



The Purcell School  
*for young musicians*



Handbook for Parents & Guardians  
2019 - 2020

*The Purcell School is a company limited by guarantee (Company No. 759327), and also a registered charity (Charity No. 312855). The school is regulated by the Department for Education ([www.education.gov.uk](http://www.education.gov.uk)) and inspected by the Independent Schools Inspectorate ([www.isi.net](http://www.isi.net)). The Governing Body is the owner of the school. The current Chairman of the Governing Body, Sir Roger Jackling, can be contacted through the Clerk to the Governors, the Bursar, Adam Wroblewski ([a.wroblewski@purcell-school.org](mailto:a.wroblewski@purcell-school.org)).*

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Email addresses for current members of staff are listed on the School website:  
[www.purcell-school.org/about-us/staff-list](http://www.purcell-school.org/about-us/staff-list)

A list of email addresses and telephone numbers for staff is sent to all parents at the beginning of each academic year.

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## WELCOME FROM THE PRINCIPAL

At the Purcell School we believe every individual student is special, is capable of extraordinary achievement and has a right to expect outstanding support in every aspect of their school life. We want every one of our students to be safe, healthy and, perhaps most importantly, happy. All of our staff are committed to ensuring that your son or daughter has an exceptional experience here; we want them to create memories they will treasure for the rest of their lives! The relationship we form with you as parents is a vital part of supporting students and you must always feel that you can contact us to share information, to ask questions and, in particular, to discuss any concerns. I will also be reminding students that they themselves should never be embarrassed or reluctant to share any worries or concerns with us; we are here for them and will always respond when a student asks for our help or advice. I would be grateful if you could also reinforce this important message throughout the year.

This handbook aims to provide information you might need during a student's time at the school. It is not comprehensive, but it covers most of the main issues that usually arise and gives a flavour of the how the school operates. For convenience, the latest version of this handbook is also available on the School website:

<https://www.purcell-school.org/school-life/other-documents/>

In addition, boarders will usually receive a house handbook which provides further information and advice about the Boarding House and its staff.

The Purcell School is a friendly, vibrant and happy place. If you are the parent of a new student, rest assured that they will soon make friends and flourish. If you are the parent of a returning student, you can be assured of our continued commitment to exceptional provision and care.

Paul Bambrough  
Principal

## MISSION STATEMENT

The Purcell School exists to provide young musicians of exceptional promise and talent with the best possible teaching and environment in which to fulfil their potential, irrespective of their background.

We believe it is essential for all our young musicians to:

- *Develop an appreciation of personal integrity and a spiritual dimension to life;*
- *Benefit from stimulating association with similarly gifted children and opportunities for practising, performing and developing musicianship in a supportive context;*
- *Grow in self-confidence, accept their responsibility to the world community in whatever career they follow, and develop an appreciation of the obligation to reach out and share their talent with others;*
- *Achieve levels of musical and academic achievement, personal security, adaptability and satisfaction that will sustain them throughout their lives.*

## SECTION A: SCHOOL ROUTINES & ADMINISTRATION

### A1: THE SCHOOL DAY

For boarders, the school day begins with early morning practice (for younger students), followed by breakfast at 8.20am. On Mondays to Thursdays, the school day finishes by 5.00pm; most students will be free from 4.00 pm on Fridays, depending on musical or other commitments.

Day students should not be in school before 8.00am, and should leave the premises no later than 4.00pm (Yrs 6-8) or 6.00pm (Y9 and above), unless they are required to stay for an organised school activity supervised by a member of staff and listed in the three-weekly Diary (e.g. a rehearsal, a masterclass). In exceptional and occasional circumstances, permission to stay later at school is strictly at the discretion of the houseparent and must be sought in advance and in writing. Day students must always sign in with their houseparent on arrival at school in the morning, and must always sign out from their house before leaving school at the end of the day.

Daily Routines (weekdays):

Classroom lessons start on time and finish 3 minutes early when followed by another lesson. Assemblies and tutorials start at 8.40am.

	BOARDERS	DAY STUDENTS
6.30am	Morning call	-
7.10am	Cereal, toast and juice in the dining hall (optional)	-
7.20am	Early morning practice (Juniors to Y11)	-
8.10am	Breakfast for sixth form in dining hall	Day students may arrive and sign in from 8.00am
8.20am	Breakfast Y11 and below in the dining hall	Registration in Houses
8.40am	Assemblies, Tutor Period, Lessons or Music Block - see below	
10.20am	Break – drinks in the dining hall	
10.40am	Lessons begin	
12.40pm	Lunch in the dining hall OR Lunchtime Concert – registration in Houses	
1.40pm	Lessons begin	
3.40 / 4.00pm	Break – drinks in the dining hall	
4.00-5.00pm	Y9-Y13: Music Block (Mon and Weds), Lessons (Tues and Thurs) Y5-Y8: Free time (4.00-5.00pm), Prep (5.00-6.00pm)	Avison Day students sign out and leave by 4.00pm unless attending a staff-supervised activity
6.00pm	Supper (registration) in the dining hall, followed by free time	Senior Day students sign out and leave by 6.00pm unless attending a staff-supervised activity
7.30-9.00pm (8.30pm for Year 9)	Registration in Houses, followed by Prep – see below.	-
9.00pm onwards	Bedtimes – see School Rules for details	-

Assemblies / Tutor / Lessons / Music Block period (Mon-Fri 8.40-9.00)

	ACTIVITY	LOCATION
Monday	Whole School Assembly	CP Hall
Tuesday	Music Block	
Wednesday	Y9-Y13 tutorials, Avison assembly	Y5-8: Room 8
Thursday	Y9-Y13 tutorials or assemblies, Avison tutorials	Y9-Y11 Recital Room, 6 <sup>th</sup> form CPH
Friday	Tutorials	

*NB These arrangements can change – always check the weekly bulletin.*



### Prep times Mondays to Thursdays inclusive

5.00-6.00pm: Avison Prep

6.30-7.30pm: Avison practice in SP rooms or studying in the House.

7.30-9.00pm (8.30pm Y9): Senior Houses: Registration followed by Prep. You should be working in your own rooms, except with permission from your Houseparent.

### Weekend programme

There are no prep times on Friday, Saturday or Sunday evenings. There is no early morning practice on Saturday or Sunday mornings. The Saturday morning activity programme is primarily for boarders but day students are welcome to attend if they wish. There are specific times for registration in houses throughout the weekend.

SATURDAY	9.00am	Breakfast
	9.20am	Registration
	9.30am	Saturday morning activities
	12.30pm	Ongoing lunch to 1.00pm
	6.00pm	Supper
	6.40pm	Free time
	7.00pm	Social events

SUNDAY	9.30am – 12.30pm	Ongoing brunch
	6.00pm	Supper
	6.40pm	Free time

## A2: THE SCHOOL YEAR

Term dates are published at least a year in advance and can be found on the [school website](#). The school offers long holidays, including three weeks at both Christmas and Easter and a fortnight's half term in October. **We therefore require you not to take your son or daughter out of school during term time.**

Exeat weekends usually occur once each half of term. The school (including all boarding houses) is closed throughout the exeat weekend, which can sometimes include the Friday before or the Monday following. All students are required to go to parents or guardians for the whole of each exeat weekend. Dates of exeats for the year can be found on page 41 and on the school website [www.purcell-school.org/school-life/term-dates/](http://www.purcell-school.org/school-life/term-dates/). All students are required to be available for school concerts if asked to perform, including those which take place at weekends or during school holidays. Key dates are published in advance on [our website](#).

## A3: ATTENDANCE

All students are expected to be in school for the core working hours (Monday – Thursday, 8.40am until 5pm; Friday 8.40am until 3.40pm) unless given permission to be late / absent or engaged in an organised school activity (e.g. a school trip). Unless specific permission has been given to go home early, all day students must stay in school until their last commitment of the day.

**If a student wishes to miss school for any reason, a parent or guardian must make a detailed absence request by email, 14 days in advance, to [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org)**

## A4: CONTACTING THE SCHOOL

For pastoral and house matters, you should always contact your child's Houseparent directly. For other school matters during the school working day, you can telephone or email the School Office (01923 331100 or [schooloffice@purcell-school.org](mailto:schooloffice@purcell-school.org)). The office staff will do their best to help, or will direct you to someone who can. Outside the normal school day and at weekends, please contact your child's Houseparent.

Parents are welcome to enter the school premises during the school day to deliver or collect items for their children, and should always report first to Reception. Parents who wish to see members of staff should always

make appointments in advance and should report to the School Office. Parents are asked not to enter school buildings without checking in with the School Office first.

Parents of boarders are asked to always let Houseparents know in advance (preferably 48 hours' notice) when coming to visit their children in the boarding house or when taking their children out. When parents / guardians arrive at the Boarding House they should make contact immediately with the Houseparent or tutor on duty at the time. Parents should never go upstairs to their son's / daughter's bedroom without the knowledge and consent of the Houseparent or Tutor on duty.

**Absences due to illness must be reported immediately to [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org) and the Houseparent by e mail.**

## A5: COMMUNICATION

A successful education relies on partnership between school and parents. We believe that this is best achieved by laying down clear lines of communication and this policy explains our approach.

### *SchoolPost*

An account has been created for you on The Purcell School's 'SchoolPost' parent communication system. The school will use the system to send you emails (and occasionally text messages); it also provides you with a personal online 'mailbox' where you can always view a record of all your messages from the school and, where appropriate, complete simple reply forms.

Publications with short messages from the school will come to your inbox using this email address. This will contain a link to the full publication with any documents and an opportunity to reply.

Student Forms such as the Data Collection sheet can be downloaded from SchoolPost and returned to [schooloffice@purcell-school.org](mailto:schooloffice@purcell-school.org)

Academic/Instrumental reporting is also communicated via School Post.

The Weekly Highlights and Diary are normally published on the [school website](#) on Friday afternoon of each week during term time, and will include items of school news, administrative matters and a list of some forthcoming events. The Weekly Highlights are complimented by the half termly School Magazine, "Crescendo". The school calendar can be found on the [school website](#), along with term dates and exeat.

### *Emergency announcements*

In the case of any emergency, including when the school is closed as the result of an emergency, information to parents, guardians and families will be published initially on the front page of the school's website [www.purcell-school.org](http://www.purcell-school.org). This will always be the primary source of such information.

### *Initial Contact*

If you have a query or a concern, you should normally direct it to your son's or daughter's **Tutor** (academic matters), **Head of Department** (musical matters) or **Houseparent** (pastoral matters). We will contact you if we have concerns about your child's performance or behaviour which we think should be brought to your attention. All staff can be contacted by email: e mail addresses for current members of staff are listed on the [School website](#). A list of email addresses and telephone numbers for staff is sent to all parents at the beginning of each academic year.

If you have any concerns regarding your child's education, please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago. Details of the school's Complaints Procedure can be found at the end of this handbook.



*Disciplinary matters*

We will not automatically contact you if your son or daughter is in trouble for something minor. However, we will always endeavour to contact you if there is something which we feel you need to know. We ask parents to support the school's [Behaviour & Sanctions Policy](#) (which can be found on our website). This includes agreeing that students may occasionally have to serve a detention after school or on a Saturday, and to taking your son or daughter home during term if suspended.

**A6: COURT ORDERS**

If a student is subject to any Court Order it is essential that the school is informed. This information is confidential but will help us to understand the student's position and support them. A copy of any Court Order will need to be provided to the School and held on the student's file.

Parents need to be aware that the school has obligations in respect of parental responsibility. For further information, please contact the school.

**A7: DATA PROTECTION**

Please refer to the [School website](#) for details of the [Data Protection Policy](#) and specific Privacy Statements for [students](#) and [parents](#).

**A8: TRANSPORT**

The School uses a taxi firm fully licensed and vetted by Hertsmere Borough Council, the local authority.

Taxi fees for travel home, or external music-lessons, can be placed on the school account and recharged to parents on school bills or paid for in cash. Please note that where taxi costs are charged to the School account, the taxi company charges an administration fee.

**A9: 'OVERSEAS' STUDENTS**

All students whose parents are not permanently residing in the UK, are required to have a Guardian in the UK. Please see the [Guide for Parents & Guardians of Overseas Students](#) for further details.

All administrative queries relating to visas for overseas students should be referred to Mrs Caroline Fletcher [c.fletcher@purcell-school.org](mailto:c.fletcher@purcell-school.org)

**A10: PROPERTY****Student Lockers**

We ask our students not to leave their belongings in the school corridors. We are obliged follow an appropriate health and safety protocol to keep the corridors clear, as it may not always be possible to reclaim items in time for academic and instrumental lessons/commitments. Therefore, we would appreciate your support in ensuring your son/daughter uses their locker to store all personal items and instruments that are used during the school day. For larger instruments, a separate arrangement can be made either, with their Head of Department (HOD) or a houseparent.

The school has organised large and more secure lockers to accommodate growing demand for student storage. This will significantly reduce any potential risks associated with storing instrumental equipment and other

valuable day-to-day items in unsafe places, although students should not bring large sums of money or other valuables to school unless absolutely necessary. We encourage parents to rent a locker from the 'Independent Locker Solutions Ltd', who administer the rental for the school. The yearly cost for a locker is £35 which is spread termly (£10 per term and £5 when booking a locker). The keys will be sent directly to the parent/guardian. For those living abroad, locker keys can be collected from the School Office at the start of the term. Boarders have a small safe in their bedrooms.

Lost property is normally handed in to the School Office, although boarders should also check with their House office. At the end of term, any property not reclaimed will be disposed of.

Students are responsible for looking after school books and sheet music issued to them. Damage and loss will be charged to parents, as will damage to school property (e.g. broken windows).

#### A11: PUBLICITY

As part of our marketing strategy, we regularly take photographs and made audio and video recordings of concerts, which may subsequently be used in the school prospectus, social media, in press releases or on our website. If you do not wish us to use photographs, audio or video of your son or daughter in this way, please inform the School using [schooloffice@purcell-school.org](mailto:schooloffice@purcell-school.org)

#### A12: SMOKING

Please note that The Purcell School and its complete campus is a non-smoking environment. Parents are asked to respect this at all times, including outside buildings and anywhere on the school grounds. Please note that our definition of smoking includes vaping, e cigarettes and 'Shisha pens'.

#### A13: FINANCIAL INFORMATION

##### *Personal Expenses / Pocket Money*

All students, both day and boarding, should have adequate funds with them each day to provide them with the means to meet any likely expenses (telephone calls, snacks, etc). Boarding students should be provided with access to funds, which can be controlled by personal arrangement with Houseparents or a bank. The School regrets that it cannot provide loans to students.

##### *Students Receiving External Instrumental Lessons*

As a rule, external lessons are discouraged. Our full policy on external music lessons is on the [website](#); the first paragraph is printed below.

The Purcell School provides world-class specialist tuition in music to students through the employment of an exceptionally well-qualified and experienced staff. The School also supports a number of students to access the provision offered at junior conservatoire departments on Saturdays. Every year a small number of students wish to receive instrumental tuition from a specific teacher who is neither employed by the school nor a conservatoire junior department. Each request must be assessed on its own merits and the school must satisfy itself that it is in the best interest of the student to study with the proposed teacher. In such cases, the school must then satisfy itself that adequate measures are in place to protect the safety and wellbeing of the student.

For students whose place includes an instrumental allowance, the cost of external lessons (as approved by the Music Department), including consultation lessons, may be set against the allowance. Invoices should be submitted to the Finance Office.

For students attending one of the junior music colleges, an amount equivalent to the School's internal teachers' hourly rate can be set against the allowance in respect of the individual instrumental lessons received at the

college. The arrangement must be discussed with and approved by the appropriate HoD in writing before the junior college course commences. Invoices should be submitted to the School Finance Office on a termly basis.

External teachers should submit their invoices for lesson fees to parents in the first instance, who should forward a copy to the appropriate HoD to be approved. The School will then reimburse parents up to the amount available in the instrumental allowance, after taking into account any lessons being received within School.

Any queries should be directed to Mrs Sue Pickard in the Finance office.

#### *MDS Students - additional assistance*

Where parents of MDS-funded students have been previously notified that they qualify for assistance with travel expenses and uniform expenses, parents should submit receipts to the Finance Office for reimbursement.

## SECTION B: PASTORAL INFORMATION

### B1: PASTORAL STRUCTURE

All students at The Purcell School are members of one of four Houses:

**Avison** (girls & boys, Years 5 - 9, boarder & day students)    **Sunley** (girls, Years 9 - 13, boarders)  
**Graham** (girls, Years 10 - 13, boarders & day students)    **Gardner** (boys, Years 10 - 13, boarders & day students)

Each House is under the general pastoral supervision of a **Houseparent**, assisted by a resident Assistant Houseparent and/or a Day Matron and other staff who live within the boarding houses. All these staff are here to support you and will be keen to get to know you.

All students also have a **Tutor** who sees you for two or three Tutorial periods each week and is responsible for monitoring your academic progress and balance of commitments and promoting your welfare.

Parents are encouraged to contact their son's or daughter's Tutor and Houseparent in the first instance about any matters of concern.

### B2: CHILD PROTECTION

The School aims to keep all children safe and to create an environment where they feel secure enough to discuss their concerns. The School trains all staff to recognise when children are in need of help. The School has a statutory obligation to follow the policies established by Hertfordshire County Council and the procedures established by the Hertfordshire Safeguarding Children Board (HSCB) – a guide to procedure and practice for all professional staff in Hertfordshire who work with children. Their guidelines form the basis of the School's policy.

When issues of Child Protection have to be referred outside the school, the School will normally contact the Hertfordshire Targeted Advice Service. Parents often receive information from their child about the welfare of other children in school. Parents with concerns about Child Protection issues should contact the Designated Senior Person (DSP) for Child Protection in School, or one of the Deputy DSP's. They can be contacted via the School Office on 01923 331 100.

The DSP is Mrs Christine Rayfield – Deputy Principal

Deputy Designated Senior Persons for Child Protection:

Ms Deborah Shah – Accompanist, Music Department    Mrs Sally-Ann Whitty – Learning Support Teacher  
 Mr Paul Hoskins – Director of Music    Mr Paul Bambrough – Principal

The Governing Body nominates a governor to have oversight of pastoral care and relevant policies, including Child Protection. The currently nominated governor is Dr Rebecca Mooney, who can be contacted via the Bursar on 01923 331 127 or via [a.wroblewski@purcell-school.org](mailto:a.wroblewski@purcell-school.org)

The Purcell School's full Child Protection Policy can be found on our website:

[www.purcell-school.org/school-life/child-protection](http://www.purcell-school.org/school-life/child-protection)

### B3: ANTI-BULLYING POLICY

The School is determined that no kind of bullying will be tolerated. The School's Anti-Bullying Policy can be found in the Student Planner and on the [school website](#).

Please do not hesitate to contact your child's tutor, Houseparent or the Head of Pastoral and Safeguarding if you have any concerns.

### B4: ASSEMBLIES

The Purcell School is a secular school. We hold school assemblies twice each week, which deal with moral issues and contribute to the PHSE programme. They do not involve religious observance of any kind.

### B5: BOARDING PRINCIPLES AND PRACTICE

This handbook begins with the School's Mission Statement.

With this Mission Statement written for the whole school, the general aims of the Boarding Houses are to:

- Develop the whole person, a desire for truth and a respect for others;
- Produce an open and trusting ethos in which each student feels able to approach any other member of the community (staff or student), confident in the knowledge that he or she will be treated and respected as an individual;
- Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing;
- Provide the conditions for students to develop their intellectual talents through well-structured study time, access to staff and other students, participation in activities and in an atmosphere which values effort;
- Provide a range of activities, hobbies and opportunities that will assist in the personal, social and cultural development of each student;
- Safeguard and promote the welfare of each student, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort;
- Provide accommodation that is comfortable and suited to the needs of students and which provides adequate levels of privacy;
- Develop students' responsibility for self, for others and for the environment;
- Develop students' qualities of leadership and ability to work as part of a team;
- Encourage students to contribute to the needs and welfare of others in the house and school, as well as those in the wider community;
- Provide suitable conditions for students to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.

### Accommodation

There are four boarding houses. The youngest students live in Avison House and are looked after by Houseparents with whom they live more or less as a family. Senior students are accommodated in one of the three senior houses. Graham and Sunley are girls' Houses, Gardner is our senior boys' house

### Care

Each House is run by a resident Houseparent along with Resident Graduate Assistants. Gardner/Graham and Avison each have a resident Assistant Houseparent. Each House also has a team of tutors who are normally on duty for 4 hours between 5 p.m. and 9 p.m. Monday to Thursday.

The Houseparent is the person responsible for the overall welfare of the student while boarding at School. A successful boarding education relies on open channels of communication between student, Houseparents and parents (or guardians). We will always aim to keep parents informed about any important matters affecting their child, and we ask that parents likewise keep us informed.

## B6: MEDICAL INFORMATION

The School Health Centre is run by the School Nurse, Mrs Hilary Austin. All medical information is held in confidence by the medical staff and will not be divulged without the permission of the student. Students are encouraged to keep parents / guardians informed of any medical problems and if they require privacy are able to telephone from the School health centre. Parents of new students are required to complete a medical questionnaire.

### Nurse / Surgery Hours

The School Nurse is routinely available for students from 08.30 - 16.30 Monday to Friday. The School Health Centre is situated on the ground floor of Dulverton House, situated at the rear of the main building.

### Emergency Contact

In the event of illness or injury every effort is made to contact the parent or guardian. It is very important that the School has an up-to-date and accessible home / work / mobile or other contact number. Until the student's parent / guardian is contacted, the School will take any action required in the best interests of the student. A number of the School staff are trained Emergency First Aiders and in the event of an accident, appropriate First Aid will be given.

In the event of a day student becoming unwell and requiring to be sent home, parents are contacted immediately and requested to collect their son / daughter as soon as possible. Students are cared for in the School Health Centre until parents arrive.

### Physiotherapy

Our Physiotherapist, Mrs Sarah Upjohn, attends the Health Centre one day a week. Any student may request an appointment with her through the School Nurse.

### Counselling

Our Counsellor, Mrs Nikki Bennett, visits the Health Centre one day a week to see students in strict confidence. Any student may request an appointment with her through the School Nurse.

### Immunisations

Routine immunisations are performed at the School and you will be asked prior to the session to consent to this procedure. This is for HPV in Year 8, BCG screening in Year 9 and Diphtheria, Tetanus and Polio in Year 10.

## Information for the Parents of Boarders

### Doctor - Registration

Boarders must register with the School's local GP practice (information is sent with the health questionnaire on admission to the school). Students will undergo a routine health check on admission to the School, including height, weight and urine test. Any student under sixteen requiring a GP appointment will be accompanied by the School Nurse or a member of staff. They may of course choose to see the doctor alone or with the nurse present. All students who have asthma will be requested to attend the GP Surgery and be under the care of the specialist practice nurse who will monitor their asthma symptoms and ensure that the condition stays well controlled throughout the School year.

### Hospital Treatment / Hospital Out-Patient Appointments

Students requiring treatment at the local Accident and Emergency Department at Watford General Hospital, approximately 2.5 miles away, will normally be accompanied by the School Nurse or a member of staff. Every effort will be made to inform the parents / guardians as soon as possible prior to hospital treatment (i.e. for any medical treatment, anaesthetic or operation deemed necessary by a medical practitioner, specialist or surgeon). If this is not possible then the Principal or houseparent acting in loco parentis will give consent. Parents should ensure they have completed the yellow consent form. Boarders under sixteen will normally be accompanied to out-patient appointments at the local hospital.

### Admission to the School Health Centre

On few occasions, some medical conditions may make it necessary for a student to be admitted overnight to the Health Centre to allow more close supervision. Parents or guardians will be informed.

When students are particularly unwell, and have a persistently high body temperature or ongoing diarrhoea or vomiting, every effort should be made to ensure that they are sent home to parents / guardians to recover. Students must not return to School until they are fit and well and symptoms have resolved for more than 48 hours.

### Illness

In cases of mild illness (for example, heavy colds, migraines etc.) students may be allowed to recover in their own rooms. The nurse will ensure the well-being of the student by regular supervision and communication with the Housekeeper and Houseparent concerned.

### Dental and Optical Treatment

Routine visits to the dentist and optician should, whenever possible, be arranged during the school holidays. All students should have 6-to-12-monthly dental check-ups and an annual eyesight test. Only emergency dental treatment is available during term time. We strongly encourage you to take out the School personal and dental insurance plan for a minimal fee that covers all personal / dental accident and emergency treatment for your child. Please refer to the relevant information and form sent from the finance department.

### Private Medical Cover Option

All students, including overseas students, are eligible for medical treatment under the National Health Service, whether routine or emergency. This is free of charge. Parents have the option of taking out private medical cover through the BUPA Schools Scheme. Students who have private medical insurance in their home country should check with the company concerned as to whether this is valid / transferable for use in the United Kingdom. If a student is already covered under a UK private medical scheme, please indicate this on the medical questionnaire.

### Students Travelling Overseas

Parents / guardians should make an appointment to see the School Nurse well in advance of the school holidays if a student is travelling to an area that requires immunisation. Vaccinations can be arranged with parental / guardian consent at the local GP surgery, and any costs will have to be met by parents.

### Medical Treatment during School Holidays



It is important that the School Nurse is informed of any medical treatment, vaccinations given, and of medicines prescribed during the School holidays [a form is sent out at the end of every term]. Students should bring any new medications to the Health Centre on return to School to ensure the nursing staff are aware of the treatment.

If a student needs to see a GP whilst away from School in the United Kingdom, it is important that they are temporarily registered with the GP that they are seeing. Parents should ensure when completing the temporary registration form that their permanent address is 'The Purcell School', otherwise they will automatically be removed from the Attenborough Surgery files. If a student is in the care of a guardian over a holiday period and becomes unwell, the guardian should liaise with the parents directly.

### Medications

It is the School's policy that students do not take medication without supervision. No student is allowed to be in possession of prescribed or over-the-counter medications without prior assessment by the School Nurse. Exceptions are asthma inhalers and adrenaline auto injector devices (e.g. EpiPens) for severe allergies. Parents should supply the School with a spare, named inhaler / adrenaline auto injector device which will then be stored in a known, accessible place in case of an emergency, or for School trips.

The School Nurse is permitted to administer some over-the-counter medications on a temporary basis as authorised by an agreed list with the local GP. Some members of the teaching / music staff / Houseparents are authorised to give simple analgesia and cough and throat remedies. Please refer to the medications list that is sent with the medical questionnaire. An objection / exclusion form accompanies this for completion. Any medications required on a regular basis will be prescribed by the GP.

### Visiting your child in her / his boarding-house

For the purposes of safeguarding all students at the school we respectfully request that:

- parents only enter the upper levels of the boarding house after 6pm and before 9pm on week days with express permission from the staff member on duty;
- weekends, again with express permission of house staff but not after 9pm;
- parents always sign in / out in the visitor book and ask for permission from the member of staff on duty before going upstairs;
- students stay with their parent / guardian at all times whilst in the boarding house;
- parents use the visitor toilet located on the ground floor rather than students' facilities.

### Information for the Parents of Day Students

Day students must attend their own GP when the need arises. Parents should advise the School throughout the School year of any significant changes in students' health and the student will be given appropriate support in School.

### Illness At Home

Any student who experiences a high body temperature (38.0C or above), diarrhoea or vomiting must be absent from School for at least 48 hours after the symptoms have resolved.

After a period of absence due to illness or injury, parents must notify the School Nurse of any medication or management that the student might require on their return to School. This must be in the form of a letter outlining the illness / injury and the dates absent from school.

### Administration of Medication on trips outside School

It is the School's policy that students do not take medication without supervision. The School Nurse or staff in charge of a trip may administer certain medication and parents should give their permission on the medical questionnaire for day and boarding students.

### Asthma and Allergies

Students who have asthma or severe allergies are encouraged to keep their inhalers / adrenaline auto injector devices (e.g. EpiPens) with them. Please arrange for a spare, named, inhaler / adrenaline auto injector devices to be given to the School Nurse. This will be kept in an allocated area within the general staff room, for easy accessibility, and will be available for use if a student loses or forgets his / her inhaler. It will also be taken on School trips.

## B7: CATERING

The School provides a full catering service in association with Holroyd Howe, a leading provider of school meals to the independent school sector. Boarders are provided with breakfast, lunch and supper six days a week, with mid-morning and tea-time snacks during the week. On Sunday, brunch is served until 12.30pm and supper is served at 6pm.

Day students may elect to take lunch every day as well as mid-morning and tea-time snacks. The charge for lunches for day students is £3.00 per day. Day students who wish to have supper (or breakfast) on an occasional basis must sign up in their boarding-houses well in advance, and at the latest by morning registration of the day in question. Unless previously notified, these meals will be charged to parents on the school bill (£3 for supper; £1.50 for breakfast). Alternatively, day students may bring a packed lunch.

No student below the Sixth Form may leave the school premises during the lunch-hour.

We try to encourage students to eat a healthy and balanced diet and ask for your support in this. The menus (which are published to parents with the weekly bulletin each Friday) are carefully monitored to ensure they meet the requirements for nutrition. Vegetarian options are always available (and, although priority is given to vegetarians, other students may request the vegetarian option). Students with special dietary requirements are catered for.

If you son or daughter have any particular dietary needs these should be discussed in the first instance with the School Nurse who will liaise with the chef.

Bought-in products that may contain nut traces are labelled, but no nuts of any description are used in the kitchen. **Please alert us if your child has an allergy to nuts, or any other product.**

We ask parents to support our school policy in respect of allergies by not allowing students to bring to school any food items or sweets containing nuts.

## SECTION C: ACADEMIC INFORMATION

### C1: CURRICULUM

The aim of our curriculum is to achieve a balance between musical and academic studies. Although the exact shape of the curriculum will be different for different students, the broad intention is that there should be a progression over time: younger students need a larger amount of academic time to ensure that the basic skills and knowledge are in place, and that they are able to achieve good grades at GCSE and IGCSE. As they get older, they are expected to spend more time practising their instruments, taking part in chamber music and orchestral or choral groups, and the proportion of time spent on academic work may therefore decrease. Depending on a student's age and instrumental commitments, between 25% and 50% of curricular time is spent on musical activities.

At GCSE, students are advised to take seven or a maximum of eight subjects. All students take IGCSE Music at the end of Year 10, and GCSEs or IGCSEs in Mathematics, English language and Science Trilogy (Biology, Chemistry and Physics, giving two GCSE grades) at the end of Year 11. Optional subjects include English Literature, French, German, History, Drama and Art. All students up to Year 11 have one session each week of physical education.

All Sixth Form students take Cambridge pre-U Music and two A Levels (or pre-U Music, pre-U Philosophy & Theology and one A Level). Some students may wish to take a fourth subject but this is not a requirement for study at university and needs careful thought with regard to the balance between academic work and music commitments. In exceptional circumstances the school may agree to a reduced academic programme of Music Pre-U and one A Level in Year 13 for those with a particularly heavy schedule or for overseas students studying English as an additional language. EAL can replace one AS or A Level option for overseas students. Subjects on offer are: Music (pre-U; Cambridge), Music Technology, English Literature, Mathematics, French, German, History, Art, Theatre Studies, Philosophy & Theology (pre-U; Cambridge), Biology, Physics and Chemistry. The curriculum and its delivery are under constant review and may change from year to year. We cannot guarantee the availability of courses or particular subjects, as these will depend on demand and our ability to provide teaching of a sufficiently high standard.

The school timetable is designed for the benefit of the school as a whole and cannot be changed to satisfy individual requirements. The school cannot guarantee that any particular teacher will, or will not, teach any particular student.

Please refer to the full Curriculum Policy on the [school website](#) for further details of curriculum.

### C2: HOMEWORK

Homework is set for all students in the school. Our aim is to provide an inspiring, well-managed homework programme which helps students to develop the skills and attitudes they will need for successful lifelong learning. Homework should support the development of independent learning skills.

However, we also recognise that students need time to practise their instruments, attend rehearsals and engage in other musical activities. With this in mind, classroom teaching staff set homework tasks which are manageable, taking into consideration the amount of practice expected from a student at The Purcell School.

Up to Year 11, students are expected to write down their homework tasks in a planner provided for that purpose; Sixth Formers take responsibility for organising their own work. Homework can be done at different times and as students get older they have some free time during the day for private study. Boarders use prep time in the evenings, although inevitably some will need longer than the set time.

**Juniors (Year 6)** have one or two homework's per evening amounting to one hour maximum. Boarders' prep is supervised. If they finish their work early, they are expected to do some private reading.

For **Years 7, 8 and 9**, a homework timetable is published at the beginning of each year. No homework task set for a single evening or session should take longer than 30 minutes. Tasks should be designed to be done on the evening they are set. In Year 9, some homework will be extended so that it can be done over two or three evenings in line with the homework timetable.

**Years 10 and 11** also work from a published homework timetable. As students' progress through their GCSE courses, prep will inevitably become more extended in some subjects and more responsibility should be given to students to meet deadlines. Nevertheless, no homework task set for a single session should take longer than 30 or 40 minutes. Coursework done outside the classroom should be treated as homework.

**Sixth Formers** are almost entirely independent in the way in which they organise their time. Many have reasonable flexibility within the school day and may prefer to complete the bulk of their homework then. Whenever homework is set, clear and supportive guidelines should be given about the amount of time to be spent on it. Sixth Formers are expected to spend between six and seven hours outside the classroom per subject per week.

### C3: SEX EDUCATION

The school aims to provide sex education within a programme that is sensitive to each individual student, recognising the wide variety of family, cultural and religious backgrounds in the school. The policy in delivering sex education also aims to reflect a commitment to anti-racist and anti-sexist attitudes.

#### Aims and Objectives

- to promote self-respect, self-control and responsible behaviour, understanding the arguments for delaying sexual activity;
- to develop skills in personal relationships, helping students to understand the consequences of their actions, and to behave with self-restraint and dignity;
- to enable students to value family life in its diverse forms and to avoid being pressured into unwanted or unprotected sex;
- to impart necessary information including information about HIV / AIDS and other sexually transmitted diseases, combating ignorance and exploitation;
- to clarify relevant values and attitudes, developing positive values and a moral framework that will guide students' decisions, judgements and behaviour;
- to counteract misleading assumptions;
- to reduce guilt and anxiety;
- to develop skills in problem-solving and decision-making;
- to develop an awareness of sexual identity and respect for all human sexuality;
- to challenge prejudice;
- to make students aware of sources of help, informing students where they can find further information and help about sex and contraception at this and later stages of their lives;
- to promote an awareness of safe sex, understanding the reasons for not having unprotected sex;
- to foster confidence and self-esteem, to value themselves and others and to respect individual conscience and the skills to judge what kind of relationship they want;
- to impart understanding of what is and what is not legal.

#### Provisions

As a subject in its own right, sex education is delivered within the PHSE programme which students receive in timetabled lessons. In addition, aspects of sex education remain within the science National Curriculum. Parents cannot withdraw their child from the latter. Details of the curriculum in both areas are available on request.

Parents who request their son / daughter to be withdrawn from an element of the sex education curriculum are made aware of the missed elements. Any withdrawal of students from lessons is recorded in the student's file.

#### C4: LEARNING SUPPORT

The school is committed to achieving the best possible education for every boy and girl. Part of this approach involves dealing with specific learning difficulties. Please tell us immediately if you know or suspect that your child may have some specific problem which may need to be addressed.

Some students are already identified as having a special need before they enter the school, the most common being some form of dyslexia. Others manifest signs on entry, such as difficulties with hand-writing, poor difficulties with presentation, inconsistent spelling or very significant difficulties with organisation.

Where there is cause for concern, the Head of Learning Support will decide whether to recommend to parents that the student sees an educational psychologist to obtain a formal report. The Head of Learning Support will act on the educational psychologist's advice. If the advice is that your child should receive extra tuition, the learning support department will if possible provide this, having first discussed the matter with you.

Candidates for public examinations may be entitled to access arrangements in these examinations, ranging from extra time to the use of a scribe, or the use of a computer. In order to qualify for access arrangements, the school must normally submit on the student's behalf an educational psychologist's report produced in the last two years. The report should contain the information referred to in the Educational Assessment Report form or the Supplement to the Psychologist Report form.

Further details can be found in our Learning Support Policy on the [school website](#).

#### C5: ASSESSMENT AND REPORTING

Academic progress is monitored through formative and summative assessment. The pattern of assessment provides frequent but 'light touch' reporting to parents via 'interim' reports (a single effort grade and attainment grade in each subject) every three or four weeks, with full written reports provided every two terms (Year 10 and above) or at the end of the academic year (Year 9 and below). Full written reports will also include reports from the Tutor and Houseparent, and a brief comment from the Principal.

Instrumental music reports are provided twice each year, in January and in either April or July, supported by an overview from the relevant Head of Department.

Reports will be sent to Parents/Guardians by email. Parents should inform the School Office before the end of September each year if they wish their reports to be sent instead in hard copy by post; however, this is likely to delay the arrival of those reports.

Each student is given grades as indicated below.

##### Academic Monitoring

Academic progress is monitored through formative and summative assessment. Students are given Interim Grades every three / four weeks and a full written report every two terms (Year 10 and above) or yearly (Year 9 and below).

Each student is given grades as indicated below:

**Effort** (Grades 1-4 at Sixth Form and initial letters E, G, S, C from Year 6 to 11)

1 / E – excellent

2 / G – good

3 / S – satisfactory (meeting requirements but needs to improve to excel)

4 / C – concern (this grade is accompanied by a comment clarifying the nature of the concern)

A wide range of factors (classroom discipline, prep management, motivation and engagement) can contribute to the overall effort grade award.

### Attainment

**Years 12-13:** Grades A\*/A/B/C/D/E/U or D1/D2/D3/M1/M2/M3/P1/P2/P3 (at Pre-U) are awarded to match the attainment expected at that stage of an external examination course.

The Pre-U grading (in Music and Philosophy & Theology) equate to A level grades (in brackets) as:

D1-D2 (A\*)      D3 (A)

M1 (A/B)      M2 (B)      M3 (C)

P1 (C/D)      P2 (D)      P3 (E)

(Attainment grades in reports are only awarded on the basis of work submitted in the reporting period. They are NOT a prediction of a final result, although a grade may approximate to it in the final stages of a course, unless explained by an appropriate effort grade and comment).

**Years 7-11:** Grades 9 (highest) - 1 (lowest) as above in terms of applying to work submitted in the reporting period. The new grading system of Grades 9-1 is shown below with the old system in brackets:

9-8 (A\*)      7 (A)      6-5-4 (B/C)      3 (D/E)      2 (E/F)      1 (G)

Academic departments will use regular tracking data to standardise attainment.

### Benchmarks

Years 10-13: Benchmark grades (A\*-E / 9 – 4 / D1 – P3) appear on reports and represent the minimum standard at which the student should be working at that stage of a two year period/course (Y12-13 (GCE) and Y10-11 ((I)GCSE)).

Benchmarks are set at the start of the two year period using ability data provided by Midyis / Yellis and Alis testing and are reviewed following internal examinations.

### Target Grades

Years 10-13: Target grades (A\*-C/D or 9-4) for the end of the course (GCE/(I)GCSE) appear on reports and are assigned at the start of GCE, pre-U and (I)GCSE courses, following discussion with students. Target grades are realistic but aspirational and are NOT predictions. A target grade must be at least one grade higher than the benchmark and can be reviewed following internal examinations.

Parents with any queries related to the above should contact the Deputy Principal, [c.rayfield@purcell-school.org](mailto:c.rayfield@purcell-school.org)

### Internal Examinations

Internal school examinations are held after half term in the summer break for all year groups, except those involved in public examinations. In January, mock examinations are held to prepare students for public examinations; other groups may have tests in core subjects.

### Parents' Meetings

Parents' meetings are held from 4.00 to 6.00pm on a Friday afternoon for each year group once a year when parents have an opportunity to meet academic staff. Details of parents' meetings are published in the school calendar at the start of each academic year: <https://www.purcell-school.org/news/calendar/>.



The purpose of these meetings is to give parents an opportunity to discuss students' progress with staff. Teaching staff and group tutors attend; instrumental specialist teachers do not usually attend. Sixth Formers are expected to attend with their parents; younger students are not. The precise dates are listed in the school calendar and parents will be sent an email reminder in advance of the meeting.

If parents are unable to attend a parents' meeting, the student's tutor can, on request, collate comments from academic staff and email them home.

Further details can be found in our Assessment & Reporting Policy on the [school website](#).

## C6: POST-EXAMS SERVICES AND APPEALS PROCEDURES IN PUBLIC EXAMINATIONS

Full details of results days and post-exams services, including how to make enquires about results, to request re-marks and all other matters relating to results in public examinations, are published on the school website: See [Examination Results - information for candidates 2019](#) at [www.purcell-school.org/school-life/other-documents/](http://www.purcell-school.org/school-life/other-documents/)

# SECTION D: MUSIC INFORMATION

## D1: INDIVIDUAL INSTRUMENTAL LESSONS

PLEASE NOTE PARENTS ARE NOT PERMITTED TO ATTEND MUSIC LESSONS.

Instrumental, singing and composition lessons are timetabled by Mrs Duce, who works in the Music Office. Lessons do not take place at the same time each week, and students have to be very organised and communicative about their planning and schedule. Missed lessons cannot be made up or reimbursed, and sanctions are placed on students who forget to go to an instrumental lesson or rehearsal.

The instrumental timetable is published on Thursday for the following week on the noticeboard outside the Music Office.

**Students must check next week's timetable every Thursday afternoon.** If there is any clash or problem for the following week, students must immediately let Mrs Duce know and request a change, by writing in the Message Book. This must be done before the deadline of **10.40am on Friday**. If no valid reason is given, or the deadline is missed, no change can be made and the student must attend the lesson as timetabled.

If a student wishes to miss school for any reason, a parent or guardian must make a detailed absence request by email, 14 days in advance, to [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org)

When permission for absence is given, the student is responsible for letting all teachers know courteously in advance, and fulfilling any extra tasks set.

### Teaching Weeks

Music Specialist teachers are required to provide 30 weeks' worth of lessons unless agreed otherwise with the relevant Head of Department (HoD). All instrumental lessons and other musical commitments continue throughout any study leave periods, and missed lessons cannot be refunded.

### Lesson Duration and Additional Lessons

The normal expectation for most students is that they will receive between two and three hours per week tuition in total, one-to-one. Three hours is the maximum that the Music and Dance Scheme scholarship may fund; decisions as to how much of this potential allowance is needed for each individual student, and its distribution between different studies, are made by the Music Department according to students' musical and academic

needs, timetable and other activities. No student has an automatic right to three hours' tuition: each individual will be offered a programme appropriate to them.

Lessons beyond the 30 weeks of teaching and during holidays can be offered only with the permission of the relevant HoD. In some cases, in consultation with parents and subject to the approval of the relevant HoD, students may choose to receive in excess of the three hour allowance. In such exceptional cases, the excess instrumental lessons are recharged to parents (at cost) as 'extras' on the following term's bill. Arrangements for excess instrumental lessons will not be put in place unless parents have given their permission in writing to the appropriate HoD.

## D2: CHOICE OF SPECIALIST MUSIC TEACHER

The choice of specialist music teacher is determined by the appropriate Head of Department (HoD). Every effort is made to choose the right teacher to match the needs of the individual student. Parents and teachers should not approach any specialist music teacher directly, but consult with the HoD at school.

## D3: CHANGES OF INSTRUMENT OR SPECIALIST MUSIC TEACHER

### Changes of Teacher

No changes of specialist teacher can take place without prior consultation with the Director of Music. Notice provisions will normally apply – see below for details.

### Starting a New Instrument or Composition

This should be initiated by a written / email request from parents to the Director of Music. Requests will normally be accommodated provided that teaching is available and subject to the student's overall workload.

### Alexander Technique

Lessons in Alexander Technique may be available as a second study. Requests for Alexander Technique lessons should be sent to the Head of Strings.

### Changes to Instrumental Lessons

Any requests for changes to instrumental lessons (e.g. additional time, or dropping a second study) should be made in writing by the student's parent or guardian and sent to the Director of Music.

### Notice Periods

For all changes to instrumental teaching allocation, there will normally be a **notice period of half a term**. This applies regardless of when notice is given: e.g. for notice given during the second half of the summer term, the notice period would be the first half of the autumn Term, and teaching would start (or stop) after the Autumn half term break. If notice is given one day after the beginning of the Autumn Term, the notice period would be the second half of the Autumn Term, and teaching would start (or stop) in January.

### Change of First Study Instrument

Admission to The Purcell School is through musical audition, and any offer of a place is made for the study of specific instruments and / or composition. Any request to change first study instrument(s) must be made by parents / guardians in writing to the Director of Music.

Whenever possible, the school will try to accommodate the request. However, the final decision will reflect the school's professional opinion of what is in the best long-term interests of the student.

## D4: SHEET MUSIC AND EXTRAS

### Sheet music

Sheet music may be ordered via the Library. The cost of any such items, and of music etc. supplied by instrumental teachers, will be added as extras to the next termly bill. Music may also be borrowed from the Library. Where parents do not wish to purchase a particular item of music, and it is not currently available from the library, then a request can be made for it to be ordered for the library. It must be returned after use.

### Loans of School Sheet Music

Students are responsible for taking care of any music on loan from the School. Failure to return music will result in a charge on the termly bill.

### Extras

Students are allocated a weekly photocopying allowance which is set according to year-group. It is a rolling allowance; if a student exceeds his or her allowance, the excess will be charged to the bill. Charges are 1p per copy for black-and-white and 5p per copy colour A4. Charges are higher for larger copies. Recordable media can be purchased from the Music Technology department.

The cost of all such supplies and services will be recharged to parents in the termly bill.

## D5: ENSEMBLES

All first study keyboard players attend a weekly Piano Class; singers have a weekly Song Class; composers have weekly seminars; chamber music is organised both within and outside the school timetable. Orchestral players will play in one or more of the school ensembles and orchestras, and these rehearse once or twice weekly; there are also more intensive course occasionally, depending on the concert programme. Jazz ensembles also rehearse every week.

There is a Chamber Choir, a Junior Choir, and further opportunities for choral singing within and outside the timetable.

### Rehearsals

Most rehearsals take place during the school day, which ends at 3.40pm for years 6-8 and at 5pm for everyone else. However, there is an hour between 5pm and 6pm which may be sometimes be used for ensembles and for extra rehearsals close to concerts. Boarders are encouraged to arrange their own informal musical activities in the evening.

Students should arrive at every rehearsal on time, with instrument and music if required, and with a pencil. If s/he has a clash with another rehearsal, instrumental lesson or other event, s/he should speak to the member of staff in charge of the rehearsal well in advance.

If s/he is not needed for a rehearsal for any reason and has no other scheduled commitments, this is time for practice, home-work, reading or listening – students are expected to use the time profitably.

## D6: CONCERTS PROCEDURE

Lunchtime concerts take place most days at 1pm. **As a guideline, all students in year 9 and above should expect to perform in at least one lunchtime concert each term, ideally more often.** Students should plan repertoire and dates with their teacher. Concerts are managed by Ms Wickens, who works in the Music Office. There are forms to complete with details of the programme, and students must arrange rehearsals with one of the school accompanists, Debbie Shah and Daniel Swain, or a fellow student, unless that are playing unaccompanied.

Evening concerts take place most weeks, and students are invited to take part in most of them. Any student who feels that s/he is not being given enough opportunities to perform, should discuss with their teacher, Head of Department or the Director of Music.

#### Attendance at lunchtime concerts

Each year group is required to attend their one timetabled concert once a week. Students are always welcome to attend concerts with other year groups if they are free to do so.

#### External Concerts arranged by the school

There are a lot of concerts outside school, some more formal and high-profile than others. These are programmed by the Director of Music and Heads of Department in consultation with instrumental teachers.

[See Appendix 2 \(p. 39\) for details of Concert Dress.](#)

## D7: COMPETITIONS AND CONCERTS WITH OTHER ORGANISATIONS

### Outside Concerts

Students are encouraged to take part in musical activities outside School, particularly at the weekend and during school holidays. Events that clash with school days are not encouraged, because our terms are short and our days are busy, and we already manage a complex timetable of clashes between music lessons and academic lessons. Permission must be requested, and will only be given when the pros and cons have been considered by the Director of Music.

**If a student wishes to miss school for any reason, a parent or guardian must make a detailed absence request by email, 14 days in advance, to [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org)**

When playing anywhere, students are asked to acknowledge The Purcell School in concert programmes; for example, "Sam Smith holds a scholarship under the Government's Music and Dance Scheme at The Purcell School".

You may not use the school's name or logo to advertise an external private concert without the Principal's permission.

### Competitions

Competitions are sometimes a good idea, but not always, and should be undertaken only very exceptionally in term time. Students may only apply for competitions with the agreement of their teacher and Head of Department. As with external concerts, permission for absence will only be given after consideration by the Director of Music.

### Accompanists

Accompanists are provided for School concerts (internal and external), and for Associated Board examinations organised by the school. Any other request for an accompanist is made by private arrangement. Accompanists are not provided for music college auditions.

## D8: ASSESSMENT PROCEDURE

Places at the School, together with Government and Purcell School scholarships, are awarded after audition and are subject to satisfactory progress and conduct. Progress is monitored continuously and reported to parents. If there are doubts about conduct or progress, a warning letter is sent to parents or guardians.

Students who do not make expected progress will be advised on areas in need of improvement, and specific targets will be set. If these are not met, parents may be required to withdraw their child from the school at the end of the year. Advice will be given to enable students to find suitable alternative schooling.

#### D9: STORING INSTRUMENTS

Instruments should be kept in lockers or a safe alternative place. All instrument cases should be labelled with the student's name school address, and it should be clear whether the instrument belongs to them or is on loan from somebody else.

#### D10: SUPERVISED PRACTICE AND NOTEBOOKS

All students have regular timetabled practice sessions, and Lower School students are overseen by a team of practice supervisors. All boarders up to Year 11 have supervised practice time early every weekday morning.

It is important to remember that practice doesn't necessarily make perfect: it can reinforce bad habits if not carefully considered. Students should spend a few minutes at the start of each practice session planning what they are going to do, setting realistic and achievable targets; warm up before they start; take regular short breaks; after each practice session spend a few minutes thinking about what they have done successfully, what they have not managed to do, and use that to plan the next practice. Musicians can also practise very effectively without an instrument, by imagining that they are playing.

Students will find it useful to keep a notebook in which they can make notes about lessons, practice and repertoire. Teachers, students, parents and other adults may want to communicate with each other via **very short** messages in this book.

#### D11: SATURDAY PROGRAMME

There is a musical programme for boarders on Saturday mornings. It includes a regular performance class, some visits with workshops from guest musicians, scheduled practice, and opportunities for students to run their own groups.

#### D12: ABRSM / EXTERNAL EXAMINATIONS

Associated Board (ABRSM) examination entries are co-ordinated through the Music Office. Exams generally take place in the School. On joining the School, students who have already taken Associated Board Theory Grade 5 should bring a copy of their result to the Registrar in the Music Office; this will be either the original mark form provided by the Associated Board or a copy of the certificate. The document will be kept safely at the School until the student leaves, so that it is available for use when the student enters any Associated Board exam above Grade 6.

#### D13: BIOGRAPHIES

Students will be asked to write a short biography (50-100 words) detailing where they were born, when they first started playing, and perhaps what they like about music or other outside interests. Any financial support that you receive should also be acknowledged. The biography should be handed in to the music office at the start of term or emailed to Ms Wickens [b.wickens@purcell-school.org](mailto:b.wickens@purcell-school.org)

## D14: INSTRUMENTAL INSURANCE AND LOANS

Parents must ensure that all personal instruments are insured and that instruments are covered for travel to and from school and when students are performing outside of school. School instruments may be lent to students (subject to availability). A small hire charge (£25 per term in the current academic year) will be levied for long term loans.

## D15: STUDENTS RECEIVING EXTERNAL INSTRUMENTAL LESSONS

As a rule, external lessons are discouraged and parents **must inform the school** if they wish to start them, or if they are already taking place, and keep us updated of any changes. Our full policy on external music lessons is on the [website](#); the first paragraph is printed below.

*The Purcell School provides world-class specialist tuition in music to students through the employment of an exceptionally well-qualified and experienced staff. The School also supports a number of students to access the provision offered at junior conservatoire departments on Saturdays. Every year a small number of students wish to receive instrumental tuition from a specific teacher who is neither employed by the school nor a conservatoire junior department. Each request must be assessed on its own merits and the school must satisfy itself that it is in the best interest of the student to study with the proposed teacher. In such cases, the school must then satisfy itself that adequate measures are in place to protect the safety and wellbeing of the student. This process can be onerous for the school and for the parents. For many different reasons the preferred solution is almost always to allocate the student to a member of the school's teaching staff.*

**Please contact the Music Office if you have a question about a matter not covered here.**

# SECTION E: BEHAVIOURS

## E1: INTRODUCTION

The School Rules are designed to encourage students to behave in a thoughtful and responsible way, to ensure that they receive the maximum benefit from their education, to maintain the school's excellent reputation, and to help the whole school community to live together amicably.

The School Rules can be found as Appendix 1 to this handbook, as well as on the [school website](#). They are also issued to all students.

**You should also read the school's [Anti-Bullying Policy](#), [Behaviour and Sanctions Policy](#) (which explains rewards and sanctions used at the school), [Drugs and Alcohol Policy](#) & the [ICT Acceptable Use Policy](#). Summaries of these policies can be found below / elsewhere in this handbook, and the full versions can be downloaded from our website.**

## E2: PRINCIPLES AND EXPECTATIONS

- The Purcell School encourages the good behaviour of its students at all times. The school attaches great importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The School Rules and the school's Anti-Bullying Policy make clear our expectations in this regard.
- The guiding principle is that the school trusts students to know how to behave and to act at all times in their own best interests and those of the whole school community. Only when students breach this trust will sanctions be required.
- When sanctions are unavoidable, students and parents have the right to expect the school to apply this policy fairly. However, this does not mean that sanctions will invariably be the same for each offence, as



there may be differing circumstances which may be taken into account. In other words, every incident will be viewed on its own merits, using this policy as guidance.

- The Purcell School does not use physical punishment of any sort. There is no corporal punishment and no punishment is intended to humiliate or intimidate any student.
- The school's Behaviour Management Strategy is a graded scale covering both rewards and sanctions, intended to encourage students towards an acceptable level of behaviour. A copy can be found as an appendix to the school's Behaviour Policy on our website.

## E3: REWARDS AND SANCTIONS

### Rewards

Students who do particularly good work relative to their ability, or make a positive contribution to the life of the school, receive a Commendation. The Commendation card is issued by a teacher, Tutor or Houseparent; the student should take it to the Principal for recording, before taking it home to show to his or her parents. Lists of students receiving commendations are posted regularly on the Principal's noticeboard.

At the end of the school year, prizes are awarded for effort, for achievement in academic subjects, for commendations awarded, in music, and for general contribution to the life of the school.

### Sanctions

The school's Behaviour Management Strategy provides a range of sanctions in a gradual scale of increasing severity designed to encourage the student towards an acceptable level of attainment or behaviour. Possible sanctions for minor offences or poor academic work include detentions, gating (i.e. not being allowed to leave the school premises or, for boarders, the house after the school day), academic report or supervised private study. Serious misbehaviour, or persistent academic indiscipline, may result in a School Detention, which usually takes place on a Friday after school. The student will also be interviewed by the Deputy Principal to discuss the offence and their future conduct. For certain offences, the Principal may require a student to serve a Principal's Detention on a Saturday morning. A Principal's Detention is one step short of suspension and students need to understand how serious it is.

### Suspension

Serious or repeated disciplinary offences may result in the student's suspension for between two days and two weeks. While suspended, the student is expected to remain at home during the school day, and work will, whenever possible, be set. A suspended student may not attend any school function (e.g. concert) or social event. (A student may also be suspended whilst an investigation into an alleged serious incident takes place.)

In certain cases, a student may be put into 'internal suspension', where they will be required to work in school under supervision but out of lessons and away from their peers.

Following a suspension, the student (and if possible his or her parents) will be required to attend an interview with the Principal and/or the Deputy Principal to discuss his / her future conduct. A final warning may also be issued at this stage.

### Expulsion

In the most extreme circumstances the Principal reserves the right to expel a girl or boy from the school. Although the student's best interests will be taken into consideration, the interests of the whole school community and the nature of the offence will be of particular significance. In such circumstances, parents have a right of appeal to the school governors. A separate procedure covering the right of appeal is available from the Principal's office.

Parents' attention is drawn to the school's Terms and Conditions, paragraph 7(b), which states that:

*The Head [now known as the Principal] may at his / her discretion require you to remove or may suspend or expel your child from the School if he / she considers that your child's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory or (at the Head's sole discretion) for any other reason if in the reasonable opinion of the Head the removal is in the School's best interests or those of your child, other children, staff or parents.*

The Principal is required to act fairly and in accordance with the principles of natural justice. The Principal will make a decision on a case-by-case basis, will expel a student from the School only as a last resort and will not expel a student other than in grave circumstances.

#### Withdrawal of right to board

For repeated boarding offences, or where the continued presence of the student is felt to be detrimental to good order in the House, a boarding place may be withdrawn either temporarily or permanently at the Principal's discretion.

## E4: DRUGS AND ALCOHOL

*This is a summary of the school's Drugs and Alcohol Policy, which can be found on the [school website](#).*

### Controlled drugs

- The school's policy is that The Purcell School should be free from controlled drugs. We believe that involvement with controlled drugs is always wrong for the following reasons:
- It is illegal. Using controlled drugs can lead to a criminal conviction which will affect employment prospects, for example by making it impossible to visit certain countries including the USA. This could have serious implications for any career, but particularly in music.
- Drugs have harmful physical side-effects. Some of these are unpredictable and fairly immediate and account for a number of premature deaths amongst young people each year; all are now associated with longer term health problems.
- A small number of young people quickly develop some form of dependency on drugs.
- Involvement in drug culture tends to draw young people away from more worthwhile activities and often results in a falling away of academic performance.
- Involvement with controlled drugs is damaging to the school community as a whole.

**Any student suspected of being involved with illegal or other harmful drugs either on or off school premises can expect to be immediately suspended from school (pending further investigation) and will be invited into school for a disciplinary hearing or other such meeting as appropriate.** The school reserves the right to inform the police.

### Legal drugs

The school operates a 'no smoking' policy at all times throughout the buildings and the whole of the school campus. This policy applies to students, employees, parents and visitors, and includes the use of e-cigarettes and 'Shisha pens'.

The Purcell School is an unsuitable institution for those with an established smoking habit.

Students are not permitted to be in possession of alcohol, or under the influence of alcohol, on school premises or when under the jurisdiction of the school (e.g. on school trips). No student, including those of legal age, may enter licensed premises, including off-licences, during term time. When Sixth Form students reach the age of 18 they are allowed, with parental permission, to visit the Metropolitan Police Club opposite the school on Wednesday, Friday and Saturday evenings; this privilege can be withdrawn if abused.

At the discretion of the Principal, alcohol (beer, wine or similar) may be offered to Sixth Form students at staffed school functions to those students whose parents have agreed to their son's / daughter's membership of the Sixth Form Club. No alcohol will be served to students below the Sixth Form on any occasion. Alcohol may not be consumed in School without permission from the Principal and drink may be taken only in the presence of a member of staff.

## E5: ICT: ACCEPTABLE USE POLICY

The School's ICT (Information and Communication Technology) Acceptable Use Policy governs the use by students of the School's computer network and any computer and peripheral equipment connected to it together with the use of any stand-alone ICT equipment.

The use of the School's network and equipment is a privilege and not a right. The School takes reasonable steps to control and monitor the use of the internet and other electronic means of communication without unnecessarily or disproportionately compromising the privacy of boarders or their ability to communicate with their parents, guardians or outside agencies. The School will therefore determine appropriate use and monitor user accounts and filespace as necessary. Inappropriate use, including contravening the rules and conditions, will result in withdrawal of the privilege; students should be aware of the personal and academic consequences that may ensue from such a withdrawal. Failure to adhere to this policy will also be regarded as a breach of School Rules and may therefore result in other sanctions.

The full policy can be found on our website: [www.purcell-school.org/about-us/policies/](http://www.purcell-school.org/about-us/policies/) under [ICT Acceptable Use Policy](#) (Students & Guests).

The School has a wireless network and, after completing the relevant paperwork, students are allowed to connect their own personal devices to the network. The school network provides access to Skype and to social networking sites, although access may be restricted to certain times of day.

Parents' attention is also drawn to the [School Rules](#) (Appendix 1), Section 15, regarding the use of mobile phones and other devices in school.

# SECTION F: OTHER MATTERS

## F1: SCHOOL TRIPS

As part of the education we offer, students are frequently given the opportunity to make trips or excursions out of school. These will range from short, one-day trips for a whole class to a local site of interest, or evenings out to plays or concerts, to occasional overseas concert tours which take place during holiday time. Your permission will be sought for any trip which takes your son or daughter out of school, with the exception of concerts at which your child is performing and the details of which have been published in the [school calendar](#).

The school carries out comprehensive risk assessments for any trips which involve a stay overnight, and all relevant documentation will be made available to parents.

## F2: COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS

It is hoped that the School will continue to maintain excellent relationships with the parents and guardians of students attending the Purcell School. Nonetheless, there may be occasions during a student's time at The Purcell School when parents may feel they wish to make a complaint. If so, please follow this procedure.

Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago. Please state your problem or concern courteously: it does not help staff to resolve issues if intemperate or aggressive language is used, either in writing or in person.

We will normally try to resolve any complaints within 10 working days of them being raised, except where they are raised in school holidays, in which case we will try to resolve them within 10 working days of the start of the new school term.

Child Protection: Concerns regarding Child Protection are outside the scope of this procedure. If you have a concern regarding Child Protection, please contact the school's Designated Senior Person for Child Protection, Mrs Elizabeth Searle (Head of Pastoral and Safeguarding), directly by telephoning the School Office (01923 331100).

Appeals against expulsion: These are heard under a different procedure, details of which are available from the Principal's Office.

### Stage 1 (Informal)

1. It is hoped that most complaints and concerns can be resolved quickly and informally. Often there is a misunderstanding which can be easily resolved. If not, we will give you a chance to explain your concerns and will try to resolve them. Of course, this does not mean that in every case we will come round to your point of view but it will help both you and the school to understand both sides of the question. It may also help to prevent a similar problem arising again.
2. The person best placed to deal with any concern and complaint will depend on the subject of your complaint, as follows:

SUBJECT OF COMPLAINT	PERSON TO CONTACT
General academic or pastoral matters	Tutor
Other academic matters, including the curriculum and special educational needs	Deputy Principal <i>or</i> Head of Sixth Form
Specialist music teaching or the music curriculum	Director of Music <i>or</i> Appropriate Head of Department
Pastoral care, including boarding	Houseparents <i>or</i> Head of Boarding <i>or</i> Head of Pastoral and Safeguarding
Financial matters	Bursar

*If you are not sure whom to contact, please contact the School Office ([info@purcell-school.org](mailto:info@purcell-school.org)).*

3. If you wish to discuss the problem face to face, the relevant member of staff will usually be able to see you on a school day before or after school. Please contact them by email in advance to make an appointment. Please do not simply turn up at school and expect to see someone, as they may not be available.
4. If the matter is not resolved to your satisfaction, or if you have a serious complaint which you feel cannot be dealt with by the person above, you should then proceed to Stage 2 of this procedure

### Stage 2 (Formal)

1. If you believe that your complaint is sufficiently serious, or if the matter has not been resolved at Stage 1 above, you can make a formal complaint directly to the Principal. This must be made courteously in writing, stating that you are making a formal complaint. The Principal will acknowledge receipt of your complaint.
2. The Principal will usually delegate responsibility for undertaking investigation of the complaint to the Deputy Principal or another senior member of staff as appropriate. The designated person may ask to meet you for a discussion of the problem. You can take a friend or relation to this appointment with you if you wish, who should not be legally qualified, and legal representation will not normally be permitted. The designated person will then conduct a full investigation of the complaint and may interview any

members of staff or students involved. A written record will be kept of all meetings and interviews held in relation to the complaint.

3. Following the investigation, the Principal will decide, after considering the complaint, the appropriate course of action to take. You will be informed of this decision in writing. The Principal may also ask to meet with you to explain the decision.
4. If your complaint is about an action of the Principal personally, then you can refer it in confidence to the Chairman of Governors. You can contact him by writing to him c/o the Assistant Bursar or by email to the Deputy Bursar ([j.wallis@purcell-school.org](mailto:j.wallis@purcell-school.org)), **stating clearly that you are making a formal complaint.**

### Stage 3 (Appeal)

1. If the matter is still not resolved to your satisfaction, you may wish to proceed to Stage 3, and ask for your complaint to be referred to a hearing panel. **The appeal must be made in writing, stating that you are making an Appeal.**
2. Your appeal should be addressed in confidence to the Chairman of Governors and sent to him c/o the Assistant Bursar or by email to the Assistant Bursar ([j.wallis@purcell-school.org](mailto:j.wallis@purcell-school.org)). The Assistant Bursar will acknowledge receipt of your complaint.
3. You must lodge your appeal within 10 working days of the date of the School's decision made in accordance with the Stage 2 Procedure. You should provide a list of your complaint(s) made against the school and which you believe not to have been resolved satisfactorily by the Stage 2 Procedure, along with the remedies sought in respect of each. You should also state whether you wish to attend the hearing, or whether the panel may deal with the matter based only on written submissions.
4. The Chairman of Governors will then convene a panel consisting of three individuals, two governors and one member who is independent of the management and running of the school, none of whom will have been directly involved in the matters detailed in the complaint and so will be able to give it a fresh assessment. The panel will convene as soon as possible, normally within 10 working days of the receipt of your appeal.
5. If you have requested to attend the hearing, you will be invited to attend and speak to the panel; you may bring a friend or relative with you, who should not be legally qualified, and legal representation will not normally be permitted. The Principal will normally also attend the hearing, and may bring a colleague (normally the person who has investigated the matter under Stage 2 above).
6. After due consideration of all the facts they consider relevant, the panel will reach a decision, and may make recommendations, which it shall endeavour to complete within 10 working days of the hearing. The decision reached by the Complaints Panel is final. The panel's findings will be sent in writing or email to the parents, the Principal, the Chairman of Governors and, where relevant, the person complained about. The letter will state any reasons for the decision reached and recommendations (if any) made by the Complaints Panel. The record of the outcome of the hearing is kept in school in confidence, available to the Principal and the Chair of Governors.

Further details of the Complaints Panel procedure are available from the Principal's Office.

### Welfare of boarders (*in accordance with National Minimum Boarding Standard 5.8*)

Boarders or their parents who have a complaint about their welfare which they feel has not been answered by the school's normal procedures can write to the Independent Schools' Inspectorate at: ISI, First Floor, CAP House, 9-12 Long Lane, London EC1A 9HA, or to [info@isi.net](mailto:info@isi.net)

Alternatively, they may contact the Local Authority Designated Officer on 0300 123 4043.

### Record keeping

Confidential written records of all formal (Stage 2) complaints and their outcome (including whether they were resolved at Stage 2 or proceeded to a panel hearing) will be kept in a secure file by the Principal. The records can be read only by the Principal and the Chair of Governors.

Parents can be assured that all complaints and expressions of concern, whether raised informally or formally, will be treated seriously and confidentially. Correspondence, statements and records will remain confidential except where the Secretary of State or a body conducting an inspection under section 162A of the 2002 Act requests access to them, or where any other legal obligation prevails.

### F3: WHISTLE BLOWING POLICY

#### Purpose

In the interests of openness and accountability, the School encourages anyone with serious concerns to come forward and voice them. This applies to concerns about the activities of staff, governors and external organisations in their dealings with the School.

#### This policy:

- Provides the basis on which students / parents can raise any such concerns and receive feedback on action taken,
- Allows students / parents to take the matter further if they are dissatisfied with the School's response,
- Gives protection from reprisals or victimisation for "whistleblowing" in good faith.

Existing policies and procedures are in place to enable employees to raise grievances or for parents and students to make routine complaints. This policy is intended to cover concerns that fall outside the scope of individual grievances. The concern may be about something that:

- Is unlawful,
- Is contrary to the school's policies,
- Amounts to improper conduct,
- Seems likely to harm somebody or the environment,
- Represents unsatisfactory concealment of these issues.

#### Safeguards

The Governing Body recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those allegedly responsible for the malpractice. The School will not tolerate harassment or victimisation and will take all possible measures to protect those who raise concerns in good faith.

#### Confidentiality

Where possible, the School will protect the identity of anyone who raises concerns and does not want their name to be disclosed. It must be appreciated, however, that the investigation may reveal the source of the information, and statements made may be required as part of the evidence. The School encourages the concerned individual to put their name to allegations made. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the School.

In exercising this discretion, the following factors will be taken into account:

- The seriousness of the issue raised,
- The credibility of the concern,
- The likelihood of confirming the allegation from attributable sources,
- The possibility of untrue or unsupported allegations.

If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken. However, if allegations are made that are malicious or vexatious, further action is likely.

#### How to raise a concern

The earlier a concern is raised, the easier it is to take action.



As a first step, parents should normally raise concerns with the Principal or the Chairman of Governors. This depends, of course, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. To contact a member of the [Governing Body](#), parents should write to the School care of the Clerk to the Governors, marking the envelope 'Private and Confidential' and the letter will be passed on. If parents feel they cannot approach either of the above, they should approach the Governor with responsibility for Child Protection and Safeguarding, Dr Rebecca Mooney.

Concerns are best raised in writing. This should set out the background and history of the concern, giving names, dates and places where possible, and the reason for concern about the situation. If parents feel unable to put their concerns in writing, they may telephone or ask for a meeting with the appropriate person.

#### How the School will respond

The action taken by the School will depend on the nature of the concern. The matter may, for example, be investigated internally or it may be referred to the police or an appropriate statutory agency. In order to protect individuals and the School, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Some concerns may be resolved by agreed action without the need for investigation. As soon as possible and, at the most, within two weeks of a concern being received, the Chairman of Governors or the appropriate member of staff will respond:

- Acknowledging that the concern has been raised,
- Indicating how it is proposed to deal with the matter,
- Where possible, giving an estimate of how long it will take to provide a final response,
- Advising whether further investigations will take place and if not, why not.

When a meeting is arranged, parents may be accompanied by a colleague or friend.

Subject to legal or contractual constraints, parents will always receive information about the outcome of any investigation.

#### Taking the issue further

Individuals who are not satisfied with the action taken as a result of an investigation, and feel it is right to take the matter outside the School, are directed to the following possible contact points:

Relevant professional bodies,

- The Department of Education,
- The police,
- The charity Public Concern at Work (telephone 020 7404 6609).

## F4: FUNDRAISING AND SPONSORSHIP

As well as being an educational establishment, The Purcell School is also a registered charity (Number 312855) and needs to fundraise.

Although the government's Music and Dance Scheme provides funding for 143 of the School's students, financial support is required for the remaining 20% of students. Part of the Fundraising Department's role is to secure scholarships and bursaries for these students.

Parents are asked to assist with this work by:

- Being ambassadors for the School and recommending it for support to their friends, colleagues and business contacts.
- Not making requests directly to the School's benefactors for financial assistance for their children, either whilst they are at school or when they move on. The Fundraising Department is responsible for making approaches to funding sources on behalf of the School and can advise on sources of financial support available for tertiary education.

For further information about the work of the Fundraising Department, Scholarships, Bursaries and fundraising activities, please contact the Development Manager, Ruth Blake ([r.blake@purcell-school.org](mailto:r.blake@purcell-school.org)).

# APPENDICIES

## APPENDIX 1: SCHOOL RULES

*Changes for 2019 are highlighted in yellow*

These school rules are designed to encourage you to behave in a thoughtful and responsible way, to ensure that you receive the maximum benefit from your education, to maintain the school's excellent reputation, and to help us live together as a school community.

You should also read the include the School's [Anti-Bullying Policy](#), [Behaviour Policy](#) (which explains rewards and sanctions used at the school), [Drugs and Alcohol Policy](#) and the [ICT Acceptable Use Policy](#).

### 1. Attendance

- a) You must register every school day by 8.40am in Houses. It is the school's legal obligation to record your attendance in this way. If you arrive late in the morning, you must sign in either in your boarding house or use the electronic signing in system, InVentry.
- b) Afternoon registration is taken in the boarding houses at lunchtime; if you take an early or late lunch due to commitments and miss registration you must sign in in your boarding house.
- c) Day students: You should not be in school before 8.00am, and you should leave the premises by 6.00pm (4.00pm for Avison) unless you are required to stay for an organised school activity supervised by a member of staff (e.g. a rehearsal). In exceptional and occasional circumstances, permission to stay later at school is strictly at the discretion of the Houseparent and must be sought at least 48 hours in advance and in writing. Day students must always sign in with their houseparent on arrival at school in the morning, and must always sign out from their house before leaving school at the end of the day.
- d) You are expected to be in school for the core working hours (8.40 am until 3.40 pm) unless given permission to be late/absent or engaged in an organised school activity (e.g. a school trip). Unless specific permission has been given to go home early, all day students must stay in school until their last commitment of the day. Day students in Avison may not leave the premises at the end of the day until collected by an agreed adult.
- e) You are expected to attend all timetabled lessons, assemblies, tutor sessions, rehearsals, concerts and other activities unless ill or injured. If you do not have a taught lesson during the working day, you should either be doing practice or private study.
- f) If you need to miss an academic lesson (or other timetabled activity) for an instrumental lesson, you must excuse yourself from that lesson by speaking to the member of staff concerned. Permission to miss a lesson for an extraordinary rehearsal can only be given by the relevant Head of Department (HoD). Permission to miss Games will normally be given only if a letter has been brought from parents or the School Nurse.
- g) If you are in Year 9 and above and do have permission to leave school during the day, you must sign out of your boarding house when you leave, and sign in again in your boarding house when you return, so that we know who is on site at all times. If you are in Avison and have permission to leave school during the day, you must go to the School Office.
- h) Sixth formers who are free may sign out at lunch time (12.40-1.40), and Sixth Form day students may leave the premises after their last taught lesson.

### 2. What to do if you are ill

- a) Day Students: If you are ill at home, your parents/guardians must phone the School Office or email [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org) on the first morning of absence, explaining the reason for your absence. This should be repeated each day until you return to school.
- b) If you are ill while at school, you must always report immediately to a member of staff. During the school day, you should report to the School Office where you will be seen by the Nurse or a qualified first-aider. Under no circumstances may you leave the school, even with your parents, without signing out. Boarders who feel ill before 9.00 am or after 4.30pm should report to House Staff.

- c) Boarders: If you fall ill while at home and need to return to school late, your parents or guardians should inform your Houseparent as soon as possible.

### 3. Special Absence

- a) If you wish to be absent from school for an external musical commitment such as a concert or a competition, you should first discuss it well in advance with your Head of Instrumental Department. Your parent or guardian must make a detailed absence request by email, 14 days in advance, to [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org)
- b) If you wish to miss school for any other reason, your parent or guardian must make a detailed absence request by email, 14 days in advance, to [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org)
- c) When permission for absence is given, you are responsible for letting all teachers know courteously in advance, and fulfilling any extra tasks set.
- d) Boarders: To be absent for any period outside the school day, you should follow your House procedures to obtain permission.

### 4. Bounds and leaving the school site

- a) The following areas are out of bounds:
- Any wooded area around the school
  - The field at the back of the school after dark
  - Bushey Hall Golf Club
  - The Lincolnsfield Centre
  - Bushey Mill Lane after dark
  - Hartspring Meadow
  - The Metropolitan Police Club and Grounds (except for Sixth Formers – see below)
- b) Boarders in Years 5 to 8
- You may not leave the school site at any time unless accompanied by a member of staff, parent or guardian.
- c) Boarders in Years 9, 10 and 11
- Provided you have no scheduled lessons or activities, you may sign out of school between 3.40 and 6.00pm, Monday to Friday (12.00noon to 6.00pm at weekends). You must go in a group of at least two. You must always have permission from your house parent, state where you are going, be contactable by mobile phone and be back in school by 6.00 pm for supper.
- d) Sixth Form Boarders
- Provided you have no scheduled lessons or activities, you may sign out of school between the times indicated below but should be present for supper at 6pm:

Monday	12.40 - 1.40pm	4.00 - 7.30pm	
Tuesday	12.40 - 1.40pm	4.00 - 7.30pm	
Wednesday	12.40 - 1.40pm	4.00 - 7.30pm	
Thursday	12.40 - 1.40pm	4.00 - 7.30pm	
Friday	12.40 - 1.40pm	4.00 - 7.30pm	8.15 - 10.50pm
Saturday	12.00 - 10.50pm		
Sunday	12.00 - 8.00pm		

- You must always have permission from your houseparent (or duty member of staff), state where you are going, and be contactable by mobile phone. Return times above must be strictly observed.
- If you are 18 years old and have parental permission, you may visit the Metropolitan Police Club on Wednesday evening between 6.00 and 7.30pm, and on Friday and Saturday evenings between 8.15 and 10.50pm.
- Note that permission to leave school in the evenings is a privilege which may be withdrawn for reasons of poor behaviour, work, attendance at lessons, or breaching the above conditions.

- e) Saturday Music College Junior Departments: If you wish to attend the Junior Department of any of the London Music Colleges on Saturdays, you must ensure that your parents have signed the official school Form (available from the Principal's PA), before your first visit.

## 5. Safety

- a) You must ensure that your behaviour does nothing to harm or endanger yourself or other members of the school, staff or public, or do damage to property. This includes tampering with electronic or computer equipment.
- b) You may not enter any part of the maintenance workshops, rooms where equipment is stored, or boiler rooms. You may not climb on any roof or out of any window. You may not remove the restrictors on windows, which are there for your safety, without permission from a member of staff.
- c) You should not run in corridors, on staircases, or in the dining hall.
- d) You should not enter any school car park without good reason. You should take particular care of traffic entering and leaving the site.
- e) If the fire alarm sounds, remain silent and follow staff instructions, walking quickly and silently via the nearest exit to the assembly point.
- f) You must not tamper with any fire alarm equipment. Setting off the fire alarm or fire extinguishers deliberately will be regarded as very serious offences.
- g) If you are under 16, you may not carry with you any medicines, except insulin, epipens, asthma inhalers or similar emergency items. All other medicines must be handed to the School Nurse or Houseparents for safe-keeping and administration.

## 6. Rooms in Boarding Houses

- a) If you are a boarder in Year 10 or above, you may use your room during the day for practice and private study.
- b) Boys may not visit studies or bedroom corridors in Sunley House, Graham House or the girls' side of Avison. Girls should not visit studies or bedroom corridors in Gardner House or the boys' side of Avison. Boys may enter the Sunley or Graham common rooms, and girls the Gardner common room, only with the specific permission of the Houseparent or the Tutor on duty. If you break these rules, you must expect to be suspended from school.
- c) You are expected to keep your room tidy and to put your belongings away. Occupants of untidy rooms will be required to tidy them in their free time.
- d) All rooms must be emptied at the end of each term, or at any other time if requested by your Houseparent.

## 7. Evening routine for Boarders

- a) All boarders (and any day students still in school) must register in Houses at 7.30pm each evening.
- b) Prep times exist to enable you to complete work outside lessons. Prep for Avison House is from 5.00pm to 6.00pm Monday to Thursday, and for all other Houses from 7.30 to 9.00pm (Yr 9 8.30pm) Monday to Thursday. All boarders are required to observe the rules for prep below.
- c) Avison boarders are supervised during prep in the House. Avison boarders have organised practice time from 6.30-7.30pm.
- d) Boarders in senior houses do prep in their own rooms. Academic work takes priority and there must be no practising in Houses. If you wish to work elsewhere (e.g. in the Music Technology studio or ICT Room) you must have permission from the member of staff on duty.
- e) If you are a Sixth former or in Y 11 and are up to date with your work, you may request to be allowed to practise during prep time. This will be authorised at the discretion of your Houseparent with the agreement of the Director of Music and your HoD.
- f) Houseparents may, at their discretion, occasionally allow younger students to practise during prep if they are preparing for specific important musical activities and are up to date with their academic work.

## 8. Visiting Houses

- Avison students should not visit any other House, except with specific permission of Houseparents of both houses, and must leave by 8.30pm.
- Members of Senior Houses may not visit Avison except with the specific permission of the Houseparent, and must leave Avison by 8.30pm.
- House visiting between Senior houses is permitted at any time up to the 'In House' time listed below.
- Visitors to Boarding Houses must sign in (and out) in the House Signing-In book.

## 9. Bed Times

It is important that you get sufficient sleep each night to enable you to meet all your academic and musical commitments. In your own interests, bed times for boarders are as follows:

	IN HOUSE	LIGHTS OUT	
Years 5 & 6	7.30pm	8.30pm	
Years 7 & 8	7.30pm	9.30pm	
Year 9	9.00pm	9.30pm	
Year 10	9.30pm	10.00pm	
Year 11	10.00pm	10.30pm	
Year 12	10.30pm	11.00pm	
Year 13	10.30pm	Own room by 11.00pm	Houses quiet at 11.00pm

On Fridays and Saturdays, your Houseparent(s) may add 30 minutes to these times providing you have a good recent behaviour record.

## 10. Use of School Rooms

- You may only use practice rooms for individual practice or ensemble rehearsals. You are expected to take care of furniture, equipment, pianos or other instruments in these rooms. You should always leave the room tidy and ready for use, close windows and turn off lights. Empty classrooms may also be used for practice on the same basis.
- The Library is available throughout the day for quiet private study. You may not bring food or drink into the Library. All books or music removed from the Library must be signed for.
- The ICT Room is available for use at certain published times. You must follow the ICT Acceptable Use Policy, which will be given to you. You may not bring food or drink into the ICT room, and you must not tamper with any equipment.

## 11. Academic Rules

- You should ensure that you always arrive promptly for lessons, and have all the correct books and materials.
- You must bring your planner to all lessons and record all homework in it.
- All homework must be completed on time as required by teachers. Coursework and controlled assessment tasks must be completed according to the instructions of teachers, and must be your own unaided work.
- During lessons, you should show respect for your teacher and fellow learners by:
  - Listening and concentrating when your teacher or another student talks to the whole class.
  - Answering questions properly, with the aim of learning and helping others to learn.
  - Working sensibly with your fellow students, and avoiding anything to distract or annoy them.
- You should carry out any reasonable request from a teacher at once and without argument.

## 12. Dress Code

There is no school uniform, but it is important that you are clean, well turned out and decent, in clothing that is appropriate for purposeful academic and musical work. Houseparents or the Deputy Principal will be the arbiters of whether clothing is acceptable, but the following examples give guidance as to what to avoid:

- Extremes of fashion and ill-fitting clothes, crop tops or very short shorts, garments with offensive slogans or pictures, clothes that are torn or ripped or see-through materials which expose underwear
- Ostentatious jewellery or extravagant body piercing
- Visible tattoos unless very small

## 13. Catering

- a) All students may have lunch, morning break and afternoon break in the Dining Hall from Monday to Friday.
- b) Breakfast and supper on weekdays, and all meals at weekends, are for boarders only. Day students who would like supper (or breakfast the following day) must sign in at the School Office by lunchtime.
- c) Code of Conduct for the Dining Hall:
  - Queue in an orderly fashion.
  - Respect the kitchen staff by being polite and by clearing up after yourself.
  - Ask for the correct portion to avoid wasting food.
  - Stack trays neatly.
  - Keep all food or drink in the dining room.

## 14. Responsibility for Property

- a) All personal property should be clearly marked with your name.
- b) Do not bring large sums of money and other valuables to school unless absolutely necessary. If so, boarders should keep them in the safe that is provided in their bedrooms. If you regularly need access to large amounts of money, you should have a cash card so that you can withdraw it when you require it. Do not leave cash, mobile phones or other valuables lying around.
- c) You are expected to take sensible precautions to keep your property safe. Lockers with padlocks are available for everyone; you should request one of a suitable size for your instrument and belongings at the School Office. A refundable deposit will be charged.
- d) You are responsible for school property such as books, equipment, instruments or sheet music loaned to you. You will be charged if you lose them.
- e) Report breakages or damages to the premises, school equipment or the property of other members of the school immediately to a member of staff. You will not be charged if it is a genuine accident, but you should expect to pay for deliberate or careless damage.
- f) Bags and instruments should be left in the places provided and not around school where they are likely to cause an obstacle or danger to other people, or in vulnerable places near exits from the school.
- g) Do not tamper with, handle or interfere in any way with other people's property, including instruments, except under clear instructions from a member of staff.

## 15. Mobile Phones

- a) You may bring mobile phones and similar devices to school. However, they must be switched off and kept out of sight during assemblies, concerts, rehearsals, lessons and prep times, unless required for academic work. Boarders may be required to hand in mobile phones or similar devices during prep times or overnight.
- b) All boarders up to and including Year 11 will be required to hand in mobile phones, tablets and laptops overnight. Devices will be returned after morning practice the next day.
- c) Any use of mobile phones which involves bullying, the invasion of privacy, the circulation of libellous or pornographic materials, or the photography of other individuals without permission is considered unacceptable. This includes reading text messages or emails on another person's phone without their specific consent.
- d) You must ensure that your use of a mobile phone or other device does not disrupt the work of the school or disturb other students, for example by depriving them of the right to sleep.



- e) You are reminded that the Examination Boards specifically forbid the use of mobile phones in examination rooms; if you are found in the possession of a mobile phone, you risk being disqualified from all your examinations.
- f) The school reserves the right to search and/or confiscate your mobile phone if we have good cause to believe that it has been used illegally or in a manner that would break the rules detailed above.

#### 16. Travelling by Minibus

- a) When travelling by minibus, you must wear a seatbelt at all times and sit quietly.
- b) For your own safety and that of other passengers, you must not distract the driver or do anything which might endanger the vehicle. Students who make it difficult for the driver to drive safely may lose their privilege to use the minibus.
- c) On school trips, you should listen carefully to the risk assessment details which will be read out by the group leader before you leave the minibus or coach.

#### 17. General Behaviour

- a) You are expected to be polite and helpful to other students, staff and visitors. There is no excuse for rudeness, disrespect or insolence towards other members of the school community.
- b) You are expected to obey any reasonable request or instruction from teaching staff, boarding staff, support staff or prefects.
- c) You must sign and observe the ICT Acceptable Use Policy.
- d) You are not allowed to smoke on the school premises or anywhere else during term time. You must not bring cigarettes, e-cigarettes, Shisha pens, tobacco, matches, or lighters to school.
- e) You must not be in possession of alcohol, or under the influence of alcohol, or visit licensed premises at any time during the school day or during school activities. Students in Years 12 and 13 may on occasion be allowed alcoholic drinks at school events with parental permission to be members of the Sixth Form Club and the specific permission of the Principal, or to visit restaurants where alcohol is served, with the permission of their Houseparents. Students aged 18 may, with parental permission visit the Metropolitan Police Club on Wednesday, Friday and Saturday evenings. See the **Drugs & Alcohol Policy** for further details.
- f) You must not be in possession or under the influence of any controlled drugs. See **the Drugs & Alcohol Policy** for further details.
- g) You must not have in your possession any weapons, hazardous chemicals or fireworks.
- h) You may not enter gambling premises or bookmakers during term time; gambling in school for money is forbidden.
- i) Sexual intimacy, physical relationships or public displays of affection are not appropriate in a school. Students engaging in sexual activity can expect to be suspended or expelled.
- j) You must not publish in printed or electronic format (e.g. on websites) any material which is offensive or derogatory about the school or individuals connected with it.
- k) You may not drive a car, moped or motorbike to or from school, or within the school grounds, without the express permission of the Principal. See the **Student Car Policy** for further details.
- l) You are expected to help keep the school and grounds free from litter. Please place litter into the bins provided. You must not bring chewing gum to school at any time.
- m) Students are not permitted to order food to be delivered to school.

*In the interpretation of all of the above rules, the Principal's decision will be final. These rules may be amended from time to time.*

## APPENDIX 2: DRESS CODE

### Dress Code - During the school day

There is no school uniform, but it is important that students are clean, well turned out and decent, in clothing that is appropriate for purposeful academic and musical work. Houseparents or the Deputy Principapl (Pastoral) will be the arbiters of whether clothing is acceptable, but the following examples give guidance as to what to avoid:

- Extremes of fashion and ill-fitting clothes, garments with offensive slogans or pictures, crop tops or very short shorts, clothes that are torn or ripped or see-through materials which expose underwear.
- Ostentatious jewellery or extravagant body piercing.
- Visible tattoos unless very small.

For reasons of safety, flip-flops are not acceptable indoor footwear during the school day and you may be required to tie any long hair out of the way (e.g. in science labs).

### Physical Education and Games Clothing

Boys and girls: No hoodies are allowed for PE. Kit is as follows - plain black/navy tracksuit bottoms, shorts or leggings. Plain black/navy sweatshirt (not hoodie). Plain white polo/pique or T-shirt. Clean, non-marking trainers (not plimsolls).

Please label your child's PE clothing. In addition to the above, please ensure that your child has a swimming costume/trunks and a towel.

### Concert Dress

There are two styles of concert dress for Senior students (Years 9-13), and three for other students (up to Year 8):

#### Concert Dress A

Boys: Black DJs and trousers, white dress shirt, black bow tie, black socks, black shoes.

Girls: Long, solid-coloured or black evening dresses and smart concert shoes.

#### Concert Dress B

Boys: Black trousers, black formal shirt, black socks, black shoes.

Girls: Girls: Long black dress or long skirt/trousers (not jeans) and black top, black shoes.

#### Concert Dress C (up to Year 8)

Boys: Black trousers, white shirt, black bow tie, black socks and shoes.

Girls: Black skirt/trousers, white long-sleeved blouse, black shoes.

All students should have a separate pair of smart, black, concert shoes which are not worn during the school day. Students will be told in advance of each concert which concert dress is required. However, boarders must ensure that all styles of concert dress are always available at School.

## APPENDIX 3: INDEX OF POLICIES

The following school policies can be found on the [school website](#):

A1 Curriculum	H1 Health & Safety	P3 Self Harm Policy
A2 Assessment & Reporting	H2 Educational Visits	P4 Behaviour & Sanctions
A3 Homework	M2 Complaints Policy	P5 Boarding – Principles and Practice
A4 Learning Support	M4 Admissions	P6 School Rules
A5 Sex Education	M5 External Music Lessons	P7 Student Car Policy
G1 Equality	P1 Child Protection	P8 Drugs & Alcohol
G2 Data Protection & Privacy Statements	P2 Anti-Bullying Policy	

## APPENDIX 4: TERM DATES 2019 - 2020

- At the start of half-term holidays and exeat weekends, the School closes at 16:00 (4pm).
- At the end of full school terms, the School finishes at 13:00 (1pm) and the School is locked to all students at 15:00 (3pm).
- After holidays, half term holidays and exeat weekends, boarders should return to school no earlier than 18:00 (6 pm) and no later than 21:00 (9 pm), unless indicated otherwise. School supper is not available on the evenings immediately preceding the start of term nor on the evening of the final day of an exeat.

AUTUMN TERM 2019	
Monday 2 <sup>nd</sup> September 2019	<i>Staff INSET Day</i>
Tuesday 3 <sup>rd</sup> September 2019	<i>Staff INSET Day</i> New boarding students arrive at 14:30 New days students arrive at 15:15 Other boarders return from 16:00 – 18:00 Boarders' supper will be available on this evening
Wednesday 4 <sup>th</sup> September 2019	Term begins at 08:40
Friday 27 <sup>th</sup> , Saturday 28 <sup>th</sup> , Sunday 29 <sup>th</sup> September 2019	Three-day Exeat Weekend (Friday 27 <sup>th</sup> September 2019: <i>Staff INSET Day</i> )
Saturday 19 <sup>th</sup> October to Sunday 3 <sup>rd</sup> November 2019	Half Tern Holiday
Saturday 23 <sup>rd</sup> , Sunday 24 <sup>th</sup> November 2019	Two-day Exeat Weekend
Friday 13 <sup>th</sup> December 2019	Term ends at 13:00 (school locked at 15:00)

SPRING TERM 2020	
Monday 6 <sup>th</sup> January 2020	<i>Staff INSET Day</i> Boarders return from 18:00 – 21:00
Tuesday 7 <sup>th</sup> January 2020	Term begins at 08:40
Saturday 25 <sup>th</sup> , Sunday 26 <sup>th</sup> January 2020	Two-day Exeat Weekend
Saturday 15 <sup>th</sup> to Sunday 23 <sup>rd</sup> February 2020	Half Tern Holiday
Saturday 14 <sup>th</sup> , Sunday 15 <sup>th</sup> March 2020	Two-day Exeat Weekend
Friday 27 <sup>th</sup> March 2020	Term ends at 13:00 (school locked at 15:00)

SUMMER TERM 2020	
Monday 20 <sup>th</sup> April 2020	<i>Staff INSET Day</i> Boarders return from 18:00 – 21:00
Tuesday 21 <sup>st</sup> April 2020	Term begins at 08:40
Friday 8 <sup>th</sup> , Saturday 9 <sup>th</sup> , Sunday 10 <sup>th</sup> March 2020	Three-day Exeat Weekend (including Bank Holiday)
Saturday 23 <sup>rd</sup> May to Sunday 31 <sup>st</sup> May 2020	Half Tern Holiday
Saturday 20 <sup>th</sup> , Sunday 21 <sup>st</sup> June 2020	Two-day Exeat Weekend
Friday 3 <sup>rd</sup> July 2020	Term ends at 13:00 (school locked at 15:00)