

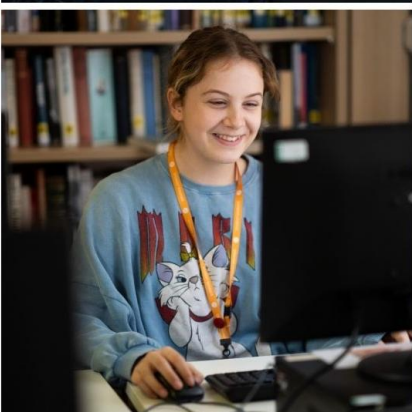


The Purcell School
for young musicians



Students' Handbook

2021 - 2022



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IMPORTANT PASTORAL INFORMATION

Child Protection

The Purcell School's Designated Senior Lead (DSL) for Child Protection is [Mr Szafranski](#).



The Deputy DSLs for Child Protection are [Lady Cayley](#) (Director of Boarding), [Mr Hoskins](#) (Director of Music), [Ms Shah](#) (Accompanist), [Mrs Whitty](#) (SEN co-ordinator), [Mr Burns](#) (Deputy Principal) and [Mr Bambrough](#) (Principal).

Lady Cayley



Mr Hoskins



Ms Shah



Mrs Whitty



Mr Bambrough



Mr Burns



Other contact details:

If someone is in immediate danger: 999

Hertfordshire's Safeguarding Children Board: 0300 123 4043

Childline: 0800 11 11

Bullying UK: 0808 800 2222

National Youth Advocacy Service: 0808 808 1001

help@nyas.com www.nyas.net

Independent Listener

The Purcell School has an Independent Listener: [Kelly Oyebola - 07949 664336](#) (Kelly is a Youth Worker, Probation Officer and Social Worker)

If you have a problem that you need to talk about and would rather not talk to anyone at school then this is the person to contact. Just give him a call and he will do his best to help.

The Purcell School's Counsellor is Nicky Morris. If you would like to speak to her in confidence about anything that is worrying you, you can make an appointment to see her in the Medical Centre or you can ask any member of the House Team to help.

Remember if you are worried about anything you can talk to any adult who you trust and is a member of The Purcell School's staff.

Please help to keep the school secure, by following these simple rules:

Never admit anyone to a building who you do not know and is not wearing a visitors' badge.

If you see someone in a school building, in the playground or wandering around between the buildings without appropriate ID, tell a member of staff immediately.

Always wear your school lanyard with your photo visible.

Please note that these rules apply to parents too!

INTRODUCTION

Welcome to The Purcell School!

This handbook is aimed mainly at new students, to help you to settle in quickly by explaining how the school operates, what you need to do to, and who to speak to if you have any problems. However, as there are always a few changes from year to year, it is also being given to all existing students.

You will soon find that The Purcell School is a very friendly place, and that anyone will be happy to answer any questions you may have. However, it is also a very busy school, and so you may find everything that happens here a bit daunting. Don't worry - you will soon find your way around and get to know the way in which we do things.

Please keep this Handbook and refer to it when you need to, particularly in the first few weeks.

We all hope you enjoy being a member of The Purcell School.

MISSION STATEMENT

Mission

The mission of The Purcell School is to provide young musicians who demonstrate the potential to become exceptional (irrespective of background) with outstanding teaching within a supportive school environment and to equip them with the self-confidence, adaptability, maturity and perspective to sustain their professional development and personal fulfilment throughout their lives.

Aims

- To sustain a safe, happy and healthy environment in which all can flourish musically, academically and emotionally
- To deliver outstanding musical and academic education
- To provide a range of high-profile and developmental performance opportunities
- To deliver personalised pastoral care and support so that the individual needs of each student are met
- To provide access to musical opportunity and widen participation in areas where this is especially difficult.
- Maintain (as far as is practically possible) open access by admitting students solely on the ability, not according to financial means.

1. WHO'S WHO

Below is a list of some of the staff who you are most likely to meet. To help you find them, there is a map of the school at the end of this handbook. The email address of any member of staff is 'initial.surname@purcell-school.org'
e.g. t.burns@purcell-school.org

† = part-time

JOB TITLE	TITLE	WHERE TO FIND THEM
Senior Leadership Team		
Principal	Mr P Bambrough	The Principal's Study is located in Main Building, West Wing, 1 st Floor (see map), he is accessible through his PA also in the West Wing
Deputy Principal	Mr T Burns	Main Building, West Wing, 1 st Floor
Bursar	Mr A Wroblewski	Main Building, Ground Floor
Director of Music	Mr P Hoskins	Next to Music Office, Main Building
Director of Sixth Form	Mr Z Szafranski	Main Building, 1 st Floor
Director of Boarding	Lady K Cayley	Main Building, Ground Floor
Music Department		
Head of Keyboard	Mr W Fong	HoDs' Office, NMC, 2 nd Floor
Head of Strings	Mr C Sewart	HoDs' Office, NMC, 2 nd Floor
Head of Percussion, Brass, Harp, Voice	Mr P Hoskins	Next to Music Office, Main Building
Head of Woodwind	Ms J Farrall	HoDs' Office, NMC, 2 nd Floor
Head of Academic Music	Ms M-K Gill	NMC, Ground Floor
Head of Jazz	Mr S Allen †	
Head of Composition	Ms A Cox †	NMC, Ground Floor (<i>Not Mon</i>)
Head of Music Technology	Mr A Goetzee	NMC, Ground Floor
Academic Music	Mr R Hepburn	Room 8
Academic Music	Mr A Williams †	Room 110
Accompanist	Ms D Shah	Accompanists' Room, NMC, 1 st Floor
Accompanist	Mr D Swain †	Accompanists' Room, NMC, 1 st Floor
Department Secretary / Registrar	Ms K Eldridge	Music Office
Concerts Manager	Currently Vacant	Music Office
Instrumental Lesson Coordinator	Mrs F Duce	Music Office
Librarian	Mr R Bunce	Library
Academic Staff		
Head of Art	Mrs N Sender	Art Rooms
Head of Drama	Mr Z Szafranski	Main Building, 1 st Floor
Head of English (Acting)	Ms A Blond	Room 113
English	Mr A Simmonds	Room 111
English/Drama	Mr C Nunes	Room 113/Liszt Room
English (Temporary)	Ms E	Room 111
Head of EAL	Miss K Kozak	Room 109
Head of Modern Foreign Languages	Mr R Matthews	Room 109
French	Mrs H Lille	Room 109
German	Mr R Matthews †	Room 106
Head of History	Mr D Pigott	History Room
Head of Science, Chemistry	Dr M Brookes	Science Labs / Sunley Boarding House
Physics	Mr P Fellas	Science Labs
Biology / Science	Mrs S Emelianova †	Science Labs
Chemistry	Dr A Patel	Science Labs
Juniors/SEND	Ms D Harris	Junior Classroom

Head of Mathematics	Mrs A Stone	Room 117
Mathematics	Ms J Shah	Room 114
Mathematics	Ms S Mitchell	Room 116
Philosophy	Ms T Strydom	Via Email
PE	Mr J Brookes	Sports Hall Office
Academic Support Staff		
Head of Learning Support	Mrs S Whitty	SEN Room, T Block
Music Technician	Mr T Bell	NMC, Ground Floor
Science Technician	Mrs H Osman	Science Labs
Art and Design Technician	Vacant	Art Rooms
Artist in Residence	Ms S McEvoy	Art Rooms
Administration and Non-Teaching Staff		
PA to the Principal	Mrs S Clark	Main Building, Ground Floor
School Data Manager	Mrs A Holmes	School Office
School Office Administrator	Ms C Buck †	School Office
School Office & Overseas Coordinator	Mrs C Fletcher	School Office
Estates Manager / Deputy Bursar	Mrs J Wallis	Main Building, Ground Floor
Finance Office	Ms S Pickard	Main Building, Ground Floor
Director of Development	Vacant	
Development Assistant	Mrs E McGrath	Main Building, West Wing, 1 st Floor
Development Assistant	Ms C Findell	Main Building, West Wing, 1 st Floor
PR & Communications Manager	Mrs S Curran	Main Building, West Wing, 1 st Floor
IT & Networking Manager	Mr S Kingsbury	Network Manager Office
Boarding and Pastoral Staff		
New Boarding House (NBH) Houseparent	Ms L Griggs	New Boarding House (NBH)
NBH Assistant Houseparent	Ms A Blond	NBH
NBH Assistant Houseparent	Mr S Cubarsi	NBH
NHB House Day Matron	Mrs K Mendes da Costa	NBH
Sunley Houseparent	Ms R Price	Sunley House
Sunley Day Matron	Mrs S Hunter	Sunley House
Sunley Resident Graduate Assistant	Ms S Baxter	Sunley House
Sunley Resident Graduate Assistant	Ms L Svecova	Sunley House
Avison Houseparent	Dr M Brookes	Avison House
Avison Assistant Houseparents	Mrs A Cook and Mr J Brookes	Avison House
School Nurse	Mrs H Austin	Medical Centre
Physiotherapist	Dr S Upjohn	Medical Centre
Practice Supervisor	Mr S Every; Mr A Owen; Ms C Lee; Mr R Montgomery;	NBH
Residential Graduate Assistant	Mr J Gilmore	NBH

Other staff who you will meet include the maintenance team, the housekeepers, the kitchen staff, and of course the instrumental teachers. Our full staff list can be found at www.purcell-school.org/about-us/staff-list

2. THE SCHOOL DAY

	BOARDERS	DAY STUDENTS
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	
1.00-1.20pm	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) Y7-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
6.30pm onwards	Evening Routines	-

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	Y7-8: Room 8
Thursday	Y9-Y13 tutorials or assemblies, Avison tutorials	Y9-Y11 Recital Room, Sixth Form CPH
Friday	Tutorials	

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

YOUR RESPONSIBILITIES

- You must register at least twice each day as indicated above. This is a legal requirement.
- You must attend all lessons, assemblies, tutor periods, rehearsals and concerts punctually and with the correct equipment.
- You should use the **Orah** app or sign in points when not in a timetabled lesson to ensure that you can be found, and when leaving the school premises
- You should record all homework, rehearsals and lesson times in your planner.
- You must check the main noticeboards at least once each day.
- You must check the Music Lesson notice board (outside the Music Office) every Thursday to see when your lessons are for the following week. If you need to change them, you must tell the Instrumental Lesson Co-ordinator, **Mrs Duce**, by 11.00am on Friday.

3. THE SCHOOL OFFICE

The School Office is the place to go for any of the following:

- If you are in Avison for signing in and signing out (If you are late for morning or afternoon registration, or have permission to leave school during the day). Members of other houses should sign in/out in houses (InVentry may be used for late morning arrival only).
- If you are ill and need to see the School Nurse
- School Stationery – Folders and exercise books required for classes will be provided by the class teacher. Additional items i.e. pens, pencils, envelopes etc. can be requested, and the cost will be added to your school bill
- Internal post – If you have a letter for a member of Staff
- Booking taxis – the School Office does not book taxis for students. This should be done by parents through the taxi company app.

The staff in the School Office are **Mrs Holmes**, **Mrs Fletcher** and **Ms Buck**, and they are there to help you!

4. PASTORAL MATTERS

4.1 HOUSES

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

Avison (girls & boys, Years 6 - 9, boarders & day students)

Sunley (girls, Years 10 - 13, boarders)

New Boarding House (girls & 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.

4.2 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. If you have any concerns about the behaviour of any adult or other student, **you must tell someone immediately**. The best people to tell are **Mr Szafranski**, **Lady Cayley**, **Mr Burns**, **Ms Shah**, **Ms Whitty**, **Mr Hoskins** or **Mr Bambrough**.

In order to help the school to keep everyone safe, please do not invite anyone into the school without checking with an adult first.

4.3 ANTI-BULLYING POLICY including Cyber-Bullying

The school is determined that no kind of bullying will be tolerated. The school's anti-bullying policy can be found in the Student Diary and on the [school website](#).

4.4 MEDICAL INFORMATION

The School Health Centre is run by the School Nurse, **Mrs Austin**. She is routinely available for students in the Medical Centre from 08.30-16.30 Monday to Friday.

Emergency Contact

In the event of illness or injury every effort will be made to contact your parents or guardian. Until your parent/guardian is contacted, the School will take any action required in your best interests. Many 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. **You must not go home ill without Mrs Austin's or your Houseparent's authorisation and telling the School Office.**

Physiotherapy

Our visiting physiotherapist, **Mrs S Upjohn**, attends the Health Centre two days each week. Any student may request an appointment with her through the **School Nurse**.

Counselling

Our Counsellor, **Ms Nicky Morris**, works from the Health Centre and around the school and can see students in strict confidence. Any student may request an appointment with her via the Health Centre or contacting her directly.

Medication

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 epipens for severe allergies.

Your parents should supply the School with a spare, named inhaler/epipen 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. Some members of the teaching/music staff/house parents are authorised to give simple analgesia and cough and throat remedies.

4.5 CATERING

The School provides a full catering service in association with IFG Independent. 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. 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). Alternatively, day students may bring a packed lunch. No

We try to encourage students to eat a healthy and balanced diet. The menus (which are published each week on the catering notice boards) 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 on the understanding that they might have to wait until near the end of service). Students with special dietary requirements are catered for.

The catering staff provide a wide choice of food, so there should always be something you like. **You can ask to try something if you are not sure you like it.**

If you have any particular dietary needs or allergies, you should talk first to the School Nurse who will liaise with the Chef.

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.

4.6 PREFECTS & SCHOOL COUNCIL

Prefects

The Principal appoints Heads of School each year, along with a Prefect team from the Upper Sixth. Together, these senior students take a lead in organising activities and in helping the school to run smoothly. They meet with the Principal every week and represent the student body in any discussions.

This year, your Heads of School and Prefect team are:

Head of School

Zozi Sookanadenchetty



Head of School

Philip Theodorou



Prefects

Bertie Beaman



Christian Gbadamosi Harper



Anelise Gamulescu



Jenny Gao



Reese Manglicmot



Ella Richardson



The Prefects are also happy to speak to any member of the school about any issue which is worrying them.

School Council

A School Council is organised by the Heads of School, with representatives from each year group. It usually meets every half term and students are welcome to put forward topics for discussion.

5. ACADEMIC MATTERS

5.1 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, staff set homework tasks which are manageable taking into consideration the amount of practice expected from a student in a school for young musicians.

Up to Year 11, students are expected to record their homework tasks; Sixth Formers take responsibility for organising their own work. Homework can be done at different times and as you get older you 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 have one or two homeworks per evening amounting to one hour maximum. Boarders' prep is supervised. If you finish your work early, you 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 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 you progress through GCSE courses, prep will inevitably become more extended in some subjects and you should take more responsibility for meeting deadlines. Nevertheless, no homework task should take longer than 40 minutes. Coursework done outside the classroom should be treated as homework.

Sixth Formers are expected to be almost entirely independent in the way in which you organise your time. You have reasonable flexibility within the school day and may prefer to do homework then. When homework is set, you should receive clear guidelines 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.

5.2 ASSESSMENT AND REPORTING

The main aims of assessment are to support the learning process by offering constructive praise or criticism, and to enable teachers to adapt lesson plans to students' learning needs. Students should be aware of the criteria against which their work will be judged and should, therefore, be able to focus their efforts on the important skills required to improve in each subject and to take on more responsibility as learners.

In order to help you improve, and to tell your parents how you are getting on, your teachers will give you 'Interim Reports' (grades for effort and achievement in each of your subjects) every three or four weeks, and a full written report at the end of every academic year (for Years 7-9) or every two terms (for Years 10-13). Interim reports simply give a quick visual impression of your effort and achievement and are intended to quickly flag up any problems. Full written reports will give fuller details about what is covered in each subject and how you are progressing. Your parents will also receive Instrumental music reports twice each year, in December and either April or July, supported by an overview from your Head of Department.

Grades are awarded using this table (numbers for Sixth Form, first letter of descriptor [E, G, S, C] for Year 11 & below:

Effort

1	Excellent – outstanding effort both in class and in homework.
2	Good – works well in class and in homework.
3	Satisfactory – meeting requirements but needs to improve to excel.
4	Concern – giving serious cause for concern.

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

Attainment

Years 12-13: Grades (A*/A/B/C/D/E/U) at A level and (D1/D2/D3/M1/M2/M3/P1/P2/P3) at Pre-U awarded should match the attainment expected at that stage of an external examination course. (The grade is only awarded on the basis of work submitted in the reporting period. It is NOT a prediction of the final result although it should approximate to it in the final stages of a course unless explained by an appropriate effort grade and comment).

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

A Level	Pre- U
A*	Distinction 1 Distinction 2
A	Distinction 3
A/B	Merit 1
B	Merit 2
C	Merit 3
C/D	Pass 1
D	Pass 2
E	Pass 3

Years 7-9 Grades 9 (highest)-1 (lowest) are awarded on the basis of work submitted in the reporting period.

Years 10-11: Grades 9/A* (highest)-1/G (lowest) are awarded according to whether the final examination will be GCSE or IGCSE. The grade is only awarded on the basis of work submitted in the reporting period. It is NOT a prediction of the final result although it should approximate to it in the final stages of a course unless explained by an appropriate effort grade and comment.

The IGCSE grading (in English Language and Literature and Music) equate to GCSE grades as:

GCSE	IGCSE
9 8	A*
7	A
6 5 4	B C
3	D E
2	E F
1	G

Departments will use regular tracking data to standardise attainment.

Internal Examinations

Formal 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 for public examinations and other groups may have tests in core subjects.

Parents' Meetings

Parents' meetings are held from 4.00 to 6.00 pm on a Friday afternoon for each year group once a year when parents have an opportunity to meet academic staff.

Autumn Term - Years 6-8, 11 and 12

Spring Term - Years 9-10 and 13

The purpose of these meetings is to give parents an opportunity to discuss their child's progress with staff. Teaching staff and group tutors attend; instrumental teachers do not usually attend. Students are invited to attend with their parents.

6. MUSIC MATTERS

6.1 INDIVIDUAL INSTRUMENTAL 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 and emailed to students.

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 email or 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 at least 14 days in advance to 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.

6.2 ENSEMBLES AND ORCHESTRAS

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.

You should arrive at every rehearsal on time, with your instrument and music if required, and with a pencil. If you have a clash with another rehearsal, instrumental lesson or other event, you should speak to the member of staff in charge of the rehearsal well in advance.

If you are not needed for a rehearsal for any reason and have no other scheduled commitments, this is time for practice, homework, reading or listening – students are expected to use the time profitably.

6.3 SHEET MUSIC AND PRINTING

Sheet music may be ordered via the Library, and will be charged to parents. Music may also be borrowed from the Library. You 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.

Students are allocated a weekly photocopying and printing allowance. It is a rolling allowance; if a student exceeds their allowance it will be charged to their yearly bill. Charges are 1p per b/w and 5p per colour A4 copy. 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 your parents in the termly bill.

6.4 CONCERTS IN SCHOOL

Lunchtime concerts take place most days. **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 the Concerts Manager, 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.

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.

6.5 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 at least 14 days in advance to 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 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.

6.6 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. Spend a few minutes at the start of each practice session planning what you are going to do,

setting realistic and achievable targets; warm up before you start; take regular short breaks; after each practice session spend a few minutes thinking about what you have done successfully, what you have not managed to do, and use that to plan your next practice. You can also practise very effectively without your instrument, by imagining that you are playing.

You will find it useful to keep a notebook in which you can make notes about lessons, practice and repertoire. Your teacher, parents and other adults may want to communicate with you and each other via very short messages in this book.

6.7 STORING YOUR INSTRUMENT

Your instrument should be kept in your locker; do ensure you are allocated a sufficiently large locker. If your instrument is too big for any school lockers, please check with your Head of Department to confirm where your instrument can be stored. All instrument cases should be labelled with your name, the school address, and it should be clear whether the instrument belongs to you or is on loan from somebody else.

6.8 SATURDAY PROGRAMME

There is a musical programme for boarders not engaged in external activities 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.

6.9 ASSOCIATED BOARD / EXTERNAL EXAMINATIONS

Associated Board 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.

6.10 BIOGRAPHIES

Please write a short biography (50-100 words) detailing where you were born, when you first started playing, and perhaps what you like about music or other outside interests. Any financial support that you receive should also be acknowledged. Your biography should be handed in, or emailed to the music office at the start of term.

6.11 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.

7. BOARDING HOUSES

Avison

A warm welcome to Avison, the house for day and boarding students in Years 7 to 9.

Avison is situated away from the main School in its own gardens. We strive to create a welcoming atmosphere where students can settle in quickly and where they are encouraged to grow up as well rounded individuals who are helpful, kind, tolerant and considerate. Avison is led by **Dr Brookes**, Assistant Houseparents **Mrs Cook** and **Mr Brookes** and a group of tutors.

New Boarding House (awaiting name change)

Welcome to the New Boarding House (NBH); a community for boarders and day students in Years 10 – 13.

Ms Griggs is Houseparent, and along with the Assistant Houseparents, **Ms Blond** and **Mr Cubarsi**, Day Matron **Mrs Mendes da Costa**, plus a team of wonderful staff, we will be on hand to provide you with support and guidance throughout your time at Purcell. We aim to ensure that all students have a secure, comfortable, and welcoming environment in which to grow, and we are committed to developing the social and emotional skills of all our students. We want each student to leave NBH as a strong and confident individual, ready to take on the world. Our goal is to ensure that you find a balance between your music, studying and socialising, and to create a house which is inclusive for all students based on mutual respect, trust and kindness.

Sunley

Welcome to Sunley; a House for girls boarding from Years 10 – 12.

Miss Price is Houseparent and **Mrs Hunter** is the Day Matron. Along with a team of Graduate Assistants we aim to ensure that you feel safe, secure and at home while you are at school. We are committed to creating a community that is based on mutual kindness and trust, where everyone looks out for one another while respecting each other's individuality. The House Team is here to support you musically, academically and socially and we will encourage you to maintain a healthy balance between these different areas. We are always here to support and assist you so that you can achieve to the best of your abilities and leave school as confident individuals.

7.1 DAY STUDENTS INFORMATION

Arriving and Departing School:

8am – 8:40am	Arrive at school and sign in on House
1:10 – 1:20pm	All students register on their respective Houses
4pm	Avison Year 6-8 Students sign out on House and must be collected by 4pm
5pm	Year 9 Students sign out on House and must be collected by 5pm unless they are attending a staff supervised activity and have arranged to stay later.
5pm	all Year 10-13 students sign out on House and leave by 6pm unless they are attending a staff supervised activity and have arranged to stay later.
Requests for supper need to be made 3 days in advance and students will be charged for extra meals at the end of the term. You may only stay if you are attending a staff supervised activity.	

7.2 BOARDING POLICY

Although we try to make boarding as homely as possible, we do have certain expectations. After all, boarders will be living in some houses with up to 80 other students, and we need to ensure we maintain a productive, cooperative, and happy community. Respect for the following routines, guidelines and rules, which are based upon nothing more than common sense, will enable boarders to get the most out of their experience with us.

The general aims of the Boarding Houses at The Purcell School 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.

At The Purcell School we promise to...

- Get to know you.
- Speak to you about any problems.
- Listen to you.
- Take you seriously.
- Involve you.
- Respect your privacy.
- Be responsible for you.
- Think about your life as a whole.
- Think carefully about how we use information about you.
- Put you in touch with the right people.
- Use our power to help you.
- Make things happen for you when they should.
- Keep you safe.

7.2 BOARDING HOUSE ROUTINES**Daily Routine (Monday – Friday)**

	AVISON	SENIOR HOUSES
6.30am	Wake Up	6.45am Wake Up for EMP (Y10-11)
7.00am	Downstairs to register in Common Room and walk over to school. Cereal, toast and juice in the dining hall.	Cereal, toast and juice in the dining hall (for students Y10-11)
7.20am	Early morning practice	Early morning practice (Y10-11)
7.30am	-	Sixth Form Wake Up (Monday/Wednesday/Friday) All Wake Up (Tuesday/Thursday)
8.00am	-	Sixth Form dressed and ready to leave House (Monday/Wednesday/Friday) House Meeting (Tuesday/Thursday)
8.00am	-	Breakfast (Sixth Form)
8.20am	Breakfast	Breakfast (Y10-11)
8.40am	Assembly (Monday/Wednesday), Music Block (Tuesday) OR Tutorials (Thursday/Friday) Boarding Houses closed for cleaning	
10.20am	Break – drinks in the dining hall	Houses re-open for Sixth Form
12.40pm	Lunch in the dining hall OR Lunchtime Concert – registration in Houses	
1.10-1.20pm	Register on Houses	
3.40-4.00pm	Break – drinks in the dining hall	
4.00pm	Register with Duty Staff by 4.00pm	-
4.00-5.00pm	Y9: Music Block (Mon and Weds), Academic Lessons (Tues and Thurs) Y7-Y8: Supervised Prep (Common Room)	Music Block (Monday/Wednesday), Academic Lessons (Tuesday/Thursday)
5.00-5.10pm	Y9 Sign in on House with Duty Staff	-
5.00-6.00	Free time OR Games	Free time OR scheduled music activities
6.00pm	Supper (registration) in the dining hall	
6.30-7.30pm	Evening practice (Y7 – Y8)	-
6.45pm	Y9 Supervised Prep (Common Room) until 7.45pm then free time to 8.30pm	Prep until 8.15pm (Sixth Form in bedrooms, Y10-11 in Dining Hall)

Bedtime Routine (Monday – Friday)

AVISON	7.30-8pm	Y6-8 Shower
	8.20pm	All meet in Common Room, Y6-8 to hand in electronics then upstairs to brush teeth and all in rooms by 8.30 – read or quiet time. Y9 free time to 9.10pm
	8.45-9pm	Lights out (Y6 - 8.45pm, Y7-8 – 9pm)
	9.10pm	Y9 hand in phones, all in rooms by 9.15pm and lights out 9.30pm

SENIOR HOUSES	9.15pm	Y10 back in House with phones handed in
	9.30pm	Y11 back in house with phones handed in Y10 in own rooms
	10.00pm	Y12/13 back in house Y11 in own rooms Y10 & Y11 lights out
	10.15pm	No showers after this time Y12&13 in own rooms
		Common Room locked
	10.45pm	Y12&13 lights out

Weekend Routines

Routines at the weekend are determined by what is happening around the boarding houses but in the Senior Houses bedtimes on Friday and Saturday evenings may be 30 minutes later - providing you have a good recent behavioural record. There are no prep times on Friday, Saturday or Sunday evenings and there is no early morning practice on Saturday or Sunday mornings.

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
	9.00pm	House Meeting All students in House

7.3 GENERAL GUIDELINES, ROUTINES AND RULES

Tips for Boarding

- Bring a few pictures, posters and other personal items to put on your pin board and around your room to help you to feel at home.
- Expect to share a room; single rooms cannot be promised not even to Y13 students. Sharing a room develops respect, tolerance and friendships. Room allocation will usually change at least every term and Houseparents will try to take your preferences into consideration.
- Bring an alarm clock and bedside/study lamp as these are not provided. **Please also remember to bring coat hangers, and things like desk organisers to keep your room tidy.**
- Duvets, duvet covers, sheets, pillows and pillow cases are provided but most students prefer to bring their own. Remember to have your name on them so they can be returned to you when they have been washed. A spare set is useful to have as well.
- Have your name on all of your belongings, including your clothes, and then if you lose something it can find its way back to you!

Not all electrical equipment will be allowed in bedrooms. Laptops, phones, tablets and other similar devices are fine to bring with you, but please note that large speaker systems, TV's games consoles etc will not be permitted in bedrooms. The boarding houses have TV's and games consoles in the common areas for you to use while in house. All electrical items must be checked and certified by the School using P.A.T. methods.

- We strongly advise against bringing valuable items but if you do they should be kept safe and secure at all times. Ask your Houseparents if you are unsure, they may be able to provide safe storage for any such items. Boarders are responsible for the safety of their possessions.
- Don't forget to use Orah to stay in contact with the House – it is important that your Houseparent knows where you are at all times.
- Meals are to be eaten in the dining room (or common room on occasions), and **not** in bedrooms. Food and drink brought in for personal consumption must be stored appropriately in a storage container.
- Make sure you read the School Rules and other information in this booklet so that you know the routines and procedures of the Boarding Houses and the School.
- Remember bed time is the time to be in bed. Showering and hair washing must be completed before these times.
- Remember to ask if you are unsure – we are all here to help and make your stay as comfortable and happy as possible.

Rooms in Boarding Houses

- Avison students are not allowed back to House during the School day other than to register at lunchtime between 1.10pm-1.20pm.
- All Houses will be locked for cleaning from 8.40am to morning break.
- Only Sixth Form are allowed on House during the School day and only from break time. Students in Years 10 and 11 are only allowed on House during morning break, lunch and after 3.40pm.
- Boys may not visit studies/bedrooms or corridors in Sunley, or the girls side on the New Boarding House or Avison. Boys may visit the common room in Sunley or on the girl's side in NBH but **only** with the permission from the Houseparent, and girls may visit the common room on the boys side of NBH but **only** with permission from the Houseparent. If you break these rules you must expect to be suspended from school.
- You are expected to keep your room tidy, to make your bed every day and to put your belongings away. Surfaces should be cleared to allow Housekeepers to clean. Untidy rooms will result in loss of free time.
- If entering someone else's room you need to knock and await permission to enter. You may not enter someone else's room without them accompanying you.
- All rooms must be emptied at the end of term from all belongings or at any other time if requested by your Houseparent.

Visiting other Houses

- Avison students (Y6 to Y9) are not allowed to visit on Senior Houses
- Members of Senior Houses may not visit Avison except with the specific permission of the Houseparent.
- Senior students visiting other houses must ask for permission from duty staff if they may sign in to visit.

Bounds and Leaving the School Site

Please see Appendix 1: School Rules, point 4

Fire Alarms

All Houses' fire assembly point is on the Main School Field. If the alarm sounds please proceed calmly and sensibly to that point using the nearest exit to you. You **must** familiarise yourself with the fire procedures in your room. You should knock on other students' doors as you exit the building. Please remember to line up in SILENCE.

7.3 REWARDS AND SANCTIONS

These rewards and sanctions run alongside the School's Behaviour Management Strategy and all other documents referring to behaviour and the School Rules. Please note that we will be working with the student prefect team and school council this year to fully review our rewards and sanctions systems.

Rewards

- Rewards will be given for those who consistently 'get it right', be that punctuality/room always clean/helpful/polite/considerate etc.
- Rewards could be given in the form of coffee shop vouchers/tuck shop voucher/special snack/Pizza Evening/Cinema Trip/End of Year Big Day Out
- Your Houseparent will keep a log of all rewards given.

Sanctions

- There are three levels of sanctions, increasing in severity from Level 1 to Level 3.
- The tables below indicate the sanctions that are used within Boarding Houses alongside common indiscretions linked to them.
- However, in practice it is important to appreciate that the circumstances of each individual offence may not be entirely clear-cut.
- Therefore, the House staff reserve the right to select the most appropriate sanction for the offence committed.

Level 1 Sanctions

Two level 1 sanctions received in one week automatically leads to an in-house detention (i.e. Level 2 sanction).

SANCTION	COMMON REASONS
Early wake-up (fully-dressed and in House Office to be registered at 6.45am) OR Early lights out.	<ul style="list-style-type: none"> • Missing breakfast/lunch/dinner. • Missing registration/meetings/failure to sign in/out Boardingware. • Out of room after lights out.
Extra kitchen duties may be allocated / community service.	<ul style="list-style-type: none"> • Failure to sign out when leaving the House. • Rudeness to House staff. • Disturbing others
Laptops/Mobile Phones/ Games Consoles may be confiscated. (Duration can be overnight,	<ul style="list-style-type: none"> • Bedroom deemed to be unacceptably untidy. • Unauthorised internet devices found in a student's possession. • Bypassing of school internet filtering system.

SANCTION	COMMON REASONS
24 hours or any length of time up to a full week, depending on the severity of the problem).	<ul style="list-style-type: none"> Using laptop, mobile phone or games console after lights out. unauthorised electrical equipment (kettles/fridges etc.)
Supervised study in the Dining Hall	<ul style="list-style-type: none"> Sixth Form Students away from own room without good reason during prep. Sleeping during prep. Making calls during prep. Playing computer games during prep. Poor attitude to learning in a week. Concerns about academic effort and attainment. Misuse of time during prep.

Level 2 Sanctions

SANCTION	COMMON REASONS
House detention.	<ul style="list-style-type: none"> Any action or activity that is against the rules of the House may result in a House detention at the discretion of House staff. Each case will be assessed individually. Two level 1 sanctions received in one week automatically leads to a House detention from 8.15-8.45pm (Year 10-13)/5-6pm (Year 6-9) Missing or being late to 3 or more house registrations. Repeatedly missing or being late to tutor registrations. Repeatedly being late to lessons. Any student receiving frequent detentions or other sanctions will be escalated to the highest level of sanctions within the House, namely gating & hourly reports at weekends.
Common rooms/Kitchen may be closed to groups or individuals, and/or games consoles and equipment may be removed.	<ul style="list-style-type: none"> Misuse of common room facilities or equipment. Using equipment outside permitted times e.g. no Xbox or TV during lesson/prep times. Common Room left in a mess.
Break/Lunchtime access to Houses can be removed for individuals or groups.	<ul style="list-style-type: none"> Accessing Houses at times not permitted Common room left in a mess after lunch break. Poor academic effort. Sleeping during the school day in lessons or house.

Level 3 Sanctions

SANCTION	COMMON REASONS
Weekend/Evening Gating with hourly reporting. (Not allowed to leave the House/School site for a given period of time).	<ul style="list-style-type: none"> • Persistent flouting of any of the House or School rules. • Persistent abuse of prep times and arrangements. • Lying to or being disrespectful to any of the House staff. • Persistent failure to return to House at set curfew or alternatively agreed times. • Leaving school premises without appropriate permission. • Three level 1 sanctions received in one week leads to 24 hour gating at the weekend. • Four level 1 sanctions in one week automatically leads to full weekend gating.

Remember these are house sanctions for boarders and do not replace school related sanctions – any breaking of school rules will be dealt with under the behaviour management strategy (see Appendix 4)

If you have any queries about boarding at Purcell, please speak to your Houseparent or Director of Boarding

End of Term / Year Room Checklist

PLEASE COMPLETE AND HAND TO HOUSEPARENT BEFORE YOU LEAVE

TASK TO BE COMPLETED	TICK WHEN COMPLETED
Cupboards and Wardrobes emptied	
Bed stripped	
Any damaged items reported to Houseparent	
Used cups and bowls returned to Common Room	
Lights off	
Windows closed	
Black bags to the skip & red / white bags to the Ground Floor Common Room	
A member of staff has checked your room	

You may be charged a cleaning charge if your room is left in an unacceptable state.

8. SIXTH FORM

When students join the Sixth Form, they are taking another step towards becoming independent adults, but this must be managed in the context of the fact that you are still students at a school. We give Sixth Form students more flexibility and privileges but we also expect students to remain good role models and any breach of the rules will be dealt with according to the school's behaviour policy.

8.1 SIXTH FORM CENTRE

Sixth Form boarders are allowed to work during the day in their rooms but day students have often found it difficult to work during the school day without a dedicated place to go. For this reason, Sixth Form students have use of the Sixth Form Centre on the ground floor of the Main Building. This space is given for Sixth Form students to use freely but use may be withdrawn if the school rules and the rules of the Sixth Form Centre are not respected.

Below are some guidelines as to the use of the space, but these may evolve as the year progresses. An up to date list will be available in the Sixth Form Centre at all times.

- This is a communal space and should be treated with respect
- The equipment and furniture provided must be treated with care and any damage reported to the Head of Sixth Form immediately
- Permission to use the Sixth Form Centre may be withdrawn at any time by the Head of Sixth Form either for individual students or for a whole year group
- The school rules still apply in the Sixth Form Centre and any misuse of the space will not be tolerated. The Sixth Form Centre is primarily a space for work and all users should be mindful of disturbing those who are using the space to study
- The Sixth Form Centre will be open from 8.20am until 6.00pm Monday to Friday, and may be opened at other times at the discretion of the Head of Sixth Form or Houseparents for specific events.
- The Heads of School and Prefect team are responsible for the day-to-day running of the Sixth Form Centre and must ensure that the space is kept clean and tidy. They may use other students to assist in this as all users are expected to contribute to the upkeep of the space.
- During exam season the Sixth Form Centre will become a quiet study space and users should be mindful of the needs of other students during this period.

8.2 TRAVELLING ON AND OFF SITE

Students in the Sixth Form have more flexibility than students lower down the school with regards to their movements on and off site. During the school day Sixth Form students may be allowed to sign out of school during the lunch break and at certain times after school, providing they maintain a good behavioural and academic record.

- Sixth Form students who have passed their driving test and need to use their vehicle to travel to and from school must seek permission from the Principal via the Principal's PA before bringing their vehicle onto the school site
- Any student bringing a vehicle onsite must leave their keys in the boarding house when they sign in in the morning, and may only collect them when signing out at the end of the day
- Student vehicles may not be used during the school day.
- At the discretion of Houseparents and the Head of Sixth Form, students may be allowed off site at lunchtime but must be back and signed into House by 1.20pm. Failure to do so will result in this privilege being revoked.
- Sixth Form Day students may leave school after their final commitment of the day (which includes all academic and musical commitments) and must sign out of their Boarding House and leave the premises
- Day Students in Year 13 may request a late arrival to school on days that they have no morning commitments. Permission to do so is granted solely at the discretion of the Head of Sixth Form.

9. BEHAVIOUR

9.1 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 (see Appendix 1) 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 (see Appendix 4) is a graded scale covering both rewards and sanctions, intended to encourage students towards an acceptable level of behaviour.

9.2 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 achievement in academic subjects, in 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), academic report or supervised private study.

Serious misbehaviour, or persistent academic indiscipline, may result in a School Detention, which 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, and a final warning may also be issued. 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.)

Following a suspension, the student (and if possible his or her parents or guardian) will be required to attend an interview with a member of the school Senior Leaderships Team to discuss his/her future conduct.

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.

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.

9.3 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 found to be involved with illegal or other harmful drugs while under school jurisdiction either on or off school premises can expect to be suspended from school and may subsequently be expelled depending on the circumstances. The school reserves the right to inform the police.

Legal Drugs

The school operates a 'no smoking or vaping' policy at all times throughout the buildings and grounds. 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, during the school day for day students or at any time for boarders). No student, including those of legal age, may enter licensed premises, including off-licences, during term time.

At the discretion of the Principal, alcohol (beer, wine or similar) may be offered to Sixth Form students at staffed school functions to those whose parents have agreed to their son/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.

9.4 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](#).

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.

APPENDIX 1: SCHOOL RULES

These 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 school's [Anti-Bullying Policy](#) [Behaviour and Sanctions 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 between 1pm and 1.20pm; 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 from parents or guardians. 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 10 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 commitment of the day providing they have permission to do so from their Houseparent or Head of Sixth Form. This privilege may be withdrawn at any time as a sanction for inappropriate behaviour or a contravention of the school rules.

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 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, at least 14 days in advance, to 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, at least 14 days in advance, to studentabsence@purcell-school.org
- c. Details given in any absence request must include details of how you will be travelling, including flight or train information, and a record of the adult who will be responsible for you during this time.
- d. When permission for absence is given, you are responsible for letting all teachers know courteously in advance, and fulfilling any extra tasks set.
- e. Boarders: To be absent for any period outside the school day, parents or guardians must submit an exeat request through Boardingware 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
- b. Boarders in Year 6 - 9
 - You may not leave the School site at any time unless accompanied by a member of staff, parent or guardian
- c. Boarders in Years 10 and 11
 - Provided you have no scheduled lessons or activities, you may sign out of school between 4.00pm and 6.00pm, Monday to Friday (12.00noon to 6.00pm at weekends). You must go in a group of at least three. 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 and must be present for supper at 6pm:

Monday		4.00 - 6.00pm	
Tuesday		4.00 - 6.00pm	
Wednesday		4.00 - 6.00pm	
Thursday		4.00 - 6.00pm	
Friday		4.00 - 6.00pm	8.15 - 9.45pm
Saturday	12.00 – 9.45pm		
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.
 - 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. Only Sixth Form students may use their room during the day for practice and private study.
- b. Boys may not visit studies/bedrooms or corridors in Sunley, or the girls side on the New Boarding House or Avison. Boys may visit the common room in Sunley or on the girl's side in NBH but **only** with the permission from the Houseparent, and girls may visit the common room on the boys side of NBH but **only** with permission from the Houseparent. 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 for dinner with duty staff in the Dining Hall at 6.00pm.
- b. Prep times exist to enable you to complete work outside lessons. Prep for students in Years 6-8 is from 4.00pm to 5.00pm Monday to Thursday, and for all other years from 6.45 to 8.15pm (Yr 9 7.45pm) 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 in Years 6-8 have organised practice time from 6.30-7.30pm.
- d. Boarders complete their prep in their own rooms. Academic work takes priority and there must be no practising without permission from the Houseparent or duty staff. If you wish to work elsewhere (e.g. in the Music Technology studio or Art Room) you must have permission from the member of staff on duty.
- e. If you are a Sixth Former or in Y11 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. Sixth form students may also make use of the Music Technology and Art resources during prep time if linked to their current coursework needs.

- 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.
- g. Visitors to Boarding Houses must sign in (and out) using either the Orah app or with duty staff.

8. VISITING HOUSES

- a. Avison students should not visit any other House.
- b. Members of Senior Houses may not visit Avison except with the specific permission of the Houseparent.
- c. Senior students visiting other houses must ask for permission from duty staff if they may sign in to visit.

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	IN ROOM	LIGHTS OUT
Year 6	7.30pm	8.30pm	8.45pm
Years 7 & 8	7.30pm	8.30pm	9.00pm
Year 9	8.30pm	9.15pm	9.30pm
Year 10	9.15pm	9.30pm	10.00pm
Year 11	9.30pm	10.00pm	10.15pm
Year 12	10.00pm	10.15pm	10.35pm
Year 13	10.00pm	10.30pm	10.45pm

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

- a. 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. Unless rehearsing, only one student may occupy a practice room at any one time.
- b. Rooms may not be 'reserved' and students should not leave belongings in rooms during the school day. If you are using a practice room and are leaving to attend a lesson, break or lunchtime you must take your belongings with you.
- c. 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.
- d. 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

- a. You should ensure that you always arrive promptly for lessons, and have all the correct books and materials.
- b. You must bring your planner to all lessons and record all homework in it.
- c. 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.
- d. 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.

e. 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

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).

Separate rules on Concert Dress are issued by the Music Department.

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 discuss this with their Houseparent at least three days in advance.
- 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. We encourage your parents to rent a locker from the 'Independent Locker Solutions Ltd', who administer the rental for the school. The keys will be sent directly to your parent/guardian. For those living abroad, locker keys can be collected from the School Office at the start of the term. You should request a locker of a suitable size for your instrument. For larger instruments, a separate arrangement can be made either with your Head of Department (HOD) or a houseparent.
- 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 to Y9-11 after morning practice the next day. Students below Y9 will have their devices returned at the end of the school 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.
- g. You must at all times only use mobile devices according to the school's Responsible and Acceptable Use Policy.

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 or vape 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 real or replica 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 sanctioned as this behaviour will not be tolerated.
- 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 / CONCERT DRESS

Dress Code - During the School Day

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.

For reasons of safety, flip-flops and crocs 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).

In addition to the above, you should also have a swimming costume / trunks and a towel.

Formal Concert Dress

Our intention is to keep concert dress as simple as possible. Purcell students should perform in clothes that make them feel comfortable and able to express themselves musically without distraction. Audiences expect a level of professionalism from us, and clothing should be clean, smart, and appropriate to the musical activity, setting and occasion. Students will be given specific guidance in advance of external concerts (particular dress code, changing and storage space, likely venue temperature etc).

In general "all black" will be the concert dress for almost all events, and students should have the following, as a minimum. This will be enough for most orchestral, choral, house, class or group performances:

Smart black shoes, black socks/tights

Black collared shirts / blouses / tops

Black trousers OR long skirt OR long black dress

Plus, optionally

Black jacket or 'dinner jacket' / other appropriate concert wear

When performing solo or in small groups, students may occasionally prefer to be in something more colourful, appropriate to the occasion. The following may be worn when appropriate, but it is not essential to have them:

White collared shirts / blouses (NB must be long sleeved)

Coloured shirts / blouses

Smart coloured suit

Ties, bow ties

In general, young musicians know what they like to wear when performing, following the example of respected professionals. The School will only insist on a particular uniform if it is in the student's interests, or where a consistent stage picture is required.

Informal Concert Dress

Our lunchtime concerts happen in the middle of a busy school day, and we do not expect students to dress up formally for these, but they may if they wish. The expectation of "clean, smart and appropriate" still applies regardless.

APPENDIX 3: COMPLAINTS PROCEDURE FOR STUDENTS

You should expect to be treated fairly while you are at The Purcell School and you must treat others fairly too. The following information should help if you think something has gone wrong and you want help to sort it out.

What to do if I have a problem?

Most problems can be resolved quickly and informally by talking directly to the person or people involved, or by talking to another member of staff, especially your instrumental HoD, Houseparent or Tutor. In each of these cases, you can take a friend or member of staff with you if you like. You can of course ask your parents or guardians to help.

Will anything happen to me if I make a complaint?

You can make a complaint without being treated unfairly in any way: you will not be penalised for making a complaint in good faith.

Which members of staff can I talk to?

You can talk to any member of staff who you think might be able to help. You can also ask for help from the Head Boy or Head Girl or one of the Prefects.

What happens if nothing is done after discussion?

You should write down your concerns and pass this to any member of staff.

What happens next?

The matter should be dealt with as soon as possible and after no more than a week.

What should I do if this doesn't happen?

You should speak to the Principal or Deputy Principal.

Will anything I say remain confidential?

When a serious complaint is made, it will be treated with sensitivity and, so far as is possible, confidentiality will be maintained. The Confidentiality paragraph in the Whistle Blowing Policy explains how this can work. (You can find the Whistle Blowing Policy on the school website.)

What should I do if someone complains about me?

If someone has a concern about a student or if a student is in trouble, they will be spoken to by a member of staff. Again, students can ask for a friend or for another member of staff to accompany them. Students will have a chance to give their opinion.

What happens if lots of people have the same concern?

The same procedure should be followed. However, you might like to use the School Council to raise the issue. This group meets regularly to discuss school issues. After a meeting of the School Council the Heads of School will talk to the Principal or other staff about the issues raised.

APPENDIX 4: BEHAVIOUR MANAGEMENT STRATEGY

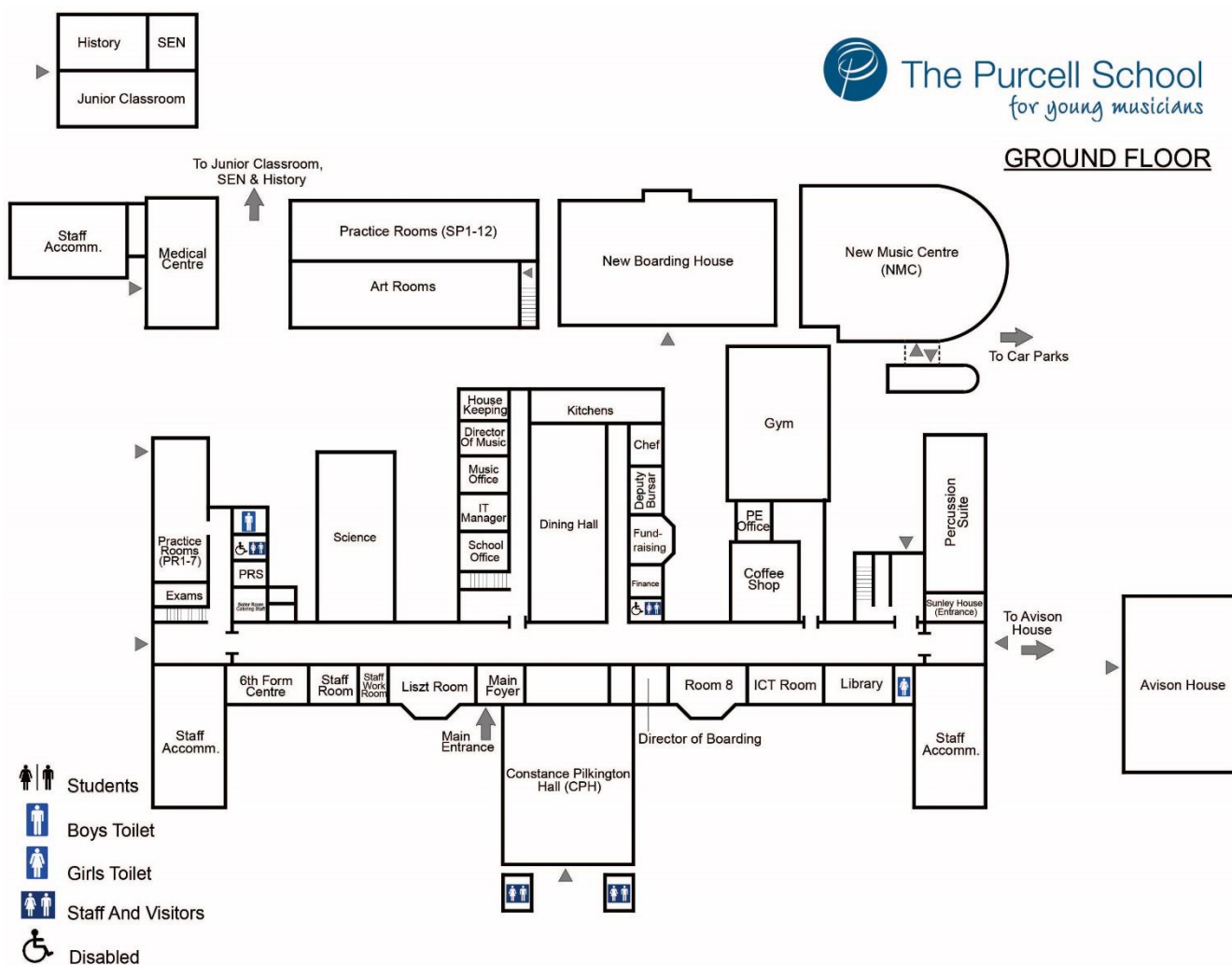
The following are only guidelines – each case will be treated individually, depending on circumstances. The lists of examples are not exhaustive, and the sanctions under 'Possible Actions' represent a range of possible responses, not all of which may be appropriate to any particular incident.

(1) Boarders Only

(2) Sixth Form Only

LEVEL	EXAMPLES OF BEHAVIOUR	POSSIBLE ACTION(S)
1	<ul style="list-style-type: none"> • Outstanding achievement: this can be for musical, academic or pastoral areas and is reserved for examples of the highest achievement by any measure. • 25+ Commendations during the year. 	<ul style="list-style-type: none"> • Letter from Principal to parents • End of Year Prizes
2	<ul style="list-style-type: none"> • Consistent positive achievement or exceptional effort; outstanding improvement in test or grades; consistent positive attitude; excellent organisational skills; thoughtfulness to peers etc. • 10-24 Commendations during the year. 	<ul style="list-style-type: none"> • Letter from Deputy Principal to parents • End of Year Prizes
3	<ul style="list-style-type: none"> • A particularly good piece of work or positive behaviour in any area of the school e.g. Improved time keeping in House, keeping bedroom tidy over a set period of time. • Success in individual and group competitions. 	<ul style="list-style-type: none"> • Commendation Card • Stickers (for Juniors) • Additional privileges in House (1)
4	<ul style="list-style-type: none"> • Low level negative behaviour e.g. lateness; inappropriate dress; incorrect equipment; talking out of turn; off task in lesson/rehearsal; poor effort/incomplete/homework not done; rudeness/bad language used in public areas; uncooperative in House. 	<ul style="list-style-type: none"> • Verbal warning • Break / Lunchtime detention • Reported to Tutor by email • Withdrawal of privileges in House / early bed (2)
5	<ul style="list-style-type: none"> • Repeated level 4 behaviour or more serious negative behaviour e.g. open defiance; disruption in lessons/rehearsals; refusing a reasonable instruction; frequent use of mobile phone in assembly/lessons/rehearsal; repeatedly out of bed after lights out; breaking bounds; insufficient work or homework (second offence); absence from lessons/rehearsals without good cause. 	<ul style="list-style-type: none"> • Referral to Deputy Principal and Houseparent • School Detention • Academic report • Supervised Private Study • Gating
6	<ul style="list-style-type: none"> • Repeated level 5 behaviour, or more serious offences e.g. swearing at adult; truancy; vandalism/graffiti; bullying/cyber bullying; assault; in possession of/under influence of alcohol; smoking in school building; fighting; theft. 	<ul style="list-style-type: none"> • Principal's Detention and letter home • Behaviour Contract • Fixed Term Suspension (up to 5 days)
7	<ul style="list-style-type: none"> • Repeated level 6 behaviour, or major infringement of school rules e.g. possession or distribution of drugs/alcohol/weapons; abusive behaviour or violence; persistent or aggravated bullying; sexual misconduct; racist abuse; deliberate damage to property; persistent disruptive behaviour; persistent refusal to complete work or attend lessons/rehearsals; any act likely to endanger others. 	<ul style="list-style-type: none"> • Fixed Term Suspension (more than 5 days) • Expulsion

APPENDIX 5: SCHOOL MAP

**GROUND FLOOR****FIRST FLOOR**