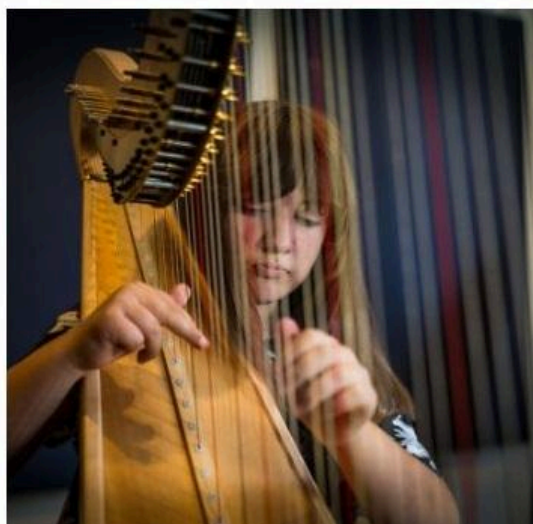




The Purcell School  
*for young musicians*



Handbook for Parents & Guardians  
2023 - 2024

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

The Purcell School  
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**School Office & General Enquiries:**

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**Principal's Office:**

Tel: 01923 331 104

Email: [principal@purcell-school.org](mailto:principal@purcell-school.org)

**Bursar:**

Tel: 01923 331 127

Email: [a.wroblewski@purcell-school.org](mailto:a.wroblewski@purcell-school.org)

The name and job title for all current members of staff are listed on the School website:

[www.purcell-school.org/about-us/staff-list](http://www.purcell-school.org/about-us/staff-list)

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

## WELCOME FROM THE PRINCIPAL

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

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

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

**Paul Bambrough**  
**Principal**

## MISSION STATEMENT

### **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.

## SECTION A: SCHOOL ROUTINES & ADMINISTRATION

### A1: THE SCHOOL DAY

For boarders, the school day begins with early morning practice (for students in Y7-Y11 - depending on the day of the week), followed by breakfast at 8.20am.

Day students should not be in school before 8.00am, and should leave the premises no later than 4.00pm (Years 7-8) or 6.00pm, unless they are required to stay for an organised school activity supervised by a member of staff. In exceptional and occasional circumstances, permission to stay later at school is at the discretion of the houseparent and must be sought in advance and confirmed in writing (text or email is fine). Day students must always sign in with their houseparent on arrival at school in the morning, and must always sign out from their house before leaving school at the end of the day.

#### Daily Routines (Weekdays)

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

	BOARDERS	DAY STUDENTS
8.40am	Assemblies, Tutor Period, Lessons or Music Block - see below	
10.20am	Break – in the dining hall	
10.40am	Lessons	
12.40pm + 1.10pm	Lunch in the dining hall and Lunchtime Concerts	
	Registration, by house, in the Dining Hall or in house, as advised	
1.40pm	Lessons	
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
5.45pm + 6.10pm	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 - all students	CP Hall
Tuesday	Music Block	As per individual timetables
Wednesday	Y7-Y9 Assembly	CP Hall. All other years in tutorial
Thursday	Y10-Y11 Assembly	CP Hall. All other years in tutorial
Friday	TY12-Y13 Assembly	CP Hall. All other years in tutorial

### 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 of House and must be collected by 5pm unless they are attending a staff supervised activity and have arranged to stay later.
6pm	Year 10-13 students sign out of House and leave by 6pm unless they are attending a staff supervised activity and have arranged to stay later.

Requests for Day Students to stay for supper need to be made in advance and students will be charged for extra meals at the end of the term, unless they are required to stay for a staff-supervised and organised music activity.

## BOARDING HOUSE ROUTINES

### Daily Routine (Monday – Friday)

	AVISON	SENIOR HOUSES
6.30am	Wake Up	6.45am Wake Up for EMP (Y9)
7.20am	Early morning practice Y7, 8, 9 (Tues, Weds, Thurs)	Early morning practice Y10 and 11 (Mon - Ellington, Fri - Sunley)
7.30am	-	Sixth Form and non-EMP 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 + EMP)
8.40am	Assembly, Music Block OR Tutorials → Lessons Boarding Houses out of bounds until break, for cleaning until break, after which Sixth Form may work in house with the permission of their houseparent.	
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 and Lunchtime Concerts – Registration 12.40pm - Avison and Sunley      1.10pm - Ellington	
1.40pm	Lessons resume	
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	Scheduled music activities
5.45pm + 6.10pm	Supper in the dining hall - Registration 5.45pm - Avison and Sunley      6.10pm - Ellington	
6.30-7.30pm	Evening practice (Y7 – Y8)      Prep Y9	Prep Yr9
7.15pm	Evening Practice Y9 from 7.30pm	Evening Practice Y9 from 7.30pm Prep until 8.45pm

### Bedtime Routine (Monday – Friday)

A V I S I O N	8.15pm	Yrs 7 - 8: Meet in the Common Room → hand in electronics. All in rooms by 8.30pm – read or quiet time.	S E N I O R	9.30pm	Y9 back in house → phones handed in → Upstairs
	9pm	Lights out (Y7 - 8)		9.45pm	Y10/11 back in house → phones handed in → Upstairs
	8.30pm - 9.30pm	Y9 Free time Hand in electronics → Upstairs		10.00pm	Y12/13 back in house
	9.45pm	Lights out		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	8.30 - 9.00am	Registration in Boarding Houses	S U N D A Y		
	9.00am	Breakfast		10.30–12.30pm	Brunch: Register with Houseparent.
	9.30am	Saturday morning activities - Register in Dining Hall with Mr Fong			
	12.30pm	Lunch			
	5.45pm + 6.10pm	Supper		5.45pm + 6.10pm	Supper
	8.00pm	Social activities		8.00pm	All students in House. Normal house evening routines.

### A2: THE SCHOOL YEAR

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

Exeat weekends usually occur once each half of term. The school (including all boarding houses) is closed throughout the exeat weekend, which can sometimes include the Friday before or the Monday following. Students go to parents or guardians for the whole of each exeat weekend.

Dates of exeats for the year can be found on the school website

[www.purcell-school.org/school-life/term-dates/](http://www.purcell-school.org/school-life/term-dates/)

All students are required to be available for school concerts if asked to perform, including those which take place at weekends or during school holidays. Key dates are published in advance on [our website](#).

**A3: ATTENDANCE**

All students are expected to be in school for the core working hours (Monday – Thursday, 8.40am until 5pm; Friday 8.40am until 3.40pm) unless given permission to be late / absent or engaged in an organised school activity (e.g. a school trip).

Unless specific permission has been given to go home early, all day students must stay in school until their last commitment of the day. 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.

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

**A4: CONTACTING THE SCHOOL**

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

Parents are welcome to enter the school premises during the school day to deliver or collect items for their children, and should always report first to Reception. Parents who wish to see members of staff should always make appointments in advance and should report to Reception. Parents are asked not to enter school buildings without checking in with Reception first.

Parents of boarders are asked to always let Houseparents know in advance when coming to visit their children in the boarding house or when taking their children out. When parents / guardians arrive at the Boarding House they should make contact immediately with the Houseparent or tutor on duty at the time. Parents are not allowed upstairs except on the first and last day of term to help with packing.

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

**A5: COMMUNICATION**

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

**SchoolPost**

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

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

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

Academic/Instrumental reporting is also communicated via School Post.

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

### **Emergency Announcements**

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

### **Initial Contact**

If you have a query or a concern, you should normally direct it to your child's

- Tutor (academic matters),
- Head of Department (musical matters) or
- Houseparent (pastoral and welfare matters).

NB. Each house has a 'duty' mobile phone so that members of the house pastoral team can be contacted during boarding hours, and house teams share access to the house email address, so that messages can be picked up (and responded to, as appropriate), by whoever is on duty.

We will contact you if we have concerns about your child's welfare, performance or behaviour which we think should be brought to your attention. All staff can be contacted by email: email addresses for current members of staff are listed on the [School website](#). A list of email addresses and telephone numbers for staff is sent to all parents at the beginning of each academic year.

If you have any concerns regarding your child's education or welfare, please do share these with us as soon as possible. It is difficult for us to properly investigate an incident or problem which has happened some time ago, and situations can change quickly with young people, so it is imperative to respond to welfare concerns as quickly as possible.

Details of the school's Complaints Procedure can be found at the end of this handbook.

### **Disciplinary Matters**

We ask parents to support the school's [Behaviour & Sanctions Policy](#) (which can be found on our website). This includes agreeing that students may occasionally have to serve a detention after school and to taking your child home during term if suspended.

We will not automatically contact you if your child is in trouble for something minor. However, we will always contact you to discuss major breaches of the school behaviour code, and where school sanctions are involved.

### **A6: COURT ORDERS**

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

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



**A7: DATA PROTECTION**

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

**A8: TRANSPORT**

The School uses a taxi firm fully licensed and vetted by Hertsmere Borough Council, the local authority. A1 Executive Travel Group Ltd can be booked and paid for via app by parents / guardians. Please contact the school office for additional information or support regarding booking of transport.

**A9: INTERNATIONAL STUDENTS**

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

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

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

The school has organised large and secure lockers to accommodate growing demand for student storage. This significantly reduces any potential risks associated with storing instrumental equipment and other valuable day-to-day items in unsafe places, (although students should not bring large sums of money or other valuables to school unless absolutely necessary.) Students are asked not to leave their belongings in the school corridors, but instead to use the lockers which are available. Lockers are available to hire for both Day and Boarding Students and for larger instruments, a separate arrangement can be made either with the Head of Department (HOD) or a houseparents.

We encourage parents to rent a locker from the 'Independent Locker Solutions Ltd', who administer the rental for the school. The yearly cost for a locker is £35 which is spread termly (£10 per term and £5 when booking a locker). The keys will be sent directly to the parent/guardian. For those living abroad, locker keys can be collected from the School Office at the start of the term. Boarders have a small safe in their bedrooms.

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

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

**A11: PUBLICITY**

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

Please note that our marketing strategy only identifies individual students in photographs / video / recordings when this is central to the story, and only then by first name and initial.

**A12: SMOKING**

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

**A13: FINANCIAL INFORMATION****Personal Expenses / Pocket Money**

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

**Students Receiving External Instrumental Lessons**

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

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

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

For students attending one of the junior music colleges, an amount equivalent to the School's internal teachers' hourly rate can be set against the allowance in respect of the individual instrumental lessons received at the college. The arrangement must be discussed with and approved by the appropriate HoD in writing before the junior college course commences. Invoices should be submitted to the School Finance Office on a termly basis.

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

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

**MDS Students - Additional Assistance**

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

## SECTION B: PASTORAL INFORMATION

### B1 HOUSES

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

**Avison** (mixed, Years 7 - 9, boarders and day students)

**Sunley** (girls, Years 10 - 13, boarders and day students)

**Ellington** (mixed, Years 10 - 13, boarders and 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 students also have a **Tutor** who sees students for two or three Tutorial periods each week, and boarding students additionally have a boarding mentor. The tutors and mentors are responsible for monitoring academic progress, balance of commitments and promoting student welfare.

### B2 CHILD PROTECTION

The School aims to keep all students safe and to create an environment where they feel secure enough to discuss their concerns. The School trains all staff to recognise when young people 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 the school's safeguarding team; Mr Szafranski, Mr Burns, Ms Whitty, Ms Shah, Mr Hoskins, Mrs Mitchell or Mr Bambrough.

### B3 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](#).

### B4 ASSEMBLIES

Students meet as a community every Monday morning for a whole school assembly. Coming together to collectively learn about the world, share experiences, and celebrate each other's successes help students and staff forge a community spirit, a sense of purpose and a feeling of pride. In addition to a whole school assembly there are additional assemblies during the term for both lower and upper year groups.

### 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.

### B6: BOARDING STATEMENT

To be read in conjunction with:

- Child Protection and Safeguarding Policy
- Boarding Staff Handbook and Student Handbooks

### Introduction

The imperative of safeguarding, as outlined in KCSIE September 2022, and applied through The Purcell School's Safeguarding and Child Protection Policy, underpins our entire approach to boarding. 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, staff, parents, wider pastoral teams and external agencies, as appropriate, to best fulfil this duty of care and to ensure the wellbeing and personal development of each individual student.

The strong pastoral framework at The Purcell School provides the foundation for students to fulfil their potential, recognise and develop their strengths in different areas of their lives and flourish in the belief that they are valued and respected.

Our aim at The Purcell School is to ensure that the environment is one where the focus is on praise and encouragement where boundaries are set clearly and gently. Students are expected to value the school rules and know what is expected of them, developing high standards for their own behaviour. Ultimately, we hope that all individuals will leave The Purcell School as young adults who value and respect each other, the natural world and most importantly, themselves.

We are also mindful of the need for life at The Purcell School to uphold the Fundamental British Values of Democracy, the Rule of Law, the promotion of Individual Liberty, and Respect and Tolerance for those with different faiths and beliefs.

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 the 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. They know that staff seek their views on boarding life, value them and take them seriously. They also feel able to simply share good things that have happened as well as seeking support when challenges arise.
- 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 an understanding of each others' differences, inclusion and kindness – and where bullying, harassment and intolerance are recognised as unacceptable.
- An environment which facilitates a strong sense of respect and understanding for students from different countries and cultures and celebrates diversity within the community, engendering a good understanding of equality and diversity within the school and wider community.
- An inclusive, safe space where there is clear support for a safe, open learning environment free of slurs. No insults - verbal or non-verbal related to ability, appearance, culture, gender identity, home language, race, ethnicity, religion, sexual orientation or social class will be tolerated. These expectations are rooted in education, helping to raise both awareness and empathy about the harm done by slurs.
- 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 balanced lifestyles, including a good understanding of the importance of sleep hygiene 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 recognises that although living together in a close community, staff and pupils acknowledge the right of each other to privacy.
- An environment that is, as far as possible, free from physical hazards and dangers of any sort so that all students at The Purcell School are allowed to thrive within a safe and happy environment.

**The Boarding Ethos Will:**

- Develop students' responsibility, respect and kindness towards each other, the natural world and most importantly themselves.
- Encourage all students to take responsibility for their personal development. Through regular self-reflection and exploration with their Houseparent and/or Boarding Mentor all students recognise where their individual character strengths lie and what they can do to nurture these strengths to fulfil their potential. Everyone is also encouraged to look beyond their natural strengths and - in a supportive environment – challenge themselves to reach beyond their limits, taking risks and learning the importance of failure for personal growth.
- Develop students' qualities of leadership and ability to work productively and positively as part of a team as well as consistently listening to and standing up for others to ensure the house remains a safe and inclusive space.
- Encourage students to contribute to the needs and welfare of others in the house and school, as well as those in the wider community through opportunities such as the school's outreach programme
- Celebrate the contribution and achievement of students in all areas of school life, individually and collegially.

**Avison**

A very warm welcome to Avison House for day and boarding students from Year 7 to 9.

Avison is situated away from the main School in its own gardens. We strive to create a welcoming and homely atmosphere and are fully committed to providing you with a safe and secure House. You will be able to develop both academically and socially, becoming confident, well rounded individuals. Avison is led by **Ms Hawkins**, Houseparent, and Assistant Houseparent, **Mr Conquer**. We are all here to support you during your time in Avison, in a community based on mutual trust and respect.

**Ellington**

Welcome to Ellington; a community for boarders and day students in Years 10 – 13.

**Mr Cubarsi** is Houseparent and along with the Assistant Houseparents, **Ms Mrozek**, Day Matron **Mrs Mendes da Costa**, plus a team of wonderful Graduate 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 Ellington 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 and day from Year 10-12.

**Miss Price** is the Houseparent and **Mrs Hunter** is the Day Matron. **Ms Blond** is the Assistant Houseparent, and along with a team of Graduate Assistants we aim to ensure that students feel safe, secure and at home while they 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 students musically, academically and socially and we will encourage them to maintain a healthy balance between these different areas. We are always here to support and assist students so that they can achieve to the best of their abilities and leave school as confident individuals.

**B7: MEDICAL INFORMATION**

The School Health Centre is run by the School Nurses, Mrs Hilary Austin and Nurse Carol Morgan. All medical information is held in confidence by the medical staff and will not be divulged without the permission of the student. Students are encouraged to keep parents / guardians informed of any medical problems and if they

require privacy are able to telephone from the School Health Centre. Parents of new students are required to complete a medical questionnaire.

### **Health Centre Hours**

A member of the Health Centre team is routinely available for students from 08.30 - 16.30 Monday to Friday. Outside of these times, Nurse Carol Morgan is available for emergencies, 'out of hours' medical matters and support for health and wellbeing. The School Health Centre is situated on the ground floor of Dulverton House.

### **Emergency Contact**

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

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

### **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. Dr Upjohn offers support and advice for musicians on maintaining musculoskeletal wellbeing and avoiding playing-related injuries.

### **Counselling**

Our Counsellor, Ms Nicky Morris, visits the Health Centre on 4 days a week to see students in strict confidence. Any student may request an appointment with her through the Health Centre or by contacting the counsellor directly.

### **Immunisations**

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

## **INFORMATION FOR PARENTS OF BOARDERS**

### **Doctor - Registration**

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

### **Hospital Treatment / Hospital Out-Patient Appointments**

Students requiring treatment at the local Accident and Emergency Department at Watford General Hospital, approximately 2.5 miles away, will normally be accompanied by one of the School Nurses or a member of staff. Every effort will be made to inform the parents / guardians as soon as possible prior to hospital treatment (i.e. for any medical treatment, anaesthetic or operation deemed necessary by a medical practitioner, specialist or surgeon). If this is not possible then the Principal or Houseparent acting in loco parentis will give consent.

Parents should ensure they have completed the yellow consent form. Boarders under sixteen will normally be accompanied to out-patient appointments at the local hospital.

### **Admission to the School Health Centre**

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

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

### **Illness**

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

### **Dental and Optical Treatment**

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

### **Private Medical Cover Option**

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

### **Students Travelling Overseas**

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

### **Medical Treatment during School Holidays**

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

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

### **Medications**

It is the School's policy that students do not take medication without supervision. No student is allowed to be in possession of prescribed or over-the-counter medications without prior assessment by a member of the

School Medical Team.. Exceptions are asthma inhalers and adrenaline auto injector devices (e.g. EpiPens) for severe allergies. Parents should supply the School with a spare, named inhaler / adrenaline auto injector device which will then be stored in a known, accessible place in case of an emergency, or for School trips.

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

### **Visiting Your Child in Their Boarding House (outside of beginning and ends of term drop-off and collection)**

You are very welcome to visit the school at any time; please let us know that you would like to visit and we will advise as to the best times in terms of your child's commitments and the availability of staff. For the purposes of safeguarding all students at the school we respectfully request that:

- parents are not allowed upstairs except on the first and last day of term to help with packing.
- students stay with their parent / guardian at all times whilst in the boarding house;
- parents use the visitor toilets located on the ground floor rather than students' facilities.

### **Information for the Parents of Day Students**

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

### **Illness At Home**

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

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

### **Administration of Medication on Trips Outside School**

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

### **Asthma and Allergies**

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



## **B8: 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 5.45pm and 6.10pm.

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.

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. Students with special dietary requirements are catered for.

The catering staff provide a wide choice of food, so there should always be something for everyone.

**If a student has any particular dietary needs or allergies, they should talk first to the School Medical Team who will liaise with the Chef.**

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

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

## SECTION C: ACADEMIC INFORMATION

### C1: CURRICULUM

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

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

All Sixth Form students take Music A Level plus two other A Levels. Some students may wish to take a fourth subject but this is not a requirement for study at university and needs careful thought with regard to the balance between academic work and music commitments. In exceptional circumstances the school may agree to a reduced academic programme of Music A Level and one A Level in Year 13 for those with a particularly heavy schedule or for overseas students studying English as an additional language. EAL can replace one A Level option for overseas students who may have additional English language needs, following discussion with the Head of EAL and Head of Sixth Form. Subjects on offer are: Music, Music Technology, English Literature, Mathematics, French, German, History, Art, Theatre Studies, Biology, Physics and Chemistry.

The curriculum and its delivery are under constant review and may change from year to year. We cannot guarantee the availability of courses or particular subjects, as these will depend on demand and our ability to provide teaching of a sufficiently high standard.

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

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

### C2: HOMEWORK

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

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

Sixth Formers take responsibility for organising their own work. Homework can be done at different times and as students get older they have some free time during the day for private study. Boarders use prep time in the evenings, although inevitably some will need longer than the set time.

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

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

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

### **C3: RELATIONSHIPS AND SEX EDUCATION**

The purpose of RSE is to help children and young people to be safe, healthy and happy as they grow up and in their future lives. It teaches about understanding of the importance of all relationships regardless of race, religion, gender or sexuality, as well as providing an understanding of physical, sexual, moral and emotional development. RSE must always be appropriate to pupils' age and stage of development and is an essential part of safeguarding.

#### **Aims and Objectives**

- To be an identifiable part of our personal, social, health and economic (PSHE) education curriculum, which has planned, timetabled lessons across all the Key Stages;
- To be taught by staff regularly trained in RSE and PSHE (with expert visitors invited in to enhance and supplement the programme where appropriate);
- To work in partnership with parents and carers, informing them about what their children will be learning and about how they can contribute at home;
- To deliver lessons where pupils feel safe and encourages participation by using a variety of teaching approaches with opportunities to develop critical thinking and relationship skills;
- To be based on reliable sources of information, including about the law and legal rights, and distinguishes between fact and opinion;
- To promote safe, equal, caring and enjoyable relationships and discusses real-life issues appropriate to the age and stage of pupils, including friendships, families, consent, relationship abuse, sexual exploitation and safe relationships online;
- To give a positive view of human sexuality, with honest and medically accurate information, so that pupils can learn about their bodies and sexual and reproductive health in ways that are appropriate to their age and maturity;
- To give pupils opportunities to reflect on values and influences (such as from peers, media, faith and culture) that may shape their attitudes to relationships and sex, and nurtures respect for different views;
- To include learning about how to get help and treatment from sources such as the school nurse and other health and advice services, including reliable information online;
- To foster gender equality and LGBT+ (lesbian, gay, bisexual, trans) equality and challenges all forms of discrimination in RSE lessons and in every-day school life;

- To meet the needs of all pupils with their diverse experiences - including those with special educational needs and disabilities.
- To seek pupils' views about RSE so that teaching can be made relevant to their real lives and assessed and adapted as their needs change

### **Provisions**

As a subject in its own right, sex education is delivered within the PHSE programme which students receive in timetabled lessons. In addition, aspects of sex education remain within the science National Curriculum. Parents cannot withdraw their child from the latter. Details of the curriculum in both areas are available on request. Parents who request their child to be withdrawn from an element of the sex education curriculum are made aware of the missed elements. Any withdrawal of students from lessons is recorded in the student's file.

### **C4: LEARNING SUPPORT**

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

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

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

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

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

### **C5: ASSESSMENT AND REPORTING**

Academic progress is monitored through formative and summative assessment. The pattern of assessment provides frequent but 'light touch' reporting to parents via 'interim' reports (a single effort grade and attainment report in each subject) every term, with full written reports provided in the spring term for Year 11 and 13 or at the end of the academic year for all other year groups.

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

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

Each student is given grades as indicated below.

**Academic Monitoring**

Academic progress is monitored through formative and summative assessment. Students are given Interim Grades every term and a full written report in the spring term for Year 11 and 13 and at the end of the academic year for all other year groups.

Each student is given grades as indicated below:

**Effort**

E – excellent

G – good

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

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

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

**Attainment**

**Years 12-13:** Grades A\*/A/B/C/D/E/U are awarded to match the attainment expected at that stage of an external examination course.

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

**Years 7-9:** Students are rewarded one of the following:

**Working Towards Expected Level (this option will include a supportive comment from the teacher)**

**Working At Expected Level**

**Working Above Expected Level**

**Years 10-11:** Grades 9 (highest) - 1 (lowest) as above in terms of applying to work submitted in the reporting period.

The new grading system of Grades 9-1 is shown below with the old system in brackets:

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

Academic departments will use regular tracking data to standardise attainment.

**Benchmarks**

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

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

**Target Grades**

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

Parents with any queries related to the above should contact Mr Mike Long (Y10/11) or Mr Szafranski (Sixth Form) in the first instance.

### **Internal Examinations**

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

### **Parents' Meetings**

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

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

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

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

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

Full details of results days and post-exams services, including how to make enquiries about results, to request re-marks and all other matters relating to results in public examinations, are published on the [school website](#).

## SECTION D: MUSIC INFORMATION

### D1: INDIVIDUAL INSTRUMENTAL LESSONS

Instrumental, singing and composition lessons are timetabled by Mrs Duce, who works in the Music Office. The instrumental timetable is emailed to students on Thursday afternoon for the following week. 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.

Students must check their lessons on the day the email is received and if there is any clash or problem for the following week, must immediately let Mrs Duce know by email. This must be done before the deadline of 10.40am the next day i.e. on the Friday of the week before lessons are due to take place. If no valid reason is given, or the Friday deadline is missed, no change can be made and the student must attend the lesson as timetabled.

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

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

Please note that parents are not permitted to attend music lessons.

#### Teaching Weeks

Music Specialist teachers are expected to provide up to 30 weeks of lessons unless agreed otherwise with the relevant Head of Department (HoD). In Y11 and Y13, slightly fewer lessons may be possible, given the public exams in the second half of the summer term. All instrumental lessons and musical commitments do continue throughout study leave periods, and absences from school must be requested in advance as above.

#### Lesson Duration and Additional Lessons

The normal expectation for most students is that they will receive between two and three hours per week tuition in total, one-to-one. Three hours is the maximum; decisions as to how much of this potential allowance is needed for each individual student, and its distribution between different studies, are made by the Music Department according to students' musical and academic needs, timetable and other activities. No student has an automatic right to three hours' tuition: each individual will be offered a programme appropriate to them.

In some cases, in consultation with parents and subject to the approval of the relevant HoD, students may choose to receive in excess of the three hour allowance. In such exceptional cases, the excess instrumental lessons costs are recharged to parents as 'extras' on the following term's bill. Arrangements for additional instrumental lessons will not be put in place unless parents have given their permission in writing to the appropriate HoD.

The School acknowledges that teachers may get requests from students and parents to continue lessons as a private arrangement during the holidays. As a general rule, the School does not encourage off-site teaching out of term, but it does recognise that it may be the preferred choice for some families and there may be some benefits for some individual students. Staff should not feel obliged to agree to any requests and should report any undue pressure to provide lessons to the School. Equally, staff may not offer or seek teaching opportunities to students where it has not been requested nor apply pressure on families to agree to additional lessons.

## D2: CHOICE OF SPECIALIST MUSIC TEACHER

The choice of specialist music teacher is determined by the appropriate Head of Department (HoD). Every effort is made to choose the right teacher to match the needs of the individual student. Parents should always consult with the 1st study HoD in the first instance with any musical concerns.

## D3: CHANGES OF INSTRUMENT OR SPECIALIST MUSIC TEACHER

### Changes of Teacher

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

### Starting a New Instrument or Composition

This should be initiated by an email request from parents to the 1st study HoD. Requests will normally be accommodated provided that teaching is available and subject to the student's overall workload.

### Changes to Instrumental Lessons

Any requests for changes to instrumental lessons (e.g. additional time, or dropping a second study) should be made in writing by the student's parent or guardian and sent to the 1st study HoD.

### Notice Periods

For all changes to instrumental teaching allocation, there will normally be a [notice period of half a term](#), and students are expected to continue lessons as they are, to the end of the notice period.

### Change of First Study Instrument

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

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

## D4: SHEET MUSIC AND EXTRAS

### Sheet Music

Most families find it simplest to order sheet music directly online, delivered by post to students at school. Where this is difficult for any reason, it may be ordered via the Library. The cost of this and any music or equipment supplied by instrumental teachers, will be added as extras to the next termly bill. Music belonging to the school may also be borrowed from the Library. Where parents do not wish to purchase a particular item of music, and it is not currently available from the library, then a request can be made for it to be ordered for the library. It must be returned after use.

### Loans of School Sheet Music

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

### Extras

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



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

## D5: ENSEMBLES

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

There is a Chamber Choir, a Junior Choir, a Sixth Form 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 7-8 and at 5pm for everyone else. However, there is an hour between 5pm and 6pm which may be used for ensembles and for extra rehearsals close to concerts. Boarders are encouraged to arrange their own informal musical activities in the evening.

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

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

## D6: CONCERTS PROCEDURE

Lunchtime concerts take place four times a week, and there are performance classes in the timetable for years 7-11. **All students in year 9 and above should aim 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 Coordinator, who works in the Music Office. There are forms to complete with details of the programme, and students must arrange rehearsals with one of the school accompanists, Debbie Shah and Daniel Swain, or a fellow student, unless they are playing unaccompanied.

Evening concerts take place most weeks, and students are invited to take part, based on their readiness, willingness, general preparation and work ethic. Any student who feels that they are 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 student is required to attend at least one concert once a week and registers are taken.

### External Concerts Arranged by the School

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

See Appendix 2 for details of Concert Dress (page 45).

## **D7: COMPETITIONS AND CONCERTS WITH OTHER ORGANISATIONS**

### **Outside Concerts**

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

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

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

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

### **Competitions**

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

### **Accompanists**

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

## **D8: ASSESSMENT PROCEDURE**

Places at the School, together with Government and Purcell School scholarships, are awarded after audition and are subject to satisfactory progress and conduct. Progress is monitored continuously and reported to parents. If there are serious doubts about conduct or progress, parents or guardians will be contacted more formally.

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

## **D9: STORING INSTRUMENTS**

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

## **D10: SUPERVISED PRACTICE AND NOTEBOOKS**

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

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

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

### **D11: SATURDAY PROGRAMME**

There is a musical programme for boarders on Saturday mornings. It includes a regular performance class, scheduled practice, and opportunities for students to run their own groups.

### **D12: ABRSM / EXTERNAL EXAMINATIONS**

Associated Board (ABRSM) exams are generally offered in the School at least once during the year, usually in the Spring term. On joining the School, students who have already taken Associated Board Theory Grade 5 should bring a copy of their result to the Librarian; this will be either the original mark form provided by the Associated Board or a copy of the certificate. The document will be kept safely at the School until the student leaves, so that it is available for use when the student enters any Associated Board exam above Grade 6.

### **D13: BIOGRAPHIES**

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

### **D14: INSTRUMENTAL INSURANCE AND LOANS**

Parents must ensure that all personal instruments are insured and that instruments are covered for travel to and from school and when students are performing outside of school. School instruments may be lent to students (subject to availability). A small hire charge (£50 per term in the current academic year) may be levied for long term loans

### **D15: STUDENTS RECEIVING EXTERNAL INSTRUMENTAL LESSONS**

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

*The Purcell School provides world-class specialist tuition in music to students through the employment of an exceptionally well-qualified and experienced staff. External music lessons are discouraged, as students benefit so much from learning in school. The School supports a small number of students to access the provision offered at junior conservatoire departments on Saturdays. Occasionally a student may receive instrumental tuition from a specific teacher who is neither employed by the school nor a conservatoire junior department. An example might be where the school does not currently employ a teacher of that instrument, or if a 2nd or 3rd study 'hobby' is to be continued with a teacher at home at the weekends or in the holidays. 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.*

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

## SECTION E: BEHAVIOURS

### E1: INTRODUCTION

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

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

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

### E2: PRINCIPLES AND EXPECTATIONS

- The Purcell School encourages the good behaviour of its students at all times. The school attaches great importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The School Rules and the school's Anti-Bullying Policy make clear our expectations in this regard.
- The guiding principle is that the school trusts students to know how to behave and to act at all times in their own best interests and those of the whole school community. Only when students breach this trust will sanctions be required.
- When sanctions are unavoidable, students and parents have the right to expect the school to apply this policy fairly. However, this does not mean that sanctions will invariably be the same for each offence, as there may be differing circumstances which may be taken into account. In other words, every incident will be viewed on its own merits, using this policy as guidance.
- The Purcell School does not use physical punishment of any sort. There is no corporal punishment and no punishment is intended to humiliate or intimidate any student.
- The school's Behaviour Management Strategy is a graded scale covering both rewards and sanctions, intended to encourage students towards an acceptable level of behaviour. A copy can be found as an appendix to the school's Behaviour Policy on our website.

### E3: REWARDS AND SANCTIONS

#### Rewards

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

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

#### Sanctions

The school's Behaviour Management Strategy provides a range of sanctions in a gradual scale of increasing severity designed to encourage the student towards an acceptable level of attainment or behaviour. Possible sanctions for minor offences or poor academic work include detentions, gating (i.e. not being allowed to leave the school premises or, for boarders, the house after the school day), academic report or supervised private

study.

Serious misbehaviour, or persistent academic indiscipline, may result in a School Detention, which usually takes place on a Friday after school. The student will also be interviewed by the 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. While suspended, the student is expected to remain at home during the school day, and work will, whenever possible, be set. A suspended student may not attend any school function (e.g. concert) or social event. (A student may also be suspended whilst an investigation into an alleged serious incident takes place.)

In certain cases, a student may be put into 'internal suspension', where they will be required to work in school under supervision during freetime and with other privileges suspended.

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

### **Expulsion**

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

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

*The Principal may at their discretion require you to remove or may suspend or expel your child from the School if they consider that your child's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory or (at the Principal's sole discretion) for any other reason if in the reasonable opinion of the Principal the removal is in the School's best interests or those of your child, other children, staff or parents.*

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

### **Withdrawal of Right to Board**

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

## **E4: DRUGS AND ALCOHOL**

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

### **Controlled Drugs**

The School's policy is that The Purcell School should be free from drugs controlled under the Misuse of Drugs Act 1971/2001. 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 suspected of being 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). 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 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.

### **E5: ICT: ACCEPTABLE USE POLICY**

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

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

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

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

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



## SECTION F: OTHER MATTERS

### F1: SCHOOL TRIPS

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

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

### F2: COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS

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

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

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

Child Protection: Concerns regarding Child Protection are outside the scope of this procedure. If you have a concern regarding Child Protection, please contact the school's Designated Safeguarding Lead, Mr Ziggi Szafranski (Head of Sixth Form), directly by telephoning the School Office (01923 331100).

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

#### Stage 1 (Informal)

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

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

Financial matters

Bursar

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

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

### **Stage 2 (Formal)**

1. If you believe that your complaint is sufficiently serious, or if the matter has not been resolved at Stage 1 above, you can make a formal complaint directly to the Principal. This must be made courteously in writing, stating that you are making a formal complaint. The Principal will acknowledge receipt of your complaint.
2. The Principal will usually delegate responsibility for undertaking investigation of the complaint to the Vice Principal or another senior member of staff as appropriate. The designated person may ask to meet you for a discussion of the problem. You can take a friend or relation to this appointment with you if you wish, who should not be legally qualified, and legal representation will not normally be permitted. The designated person will then conduct a full investigation of the complaint and may interview any members of staff or students involved. A written record will be kept of all meetings and interviews held in relation to the complaint.
3. Following the investigation, the Principal will decide, after considering the complaint, the appropriate course of action to take. You will be informed of this decision in writing. The Principal may also ask to meet with you to explain the decision.
4. If your complaint is about an action of the Principal personally, then you can refer it in confidence to the Chairman of Governors. You can contact him by writing to him c/o the Bursar or by email to the Bursar ([a.wroblewski@purcell-school.org](mailto:a.wroblewski@purcell-school.org)), stating clearly that you are making a formal complaint.

### **Stage 3 (Appeal)**

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

6. After due consideration of all the facts they consider relevant, the panel will reach a decision, and may make recommendations, which it shall endeavour to complete within 10 working days of the hearing. The decision reached by the Complaints Panel is final. The panel's findings will be sent in writing or email to the parents, the Principal, the Chairman of Governors and, where relevant, the person complained about. The letter will state any reasons for the decision reached and recommendations (if any) made by the Complaints Panel. The record of the outcome of the hearing is kept in school in confidence, available to the Principal and the Chair of Governors.

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

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

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

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

### **Record Keeping**

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

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

## **F3: WHISTLE BLOWING POLICY**

### **Purpose**

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

### **This Policy**

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

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

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

### **Safeguards**

The Governing Body recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those allegedly responsible for the malpractice. The School will not

tolerate harassment or victimisation and will take all possible measures to protect those who raise concerns in good faith.

### **Confidentiality**

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

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

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

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

### **How to Raise a Concern**

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

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

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

### **How the School Will Respond**

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

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

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

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

**Taking the Issue Further**

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

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

**F4: FUNDRAISING AND SPONSORSHIP**

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

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

Parents are asked to assist with this work by:

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

For further information about the work of the Development Department, Scholarships, Bursaries and fundraising activities, please contact the Head of Development and Philanthropy.

# APPENDICES

## 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](#) & 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 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](mailto:studentabsence@purcell-school.org) on the first morning of absence, explaining the reason for your absence. This should be repeated each day until you return to school.

- B. If you are ill while at school, you must always report immediately to a member of staff. During the school day, you should report to the School Office where you will be seen by the Nurse or a qualified first-aider. Under no circumstances may you leave the school, even with your parents, without signing out. Boarders who feel ill before 9.00 am or after 4.30pm should report to House Staff.
- C. Boarders: If you fall ill while at home and need to return to school late, your parents or guardians should inform your Houseparent as soon as possible.

### 3. SPECIAL ABSENCE

- A. If you wish to be absent from school for an external musical commitment such as a concert or a competition, you should first discuss it well in advance with your Head of Instrumental Department. Your parent or guardian must make a detailed absence request by email, at least 14 days in advance, to [studentabsence@purcell-school.org](mailto:studentabsence@purcell-school.org)
- B. If you wish to miss school for any other reason, your parent or guardian must make a detailed absence request by email, at least 14 days in advance, to [studentabsence@purcell-school.org](mailto: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 Orah (previously called Boardingware) to obtain permission.

### 4. BOUNDS AND LEAVING THE SCHOOL SITE

- A. The following areas are out of bounds:
  1. Any wooded area around the school; Estate workshops, laundry and any roofs.
  2. The lower field at the back of the school after dark
  3. Bushey Hall Golf Club
  4. The Lincolnsfield Centre
  5. Bushey Mill Lane after dark
  6. Hartspring Meadow
  7. The Metropolitan Police Club and Grounds - except for those students in the Sixth Form who are members of the Met Club Gym, who can sign out to use the fitness suite, having registered their membership in advance with their houseparent. Students should sign out in the usual way.
- B. **Boarders in Years 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 5pm and 6.00pm Monday to Friday (12.30pm to 6.00pm at weekends). You must go in a group of at least three. You must always have permission from your Houseparent, state where you are going, be contactable by mobile phone and be back in school by 5.45pm for supper.
- D. **Sixth Form Boarders**  
Provided you have no scheduled lessons or activities, students may sign out of school between the times indicated below and must be present for supper at 5.45pm (Sunley) + 6.10pm (Ellington):

Monday		5.00 - 6.00pm
Tuesday		5.00 - 6.00pm
Wednesday		5.00 - 6.00pm

Thursday		5.00 - 6.00pm
Friday		4.00 - 8.00pm
Saturday	12.00 - 9.45pm	Exceptions granted in special circumstances via Director of Boarding
Sunday	12.00 - 6.00pm	

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 based on the trust that exists between senior boarding students and those who are responsible for looking after them in school. House staff extend the trust that senior boarders are up to date with their work, will behave always in a way that brings credit to themselves and the school, and meet the school's expectations with regard to rules. The privilege may be withdrawn if that trust is breached.**

#### 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 discussed arrangements with the Director of Music and Head of Department

## 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, except insulin, epipens, asthma inhalers or similar emergency items. All other medicines must be handed to the School Nurse or Houseparents in the first instance 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 of Ellington or Avison. Girls may not visit studies/bedrooms or corridors on the boys' side of Ellington. 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.
- D. All rooms must be emptied at the end of each term, and possessions taken home. There is some storage for the use of international boarders.



## 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 (Sunley) or 6.30pm (Ellington).
- 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.
- 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. If you wish to work elsewhere (eg in the Music Technology Studio or Art Room) you must have permission from the member of house 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.
- 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 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:
  1. Listening and concentrating when your teacher or another student talks to the whole class.
  2. Answering questions properly, with the aim of learning and helping others to learn.
  3. 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.

## 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. You must not bring candles or joss sticks 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. 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

### Dress Code - During the School Day

There is no school uniform, but it is important that students are clean, well turned out and decent, in clothing that is appropriate for purposeful academic and musical work. Houseparents or the 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, garments with offensive slogans or pictures, crop tops or very short shorts, clothes that are torn or ripped or see-through materials which expose underwear.
- Ostentatious jewellery or extravagant body piercing.
- Visible tattoos unless very small.

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

### Physical Education and Games Clothing

**Boys and girls:** 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.

### 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: INDEX OF POLICIES**

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

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