



The Purcell School
for young musicians



Students' Handbook

2022 - 2023

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 works, and who to speak to if you have any problems.

This handbook tells you about the school day: about timings, meals, boarding, behaviour etc. - as well as containing lots of useful information such as staff lists, building maps and school rules.

The Purcell School is a very friendly place; anyone will be very 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, get to know people and feel part of the Purcell family!

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. THE SCHOOL DAY

The School Day operates from Monday to Friday. You will be given an academic timetable for lessons; music lessons, rehearsals, Music Block etc will be indicated on notice boards.

Full boarders have a separate schedule for weekends.

	BOARDERS	DAY STUDENTS
8.40am	Assemblies, Tutor Period, Lessons or Music Block - see below	
10.20am	Break – in the dining hall	
10.40am	Lessons begin again	
12.40pm + 1.10pm	Lunch in the dining hall OR Lunchtime Concert	
	Registration, by House, in the dining hall	
1.40pm	Lessons begin	
3.40-4.00pm	Break – in the dining hall	
4.00-5.00pm	Y9-Y13: Music Block (Mon and Weds), Lessons (Tues and Thurs) Y7-Y8: Free time, Prep	Avison Day students sign out and leave by 4.00pm unless attending a staff-supervised activity
6.00pm + 6.30pm	Supper and registration in the dining hall	Senior Day students sign out and leave by 6.00pm unless attending a staff-supervised activity
7.15pm 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 ensure that the House duty team knows your whereabouts when not in a timetabled lesson to ensure that you can be found. Always **sign out** (and in again) when leaving the school premises
- You must **sign out** correctly, if and when you leave the school site for any reason.
- Homework is set via Google Classroom. You must **check** this regularly and fulfil your homework tasks.
- 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.

2. RECEPTION AND SCHOOL OFFICE

The staff in the School Office are Mrs Buck, Mrs Griffiths and Mrs Lynch, and they are there to help you!

Members of staff in Reception and the School Office can help you in a number of ways; someone is always on duty during the working day to guide and advise, or make contact with people on your behalf.

- **Avison Day Students** - Go to Reception if you miss morning registration for any reason (get your parents to let Reception know you are going to be late). Go to Reception if you have permission to leave school during the day (for example, for a dentist appointment) and need to sign out.
- **NBH and Sunley Day Students** - if you are late you **MUST** go to house to register.
- If you are in school and feel unwell, go to Reception. They will contact a member of the Medical Team for you.
- School Stationery – Folders and exercise books required for classes will be provided by the class teacher. Additional items ie pens, pencils, envelopes etc. can be requested at the School Office, and the cost will be added to your school bill.
- Internal post – If you have a letter for a member of Staff, you can leave it at Reception.
- Booking taxis – the School Office does not book taxis for students. This should be done by parents through the taxi company app.

3. PASTORAL MATTERS

HOUSES

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

Avison (girls & boys, Years 7 - 9, boarders & day students)

Sunley (girls, Years 9 - 13, boarders & day students)

New Boarding House (girls & boys, Years 10 - 13, boarders & day students)

Each House is under the general pastoral supervision of a **Houseparent**, assisted by resident Assistant Houseparents 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. If you are a boarding student, you will have a **Boarding Mentor** from within the house pastoral team: your mentor will meet with you regularly, will help you organise your commitments and will help resolve any clashes or issues with any aspect of your life at Purcell.

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.

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**.

There are posters all around the school which explain how to get hold of these people, as well the medical team, counsellor, independent listener and other sources of pastoral support. However, **ALL** adults in the school are committed to your wellbeing and welfare - and all will direct you to the best source of support for your individual need.

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

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 on the [school website](#).

MEDICAL INFORMATION

The School Health Centre is run during the day (8.30-16.30, Mon-Fri) by the School Nurse, **Mrs Austin**.

After 4.30pm, Mon-Thurs and at weekends, **Nurse Carol Morgan** is available to support student medical care, health and emotional wellbeing.

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 the authorisation of the Medical Staff, your Houseparents, and informing the School Office (during the school day).

Physiotherapy

Our visiting physiotherapist, **Dr S Upjohn**, attends the Health Centre on Wednesdays. Any student may request an appointment with her through the **School Nurse**.

Counselling

Our Counsellor, **Ms Nicky Morris**, works from the Health Centre on four days each week and can see students in strict confidence. Any student may request an appointment with her via the Health Centre or by 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 Medical Team. Exceptions are asthma inhalers and epipens for severe allergies.

If needed, 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 Medical Team are 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.

CATERING

The School provides a full catering service in association with IFG Independent. We encourage students to eat a

healthy and balanced diet. The menus are published each week on the catering notice boards. Vegetarian options are always available. 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.

Please note that we are a nut-free school; please avoid bringing nuts or nut products into school with you as some students and staff have significant allergies and this puts them at risk.

Boarders are provided with breakfast, lunch and supper six days a week, with mid-morning and tea-time snacks during the week. On Sundays, 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.

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.

STUDENT OFFICERS & SCHOOL COUNCIL

Student Officers

The Principal appoints Student Officers each year. 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's team comprises:

- House Leaders x2 (one from each of NBH and Sunley)
- Activities Officers x2 (one from each of NBH and Sunley)
- Sports Officers x2
- Academic Officer x1
- Charities and Outreach Officer x1
- Music Officer x1
- Sustainability Officer x1
- Day Students Office x 1

School Council

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

4. 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 **Ms McEvoy**, the Artist in Residence.

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 9 – 13.

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.

We want you to feel that your boarding house is a home from home. Please bring items to personalise your bedsit and space, such as your own duvet cover, pictures and photographs.

BOARDING STATEMENT

The Purcell School aims to provide a boarding environment in which individuals can feel secure, valued and respected; free from fear and anxiety and where they are supported to reach their full potential.

The Purcell School puts Safeguarding at the heart of everything it does, and the safety and well-being of all students is key to what we do. Boarding house teams understand they have a 'duty of care' to safeguard and promote the welfare of all students, and to work in partnership with students, parents, wider pastoral teams and external agencies, as appropriate, to best fulfil this duty of care.

The School is continually appraising boarding provision to enable it to constantly improve its care for boarders; the School welcomes both parental and student input in helping it to meet its aims.

The boarding ethos derives from:

- House communities which promote mutual respect, kindness and honesty amongst all their members, students and staff.
- House communities in which students are known and valued as individuals.
- An atmosphere based on trust and a shared understanding of the 'duty of care', where students feel able to approach all members of staff confident in the knowledge that they will be listened to and treated with respect.
- An atmosphere in which students are accountable for their individual actions and play their part in helping staff fulfil their duty of care towards them.
- An atmosphere which promotes tolerance, inclusion and kindness – and where bullying, harassment and intolerance are recognised as unacceptable.
- An environment which enables students to develop their academic and musical talents through well-structured study time, good routines, the promotion of personal self-discipline and healthy lifestyles, including sleep and nutrition.
- An environment where a range of activities, hobbies and opportunities for leadership and initiative assist in the personal, social and cultural development of each student.
- An environment which is comfortable, suited to the needs of students and which provides appropriate levels of privacy.

The boarding ethos will:

- 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;
- Celebrate the contribution and achievement of students, individually and collegially.

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.

BOARDING HOUSE ROUTINES

Daily Routine (Monday – Friday)

	AVISON	SENIOR HOUSES
6.30am	Wake Up	6.45am Wake Up for EMP (Y9-11)
7.00am	Register in Common Room Cereal, toast and juice in the dining hall.	Registration Cereal, toast and juice in the dining hall (for students Y9-11)
7.20am	Early morning practice	Early morning practice (Y9-11) Tues, Weds, Fri.
7.30am	-	Sixth Form Wake Up
8.00am	-	Sixth Form dressed and ready to leave → Registration → Breakfast in dining hall
8.20am	Breakfast (Yrs 7, 8, 9)	Breakfast (Y9-11)
8.40am	Assembly, Music Block OR Tutorials → Lessons Boarding Houses out of bounds for cleaning until 12.40pm	
10.20am-10.40am	Break – in the dining hall	Break. Houses re-open for break only
12.40pm + 1.10pm	Lunch in the dining hall OR Lunchtime Concert – Registration	
3.40-4.00pm	Break – in the dining hall	
4.00-5.00pm	Y9: Music Block (Mon and Weds), Academic Lessons (Tues and Thurs) Y7-Y8: Return to House	Music Block (Monday/Wednesday), Academic Lessons (Tuesday/Thursday)
5.00-6.00	Free time OR Prep	Free time OR scheduled music activities
6.00pm + 6.30pm	Supper in the dining hall - Registration	
6.30-7.30pm	Evening practice (Y7 – Y8) Prep (Yr9)	
7.15pm		Prep until 8.45pm
7.30-8.30pm	Evening practice (Yr9) Free time (Y7 – Y8)	

Bedtime Routine (Monday – Friday)

A V I S O N	8.20pm	Yrs 7 - 8: Meet in the Common Room → hand in electronics. All in rooms by 8.30pm – read or quiet time.
	9pm	Lights out (Y7 - 8)
	8.30pm - 9.30pm	Y9 Free time → hand in electronics.
	9.45pm	Lights out

S E N I O R H O U S E S	9.45pm	Y10/11 back in house → phones handed in → Upstairs
	10.00pm	Y12/13 back in house
	10.15pm	Y10/11 Lights out. Y12//13 Upstairs
	10.45pm	Y12&13 Bedtime

Weekend Routines

There are no prep times on Friday, Saturday or Sunday evenings and there is no early morning practice on Saturday or Sunday mornings.

S A T U R D A Y	9.00am	Breakfast
	9.30am	Registration
	9.30am	Saturday morning activities - Register in Dining Hall.
	12.30pm	Lunch
	6.00pm	Supper
	8.00pm	Social activities

S U N D A Y	9.30am–12.30pm	Brunch
	6.00pm	Supper
	8.00pm	All students in House. Normal house evening routines.

DAY STUDENTS INFORMATION

Arriving and Departing School:

8am – 8:40am	Arrive at school and register in Houses
1:10 – 1:20pm	All students register in their respective Houses
4pm	Avison Year 7-8 Students sign out in House and must be collected by 4pm
5pm	Year 9 Students sign out in 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 in 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.	

BOARDING - GENERAL GUIDELINES, ROUTINES AND RULES

What to bring with you

Essential Items

- **Clothing** - casual but smart clothing for everyday wear, ie not ripped, torn or dirty. Bring enough for at least 8 days, for school and free time, as well as your concert dress. Please include warm outerwear or waterproof for the winter months, and a dressing gown.

PLEASE NOTE THAT ALL CLOTHING MUST BE CLEARLY NAMED.

- **A suit / dress bag** - You will often need to change at a concert venue, so you need something suitable to safely transport your concert dress, including shoes.
- **Spare clothes hangers**
- **Laundry bag** - for students in Years 7-11, washing is sent to the school laundry, so you will be given a bag with your name on it. Sixth Formers can do their own laundry in the house laundry rooms, but a laundry bag and small mesh bag for delicates will be needed.
- **Indoor shoes / slippers / sliders**
- **Towels** - at least 2 sets, clearly named
- **Toiletries** - wash bag, toothbrush, toothpaste, soap, shower gel etc. - whatever you need + enough spare to last until you next go home.
- **Shower caddy or nylon mesh bag** - suitable to take into the shower with you.
- **Overnight or weekend bag** - for exeat weekends.
- **Reusable water bottle**. Must be named. There are branded Purcell water bottles which can be purchased when you arrive.
- **Chargers for all electronic items, and plug adaptors** if you are coming from outside the UK. (Purcell uses standard UK 13A, 3 pin plug sockets). Should be clearly marked with your name.
- **Headphones** - to listen to your favourite music without disturbing others in the boarding house.
- **Desk or bedside light.**
- **Alarm clock** - not all students will have access to phones overnight.
- **Stationery and school supplies** like pencil case and notebooks, plus a backpack to carry everything around in.

Optional items

- **Duvet cover** - bedding is provided but if you wish to bring your own duvet covers you are encouraged to do so. Must be clearly named on the OUTSIDE of the duvet cover.
- **Hairdryer** - if required
- **Pictures / photos / posters** - for your pinboard, to personalise your area. Please note that decals or blu-tack to stick items directly onto the walls is not allowed, as it damages the paintwork.
- **Travel mug** - for hot drinks, if required.
- **Dry snacks / tuck** - crisps, chocolate bars, biscuits etc to keep in your room (locker in Avison). Perishable food is NOT allowed in bedrooms. Bring a snack box / tuck box for storage.
- **Mug, plate, bowl etc** - crockery and cutlery is provided in house common rooms, but you are welcome to keep a personal set in your room if you wish. All crockery and cutlery must be washed and dried after use.

Please do NOT bring:

- **TVs or Games consoles**
- **Fresh or perishable foodstuff**
- **Kettles, coffee makers, cooking equipment** - we have these in house common rooms for you to use; you are not permitted to use in bedrooms.

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, TVs, games consoles etc will not be permitted in bedrooms. The boarding houses have TVs and games consoles in the common room areas for you to use. All electrical items must be PAT checked and certified by the School.

- 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.
- Main meals are taken in the dining room. Common Rooms in houses can be used to make snacks - fridges, toasters, kettles, microwaves, bread, spreads, milk etc are available. 'Takeaway' meals from the dining hall should be eaten in Common Rooms and not bedsits.
- 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 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.
- Senior Houses are out of bounds, from 8.40am to morning break and from 10.40am to lunch at 12.40pm. This is so the domestic teams can clean bedsits and communal areas.
- Senior Students with 'free' periods should use the time to study - in the Sixth Form Common Room, or eg ICT Room or Music Library, or practice music in one of the many available practice rooms.
- Boys may not visit studies/bedrooms/common room or corridors, in Sunley, or the girls' side of New Boarding House or Avison. Likewise girls may not visit the boys' side of NBH or Avison. 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.
- **When you want to enter someone else's room, please knock and wait for 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 - so be prepared to pack your stuff and take it home! International students can store possessions in houses during school holidays.

Visiting other Houses

- Avison students (Y7 to Y8) are not allowed to visit 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 permission from duty staff if they wish to 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. Please remember to line up in SILENCE.

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.

Rewards

- **House Rewards** will be given for those who consistently 'get it right', eg punctuality/room always clean/helpful/ polite/considerate etc. These can be 'cashed in' for snacks and treats.
- Your Houseparent will keep a log of all rewards given.

Sanctions

The boarding house is your 'home from home' and all members of the house community need to work together such that everyone is safe, and can thrive in all they do. This means helping to make sure that everyone is able to get enough sleep, get their academic work completed to an excellent standard, fulfil their musical commitments and responsibilities, and have appropriate rest and relaxation time.

Where house sanctions are needed, therefore, they generally refer to 'anti-social' behaviour such as too much noise, or noise and moving around the house at inappropriate times, or mess. These behaviours get in the way of other boarders being able to thrive, and the sanctions act, primarily, as a reminder that all boarders have a role to play in creating a collaborative communal environment, which is a privilege to share.

At all times, courtesy, respect and consideration towards fellow students, and towards all members of the adult staff teams is expected. Deliberate unkindness, rudeness and disrespect is never acceptable.

House sanctions will generally involve 'paying back' in some way, such as tidying up communal areas, or a loss of privileges, such as being asked to get up and check in early, or go to bed earlier, or being confined to the school campus.

Please note that house sanctions sit alongside the school's **Behaviour Management Strategy** and are linked to it. A detailed explanation of house sanctions can be found on house notice boards.

5. 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.

5.1 SIXTH FORM CENTRE

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 School Officers 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.

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. Sixth Form students may be allowed to sign out of school 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
- 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.

6. BEHAVIOUR

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.

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 Vice-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.

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 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, where parents have given specific, individual permission. 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.

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

1. 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 still sign in to your boarding house - as this is key central record of your presence in school.
2. Afternoon registration takes place in the dining hall at lunchtime, 12.40 - 1.30pm; if you take an early or late lunch due to commitments and miss registration you must sign in in your boarding house.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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

1. **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.
2. 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.
3. **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

1. 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
2. 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
3. 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.
4. When permission for absence is given, you are responsible for letting all teachers know courteously in advance, and fulfilling any extra tasks set.

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 7 - 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. You may not carry with you any medicines, (other than insulin, epipens, asthma inhalers or similar emergency items), nor have medicines in your room if you are a boarder, except where specific permission has been given by the Medical Staff. All medicines must be handed to a member of the Medical Staff 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/common room or corridors in Sunley, or the girls' side on the New Boarding House or Avison. Likewise, girls may not visit the boys' side of NBH or Avison. 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 Year 9 is from 6.30pm - 7.30pm Monday to Thursday, and for those in Years 10-13 from 7.15 - 8.45pm 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 7-8 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 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. 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. f. Houseparents may, at their discretion, occasionally allow younger students to practise during prep if they are preparing for specific important musical activities and are up to date with their academic work.

8. VISITING HOUSES

- 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
Years 7 & 8	7.30pm	8.30pm	9.00pm
Year 9	8.30pm	9.30pm	9.45pm
Year 10	9.45pm latest	9.45pm	10.15pm
Year 11	9.45pm latest	9.45pm	10.15pm

Year 12	10.00pm latest	10.15pm	10.45pm
Year 13	10.00pm latest	10.15pm	10.45pm

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 Music Library is available throughout the day for quiet private study. You may not bring food or drink into the Music Library. All books or music removed from the Library must be signed for.
- D. The ICT Room is available for use at certain 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. 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.
- C. 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.
- D. You should carry out any reasonable request from a teacher at once and without argument.

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) must discuss this with their Houseparent at least three days in advance.

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. Houseparents can store passports and other travel documents if required.

- 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 Examination Boards specifically forbid the use of mobile phones in exam 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 Year 13 may on occasion be allowed alcoholic drinks at school events, with parental permission, and the specific permission of the Principal, or to visit restaurants where alcohol is served, with the permission of their Houseparents. 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, except with the permission of the Director of Boarding/Houseparents.

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

APPENDIX 2: DRESS CODE

Dress Code - During the School Day

There is no school uniform, but it is important that you are clean, well turned out and decent, in clothing that is appropriate for purposeful academic and musical work. Houseparents or the Vice-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 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: Non-restrictive safe clothing suitable for physical activity (not hoodies or jeans) Appropriate footwear such as Trainers.

(Sixth Form students: if you intend to swim, using the local leisure facilities and in your own time, please bring appropriate swimwear.)

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 Student Officers.

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 Vice- 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 Vice-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 Vice-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; truanting; 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: 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

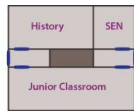
JOB TITLE	NAME	WHERE TO FIND THEM
Senior Leadership Team		
Principal	Mr P Bambrough	The Principal's Study is located in Main Building, West Wing, 1 st Floor (see map), he is accessible through his Executive Assistant also in the West Wing
Vice-Principal	Mr T Burns	Main Building, West Wing, 1 st Floor
Bursar	Mr A Wroblewski	Main Building, West Wing, 1 st 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
Director of Operations	Mrs Emma Bantock	Main Building, Ground Floor
Director of Teaching and Learning	Mr M Long	Room 113
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	Dr R Hepburn	Room 8
Head of Woodwind	Ms J Farrall	HoDs' Office, NMC, 2 nd Floor
Head of Academic Music (interim)	Ms A Williams	Room 110
Head of Jazz, Head of Popular and Contemporary Music	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
Head of Percussion	Dr R Hepburn	Room 8
Academic Music and Musicianship	Mr A Entrialgo	Room 110
Academic Music	Mr E Longstaff	Room 8
Accompanist	Ms D Shah	Accompanists' Room, NMC, 1 st Floor
Accompanist	Mr D Swain †	Accompanists' Room, NMC, 1 st Floor
Concerts and Events Coordinator	Ms B Wright	Music Office
Concerts and Events Assistant	Miss C Lee	Music Office
Instrumental Lesson Coordinator	Mrs F Duce	Music Office
Librarian	Mr R Bunce	Library
Academic Staff		
Head of Art	Mrs V Samual	Art Rooms
Head of Drama	Mr Z Szafranski	Main Building, 1 st Floor
Head of English	Mr M Long	Room 113
English	Mr A Simmonds	Room 111
English/Drama	Mr C Nunes	Room 113/Liszt Room

Head of EAL	Miss K Kozak	Room 109
Head of Modern Foreign Languages	Mr R Matthews	Room 109
French	Mrs H Gille / Mrs A Nika	Room 109
German	Mr R Matthews	Room 106
Head of History	Mr D Pigott	History Room
Head of Science,Biology	Dr M Brookes	Science Labs / Avison Boarding House
Physics	Mr. J Titmuss	Science Labs
Biology / Science	Mrs S Emelianova †	Science Labs
Chemistry	Dr A Patel	Science Labs
SEND	Ms D Harris	T Block
Head of Mathematics	Mrs A Stone	Room 117
Mathematics	Ms J Shah	Room 114
Mathematics	Ms S Mitchell	Room 116
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 Kartarahargia	NMC, Ground Floor
Science Technician	Mrs H Osman	Science Labs
Art and Design Technician	Mrs H Thomas	Art Rooms
Artist in Residence	Ms S McEvoy	Art Rooms
Administration and Non-Teaching Staff		
Executive Assistant to the Principal	Mrs S Graham	Main Building, West Wing, 1 st Floor
Executive Administrator	Mrs N Vallance	Main Building, West Wing, 1 st Floor
School Office Administrator	Mrs C Buck †	School Office
School Office Administrator	Mrs L Griffiths †	School Office
School Office Administrator	Mrs M Lynch †	School Office
Overseas Coordinator	Mrs C Fletcher	Main Building, 1 st Floor
Assistant Bursar	Ms S Pickard	Main Building, Ground Floor
Director of Development	Mr C Harbour	Main Building, 1 st Floor
Development Assistant		Main Building, 1 st Floor
PR & Communications Manager	Mrs S Curran †	Main Building, 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
NBH Assistant Houseparent	Ms D Mrozek	NBH
NBH House Day Matron	Mrs K Mendes da Costa	NBH
NBH Resident Graduate Assistant	Miss S Alsey	NBH
Resident Graduate Assistants/Practice Supervisors	Mr A Owen; Mr R Montgomery;	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	Miss T Buxton	Sunley House
Avison Houseparent	Dr M Brookes	Avison House
Avison Assistant Houseparents	Mrs A Cook and Mr J Brookes	Avison House
School Medical Team	Mrs H Austin, Mrs C Morgan	Medical Centre
Physiotherapist	Dr S Upjohn	Medical Centre

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

APPENDIX 6: SCHOOL MAP



GROUND FLOOR

- Fire Exit
- Stairs
- Girls Toilet
- Girls Toilet
- Staff and Visitors Toilet
- Disabled Toilet



FIRST FLOOR

- Fire Exit
- Stairs
- Girls Toilet
- Girls Toilet
- Staff and Visitors Toilet
- Disabled Toilet

