



Guidance Notes for the Pupils of St. Bede's School

Boarding And Day Pupils

2015 - 2016

Introduction	3
The Structure of the school:	3
Matron:	3
The teaching staff:	4
Pastoral Care	5
Statement of Boarding Principles	6
Boarding Information	7
Dormitories	7
Personal stereos, Ipods and electrical equipment	7
Exeats	7
Laundry	7
Pocket Money	7
Letters and Stamps	7
Insurance of Personal Property	8
Storage	8
Games consoles	8
Boarding and Extra Suppers	8
Travel Arrangements	8
The School Day	9
Weekend Timetable	9
School Rules	10
Dress and uniform	11
Telephones and Mobile Phones	11
iPads	11
Prayers, Grace and the chapel	12
Something Worries You ...	13
Complaints Procedure	20
Rewards and Sanctions	22
House point system	22
Report Cards	25
Credit Cards	22
Expulsion, suspension and exclusion.	23
Child protection.	24

Introduction

This booklet is designed to help you.

If there is anything in it that you do not understand, do not be afraid to ask.

The School was founded over sixty years ago. The plan then, as it still is now, was that the members of the School should consider themselves to be members of a rather large family. This means that every individual should behave and treat others as he or she would like members of his or her own family to treat him or her. St Bede's is primarily a Roman Catholic School, but people of other faiths or creeds have always been welcomed, and have equal rights, and their beliefs and practices must be respected.

Everyone has an equal right to happiness; everyone has an equal right to his or her own property, and everyone, regardless of race, colour, religion, sex or accent has an equal right to be fairly and considerately treated. Any threat to any of these is wrong.

The house, buildings, grounds, books, pictures and furniture are all private property, and belong to the Northcote family. You will notice that most of the furniture and paintings is very old indeed, whilst they do make the house a very nice place to live in they do need to be treated with respect, we would ask that great care be taken of everything, and treated as though the things belong to you.

The Structure of the school:

Although the Northcote family own and run the school, it would be too confusing to have lots of people called Mr. Northcote, for example. So we use our first names, for instance Mr. Hugh Northcote is known simply as Mr. Hugh. Mrs. Hugh is Mr. Hugh's wife, and so on.

- The school is owned by **Mr Hugh**, who teaches Latin and **Mr. Amyas**. They are called the directors.
- **Mr. Charlie** is the **Headmaster**, he looks after what goes on in the school, who teaches what and what you learn about. He is also in charge of the school buildings and makes sure that it is as safe as possible.
- **Mr. Platts** is the **Director of Studies**. He helps Mr. Charlie with looking after what you learn about and who teaches you. He is also the RS teacher and he is in charge of looking after children who find learning more difficult, this is called special needs. He is also the child protection officer.
- **Mrs. Hugh** helps to look after all the children. You will get to know her at weekends.

Matron:

Matron lives in the school, during term time, her main job is to look after all the children, making sure anyone ill or hurt gets the attention they need. She is also in charge of the borders when they go up to bed, making sure they go to bed safely. She is also in charge of the children's clothes, making sure lost clothes are found and that the borders have clean clothes to wear.

Matron plays a very important role in our pastoral care, making sure children feel safe.

The teaching staff:

You will have many teachers during your time here and you will get to know them all in time. They are all here to help you to do well and to enjoy your time with us.

Houses

When you first join the school you are put into a house. These are names after Saints. The houses are:

- Champion
- Fisher
- More
- Southworth

The houses are an important part of the school. Each child learns to be proud of their house and should look forward to representing their house in inter-house competitions such as, swimming, athletics or singing. There are special house colours that can be given to children who try very hard for their house or for those who do very well. These are awarded by the House Master or House Mistress. In each house there is also a Prefect, one of the older children who has been given responsibilities by the School to help look after you as well as lead the house. You can find out more about prefects a little later in this book.

House Duties

Each house takes it in turn to be “on duty”. This means that during their duty week children in each house may be given a job to do. This might include reading in Mass or supervising the break trolley. These jobs are important and children must make every effort to ensure they are carried out properly.

Heads of Houses

Each house has a teacher in charge of it, who is not the Headmaster or Headmistress. They help the children in their houses with all sorts of competitions and they also organise house meetings. House meetings take place at least once a term, here you can have your say about anything that you like or don't like about the school. If you have an idea about how we can make the school better or would like to suggest an activity or some ideas you have had about the food for example. The Head of your house will then come and tell Mr. Charlie about it. House meetings are a little like school councils, but you don't have to be elected to it, this way everyone gets to have their say.

The heads of the houses are as follows:

- Champion - Mrs. Redfern
- Fisher - Mr. Platts
- More - Mrs. Cooke
- Southworth - Mrs. Wheat

Prefects

The Prefects, whether The Head Boy or Girl, House or Boarding prefects are appointed by us to help in the day-to-day running of the School. They therefore have quite a responsible job, and should be treated with respect. Because we appointed them, they are given their authority by us, and they are fully aware of the rules and practices of the School. To disobey a Prefect is to go against the traditions of the School, and is therefore the same as disobeying one of the teachers.

Pastoral Care

(For further detail refer to the Pastoral Care Policy)

Family life is at the core of the school. The Stafford Northcote family are actively involved in every aspect of school life. There is a relaxed and friendly atmosphere throughout the school, where each child is treated and encouraged to treat others, with care and respect.

The school is firm in its belief that its role is to share with parents in the spiritual, moral and intellectual development of the pupils. To this end regular communication - both social and academic - with parents is a fundamental aspect of school life.

The teaching staff work closely with parents to ensure the happiness and educational progress of each child. The school was founded on strong Catholic principles, where each child is treated with respect. Bullying, of any kind, is not tolerated.

The School is fortunate to have its own chapel, where the whole school gathers each week for Mass on Monday morning and a whole school assembly each Wednesday. This encourages each child to participate in the social and religious life of the school, uniting us all in our shared goals for the success and happiness of the school. This community spirit is carried forward into all our undertakings be it the school play or lunch times, our staff pay close attention to the happiness and well being of all the children in their care. Close bonds between staff and families are common as we work in partnership to ensure the happiness and security of each child.

We aim to be a School where exceptional standards of behaviour are the norm, by following consistent policies on bullying and child protection, by rewarding good behaviour and by sanctioning poor behaviour.

Our aim is always to reinforce good behaviour first.

Anti-bullying: our commitment

Bullying of any kind is unacceptable, the school will work with parents and pupils alike to ensure bullying is never accepted at Saint Bede's School.

The School

- reviews its anti-bullying policy and procedures on a regular basis
- supports staff in dealing appropriately with bullying
- addresses pupils' concerns sensitively and effectively
- reports back to parents quickly
- learns from anti-bullying good practice elsewhere

For full details, please consult our full anti-bullying policy.

To discuss any issues surrounding bullying, please contact the Headmaster.

Statement of Boarding Principles

Saint Bede's Preparatory School is a Catholic school, and its whole activity is inspired by the faith of the Church and the Christian vision of God first, Others next, Self last.

Saint Bede's prides itself on the caring and supportive atmosphere that is evident throughout the school. This is nowhere more apparent than in the boarding department, where the children feel happy, secure and relaxed. In the evening there is always a buzz of activity in a warm, homely atmosphere. The weekends are busy, with the resident staff and members of the Stafford Northcote family involved in the care of the children.

Boarding at Saint Bede's teaches the children independence and equips them with social skills that will be invaluable to them as they embark on the next stage of their lives. We aim to create an atmosphere in which the boarders' happiness and personal development come first. We believe that the boarding experience should be fun, and that it offers an opportunity to build friendships and a team spirit of great depth and breadth.

Boarders, as with the rest of the school, learn to live as a community. The catholic ethos of the school is crucial in this development, as St. Benedict taught, we must accept people as they are, not as we would like them to be.

We believe that all children have a right to grow up at Saint Bede's in an atmosphere free from teasing, bullying, intimidation and abuse. We therefore aim to create an open and trusting environment in which every boarder knows that they may approach a member of staff confident in the knowledge that they will be listened to sympathetically and respectfully, and that their concerns will be addressed appropriately. The Head of boarding receives training in child protection issues and the implementation of the school's child protection policy. The Headmaster retains overall responsibility for child protection throughout the school, in this he is assisted by the school counsellor Mrs. Cooke.

The relationship between parents and school is integral to the happiness and security of the boarders. To this end we encourage regular communication between school and parents by telephone or email, or in person. The head of boarding can be reached by via the school office - admin@saintbedes.com 01889 881277.

All the boarders are encouraged to make frequent use of email, telephone, and pen and paper to keep close to home.

As part of a global, multi-ethnic Church, we learn to embrace all world cultures and to respect people of all religions, regardless of gender, ethnicity or disability.

We work hard to provide accommodation for boarders that is comfortable and suitable for the purpose, and which guarantees appropriate privacy. We also aim to provide an environment that is, as far as is reasonably possible, free from physical hazards and dangers of any sort in order to safeguard and promote the welfare of each boarder.

Boarding Information

Dormitories

Posters and pictures may be displayed on the boards that are provided. We encourage all children to decorate their dormitories with suitable posters, postcards etc. Boards are provided for this. If children need blue-tac or pins please see the school office. Please note that pictures should not be put up on any walls except on the boards provided, this will damage the wall paper.

Personal stereos, Ipods and electrical equipment

Boarders may bring these to School for use at specified times, and on tour. Personal stereos or radios must only be used at the weekends and personal electrical equipment, such as hairdryers, should be tested for electrical safety by a qualified electrician and registered with the School Office.

Excursions

It is to be expected that boarders may be invited to stay at a friend's house for the weekend, or during half terms. Whilst the school can give permission for some children, others we require parental consent. Therefore we would be grateful if parents could advise the Headmaster of such outings by no later than the previous Thursday, in writing, particularly if the child is visiting anyone other than his or her own family.

The official time for weekly boarders to go home for the weekend is 6.00 p.m. on Friday returning either by 8.00 p.m. on Sunday or 8.45 a.m. on Monday.

Laundry

There is a laundry on the premises, where the personal laundry and bed linen are dealt with. The children are not permitted access to the laundry. It is very important that all items are marked in a prominent place.

Pocket Money

We have always left to the discretion of a child's own parents the amount of money he or she should have each term. The average amount for a full boarder to have is at least £50 a term; £10 for day pupils. These figures are not absolute – it is quite possible for a child to manage on less. The School Secretary runs the children's accounts, and keeps a careful eye on each one's balance. The ability to withdraw pocket money is removed if an individual account approaches an overdraft. If the need arises to use the telephone, a child may ask for change in the School office, or from the Headmaster.

Letters and Stamps

The boarders write a letter home each week. These letters are left open for insertion of any circulars, or the Newsletter. There is also a letterbox, cleared daily by the secretary, and these letters are not left open. Postage is charged to the children's pocket money accounts at the end of each term.

Insurance of Personal Property

Although the School covers pupils' belongings against fire and proven theft, it does not provide insurance against the more common risks of forgetfulness or carelessness, etc. Parents are advised to take out "all risks" cover for the children's belongings, at least for their more valuable possessions. The School cannot be responsible for toys and so on. It is a sensible policy not to bring anything into school that is expensive or very precious to you.

Storage

The boarders are advised to have a lockable box, in which they can keep their personal possessions. The children may keep them in the cellars, a fridge is provided for perishable items. We would ask that any food that is brought in should be kept in the cupboard provided.

Games consoles

As a School we prefer to encourage team games, group activities, board games, reading and creative tasks.

Boarders may bring games consoles to School on condition that

- Consoles are clearly named and kept in a clearly named and protective case
- Games are clearly named and in a protective case
- Consoles must be kept in the electronic items box in the staff room.

Boarding and Extra Suppers

If parents so wish, we welcome day pupils to stay either overnight or for supper. Some day children like to complete their homework at school, so avoiding any distractions; they can then return home with all the day's work completed. Provision can be made for children to stay over the weekend as well as for individual nights.

Small charges are made for each supper, and for overnight stays.

Travel Arrangements

It would be helpful if parents could inform the School Office of travel arrangements at the beginning and end of terms, and for half-terms, well in advance of those dates.

Please note the following points:

- Arrivals and departures should correspond with school dates.
- Pupils should arrive and depart during reasonable daytime hours.

The School Secretary, Mrs Dexter, should be notified of flights as soon as possible. As we always arrange escorts to and from School, we need seven days' notice of intended travel.

Parents should ensure that children's passports are up to date. The School cannot make arrangements for passport renewal. Similarly, if a visa is required for visiting a foreign country, it is the parent's responsibility to make the necessary provisions.

The School Day

Boarders		All Pupils	
7.3	Getting Up		
7.5	Morning Prayers		
8	Breakfast		
		8.5	Registration
		9	Lessons Start
		11	Morning Break
		11.3	Lessons Resume
		1.00 p.m.	Lunch
		1.45	Quiet half hour
		2.15	Games / afternoon classes begin
		3.45	Afternoon Break
		4.14	Prep
		5	Clubs/study time
6	Free Time		
6.3	Evening Prayers		
8	Bed Time		
9	Lights out		

Weekend Timetable

Saturday

9.00 Breakfast
 10.00 Pocket Money
 11.00 Shopping in Rugeley
 12.00 Free Time
 13.00 Lunch
 14.00 Afternoon Activities
 17.30 Supper
 19.00 Mass
 20.00 Bed Time & Film

Sunday

9.00 Breakfast
 10.00 Letter Writing
 10.30 Free Time & Morning Activities
 13.00 Lunch
 14.00 Afternoon Activities
 18.00 Supper
 20.00 Bed Time

School Rules

There are very few rules here – those that do exist are based on common sense, and most of them are designed with your own protection and safety in mind.

The Bounds

No child may leave the school grounds, on his or her own, or with any other person, without the permission of the Headmaster, Mr. Charlie and with the knowledge of the member of staff on duty. This means that, unless a member of staff goes with you, the following places are ALWAYS out of bounds:

- The road in front of the house
- The cricket pitches
- The riding area
- The laboratory
- The kitchen gardens
- The swimming pool house or the Boiler house.
- The scout hut
- The props hut
- The workshops
- The boiler rooms
- The front lawn
- The fountain lawn
- The Wysteria House lawn.
- The woods behind the tennis courts.

Inside the house itself, these places are out of bounds:

- Matron's room
 - The linen rooms
 - The kitchen
 - The laundry and any boiler rooms.
 - The girls are not allowed onto the boys floor or into any of their dormitories
 - The boys are not allowed onto the girls floor or into any of their dormitories
 - The Staffroom
 - The School office
 - The Headmasters office
 - The Drawing Room.
- **You are NEVER to cross the road without being supervised by a grown-up.**
 - **You are NEVER allowed to go into the private bedroom or accommodation of any member of the staff – for any reason whatsoever.**

If you are not sure where you are allowed or not allowed to go, it is safest to ask first. To claim that you didn't know that a certain place was "out of bounds" will not be accepted as an excuse.
FIND OUT FIRST.

General safety rules.

- Children are not allowed to run in the house and they must also take great care to behave themselves properly in any public area such as the Hall or the Common Room.
- Children must never run out of the house into the car park area.

Dress and uniform

The school's uniform is very important to us all, you are expected to look smart at all times. You will be asked to tuck in your shirt and make yourself look presentable. It is important to remember that uniform allows all the children to be equal, therefore the following points should be remembered.

- All pupils should arrive at school and depart correctly dressed, in their jumper or cardigan and tie where appropriate.
- School uniform is to be worn throughout every day, except for those boarding over the weekend, when "home clothes" may be worn.
- For "outings", such as to away matches, visits to museums, theatres or concerts, etc. "Sunday Bundles" should be worn.
- Girls with long hair should wear red hair-bands or clips. Earrings should not be worn during P.E. or games. Jewellery, apart from crucifixes, may not be worn with uniform.
- Children should not bring non-school uniform into school, parents and children must try to ensure that their uniform is bought from the correct suppliers so that it matches everyone else.

Classes and Preps

Please remember that your parents make considerable sacrifices to send you here, mainly to learn, and you must not therefore go out of your way to disrupt lessons or learning times.

As a sign of respect children are expected to stand up when an adult enters a room and they should also stand to one side to allow an adult to pass. They must NEVER push a grown up out of the way. The teachers and other staff in the school will always try to treat you with respect therefore you should treat them with respect too.

Telephones and Mobile Phones

Borders mobile phones must be kept in the drawers outside Mr. Charlie's office.

To use the telephone for any improper purpose is strictly forbidden, and if you use it in this way, you will be supervised whilst making calls for a period.

Children may use mobile phones on the following conditions:-

- The mobile phone is handed in and given to the child when he/she wishes to make a call. This is to prevent others misusing it.
- You are NOT allowed to take a mobile phone upstairs for any reason.
- Mobile phones along with games consoles are given out in the evenings, you must ask permission before taking your phone. Mr. Charlie (or Matron if he is not available) will give you permission, no other member of staff may give you permission to have your phone. Phones, tablets etc must be handed in before you go to bed. Failure to hand your phone in might result it in being confiscated or restricted.
- Anyone who misuses their phone, either taking or sending pictures or messages that embarrass or upset anyone else, may have their phone confiscated or be supervised while they are using it.
- Day pupils are not allowed to bring mobile phones, or any other electronic devices into school. Such devices are permitted for option time on Fridays, however their devices must be handed into the school office on arrival.

iPads

The school has made a significant investment in the iPads, as such we expect them to be treated with care and respect, as if they were your own.

The iPads have internet access around the school, in order to keep you safe several websites and search terms have been blocked. However, it may still be possible that you find a site or pictures that are unsuitable for children. If this is the case you must close the site immediately and inform Mr. Charlie or Mr. Platts.

If you are discovered viewing unsuitable material the school may: restrict your access to the internet, not allow you to use the iPads or any school computers. In extreme cases this may lead to your suspension or even expulsion from school.

Prayers, Grace and the chapel

All children go to morning prayers, usually at 8.50 a.m. in the school chapel. Borders and any day children who are still at school will attend evening prayers at 6.30 p.m., just before supper. There will be sheets or books to follow. You are of course allowed to visit the chapel during free time or to remain in the chapel after prayers in the evening to pray for your own intentions.

Before every meal we say grace. This is to thank god for our food. Before meals we say:

Bless us O Lord and these thy gifts we are about to receive from thy bounty. Through Christ our Lord. Amen.

After meals we say:

We give thee thanks almighty God for these and all thy benefits received from thy bounty. Through Christ our Lord, Amen.

Weekends and free time.

Your week at school is busy and full of work and activities, therefore at the weekends we like to give borders time to rest, relax and do whatever they feel like. There will be activities arranged to keep you entertained, this might include going ice skating, to the cinema, or trips to local attractions and interesting places. Whilst we would like to arrange activities all the time, it is not always possible, for example the weather might be bad or we decide to just relax this weekend.

Every Saturday borders are taken to one of the local towns, Rugeley, Burton, Lichfield or Stafford. This is so you can buy any stationery you might need and get some lunch of your choosing. There are plenty of things to do and see in all these towns, these will be shown to you during your visit. Children are ALL expected to behave properly on visits out of school, furthermore you will be put into groups and will be expected, for you own safety to stay with your group for the duration of your visit.

Something Worries You ...

If you have a problem that you feel might be lessened if you were to talk about it, you have a very wide choice of adults who can help you. It is much better to talk to someone if you are worried about something, than to let the problem get worse. For example, you might be being teased about your size or appearance, or almost about anything. It's much better to tell a grown-up about these things than to let them go on. If you think you are being bullied, there is a small committee of children who might be able to help. These people can pass your worries on to one of us, if you want. Sometimes, the bully doesn't always realise how hurtful he/she is being, and a word from a grown-up may be all that is needed to put things right.

Your parents (telephone or email – we have the details if you have forgotten them)

Inside the School

- Matron
- A teacher
- The Head Master, Mr Charlie
- Your head of house
- A prefect
- A member of the bullying committee
- Mr. Platts (who is also in charge of child protection)

The School secretary: Mrs. Dexter (you can pop into the office and ask Carolyn a question, or send her an email or note; Carolyn could also find a time for you to chat to Mr Charlie)

Outside contacts

Father Peter is very willing to see anyone, to talk about any problems if you want to contact someone outside the School you can arrange to have a private talk with him on any Monday, after Mass.

Tel 07711 347584

Childline Tel 0800 1111 or 0800 884 444 (both free numbers)

If there is a problem it is always good to share it with someone!

Anti-bullying Policy

1 Aims

- . 1.1 This policy is in accordance with the school's main aims, with its commitment to safeguarding and promoting individual and equal dignity, and fostering a growing sense of personal responsibility and responsibility for others. The policy is based on the belief that all individuals should be respected. The policy seeks to promote justice and peace within the school community so that pupils learn to manage their relationships and become good citizens. We are committed to providing a safe and welcoming environment, which is free from disruption, violence and any form of harassment, so that all pupils can develop their full potential. We expect pupils to treat fellow pupils and members of staff with courtesy and co-operation, so that the school setting gives a relaxed and orderly atmosphere. All members of the school community are expected to care for and support one another and to understand the wrongfulness of bullying or in other ways harming others.
- . 1.2 Respect and mutual tolerance are expected from and for all. Parents and guardians have an important role in supporting the school in maintaining high standards of behaviour. It is essential that school and home both have consistent expectations of behaviour and that they cooperate closely together. This policy is available to current and prospective pupils (boarding and day) and their parents, is seen as integral to the aims of St Bede's School, and made known to all staff.
- . 1.3 Bullying, harassment, victimisation and discrimination are not tolerated. We treat all pupils and their parents fairly and with consideration, and we expect them to reciprocate. Any kind of bullying is unacceptable. This policy applies to all day and boarding pupils in the school, including pupils in the Early Years Foundation Stage (EYFS). If bullying does occur, pupils should be able to seek help whenever it is needed, whether for themselves or for others, and they are reminded that help can be sought from many different people. Pupils should know that incidents will be dealt with seriously and promptly.

2 Definition of Bullying

- . 2.1 In terms of this document, 'bullying' is defined as the repeated use of aggressive behaviour with the intention of hurting another person and causing pain and distress.
- . 2.2 Bullying is the intentional hurting, harming or humiliating of another person by physical means (including sexual), verbal means (including e-mail, chat-rooms and SMS messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory. Bullying is always serious and may cause psychological damage.
- . 2.3 Bullying may involve actions or comments that are racist, sexual or sexist, homophobic, or which focus on religion, cultural background, home-life, disabilities or other physical features (for example, hair colour or body shape). Bullying can happen anywhere and at any time and can involve anyone, whether pupil, other young person, member of staff or parent.

2.4 Cyber-Bullying involves the use of information and communication technologies (ICT) to support deliberate, repeated, and/or hostile behaviour, by an individual or group, that is intended to harm others. Cyber-bullying can involve social networking sites, like Bebo, Facebook and MySpace, e-mails and mobile telephones, including when used for SMS messages and as cameras.

3 The School's Response to Bullying

3.1 No one deserves to be bullied, and we always treat bullying and allegations of bullying very seriously. We recognise our responsibility to respond promptly and effectively. Bullying conflicts sharply with the school's ethos on Equal Opportunities, as well as with its social and moral principles.

3.2 Bullying can cause psychological damage including eating disorders, self-harm and even suicide, and, while bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour. Any pupil and/or parents unwilling or unable to comply with the Anti-Bullying Policy will be asked to leave the school.

4 Signs and Symptoms of Bullying

4.1 Changes in behaviour that may indicate that a pupil is being bullied include:

- unwillingness to attend school
- displays of excessive anxiety, becoming withdrawn or unusually quiet
- failure to produce work, or producing unusually bad work or work that appears to have been copied, interfered with or spoiled by others
- books, bags and belongings suddenly going missing, or being found damaged
- change to established habits (for example, giving up music lessons, adoption of different accent or vocabulary)
- diminished levels of self confidence
- frequent visits to staff with symptoms such as stomach pains, headaches unexplained cuts and bruises
- frequent absence, erratic attendance, late arrival to class
- choosing the company of adults
- displaying repressed body language and poor eye contact
- difficulty in sleeping, experiencing nightmares
- talking of suicide or running away
- bullying of other children
- fear of using the internet or mobile telephone

- not eating

- . 4.2 Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying, should be investigated by parents and teachers without delay.

5 Preventative Measures

- . 5.1 Preventative measures are put in place in order to ensure that bullying does not become a problem. These procedures are vital to combat and prevent incidents of bullying.
- . 5.2 All new pupils (including boarders and our youngest pupils) are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying. It is everyone's duty to report any concern, in the knowledge that, by acting in good faith, the person raising a concern will not be penalised and will be supported.
- . 5.3 All new members of staff are given guidance on the school's Anti-Bullying Policy and in how to react to allegations of bullying. They are required to read the school's policy as part of their induction. We use appropriate assemblies to explain the school's policy on bullying.
- . 5.4 Our Citizenship programme gives pupils an awareness of social and moral responsibilities as they progress through school. It enforces the message about community involvement and taking care of one another. Other lessons, particularly Religious Education, English, History and IT highlight the issue of bullying and reinforce this message by developing social skills and teaching moral and spiritual values that show bullying to be unacceptable. These will all include (at some level) discussion of differences between people and the importance of avoiding prejudice-based language.
- . 5.5 All our pupils are encouraged to report to a member of staff at once if they know or suspect that bullying is taking place. Pupils are taught to prevent bullying of other children themselves by never becoming bystanders to the issue.
- . 5.6 All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely by the Headmaster in order that patterns of behaviour can be identified and monitored.
- . 5.7 We have a strong and experienced pastoral team of Form Teachers and Heads of House who support the SMT and know incidents need to be seen as an immediate priority. These members of staff are especially alert to possible signs of bullying.
- . 5.8 The Head of Religious Studies or regular visiting priest will give support and guidance to pupils of all faiths who wish to refer themselves, perhaps at a time of family break-up, sickness or bereavement. They will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others in a multi-faith community.

- . 5.9 Staff are on duty when pupils are not in class. They are there to support pupils, particularly at vulnerable times/areas, and are alert to inappropriate language and behaviour.
- . 5.10 In boarding houses, pupils have the support of Boarding Staff who act in loco parentis. The informal house environment is important in reinforcing each pupil's standards and values, and in providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom.
- . 5.11 We encourage close contact between the SMT and pupils' parents /carers, and we always make contact if we are worried about any pupil's wellbeing.
- . 5.12 Boarders and their parents are made aware of the contents of the school's Anti-Bullying Policy and are aware that they can refer to certain procedures in the Parent and Pupil Handbook. Boarders know they can report anxieties to both Boarding Staff or day staff.
- . 5.13 Advice on where pupils can seek help, including details of helplines and websites connecting to external specialists (for example, Childline) are displayed in the school.
- . 5.14 All pupils have access to a telephone, enabling them to call for support in private.
- . 5.15 Our Prefect and House system provides peer counselling, whereby older pupils are encouraged to offer advice and support to younger pupils.
- . 5.16 We provide advice to the Prefects which covers the importance of offering support and assistance to younger and vulnerable pupils.
- . 5.17 We have never allowed initiation ceremonies designed to cause pain, anxiety or humiliation.
- . 5.18 We reserve the right to investigate incidents that take place outside school, whether on school visits and trips or in the immediate vicinity. We reserve the right also to investigate issues which arise through the use of electronic communication by or about our pupils.
- . 5.19 We welcome feedback from parents/carers on the effectiveness of our preventative measures.

6 Cyber-Bullying: Preventative Measures

- . 6.1 All pupils are required to adhere to our ICT User Agreement for the safe use of the internet. Certain sites are blocked by our filtering system and staff can monitor pupils' use.

- . 6.2 Sanctions may be imposed for the misuse or attempted misuse of the internet.
- . 6.3 In ICT lessons guidance is offered on the safe use of social networking sites and cyber-bullying, this guidance covering blocking, removing contacts from buddy lists and sharing personal data.
- . 6.4 Guidance is offered on the safe-keeping of names, addresses, passwords, mobile telephone numbers and other personal details.
- . 6.5 Mobile telephones are to be used with discretion and not in lessons unless expressly for teaching purposes, as directed by the teacher. Use of cameras on mobile telephones is not allowed in lessons (unless with express permission) and never in washing/changing areas.

7 Procedures for Dealing with Reported Bullying

- . 7.1 The member of staff to whom the incident was reported, or who first discovers the situation, will take direction of the situation and reassure the pupils involved.
- . 7.2 The member of staff will inform appropriate members of the SMT / Boarding Staff as soon as possible. When there is reasonable cause to believe that a child is suffering or likely to suffer significant harm because of a bullying incident, the issue should be treated as a child protection concern. In these cases, safeguarding protocols should be instigated.
- . 7.3 The incident will be recorded centrally by the Headmaster and retained on relevant pupil files. Records should be kept to evaluate the effectiveness of our procedures and interventions, and they will also identify any emerging patterns.
- . 7.4 The pupils concerned will be interviewed, those who have been hurt separately from those who have been accused, and each pupil will be asked to write an account of events.
- . 7.5 Pupils should remember that, although many matters may be discussed in confidence with an appropriate member of staff, information sometimes needs to be forwarded and further help sought.
- . 7.6 The staff concerned will meet with member(s) of the SMT to consider the matter and then meet with pupils, as before, to help pupils understand the situation and the way in which difficulties can be resolved. The school will support all pupils concerned, giving direction for the modification of behaviour, timescales for adjustments to be made and reminders of the sanctions for failure to correct (for example, withdrawal of privileges, suspension). Staff and pupils will need to bear in mind that any pupil unwilling or unable to comply with the Anti-Bullying Policy would be asked to leave the school, by either temporary or permanent exclusion.
- . 7.7 The parents/carers of pupils about whom concerns have arisen will be informed and where possible invited into school to discuss matters, so that home and school work closely

together to resolve any difficulties.

- . 7.8 It is the policy of the school to attempt to resolve issues internally under the school's own procedures, unless a matter were of such gravity and/or regularity (after school's intervention) that the Police and/or Social Services needed to be informed, in which case a report would be made to the Police and/or Social Services.
- . 7.9 Any actions taken will be recorded and parents may be informed (usually in the form of a letter to the parent(s) concerned), a copy of which will be retained and be kept in the relevant pupil file(s).
- . 7.10 Throughout the process the seriousness of bullying will be stressed, and support offered to both pupils being bullied and pupils who may be bullying others, giving suitable help and guidance. The disciplinary sanctions will reflect the seriousness of a bullying incident which, in turn, will convey a deterrent effect.

8 Early Years Foundation Stage (EYFS) Pupils

8.1 The youngest children, as all others, are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect others' possessions. We expect pupils to be honest, helpful and polite, and to work hard and listen to others. Pupils should respect everyone and learn to value differences and diversity.

- . 8.2 We explain to pupils why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions, but sometimes we may remove a treat for hurtful behaviour. Occasionally, a pupil may be sent to see the SMT who will explain the inappropriateness of a particular action, but such instances are rare.
- . 8.3 Parents are always informed if a concern is raised regarding their child's behaviour. In cases of repeated instances of hurtful or inappropriate behaviour, the parents will be invited to discuss the situation with the relevant member(s) of staff in order to agree a way of handling the difficulty.

9 Complaints Procedure

- . 9.1 Parents and pupils are encouraged to use our Complaints Procedures if they feel that their concerns about bullying (or anything else) are not being addressed properly.
- . 9.2 Parents of boarders and EYFS children should be aware that they have the right also to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled.

Complaints Procedure

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Complaints Procedure for Pupils

If you have a complaint to make about anyone, you can always ask the grown-up to whom you are talking, to pass the matter on without letting anyone know who complained. If you want to make a complaint about someone or something, here are some useful things to consider and also what might happen.

This procedure is available to current and prospective pupils, on the website and in the Parent and Pupil Handbook.

The Children Act 1989 is a detailed and important piece of legislation concerned with (i) children and (ii) the people who have care of children and responsibility for them, including parents, guardians, teachers, doctors, nurses, police officers, social workers and others. Central to the Children Act is the intention to make the care of every child in the country as sound and secure as possible. As a result of the Act, professionals who work with children must aim to work effectively with colleagues in their organisations and colleagues from other organisations; and all adults who have responsibility for children, professionally or otherwise, must ensure that they carry out their responsibilities wisely, sensitively, honestly and fairly.

Children, meanwhile, should be ready to seek advice whenever it is needed. Pupils are reminded that help can be sought from the following people:

- o a Parent
- o a Brother or Sister
- o a Member of the Family outside the immediate family
- o a Family Friend
- o a School Friend or other Personal Friend
- o a Form Tutor, current or a former, or any other Form Tutor
- o a Subject Teacher
- o the Chaplain, Fr. Peter Stonier
- o one of the School Secretaries
- o the Director of Studies, Mr. Platts
- o the Headmaster, Mr Charlie
- o Child-line www.childline.org 0800 1111
- o NSPCC help@nspcc.org.uk 0808 800 5000
- o Get Connected help@getconnected.org.uk 0800 808 4949
- o Samaritans jo@samaritans.org 0845 790 9090

How do I make a complaint?

By talking about it or by writing it down, whichever you find the easier. You can make a complaint by yourself or as part of a group or through your parents.

To whom?

To anyone on the staff.

Does it matter what the issue is?

No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

What will happen next?

If possible, the member of staff will deal with the problem in person. If not, the member of staff will seek the help of a colleague.

Do others have to know?

If you are worried about confidentiality, tell the staff: they will understand. Even if you find the issue hurtful or embarrassing, do not worry: the matter will only be discussed by staff who can help you, and you will be consulted and kept informed about any action to be taken.

If there is a serious problem with which you need help, or about which you wish to make a formal complaint, you should report the matter to the Headmaster.

A formal complaint may be made either verbally or in writing. The Headmaster will see you in order to clarify and discuss the complaint, and you may be accompanied, if you wish, by a member of staff of your choice, a parent or a fellow pupil. You will receive a response to the complaint within 28 days. If you wish, an independent person can be involved in the consideration of your complaint. You should bear in mind that there are people at school who are ready to listen: there are also outside independent sources of help available.

If the matter still remains unresolved, then it should be referred to the Directors.

Rewards and Sanctions

The purpose of this policy is to raise the standard of behaviour of all the children in the school Boarding or Day pupils.

The policy has two aims.

1. To reward good behaviour
2. To provide a coherent system of sanctions for minor and major breaches of discipline for boarders, outside the academic day

House point system

The purpose of the house point system system is to reward good behaviour as well as excellence in class or in any activity.

Behavioural

- Setting an example in the boarding house
- Fostering house spirit
- Good time-keeping
- Kindness to others
- Politeness and thoughtfulness to fellow boarders, staff and guests
- Productive or creative use of recreational time
- Service to others

Organisational

- Tidiness
- Helping staff with house chores
- Exemplary deportment as a chorister

Recording House points

Members of staff hand any house points they have awarded to the Headmaster every two weeks. Every few weeks the headmaster updates the children on how many house points each house has. At the end of each term the totals are given out with a prize on prize day for the top house.

Report Cards

Report cards are issued to children whose academic or behavioural performance has fallen below the standard required. For instance, if a child is constantly late for class, disruptive or fails to complete preps on a regular basis. Report cards are issued by the headmaster, following meetings with the staff. A child is given a report card for a week, at the end of each lesson the child is required to present it to their teacher for comment and signature. Upon completion the child is required to return the card to the headmaster. If necessary the child may be required to remain on report till his/her behaviour or academic attitude or performance is in line with school expectations.

Credit Cards

Credits are rewarded to an individual pupil in recognition of an outstanding piece of work, or sometimes for an exceptional and selfless act. It does not mean that pupils need to do the best piece of work in their class, a piece of work that is outstanding for them can be rewarded with a credit. These can be awarded by any teacher and of course matron.

Every child in the school is given a credit card, it is up to you to keep it safe. At the end of each term children with the most credits will be given a treat, for example a present or a trip out.

Expulsion, suspension and exclusion.

A pupil will not be expelled without grave cause. The circumstances which may lead to expulsion (or required removal as an alternative to expulsion) include:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco;
- theft, blackmail, physical violence, intimidation, racism and persistent bullying;
- offences of a sexual nature; supply and possession of pornography and unauthorised firearms;
- vandalism and computer hacking;
- persistent attitudes or behaviour which are inconsistent with the School's ethos;
- other serious misconduct which affects the welfare of a member or members of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

A complaint which could lead to you being expelled or required to leave the School permanently will be investigated thoroughly and fairly. You will have an opportunity for the assistance of your parents and/or a teacher to state your side of the case and you would also have a right to ask for the decision to be reviewed by a panel.

Reporting major breaches of discipline

Any major breach of School discipline must be recorded on a School Incident Report Form, available to staff on the staff drive.

This report should be submitted directly to the Head Master. He will speak to the pupil(s) involved, research any incident and then take action.

Pupils returning to School

Any pupil sent home may be required to return to School accompanied by his parent(s)/carer/guardian for a meeting with the Head Master.

Pupils who have been sent home may be placed on a Behaviour Report Card for a period.

Head Master's discretion

The parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Head. The Head is entitled to exercise a wide discretion in relation to the School's policies and regime and will exercise those discretions in a reasonable and lawful manner and with procedural fairness when the status of a pupil is at issue.

Child protection.

Child protection means keeping children safe from harm, this might be from adults, other children or even members of their own families. The school has a very big child protection policy, which you can read on our website.

If you feel worried or upset about something that has happened to you, or you have been told something by a friend that is upsetting, **All** of the adults here can help you. Mr. Platts deals with child protection in our school, or safeguarding as it is sometimes called. You can talk to him or Mr. Charlie or any of the other teachers and staff if you prefer. We won't promise to keep things secret, because we sometimes need to tell someone else in case you, or your friend, are in danger. We will listen to what you have to say and won't embarrass you by discussing it with your class, or the school.

Prefects and senior pupils:

Given your role in the school, it may be the case that a child chooses to confide in you or that you witness or suspect that a child may be a victim of abuse. Child abuse can take many forms: Physical Abuse, Emotional abuse, Neglect and sexual abuse. There are many indicators of abuse from bruises and cuts to fear and self loathing, it is important that we understand that such things do not necessarily mean a child is suffering from abuse, but if you are in doubt, or concerned, or a child has confided in you:

You should:

- listen carefully and uncritically at the child's pace;
- take what is said seriously;
- reassure the child that they are right to tell;
- tell the child that you must pass this information on;

You should NEVER:

- take photographs or examine an injury;
- investigate or probe aiming to prove or disprove possible abuse – never ask leading questions;
- make promises to children about confidentiality or keeping 'secrets';
- assume that someone else will take the necessary action;
- jump to conclusions or react with shock, anger or horror;
- speculate or accuse anybody;
- confront another person (adult or child) allegedly involved;
- offer opinions about what is being said or about the persons allegedly involved;
- fail to pass the information on to the correct person;

Who should you tell

You should report any suspicions of abuse or details given to you by the child to Mr. Platts, who is the school's child protection officer, or to Mr. Charlie. If you prefer you can contact the First Response Team, who are in charge of child protection in Staffordshire 0800 1313126.

Child abuse is a very difficult issue, particularly because often the people involved are family members, teachers or school friends. No one who comes forward with an allegation in good faith need fear any retribution or disciplinary action.