



ST JOHN'S
SCHOOL
LEATHERHEAD

HANDBOOK FOR PARENTS & GUARDIANS 2011-2012

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This handbook is intended as a reference for all parents & guardians of pupils at St John's. It sets out the School's core principles, aims and values as well as its rules, policies and procedures.

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Deputy Headmaster
September 2011***

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1. The St John's School ethos

Statement of Intent

The St John's education aims to encourage each boy and girl to develop their intellectual curiosity and, through a wide range of different experiences, to define the person they wish to be and the contribution they can make thereafter. The School aims to instil a sense of leadership and of service, be it locally, nationally or globally. It is an education in which the moral and spiritual growth of each individual is central, so that he or she may face with confidence the challenges and opportunities of our society. Each boy and girl is valued and nurtured on the basis of who they are and not according to year group, gender, natural gifts or background. It is a preparation for life.

Core Objectives

In accordance with its Christian Foundation the core objectives of the St John's School education are:

- To ensure that the health and welfare of the pupils is paramount and that St John's has well established pastoral and medical procedures to confirm that the pupils receive the best possible care.
- To provide an environment in which pupils can discover and develop their spiritual, intellectual, social, cultural and physical qualities to the full.
- To aspire to high standards, which promote a culture of success in which confidence, high self-esteem and the power of action prevail.
- To create a happy and secure environment in which pupils learn to live together in order to foster a sense of community, co-education, respect for each other and good citizenship.
- To give pupils the opportunity to take advantage of a wide breadth of extra-curricular activities in order to develop all aspects of their character.
- To provide opportunities for leadership and responsibility in order to prepare for life beyond School.
- To enable all members of staff to strive for professional fulfilment in their work through appropriate responsibilities, opportunity and meeting their aspirations and expectations.
- To encourage parents to share in its aims, participate in its life and consider it as an extension of their own nurture at home.

Pastoral Care – The Boarding and Day Experience

St John's is a boarding and day School where the community is defined by very strong pastoral care. Pastoral care, the well-being of each boy and girl, is based upon a House system. There are six boys' Houses, three boarding and three day, and two girls' Houses, one boarding and one day. Each House has up to 70 pupils with approximately 14 pupils per year group. The House provides the base for pupils during the School day, each having a place in their House where they can keep their belongings. Upper Sixth Formers can use their studies during private study lessons.

Each House is run by a Housemaster or Housemistress with a team of Tutors who are allocated to the five year groups. Sixth Formers are routinely given the opportunity to help and support younger pupils through the prefect system or through running teams for House competitions. The Housemaster or Housemistress leads and manages the House and he or she is a first point of contact for parents for any advice or guidance. There is a Tutor for each

year group and the Tutor sees the boys and girls at the beginning of each day for registration, and again during afternoon registration.

The Tutor will also go through their reports with tutees in order to help them fulfil their potential in their academic work. Tutors are also there for support and advice on a whole range of issues, from subject choices to more personal matters. Upper Sixth Form Tutors (usually the Housemaster or Housemistress) also fulfil an important role in helping tutees with the university application process.

The strength of the House system is through establishing a very clear identity, a physical place in which the boys and girls feel a sense of belonging and are valued. Throughout their time at the School they will be supported and encouraged within this environment without condition. The House is a place in which the values of the School are communicated and reinforced. The boys and girls represent their Houses in a variety of activities such as sport, drama, debating, music and many others. The House is a place in which the support they receive is an extension of that they might experience at home.

The Boarding Houses offer a high standard of facilities and residential care in a School which possesses all the advantages of a boarding and day school on the same site. Although there are some full boarders, the majority of boarders usually remain at School during the week, returning home on a Friday evening. This means that they are able to benefit from a very full educational experience while sharing their lives with their parents at the weekend. The boarders are able to take advantage of a close knit and vibrant community in which there are many activities and facilities available beyond the formal School day

The strength of the House system is evident not just in the care which is offered to each pupil, but as a place where each pupil is valued as an individual. Beyond St John's the friendships made in each House endure for many years, if not for life.

2. Attendance and Absence

The School takes a strong line on pupil attendance and has high expectations in relation to absence. Parents who take their children out of School, unless for illness or other valid reasons such as medical appointments, driving tests or university visits are setting them a bad example and it is also unfair to other pupils, as well as discourteous to teachers. Furthermore it undermines the integrity of the School day.

In the case of illness parents are required to inform Reception by 8.30am. Any planned absence during the School term for the sort of reason listed above should be agreed with the Housemaster/Housemistress in advance.

The School does not permit pupils to leave School early at either half-term or the end-of-term. These days end at 5.30pm as with every other day, often contain a number of lessons, and always conclude with a whole School Assembly and Chapel Service. Under the terms of the Education Act 1996 it is unlawful for a child of compulsory school age to miss school for any reason other than illness without the specific permission of the Headmaster or his appointed representative (e.g. Senior House Staff as outlined above). This

'leave of absence' will only be granted in exceptional circumstances and any such requests must be made, in writing and well in advance, normally by the parent with whom the child resides. The decision as to what constitutes 'exceptional' circumstances rests solely with the Headmaster. Parents who permit unauthorised absence are committing an offence under the Act.

Although this is not the case for parents of pupils aged 16 or over, St John's School does not differentiate in its approach towards pupils. Therefore all parents are asked to observe these requirements when requesting exceptional leave of absence from the School.

Absence from De-Registration or departure before 5.30pm must also be with the approval of the Housemaster or Housemistress.

Pupils are expected to make up the academic work they have missed as a result of their absences and will be assisted by their teachers in this regard. If an absence is prolonged, Tutors may well be able to collate some appropriate work to be done at home.

On return to School, a note from parents/guardians confirming the absence must be given to the relevant tutor.

3. Academic Support Systems

Where a pupil's attitude to academic work is deemed unsatisfactory, the following measures may be applied:

- **Satis**

The 'satis' system involves pupils taking a 'book' to each lesson of the day. On presentation of the 'book', staff write a comment on the pupil's performance in that lesson and the grades for Achievement, Effort and Conduct. The satis will be monitored on a day-to-day basis by the Tutor and/or the Deputy Head (Academic). Pupils will be placed on satis by the Deputy Head (Academic) in response to poor grades or a poor sanction profile.

- **3 week check**

The 3 week check is a response to pupils having unsatisfactory Effort grades on half or full term reports. Any unsatisfactory grade in any subject will automatically trigger a check by the Tutor after a further three weeks. If the Effort in that subject is still unsatisfactory at that time, further action will be taken by Senior House Staff and/or the Deputy Head (Academic).

- **Listing**

'Listing' is a system for dealing with unsatisfactory work in the Sixth Form. Once a pupil has been 'listed' he or she will be interviewed and set targets by the Deputy Head (Academic). These targets will be monitored and sanctions may be used if the situation does not improve.

4. Bad Weather Policy

In the event of adverse weather or hazardous travelling conditions the School will always remain open. We will always endeavour to run a teaching programme, albeit restricted, even if some pupils are not able to get to School. However the School recognises that conditions may prevent staff and pupils from travelling to School, and while there is an expectation that staff

and pupils should make every reasonable effort to attend, personal health and safety should not be compromised. The decision to send a pupil to School in adverse weather conditions lies with parents. The general rule must be to get your son or daughter here if at all possible. If your son or daughter does arrive late, please remind them to report to Reception (01372 373000) in order that we know who is in School throughout the day. If your son or daughter is unable to come to School, please inform Reception in the normal way. It may be that the weather worsens during the day and you feel it is necessary to collect your children earlier than usual. If this is the case, please call Reception and warn them that you are coming.

In the event of the weather worsening during the School day, a timely decision will be made based on the conditions here and also on the information available. This will be communicated via Clarion Call. Where feasible the School will always aim to finish lessons before sending pupils home. Day pupils will always be looked after in School and if necessary accommodated overnight if it becomes too difficult or dangerous for them to travel home.

Amendments or changes to the normal School time-table will be notified via Clarion Call and/or the School's website.

In the case of all circumstances beyond our control the School is committed to providing educational services remotely. Therefore in the event of bad weather, access to work for pupils will be made available to pupils by staff via the School's website. There is a link on the website that pupils should use to access folders containing work by subject and year group. Their normal log-on details will give them access. Academic staff will populate the folders for their subject in the anticipated event of poor weather. This should be done by 9.00am each day. The Deputy Head (Academic) will inform all academic staff when bad weather is expected and that this action needs to take place.

During actual or predicted bad weather it is the pupils' responsibility to ensure that they leave School with the necessary books and folders to be able to work at home in a productive fashion.

On a Saturday all pupils selected for School teams should assume their match is on unless their parents hear to the contrary via Clarion Call.

5. Behaviour

High standards of behaviour, manners and discipline are expected of all pupils at all times. Pupils are expected to behave in such a way as to bring credit to the School. All pupils are issued with copies of the School Rules in their Pupil Handbook.

Particular attention is drawn to the following points:

1. All conduct which is anti-social or tends to bring discredit to the School, whether on the premises or elsewhere, is deemed a breach of School Rules.
2. All pupils are expected to know and display basic 'good manners', particularly in the presence of adults and in the classroom situation. Staff

will make clear their expectations in this respect (see '*The Common Courtesies*' below).

3. All pupils should be aware that the School expects high standards of appearance at all times. Pupils must travel to and from School in uniform unless they have permission to wear alternative clothing.

4. Pupils needing to miss lessons or other School commitments must explain the circumstances to the appropriate teachers **in advance** and have obtained the permission of their Senior House Staff.

5. Pupils need to be aware of and adhere to the timings of their commitments. Punctuality is a requirement and a courtesy.

6. Bookroom

Tel: 01372 385454: Monday – Thursday 9.30am to 4.00pm, Friday 9.30am to 2.00pm, term-time. E-mail: schoolshop@stjohns.surrey.sch.uk

All textbooks are included in the fees. Replacements may be purchased from the Bookroom.

Parents are asked to impress upon their children the need to look after all their books which should be named inside the front cover. They can be costly to replace.

Please contact the Bookroom for further information if required.

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7. Bullying

The School has an anti-bullying policy, detailed below, which is also contained in the Pupil Handbook.

Anti-Bullying Policy

At St. John's we believe that every pupil has the right to enjoy the education on offer without having to endure any form of bullying. Bullying is contrary to the values and ethos of the School and will not be tolerated. Whilst it is difficult to give one precise definition of bullying, we regard bullying to be any act which is intended to make another pupil unhappy or miserable and which results in pain or distress being caused to the victim. This may be one specific incident or a sequence of more persistent incidents. It is our belief that all pupils should treat other pupils with dignity and respect at all times and that, in their behaviour towards others, they should always consider the effect this behaviour is likely to have.

Bullying of any kind is never acceptable at St. John's. All pupils should feel a sense of collective duty to both prevent bullying and to respond accordingly if they are aware that bullying is happening. Staff have a responsibility to respond promptly and effectively to issues of bullying.

Bullying can take a number of forms. These include the following:

- **Verbal** - name calling, sarcasm, teasing, spreading rumours.
- **Physical** - pushing, kicking, hitting or any other form of violence.
- **Emotional** - being deliberately unfriendly, excluding, tormenting.
- **Religious** - mocking, ridiculing or tormenting someone because of their religious beliefs.
- **Sexual** - unwanted sexual attention or sexually abusive written or verbal comments.
- **Cultural** - mocking, humiliating or tormenting a pupil because of their nationality or background (e.g. their accent, manners or appearance).
- **Homophobic** - humiliating, ridiculing or tormenting because of their sexual orientation. Derogatory use of the word 'gay'.
- **Racist** - racial taunts, gestures or written comments.
- **Disability** - making comments about obvious disabilities or in time about disabilities that become apparent, e.g. through learning difficulties.
- **Cyber** - as defined below.

Preventing bullying is central to the School's approach. To this end, the School undertakes to:

- Encourage appropriate behaviour at all times, ensuring pupils know what is expected of them.
- Provide pupils with a copy of the Pupils' Charter and School Behaviour Policy which underline these expectations.
- Include anti-bullying education at induction and as an integral part of the programme of personal, social and health education.
- Raise awareness of bullying and regularly remind pupils of the nature of bullying and the need to ensure an anti-bullying culture pervades all areas of School life, e.g. by the use of assemblies etc.
- Educate pupils, especially boarders, that initiation ceremonies or physical punishments may be a form of bullying and are unacceptable.
- Use the Student Council, the Boarders' Council, and the Overseas Pupils' Council to raise awareness of the School's approach to bullying.
- Remind pupils of the role of bystanders in preventing bullying and emphasise that bystanders have a responsibility to intervene appropriately when they witness bullying.
- Ensure that staff and others, such as prefects, who are in positions of responsibility, are aware of the signs and symptoms of bullying and of how to respond.
- Discuss the idea of 'different but equal' and not, for example, defining a pupil by his or her colour, religion, disability or sexual orientation.

The School recognises that pupils do not always wish to report bullying, but an open approach is encouraged and it is hoped that any pupil who is being bullied will seek help. It may, for instance, be appropriate to seek help from a senior pupil or prefect rather than a member of staff. Whatever the circumstances, bullying is never acceptable, and it is vital that any victim of bullying feels supported and feels able to report the incident to an appropriate person.

Where the School becomes aware of a bullying incident, the School undertakes to respond appropriately. In all cases the aim of the response is to stop the bullying, to ensure that the bully understands why his/her behaviour is unacceptable and to aim to prevent any reoccurrence. Whilst the precise response will depend on the specific circumstances, the following general guidelines will apply:

- All reported instances of bullying will be taken seriously. In deciding how to proceed in a particular case, the School will listen carefully to the victim and discuss with him/her the preferred course of action.
- It is recognised that victims are often frightened to report bullying as they fear that the bully will retaliate by escalating the nature of the bullying. The School recognises this as typical of bullies and encourages pupils to be confident that the School will deal sensitively with any reported incident.
- All incidents will be investigated and serious incidents will be recorded by staff. Where appropriate parents will be informed and may be asked to attend a meeting to discuss the incident.
- Pupils who are found to have been bullying will be encouraged to confront their behaviour and they will be offered help and guidance as to how to correct their behaviour.
- If possible the pupils will be reconciled.
- Where bullying is persistent, appropriate sanctions will be applied. Any pupil who persists in bullying others must understand that he/she may ultimately lose the right to remain in the School.

Useful websites

- www.kidscape.org.uk
- www.bullying.org
- www.anti-bullyingalliance.org.uk
- www.bullyfreezone.co.uk
- www.bullying.co.uk

Bullying hurts. No-one deserves to be a victim of bullying. Pupils who bully need to learn to behave appropriately. All members of the School should take responsibility for supporting this seriously.

Cyberbullying

Cyberbullying is defined as the use of information and communications technology (ICT), particularly email, mobile phones and the internet, to deliberately upset someone else. It can take many forms, including threats, intimidation, harassment or cyberstalking by, for example, repeatedly sending unwanted messages or texts.

Bystanders

In cases of cyberbullying bystanders, or 'accessories' to the bullying, often have a more active role, e.g. forwarding messages or contributing to chat room discussions. Therefore although they may not have started the bullying they are active participants and often make the matter worse.

The School makes it clear to all pupils that bystanders have a key responsibility to the School community and to anyone they see being bullied or victimised. They are encouraged not to tolerate such behaviour and to stand up for what they know to be right, for example by telling a member of staff what they have seen or heard.

The School encourages pupils to use social networking sites safely and considerately. There is advice on this in the Cyber-safety booklet. No pupil should post photos, video clips or comments that could in any way be considered as harassing, embarrassing, hurtful, or an invasion of privacy. In general, pupils should always get the permission of others before posting material about them. Equally, they should not post anything that could in

any way conflict with the ethos of the School or be considered to be bringing the School into disrepute. Public access websites are occasionally monitored for content by the School.

8. Calendar

Each term a Calendar of School events is published and sent out to parents/guardians. This is also published in advance on the School web-site. Any important amendments to the Calendar will be published on the School web-site.

9. Careers Education and Guidance

Fourth Form: Careers Education and Guidance forms part of the activities programme on Thursdays and is delivered by the Head of CEG. Each tutor group will complete two hour-long sessions during the year, while further research will be pursued during tutorial periods.

Sessions are initially based on the Surrey Careers Services STEPS portfolio, and the aim is to cover the first two sections ("Self-Awareness" and "Decisions and Choices") during the year, in preparation for the choice of GCSE subjects made at the end of the Fourth Form.

Pupils will also be logged-on to the Kudos Careers website, where they will complete an interest's questionnaire and begin initial research into career choices.

Lower Fifth Form: Careers Education and Guidance forms part of the activities programme on Wednesdays and is delivered by a member of the CEG department. Each tutor group will complete two hour-long sessions, leading up to the completion of the ISCO Morrisby pre-test questionnaire at the end of the summer term.

During the year, pupils will be encouraged to pursue their research and build up their personal profiles on the Kudos website. Pupils will be taught the basic skills involved in producing a CV and a letter of application; in addition, pupils will prepare a presentation based on a career researched through the Kudos website.

Upper Fifth Form: At the start of the autumn term, pupils complete the Morrisby Careers Interests and Aptitudes Tests, which are administered by the Independent Schools Careers Organisation (ISCO) staff. When the printed reports have been received, and following general feedback sessions, ISCO staff interview all pupils individually and produce a summary of suggestions and recommendations. Parents will receive the full report by Christmas.

The Careers Education and Guidance programme continues with two hour-long sessions with the Head of CEG as part of the Wednesday afternoon activities programme. Following on from the Morrisby tests, all pupils are logged-on to the Morrisby Futurewise website, where they can view their results and begin to investigate academic and career options. Each pupil will begin to construct his own on-line profile; this will ultimately form the basis of the UCAS form in eighteen months' time.

After a one-off payment in the Upper Fifth year, membership of the Morrisby Futurewise scheme continues until the pupil is 23. The many benefits of this include further free advice from ISCO professionals and continuing access to the excellent organisational resources and links on the Futurewise website. A range of careers events and courses are also available at discounted prices.

The School's ISCO representative will be available to discuss AS Level choices and the Morrisby Test results at the Upper Fifth parents' evening and at the AS Level choices evening.

Lower Sixth Form: During the first term in the Lower Sixth, pupils are encouraged to continue building up their personal profiles on the Futurewise website, and to begin to transfer this information into on-line mock-up versions of their CVs and personal statements. At the end of the term, pupils complete the Coursefinder questionnaire and receive a comprehensive report based on this, giving targeted information on higher education courses relevant to their interests and aptitudes.

In December there is a Careers Taster afternoon, when a wide range of professionals in a variety of careers give short presentations and respond to questions. This is followed up in January by an afternoon of longer, interactive Careers workshops presented by Inside Knowledge.

The Head of University Admissions will also pursue a course to familiarise each pupil with the UCAS entry system, and to encourage the best use of the various University Open Days. Each pupil will complete a draft UCAS form by the end of June.

Upper Sixth Form: The resources of the Careers Education and Guidance department are focused on the completion of all UCAS forms as early as possible during the autumn term.

In November, pupils are invited to attend a University and GAP year fair locally, while in January a visiting GAP year expert will offer practical advice to pupils and their parents.

The Careers Room is available to pupils at all times and is fully stocked with a full range of University Prospectuses and Careers guidance resources. Members of the CEG department are always available to discuss individual queries, while further guidance is offered through the PSHCE programme.

Liaison Officers from the Army, Navy and RAF visit the School on a regular basis to conduct seminars for interested pupils, while there are also occasional presentations by visiting academics and professionals, as well as professional guidance for those approaching University tests for Medicine and Law. Guidance begins as early as possible in their School career for those considering Oxbridge entrance. A designated Work Experience adviser, working with our Old Johnian Careers network, will offer help over placements, though these are best organised during the Summer holidays at the end of the Upper Fifth or Lower Sixth years.

10. Chapel

The Christian foundation of St John's continues to shape the day-to-day life of the School. The Christian faith on which the School was founded remains the guiding principle for our collective moral and spiritual life. The School welcomes pupils of all faiths and beliefs and seeks to offer an environment which will nurture its pupils on their spiritual journeys. To this end, all pupils are expected to attend Chapel during the week and on Sunday evenings when their House is scheduled to attend.

The School has a resident Chaplain who is available at all times to pupils and parents. The Chaplain's office is located within the Chapel and the Chaplain's house is at 4, Linden Pit Path.

The Chapel is situated at the heart of the School and School worship is held at the start of the School day. On Monday the Headmaster leads his Assembly and on Tuesday the Chaplain leads worship. Thursday Chapel is led by a member of staff and Fridays are either pupil-led or congregational (hymn) practice. Every Wednesday evening, there is a voluntary service of the Eucharist held in the Undercroft Chapel.

On Sundays, Houses take it in turns to attend Chapel for the evening service. Pupils from the designated Houses are expected to attend the service to which parents and visitors are warmly welcome to attend. If pupils are unable to attend the Sunday service, they must seek permission in advance from their Housemaster/Housemistress and will be expected to attend another service at a later date. After the service, Houses offer refreshments and the opportunity to meet staff and other parents socially.

Each year a number of pupils are confirmed in the Chapel by the Bishop of Guildford or the Bishop of Dorking. The Chaplain offers a course to prepare them for this during the Lent term.

Once every half-term there is a Parents' Prayer Group, an informal meeting for parents who gather to share in prayer and fellowship. It is usually held on a Friday morning in the Undercroft Chapel and all parents are very welcome to join.

The Chapel and the Undercroft Chapel are open every day for private prayer, personal reflection or a place to simply be still during the busy School day.

11. Child Protection

Safeguarding children – Information for Parents & Guardians

St John's School feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the School undertakes. This means that staff must be alert to possible concerns about every pupil, and to report these in a proper fashion. The School has a Safeguarding and Child Protection Policy; parents may request a copy of this or they can view it on the School website at www.stjohnsleatherhead.co.uk.

It is important for parents to be aware that:

- Staff in the School have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the School is obliged to refer children to Social Care staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between School staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the School has referred their child to Social Care if it is thought that this might put the child at risk.
- There is more information to be found on the Surrey Safeguarding Children's Board website (www.surreycc.gov.uk) under Protecting and Safeguarding Children
- Social Care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think that your child may have been abused then you should report your concerns to Surrey County Council's Children's Service by telephoning the Surrey Contact Centre on 0300 200 1006. Outside of office hours and at weekends and public holidays, the Emergency Duty Team should be contacted by telephoning 01483 517898. If you think the abuse may have happened in School, contact the Headmaster or the Designated Senior Person for Child Protection, who is Mr Mark Mortimer (Deputy Headmaster). If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If School staff need to express concerns about a child or refer a child to Social Care, it is understood that this can cause distress or anger for the child's parents. It is important that all parties – parents and School staff – try to discuss these matters as calmly and sensibly as possible.

For parental enquiries please contact: **Mark Mortimer (Deputy Headmaster and Designated Senior Person for Child Protection).**

12. Clothing – Clothing List and Dress Regulations

BOYS

6th Form

- 1 dark suit
- 5 shirts
(plain or discreetly striped/checked, white or pastel colour)
- 1 dark V neck jumper (optional)
- 5 prs dark socks

Juniors

- 1 navy school blazer with school logo
- 5 plain white shirts

- 2 prs **mid-grey** trousers
- 1 navy jumper with school logo

GIRLS

6th Form

- 1 dark suit – skirt or trousers
- 5 open-neck, long sleeved blouses
(plain or discreetly striped/checked, white or pastel colour)
- 1 dark V neck jumper (optional)
- 5 prs dark or skin toned tights

Juniors

- 1 navy school blazer with school logo
- 5 plain white open-necked long sleeved blouses, short sleeved for summer (optional)
- 2 tartan school skirts (knee length)
- 1 navy jumper with school logo

5 prs mid grey socks

All

Shower proof jacket (optional)
2 school ties
Black leather shoes (not boots)
School scarf (optional)
1 white polo shirt with school logo
1 pr school PE shorts
1 school tracksuit jacket
1 pr school tracksuit trousers
1 green sports shirt
1 House sports shirt
1 House polo shirt
1 pr black rugby shorts
St John's base layer (optional)
2 prs school rugby socks
1 pr House sports socks
2 prs white PE socks
1 pr trainers (non-marking soles)
1 pr outdoor trainers
1 pr rugby boots (RFU screw-in safety studs)

Mouth guard and shin pads
Black swimming shorts & towel
Cricket kit as required
2 Padlocks

TEAM KIT(Boys)

1 pr school football shorts
1 racket shirt
1 school football shirt
1 school rugby shirt
Athletics vest
Swimming shorts

BOARDERS (Boys)

2 changes of nightwear
Dressing gown (optional)
Slippers
Underwear
2 bath towels
2 hand towels
Toilet requisites
6 doz. name tags

5 prs dark tights (skin toned tights for Summer)
5 prs navy ankle socks for summer (optional)

All

Shower proof jacket (optional)
Navy/black classic shoes (low heels)
School scarf (optional)
1 white polo shirt with school logo
1 school black games skort
1 school tracksuit jacket
1 pr school tracksuit trousers

1 House sports shirt

1 pr House sports socks
St John's base layer (optional)
2 prs school games socks

2 prs white PE socks
1 pr trainers (non-marking soles)
1 pr outdoor trainers
1 pr astro hockey boots

Mouth guard and shin pads
Black swimming costume & towel

2 Padlocks

TEAM KIT(Girls)

1 school white/black games skort
1 racket shirt
1 hockey/netball shirt
1 school skort
Athletics vest
Swimming costume

BOARDERS (Girls)

2 changes of nightwear
Dressing gown (optional)
Slippers
Underwear
2 bath towels
2 hand towels
Toilet requisites
6 doz. name tags

Most items are available from the School Shop, and all clothing must be marked with name and House number (applies to both boarding and day pupils).

New and Second-Hand School Uniform Shop

The School Shop is open at certain times during the summer holidays by appointment only. Please telephone the School Shop Manager on 01372 385454 for further information. Payments can be made by cash, credit/debit card or cheque (made payable to St John's (Leatherhead) Enterprises Ltd). The second-hand shop is run in conjunction with the new uniform shop. During term-time uniform can be purchased from the Uniform Shop which is open from Monday to Thursday (9.30am to 4.00pm, and 9.30am to 2.00pm on Fridays).

Dress Regulations

All pupils should be aware that the School expects high standards of appearance at all times. Sloppiness in dress will not be tolerated. For regular failure to adhere to dress regulations, a uniform card will be issued.

The essential dress regulations are as follows:

Junior (4, L5 and U5) Boys: mid grey trousers, navy School blazer, plain white long sleeved shirt and School tie; grey socks and clean, polished, black leather shoes. If pullovers are worn, these must be navy blue v-neck with the School logo.

Junior (4, L5 and U5) Girls:

- Tartan School skirt.
- Plain, white long-sleeved blouse
- The navy School blazer.
- The School's v-neck pullover with the School crest may be worn if required.
- Navy tights (or skin tone tights in the summer term) or white or dark blue ankle socks (NOT sports shoe liner socks) must be worn at all times except during 'Summer Dress' when they are optional.
- Sensible polished black leather shoes with heels not more than 3cm high. Suede shoes, stiletto/kitten heels, boots, and trainer-type shoes are not allowed.
- Girls' hair, if shoulder length or longer, must be tied back from 8.30am and should remain tied back while in uniform and during all meals.
- Earrings, if worn, should be of simple stud or small sleeper design and there should be a maximum of one per ear, placed centrally in the lobe.
- Only discreet and restrained jewellery is allowed. A simple silver or gold chain may be worn (crucifixes and other religious symbols are acceptable). A single, thin, silver or gold bracelet may also be worn, as may one plain, silver or gold ring.
- No jewellery may be worn for games or CCF.
- Make-up should be indiscernible (e.g. no obvious eye make-up or tans/bronzers).

The Sixth Form: At St John's Sixth Formers do not have a uniform but are expected to follow the standards outlined below. This dress code is intended to ensure that all pupils dress in a smart, purposeful and business-like manner during the working day. Sixth Form dress consists of:

Sixth Form Boys: a suit in either dark grey, black or navy, with a plain or discreetly striped/checked white or pastel colour shirt and School tie (or Prefects'/Colours tie if appropriate). Jumpers, if worn, must be v-neck in dark grey, black or navy. Sensible and business-like black or dark brown polished leather shoes must be worn. These must be kept clean, polished and in a state of good repair.

During the School day boys must not wear excessive jewellery. The decision as to what is 'excessive' rests with the boy's Housemaster.

Sixth Form Girls:

- A pale, plain or discreetly striped/checked, conventional blouse that can be properly tucked in and that is appropriately loose fitting.
- A plain, dark grey, black or navy, tailored suit or plain, dark grey, black or navy tailored trouser suit. Suits must be lined and both top and bottom must match in colour and material.
- A v-neck or crew neck plain dark grey, black or navy pullover. Cardigans are not permitted.
- Plain skin tone or black tights must be worn at all times except during 'Summer Dress'.
- Sensible black, blue or dark brown polished leather shoes with heels not more than 3cm high; suede shoes, stiletto/kitten heels, boots, and trainer-type shoes are not allowed.

Informal dress may be worn after School ends at 5.30pm (Monday to Friday) and at weekends but School uniform must be worn for Chapel services. Permission must be obtained to leave the School grounds in casual dress and all pupils must travel to and from School in uniform unless they have permission to wear alternative clothing.

Non-uniform dress (boarders)

In the evenings after 5.30pm and mornings before 8.30am, boarders may wear non-uniform clothes. These should be clean, tidy and in good repair and meet with the House Staff's approval. For breakfast, pyjamas are not to be worn, but a tracksuit is acceptable.

If non-uniform dress is allowed for any School visit either during the School day or in the evening, then the clothes must be smart enough to allow the pupil to act as an ambassador for St John's.

The decision as to what is acceptable in such situations lies with the member of staff in charge of the trip.

Both day and boarding pupils must have all clothing name-labeled.

Hair should be kept clean and tidy. Extreme hairstyles and dyed hair are not permitted. Pupils who come to School with inappropriate hairstyles may be required to return home until this has been rectified. The decision as to what is acceptable rests with the pupil's Housemaster or Housemistress.

Boys must be clean-shaven at all times. If not, they will be asked to shave at School or, for repeated offences, sent home.

Summer Dress may be worn only when the School is notified by the Deputy Headmaster.

For all girls, more details about dress and appearance may be found on House noticeboards in the *Girls' Uniform, Dress & Appearance Rules*.

13. Co-Curricular Programme

Introduction

Co-curricular activities form an important part of the St John's curriculum and pupils are encouraged to involve themselves fully in the wide range of sporting, cultural and service activities available. Such opportunities extend to trips beyond school and exposure to a variety of external events. We place great emphasis on the importance of activities outside the classroom in contributing to the overall development of well-rounded individuals.

The co-curricular activities take place at various times during the School week and we endeavour to ensure that a broad range of activities are offered to all pupils. A brief explanation of the different areas in the programme follows but, this information is also available in a readily searchable format for the pupils on the co-curricular page of the School intranet.

a. Activities

The Activity programme mainly runs on a Wednesday afternoon, with Thursday sessions for the Fourth Form also. The sessions involve House Competitions, such as Debating and Quizzes, as well as Carousels, introducing pupils to numerous activities, such as Culture Club, One Pot Wonders, some less known sports and Natural History Society. The Sixth Form enjoy a General Studies programme at this time, with guest speakers delivering topical sessions weekly.

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The aim of the Activities programme is to introduce pupils to new challenges and experiences. The carousels offer a variety, covering a diverse range. It also includes sessions which will complement other areas of the pupils' time at St John's, such as IT skills through Touch Typing and Crazy Blog, where the pupils can get to grips with the World Wide Web.

b. Combined Cadet Force (CCF)

The CCF is a Ministry of Defence sponsored youth organisation. Its main aim is equipping young people with the essential life skills of self-reliance, teamwork, leadership and responsibility through a wide range of exciting and stimulating activities. While drills and military skills remain at the heart of its operations, there is also significant emphasis on adventurous and leadership training. For those pupils with an interest in the services, it also provides a first-hand insight into military life, skills and training.

The CCF comprises over 200 cadets in three Sections: Royal Navy, Army and Royal Air Force. All Lower Fifth pupils participate for an introductory year, after which CCF is a voluntary activity. Training takes place on Thursday afternoons, supplemented by one Field Day per term and a week-long annual camp every summer. In addition there are a host of camps and courses made available to cadets, offering training in everything from mountaineering to power boating and diving, either free or at a substantially reduced cost.

Duke of Edinburgh and BTEC

The CCF works in partnership with the Duke of Edinburgh Silver programme to deliver aspects of the D of E training and service requirements. Cadets

involved in D of E therefore spend a proportion of their CCF time involved in D of E training.

Involvement in CCF for Sixth form cadets also gives the opportunity to complete the BTEC First Diploma in Public Services, leading to an award that equates to 4 GCSE's at Grade A* to C. Approximately 80% of the BTEC syllabus is encompassed by CCF training making this a highly attractive option for older cadets.

c. Duke of Edinburgh's Award Scheme

The School runs the Duke of Edinburgh's award scheme as part of the co-curricular programme. At the end of the L5th boys and girls can opt to start the silver programme in their U5th year. The silver award takes a minimum of one year to complete and consists of 4 sections: volunteering, a physical activity, a recreational activity and two expeditions. Boys and girls can start the gold award in the L6th and this takes a minimum of 1 year (or 18 months for those who do not have the silver award). The award consists of the same four sections as the silver plus the extra requirement of a 5 day residential course.

For both award levels most pupils find that there are opportunities within the School day to complete the volunteering (for instance the CCF or CSU), recreational activity (the activities programme or individual music lessons) and physical activity (sports clubs and the activity programme). However, pupils often complete these areas out of School through scout groups or other clubs. Choices must be from the voluntary areas of the curriculum.

The School endeavours to provide suitable opportunities for expedition work and organises a practice and an assessed, walking expedition in the UK. If sufficient numbers wish then other types of expedition or expeditions aboard can be arranged at gold level. Recent expeditions include the Peak District, Brecon Beacons and pupils have used the British School's Expedition to the Arctic.

The purpose of the award is to develop personal skills including self-motivation and self-discipline, leadership through group work and expeditions and to generate an awareness of others through service. It is expected that pupils undertaking the award will complete them during their time at St John's. This requires a high level of commitment, especially at gold level, but provides many of the qualities beyond examination grades sought after by universities and future employers.

d. Drama

Drama plays a major role in the extra-mural life at St John's. Each year, there is generally at least one main Senior School Play in the Autumn Term and a Junior School Play in the summer. In addition to this, there is an annual Inter-House Drama Competition. Opportunities are also given to those pupils who enjoy the theatre in front of and behind the stage to be involved in lighting, sound and stage management.

Advice and practical help is offered to those gifted and talented pupils who wish to go on to study Drama at University or who wish to apply to Drama Schools.

e. Music

Music at St John's is a vibrant and flourishing activity, embracing all styles and genres and nurturing not only the established musicians but also allowing the beginner to quickly feel part of this popular and growing community.

The emphasis is for all pupils to experience first-hand the enjoyment of performing and throughout the School year there are numerous and varied opportunities for them to do so, whether in one of the many informal concerts, rock concerts or larger School concerts.

Music Lessons

Any pupil interested in having instrumental or singing lessons should complete and return the commencement form which is available in all new pupils' pack. Alternatively, please contact the Music Secretary (fnorris@stjohns.surrey.sch.uk) or the Director of Music by email (nsmith@stjohns.surrey.sch.uk). Lessons are 30 minutes in length and up to 30 lessons are allocated during each academic year for the 4th, Lower 5th and Lower 6th forms, and up to 27 lessons for the Upper 5th & Upper 6th forms. Upper 6th, Lower 6th and Upper 5th pupils have lessons either in a study period or during a time in which they are not required for academic lessons. Lessons for Lower 5th and 4th form pupils are scheduled on a rotational basis within the School day. Arrangements may be made for individuals to have longer lessons or to try to fix a lesson time out of School hours, but that cannot be guaranteed.

Music Scholars are entitled to free tuition as agreed with the School. Otherwise, the fee per term for the 2011-2012 academic year is £180 per instrument. In October parents will receive an invoice for five instrumental lessons in advance for the autumn term. The charges for the remaining lessons taught during that term, plus an additional five lessons for the first half of the spring term, will appear on the spring term bill. This billing procedure will continue for the summer term with charges in advance and arrears appearing on all bills until your son or daughter either ceases instrumental lessons or leaves the School. Teachers are under no obligation to make up lessons missed by pupils without prior notice and no remission of fees will be made. **A ten lesson notice period must be given, in writing, to the Director of Music to discontinue lessons.**

There is a small stock of instruments available in the Music Department for hire at a cost of £40 per term, and parents are invited to contact the Director of Music for further details regarding hiring or purchasing of instruments. It is recommended that pupils ensure that their instruments are covered under an insurance policy (such as the Pupils' Personal Effects Insurance Scheme).

f. Personal Social Health and Citizenship Education (PSHCE)

The PSHCE programme is based around achieving the aims set out by The National Curriculum. The PSHCE programme is delivered to the Fourth form, Lower Fifth form and Upper Fifth form through the activities programme by members of staff and outside speakers. There is a programme for each year group and pupils attend the sessions in their tutor groups. Depending on the nature of the topic, delivery may be to one tutor group at a time or to the whole year group. Small groups allow more discussion so delivery to one or two tutor groups at a time is more desirable. The use of outside speakers is encouraged since they are able to present their topic through their own

experiences. For example, Emma Cole speaks to pupils about her experience of having HIV. Outside speakers are often experts in their field. For example, Jackie Cox is a Psychologist and a Counsellor who talks to the pupils about emotional fitness. However, it is also recognised that members of staff offer excellent education if the topic is related to their subject. For example, Richard Davidson who is Head of Economics delivers a session on basic finances. In the Sixth form, the PSHCE programme is delivered through General Studies.

Alongside this programme, topics that would be come under the PSHCE umbrella are delivered through academic departments, mainly Biology and Divinity.

g. Sport

There is a healthy emphasis placed on sport at St John's, with all pupils catered for across the range of ages and ability levels. Each pupil will develop at a different rate and the sporting structure allows every pupil the chance to develop their skills in their chosen sports and encourages an active and healthy lifestyle.

St John's has a strong sporting tradition and is committed to providing the opportunity for the more able pupils to reach their potential and perform at the elite level. However, there is also an Alternative Games programme for pupils to enjoy the benefits of participation on a more recreational basis. Choice is available each term and some element of flexibility is available via negotiation with the Director of Sport, Senior House Staff and Tutors. All pupils take part in sport for at least three sessions per week, each session being a minimum of one hour long, although many pupils are involved more often than this.

The majority of competitive fixtures take place on Saturdays, although a number take place mid-week, and **all** pupils are required to be available to represent School teams. If a pupil is off games they must produce a doctor's note or a chit from the Medical Centre. Pupils who are selected for a School fixture and fail to attend can expect to be disciplined. Pupils may only miss a fixture in exceptional circumstances, and only then with prior permission from the Director of Sport in conjunction with Senior House Staff.

The School has instigated a regular touring programme for the major sports.

Sports Offered

Boys:

Rugby
Football
Hockey
Cross Country
Cricket
Athletics
Swimming
Tennis
Badminton
Basketball
Conditioning & Weights
Cycling
Fives
Sailing
Shooting
Squash
Volleyball
Wakeboarding
Squash
Wakeboarding

Girls:

Hockey
Netball
Athletics
Swimming
Tennis
Aqua Aerobics
Badminton
Basketball
Cricket
Cross Country
Cycling
Dance
Fitness
Fives
Pilates
Rounders
Sailing
Shooting
Touch Rugby

14. The Common Courtesies

All pupils are expected to be courteous at all times. Here is some particular advice:

- Treat all people with politeness and respect, whoever they are and whatever they do.
- Greet people: all members of staff and visitors to School.
- If you see visitors to School looking lost, offer help to them: 'Are you looking for someone?' May I help you?'
- If you approach a doorway at the same time as adults or visitors, you should allow them through the doorway first. Do not push ahead.
- Open doors for adults and let them go first.
- It is courteous to allow women to precede men through doors and for men to open doors of cars for women or the elderly.
- If you do not know their names, it is perfectly acceptable to call men 'Sir' and women 'Ma'am'.
- Take your hands out of your pocket when talking to members of staff, other adults or School Prefects, when walking in and out of Chapel or on similar formal occasions.
- Listen attentively to people when they are talking to you; look interested, do not interrupt and wait for your turn to speak. In our culture it is considered rude not to look directly into the eyes of the person who is talking to you.
- Respond promptly, in writing, whenever you receive a written invitation to a School or private function. A written note of thanks to your host or hostess is always appropriate after a party or a meal. A written note to the organiser of a trip or expedition is also an appropriate way to express your thanks.
- The most common courtesy of all is merely to add 'Please' to all requests and say 'Thank you' for all services rendered. 'I am sorry', said sincerely, helps when things have gone wrong.

- Remember that you are ambassadors for the School at all times; you should be smart, courteous, thoughtful and respectful while in Leatherhead or travelling to or from School.

15. Communication with parents

All routine communication by the School is via email. Every Thursday the School e-mails *Quad-Cast*, its weekly newsletter, to parents. This contains details of routine administration, as well as news of trips, functions and other School events.

The School uses a system called *Clarion Call* to inform parents and guardians about sudden changes to the School day, such as the cancellation of classes or trips due to inclement weather, or matters affecting routes to/from School. This service allows St John's to communicate to all parents and guardians quickly and accurately. The three types of message that parents and guardians may receive are texts, voicemails, and emails.

16. Complaints

a. Introduction

St John's School prides itself on the quality of the teaching and pastoral care provided to its pupils. However, should the standard of care fall below what is expected, the School will ensure any complaint is taken seriously and is handled in accordance with the recommendations laid out in The Education (Independent School Standards) Regulations 2003.

A complaint will be treated as an expression of genuine dissatisfaction which needs a response.

The School will seek to ensure that:

- Parents wishing to make a complaint know how to do so;
- response to a complaint is made within a reasonable timescale and in a courteous, efficient manner;
- parents realise that the School will listen and take complaints seriously;
- action will be taken where appropriate.

b. Confidentiality

You can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the School by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the School's inspection; or where any other legal obligation prevails.

c. Stage 1 – Informal Resolution

- It is hoped that most complaints and concerns will be resolved quickly and informally.

- If you have a complaint, you should contact your child's Housemaster/ Housemistress by telephone, or email. Please be clear about the issue that is troubling you, so that the member of staff may respond appropriately. It is anticipated that in many cases the matter will be satisfactorily resolved in this way. If the Housemaster/Housemistress cannot resolve the matter alone, it may be necessary for him/her to consult the Deputy Head or the Headmaster.
- Complaints made directly to the Deputy Head or the Headmaster will usually be referred to the relevant Housemaster/Housemistress unless the Deputy Head or the Headmaster deems it appropriate for him/her to deal with the matter personally.
- The Housemaster/Housemistress will make a written record of all concerns and complaints and the date(s) on which they were received. Should the matter not be resolved within 7 working days or in the event that you and the Housemaster/Housemistress fail to reach a satisfactory resolution then you will be advised to proceed with your complaint in accordance with stage 2 of this Procedure.

d. Stage 2 – Formal Resolution

- If the complaint cannot be resolved on an informal basis, then you should put your complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Headmaster will arrange to meet with you, normally within 7 working days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Headmaster to carry out further investigations.
- The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and you will be informed of this decision in writing. The Headmaster will also give reasons for the decision.
- If you are still not satisfied with the decision, you should proceed to Stage 3 of this Procedure.

e. Stage 3 – Panel Hearing

- If you seek to invoke Stage 3 (following a failure to reach an earlier resolution), you will be referred to the Bursar who has been appointed by the Governing Council to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least 3 persons: 2 members of the Governing Council and one whom shall be independent of the management and running of the School*. Each of the Panel members shall be appointed by the Chairman of Governors. The Bursar, on behalf of the Panel, will acknowledge the complaint and schedule a hearing to take place as soon as practicable, and normally within 14 working days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 3 working days prior to the hearing.
- You may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

- If possible, the Panel will resolve your complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. You will be informed of the process and timescale, and if appropriate, will be provided with copies of material relevant to the complaint.
- After due consideration of all facts they consider relevant, the Panel will reach a decision. If possible, you will be informed of the decision immediately, and any recommendations that the Panel may make. The Panel will then write to you within 4 working days informing you of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and recommendations, if any, will also be sent in writing to the Headmaster, the Chairman of Governors and, where relevant, the person complained of.

f. Ofsted

Should you wish to discuss your complaint further you may wish to contact the Ofsted Complaints Investigation & Enforcement Team:

Ofsted CIE Team
 The North Regional Centre
 3rd Floor, Royal Exchange Buildings
 St Ann's Square
 Manchester
 M2 7LA

Tel: 08456 404040
 Fax: 0161 618 8509
 E: enquiries@ofsted.gov.uk

* In accordance with Department for Education (DfE) guidance, the School will endeavour to appoint an independent panel member who is a retired business person or civil servant, a Head or senior member of staff at another School, a retired member of the Police Force or legal profession, who is not, and never has been, associated with St John's School.

17. Curriculum

General

The curriculum currently operates on sixty 50-minute periods over ten days (two weeks). GCSE options are chosen for Years 10 and 11, with nine or ten GCSEs being taken. In the Lower Sixth Form (Year 12) most pupils study four AS levels and continue with three A2 levels in the Upper Sixth.

Year 9 (Fourth Form)

The period allocation for subjects taken by all pupils in the Fourth Form is as follows:

Math	Eng	Fre	RE	Phys	Chem	Biol	Hist	Geog	Art	D&T	Graph	Mus	Span	La/CC
7	7	5	3	4	4	4	4	4	2	2	2	2	5	2

English, Maths, Science, French and Spanish are taught in 7 sets, each subject being set separately. Other subjects are taught in six forms. One or two forms study Latin; the other forms study Classical Civilisation.

Years 10 and 11 (Lower and Upper Fifth Forms)

Subjects	English	Maths	RE	Science*	4 option blocks
Periods	8	7	2	15	7 each

Option blocks for Lower Fifth Form (showing new subjects that have been introduced):

Option A	Option B	Option C	Option D
Art French History	Drama Geography History Music Spanish	Graphics Design & Technology Drama Geography History Physical Education Religious Studies	Art Classical Civilisation Design & Technology History ICT Latin Physical Education

Pupils are normally expected to take at least one Modern Language (although exceptions may be made for overseas pupils and pupils diagnosed as dyslexic). In Science, the majority of pupils will sit three GCSEs.

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Years 12 and 13 (Lower and Upper Sixth Form)

Twelve periods a cycle are allocated to each A/AS level subject. Two periods a cycle are allocated to a Preparation for Life programme and the other periods are used for private study, which is supervised for Lower Sixth pupils. Upper and Lower Sixth receive a programme aimed at university entrance.

The option blocks are modified each year to maximise the requirements of subject combinations. This illustrates the range of combinations typically available:

Block W	Block X	Block Y	Block Z
Art Business Studies Drama Geography History Latin Mathematics Music Religious Studies	Business Studies Economics English Literature Geography History Physics Psychology	Chemistry Design & Technology Geography History ICT Music Technology Physical Education Politics Psychology Religious Studies Spanish	Art Biology Business Studies Design & Technology Economics French Further Mathematics History Psychology Spanish

18. Dangerous Substances

Alcohol

The School's policy on alcohol takes account of our commitment to protecting the health and welfare of all members of the community and our obligation to support and uphold the law of the land.

On some School occasions, and under the supervision of members of staff, alcohol may be served to senior pupils, but only with the agreement of the Headmaster or the Deputy Headmaster and only within the laws of the land.

Under no circumstances should any pupil bring alcohol into the School; nor should alcohol ever be consumed in School except under the conditions detailed above. A pupil who is found drinking alcohol whilst under School discipline, or who is found to be in possession of alcohol whilst under School discipline, is likely to face suspension.

Drugs

At St John's, we are committed to providing a community which fully supports the health and welfare of all pupils. We are also committed to upholding the law of the land. We are hence convinced of the need to strongly discourage our pupils from the use of illegal substances and act decisively where any pupil is involved in the buying, selling, possession or use of illegal substances.

We recognise the wide availability of illegal drugs and the need to educate our pupils to make sensible decisions regarding the use of illegal drugs. Our PSHCE programme endeavours to provide a comprehensive programme of drugs education, which informs, provides opportunity for discussion and explains the School's policy on illegal drug use.

Parents also have an important role to play in ensuring St John's can provide an appropriately supportive environment. We request that parents share with the School's pastoral staff or the School Counsellor any worries regarding use of illegal drugs. We are convinced that openness of this kind can only be of benefit to individuals in the community.

Any pupil at St John's must however understand that, if he/she is involved with illegal drugs, he/she should expect to be dealt with severely. Irrespective of whether the involvement is during term time or over the holidays, it is viewed as a major breach of School discipline and will be dealt with accordingly. Any pupil found to be buying, selling, possessing or using illegal drugs is likely to face exclusion from the School and may, indeed, face criminal investigation.

As with all disciplinary issues, the particular circumstances will be taken into consideration and advice will be sought from pastoral and medical staff before a final decision is made.

Where the School has good reason to suspect a pupil is involved in the use of illegal drugs, the pupil may be asked to take a drugs test. This will be administered by the School Doctor/School Nurse and parents will be invited to be present at the test or to nominate another adult to be present in their place. The main purpose of such tests is, of course, to allow the pupil to demonstrate his/her innocence.

The School is aware that some substances which are not illegal may have an intoxicating and/or hallucinating effect. The use of animal, mineral or vegetable products which have such an effect is against School Rules and pupils using such substances may be dealt with in a similar fashion to those who use illegal substances.

Tobacco

The School considers that the smoking of cigarettes is inappropriate within a School context. The School has a responsibility to protect the health and welfare of all in the community and holds the view that any pupil who smokes whilst under School discipline is contravening School Rules.

Pupils who are found smoking, who have clearly been smoking or who are found in possession of tobacco will receive the following punishments:

First offence in a term: £20 fine and a letter to parents

Second offence in a term: £40 fine, two-hour Saturday detention and a letter to parents

Third offence in a term: pupils are likely to be suspended and/or asked to seek medical advice.

Money collected from fines will be donated to the School charity.

In addition to the above, any pupil found smoking in a School building is likely to receive a three day suspension.

Any pupil found in the presence of smokers can expect to be treated in the same way as those found smoking.

Pupils caught smoking outside School may forfeit the right to go downtown for the remainder of the term.

19. Driving to School

Day Pupils in the Sixth Form may drive to and from School provided they observe the following guidelines.

- Permission to drive to and from School must be obtained from the Deputy Headmaster.
- Before driving to and from School, pupils and parents/guardians must complete the appropriate paperwork. The pupil who wishes to drive must collect the relevant forms from the Deputy Headmaster.
- In completing the paperwork, a pupil is agreeing to:
 - i) provide the School with the details of the car being driven, and to notify the Deputy Headmaster of any change to this.
 - ii) observe the parking guidelines, and specifically not to park on the residential side of Linden Gardens.
 - iii) only transport other members of the School if written permission has been sent to the Deputy Headmaster from both the parents/guardians of the driver and the parents/guardians of the passenger.
 - iv) hand the car keys to the appropriate Housemaster/Housemistress at morning registration

Failure to observe these guidelines may result in the permission to drive to and from School being retracted.

Boarders will not generally be allowed to drive to and from School. In exceptional circumstances permission may be granted, in which case the same rules will apply as for day pupils. Only the Deputy Headmaster may grant this permission.

20. Entry Requirements at 13+ and 16+

Details of the entry procedures and requirements at 13+ and 16+ are explained in the Annual Information Booklet available from the Headmaster's PA.

The Common Entrance pass mark is 55%. For entry into the Sixth Form – either by newcomers or existing pupils – we require at least six B grades at GCSE, which must include B grades or above in the subjects they wish to study at AS level (where appropriate). In addition, all applicants must achieve at least a C grade at GCSE Maths and English (or equivalent).

All Lower Sixth pupils can expect to proceed to the Upper Sixth in order to complete their A level courses. A minimum of three passes in their AS level exams taken at the end of the Lower Sixth is required for entry into the Upper Sixth.

21. EAL (English as an Additional Language)

The EAL support at St John's aims to:

- equip EAL pupils to access all of the opportunities available to them at St John's, within the academic curriculum and the school as a whole
- help pupils gain access to Higher Education via courses targeted towards the exams it is necessary for them to pass to demonstrate their English ability, such as IELTS and TOEFL.
- respond to individual needs for both spoken and written English
- promote the belief that languages are skills for life, not merely a means to an academic end
- ease pupils' integration into the St John's community whilst promoting a respect for, and interest in, their own cultural background

The level and type of support required is determined initially by their performance in their entrance exams (including the Oxford Placement Test for overseas applicants) but is also informed by their performance in other subjects and comments from staff, both academic and pastoral. The EAL Coordinator and Head of Learning Support liaise to ensure that the support provided is appropriate to their needs.

Pupils with English as an Additional Language are expected to have EAL lessons until such time that the School deems them unnecessary. There is a charge for these lessons as listed under Additional Expenses.

22. Fire Practices

The School recognises the seriousness of fire protection measures. In conjunction with advice from the Surrey Fire and Rescue Service the School carries out extensive and comprehensive Fire Risk Assessments. Fire practices are held on a regular basis, including night time. Clear procedures are adopted and adhered to. Fire orders are displayed throughout the School. The fire alarm system is checked every Wednesday. The Fire Officer is the Deputy Bursar.

23. Financial Matters

Fees

For details concerning School Fees please refer to the *Schedule of Fees* published on the School website.

Insurance

All pupils are included in a **Personal Accident Insurance Scheme***. The attention of parents is drawn to the fact that the Insurance Policies of the School do not cover losses of pupils' effects. The School has therefore arranged access to **Pupils' Personal Effects Insurance Scheme*** to provide cover in respect of loss, theft or damage to pupils' personal property. The premium is applied to the termly bill and should be deducted if participation in the Scheme is **not required**. Existing participants are required to give a term's notice. *Details will be sent with the initial bill.

24. Guardianship

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The School requires every pupil whose parents are resident abroad to have a suitable guardian living in this country. The guardian must be at least twenty-five years of age and live close enough to the School to carry out his or her responsibilities efficiently. A summary of the responsibilities which the School expects a guardian to assume is set out below. The School does not appoint guardians for pupils, but may be able to offer help in finding appropriate guardians.

A guardian of a pupil from abroad is expected to take the kind of direct personal interest and responsibility that a member of the family would take. The degree of this must, of course, be a matter for discussion between, and approval by, both the pupil's parents and the guardian, and we are always happy for guardians to attend School functions such as parents' evenings in place of parents. Boarding Houses and their staff will always welcome guardians as they would parents, both for particular occasions or as casual visitors. Copies of grades and reports can be sent to guardians (with the permission of the parents) and general School information will be circulated to them in any case.

While the School takes full responsibility for the pupils during term time, and consults regularly with parents, it cannot take the responsibility during the holidays and half term. It is the responsibility of parents and guardians to ensure that satisfactory arrangements are made for these periods.

Sometimes a pupil finds himself or herself needing advice and guidance on academic or personal matters from someone representing their family; in this kind of situation a guardian can be very helpful. There may,

infrequently, be instances when a boy or girl is unwell and it is desirable to have a guardian close at hand for consultation and support. Very rarely we may need to discuss disciplinary matters at first hand with someone representing a pupil's parents.

Finally, the positive side of guardianship should be emphasised. The relationship between a boy or girl from abroad and their guardian in this country is often very important to them and is an enjoyable and rewarding experience for both parties. Guardians usually find that they are looking after someone who is sensible, intelligent and hard-working, and who will repay the interest and kindness shown to him or her.

25. Health & Medical Provision

Aims and Objectives

The aim of the Medical Centre is to prevent illness and promote healthy living by providing the most up-to-date information and high standards of care. The aim is to empower pupils to make an informed choice thus taking responsibility for their health.

Success is rated by the number of pupils that are healthily participating in School life each week

Health Matters/Medicines

The Medical Centre is staffed by nurses 24hrs a day, 7 days a week during term-time. Pupils are treated on a drop-in basis as necessary. The nursing staff operate a call-out system after 8.00pm and in the event of an emergency are available to House Staff on 01372 385485 or 07808 519065.

The School Doctor holds a surgery twice a week, Monday and Thursday at 1.00pm, and is available on call via the nursing staff at all other times.

It is vital that parents inform the Medical Centre Charge Nurse of ANY on-going medication currently being taken by pupils.

Accidents and emergencies are dealt with immediately and parents/guardians are informed as soon as practically possible. The nearest A&E (Accident & Emergency) department is situated at Epsom Hospital.

All new pupils are given information on where to go for help in the event of an accident as part of their induction into the School. There are first aid notices around the School.

Records are kept of all accidents and injuries, and the School nurse reviews these regularly in order, where possible, to minimise the likelihood of recurrence.

If pupils do not require hospital treatment, parent/guardians will be advised and arrangements will be made for pupils to be collected directly from the Medical Centre.

Routine health service provided by the Medical Centre include: pre-medicals (the health questionnaire must be completed and returned to the nursing team); medicals (all boarders); registration checks; immunisation and vaccination programmes; asthma follow-ups; selected medical follow-ups.

Confidential individual counselling is provided by a trained counsellor, who is available to all pupils and staff and appointments are arranged by request (see separate section in the handbook). Physiotherapy can also be arranged on request on site at the School.

Nursing staff will contact parents if their child suffers anything more than a trivial injury, or if he or she becomes unwell, or if they have any worries or concerns about his or her health.

The School Doctor and Medical Centre Staff support the School's Health and Safety Officer in providing a safe School environment. All medical staff are fully CRB checked and sporting events are fully covered by appropriate medical provision.

Health Questionnaire and Medical Consent Form

A health questionnaire and medical consent form is completed by parents of all pupils immediately prior to their arrival at St John's School. It remains valid for the duration of their child's education at the School. IT IS THE PARENTS' RESPONSIBILITY TO IMMEDIATELY INFORM THE MEDICAL CENTRE IF THE INFORMATION ON THE FORMS CHANGES.

Pupil Sickness Policy

When a pupil feels unwell during the School day they must follow the following procedure:

- Report to the Medical Centre.
- The Medical Centre staff will then assess the pupil and decide whether or not they should go home early.
- The Medical Centre will also then inform the pupil's Housemaster or Housemistress.
- It will also be the Medical Centre staff or Reception (or occasionally the Housemaster or Housemistress) who will contact parents to come and collect their son or daughter.

Pupils should not call parents directly to ask them to come and collect them but must follow this procedure. This is to ensure that the School has an accurate record both of who is unwell and also who is in School at any particular time.

The School also has detailed policies for staff concerning *First Aid* and *The Care of Ill Children*.

26. Holidays - Term Dates

Parents are required to arrange family holidays during the School holidays. Pupils are not permitted to leave early at half-term or the end of term.

Term dates for this year are:

Autumn Term 2011

Monday 5 September - Friday 16 December

Half Term: Friday 21 October - Sunday 6 November

Spring Term 2012

Monday 9 January - Friday 30 March

Half Term: Friday 10 February - Sunday 19 February

Summer Term 2012

Monday 23 April - Saturday 7 July (Speech Day)

Half Term: Friday 1 June - Sunday 10 June

NB The dates for the start of term are the days upon which boarders are required to return. Day pupils should report for School by 8.30am the following morning.

(Half Term holidays start at 5.30pm on Fridays)

27. Homework / Prep

Preparation set in lessons is an important part of all courses. It provides the opportunity for the pupil to consolidate and extend the material covered in the lesson. As a general rule, prep should be the pupil's own work and should be done under conditions that allow for complete concentration.

In the Lower School, preps are set on weekdays. Preps should be completed on the day they are set. In the Fourth Form, each prep should last about 25 minutes, in the Fifth Forms 30 minutes. These times, however, should be seen as a guide and pupils should be prepared to spend longer than this where necessary. In the Fifth Forms, pupils will almost certainly have to work on some weekends and for some time in the holidays for GCSE coursework and revision.

In the Sixth Form, prep may be set over a longer period, of up to a week, and it is the pupil's responsibility to organise his or her time in order to ensure that deadlines are met. Pupils should expect to spend about six hours per week per subject outside lessons. Effective use of study periods during the day is essential.

28. ICT

Information Technology at St John's is a major part of every pupil's daily schedule. Over 380 networked computers and laptops are distributed throughout the School, providing pupils with ready access to over 50 software applications, as well as email (all pupils are given their own e-mail address) and the Internet.

Parents should fill out and sign an *Internet Access Consent Form* if they would like their son or daughter to make full use of the IT facilities. The form lays out, among other things, the conditions under which the internet is accessed. The form will be sent to all parents prior to their son's/daughter's entry into the School. By signing the form both parents/guardians and pupils agree to abide by the School's Acceptable Use Policy.

This policy governs the use of the School network, the ICT equipment, and access to the internet and e-mail facilities, and helps to protect pupils and the School by defining the parameters for acceptable use of these resources. All pupils are required to adhere to the conditions laid down in the policy, and any breach may lead to disciplinary and/or legal action. The police or local authorities will be contacted if any policy breach requires it.

Access to networked resources is a privilege, and continuance of this facility requires pupils to behave appropriately and to display a responsible attitude at all times.

The Acceptable Use Policy

This should be read in conjunction with the School's Cyber-Issues Policy.

General

- The internet is provided for pupils at St John's to further educational goals and objectives.
- Each pupil is responsible for his/her behaviour and communications over the network. Users must abide by the School's general standards, including the common courtesies.
- Any use of the ICT resources, including communications (e.g. emails) and storage of data (whether on a network resource or external storage media owned by the pupil) may be reviewed. Pupils cannot expect files on servers or storage media to be private.

Network Access

- A pupil must always use his/her own account to access the network. Any attempt to impersonate another user or to interfere with data stored on the network by another user will be treated as a serious offence. Both these activities are illegal under UK law.
- Passwords must be chosen carefully – they should not be readily 'guessable' – and kept secure. A password must never be divulged to other pupils. If it is suspected that a password is known by other pupils, it must be changed immediately.
- If a pupil identifies a potential security problem, he/she must notify a member of the ICT staff immediately.
- Pupils must take every precaution to ensure that computer viruses are not introduced onto the network.

Email

- All emails must be polite and use appropriate language. In particular they must not contain any material that could be considered abusive, sexist, racist or that incites hatred or is known to be simply untrue.
- Emails should not reveal personal details, whether about the sender or someone else, nor should they be used to arrange a meeting with someone known only via the internet.
- Any pupil receiving an abusive or offensive email should inform a member of staff immediately. He or she should not respond to such messages.
- Pupils should not engage in 'spamming' or participate in chain emails.
- The use of email for social purposes should be kept proportional to the primary academic purpose. Social email is strictly forbidden during lessons without explicit permission of a member of staff.
- Emails sent to external recipients on behalf of St John's School must be carefully written and authorised by a member of staff BEFORE sending.

The Internet

- Viewing, retrieving, downloading or transmitting illegal or inappropriate material is prohibited, as is knowingly visiting website where such material may be found. Any pupil discovering such sites must report the details to a member of staff immediately.
- Intellectual property rights must be respected at all times. Pupils must not create and/or transmit material which infringes copyright. It is a breach of the School's plagiarism policy to pass off another's work as one's own and this extends to information obtained electronically. All internet sources must be acknowledged when producing pieces of work.

- Use of the School's internet and ICT facilities for financial gain, advertising or other commercial activities is prohibited.

ICT Hardware

- Pupils must respect the School's network infrastructure and ICT equipment, and take appropriate care when using it. Any damage, however caused, must be reported immediately to a relevant member of staff.
- Hardware must not be connected, disconnected or tampered with in any manner without explicit permission.
- Unnecessary waste or abuse of ICT resources (for example inappropriate printing) may result in financial charges and/or suspension of network access.

Sanctions

- The full range of School sanctions is available for dealing with pupils breaking any of the above rules.
- In addition, abuse may result in a temporary ban on internet/computer use, with parents being informed.
- Where contravention of the rules may involve a transgression of the law, the police or local authorities may be involved.

Annual reviews of this Acceptable Use Policy will be undertaken, and amendments made, to reflect changes in the services provided by the School, changes in UK law, and the evolution of the wider internet. Pupils must ensure that they understand the current AUP at the commencement of the academic year.

The School reserves the right to monitor usage of the network, and pupils should be aware that routine monitoring will lead to the discovery of policy violations, in particular visits to inappropriate sites and the downloading or transmission of copyrighted material.

29. In loco parentis

This describes the responsibilities of a teacher towards a pupil. While a child is in the teacher's care, some of the privileges of the natural parent are transferred to the teacher so that he or she may carry out his or her duties. The teacher must act as would a responsible parent.

30. Late Arrival

Pupils who arrive at School after 8.30am must sign in the Late Book which is kept in Reception. They must also report as soon as possible to their Tutor.

31. Learning Support

Specialist tuition, tailored to personal needs, is available to all pupils at St John's, on an individual withdrawal basis. Although many learning support sessions take place outside normal lesson times, this is not always possible and part of a lesson might be missed, particularly in the lower School. A rotation of lessons will be carried out to minimise any impact.

Those with a Specific Learning Difficulty, such as dyslexia or dyspraxia, are usually identified before entry from information passed on by the prep School, or by parents sending in relevant information, including a report by an Educational Psychologist. The Special Educational Needs Coordinator

(SENCo) will contact parents to ascertain whether individual tuition should continue from the outset, as is usually the case. Even where this is not deemed necessary, monitoring by the SENCo will take place throughout the pupil's career at St John's. Those with a Specific Learning Difficulty will normally be placed on the School's Special Needs Register, unless parents specifically request otherwise.

For pupils entering the School after the Fourth Form (usually in L5 or L6) it is essential that any past, or current, history of Learning Difficulties is disclosed. It will not be possible for concessions for public examinations to be granted later on if the School has not been notified at the start of the academic year. Should parents feel that further investigation of a possible learning difficulty is required, they must discuss this with the pupil's Housemaster/Housemistress, or the SENCo, on arrival at the School.

All Fourth Formers are given a series of screening tests during the first few weeks of term. If this process identifies any unexpected difficulties, parents will be contacted by the SENCo and monitoring, further assessment, or some individual support might be recommended.

Basic skills are closely monitored throughout the first three years at St John's and any pupil who appears to require extra help with English, Maths, time management and organisation, or any other area of Study Skills, could be referred by teachers or Tutors to the SENCo. As well as internal referrals, parents may request assistance, either through the Housemaster/Housemistress or form tutor, or by contacting the SENCo via the School on 01372 373000 Ext 431.

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Support often continues, or might commence into the Sixth Form, where the focus will be on Study Skills, including time management and essay writing. Lessons generally take place during a private study period. At this point, the objective is not to give extra lessons in the specific subjects being studied, but to facilitate learning in a more general way and to promote autonomy. An additional charge, paid termly with the School fees, is made for any tuition received.

32. Library

The School library is located in the Henry Dawes Centre. Over thirteen thousand books and other resources on a wide range of subjects are held in the library. These include a good collection of fiction titles which are selected to appeal to all tastes and age groups. Pupils are always encouraged to suggest new titles for the School library. Details of the library resources can be accessed through the OPAC (On Line Public Access Catalogue) which is networked throughout the School and includes links to useful web sites for a wide range of topics. The library also takes a number of newspapers and magazines, including foreign language journals. DVDs and CDs are also available for loan. Eight network computers are provided for research and word processing, and bank of 16 wireless networked laptops is available for use with classes and small groups. A scanner and a photocopier are also available for use.

Book, Video and CD Loans

All books and other resources may be borrowed with the exception of reference books and current periodicals and newspapers. Our management

system incorporates biometric security (fingerprint recognition), which quickly and accurately identifies individual borrowers and avoids the problems we encountered when pupils lost or forgot their library cards. The system does **NOT** store any image of a fingerprint. It creates a mathematical template that is your fully secure identification information, just like any other identity number. The data stored cannot be used for anything other than borrowing library resources and is automatically deleted when the borrower leaves.

The normal loan period is two weeks, except for material which is in high demand. Fines may be charged on overdue items, and a replacement charge will be made for lost or damaged items.

The library is open throughout the School day from Monday to Friday with all pupils having equal access to it. A chartered librarian, Mrs Sally Todd, and a full time library assistant provide help with finding information, books, online resources and research.

Library events

Regular lunchtime recitals, talks and poetry readings are held in the library. These are preceded by a buffet lunch and a pupil or member of staff gives a short introductory talk.

Library Rules

- 1) Pupils are expected to work quietly at all times and to have consideration for other Library users.
- 2) Up to **3** books may be borrowed via the Library desk.
- 3) Fines may be charged on overdue items (see notice displayed for current scale of charges).
- 4) A replacement charge will be made for lost or damaged items.
- 5) Newspapers, magazines and books marked 'For Reference Only' may only be used in the Library.
- 6) Mobile phones must be switched off in the Library.
- 7) Laptop computers may only be used in designated areas and with the Librarian's permission.
- 8) Games kit may not be worn in the Library.
- 9) Food and drinks are not allowed in the Library.
- 10) Bags may not be brought into the Library.

The Library is an important part of the School, and all members of the School are expected to treat its books and furniture with respect.

33. Lost Property

The Lost Property system is administered by the School Prefects, under the supervision of Mrs Culm and the House Matrons.

Property Collection

- The Lost Property Department is located in the Matrons' area along the bottom corridor, past the book room, on the right
- The Lost Property Department is open until 4.00pm, Monday to Friday for collections. In an emergency Mrs Culm has a key.
- Any named items will be returned directly to House Staff, Tutors or subject teachers or House Prefects where possible.

Items Found

- Found items should be handed to a member of staff or a prefect.
- Alternatively, lost property can be taken to the Lost Property Department or left in the box outside the Matrons' area when locked
- Items will then be catalogued and a weekly Lost Property List will be compiled by the duty prefects. A copy of the list will be distributed in registers at the end of the week.
- Any unnamed items which remain in Lost Property for more than 2 weeks after being advertised, will be added to a 'pool' of equipment which can be taken or borrowed. If taken, items must be named immediately. Borrowed items must be returned, in good condition, as soon as possible.
- If items of value are found e.g. watches, iPods, phones or keys, please hand in to Reception, who will then send out an email to the whole School

Naming:

- All items must be **named** when a pupil joins the School. The School Shop can provide pens and order name labels upon request.
- A brief kit check will be undertaken by Tutors or Prefects at the beginning of each term and at regular intervals thereafter.

Property left around the School:

- During lunch time items may be left outside the Dining Hall. If they still remain after this time they may be removed.
- The Sixth Form may leave items on the shelves outside the Dining Hall
- Items must NOT be left outside the PAC, MMS, Sixth Form Centre or anywhere else around the School during breaks or between lessons. Anything found may be taken to the Lost Property Department.
- House Prefects will be responsible for collecting items from around the School on a rota basis. A check of the School campus will take place regularly.
- If removed, items will be left outside the Lost Property Department.

34. Messages

If a parent wishes to pass on a message to their child this should be done by contacting the School Office on 01372 373000 which will make every effort to pass it on as soon as possible.

35. Padlocks

Security of possessions remains high on our agenda and we therefore request that all pupils use padlocks sold by the School Shop. Each padlock has two keys, one of which is retained and held by House Staff in case a pupil loses his/her keys. This system has been in operation for some years and we have found it to be very successful.

The School Shop is open between 9.30am and 4.00pm, Monday to Thursday, and 9.30am to 2.00pm Friday, during term time only.

36. Parents' Association – SJPA

Parents automatically become members of the St John's Parents' Association. Nominations are sought each year for the Committee which is responsible for organising a number of social events for parents and staff. One function is

to raise funds for special projects for all the pupils at the School which are not catered for within the School's normal budget.

Typical of the social events organised in a year are a Welcoming Party, a Christmas Dinner and Dance, a Quiz Night in the Spring Term and a Summer Ball held in the grounds of the School. To assist with funding such events a voluntary one-off donation of £10 is sought from each family and this is added to the first term's fees bill.

37. Parents' Evenings

It is our policy at St John's to hold at least one Parents' Evening per year group per year. They are distributed this year as follows:

Autumn Term

Tuesday 13 September 2011

Upper Fifth Parents' Evening - an opportunity for parents to discuss their son's performance in the module examinations, which will have taken place at the end of the previous term, and to discuss further examination sits and coursework deadlines.

Friday 23 September 2011

Upper Sixth Parents' Evening - an opportunity for parents to discuss their son or daughter's AS module results, what these results mean for A Level, the optimum re-sit programme and progress with A2 courses and applications for higher education.

Friday 14 October 2011

Lower Sixth Parents' Evening - an opportunity for parents to meet their son or daughter's teachers early in their AS Level courses and to check on initial progress.

Spring Term

Friday 27 January 2012

Lower Fifth Parents' Evening - an opportunity for parents to discuss both their son or daughter's progress and the demands/requirements of GCSE coursework.

Thursday 9 February 2012

Fourth Form Parents' Evening - an opportunity for parents to discuss their son or daughter's progress and to consider choices for GCSEs.

All Parents' Evenings commence at 7.30pm in the PAC

In addition to the above, there will be a **Sixth Form Consultation Evening** on **Friday 16 March 2012 (by invitation only)**. This will follow a different format to other Parents' Evenings: where there are particular concerns about individual pupils, parents and pupils will be asked to make appointments to see the appropriate Heads of Department.

38. Parking – Dropping off / Picking up

There is limited parking on-site at St John's. Parents who are visiting the Headmaster, Deputy Headmaster or Bursar may use the Visitors' parking at the front of the School. Otherwise, parking is available in the car park by Epsom Road next to the Science Laboratories.

Pupils should be dropped off or collected in Linden Pit Path or in the Epsom Road car park.

Parents picking up/dropping off pupils in Garlands Road are particularly requested to observe the Highway Code and to be considerate to the local residents.

39. Phones

Pupils in all year groups are permitted to bring mobile phones to School. It is understood that parents often use mobile phones as the main form of contact with their son/daughter and the School recognises that mobile phones can be of particular use in emergency situations.

The improper use of mobile phones can however be extremely disruptive and the following rules therefore apply during the School day:

- Mobile phones may only be used in House areas at times acceptable to Senior House Staff and in the Sixth Form Club.
- Mobile phones should be turned off during chapel, lessons, private study, prep sessions and at all other times when they are likely to cause a disruption if they ring.
- They should not be used whilst pupils are wandering around the School. If they are used at such times they may be confiscated
- Cameras and video cameras, whether on mobile phones or not, are not permitted to be used in School or at School events without the permission of a teacher. No recording of images relating to the School, its buildings or its community is allowable without the permission of a teacher.
- Accessing the internet via mobile phone or any other non-School equipment (such as a laptop dongle) during the School day is strictly forbidden and will result in a serious sanction.
- Pupils should at all times either keep their mobile phones on their person or ensure they are securely locked away in House areas.
- Any misuse of mobile phones will result in confiscation and punishment by Senior House Staff.
- Where a pupil persistently causes disruption through misuse of a mobile phone, he/she can expect to lose the privilege of having a mobile phone in School. The final decision in this matter lies with the Deputy Headmaster.

Mobile phones are not covered under the School's PEI (Personal Effects Insurance).

Each House has its own pay-phone where pupils can make calls.

40. Portable Music Systems

Portable music systems are not to be used in any lessons, with the exception that pupils in the Sixth Form are allowed to listen to iPods quietly during Supervised Study Periods (with the permission of the member of staff) or in the Sixth Form Centre. iPods must not be on general display around School however, and using one or wearing an ear piece while walking around School is likely to cause confiscation. They may be used in Houses at the discretion of SHS.

If a pupil chooses to listen to music through headphones on the way to or from School, then the headphones should be put away on arrival at the School gate.

The term 'portable music system' refers to all iPods, MP3 and MP4 players, mobile phones, or any other device that plays music.

41. Relationships and Sex

It will always be an aim that pupils should foster good, sound and appropriate friendships and relationships. Although it is difficult to be prescriptive in such matters, pupils must be aware of the following expectation of behaviour:

- Compromising situations and public displays of affection, and thus potential embarrassment to others, must be avoided.
- As part of fulfilling the School's responsibility of duty of care to each pupil, for the sake of their health, welfare and reputation, sexual relationships between pupils while at School are forbidden in any circumstances.
- Any pupil who oversteps these parameters must expect to have to leave the School.

As with all disciplinary issues, the particular circumstances will be taken into consideration and advice will be sought from the relevant staff before a final decision is made.

42. Removal and Permanent Exclusion of a Pupil

a) Removal at the request of the School - Parents may be requested during, or at the end of a term, to remove a pupil, without refund of fees, from the School, if, after consultation with the parents, the Headmaster is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Headmaster, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or members of the staff unreasonably) and in any such case removal is considered to be warranted. Fees in lieu of notice will not be charged but all outstanding fees will be payable in full.

b) Permanent Exclusion A pupil may be permanently excluded at any time if the Headmaster is reasonably satisfied that the pupil's conduct (whether on or off School premises or in or out of term time) has been prejudicial to good order or School discipline or to the reputation of the School. There will be no refund of fees following permanent exclusion (and all unpaid fees must be paid). Fees in lieu of notice will not be charged.

Permanent Exclusion Review Procedure

In the event of the Headmaster permanently excluding a pupil from the School, the pupil's parents or recognised guardian may request a review of the decision by the School's Governors.

The Application for a review ("The Application") must be made in writing to:-

The Clerk to the Governors
St John's School
Epsom Road
Leatherhead
Surrey, KT22 8SP

The Application must be received within 14 days after the Headmaster's notification of the exclusion and the right to a review will lapse if it is not.

In making the Application the parents/guardian should set out:-

- (i) The decision appealed against and the date of the exclusion
- (ii) A factual summary of the circumstances.
- (iii) The grounds for dissatisfaction.
- (iv) Any new evidence not available to the Headmaster at the time of his decision.

On receipt of the Application the Chairman of the School Governors shall appoint a Committee to consider the Application. The Committee shall consist of two Governors and an independent member, all of whom shall be appointed by the Chairman of the Governors. The Chairman of Governors will appoint a Chairman of the Committee who shall be a Governor. The Committee shall include at least one female in the case of the exclusion of a female pupil.

The Chairman of the Committee shall convene a meeting of the Committee ("The Hearing") to consider the Application within ten working days of its receipt.

The Committee members shall be provided in advance of the Hearing with a copy of the Application together with the Headmaster's Report ("The Headmaster's Report") and copies of any papers referred to in the Application or the Headmaster's Report. The Chairman of the Committee may request additional information from the parents/guardian or the Headmaster prior to the Hearing. The Headmaster's Report together with any additional information will be sent to the parents/guardian at least three days before the Hearing and the Committee will take into account any response from the parents/guardian.

Having considered the papers, the Chairman of the Committee may request the attendance at the Hearing of any members of staff or other parties referred to in the Application, Headmaster's Report or other papers presented to the Committee and these parties shall attend the Hearing and give oral evidence if required by the Committee.

The parents/guardian will be allowed to appoint another person to represent their interest and the Hearing may be attended throughout by the Headmaster, the parents/guardian and the pupil.

The Headmaster and the parents/guardian shall have the opportunity to present their case to the Committee, to examine such witnesses as may be called by the Chairman of the Committee and to discuss the issue fully. When all the evidence has been submitted, the Committee shall retire to make their decision. Such decision shall be final and shall be communicated to the parents/guardian by the Clerk to the Governors within five working days of the meeting.

The Clerk to the Governors shall attend the meeting and shall be responsible for communicating the decision to the parents/guardian.

The decision of the Committee is final.

This Appeal Procedure also applies to the section headed "Removal at the Request of the School".

43. Reporting

Parents receive a full written report at the end of each term, including achievement and effort grades from each subject teacher. In addition, there will be reports from House Staff and the Headmaster. At half term, parents will receive interim effort grades.

We will, of course, monitor progress carefully and be proactive in contacting parents at other times should issues arise.

44. Rewards and Sanctions

Rewards

Rewarding pupils for positive achievements is considered to be extremely important in developing a positive ethos within the School. The following specific rewards are used, although staff are encouraged at all times to offer pupils positive feedback on their efforts and achievements.

Academic

- **Effort prizes** are awarded termly to those pupils who have achieved the highest overall effort grades in their year group.
- **Credits** are awarded to pupils for a good piece of work relative to their ability.
- **Coursework Commendations** are awarded to pupils who have produced good quality coursework.
- **Distinctions** are awarded to pupils who produce work of exceptional quality relative to their ability. The Headmaster will expect to have the work shown to him by the pupil so that the pupil can be congratulated. This award will be noted and placed on the School record of the pupil.
- **Headmaster's Credit Prizes** are awarded to pupils who have gained the appropriate number of credits: ten in the junior School and seven in the Sixth Form (Coursework Commendations and Distinctions each count as two credits).

Colours

School Colours and Half Colours are awarded for outstanding achievement in a sporting, cultural or service activity. Recommendations for Colours or Half Colours are made to the Headmaster who has the ultimate say as to whether an award is made. Service Awards may be made to those who have given strong support to an activity over a period of time. Colts

Colours may be given to those who are in the Upper Fifth form who have made outstanding contributions to an activity. In exceptional circumstances, Colts Colours may be awarded to members of the Fourth Form/Lower Fifth.

Senior and Junior House Colours are awarded to those who have made a strong contribution to House activities.

It is sometimes pointed out that while bad behaviour is clearly punished, good behaviour goes unrewarded. In a sense this is unavoidable – especially if we take good behaviour to be the norm. Nevertheless, a record of good behaviour will be noted, placed on the School record, notified to parents and will be a major aspect of consideration for promotion to School and House appointments.

Sanctions

The School's policy is under-pinned by the following fundamental principles.

1. The level of punishment should be proportionate to the seriousness of the offence.
2. Punishment must be fair and consistent and where possible seen to be fair by the pupil(s).

Physical Intervention

Section 93 of the Education and Inspections Act 2006 enables School staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following: a) committing an offence b) causing personal injury or damage to the property of any person (including the pupil himself); or c) prejudicing the maintenance of good order and discipline at the School or among any pupils receiving education at the School, whether during a teaching session or otherwise.

Reasonable force is generally accepted as meaning the minimum force required in a given situation.

As is set out in the St John's School's Parent Contract, parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety or good order, or in connection with a pupil's health or welfare.

Corporal punishment

Under Section 131 of the Schools Standards and Framework Act 1998, corporal punishment is prohibited for all pupils in independent schools, including St John's.

House Sanctions

The following guidelines are taken from the appropriate section in the House Handbooks:

- All Sanctions given in House should be in accordance with School/House Policy and should be recorded in the House Sanction Log.
- Sanctions must be applied consistently across all Houses. The Sanctions listed at Appendix A (Minor Misdemeanours) in the handbooks should be used by all Houses for reference.
- At no time should Sanctions be of a physical nature, humiliating or degrading.
- At the end of each term the Deputy Headmaster will sign off the House Sanction Logs.

Detentions

These are awarded for other breaches of School discipline. There are four categories of detention: Lunchtime Detention, Friday Detention, Deputy Headmaster's Detention and Headmaster's Detention.

The following guidelines should be applied in awarding detentions. If in doubt about the appropriate sanction, staff are asked to discuss the matter with the Deputy Headmaster or Deputy Head (Academic).

Lunchtime Detentions

These are awarded to pupils in the Fourth Form, Lower Fifth or Upper Fifth by any member of the teaching staff for the following offences:

- Failure to complete prep
- Poor quality prep
- Poor conduct in class
- Failure to be properly equipped for class.

Lunchtime Detentions should not be given for any other reason. Other offences should either result in Friday, Deputy Headmaster's or Headmaster's Detentions (see below) or be dealt with using House-based punishments administered by Senior House Staff. The Lunchtime Detention system is administered by the Deputy Head (Academic) and run by members of staff. Three Lunchtime Detentions lead automatically to a Friday Detention. In some circumstances lunchtime detentions may also be given to the Sixth Form who have failed to meet a work deadline.

Friday Detentions

These are awarded by the Deputy Headmaster, Senior House Staff, Director Co-Curricular or Deputy Head (Academic) and are accompanied by an email to parents. They are awarded for the following types of offence:

- Failure to attend activities (including games and music practices) without the appropriate permission
- Failure to inform a member of staff of absence from a lesson/activity
- Misconduct in class deemed to be more serious than would normally merit a lunchtime detention
- Misconduct outside class which cannot satisfactorily be dealt with using a House-based punishment
- A breach of the School Rules (e.g. chewing gum, incorrect use of mobile phones, unacceptable dress or appearance etc)
- Being out of designated study area during private study time
- Persistent late arrival to Registration/De-registration.

There are two Friday Detentions. The Deputy Headmaster administers conduct detentions; the Deputy Head (Academic) administers academic detentions. Three Friday Detentions lead automatically to a Deputy Headmaster's Detention. A Friday Detention lasts one hour and takes place each week on a Friday evening from 5.30pm to 6.30pm It is run by either the Deputy Headmaster or the Deputy Head (Academic).

Deputy Headmaster's Detentions

These are awarded by the Deputy Headmaster, Senior House Staff, Director Co-Curricular or Deputy Head (Academic) for more serious breaches of School discipline. They are accompanied by an email to parents. Deputy Headmaster's Detentions are awarded primarily, but not exclusively, for

academic reasons, e.g. Sixth Formers whose academic work or effort is particularly unsatisfactory. This generally follows from the Listing system administered by the Deputy Head (Academic). Junior pupils may be given Deputy Headmaster's Detentions for work-related issues, but these should only arise after consultation with the Deputy Head (Academic). The Deputy Headmaster's Detention system is administered by the Deputy Head (Academic). A Deputy Headmaster's Detention lasts 1½ hours and takes place each week from 7.00pm to 8.30pm on a Friday evening. Day pupils are expected to leave School at 5.30pm and return at 7.00pm unless agreed otherwise with their Housemaster/Housemistress. It is run by HoDs and SHS (Day Houses).

The following would, for example, merit a Deputy Headmaster's Detention:

- Rudeness to a member of staff
- Missing a lesson without the appropriate permission
- Missing morning chapel/Assembly without the appropriate permission
- Being told by a member of staff to leave a lesson for disciplinary reasons
- Misconduct deemed to be too serious for a Friday detention but not meriting a Headmaster's Detention.
- Being off site during School hours without the appropriate permission
- Entering other pupils' space (to include desk area/ locker) without permission
- Certain driving offences (e.g. using the car during the School day without permission)

Any pupil who receives three Deputy Headmaster's Detentions in one term can expect to be asked to see the Deputy Headmaster who may wish to apply more serious sanctions.

Headmaster's Detentions

These are accompanied by a letter to parents and are awarded by the Deputy Headmaster, Senior House Staff or Deputy Head (Academic) for very serious breaches of School discipline that do not quite (in the first instance) merit suspension. They may also be awarded for repetition of an offence that initially merited a Deputy Headmaster's Detention. The Headmaster's Detention system is administered by the Deputy Headmaster. A Headmaster's Detention lasts two hours and takes place as required from 7.00pm to 9.00pm on a Saturday. It is run by the SHS/Assistant (Boarding Houses) on duty that particular evening.

The following would, for example, merit a Headmaster's Detention:

- Swearing at a member of staff
- Leaving a Boarding House after 10.15 pm without permission
- Missing a School fixture without appropriate permission
- Deliberate vandalism
- Minor theft
- Violence
- Misuse of fire extinguishers
- Certain driving offences (e.g. giving or receiving a lift without appropriate parental permission)
- Missing a Deputy Headmaster's Detention without excuse

Any pupil who receives two Headmaster's Detentions in one term can expect to be asked to see the Headmaster who may wish to apply more serious sanctions.

The lists for offences meriting a Friday, Deputy Headmaster's or Headmaster's Detention are not exclusive, but are merely given as a guide. Where a particular offence is not listed, a discussion with the Deputy Headmaster or Deputy Head (Academic) regarding the appropriate punishment is important to ensure consistency. Any punishment must, in any case, take into consideration the particular circumstances under which an offence has been committed.

Fines

A pupil may be fined a sum of money (maximum £50) if School property is vandalised or if the fire alarm system is tampered with. Damage repair costs may also be charged to parents in certain circumstances.

Fines will also be levied on pupils who are found smoking, who have clearly been smoking, or are in possession of tobacco. Details may be found in both the Pupil and Parent Handbook in the 'Policy on Dangerous Substances'. All monies collected from these fines will be donated to the School charity.

Suspensions

A suspension may be given by the Headmaster for either repeated acts of indiscipline or for a single serious breach of School Rules. A pupil suspended will be sent home for a specified period of time. A pupil given a **Reverse Suspension** will be required to be at School at a time when he/she would normally be free to be at home (e.g. over the weekend or in the holidays).

Exclusion

A pupil may be excluded if the Headmaster is satisfied that the pupil's conduct (whether on or off School premises or in or out of term time) has been prejudicial to good order or School discipline or to the reputation of the School.

45. School Counsellor

All pupils and staff have confidential access to an independent counsellor who has use of a private room in the Medical Centre. Contact details can be found in the Calendar and Pupil Handbook, and are displayed in all Houses.

If a pupil is over 16 then parents do not legally need to be informed if a pupil is receiving counselling. If the pupil is under 16 then the parents should be informed; in any case, if the pupil is strongly against his/her parents being informed, then the counsellor will try and work on that relationship and then help them prepare to speak to their parents.

The School meets the cost of each 40 minute session up to a maximum of four per pupil in any one academic year. If the counsellor feels that further sessions are required then the parents should pay. If there are exceptional circumstances (e.g. the pupil does not wish his or her parents to know about the counselling) then the counsellor will make a case to the Deputy Headmaster for further sessions to be funded by the School.

Pupils have a right to seek counselling without informing their Housemaster/Housemistress. Equally the School Counsellor is not obliged to inform any member of the school staff that she is counselling a pupil. In practice however, it can be very beneficial to the pupil (and helpful for the Housemaster/Housemistress and Counsellor) if there is some communication between them over pupils being counselled. This will never happen without the pupil's agreement.

46. School Office

This is staffed from 8.00am to 5.45pm Monday to Friday. The Headmaster's PA can be contacted on 01372 385441 and the Deputy Headmasters' PA on 01372 385442. Outside office hours a message can be left on the main switchboard number – 01372 373000.

47. School Rules

Rules provide the framework for an effective community. At St John's their aim is to help create a friendly, tolerant yet disciplined environment, the essential element of which is mutual respect. The aim of the School is to ensure all its members fulfil their potential. This can only be achieved in a community whose members live in harmony and safety. Our rules help achieve this purpose.

All conduct which is anti-social or tends to bring discredit to the School, whether on the premises or elsewhere, is deemed a breach of School Rules.

- a. Pupils must not have in their possession any smoking substances; nor must they be in possession of alcohol unless members of the Sixth Form Centre within the SFC's premises and according to the Centre's rules.
- b. Pupils must not trade in any form of property with other pupils without their Senior House Staff's permission, nor must they engage in gambling.
- c. Pupils must not modify School furniture or fittings without permission.
- d. All damage to property should be reported immediately to the Senior House Staff or the appropriate member of staff. Carving or writing on School property is forbidden.
- e. Pupils must be fully acquainted with all fire orders.
- f. Pupils must not use the Swimming Pool, Sports Hall, Astro turf, Conditioning Room, DT Workshops, Laboratories (including Language Laboratory) or the Multi-media Studio without appropriate adult supervision.
- g. Pupils must have their Senior House Staff's permission to bring into School any electrical equipment. This equipment must be tested for electrical safety.
- h. During lesson and preparation time no music will be played in studies. At other times music shall be played at a level which is not discernible outside the study or dayroom.
- i. Pupils needing to miss lessons or other School commitments must explain the circumstances to the appropriate teachers **in advance** and have obtained permission of their Senior House Staff.
- j. Food and drink must not be removed from the dining hall and should not be consumed in any teaching area.
- k. Chewing gum is not permitted on the School premises.

For School Rules regarding the use of mobile phones and portable music systems, and the playing of computer games, please refer to the relevant section of this booklet.

Bounds

- a. Pupils may go down into the town of Leatherhead from **1.15pm to 1.55pm (Mon, Tues, Thurs, Fri) and 1.15pm to 1.45pm (Wed)** as follows:

Mondays	Choir
Tuesdays	4 th Form
Wednesdays	U5
Thursdays	L5th
Fridays	U5

All 4, L5, U5 pupils **must** obtain the appropriate downtown chits from their Tutors. **Lunch must be eaten before going downtown.** No pupil may consume food or drink while walking back to School from Leatherhead.

Sixth formers may go into town during the lunch break on any day. They must eat lunch and sign out before leaving the premises.

Boarders may go down into the town (with permission of the duty member of staff) between 5.30pm and 6.10pm on weekdays.

- b. School Prefects are allowed down town when they do not have lessons or other School commitments.
- c. Boarders may not leave the School grounds after 6.10pm on weekdays unless they have permission from their Senior House Staff.
- d. Public Houses, Wine Bars and Betting Shops are out of bounds at all times.
- No pupils should wear uniform downtown after 5.30pm
 - No pupils should go downtown alone after 5.30pm
 - Day pupils should still go home in uniform but should try and avoid going through Leatherhead alone.
 - Any day pupils that stay behind after 5.30pm, e.g. for a concert, must abide by boarders' rules, i.e. not wear uniform to go into town.
- e. Pupils may enter Houses other than their own only with the explicit permission of House Staff. This must be acquired before each visit.
- f. The Junior Fields are out of bounds at all times except when pupils are involved in an activity supervised by a member of staff. All Fields are out of bounds after dark.
- g. The Senior Fields should only be used for authorised School activities. Under no circumstances should they be used as a short cut for pupils going into town or to the railway station.
- h.
1. After the end of the School Day at 5.30pm day pupils should normally leave School and go straight home.
 2. Where a day pupil cannot leave at 5.30pm on a given day, he/she should inform his/her Housemaster/Housemistress and should remain in his/her study/dayroom until he/she is able to leave. He/she should use this time to get on with prep.

3. Where a day pupil cannot be collected until after 6.00pm, a specific request must be made via Senior House Staff for permission to remain in School.
4. Where a day pupil has an activity in School after 5.30pm, he/she will be under the direct supervision of the member of staff in charge of that activity. Access to the House may not be possible after 6.00pm
5. Where a day pupil wishes to return to School in the evening for a School activity, he/she must:
 - i. obtain the permission of his/her SHS
 - ii. return home at the end of the School day at 5.30pm and come directly to School from home for the activity
 - iii. be under the specific supervision of a member of staff (usually SHS or teacher i/c activity or other person nominated by SHS), to whom he/she should report on arrival in School.
 - iv. leave the School premises immediately the activity is completed.**Under no circumstances should a pupil consume alcohol before returning to School for an evening event.**
6. Failure to follow these guidelines is likely to lead to serious sanction. No pupil should be on School premises **at any time outside normal School hours** without the specific permission of his/her SHS or the person i/c the activity.
7. Under no circumstances should any pupil be on the School site during School holidays unless he/she has suitable permission and has also signed in.

Property

- a. Property brought into School by pupils is done so at their own risk. The School cannot be held responsible for any loss or damage.
- b. All personal property should be clearly marked with name and House.
- c. Books and files should not be left in the Classroom Block or other public areas of the School except during morning Chapel.

Weekends

- a. School matches take place on Saturdays and all pupils are expected to play if selected. To enable the School to fulfil its fixture commitments, it is important for pupils to recognise that they may be selected at short notice to replace team members who are withdrawn due to illness or injury.
- b. All pupils must attend the Sunday Chapel Services designated to their House.
- c. Boarders at School for the weekend must indicate their meal requirements on the sheets and must attend all meals provided; they must obey the instructions laid down on the sheets with reference to call-overs and reporting in; permission to go out on a Saturday evening must be obtained from, firstly, the Senior House Staff and, secondly, the duty staff who will agree a reporting-in time.

48. Security

The security of our pupils is a main priority. With this in mind, all visitors to the School during office hours are required to report to Reception. Visitors who are on site, but not accompanied by a member of the School staff (or a pupil) throughout their visit, are issued with visitor badges for identification purposes.

With respect to boarding, Houses are locked from 6.30 pm each evening. Coded locks are on external doors so pupils may get in and out of their Houses when, for example, they are going to the Dining Hall or to other parts of the School in the evening and then returning to their Houses after lock-up time. Between 10.30 pm and 11.00 pm a full check is made on doors and windows throughout all Houses.

Parents who wish to visit School Houses in the evenings are asked to make prior arrangements with House Staff.

49. Sixth Form Club

The Centre is located in the Performing Arts Centre in order to provide common areas for Sixth Form pupils to meet and get to know each other better. Under staff management, the centre is run by a pupil committee whose aim is to organise social events and to provide an opportunity to relax in the midst of the busy life they lead at St John's. We are sure this is a major contributory factor to the friendly and happy atmosphere of St John's, particularly in the Sixth Form.

All Sixth Form pupils may use the Centre at designated times during the day, when not in lessons, study, games or activities. The bar operates on certain evenings during the week and for special events, and is open to all sixth-formers although in accordance with national licensing laws. In order to ensure the smooth operation of the Centre, pupils are required to acknowledge the Centre's rules and are expected to respect its provision as a privilege.

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50. Speech Day

This takes place on the last day of the Summer Term and all pupils are required to attend. All parents are invited and it is hoped that they will attend this final event of the School year which is held in a marquee on the Quad.

51. Statement of Boarding Principles and Practice

St John's is a boarding and day School where the community is defined by very strong pastoral care. Pastoral care (the well-being of each boy and girl), is based upon a House system. There are four boarding and four day Houses, each of approximately 70 pupils with approximately 14 pupils per year group. The House provides the base for pupils during the School day, each having a place in their House where they can lock their belongings. In the 4th and 5th Form, boarders will usually share a room with a number of other pupils. In the Lower Sixth Form, they will usually have either a double or single room, while the great majority of Upper Sixth Form pupils usually have single rooms. Upper Sixth Formers may use their rooms during private study lessons.

The aim of boarding at St John's is that the boarders are able to benefit from the very full educational experience. Boarding may be provided for the full week, including weekends, or on a 5 night weekly basis, enabling pupils to share their lives with their parents at the weekend. Boarders are able to take advantage of a close knit and vibrant community in which there are many activities and facilities available beyond the formal School day. The

Boarding House is a place in which the support pupils receive, day or night, is an extension of the nurture they might experience at home. Boarding also provides an evening routine where pupils can complete their prep in a supervised environment. Perhaps the greatest benefit pupils receive from boarding is friendship. The balance of family, friends, independence and structure serves most pupils very well.

St John's is a Christian School and the Chapel remains an important focal point of daily life. The entire School assembles there most mornings, either for Assembly or for a short service. Two to three times a term boarders are expected to attend a more formal Sunday evening service (which their parents are most welcome to attend).

The health and welfare of the boarders is paramount and St John's has well established pastoral and medical procedures to ensure that they receive the best possible care. The Medical Centre is manned 24 hours a day and the School Doctor holds regular clinics. Each House holds regular fire practices. There is an independent School Counsellor available as well as the School Chaplain for advice and support, and the number for Childline is prominently displayed in each House. There is a School procedure for pupil complaints and this is also on display in each Boarding House. The School has a very clear anti-bullying policy and works tirelessly to educate pupils about tolerance, understanding, mutual respect and the compromise required to live in a Boarding House. Both the complaints and anti-bullying policies are listed in both the Pupil and Parent Handbooks that are reissued annually. The School takes its safeguarding and welfare responsibilities very seriously and all staff receive regular training and updates. The School's Child Protection policy is available on the School's website.

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The handbooks also contain a list and explanation of School Sanctions. All Sanctions awarded in House should be in accordance with School/House Policy and should be recorded in the House Sanction Log. This log is signed off by the Deputy Headmaster at the end of each term. Sanctions are applied consistently across all Boarding Houses.

Each House has an agreed list of major and minor misdemeanors, with suggested sanctions, in their House Handbook for reference. No sanctions are of a physical nature or humiliating or degrading.

Parents of boys and girls are asked some months before their son or daughter enters the School whether they wish their son or daughter to join a Day House or a Boarding House. They should select a Boarding House if their intention is that their son or daughter should board either from the start or within a short period of joining the School. Places in boarding houses can only be allocated to those who genuinely intend to become boarders in due course. While a pupil may begin as a day boy or girl in a Boarding House, transfer to boarding can be made by parental request to the Housemaster or Housemistress. The Headmaster will take account of a preference to join a Day or Boarding House, but the final decision will also depend upon other factors such as balancing the ability and background of boys and girls in each House.

Each House is led and managed by a Housemaster or Housemistress with two Assistants and a team of Tutors, each of whom is allocated to a year group. Sixth Formers are routinely given the opportunity to help and support

younger pupils through the prefect system or through running teams for House competitions. There is also a peer mentoring scheme in each House whereby the Lower 5th pupils mentor the 4th Form pupils. The Housemaster or Housemistress leads and manages the House and he or she is the first point of contact for parents for any advice or guidance.

As well as the School Council and the Catering Committee (both open to all pupils) there is a Boarders' Council, comprising representatives of each Boarding House, and an International Students'/Full Boarders' Council. Both these bodies meet regularly and the Deputy Headmaster either attends the meetings or discusses the minutes with the chairman.

The strength of the Boarding House system is through establishing a very clear identity, a physical place in which the boys and girls feel a sense of belonging and are valued. Throughout their time at the School they will be supported and encouraged within this environment without condition. The House is a place in which the values of the School are communicated and reinforced. The boys and girls represent their Houses in a variety of activities such as sport, drama, debating, music and many others.

The Boarding Houses offer a high standard of facilities and residential care in a School which possesses all the advantages of a boarding and day school on the same site. Each Boarding House has a games room and TV room, while boarders also have regular evening access to the sports fields and astroturf (when light), the Sports Hall and Swimming Pool. There is also wifi access in the majority of boarders' rooms and limited, controlled access to networking websites.

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The strength of the House system is evident not just in the care which is offered to each pupil, but in a place where each pupil is valued as an individual. Beyond St John's the friendships made in each House endure for many years, if not for life.

52. Travel to and from School

Pupils must travel to and from School in full School uniform unless permission from the Senior House Staff has been obtained to do otherwise. Staff supervising School teams may permit members of their teams to travel home in sports kit after a fixture.

School Rules apply on journeys to and from School.

There is limited parking on-site at St John's. Pupils should be dropped off or collected in Linden Pit Path or in the Epsom Road car park.

Pupils who cycle to School are strongly advised to wear a helmet. They are not allowed to cycle their bicycle on the School grounds (but should wheel it). Pupils are responsible for the security of their bicycle while on the School grounds.

53. University Visits

The rules governing university visits by Upper Sixth formers are carefully drawn up with the aim of trying to ensure that pupils rightly have the opportunity to visit prospective universities but also do not miss more

lessons than necessary. In addition they are designed to encourage courtesy and communication.

- Pupils are allowed to go on a maximum of three visits during School time per term.
- Parents are asked to inform their son or daughter's Housemaster/Housemistress (and Reception) at least 48 hours in advance.
- Pupils are responsible for ensuring that, as a matter of courtesy, they inform teachers in advance of their planned absence and then catch up promptly with any work missed.

Any pupil who fails to adhere to these rules may receive an academic sanction or forfeit the privilege of visiting universities during term time.

54. Well-being and Health of Pupils

The Department of Education uses five outcomes as part of its 'Every Child Matters' programme to measure the progress of children in Britain. All Schools have a legal (and moral) obligation to promote these outcomes. The first of these outcomes is '**Being Healthy**' so that children are physically, mentally, emotionally and sexually healthy, have healthy lifestyles and choose not to take illegal drugs.

St John's School is well aware that pupils today lead busy lives with commitments outside as well as inside School. Nevertheless as a School we are obviously concerned to ensure that the pressures and demands placed on our pupils do not become excessive, unhealthy and even dangerous to their health and well-being.

Of course there are demands that the School places on pupils, be they academic, co-curricular or social. St John's prides itself on its pastoral care (i.e. the well-being of every pupil) and one of the responsibilities of your child's Housemaster/Housemistress and Tutor is to keep an eye on these pressures and to try and 'deconflict' them if they become unreasonable. Different pupils respond in different ways to pressure and expectations and so there is no 'one size fits all' solution and therefore it is important that each pupil is treated as an individual. Equally it is important that pupils have some relaxation time in order to give them a chance to recuperate.

However, Parents should be mindful of the School Rules governing absence and that pupils will not be given permission to miss Registration, lessons or such events as Chapel services or sports fixtures in order to recuperate. This should not be necessary if the individual is sleeping, eating and managing their time appropriately.

In order to assist the boys and girls to achieve this the School recommends that all pupils, whether day or boarding, should:

- Have eight hours sleep every night.
- Always eat a substantial breakfast.
- Eat three nutritious, balanced meals every day.
- Not have access to the internet/TV after 11.00pm.
- Not have unlimited access to games consoles and computer games.
- Not be too socially over-committed during the week.

- Think very carefully about taking on a part-time job while still at School and perhaps discuss it with their Housemaster/Housemistress.

As a School we try to make it clear to pupils that we are not trying to ban them from any of these activities but rather encourage a balanced and disciplined daily and weekly routine that offers reasonable time for recreation and relaxation but not at the expense of their health and well-being.

The School does its best to educate its pupils with regards to these welfare matters and also with issues such as time management and organisation; however given the importance of the partnership between staff, parents and pupils in helping the boys and girls to succeed we would greatly appreciate the continued support and help of parents.