-mail Facilities for Pupils

Pupils can be contacted via the Stonyhurst St Mary's Hall web-based e-mail system. Accounts are issued to new pupils when they first join Stonyhurst St Mary's Hall and their unique number within the Stonyhurst domain identifies pupils individually during their time at St Mary's Hall and the College.

e.g. 1099@stonyhurst.ac.uk

Stonyhurst St Mary's Hall recognises that e-mail is a valuable communication tool for pupils within a boarding school environment and, in particular, for overseas pupils. Webmail allows a greater degree of flexibility in communication as pupils move between the College and home. Pupils should distribute their account details with caution in line with current recommended practice within the educational sector.

vii. E-mail

For reasons of economy and energy saving most communication is sent by e-mail including end of term reports.

viii. Childline

We try to ensure that there is enough support for each pupil within Stonyhurst St Mary's Hall, but we also recognise the importance of outside agencies on occasion. The telephone number for Childline is 0800 1111 and is posted on school notice boards.

ix. Family News

If any important or serious family news needs to be passed on to a pupil, especially news of a family bereavement or illness, please contact the Headmaster or the Assistant Headmaster in the first instance. The Playroom Master/Mistress and Director of Boarding will be informed as a matter of course so that the appropriate action can be taken, and the pupil informed. If necessary the Stonyhurst St Mary's Hall Chaplain will also be contacted.

x. Pupil Worries and Concerns & Pastoral Help

Things do not always go well at school and pupils should feel confident that there is always someone available who can help them overcome whatever difficulties may arise in all areas of school life. The following advice is given to all Key Stage 2 and 3 pupils:

What do you do if you are worried and want to talk to someone?

Do remember that you have many good friends who may be able to help you. Your Class Teacher, your Tutor, Mr Watson, Mrs Hines, Mr Turvey, Mrs Eastwood, Mrs Lea, Mrs Bell, the School Nurse, and, of course, Fr Howell, or any other member of staff will always be ready to listen to you.

What should you do if you are worried or unhappy about something?

If you feel that something is worrying you the first thing you should do is speak to any member of staff whom you trust. You can even take a friend with you if you wish to help you to explain the problem.

If you are still worried after you have spoken to an adult, then go and see Mr Crouch. You may contact him by knocking on his door or seeing his secretary or you can write a note and slide it under his door. No one but Mr Crouch will read your letter. He will then see you and talk to you about your worry. If you need to see someone urgently, you should go and see Mr Watson or any member of staff.

If you are still worried, talk to your parents when you are at home for the weekend or write to them or to anyone you can trust outside the School.

We know that these are some of the things that might make you unhappy:

1. You find it difficult to make friends.
2. You are being bullied.
3. You feel that no one understands the difficulties you are having with your work.
4. Someone has hurt you and you are frightened and do not know who to ask for help.
5. Someone has taken something of yours and has not returned it.
6. Someone is making fun of you.
7. You feel that you have been treated unfairly.
8. You seem to be getting into trouble a lot.
9. You think you are being discriminated against because of your colour.
10. There might be other things that make you unhappy too.

If you are worried, try not to be afraid; tell someone about it. If there is anything you have tried to read but have not understood about 'worries' please ask any teacher to help or explain it to you.

The Headmaster and Director of Boarding oversee pastoral matters of the boarders and day-to-day concerns are the responsibility of the Playroom Leaders and class teachers. There is also the Girls' Mistress with special responsibility for the pastoral care of the girls in the School. The Stonyhurst St Mary's Hall Chaplain has a significant input as well and any member of staff can be approached at any time. The Headmaster is always happy to see any pupil who so wishes.

The Child Protection Officer is Mrs J Hines. The Child Protection Officer can be contacted confidentially (in so far as is compatible with the School's responsibilities in law).

xi. Independent Listener – School Counsellor

The Independent Listener is available Monday to Thursday between 8.30am and 4.00pm (for anyone who wishes to speak to her confidentially).

Appointments can be made for another time by ringing 07761 287810.

xii. Complaints

Pupils

Things do not always go well at school and we try to ensure that we have a structure in place within which pupils can feel confident that there is always an adult available who can help them overcome whatever difficulties may arise in any area of College life. (see above)

If you think that you are being treated unfairly, you can approach any of the above for help. If you are nervous about making a complaint, you can ask one of your friends to accompany you for support.

If you feel that your concern or complaint has not been dealt with properly, you should speak to the Headmaster who will inform your parents and arrange for further discussion to take place.

Parents

Follow the procedure as outlined in the Complaints Policy published in section V of this handbook and on the school website.

Findings and recommendations after this process will be circulated to those involved.

Independent External Agencies

Stonyhurst St Mary's Hall is monitored by two bodies:

Ofsted is the Independent inspecting body for residential care.

Ofsted

National Business Unit

Royal Exchange Buildings

St Anne's Square

ISI is the Independent School's Inspectorate responsible for overseeing and reporting on the running of the school.

Cap House
9-12 Long Lane
London
EC1A 9HA

Independent Schools Inspectorate

xiii. Critical Incident Procedure

A critical incident is defined as an occurrence which could happen throughout the year which might have life-threatening consequences to members of staff and/or pupils, e.g. bomb threat, serious accident/fatality on a school trip etc. The School has a procedure for responding to such an emergency, which is lodged with the Headmaster's Secretary.

xiv. Health Policy and Medical Care

The medical care of the pupils is looked after by a Registered Nurse from the Campus Nursing Team. An experienced member of staff provides assistance which means that working within a structure, 24hr care is provided. The Health Centre will provide medical services encompassed by the National Health Service free of charge. Any other items or services are charged to parents' accounts. It is expected that every boarder and weekly boarder will register with the School Doctor and parents/guardians are asked to forward the boarder's NHS card to the School Health Centre with his/her Medical History Booklet.

The Stonyhurst St Mary's Hall Infirmary, is situated on the ground floor of the building. This caters for boarders and day children who are ill or who have an accident at school. If your child is a boarder it may on occasion be advisable for them to be nursed in a segregated ward within the College Health Centre.

The School Medical Officers are Dr J Saunders and Dr S Owen, from the Clitheroe Health Centre. They visit regularly on a Monday and Friday to see any boarders who are ill. Day children may be seen only by prior arrangement either with the school nurse or directly with the Doctor. The school doctor would then communicate the outcome to the parent and/or own doctor.

It is possible for girls to be seen by a female doctor. The school nurse can arrange this, although in cases of urgent treatment being required this may not be possible.

Physiotherapist: A local physiotherapist visits on a weekly basis. The

physiotherapist will see boarders who have sports injuries or who have been referred by the school doctor.

xv. Contact with Parents on Medical Concerns

The school nurse welcomes contact with parents. The school nurse will contact parents of boarders who are in the infirmary to give information and progress reports. All parents are welcome to contact the school nurse if at any time they are concerned about their child's health or wellbeing.

If day pupils are ill during school time and need to be collected, the school nurse will contact parents. However children who cannot be collected until the usual time will be cared for in the Infirmary until then.

xvi. Accidents

In the event of an accident that requires hospital treatment a member of staff will accompany a boarder to the hospital from school. Parents will be contacted as soon as possible and informed of the nature of the problem and will thereafter be regularly updated.

If a day pupil requires hospital treatment as a result of accident, the school nurse will contact parents and if the condition allows time for parents to come and take the child to hospital this would be the normal procedure. If however the school nurse feels that the child should go immediately to hospital the pupil will be accompanied by a member of staff and parents will be contacted and arrangements made to meet at the hospital, if necessary, or to be collected from school.

The direct line for the Infirmary is 01254 827003.

Off-Site Visits for Medical Treatment

All Stonyhurst St Mary's Hall pupils who need to receive either initial or follow-up treatment outside of the Stonyhurst Health Centre will be accompanied on any such visit by an escort. We make every effort to supply escorts to hospital etc from our own staff resources. However, where we need to recruit an outside escort a charge will be made.

xvii. Mouth Guards/Head Guards

At Stonyhurst St Mary's Hall, safety is a priority. Therefore, it is strongly recommended that all pupils playing rugby and hockey wear a properly fitted mouth guard. Mouth guards act like shock absorbers, dissipating the energy of a blow over a huge area and over a longer time preventing, or vastly reducing, any injury to the teeth, jaw or base of the skull. Mouth guards should be arranged prior to the commencement of the new academic year.

There are various options open to you:-

1. Contact O.Pro to make your own arrangements. www.opro.com
2. Contact your own dentist for individual advice.
3. Opt for the much cheaper but less protective off the peg products (not advisable for children with fitted braces).

Pupils with orthodontic braces will have to see their own dentist for advice.

Similarly with cricket, the School operates a policy that all batsmen, wicket keepers and close fielders **must wear appropriate helmets**. The School will provide the helmets required if pupils do not have their own.

xviii. Confidentiality

The normal rules of medical confidentiality are observed within the Infirmary and Health Centre. Pupils' medical records are stored at the School in locked cabinets and only doctors and school nurses have access to these records. In accordance with the school doctors' and nurses' professional obligations, medical information about pupils, regardless of their age will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that on occasions the doctor and nurse may liaise with the Headmaster, Playroom staff and parents or guardians and that information, ideally with the patient's consent, will be passed on if it is necessary. The doctors and nurses will respect the pupil's confidence in all matters except on very rare occasions when, having failed to gain the pupil's consent, it is considered essential in the pupil's best interest, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or wider school body. The pupil and/or their parent or guardian will be informed if this is about to happen.

xix. Private Medical Insurance

Hospital services, both in-patient and out-patient, can be either private (BUPA) or on the National Health Service. Preference for one or the other should be stated to the School nurse. If the slip is not returned, it will be assumed that you wish for your son or daughter to receive hospital treatment on the National Health Service. If, on the other hand, your son or daughter is already covered by medical insurance would you please inform the school nurse as well as providing a copy of the policy confirming that cover is in place.

Parents who prefer private hospital care for their children during the School term are advised to take out the appropriate insurance. Details of one such scheme (BUPA) are available from the School.

ONCE A PUPIL IS IN A PRIVATE MEDICAL INSURANCE SCHEME THE SCHOOL INFIRMARY WILL ASSUME THIS COVER IS CONTINUED THROUGHOUT THE PUPIL'S TIME AT STONYHURST UNLESS WRITTEN INFORMATION TO THE

CONTRARY IS RECEIVED BY BOTH THE BURSAR AND THE SCHOOL INFIRMARY.

xx. Fee Protection and Accident Insurance

Information about the Stonyhurst St Mary's Hall and Stonyhurst College Fee Protection Scheme and about Accident Insurance is available. It will be assumed that parents wish to join the Fees Protection Scheme unless we are informed to the contrary. **The Accident Insurance is mandatory.**

xxi. Dental Treatment

All overseas and UK boarders are included in the Denplan for Schools scheme together with the Personal Accident Insurance scheme. This is compulsory to ensure that any initial dental emergency is dealt with promptly and with certainty.

All weekly boarders are included in the Denplan for Schools scheme together with the Personal Accident Insurance scheme unless we receive a specific letter from parents stating that they are happy with their own personal arrangements to cover their child's dental treatment in an emergency situation.

Day pupils will not be entered into the Denplan for Schools scheme unless we receive a specific letter from parents stating that they wish their child to be included in the scheme to cover their child's dental treatment in an emergency situation.

xxii. Pupil Absences

Parents of pupils are reminded of the importance of telephoning the School by 8.30 am at the latest if their son or daughter will be absent from School for any reason and this must be followed by a letter or e-mail of explanation. Please ring Mrs Ashton in the school office on (01254 827016).

xxiii. Off Games

Boarders Off Games

If a pupil returns to school and is unable to participate in sports the school nurse should be informed by letter/e-mail. This allows the correct follow-up action to be taken. E-mail: smh-infirmary@stonyhurst.ac.uk

Day Pupils Off Games

If a pupil is ill or suffers an injury the school nurse at the Infirmary should be advised by letter-e-mail. Any day pupil who is unfit for sport, must bring a letter to that effect from his/her parent(s). It should be delivered to the infirmary prior to commencement of the school day. This allows the correct follow-up action to be taken.

xxiv. Medicines

If your child is taking any medication this MUST be handed in to the SMH Infirmary for safekeeping and administration. Please ensure that full instructions are included so that the medication can be given correctly.

There is no need to send your child with 'over the counter' medication such as Paracetamol as the Infirmary has these medicines in stock.

xxv. Asthma

Pupils with asthma are encouraged to participate in all aspects of school life. The Health Centre staff will liaise with any staff who need to know about your child's condition. If there is a need for any pupils to take regular medication this should be discussed with the school nurse when they start at Stonyhurst St Mary's Hall and details given on the Medical Form. The pupils are encouraged to carry their reliever inhaler with them at all times and if they are going out of school for any reason the staff will ensure they have their inhaler with them. A spare inhaler should be given to the school nurse to be kept in the Infirmary.

Health Centre staff will supervise boarders who are on regular inhalers to ensure that they take their medication correctly. If at any time treatment changes please inform the school nurse so records can be kept up to date.

xxvi. Other Medical Conditions

Details of other medical conditions should have been discussed prior to admission and must be included on the entry Medical Form. The medical staff will discuss individual care plans for these children with the parents/guardians and other campus staff will be informed as necessary to ensure a safe and suitable environment is maintained.

xxvii. Accident or illness out of School

Please inform the school nurse by letter or e-mail if your child has been ill or had an accident overnight or during the holidays. This is especially important if it affects a child's participation in school activities and games or requires medication to be administered. E-mail: smh-infirmary@stonyhurst.ac.uk

xxviii. Medical Forms and Consent

These forms should be completed and returned to the school nurse as soon as possible after you receive them. This is so that registration procedures can be completed and forms checked before your child starts school. The school nurse will then make staff aware of any medical conditions/allergies that your child suffers from.

If conditions change after completion of these forms or during your child's time at school please inform the Health Centre.

xxix. Day Pupils and Boarding

There is a separate Handbook for boarders but some of this information needs to be shared with day parents.

Essentially there are two types of boarding at Stonyhurst St Mary's Hall: full boarding and weekly boarding. The weekly boarders leave school on Saturday at 12.15pm or after games and return on Sunday night or even Monday morning. The school does not offer flexi-boarding but it is possible, in special circumstances, for a day pupil to stay overnight provided that a written request has been sent to the Headmaster well in advance. There is no guarantee but if the application is accepted then there is a charge of £33 per night.

Parents who wish to apply for longer periods of boarding (i.e for a holiday) can apply in the same way. Again it cannot be guaranteed. In the second half of the summer term there is a special offer to day parents who are considering a conversion to weekly boarding to have a trial period. Any parents who wish to consider an immediate move to weekly boarding can ask for a full trial at any time.

xxx. Guardians

Pupils who are not resident in the UK must have a guardian based in the United Kingdom whom we can contact in case of emergency and who will take responsibility for any accommodation that may be needed during vacations. A solicitor, bank or other impersonal organisation is not acceptable.

If you have a problem finding a guardian, it is suggested that you contact one of the following:

Clarendon International Education Ltd,

41 Clarendon Square,
Royal Leamington Spa
Warwickshire
CV32 5QZ

Telephone: 01926 316793
Fax: 01926883278
e-mail: clarendon@clarendon.uk.com.
Website: www.clarendon.uk.com

Heritage Educational Planning,

7 West Park,

Harrogate,
North Yorkshire HG1 1BL

Telephone: 01423 542602 or 01423 520126
Fax: 01423 541678
e-mail: 113360.2716@compuserve.com

Gabbitas Educational Consultants Ltd

Carrington House
126-130 Regent Street
London W1R 6EE

Telephone: 020 7734 0161 or 020 7439 2071
Fax: 020 7437 1764
e-mail: admin@gabbitas.co.uk
Website: www.gabbitas.co.uk

Deva Guardians

Grakimor Cottage
Croughton Road
Stoak
Chester CH22 4HQ

Telephone: 01244 301678
Fax: 01244 303246
e-mail: kimwheway@aol.com

Overseas Student Guardianship
Mrs Susy Flint
95 Westbury Gurdains
New Malden
Surrey KT3 5AL

Telephone 0208 942 0745
Fax: 0208 336 2052
e-mail susyflint@aol.com

xxxi. Swimming Pool

Pupils may not use the Swimming Pool at times that are not specified on the timetable. The Swimming Pool is out of bounds to pupils when being used by members of staff or club members.

Pool Use Regulations

The following rules apply:

All pupils must obey the instructions of the Swimming Pool Staff at all times;

Pupils must not enter the water before a member of the Pool Staff says it is safe to do so;

Pupils must not bring any equipment (balls, floats etc) into the Swimming Pool unless it has been sanctioned by the Pool Staff;

Pupils must never leave valuables in the changing rooms;

There must be no shouting, ducking, running, pushing, aerobatics, gymnastics or “bombing” in the Swimming Pool;

Pupils must not leave the changing rooms, or go on to the spectators’ area unless they are dry; wet floors can be dangerous;

Pupils must respect the needs of all other Pool users at all times

xxxii. Fire Alarm Procedure

General

All pupils must familiarise themselves with the fire alarm procedures. They will be taken through these procedures by their Playroom Master/Mistress/Director of Boarding at the beginning of the school year.

If the fire alarm sounds at any time, pupils should proceed directly by walking in a sensible manner to the designated assembly point. Playroom/House staff will attend the assembly points in order to register pupils. The assembly point is the front lawn before the main building and the sports pitches.

For Hodder House, KS1 and Reception pupils and Holiday Club pupils in the holidays assemble to the left of the building on the paved area near the parking spaces. Nursery children assemble outside the playground on the tarmac area.

Day-time Alarm

If the alarm sounds during the ordinary working day, the following procedure should be followed:

Pupils must leave the building in a sensible manner without delay by the nearest exit, and should proceed to assembly points. Hodder House assemble as directed and the rest of the school line up in class order on the front lawn.

Form teachers will proceed to their particular assembly points.

You will be informed as soon as it is safe to re-enter the building by the member of staff in charge of your assembly point.

Good discipline is essential, even if you know that the alert is a false alarm.

Testing

The fire alarm is tested every Wednesday at 7.45am. It sounds for a few seconds and unless it continues it can be ignored.

xxxiii. Golf Course

Pupils may use the Golf Course under staff supervision, in accordance with the Rules as to appropriate times of access on to the Course.

Parents and staff who wish to play on the Stonyhurst Park Golf Club Course can only do so after having obtained a visitors Green Fee ticket from either the Bayley Arms or the Shireburn Arms and this must be clearly displayed at all times on their golf bag. The charge will be 50% of a full ticket price.

SECTION 4

CONDUCT AND BEHAVIOUR OF PUPILS

The Deputy Head (Pastoral) manages school disciplinary procedures, as directed by the Headmaster. He is supported by the appropriate Playroom Master/Mistress/ Director of Boarding and Girls' Mistress and also Tutors and Class Teachers.

Serious disciplinary matters are dealt with immediately by the Deputy Head (Pastoral)/Headmaster and/or the Senior Management team as appropriate.

Academic disciplinary matters are dealt with by the Deputy Head (Academic) supported by Subject and Classroom Teachers.

i. Code of Conduct

Pupils are taught, encouraged and expected to develop and maintain a strong personal integrity that is truthful, generous, courteous and considerate of the needs and feelings of others. They are expected to have a positive and purposeful attitude to their studies and school lives, and to their relationships with staff and other pupils.

The School Rules apply at all times during the academic year, including travelling to and from school.

ii. Conduct and Behaviour

Stonyhurst St Mary's Hall pupils are expected to cultivate the highest standards of behaviour.

Courtesy, consideration and good manners should characterise the dealings of St Mary's Hall pupils with others.

Pupils are expected to work hard in lessons and to participate with a positive and purposeful attitude in sports, extra-curricular activities and the life of St Mary's Hall in all its many facets.

According to age and maturity, pupils are expected to exercise reasonable and responsible behaviour at all times.

iii. Discipline, Rewards & Sanctions

In matters of discipline and rewards and sanctions at Stonyhurst St Mary's Hall, positive praise and encouragement are at the heart of our approach and system.

St Mary's Hall is committed to providing a safe and supportive environment for all pupils and staff. The deliberate causing of distress, either mental or physical, to another individual is always unacceptable.

Pupils are expected to obey the instructions of Staff promptly and courteously.

If confrontational situations arise, pupils are expected actively to seek to defuse rather than intensify them; resorting to physical violence is never acceptable.

While travelling in public places, pupils must pay particular attention to their conduct and appearance and to the need to show courtesy and consideration to members of the public.

Behaviour that may offend or intimidate members of the public, or damage the reputation of Stonyhurst St Mary's Hall is regarded as a serious breach of discipline.

The Deputy Head (Pastoral) will notify parents as soon as possible of serious disciplinary infringements. We value the input that parents might provide.

In all matters of School Policy the Headmaster has discretionary powers.

In matters of exceptional seriousness, the Headmaster reserves the right to suspend or permanently exclude a pupil (see xi). In the latter case, parents have the right to appeal to the Chairman of Governors.

iv. Environment

Pupils are to have a particular care in protecting the environment of Stonyhurst St Mary's Hall and the locality. Litter is to be placed in a waste bin. Litter seen on the ground should be picked up and not passed by.

Classrooms should be kept clean and tidy. No marks or damage should appear on St Mary's Hall fabric, furniture or property. All pupils are encouraged to use resources wisely and be conscious of environmental concerns.

v. Out of Bounds

Specific permission is required to visit areas that are outside of School or out of normal bounds within the School. School areas deemed to be out of bounds are the woods, behind the sports hall, front lawns, car parking areas, Brothers' Walk and the swimming pool.

vi. Health and Safety

Pupils are forbidden to purchase, or be in the possession of, any kind of alcoholic drink, smoking material, illegal substance, controlled drug or solvent-based substance. This rule applies to all occasions during the School Year when a pupil is regarded as

being under the authority of St Mary's Hall, including exeats.

The possession of any weapon is forbidden.

vii. Credits, Debits & Line Points, KS2 & 3

At the start of each Line Period all pupils in Key Stage 2 are issued with a Line Card on which staff can record debits and credits. Credits can be awarded for having a tidy desk, being helpful to a member of staff, good behaviour, showing responsibility and many other instances where a pupil shows initiative. Debits are given for such misdemeanours as running down the corridor, talking in studies, being late for lessons, poor behaviour etc.

Credits and debits in KS2 and KS3 are entered on-line into an individual pupil profile. There are two types of credit and debit: Social ones are for manners and behaviour outside the classroom, Academic are for work in the classroom. You can also be commended for a Headmaster's Award for good work and this is worth 3 Academic Credits. At the end of every Line Period the credits and debits are added up and there are 3 Awards given at School Assembly: Optimus Civis for the best citizen, Optimus Discipulus for the best student and Optimus Dormitor for the best boarder. Winners of these awards receive a cup which they keep in their dormitory or take home until the next Line Period.

Major sporting events between the Lines are also awarded credits and debits and these are added to the totals of each of the 4 Lines. At the end of the year there is the Line Good Tea for the Line with the highest number of points.

If children consistently get a lot of debits they may be reported the Headmaster who reserves the right to give a Headmaster's Detention which takes place on a Thursday night at 7.00pm. (See below).

viii. Academic Detention

This can be awarded by the subject teacher for incomplete or untidy work, insufficient studies etc. A specific, subject related task will be set. Pupils will be registered for Academic Detention which takes place at 3.50pm for the lower school and 4.25pm for the upper school.

ix. Extra Studies

A pupil who is behind with work may be directed to Extra Studies (6:10 pm) by the subject teacher. The subject teacher will ensure that work has been set and that the pupil's name has been entered in the Extra Studies register which is checked by the teacher on duty.

x. Headmaster's Detention

A Headmaster's Detention is ordered and supervised by the Headmaster himself for serious infringements that cannot be catered for in the normal disciplinary measures of the school. It is ordered very rarely and parents will be informed. It takes place on a Thursday at 7.00pm and lasts for one hour but this can be negotiated for reasons of transport etc.

xi. Suspension

Suspension serves a number of purposes including:

A cooling off period when all concerned (pupil, parents, teachers, and senior staff) can consider the situation and the best way forward.

The signalling by the School authorities of serious disquiet with and disapproval of a pupil's behaviour.

Parents should expect suspension to be used:

If a pupil refuses to obey the School rules or to accept Stonyhurst St Mary's Hall discipline;

If a pupil has been involved in a serious incident or breach of good conduct;

If, despite previous warning and disciplinary action, a pupil behaves in a way that adversely affects the studies or good order of others.

If a pupil engages in behaviour that is a danger to his/her own safety or the safety and well being of others.

Pupils who have been suspended may not return to school, or attend any school function or games fixture, until they and their parents have attended an interview with the Headmaster, with satisfactory outcome. At this interview, the school will set out clear expectations for future behaviour and attitude. Should these conditions for returning not be kept, the pupil is likely to face expulsion.

xii. Expulsion

This is the ultimate sanction and is implemented by the Headmaster for the most serious of offences of a behavioural or academic nature. It could be the culmination of a deteriorating situation that has been monitored over a period of time or it could be the result of one incident. In such an event, parents have the right of appeal to the Chair of Governors. See "Complaints" in Section 5 (viii)

xiii. Implementation of Disciplinary Measures

The Deputy Head (Pastoral) will notify parents as soon as possible of serious disciplinary infringements. We value the input that parents might provide.

Sanctions are clearly notified to pupils through their Playroom Masters/Director of Boarding and essential information is included in the School Calendar, a copy of which is issued to each pupil at the beginning of term.

It is important to identify certain policies covering specific areas. In all matters of School Policy the Headmaster has discretionary powers.

In matters of exceptional seriousness, the Headmaster reserves the right to permanently exclude a pupil. In such cases, parents have the right to appeal of the Chairman of Governors. Please refer to Complaints in Section 5 (viii)

xiv. Mr Crouch's Code of Good Manners

In short, children will not go wrong if they follow Mr Crouch's Code of Good Conduct.

MR	
Corridors:	Don't run! Keep left! open doors for adults.
Refectory:	Have good table manners! clear the table! keep the noise down.
Outside:	Go out when told! come in when told! always be in sight of an adult.
Uniform:	Tuck in your shirt! tie up your laces! brush your hair.
CHeerfully:	Stonyhurst St Mary's Hall pupils follow instructions <i>cheerfully</i> .

SECTION 5

ACADEMIC MATTERS

Academic

i. Concerns

The Deputy Head (Academic) has overall responsibility for this area and Class and Subject Teachers, Key Stage Co-ordinators and Playroom Masters/Mistress also endeavour to keep a close check on progress. Difficulties should first of all be discussed with subject Teachers, Class Teachers and Tutors, but their Playroom Master can act as an intermediary. The Deputy Head (Academic) will take up persistent difficulties.

ii. Year Groups

Stonyhurst St Mary's Hall's year groups are as follows:

SMH Name	Class	Playroom
Foundation	Nursery	H. House
Reception	Foundation	H. House
Pre-Prep 1	Year 1	H. House
Pre-Prep 2	Year 2	H. House
Lower Prep	Year 3	Prep
Upper Prep	Year 4	Prep
Lower Elements	Year 5	Elements
Upper Elements	Year 6	Elements
Figures	Year 7	Figures
Rudiments	Year 8	Rudiments

Each year group belongs to one of five Playrooms: Hodder House (Foundation—Pre-Prep 2), Prep, (Lower & Upper Prep), Elements (Lower & Upper Elements), Figures and Rudiments

Setting takes place for English and Maths in Upper Elements (when there are 2 sets). In Figures classes are grouped in terms of academic ability. These classes are prepared for the ISEB Common Entrance. There is a Scholarship programme for 11+ and 13+ for selected pupils in consultation with their parents.

The Class Teacher/Tutor will liaise closely with the Playroom Master/Mistress, the key being positive communication leading to improved quality of education and teaching in the widest sense. The Class Teacher/Tutor will collate any concerns raised by other

teachers who teach the class, any academic matters will then be discussed with the Deputy Head (Academic) and all matters of concern will also be brought to the attention of the Playroom Master at the weekly Playroom team meeting.

The Class Teacher/Tutor has a number of roles, including the following:

- Supporting the Christian, Ignatian ethos of Stonyhurst St Mary's Hall and the Spiritual and Liturgical life of the school;
- Monitoring pupils' academic progress and encouraging extra curricular activities;
- Checking pupils' written work, studies etc;
- Availability to talk and meet with parents;
- Keeping an eye on the balance between the academic and extra-curricular commitments of each child;
- Building up a trustful, concerned relationship with each child; generally monitoring all aspects of each child's development;
- Writing and collating interim reports and end of term reports and other reports as required.
- Registration & Daily inspection of Line Cards, fortnightly submission of Academic and Social Line points.
- Issuing regular reminders on health and safety issues

Enquiries about academic matters should be addressed, in the first instance, to the Subject teacher or Class Teacher/Tutor, or the Deputy Head (Academic), or appropriate Key Stage Co-ordinator who will, in turn, liaise with the appropriate member of staff.

iii. Studies (homework)

Rudiments and Figures are set 2 studies per day. Upper school studies takes place each evening between 6pm and 7pm. **Parents are asked to look regularly at their child's Studies Diaries and sign/comment on entries that have been made.**

Elements pupils in general complete their studies at home although supervised provision is made for children who board or who stay at school until later in the evening. This takes place in the Library each evening from 5.30pm to 6.00pm.

The work set for Prep children should normally take 30 minutes. Elements pupils will be set two pieces of written studies, taking 20 minutes each. In addition to this all pupils should spend at least 15 minutes reading and 5 minutes learning spellings and/or times tables each evening. If you are hearing your child read, it is suggested that you encourage him/her to 'share' the book with you, discussing the story as a whole and personal feelings about it.

Each week your child will be given a list of spellings to learn for a spelling test, with

which you may wish to help.

The way in which we encourage children to learn their lists is through the LOOK, COVER, WRITE, CHECK method:

LOOK at the word carefully;

COVER the word so it cannot be seen;

WRITE the word from memory (this stage can also be done orally)

CHECK what you have written, if it is incorrect repeat the procedure.

Pupils in Upper Elements are required to complete their spelling test by writing the word into a sentence, thus demonstrating that they understand the way in which the word is used, so it may be helpful to discuss example sentences with your child.

iv. Key Stage 1 Studies

Practice work associated with classroom progress will be set for 15-20 minutes on most nights for Foundation and Year 1, and for 30 minutes in Year 2. As an alternative, supplementary work in other KS1 subjects may also be sent home. KS1 pupils will also have regular spellings, occasionally so in the case of Reception pupils.

v. School Diary & Book Inspections

The School diary should be used as a means of recording all homework and should be taken home every week by day pupils so that parents can keep abreast of their progress. Parents are asked to sign the diary each weekend.

Additionally, there are Book Inspections where the pupils take home all of their exercise books to show parents the work that they have been doing.

vi. Expectations of Pupils in the Classroom

1. Start of Lessons

Enter the room sensibly and sit quietly at your desk until the teacher arrives;

Get out books and equipment which includes pen, pencil, ruler, eraser, calculator for mathematics, Studies' diary and any other necessary equipment;

Your appearance should be tidy (collars buttoned, ties done up, hair combed);

Food, drink and chewing gum must never be brought into the classroom.
Stand when the teacher enters the room.

2. During Lessons

When your teacher talks to the whole class, remain silent and listen;

If the class is asked a question, put up your hand to answer; do not call out;

If you arrive late without justifiable cause or without the correct equipment, you will receive a debit;

Studies must always be recorded in your Studies' Diary;

Mobile 'phones, magazines or other distractions are not allowed; they will be confiscated;

Stand up as a matter of courtesy when an adult enters the classroom.

3. End of Lessons

The bell and the clock are not signals for you: they are for the information of the teacher;

You should not begin to pack away until your teacher tells you to do so;

When told, stand and push in your chairs: any litter should be picked up;

Only when your teacher finally tells you to go may you leave the classroom;

Finally, and most importantly, teachers are in the position of parents or guardians while you are in school. This means in particular that:

There is no excuse for rudeness, disrespect or insolence towards teachers. Any reasonable request from a teacher should be carried out at once and without argument.

Breaking any of these rules will be treated as a serious matter.

vii. Learning Support

Learning Support is sometimes recommended for varying periods of time either taught in small groups or one-to-one. Where this is recommended and agreed with parents an extra charge is made for this, similar to that for individual music lessons, or pro-rata where small group teaching applies.

viii. Reporting and Consultation

There is a published timetable of reports and parents' consultations. Additionally, parents can make private appointments by arrangement to discuss their child's academic progress.

Internal weekly academic or conduct reports are sometimes put in place when a pupil has given cause for concern.

Near the end of the Christmas and Summer Term there is a Parents' Weekend, which provides boarders' parents with the opportunity to meet the Subject Teachers to discuss academic progress. These weekends are announced well in advance to enable parents to make the necessary arrangements and are published in the term School Calendar.

SECTION 6

TRAVEL

i. UK Rail

St Mary's Hall does not make arrangements for students to travel by train. If you would like your child to travel by train, please contact Mr K Stokes and provide details of the ticket collection and accompanying person in good time.

ii. Overseas

Stonyhurst St Mary's Hall does not make arrangements for overseas travel. It is important that parents book flights well in advance and that the Deputy Housemaster knows the details in good time. Unless there are exceptional circumstances pupils are not allowed to leave early or arrive back late for the start of term. Passports and travel documents should be left with the Director of Boarding for safe keeping. We recommend the use of Althams Travel Services (01282 434431) who will organise travel on parents' behalf.

It is appropriate to mention that there are certain periods when school holidays coincide with more general holidays in the United Kingdom. This makes the early booking of flights essential. In particular, these are the May half-term when European destinations are very popular for travellers from the United Kingdom, and the Christmas and Easter holiday for "long haul" destinations such as to the Far East.

iii. Luggage/Trunks

These can be sent by Nortreck (by road, door to door). For this service, please ring the College school secretary's office and she will arrange for the luggage to be collected. The charge (payable in advance) is according to weight: for example, a trunk weighing 40kg will cost approximately £30.00, and a 25kg trunk will cost about £25.00.

Luggage can be left at Stonyhurst St Mary's Hall during the Christmas and Easter holidays. If requested, all the necessary laundry, cleaning and repairs will be done and charged to parents' accounts. Note: only pupils living overseas are allowed to leave luggage at Stonyhurst St Mary's Hall during the summer holiday.

iv. School Minibuses

In the interest of safety and proper care of our pupils, all staff eligible to drive the

school's minibuses have completed a course of driving instruction specially designed to address the particular skills required for such driving. All College minibuses are fitted with safety belts which must be worn by passengers at all times.

v. Campus Speed Limit

Parents and visitors are asked to observe the **10.m.p.h** speed limit that is in operation throughout Stonyhurst St Mary's Hall and Stonyhurst St Mary's Hall campus.

In addition, the police have asked us to point out that a **30.m.p.h** speed limit should be observed through Stockbridge from the direction of Longridge and on passing through Woodfields and Hurst Green.

vi. Day Pupil Bus Service

A bus service from Burnley and Preston operates as follows on Monday to Friday (morning and evening) and Saturday mornings (morning only):-

Burnley/Stonyhurst/Burnley

Pick-up Point	Time a.m.	Time p.m.
Thompson Centre	Departs 07.20	Arrives 19.55
Queens Gate	Departs 07.30	Arrives 19.53
Barrowford Village	Departs 07.40	Arrives 19.50
Fence Gate Hotel	Departs 07.50	Arrives 19.40
Padiham	Departs 07.52	Arrives 19.37
Read (Petrol Station, George Lane)	Departs 08.00	Arrives 19.35
Whalley Lay-by	Departs 08.05	Arrives 19.25
Stonyhurst St Mary's Hall	Arrives 08.15	Departs 19.10
Stonyhurst College	Arrives 08.15	Departs 19.05

Preston/Stonyhurst/Preston

Pick-up-Point	Time a.m.	Time p.m.
Black Bull Car Park, Fulwood	Departs 07.40	Arrives 19.45
Broughton Traffic Lights Longridge (Old Health Centre)	Departs 07.45	Arrives 19.40
	Departs 07.55	Arrives 19.30
Stonyhurst St Mary's Hall	Arrives 08.10	Departs 19.10
Stonyhurst College	Arrives 08.15	Departs 19.05

SECTION 7

PERSONAL POSSESSIONS AND INSURANCE

i. General

We strongly recommend that parents do not allow their children to bring valuable possessions back to the School. However, should there be such items (musical instruments, laptop or other computers, minidisks, cameras, bicycles etc,) they must be covered by the family insurance policy and parents are urged to check that this is the case. Serial numbers of items should be recorded and kept safely. Whilst every effort is made to ensure the security of pupils' possessions, the School cannot accept responsibility for theft, loss or damage.

Personal TV sets are not allowed

All electrical equipment must be fitted with the correct fuse and plug.

In the interest of safety and economy, toasters and kettles are forbidden. Facilities for making toast and hot drinks are available in the boarding house.

ii. Mobile Telephones

Mobile phones are permitted for boarders only under the following conditions:

They must be deposited with the Director of Boarding for use at stipulated times.

The telephone must not intrude in any way to distract or disrupt School life. If a problem occurs, the phone will be confiscated.

iii. Pocket Money

Day pupils should not bring money to school unless requested to do so. Boarding pupils should have a small amount placed in their school account for use when required. Cash cannot be given to a pupil and charged onto account for invoicing.

iv. General Charges to Parents' Accounts

It is our policy to keep charges to pupil accounts as low as possible. Items that are charged, however, include the cost of theatre, concert, or cinema outings organised by staff, extra individual tuition, including music lessons and instrument hire, ballet, tap, tennis coaching and other activities involving outside tutors, and lost text books,

SECTION 8

REGISTRATION & THE SCHOOL DAY

Day children should be in school by 8.20am, but not before 8 o'clock. They are registered in person and electronically.

Children who arrive after 8.30am should report to the Headmaster's secretary so that the register can be updated.

Children are registered at lunch time electronically.

Day children must be collected, **and signed out by an adult**, from Reception at the end of the day. Children should not be waiting outside the Centenaries Theatre. If your child normally travels on the school bus the Headmaster's secretary must be notified if an alternative arrangement is made.

There are specific pick up times. If a parent is delayed the child is sent back into school until the next available pick up time.

Day children may leave on Saturdays after their final lesson unless they are required for a match or match practice. Day children cannot join boarders' activities on Saturday afternoon

DAY PUPIL REGISTRATION PROCEDURES

Parents of day pupils are requested to make every effort to comply with our registration procedures. Any absence should be notified to the Headmaster's Secretary (01254 827016) before 8.30am. If a pupil misses registration, he/she must report to Mrs Ashton in the School Office (Monday to Friday), or the Class Teacher (Saturdays).

The school operates a fingerprint recognition system for registration in the morning, at lunch and at signing out. There is a regular pattern during the day for registering the presence of all pupils. Details are published below.

In addition, pupils are also registered at each of their classes and absences are notified to the Deputy Head (Academic).

A central "Absence Register" is updated each day in order to give an accurate picture of which pupils are absent from School and for what reason.

Day	Time	Pupils
Mon - Fri	Morning 8.00-8.20am Lunch 11.45 – 1.30pm Signing Out 4.00pm – 7.00pm	fingerprint fingerprint fingerprint AND signing out sheets
Saturdays	Morning 8.00-8.20am Signing out 12.30pm onwards	fingerprint fingerprint AND signing out sheets

Day pupils on Saturday afternoon

Many day pupils are required each week for Saturday matches and practices. Other day pupils are not expected to be on the School premises at weekends after Saturday lunchtime except with specific permission from the Director of Boarding. Permission will only be granted in exceptional circumstances. In such cases pupils must follow the weekend registration procedures in place for the boarders.

BOARDING PUPIL REGISTRATION PROCEDURE

Weekdays: Boarders are registered every morning, at lunchtime, at 7pm and at lights out

Saturdays: Boarders are registered at 1.30pm, 7.30pm during Supper and finally before bedtime in their dormitories.

Sundays: Boarders are registered in time for 10.00am Mass, before any trip or activity, at 5.30pm during Supper and finally before bedtime in their dormitories.

Lower School Day

Prep and Elements

PLAYROOM	8.00AM	
CLASS/ASS	8.20AM	Whole school assemblies on Mondays and Wednesday. Singing practice on Saturdays
Period 1	8.45am	Double Literacy lessons
Period 2	9.25am	Double Literacy lessons
1st Rec	10.10am	
Period 3	10.30am	Double Numeracy lessons
Period 4	11.05am	Double Numeracy lessons
LUNCH	11.45am	
2nd Rec	12.20pm	
Period 5	12.50pm	
Period 6	1.20pm	
Period 7	1.55pm	
Period 8	2.30pm	
Period 9	3.10pm	
3rd Rec	3.50pm	Lower School daily Academic Detention Slot
ACTIVITIES	4.10pm	11+ Scholarship classes for Upper Elements scholars will run on Mondays, Tuesdays and Thursday from September until Christmas
SUPPER/TEA	5.00pm	
EVENING STUDIES	5.30pm to 6.00pm	Remaining Lower School Day pupils and boarders study in the Tolkien Library under KS2 academic staff supervision
BOARDING	6.00pm	Boarders and any remaining day pupils will be supervised by boarding duty master/mistress until 7pm.

There will be five Saturday morning lessons as per the current set up. Morning school will finish therefore at the normal time of 12.20pm after lesson 5

Upper School Day Figures and Rudiments

PLAYROOM	8.00AM	
CLASS/ASS	8.20AM	Whole school assemblies on Mondays and Wednesday. Singing practice on Saturdays
Period 1	8.45am	
Period 2	9.25am	
Period 3	10.05am	
1st Rec	10.40am	
Period 4	11.05am	
Period 5	11.45am	
LUNCH/REC	12.20pm	
LUNCH/REC	12.50pm	
Period 6	1.20pm	
Period 7	1.55pm	
Period 8	2.30pm	
Period 9	3.10pm	
Period 10	3.50pm	
3rd Rec	4.25pm	Upper School daily Academic Detention Slot
ACTIVITIES	4.40pm	13+ Scholarship classes for Rudiments scholars will run on Mondays, Tuesdays and Thursday from September until Christmas
SUPPER/TEA	5.30pm	
EVENING STUDIES	6.00pm to 7.00pm	Remaining Upper School Day pupils and boarders study in the Tolkien Library under KS2 academic staff supervision Rudiments and figures boarders will study in KS3 classrooms supervised by KS3 academic staff
BOARDING	7.00pm	Final pick up time for day pupils

Prep Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday*	Sunday
Breakfast							
8.00-8.20 Registration							
8.20-8.45	School Assembly	Playroom Assembly	Class Teacher	School Assembly	Class Teacher	Singing Practice	
8.45-9.20 Period 1	Literacy	Literacy	Literacy	Literacy	Literacy		
9.25-10.10 Period 2	Literacy	Literacy	Literacy	Literacy	Literacy		
10.10 - 10.30 1st Rec.							
10.30 – 11.05 Period 3	Numeracy	Numeracy	Numeracy	Numeracy	Numeracy		
11.05 – 11.45 Period 4	Numeracy	Numeracy	Numeracy	Numeracy	Numeracy		
11.45 – 12.50 Lunch/2 nd Rec							
12.50 – 1.20 Period 5b							
1.20 – 1.55 Period 6			GAMES		P.E.	GAMES	
1.55 – 2.30 Period 7			GAMES		P.E	GAMES	
2.30 – 3.10 Period 8			GAMES			GAMES	
3.10 – 3.50 Period 9	MASS		GAMES			GAMES	
3.50 – 4.10 – 3 rd Rec							
4.10 – 5.00 - Activities							
5.00 – 5.30 - Supper							
5.30 – 6.00 - Studies							
6.00 – End of Day							

* SATURDAY MORNING LESSONS – PERIOD 1 (8:45-9.20) PERIOD 2 (9.25-10.10)
1ST REC (10.10-10.30) PERIOD 3 (10.30-11.05) PERIOD 4 (11.05-11.40) PERIOD 5 (11.45-12.20)

PICK UP TIMES: 3:50PM, 5:00PM, 5:30PM & 6:00PM

Elements Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday*	Sunday
Breakfast							
8.00-8.20 Registration							
8.20-8.45	School Assembly	Playroom Assembly	Class Teacher	School Assembly	Class Teacher	Singing Practice	
8.45-9.20 Period 1	Literacy	Literacy	Literacy	Literacy	P.E.		
9.25-10.10 Period 2	Literacy	Literacy	Literacy	Literacy	P.E.		
10.10 - 10.30 1st Rec.							
10.30 – 11.05 Period 3	Numeracy	Numeracy	Numeracy	Numeracy			
11.05 – 11.45 Period 4	Numeracy	Numeracy	Numeracy	Numeracy			
11.45 – 12.50 Lunch/2 nd Rec							
12.50 – 1.20 Period 5b				GAMES			
1.20 – 1.55 Period 6			GAMES	GAMES		GAMES	
1.55 – 2.30 Period 7		GAMES	GAMES	GAMES		GAMES	
2.30 – 3.10 Period 8		GAMES	GAMES			GAMES	
3.10 – 3.50 Period 9	MASS	GAMES	GAMES			GAMES	
3.50 – 4.10 – 3 rd Rec							
4.10 – 5.00 - Activities							
5.00 – 5.30 - Supper							
5.30 – 6.00 - Studies							
6.00 – End of Day							

* SATURDAY MORNING LESSONS – PERIOD 1 (8:45-9.20) PERIOD 2 (9.25-10.00) PERIOD 3 (10.05-10.40)
 1ST REC (10.40-11.05) PERIOD 4 (11.05-11.40) PERIOD 5 (11.45-12.20)
 PICK UP TIMES: 3:50PM, 5:00PM, 5:30PM & 6:00PM

Figures & Rudiments School Day

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
8.00-8.20 Registration	Playroom						
8.20-8.45	School Assembly	Playroom	MASS	School Assembly	Playroom	Singing Practice	
8.45 - 9.20 Period 1				GAMES			
9.25 - 10.00 Period 2				GAMES			
10.05 -10.40 Period 3	TUTOR			GAMES	TUTOR		
10.40 - 11.00 1st Rec	P.E.	P.E.					
11.05 - 11.40 Period 4	P.E.	P.E.					
11.45 - 12.20 Period 5a							
12.20 - 1.20 Lunch & 2 ND Rec							
1.20 – 1.55 Period 6			GAMES			GAMES	
1.55 – 2.30 Period 7			GAMES			GAMES	
2.30 – 3.10 Period 8	GAMES		GAMES			GAMES	
3.10 – 3.50 Period 9	GAMES		GAMES			GAMES	
3.50 – 4.25 Period 10	GAMES		GAMES			GAMES	
4.25 – 4.40 – 3 RD Rec							
4.40 – 5.30 - Activities							
5.30 – 6.00 - Supper							
6.00 – 7.00 - Studies							
7.00 – End of Day							

SATURDAY MORNING LESSONS FINISH AT 12.20pm AFTER PERIOD 5

PICK UP TIMES: 4:45PM, 5:30PM, 6:00PM & 7:00PM

SECTION 9

POLICY STATEMENTS

i. Equal Opportunities: Policy Statement

Stonyhurst St Mary's Hall intends that no pupil, employee, visitor or job applicant shall receive less favourable treatment because of his/hers age, colour, disability, nationality, national origin, religious or political beliefs, marital status, race, sex or sexual orientation, nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

All employees have a responsibility for the development and operation of the Equal Opportunities Policy. It is important that all employees are fully aware of the policy, and ensure that they conduct themselves both personally and in the discharge of their responsibilities in a manner that will not bring themselves or Stonyhurst St Mary's Hall, into disrepute.

Parents and pupils should know that Stonyhurst St Mary's Hall, has an Equal Opportunities Policy, and is committed to equality of opportunity.

Any allegation that is made against an employee regarding their conduct in relation to the Equal Opportunities Policy will be investigated and dealt with under the appropriate disciplinary procedures.

Any pupil, employee, visitor or job applicant who believes they have a grievance in relation to the Equal Opportunities Policy or practice should pursue it through either the School's Grievance Procedure or by writing accordingly to the Governors via the Clerk to the Governors.

The Headmaster of Stonyhurst St Mary's Hall has overall responsibility for the development of the Equal Opportunities Policy.

ii. Safeguarding: Policy Statement

Introduction

This policy is provided via the Family and Staff Handbooks for all parents, staff and pupils and is available on the school website and on request.

Stonyhurst is committed to a Safeguarding (Child Protection) Policy that provides clear direction to staff and others about expected codes of behaviour in dealing with Child Protection issues, and complies with DCSF procedures set out in "Safeguarding Children and Safer Recruitment in Education". This policy makes explicit Stonyhurst's commitment to the development of good practice and sound procedures, endorsed by

the Stonyhurst Mission Statement. We take advice from the Lancashire Children and Young People's Safeguarding Coordinator to ensure that our policy is in accordance with locally agreed inter-agency procedures and the requirements for boarders set out in the National Minimum Standards.

Stonyhurst operates Safer Recruitment Procedures that include Enhanced CRB checks on all staff and volunteers before their appointment to Stonyhurst is confirmed, and compliance with Independent School Standards regulations. It is the norm for applicants to start work only after their CRB clearance has been received. In cases where the appointment date is prior to the receipt of CRB clearance, a List 99 check and appropriate risk assessment are undertaken, covering the period until the CRB certificate is received and the staff member concerned will be appropriately supervised during this period. However, no employee is allowed to undertake boarding duties until a satisfactory enhanced CRB clearance has been received. Systems are in place to ensure the timely renewal of CRB checks should there be any concerns about an employee. Referral to the ISA is standard procedure when a member of staff leaves employment at Stonyhurst should we consider them to be unsuitable to work with children.

Policy Outline

Stonyhurst recognises the five outcomes from *'Every Child Matters'* that every child has the right to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

Consequently, the Stonyhurst Safeguarding Policy focuses on the following:

- prevention
- protection
- support
- operation of a 'Safer Recruitment Policy' *
- maintaining a safe environment in which children can learn and develop

* Stonyhurst maintains a complete Single Central Record of background and identity checks. Safer Recruitment Training is undertaken by key staff: Andrew Johnson, Julian Ridley, Larry Crouch, Frances Ahearne & Barbara Church Taylor. Stonyhurst

complies with the statutory requirement to have at least one person trained in safer recruitment.

This policy applies to all pupils of the school and must be upheld by all employees of Stonyhurst.

Policy Application

Stonyhurst recognises that for children high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults assists prevention. Stonyhurst therefore endeavours:

- to establish and maintain an ethos where pupils feel secure, are encouraged to talk and are listened to;
- to ensure that pupils know that there are adults in Stonyhurst whom they can approach if they are worried or are in difficulty (for instance the Designated Senior Person, the Deputy Head (Pastoral), the Director of Boarding, the pupil's Tutor, Playroom Leader, the Chaplain, Independent Listener, or any staff member);
- to include in the PSHE curriculum, both the subject of abuse and the advice needed to stay safe from it (as outlined in the PSE Programme of Study available from the PSE Co-ordinator);
- to include in the PSHE curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life (as outlined in the PSE Programme of Study available from the PSHE Co-ordinator);
- to ensure that wherever it is necessary every effort will be made to establish effective working relationships with parents and representatives from outside agencies.

Roles and Responsibilities

Overseeing Stonyhurst's Safeguarding (Child Protection) responsibilities is the Designated Senior Person, Mrs J Hines, who liaises directly with the SMH Headmaster on Safeguarding issues.

The Deputy Designated Senior Person is the Headmaster.

The appointed governor with Safeguarding (Child Protection) Responsibilities is Mr P Boylan. Overseeing the SMH's EYFS responsibilities is Mrs M Lea, Deputy Head

(Lower School Education), who liaises with local statutory children's agencies as appropriate.

The Lancashire Children and Young People's Safeguarding Co-ordinator is Mr Paul McIntyre (01772 532634) and the Schools' Safeguarding Officer is Ms Mary Aurens (01772 531196):

School Safeguarding Team
Safeguarding Unit
County Hall
PRESTON
PR1 8JR

The Local Authority Contact is the Safeguarding Co-ordinator (Telephone 01772 532634).

The Designated Senior Person is responsible for:

- ensuring that Stonyhurst maintains a clear policy for Safeguarding (Child Protection);
- understanding the procedures and how they work in practice;
- ensuring that Stonyhurst has a system for recording Safeguarding (Child Protection) concerns at all stages, up to the point of referral to the Children's Social Care when consultation with the Headmaster is necessary;
- referring any allegations or suspicions of abuse to the local Social Services Department within 24 hours;
- encouraging Stonyhurst staff to discuss issues of Safeguarding (Child Protection) at both personal and professional levels;
- providing support and guidance to Stonyhurst staff;
- undertaking appropriate training
- discussing with the Headmaster any issues or situations which may work against the interests of pupils.

The Headmaster is responsible for:

- appointing a Designated Senior Person with the responsibilities specified above;

- liaising closely with the DSP and being especially attentive to any concerns raised by him or her;
- assessing the DSP's competence in the role and taking any facilitating action to ensure that Stonyhurst fulfils its Safeguarding (Child Protection) responsibilities, and if any deficiencies or weaknesses are identified in Safeguarding (Child Protection) arrangements, he must see that these are remedied without delay;
- ensuring that all staff have basic training in Safeguarding (Child Protection) issues, including two-yearly updated training for the Designated Senior Person which also includes training on inter-agency working. The latest training occurred on 6th September 2010 for all staff. All staff also received training on 4th September 2009 and 15th January 2010. Part-time and voluntary staff are included in the arrangements. Specific e-safety training has been included and there was staff training on this on 7th September 2010.

The Governing Body is responsible for:

- undertaking an annual review of the school's Safeguarding (Child Protection) policies and procedures, and of the efficiency with which related duties are carried out.

Procedures

Stonyhurst undertakes to implement procedures in accordance with locally agreed inter-agency procedures where applicable to independent schools, set out in the document produced by the Local Safeguarding Children's Board (LSCB) entitled "Children in Need of Protection". The policy is reviewed annually and any deficiencies or weaknesses in Safeguarding (Child Protection) arrangements are remedied without delay.

This document, together with some others, is lodged with the Designated Senior Person and is available for consultation.

Staff will be informed of any amendments, which will affect the Stonyhurst's Safeguarding (Child Protection) Policy.

Arrangements to deal with Allegations of Abuse against Members of Staff, Volunteers or the Headmaster.

Allegations against staff or volunteers should be reported to the DSP immediately the allegation is made, and certainly within 24 hours. If the DSP is absent, the allegation

should be passed to the Headmaster with the same urgency. If the allegation concerns the Headmaster, the person receiving the allegation should immediately inform the Chairman of Governors without notifying the Headmaster first. In case of serious harm, the police should be informed from the outset. The Chair of Governors can be contacted through the Clerk to the Governors Mr J Ridley who is the Bursar. Contact should be made through reception if he is not in school.

Where a member of staff who lives within the School premises is suspended pending an investigation of a Safeguarding (Child Protection) nature, arrangements for alternative accommodation will be made.

- Staff receiving an allegation of abuse about another member of staff should report the matter immediately to the Headmaster, according to the guidelines of the Stonyhurst Whistleblowing Policy, unless the Headmaster is the person against whom the allegation is made. When allegations are made about the Headmaster the matter must be reported to either of the following:
Designated Senior Person
OR
Local Authority Safeguarding Team
AND
Chair of Governors

If an allegation is made against SMH's DSP, then it should be referred immediately to the Headmaster.

- The member of staff to whom the allegation has been made must make a written, signed and dated account of the allegations as soon as possible (and certainly within 24 hours).
- Immediately an allegation is made the Headmaster/Deputy Headmaster/Chair of Governors, as appropriate should:
 - i. seek advice from/consult the Senior Area Personnel Officer/Local Authority CP Officer and, as necessary, Diocesan Church Authority Officer.
 - ii. Countersign and date the written account of the person reporting the allegation (see 1.2).
 - iii. Obtain, as necessary, further details of the allegation in writing, signed and dated by the person who receives the allegation (not the child who is the subject of the allegation).

- iv. Record any information about times, dates, locations and names of potential witnesses.

Urgent initial consideration by the Headmaster of an allegation.

In all circumstances the Headmaster will refer allegations of abuse to the Local Authority Delegated Officer (LADO) within 24 hours.

- Where an allegation is made against a member of staff, there should be an urgent initial consideration by the Headmaster, of the substance of the allegation. Where the allegation is against the Headmaster, urgent initial consideration should be given by the Chair of Governors as appropriate, in consultation with the Local Authority Delegated Officer (LADO)
- If the allegation suggests that a child has suffered or is likely to suffer significant harm, or where it is possible that a criminal act has been committed, there must be an immediate referral to Children's Social Care in accordance with Lancashire Safeguarding Children's Board Procedures. If there is any doubt of these matters, then guidance/clarification must be sought from the Lancashire Children and Young People's Safeguarding Co-ordinator (Mr Paul McIntyre).
- There will however be instances where allegations made do not require referral under local child protection procedures detailed above. Those instances are as follows:
 - v. Where the allegation relates to the use of reasonable force to restrain a pupil, in accordance with s.550A of the Education Act 1996 and DfEE Circular 10/98 and Welsh Office Circular 37/98, it will be appropriate for the Headmaster to deal with the matter at school level. An allegation of assault beyond the use of reasonable force would however need to be dealt with in accordance with the local child protection procedures as detailed above.
 - vi. Where following initial consideration it is absolutely clear to the Local Authority lead officer and the Headmaster (or where the allegation involved the Headmaster, the nominated governor) that the allegation is demonstrably false by virtue of the fact that the immediate circumstances of the allegation show that it would not be possible for the allegation to be true, then again the matter can be dealt with at school level. However, in these circumstances, it should be borne in mind that if a child has made an obviously false allegation, this may well be a strong indicator of abuse elsewhere which requires further exploration. The best way for this to be

achieved is through an inter-agency referral in order that any underlying causes can be teased out.

- vii. The allegation may represent inappropriate or poor practice by a member of staff which needs to be considered under local disciplinary procedures.

Therefore, when any allegations are made, there are four possible outcomes which may arise from the initial discussion between the Local Authority and the Headmaster:

- viii. Where the pupil has suffered, is suffering, or is likely to suffer significant harm, there should be an immediate referral under local Safeguarding (Child Protection) procedures established by the Lancashire Safeguarding Children's Board Procedures.
- ix. Where the child has alleged that a criminal offence has been committed, then again this will be referred under local child protection procedures and the police may carry out a criminal investigation. However, it may be that the matter can be dealt with at school level.
- x. The allegation may represent inappropriate behaviour or poor practice by a member of staff (which does not fall within the above categories) that needs to be considered under local disciplinary procedures.
- xi. The allegation is apparently without foundation.

Allegations that call for immediate referral to Child Protection Agencies

- The priority must be to determine whether a child or children are at risk of significant harm and are in need of protection. If this appears to be the case there should be an immediate referral by the Headmaster to Children's Social Care in accordance with the Lancashire Area Safeguarding (Child Protection) Procedures. Where the Headmaster is the subject of the allegation, the Local Authority will undertake this in liaison with the Chair of Governors of the school.
- Subsequent action will be in accordance with the Lancashire Area Safeguarding (Child Protection) Procedures. Early action to establish the nature of the allegation and consideration of whether it should be investigated should be undertaken in such a way that it does not prejudice any such subsequent action. There must be no interference with evidence. Any investigation is a matter for Children's Social Care or the Police.

- The Local Authority Designated Officer for Allegations is Tim Booth at the LCC Safeguarding unit and his telephone number is 01772 536694

Allegations that may require urgent referral to Child Protection Agencies

- It is important for the Headmaster to act quickly. It is also important to recognise that establishing whether an allegation warrants further investigation is not to form a view on whether the allegation is to be believed. At this stage a Headmaster should not investigate the allegation itself, or interview pupils, but should consider, in consultation with the Senior Area Personnel Officer/Local Authority CP Officer and, as necessary, the Diocesan /Church Authority Officer, whether the allegation requires further investigation and, if so, by whom. Only if the allegation was trivial or demonstrably false, would a further investigation not be warranted.
- Where the Headmaster, in consultation with the Senior Area Personnel Officer/Local Authority CP Officer, believes that the allegation warrants investigation:
 - xii. there should be a consideration as to whether an immediate consultation with Children's Social Care is required.
 - xiii. where it is believed that the child or children is/are not at risk of significant harm, consideration should be made as to the need for disciplinary action. If that is the case, it would be necessary to investigate at school level and subsequently to consider whether disciplinary action is required under the School's Discipline, Suspension and Dismissal Procedure.
- In the case of an allegation against the Headmaster, action will be undertaken by the Chair of Governors in accordance with LCC policy.

Procedures for dealing with abuse by one or more pupils against another pupil

Such cases will be treated as with any Safeguarding (Child Protection) allegation as set out in this policy and advice will be taken from the LADO.

Training

The Headmaster and all staff receive appropriate INSET training on Safeguarding Children at least every three years provided by the Lancashire Education Authority.

Professional Confidentiality

We will share information to protect a child, having taken advice from the Designated Senior Person and, if necessary, Lancashire Safeguarding Children's Board.

Anyone approached by a pupil regarding safeguarding issues should follow the advice in the pocket guide on Safeguarding (Child Protection).

Confidentiality is the norm in regard to child protection concerns in Stonyhurst. The purpose of this confidentiality is to benefit those involved in any specific case.

Members of staff to whom pupils disclose Safeguarding (Child Protection) matters must be sensitive in explaining that the information they receive might have to be passed on to others. On no account should any guarantee of confidentiality be given to the pupil concerned.

Pupils making disclosures of alleged abuse in good faith will be protected.

The above is informed by the documents: "Information Sharing: Guidance for Practitioners and Managers" published by HM Government and in particular the section on "The Seven Golden Rules for Information Sharing".

Use is also made of the Government link: <http://www.governornet.co.uk>

Records and Monitoring

Well-kept records are essential to good Safeguarding (Child Protection) practice. Stonyhurst is clear about the need to record any child protection concerns held about a pupil and is also aware that such records must be kept confidential and secure until such time, if judged necessary, they are passed over to appropriate outside authorities.

These records will comprise concerns, in writing, passed to the Designated Senior Person by his or her colleagues. Each pupil about whom a note has been received will have an individual file, chronologically ordered, and locked with other Safeguarding (Child Protection) documentation, separate from other SMH records.

Each pupil about whom a Safeguarding (Child Protection) File has been opened will be the subject of a discussion between the DSP and the Headmaster. The likely outcome of the discussion will be to inform the pupil's Playroom Master/Housemistress and Tutor, in order to ensure still more effective monitoring of the area of concern.

Through the procedure explained in the preceding paragraph, specific pastoral staff will be aware that a pupil is being monitored for Safeguarding (Child Protection) purposes. Nonetheless, it is the responsibility of all staff to pass on their concerns

about any pupil to the DSP, whether or not they have been informed that a specific pupil is being monitored.

The DSP is responsible for collating the concerns lodged in a pupil's Safeguarding (Child Protection) File and in consultation with the Headmaster decides whether the case warrants referral to the Children's Social Care.

The Safeguarding (Child Protection) File of any pupil who leaves Stonyhurst for another school will be transferred to the authorities of that school at the Headmaster's discretion.

Attendance at Safeguarding (Child Protection) Conferences

In the event of a Safeguarding (Child Protection) Conference (which involves Children's Social Care) being convened for a Stonyhurst pupil and an invitation being received from the Chair of the Conference to the school the DSP would attend.

Supporting Pupils at Risk

Stonyhurst recognises that any pupil who has been a victim of sexual, physical or emotional abuse, or the abuse of neglect, may find it difficult to develop a sense of self-worth, and exhibit behaviour that is challenging and defiant. Stonyhurst accepts that it is necessary to take this into account in determining disciplinary sanctions against such pupils. Stonyhurst also accepts that pupils who have experienced abuse may be inclined to abuse others and that such abuse requires a considered and sensitive approach to all those involved.

Stonyhurst endeavours to support pupils through:

- the structure of Pastoral Care throughout the school, in particular the support of the Deputy Head (Pastoral), Director of Boarding, Playroom Leader, Tutor, Class Teacher and Chaplain;
- the close attention of the Senior Management of SMH in serious cases;
- the availability of the Stonyhurst Counsellor or other professional help;
- integrating Christian values and the Christian perspective as taught in all subjects of the curriculum, Playroom Retreats, school Masses, other aspects of the religious life of the school and morning assemblies;
- the PSHE programme which emphasise the development of self-esteem in a variety of situations, and self-motivation;

- a commitment to develop productive, supportive relationships with parents, if it is in the pupil's interest to do so.

Indicators of Abuse and Neglect

Injuries

Bruises or abrasions, especially about the feet, head, genitals or other parts of the body where they would not normally be expected to occur given the age of the child.

Damage or injury to the mouth of a child, eg bruises or cut lips.

Bite marks.

Burns and/or scalds, especially small circular burns (often cigarette burns).

Bilateral injuries such as two black eyes – this rarely occurs accidentally.

Fractures in children under two years old.

Poisoning and other misuse of drugs.

Repeated minor injuries and/or self harming.

Other signs include:

Lethargy.

Withdrawal.

Wariness.

Passivity.

Frozen awareness.

An unkempt, dirty appearance.

Developmental retardation without a medical condition.

Over-solicitous behaviour towards adults.

Failure to thrive or grow without an underlying medical condition.

Concerned staff should provide the DSP with a handwritten and dated report and this will be given serious consideration before further action, including contact with Children's Social Care within 24 hours.

This policy should be considered together with related policies as given in the SMH Staff Handbook.

Stonyhurst: A Safe Environment

To help ensure appropriate staff/pupil relationships, all staff should read and follow the guidelines published in the document “Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings” (this guidance has been updated from an original ‘Investigation Referral and Support Co-ordinators Network’ document commissioned by what was the DfES but has now be re-named the DCSF). A copy is sent to all members of staff.

All those interviewed for positions at Stonyhurst will be informed of the school’s approach to Safeguarding (Child Protection). The Headmaster reserves the right to contact not only recent employers, but also any previous employer of a potential employee of Stonyhurst to ensure that that person has given no cause for concern in Safeguarding (Child Protection) issues.

Should an allegation be made against any member of staff, the DSP will advise about procedures and direct him/her to the relevant advisory material.

The School will seek to obtain reasonable assurances that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the School’s pupils on another site.

The Stonyhurst Campus is risk assessed annually and any arising issues are dealt with by Senior Management in conjunction with other co-opted staff such as Buildings Manager and the Domestic Bursar.

Missing Pupil Procedure

Should any pupil be notified to the Deputy Head (Pastoral), the School Office, the Director of Studies Office or the Pastoral Head as “missing”, the following actions will be taken:

- i) Action will be taken internally to locate the pupil, this will include a search of the premises;
- ii) If after two hours that action fails to locate the pupil, parents/guardians, or other suitable person, will be contacted to notify them of the situation;
- iii) If after four hours from the original report the pupil is still “missing”, the police will be contacted.

This serves as a maximum set of time parameters. Timings for notification will be shortened in accordance with the circumstances and time of day that the pupil is reported as “missing”.

Ofsted Contact Details

- We undertake to inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children on the Stonyhurst campus (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse that is alleged to have taken place on the campus and any action taken in respect of these allegations.
- We will inform Ofsted of the abuse as soon as is reasonably practicable but at the latest within 14 days.

Ofsted
National Business Unit
2nd Floor
Royal Exchange Buildings
St Ann’s Square
MANCHESTER M2 7LA

Telephone: 08456 404040
Email: enquiries@ofsted.gov.uk
Internet; www.ofsted.gov.uk (for their most recent report
online)

Training:

All Staff are given regular training in Safeguarding matters.

The Designated Senior Person will receive Level 3 training as will his Deputy through Lancashire Safeguarding Children’s Board. Pastoral Heads will receive Level 1 training through Lancashire Safeguarding Children’s Board. New staff receive induction training in safeguarding matters.

Resources:

Child Protection in Education: a Child Protection Information Pack. In particular refer to Section 4. This can be accessed through the Deputy Head (Pastoral).

Children in Need of Protection: a Multi-Agency Policy, Guidance and Procedures Document produced by the Lancashire Area Child Protection Committee. This is located in the office of the Deputy Head (Pastoral).

Working Together to Safeguard Children 2010: A copy is available in the office of the Deputy Head (Pastoral).

Bullying – Don't Suffer in Silence: an anti-bullying pack produced for schools by the DfES. All Pastoral Heads at Stonyhurst have a copy for reference.

Duty of Care: A Resource Handbook for Boarding School Staff. This is produced through the Boarding Schools Association (BSA). All Pastoral Heads have a copy for reference.

Head of House. This Boarding Schools' Association publication provides essential advice on good boarding practice. A copy is available for reference from the Deputy Head (Pastoral).

Good Practice in Boarding Schools. Another valuable resource published by the Boarding Schools Association. A copy is available for reference from the Deputy Head (Pastoral).

World Class: Meeting the Needs of International Students in British Schools. Copies are lodged with the Director of Boarding, the Deputy Head (Pastoral) and all Playroom Leaders.

The Anti-Bullying School: A Lancashire Education Authority resource that can be accessed through the Deputy Head (Pastoral), all Playroom Masters and both Housemistresses.

The College Director of Studies (Mrs H Harris), in consultation with the Deputy Head (Academic) (Mr Mike Gibson), arranges training in pastoral matters. This takes the form of 'Whole Staff INSET' and courses for individual members of staff through the Local Authority or the Boarding Schools Association.

Guidance for Staff

It is important that staff, by their behaviour or actions, do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on.)

Staff should:

- Treat everyone with respect
- Provide an example for others
- Respect a young person's right to privacy
- Provide access for young people to talk to others about any concerns they may have

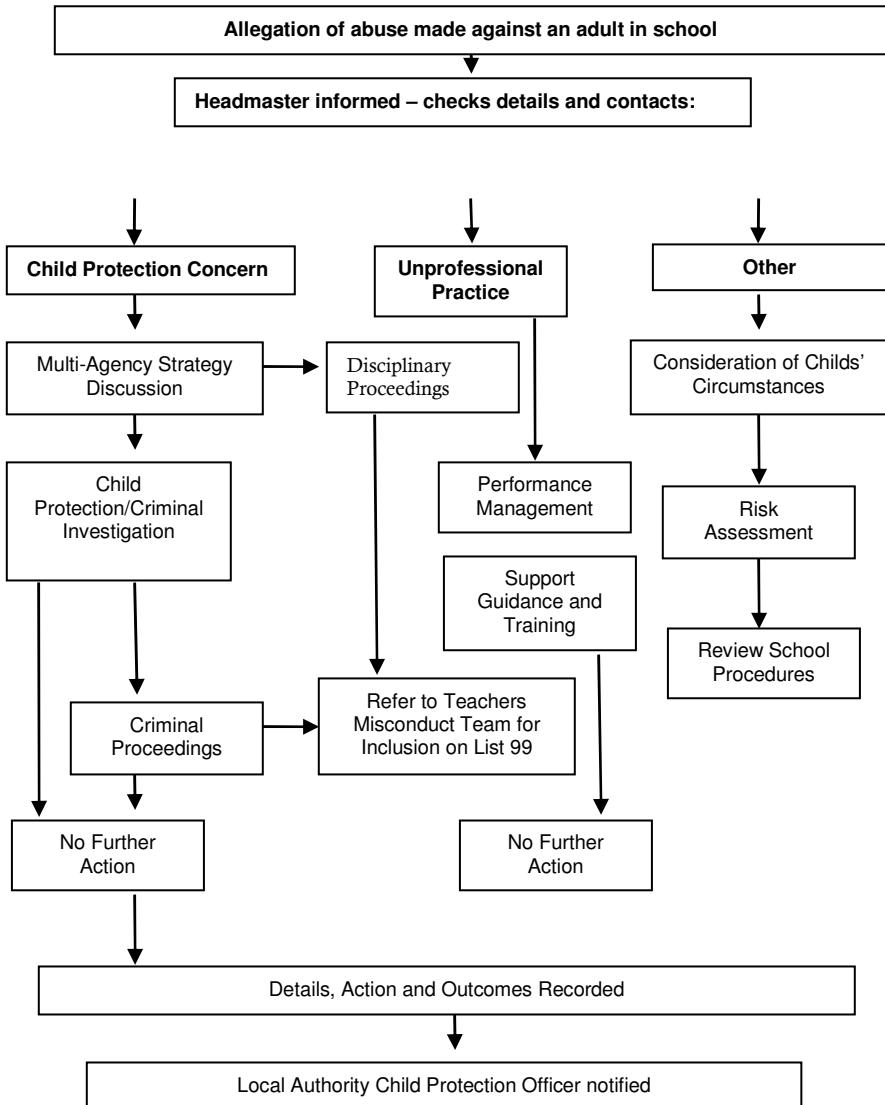
- Recognise, and allow for, the special needs of young people disabilities and learning difficulties
- Encourage young people and adults to point out attitudes or behaviour that they do not like
- Avoid inappropriate physical contact
- Remember that someone else might misinterpret your actions, no matter how well intended
- Recognise that special caution is required in sensitive moments of counselling when dealing with bullying, bereavement or abuse
- Respect the cultural, religious and ethnic backgrounds of those you work with.

Staff should not:

- Permit abusive peer activities (e.g. bullying, racial harassment etc.)
- Have any inappropriate physical contact with young people
- Jump to conclusions about others without checking the facts
- Show favouritism to any individual
- Be drawn into inappropriate attention seeking behaviour such as crushes or tantrums
- Make suggestive remarks or gestures
- Rely on your good name to protect you
- Believe 'it could never happen to me'
- Interview vulnerable young people on their own.

Incident Management (Safeguarding)

Flowchart for responding to allegations of abuse by an adult in school



iii. Care and Control of Pupils Policy & Pupil Restraint Policy

Stonyhurst St Mary's Hall has a fully documented policy on the strategies for dealing with challenging behaviour and occasions where physical restraint is deemed to be necessary. It is written in accordance with the 1996 Education Act (Section 550A) which stipulates those occasions where reasonable force may be used.

Parents are welcome to have a copy of this policy and should apply for it at the school office but it is not deemed necessary to print the whole document here. The policy can be summarised as follows:

Physical intervention uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming himself, herself, others or property.

The policy also defines different types of physical contact that can occur in school life:

a) Physical Contact

Situations in which proper physical contact occurs between staff and pupils, e.g. in the care of pupils with learning disabilities; in games/P.E.; to comfort pupils.

b) Physical Intervention

This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by the hand, arm or shoulder with little or no force.

c) Physical Control/Restraint

This will involve the use of reasonable force when there is an immediate risk to pupils, staff or property. All such incidents are recorded.

iv. Pupil Data Protection Policy

General Statement of Stonyhurst's Duties

The School is required to process relevant personal data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with this policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this policy, any reference to pupils includes current, past or prospective pupils.

Data Protection Controller

Stonyhurst has appointed the Bursar as Data Protection Controller (DPC) who will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of the Data Protection Act 1998.

The Principles

Stonyhurst shall so far as is reasonably practicable comply with the Data Protection Principles (“the Principles”) contained in the Data Protection Act to ensure all data is:

- fairly and lawfully processed;
- processed for a lawful purpose;
- adequate, relevant and not excessive;
- accurate and up to date;
- not kept for longer than necessary;
- processed in accordance with the data subject’s rights;
- secure;
- not transferred to other countries without adequate protection.

Personal Data

Personal data covers both facts and opinions about an individual. Stonyhurst may process a wide range of personal data of pupils, their parents or guardians as part of its operation. This personal data may include (but is not limited to): names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.

Processing of Personal Data

Consent may be required for the processing of personal data unless the processing is necessary for Stonyhurst to undertake its obligations to pupils and their parents or guardians. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this policy.

Sensitive Personal Data

Mary’s Hall may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and proceedings. Where sensitive personal data is processed by Stonyhurst St Mary’s Hall the explicit consent of the appropriate individual will generally be required in writing.S

Rights of Access

Individuals have a right of access to information held by the School. Any individual wishing to access their personal data should put their request in writing to the DPC. Stonyhurst St Mary’s Hall will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 40 days for access to

records and 21 days to provide a reply to an access to information request. (Please note that Stonyhurst St Mary's Hall may charge an administration fee of up to £10.00 for providing this information).

You should be aware that certain data is exempt from the right of access under the Data Protection Act. This may include information which identifies other individuals, information which Stonyhurst St Mary's Hall reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. Stonyhurst St Mary's Hall is also not required to disclose any pupil examination scripts.

Stonyhurst St Mary's Hall will also treat as confidential any reference given by Stonyhurst St Mary's Hall for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. Stonyhurst St Mary's Hall acknowledges that an individual may have the right to access a reference relating to them received by Stonyhurst St Mary's Hall. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent of if disclosure is reasonable in all the circumstances.

Whose Rights?

The rights under the Data Protection Act are the individual's to whom the data relates. Stonyhurst St Mary's Hall will, however, in most cases rely on parental consent to process data relating to pupils unless, given the nature of the processing in question, and the pupil's age and understanding, it is unreasonable in all the circumstances to rely on the parent's consent. Parents should be aware that in such situations they may not be consulted.

Stonyhurst St Mary's Hall will only grant the pupil direct access to their personal data if in Stonyhurst St Mary's Hall's reasonable belief the pupil understands the nature of the request.

Pupils agree that Stonyhurst St Mary's Hall may disclose their personal data to their parents or guardian.

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds his/her agreement to personal data being disclosed to parents or guardians, Stonyhurst St Mary's Hall will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding consent, or where Stonyhurst St Mary's Hall believes disclosure will be in the best interests of the pupil or other pupils.

Exemptions

Certain data is exempted from the provisions of the Data Protection Act which

includes the following:

- The prevention or detection of crime.
- The assessment of any tax or duty.
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon Stonyhurst St Mary's Hall.

The above are examples only of some of the exemptions under the Act. Any further information or exemptions should be sought from the DPC.

Disclosure of information

Stonyhurst St Mary's Hall may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. Stonyhurst St Mary's Hall confirms that it will not generally disclose information unless the individual has given consent or one of the specific exemptions under the Data Protection Act applies. However, Stonyhurst St Mary's Hall does intend to disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils of Stonyhurst St Mary's Hall.
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organizers of School trips.

Where Stonyhurst St Mary's Hall receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

Use of Personal Information by Stonyhurst St Mary's Hall

Stonyhurst St Mary's Hall will, from time to time, make use of personal data relating to pupils, their parents or guardians in the following ways. Should you wish to limit or object to any such use please notify the DPC in writing.

- To make use of photographic images of pupils in School publications and on Stonyhurst St Mary's Hall website. However, Stonyhurst St Mary's Hall will not publish photographs of individual pupils with their names on Stonyhurst St Mary's Hall website without the express agreement of the appropriate individual.

- For fundraising, marketing or promotional purposes and to maintain relationships with pupils of Stonyhurst St Mary's Hall, including transferring information to any association, society or club set up for the purpose of establishing or maintaining contact with pupils or for fundraising, marketing or promotional purposes.

Accuracy

Stonyhurst St Mary's Hall will endeavour to ensure that the personal data held in relation to an individual is accurate. Individuals must notify the DPC of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

Security

The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. The School will ensure that the personal information is held securely and is not accessible to unauthorized persons.

Enforcement

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with the Data Protection Act, h/she should utilize the College complaints procedure and should also notify the DPC.

Parents will be notified of serious disciplinary infringements by the Assistant Headmaster. We value the input that parents might provide.

Sanctions are clearly notified to pupils through their Playroom Masters/Mistress and essential information is included in the School Calendar, a copy of which is issued to each pupil at the beginning of term.

In all matters of School Policy the Headmaster has discretionary powers.

In matters of exceptional seriousness, the Headmaster reserves the right to permanently exclude a pupil. In such cases parents have the right to appeal of the Chairman of Governors

v. Eating Disorders Policy

Stonyhurst St Mary's Hall has a fully documented policy on eating disorders but it is not deemed necessary to publish it in full here. The catering staff provide a well-balanced nutritious diet for the pupils and the staff closely supervise the food that the

children are eating. Any concerns are posted to the Pastoral Committee which meets every week to discuss pupil issues. In PSHE and school assemblies children learn about the different types of food and what constitutes a balanced diet.

Any parents seeking a full copy of the policy can ask for one at the school office.

vi. Pupil Relationships

An important part of the education we try to give our pupils is that they should all “recognise their own dignity” and that they should “show one another respect and courtesy at all times.” Pupils are required to exercise self-control and sensitivity in following sustained and exclusive relationships with one another, and to remember the greater good of the whole School community and the necessary participation of all in building that up by sharing friendships with a wider range of people.

Trust is an essential feature of the community in which we live, but in order to assist pupils the following regulations exist:

Boys and girls are expected to conduct themselves in a cultivated and mature fashion and to refrain from physical contact in public.

Ignoring this directive will lead to public correction by the teacher who sees the offence and referral to the appropriate Playroom Master/Mistress, Director of Boarding. A detention will be issued and the matter will be recorded.

Failure to comply will lead to suspension: first offence a warning; second offence suspension.

Boys are not allowed into the separate girls dormitory gallery, and vice versa (except for access to the TV room/Tuck Shop): first offence a warning; second offence a suspension.

Instances of boys and girls behaving in a manner which is likely to result in emotional, psychological or moral damage and/or which could compromise themselves, their future and that of others, will be treated with the appropriate seriousness.

Behaviour of an explicitly sexual nature is strictly forbidden and will lead either to suspension or permanent exclusion at the discretion of the Headmaster.

vii. Anti-Bullying Policy

Statement of Intent

This policy is provided via the *Family and Staff Handbooks* for all parents, staff and pupils of Stonyhurst.

SMH is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at the school. If bullying does occur, all pupils should be able to seek help and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is **expected** to tell the appropriate staff.

The Anti-Bullying Policy is complemented by several other policies:

- *The Safeguarding (Child Protection) Policy;*
- *The Conduct and Behaviour Policy;*
- *The SEN Policy;*
- *The Acceptable Use Policy (e-safety a& ICT)*

These policies, and others, can be found in the *Family and Staff Handbooks*.

Policy Application

This policy applies to all pupils and adults learning and working at Stonyhurst.

The policy addresses bullying indicated in child to child, adult to child, child to adult and adult to adult situations.

The policy applies to all pupils and staff in their relationships with each other both on and off campus and is not limited to term-time.

All adults must accept that they have a responsibility to act under the Duty of Care.

Objectives of this policy

To ensure that,

- all governors, teaching and non-teaching staff, pupils and parents have an understanding of what bullying is;
- all governors and teaching and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported;
- all pupils and parents know what the school policy is on bullying and what they should do if bullying arises;
- as a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported;
- bullying will not be tolerated.

What is bullying?

Bullying is "Behaviour by an individual or group, usually repeated over time, that

intentionally hurts another individual or group either physically or emotionally”.

Bullying falls into two categories:

- Emotional Bullying;
- Physical Bullying.

Behaviour constitutes bullying if,

- It is repetitive, wilful or persistent;
- It is intentionally harmful, carried out by an individual or group;
- There is an imbalance of power leaving the person who is bullied feeling defenceless.

It is important to acknowledge that bullying behaviour can and does occur anywhere and everywhere: in schools, within the home and in the community at large.

Bullying can be:

Emotional/ Cultural	-	being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), taking belongings
Physical	-	pushing, kicking, hitting, punching or any use of violence.
Racist	-	racial taunts, graffiti, gestures.
Sexual	-	unwanted physical contact or sexually explicit and/or abusive comments.
Homophobic	-	because of, or focussing on, the issue of sexuality.
Verbal	-	name calling, sarcasm, spreading rumours, teasing.
Focusing on Disability or SEN	-	because of, or focussing on, a disability whether physical or psychological.
Cyber	-	using electronic means such as social websites, mobile phones, text messages, photographs, or e-mail to cause pain and distress to a victim.
Religious	-	religious intolerance of any sort.

Pupil Reporting System

Bullying not only hurts, it is insidious and undermining to both the victim and the community at large. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullied have a right to effective support. Pupils who are bullying need to learn different ways of behaving.

Stonyhurst is committed to provide clear and effective pupil reporting systems. These include:

A comprehensive Pastoral System in which pupils have several members of staff in whom pupils can confide;

- A tutorial system in which a pupil is seen by his/her tutor twice a week;
- Some peer mentoring system in which senior pupils look after the welfare of younger boys and girls;
- A school email system that allows pupils to contact members of staff;
- Our on-site Health Centre is another useful method of communication for our pupils;
- An Independent Counsellor is available to all pupils and she can be accessed confidentially.

Signs and Symptoms of Bullying

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child,

- changes their usual routine;
- is unwilling to go to school (school phobia);
- begins truanting;
- becomes withdrawn, anxious, or lacking in confidence;
- starts stammering;
- attempts or threatens suicide or runs away;
- cries themselves to sleep at night or has nightmares;
- feels ill in the morning;

- begins to do poorly in school work;
- comes home with clothes torn or books damaged;
- has possessions go “missing”;
- asks for money or starts stealing money (to pay the bully);
- has unexplained cuts or bruises;
- comes home hungry having missed meals;
- becomes aggressive, disruptive or unreasonable;
- is bullying other children or siblings;
- stops eating;
- is frightened to say what’s wrong;
- gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems, but bullying will be considered a possibility and will be investigated.

Procedures (including Sanctions) for Dealing with Bullying

- Bullying incidents must be reported to staff as soon as they occur.
- The incidents will be recorded and appropriate action taken involving the relevant Playroom Master or Director of Boarding and the Deputy Head (Pastoral).
- If possible, the pupils will be reconciled.
- The bully (bullies) may be asked to apologise with appropriate sincerity.
- Failing this, parents will be informed and may be asked to attend a meeting to discuss the problem.
- If necessary and appropriate, police will be consulted.
- The bullying behaviour, or threats of bullying, will be investigated and the bullying addressed quickly.

- An attempt will be made to help the bully (bullies) change their behaviour.
- Any pupil found to have been bullying another will be, in the first instance, dealt with by the appropriate Playroom Leader.
- If the form of bullying is regarded as particularly serious, the matter should be handed over directly to the Deputy Head (Pastoral).
- Whichever circumstance prevails, it will become a matter of school record in order to enable patterns of bullying to be identified.

A repetition of any sort of bullying will lead to suspension from the school, and even expulsion if this is deemed appropriate for the good of the whole community.

Outcomes

After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

As far as possible, at Stonyhurst we try to fulfil the ideal expressed in the Stonyhurst Mission Statement to “ensure that each pupil can always find the support, guidance, help and counselling that he or she needs”. Our Pastoral System, Mentoring, Counselling and Health Centre provision, plus the Chaplaincy also act as support. A system of staff supervision that covers areas such as Playrooms, the Refectory, the Changing Rooms is in place.

Education

Education through PSHE is part of the Stonyhurst curriculum

The SMH Ethos underpins the community.

Sanctions

Pastoral Care provisions, and an acknowledgement of the weaknesses of certain pupils, do not in any way deter the school from using disciplinary means to resolve a bullying problem. Sanctions may include:

- A Parental interview;
- Imposition of a *Behavioural Contract*;
- School Record;

- Suspension;
- Permanent Exclusion at the Headmaster's discretion.

Disclosure

Pupils, staff and parents who have concerns about bullying and/or Safeguarding (Child Protection) matters, should feel confident that any sensitive disclosures will be dealt with without fear of repercussions.

Pupils are encouraged to seek help if they are being bullied, or know of another pupil who is being bullied. It is important for pupils to approach any member of staff in order to express their concerns and this can be done either directly, by email or by note. It may also be appropriate to raise the subject at Playroom or Tutor Meetings. Parents are encouraged to work with the school if bullying issues arise and should approach the appropriate Pastoral Head in the first instance. Serious concerns can, of course be taken directly to the Deputy Head (Pastoral) – Mr Charles Watson.

At Stonyhurst we accept our responsibility to respond promptly and effectively to issues of bullying. We are not complacent and vigilance is a key factor in our care for our pupils.

Resources and Training

Publications available for staff from the Deputy Head (Pastoral):

Safe to Learn DCSF Publication

Safe from Bullying DCSF Publication

Child Protection in Education: a Child Protection Information Pack. In particular refer to Section 4.

Children in Need of Protection: a Multi-Agency Policy, Guidance and Procedures Document produced by the Lancashire Area Child Protection Committee.

Working Together to Safeguard Children 1999

Bullying – don't suffer in silence: an anti-bullying pack produced for schools by the DfES. All Pastoral Heads at Stonyhurst have a copy for reference.

Duty of Care: A Resource Handbook for Boarding School Staff. This is produced through the Boarding Schools Association (BSA). All Pastoral Heads have a copy for reference.

Head of House: this Boarding Schools' Association publication provides essential advice on good boarding practice.

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World Class: Meeting the Needs of International Students in British Schools.

The Anti-Bullying School: a Lancashire Education Authority resource.

The Headmaster liaises with the College Leadership Group to arrange training in pastoral matters. This takes the form of 'Whole Staff INSET' and courses for individual members of staff through the LEA or the Boarding Schools' Association.

viii. Illegal Drugs

Stonyhurst St Mary's Hall has a fully documented policy on illegal drugs which will be provided on request.

ix. Alcohol Policy

Stonyhurst St Mary's Hall has a fully documented policy on alcohol which will be provided on request.

x. Smoking Policy

We try to educate our pupils about the well-documented dangers of smoking and to deter them from experimentation that could lead to dependency. The interior of Stonyhurst St Mary's Hall has been designated a "No Smoking Area".

If a pupil is found smoking or is discovered bringing cigarettes or tobacco products into the school this will be treated as a serious breach of School discipline. The pupils will be suspended immediately and the parents will be invited to school to discuss further management.

xi. Theft Policy

In simple terms, theft is the removal of someone else's property without first obtaining the owner's permission. In spite of the fact that many pupils confuse this with "borrowing" when the owner is not available to give permission, our policy is to adopt the simple definition in an attempt to deter the negligent and dangerous practices which can become commonplace within a community. These include treating expensive belongings carelessly by leaving them unattended around Stonyhurst St Mary's Hall, and ignoring the advice of those in authority.

Trust is compromised by theft and friendships put under great strain as suspicion mounts. We will pursue incidences of theft with careful zeal. “Care” because the innocent are implicated until the thief is found and “zeal” because the thief who remains undetected creates serious difficulties within the community.

We must not forget, however, that stealing can be an indicator of problems in the thief. Compassion is important but this should not exclude punishment when that is considered appropriate.

In order to help prevent theft, pupils are instructed that they must not have cash in their possession at any time. Valuable items should be engraved clearly and any other valuable item permitted by Stonyhurst St Mary’s Hall should also be distinctively and indelibly marked.

It is not acceptable for a pupil to remove or borrow the property of another without seeking that person’s permission even if he/she intended to return it. Such an action will be regarded as punishable behaviour.

All incidents will be recorded centrally and parents will be notified immediately. Repetition of theft after suspension could lead to permanent exclusion.

xii. Vandalism Policy

We must all strive to achieve the highest standards and emphasise that we should respect and protect the property of the school and that of each individual student.

There are those of a negative disposition, however, who resort to vandalism as some sort of “statement”. There are also those students who engage in vandalism because of personal frustrations or problems. Although compassion and understanding are essential parts of our strategy, we must have in place deterrents that will reinforce the values that we try to encourage. The following apply:

In the first instance, an investigation of any vandalism will be made by the appropriate Playroom Master/Mistress or Director of Boarding. They will then interview the pupil(s) and determine, as far as possible, what was the cause of the action. Counselling will be arranged if that is deemed appropriate, the cost of repairs will be billed to the pupil and the incident will become a matter of School Record. The pupil’s parents will be informed about the incident and the measures taken;

Particularly serious occurrences, or repeated minor offences, will be referred directly to the Deputy Head (Pastoral) who will initiate investigations. A pupil found guilty of serious vandalism, or who repeats minor offences, will be judged to have defied one of the basic principles of living at Mary’s Hall and will thus risk either temporary or permanent removal from Stonyhurst St Mary’s Hall.

All disciplinary matters involving vandalism will become a matter of College Record and will be communicated to the pupil's parents.

xiii. Games Policy & Code of Conduct

We regard involvement in competitive sport as an integral part of providing pupils with a well-balanced education. In addition to the major sports mentioned below, a wide range of other sporting activities are pursued both in Physical Education programmes and in extra-curricular clubs.

In the Christmas and Easter Term our major sports are rugby for the boys and netball and hockey for the girls. The major sports in Summer are cricket for the boys and rounders for the girls. There is also athletics, tennis and golf for the girls. Swimming is a major sport throughout the year. If a pupil is required for any sports' squads and match fixtures his/her participation is compulsory including any required attendance on Saturday afternoons. Practices do not take place during academic time and any fixtures that involve missing academic lessons must be sanctioned by the Deputy Head (Academic).

Guidelines for Pupils

When you play for Stonyhurst St Mary's Hall, or spectate, you will be judged by your words, actions and attitudes. You should therefore try to implement the following:

At home fixtures, you are the host. Be courteous to visitors and do everything you can to make them feel welcome;

At away fixtures, you are the guest. Be on your best behaviour, courteous and respectful;

No player or team should seek to gain advantage by unfair means. You are to follow the rules of the game and in doing so learn to win with pride and lose with dignity;

Foul, abusive or threatening language or verbal provocation has no place in school fixtures, on or off the field;

You must never resort to physical violence, nor should you respond with physical violence;

The authority of the referee is always to be respected and never questioned;

In winning or losing, your behaviour should be moderate and appropriate. Win with pride and lose with dignity;

You must have the correct games' kit and wear it with pride. Slovenly appearance will not be tolerated.

Pupils who fail to abide by these rules will not be allowed to represent Stonyhurst St Mary's Hall. Serious misbehaviour will be a disciplinary matter.

Guidelines for Parents

Stonyhurst St Mary's Hall welcomes the support of parents at fixtures. However, in the enthusiasm of the moment, support can sometimes interfere with the coaching and refereeing of the game and set an example we would not wish pupils to emulate. Therefore, we respectfully ask parents:

Please do call out encouragement but do not let that become interference in coaching instructions, refereeing decisions, or focus of prolonged or undue attention on individual players.

Please do not criticise the referee, opponents' coaches and teachers, or our own games' staff. Constructive comments are welcomed by the games' staff at an appropriate time after the fixture.

Please encourage your son / daughter to compete in the right spirit and with pride in their school.

xiv. ICT Acceptable Use Policy (e-Safety policy)

Stonyhurst College operates a campus wide ICT network covering Stonyhurst College, St Mary's Hall and Hodder House. The Campus Director of ICT has overall responsibility for these systems.

ICT Facilities Available to Pupils

Network Access

- All pupils from Lower Prep onwards are provided with a Stonyhurst Network user name and password. This account will be closed without notice at the end of the first half term after a pupil leaves the college. Staff network accounts will be closed at the end of their period of notice.
- Once an account has been activated, the following facilities can be used.
- Access to computer workstations in ICT rooms and classrooms throughout the

campus. Currently this is based on a Windows XP platform with a planned migration to 32 Bit Windows 7 over the next few years. Microsoft Office 2003 is currently used as the main software platform and this is supplemented by specialist software where appropriate. All fixed workstation are protected by anti-virus software.

- A secure, private storage area for own electronic files.
- Secure backup and recovery procedures. A daily backup of user areas is taken and stored off site. This can be used to recover user files in the case of a serious system failure. Users can also request recovery of files they have accidentally deleted in the previous 7 days. However, this will not normally be possible if the file has been created then deleted in the same day.
- Access to a range of shared network-based teaching, pastoral, sporting and other resources.
- Personal folders and shared resources can be accessed by local login to the school network or via Remote Access when away from the campus. This allows a user of any web-attached device to log into the network from outside the campus network and gain access to their network folder and shared resources. Remote access does not provide access to any applications software licensed to Stonyhurst College and pupils will need their own licensed copy of relevant packages such as Word and Excel if they wish to view or edit any remotely accessed files. The remote access link can be found on the school web site. (www.stonyhurst.ac.uk)
- A Stonyhurst email account. This can be accessed both from within the school network and from any external web attached device via the shortcut on the Stonyhurst web site (www.stonyhurst.ac.uk). Pupils can also request to have email delivered directly to an Iphone.

Internet Filtering

Internet access is provided through the college network. All content is filtered and we will endeavour to ensure that pupils are protected from harmful material. Given the nature of the internet, whilst every reasonable effort is made to avoid inappropriate material being accessed, the College cannot guarantee this. During the academic day pupils are only allowed access to sites that are considered to be supportive of our academic and pastoral goals. Other parts of the school day may be designated as recreational and at these times pupils will have access to a wider, but still filtered, range of general interest, retail and social networking sites. The timing of recreational availability is determined by the relevant playroom staff and may be varied for individuals and groups at the discretion of pastoral staff.

Pupil Laptops and other handheld devices

Pupils are encouraged to bring their own laptops into school to support their academic and social development. Most study areas and study bedrooms are provided with a wired connection to the campus network and wireless access will be gradually extended to cover most areas of the campus during the next few years. Cables for attachment of laptops are provided free of charge on request. Pupils are responsible for care and maintenance of their own laptops and for any software installed.

Software on pupil laptops is not covered by any Stonyhurst College site license and pupils must ensure that all software on their laptop is licensed. Laptops should have up to date virus protection software installed and active at all times.

We currently support attachment of laptops running Windows XP, Vista and Windows 7 and MAC OSX. All of the network facilities discussed above; user area, resources, internet and email can also be accessed via laptops attached to the school network. However, we cannot take responsibility for backup of any files stored on users' own devices.

Parents should be aware that the College is unable to control, monitor or filter content accessed by mobile devices connected directly to services provided by mobile telephone companies. All of our pupils are required however to sign an agreement that they will observe the College's acceptable use policy whether onsite or off site.

Monitoring

All campus workstations have active monitoring software installed. This monitors all screen content and will take a snap shot of the screen, identify the user and alert the Campus Director of ICT if the material being viewed is considered unacceptable. This includes use of unacceptable or insulting language, viewing inappropriate images or web sites and references to violent or illegal acts.

ICT staff may inspect the content of user areas if some form of misuse is suspected.

Training

All pupils will be encouraged to undertake training in keyboard skills unless they can demonstrate a typing ability of at least 35 words per minute.

All pupils will be expected to complete an E-Safety course.

Responsibilities

The acceptable use policy applies to any device capable of sending, receiving or storing, text, images, sound or other digital content. It applies to all pupils and staff using both school and personal equipment, whether they connect to the campus network or not.

Principles

- All users should realise that their behaviour in the on-line world will be judged in the real world
- All users must use the campus network in a caring and considerate manner.
- Users must use printing facilities economically and only for recognised educational purposes.
- College equipment is not to be used for recreational purposes. Personal computers may be used for this purpose.
- School email accounts should be checked at least once per day if possible.
- Copyright of digital materials e.g. Music and film must be respected
- All computer rooms must be kept tidy – food and drink are not permitted.
- As a Stonyhurst pupil, whenever I connect to the internet or any other communications network I will continue to observe the same rules that apply to the school internet.

Security

- Users must not log onto the campus network using another user's log in details.
- Users must not attempt by any means to bypass the filtering and monitoring systems provided.
- Users should not engage in any activity that threatens the integrity of the College ICT systems.
- Users must not share passwords with other users.
- Users must not interfere with installed software on local or network directories, or tamper in any way with any hardware.
- Users should not use mobile devices to bring unsuitable material into the college.

Inappropriate behaviour and bullying

Pupils should not use ICT, particularly mobile phones and the internet to deliberately upset someone else. This is called cyber bullying and includes:

- Pupils who set up website pages and invite others to post derogatory comments about a pupil
- Pupils who film fights or assaults (so-called "happy slapping") or other demeaning incidents and circulate them via mobile phones
- Pupils sending insulting, vicious or harassing text messages
- Pupils posting fake and obscene photographs of the victim on a social

networking site

- Pupils hacking into social networking sites and removing and circulating material which may be embarrassing or personal

If any of the above is happening to you or someone else you know, or you are being caused distress in another way, you are being bullied and you should seek help from a member of staff at the College.

If you are doing any of the above, you are a cyber-bully and will be dealt with in accordance with the College sanctions policy.

Staying Safe

Users should take particular care when using social networking sites and email. Personal information (eg. address or telephone number) should not be revealed to unknown contacts and pupils should under no circumstances meet in person with any internet contact unless a parent, carer or teacher has given permission.

Pupils should take particular care when presenting themselves through social networking sites and in particular should not publish any material that reflects badly on themselves, Stonyhurst in general or members of the Stonyhurst community. This includes personal details of any member of staff or student or any photograph of staff or fellow students without first obtaining permission.

The e-mails you send must be polite and responsible and you are to report any unpleasant material or messages sent to you.

Sanctions

Any user who disregards their responsibilities as set out in this e-safety policy will be dealt with in accordance with the school sanctions framework as set out in the Family Handbook, Section 6, Conduct and behaviour or pupils.

Stonyhurst College Acceptable Use Agreement	
I,.....realise that on-line behaviour is real behaviour and that inappropriate behaviour will be subject to the same sanctions that apply in the real world. I hereby agree that I have read, understood and agree to abide by the school policy on the acceptable use of ICT.	
Signed.....	Date.....

St Mary's Hall Acceptable Use Policy for Responsible Mobile Device Use

Day pupils at St Mary's Hall are not allowed to bring mobile devices (i.e. devices that are phones and/or have direct access to the internet through Wi-Fi or other means) to school unless specifically authorised by a member of staff for a specific occasion.

Boarders at St Mary's Hall may bring mobile devices to school provided that the device is registered and is in the safe keeping of boarding staff at all times other than when they are made available on a weekday evening or during the weekend.

On occasions when pupils are allowed mobile devices they must adhere to the conditions set out in the agreement below and for which they must sign at the start of every year.

Pupils found with an unregistered mobile device will have it confiscated and their parents will be notified.

Day pupils who come in on the bus may bring a mobile phone in case they need to contact parents in transit but this must be handed in at Reception when they arrive and picked up from Reception when they leave.

St Mary's Hall Acceptable Use Agreement for Responsible Mobile Device Use
When using devices
I..... agree to all of the following.
I will not access any websites that are illegal for a person of my age, including social network sites (Facebook etc).
I will not take inappropriate photos or photos that compromise other children. I will not send any photos without the permission of those pictured.
I will not use my device to pass on information that might be harmful or unkind to other people (i.e. unkind texts about teachers or pupils etc)
I will not attempt to bypass the school screening system
I will ask a teacher if I am concerned in any way about material I have uncovered on the internet.
If I connect to the web by some other signal either on site or if I have been given permission to use my device off site, I will continue to observe the same rules that apply to the school internet.
Signed.....
Date.....

xv. Uniform & Personal Appearance

Pupils wear the Stonyhurst St Mary's Hall school uniform. A separate clothing list for boys and girls is issued to all new pupils on admission. At the start of each academic year, all current parents also receive a copy.

It is important that all clothing, footwear, and any other possessions are marked with a pupil's name and school number.

New pupils should bring with them a supply of name tapes, so that games' kit and other items purchased can be clearly marked.

The times of opening for the School Shop are as follows:

Monday 10.00am to 7.30pm

Wednesday 10.00am to 5.00pm

Friday 10.00 am—5.00 pm

Parents will be given prior notice of any holiday opening times. All goods purchased from the School Shop must be paid for by cash, cheque or credit card. It is not possible to purchase goods by asking for the goods to be charged to the school account. Please note that all second hand uniform must be paid for using one of the methods above. Repairs and dry cleaning will be charged on the school account. All cheques should be made payable to Official Kit.

Personal Appearance

We expect the highest standards of dress and personal appearance of Stonyhurst St Mary's Hall pupils. We insist on good manners and appropriate dress both inside and outside the classroom.

Carelessness in pupils' dress and personal hygiene often leads to a lowering of standards in other areas and adversely affects the tone we are trying to set. It also sends the wrong signals to those pupils who do comply.

Weekends

Home clothes are allowed after activities on Saturday and after Mass on Sundays. Special dispensations are given occasionally.

Boys

Hair: Haircuts must never be of a type which constitutes self advertising. Very short, aggressive styles that are regarded by SMH as "unusual" are not allowed. Dyed hair is forbidden. Hair should be kept clean and well groomed. Pupils should never cut each other's hair.

Shoes: These should always conform to the published regulations and be cleaned regularly.

Hats/Caps: These must not be worn inside the building and never with school uniform.

Girls

Hair: Hair should be kept well-groomed. Long hair should be tied back with a dark green hair band/elastic and grips approved by School. Styles that are

regarded by Stonyhurst St Mary's Hall as "unusual" are not allowed. Dyed hair is forbidden. Pupils should never cut each other's hair.

Shoes: These should always conform to the published regulations and be cleaned regularly.

Hats/Caps: These must not be worn inside the building and never with school uniform.

Jewellery: Girls are permitted to wear stud earrings but all other jewellery is forbidden.

Make-up: This is not allowed at any time.

Summer Order

Summer order, if and when decided, will be announced daily during the summer term. When Summer Order is announced boys may remove their ties and jumpers and roll up their sleeves to above the elbow. Ties should be kept in pockets and jumpers should be kept in the locker rooms.

On arrival and at departure school ties, jumpers and blazers must be worn.

xvi. Exeats & Visits

Permission for boarders for all excursions or visits must be obtained from the Director of Boarding. Exeats to visit brothers and sisters at the College must be obtained from the Director of Boarding who will liaise with the authorities at the College. Exeats or time out of school which means missing academic time must be sanctioned by the Headmaster, or Deputy Head (Academic) in his absence.

Exeats for boarders to go out with day pupils are encouraged but written permission from both families is required by the Deputy Head (Academic).

xvii. Off-Site Visits

There are frequent visits available to the pupils throughout the school year. Most of the outings are within the day, however, some may be overnight. Trips in general do not cut across lesson time.

Pre-site visits are carried out in order to assess potential risks etc. and visits have approval from the Headmaster.

Risk assessments are conducted before any new visit and reviewed regularly for repeat visits. A 1:10 staff/pupil ratio is adhered to with male and female staff present on every visit.

Evening Visits (such as theatre)

A parental consent letter is sent out to the parents. giving information about cost, departure time, arrival time, transport, staffing and emergency contact numbers. From this a comprehensive list of pupils and staff attending is compiled and a copy of this, along with the risk assessment (if not a repeat visit) is given to the Headmaster. A copy of the list of pupils and staff attending is then posted in the Common Room, the Playroom and a copy is given to evening duty staff.

The pupils are addressed regarding behaviour and the dos and don'ts prior to the visit. When walking as a group, a member of staff is assigned to the front, middle and back of the group

Day Visits (such as theme parks)

The same preliminary procedures are followed as in Evening Visits but with the following additions.

Theme parks cater for school groups. However, each park has its own procedure and this is checked prior to the visit and acted upon accordingly.

Before the visit, the group will be addressed regarding the procedure in case of emergency. This will involve going around the park in groups of no less than 4, the wearing of watches, regular rendezvous times throughout the day and a meeting point, manned by a member of staff throughout the day and regular patrols by other members of staff. Each child is given a copy of the name of the group leader, school mobile phone numbers of staff and the meeting place and time of departure.

Residential Visits

The same preliminary procedures are followed as above but with the following additions:

Staff visit and, ideally stay, in the accommodation prior to the visit in order to assess potential risks/hazards.

The groups have adjoining rooms with the teachers' quarters next to the pupils', preferably on one floor, not the ground floor, and leaders obtain a floor plan of the rooms reserved for the group's use in advance. Separate male/female sleeping/bathroom facilities for pupils are always ensured.

The immediate accommodation area is checked for exclusive use by the groups. There is a check for appropriate safe heating and ventilation. The whole group is made aware of the layout of the accommodation, its fire precautions/exits regulations and routine, security arrangements for the hotel and the identity of key personnel. The locks on the doors should work in the group's rooms but appropriate access to

staff is made available at all times. Ideally, assurance will be sought from the manager of the accommodation that the staff, including temporary workers, have been vetted as suitable for work with younger people.

There will always be an appropriate number of male/female group supervisors on call during the night.

xviii. Visitors to the School

Apart from normal drop-off and collection times, all visitors to the School must report to Reception and, after approval of their visit, must wear a visitor's badge.

xix. Signing Out

KS1 pupils are handed over to parents for collection. All KS2 & KS3 pupils must be signed out by an adult.

xx. Complaints and Appeals Procedure

Introduction

Stonyhurst has long prided itself on the quality of the teaching and pastoral care provided to its pupils. We welcome suggestions and comments from parents and take seriously any concerns you may have. These will be treated in a professional and appropriate manner in accordance with this Procedure.

Stage 1

It is hoped that most complaints and concerns will be resolved quickly and informally.

If parents have a complaint they should normally contact their son/daughter's tutor/class teacher. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the tutor/class teacher cannot resolve the matter alone, it may be necessary for him/her to consult with a head of department or Playroom master/mistress before responding to you.

Complaints made directly to a head of department, a Playroom master/mistress, the Director of Boarding or one of the Deputy Heads may be referred to the relevant tutor unless the head of department, Playroom master/mistress, Director of Boarding or Deputy Head deems it appropriate for him/her to deal with the matter personally.

The tutor will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within five working days or in the event that the tutor and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with stage 2 of this Procedure.

Stage 2

If the complaint cannot be resolved as set out above, then the parents should put their complaint in writing to the Headmaster. The Head will decide, after considering the complaint, the appropriate course of action to take.

The Head will respond to the parents within 5 working days of receiving the complaint. If possible, a resolution will be reached at this stage.

It may be necessary for the Head to carry out further investigations.

The Head will keep written records of all meetings and interviews held in relation to the complaint.

Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his/her decision. Parents will be notified of the outcome of an investigation within 28 days of receiving the complaint.

If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

Stage 3

If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Chairman of Governors who may call a hearing of the Complaints Panel.

The matter will then be referred to a Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the board of governors. The Chairman of Governors, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 14 days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than two days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it should be carried

out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 7 days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head, and the Chair of Governors and, where appropriate, the person complained about.

A written record will be kept of all complaints and outcomes with information about the stage at which they were resolved. These records will be kept for at least three years.

EYFS complaints will be kept for a minimum of three years.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.

Parents, including parents of EYFS children, can make a complaint to Ofsted, whose contact details are:

Email: enquiries@ofsted.gov.uk
Telephone: 08456 40 40 45

Address: Ofsted National Business Unit
Royal Exchange Buildings

St Ann's Square
Manchester
M2 7LA
or

Independent Schools Inspectorate
CAP House
9-12 Long Lane
London
EC1A 9HA info@isi.net

Parents of boarders who have a complaint about welfare (not education) can contact:

National Care Standards Commission

Our most recent report can be viewed on line at: <http://www.ofsted.gov.uk/>

The School will provide Ofsted, on request, with a written record of all complaints made during any specific period, and the action which was taken as a result of each complaint.

SECTION 10

STATIONERY AND SCHOOL EQUIPMENT

You should have the following equipment. These items are available from the Reception office and will be charged to your school account at the end of each term.

Sharp Calculator (EL-531RH) - for Rudiments and Figures only
Cartridge or Fountain Pen
Coloured Pencils
Pair of compasses
Erasers
Felt Pens
Glue Sticks
Pencil Sharpeners
Pencils HB, 2B & B
180 Degree Protractors
Rulers—30cm or 15cm
Scissors

Other items that are available from the school office are:

Parker Cartridges
Geometry Sets
Files & Folders
Plastic Sleeves
Eraser Pens
Highlighter Pens

L.D.S.