



# CAMPBELL COLLEGE

Est. 1894

## PASTORAL CARE

**A GUIDE TO THE PASTORAL POLICIES AND PROCEDURES AT  
CAMPBELL COLLEGE**

**UPDATED JUNE 2017**



CAMPBELL  
COLLEGE

EST 1894

**Mr C. G. Oswald**  
**VICE-PRINCIPAL**

Dear Parent / Guardian,

I am pleased to issue you with a copy of the Pastoral Care Handbook for Campbell College. I do hope that you will find time to read it carefully for I believe that it is important that you should know the routines, procedures and policies we have in place for the benefit and well-being of your son.

The College operates several Policies and Procedures, including:

- Safeguarding and Child Protection
- Pastoral Care
- Anti-Bullying
- Positive Behaviour
- Special Educational Needs
- E-Safety
- Uniform and Appearance
- Smoking, Alcohol and Drugs
- Educational Trips and Visits
- Attendance and Punctuality
- Relationships and Sexuality Education
- Complaints
- Suspension and Expulsion
- Student Parking
- Medical Provision
- Critical Incidents

**This booklet only provides a summary of the main points from these policies.**

**Policies are reviewed and updated regularly; full and up to date versions of any policy may be viewed by contacting the College. Many of the College Policies are uploaded on our website: [www.campbellcollege.co.uk](http://www.campbellcollege.co.uk) (go to ABOUT US – POLICIES)**

**If you wish to know more details about any aspect of the pastoral provision, or you have specific concerns, it is best to read the full and most recent policy.**

It is very important to us that our students and parents know who they can turn to for help and advice. At Campbell, we place great emphasis on you knowing and being able to contact the person who can help you straightaway and who will hopefully set your mind at ease.

Your point of contact for both academic and pastoral concerns is your son's Tutor. It is the job of the Tutor to monitor your son's academic and pastoral well-being, and should you have a concern you should talk to him/her first. If they cannot immediately help, then the relevant person will be contacted for help, whether that be a Head of Year, Head of Department, Head of Learning Support, Head of Boarding or one of the two Vice-Principals.

If your concern is of a confidential nature, or a child protection issue please feel free to talk directly to myself or the Headmaster.

Although teaching, learning and pastoral care are inextricably linked, my fellow Vice-Principal, Mr Will Keown leads the development of teaching and learning within the College, and I lead the development of the pastoral provision.

We are also a Boarding School, and the boarding element continues to influence the College. It does not take long to realise that Campbell College is not just a 9am – 3:30pm school; it is a way of life. We aim to encourage all students to participate in a wide range of extra-curricular activities, which help develop personal, social, sporting, teambuilding and social skills which are an essential part of the education we offer.

A separate publication, '***The Boarding Department Handbook***' gives details on the further pastoral care arrangements within the Boarding Department.

Together within the College, we are working to create a school which has at its heart people who care about your son and want the very best for him.

**We would appreciate your support and co-operation when we request a high standard of attendance, punctuality, dress, work and behaviour.**

**I hope you will find this guide useful and I welcome any suggestions for improvement.**

Yours sincerely,

***Mr Chris Oswald***

***VICE PRINCIPAL***

(i/c Pastoral Care)

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## 1. KEY STAFF CONTACTS

### LEADERSHIP TEAM

<b>Headmaster :</b>	<b>Mr R Robinson</b>	
<b>Vice Principals:</b>	<b>Mr W Keown</b>	<b>[Curriculum]</b>
	<b>Mr C Oswald</b>	<b>[Pastoral]</b>
<b>Senior Teachers:</b>	<b>Mr J McKinney</b>	<b>(Head of Extra-Curriculum]</b>
	<b>Mr B Robinson</b>	<b>[Head of Boarding]</b>
	<b>Mrs K Sheppard</b>	<b>[i/c Key Stage 3 - Years 8 – 10]</b>
	<b>Mr C McIvor</b>	<b>[i/c Key Stage 4 - Years 11 – 12]</b>
	<b>Mrs S Coetzee</b>	<b>[i/c Key Stage 5 - Years 13 – 14]</b>
<b>Junior School:</b>	<b>Miss A Brown</b>	<b>[Head of Junior School]</b>

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### HEADS OF YEAR (2017-18)

Head of Year 8	Mr C Farr
Head of Year 9	Mr D Styles
Head of Year 10	Mr D M McKee
Head of Year 11	Mr J Rea
Head of Year 12	Dr J Breen
Head of Year 13	Mr M Cousins
Head of Year 14	Mr J McCurdy

### HOUSEMASTERS

Alden's House	Mr G Fry
Allison's House	Mrs K Magreehan
Davis's House	Mr P Campbell
Dobbin's House	Mr S Collier
Price's House	Mr F Mukula
Yates's House	Mr R Hall
School House (Boarding)	Mr B Robinson

### BOARDING DEPARTMENT

Head of Boarding	Mr B Robinson
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## DESIGNATED PERSONS FOR CHILD PROTECTION (SAFEGUARDING)

<b>Designated Teacher:</b>	<b>Mr C Oswald (Vice-Principal)</b>
Deputy Designated Teachers:	Mrs W Pearson Mrs R McNaught
Governor for Child Protection:	Mr R Hassard
Chairman of the Board of Governors:	Mrs F Chamberlain

## HEADS OF DEPARTMENT

Art	Mrs K Crooks
Biology	Mr T Thompson
Business Studies	Miss G Lamont
Chemistry	Mr R Morrow
Drama	Mrs E McIlvenny
English	Mr M Chalkley
Geography	Mrs C Irwin
History	Mr C McIvor
LLW	Mrs J Bailie
Mathematics	Mr N Ashfield
Modern Languages	Mrs R McNaught
Physics	Mrs C Crozier
PE	Mr B F Robinson
RE	Mr D Walker
Technology & Design	Mr A McCrea

## CAREERS

Head of Careers	Mrs S Coetzee
Assistant Head of Careers	Mrs K Marshall

## LEARNING SUPPORT

Head of Learning Support	Mrs K Sheppard
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## MATRONS

Matron	Mrs E Hoey, SRN
Assistant Matron	Mrs B Kennedy, SRN

## SCHOOL COUNSELLOR

From Independent Counselling Services for Schools (ICSS)  
FamilyWorks Counselling Services

## **2. THE PASTORAL STRUCTURE AT CAMPBELL COLLEGE**

Students are allocated to a tutor group and will remain with their Tutor, where possible, throughout their time at Campbell.

### **Personal Tutor**

The Tutor is responsible for the supervision, guidance and care of the students in his/her group. They meet every morning for registration at 8:40am. Tutors keep a record of the attendance and academic progress of each boy in their group and are also aware of individual circumstances and needs. They are responsible for the pastoral and academic welfare of the students in their Tutor group.

Tutors for Year 8 are assisted by 'mentors' from the Sixth Form, who attend tutor group meetings and assemblies on a regular basis and are available to offer help and advice to younger students.

### **Head of Year (HoY)**

Each year group has a Head of Year who will oversee the work of the Tutors, ensuring the co-ordination of policy and practice within the year group. In consultation with a Vice-Principal, the HoY has charge of the arrangements and particular issues which affect that Year; this includes pastoral care, disciplinary matters and academic progress.

### **Housemaster**

Each tutor group will belong to one of seven houses. The Housemaster is responsible for organising House competitions and encouraging students to engage with the extracurricular life of the College.

Each House is comprised of one tutor group from each of Years 8-14. This gives the students the opportunity to mix with students from different year groups.

### **Heads of Key Stage**

A Senior Teacher is assigned to each of the Key Stages. They monitor progress within their key stage and coordinate the transition between the key stages

### **Vice Principals**

The Vice Principals have overall responsibility for student welfare; they oversee the pastoral and academic aspects of school life.

### **Headmaster**

The Headmaster has overall responsibility for all members of the Campbell College community.

Other members of staff with relevant responsibilities:

### **Heads of Departments (HoD)**

Heads of Department are responsible for his or her subject's curriculum, staffing and resources. They monitor the quality of teaching and learning, and support students and classroom teachers to enable students to perform to the best of their ability.

### **Head of Careers**

The Careers Team supports students in all facets of Careers Education, Information, Advice and Guidance (CEIAG). Our provision is extensive and varied, with the aim of supporting individuals to achieve their potential through one-to-one guidance, Careers classes, trips and visits, activities and speakers, work-related learning opportunities and assistance with Post-16 and Post-18 choices. The Careers Team work closely with Personal Tutors and Year Heads to provide assistance with subject choices at GCSE and A level.

### **Head of Learning Support**

The Head of Learning Support (Special Educational Needs Coordinator – SENCo) is charged with monitoring all students who require learning support and coordinating the necessary provision for students with special educational needs.

### **Matron**

Matron and her team are responsible for the general medical cover for students and staff. She is also involved in health promotion across the school.

### **School Counsellor**

The school has access to an outside counsellor through the Department of Education's Independent Counselling Service for Schools, who is available to students who wish to consult with someone other than their Tutor or another member of staff. A qualified counsellor offers a service to help and support students who have needs that may not be addressed through the regular pastoral structure.



### **3. CONTACT POINTS FOR STUDENTS**

Tutors will meet their tutees every morning from 8:40am to 9:00am when registration will take place. This time is when Tutors get to discuss the format of the day with the students, to give them any important information and deal with any concerns that they may have. This is why it is vitally important that students are in school on time.

The format of this tutor-time depends on the day of the week, as a typical example they will have:

- Two days in the week will be in their 'tutor room' where they will spend the full 20 minutes with their Tutor
- One day per week they will join their Tutor and together they attend a whole school assembly
- One day per week they will join their Tutor and they will attend a Year group assembly with their Head of Year
- One day per week they will join their Tutor at the Housemeeting taken by their Housemaster.

#### **Tutor Periods**

For Years 8 – 10, one period per fortnight (55 minutes) will be spend with their Tutor. This is an important time for the students to meet as a group and time for the Tutor to spend quality time with individual students as the need arises, and creates an opportunity for the Tutor to address pastoral or academic matters specific to the tutor group.

#### **Assemblies**

Assemblies have a crucial place in the life of the College. The simple act of assembling has an important symbolic significance, and what happens at the times when the College or Year group is gathered together can set the tone for much that happens in between.

For most weeks of the school year, the Senior School (Years 11 – 14) gathers for an assembly on a Tuesday, and the Middle School (Years 8 – 10) gathers for assembly on a Wednesday morning. School Assemblies are held in the Central Hall.

The assembly usually consists of one presentation by the Headmaster (or a Vice-Principal), usually on a theme of moral, social or global interest. There is then a brief reflective talk, a reading and prayer. After the main presentation, the daily notices are read and there is an opportunity to recognise the achievements of individuals, groups and teams.

As well as these school assemblies, there is a regular programme of Year Group assemblies taken by the Head of Year. This is an opportunity for the Head of Year to address pastoral or academic matters specific to the year group in addition to addressing local and contemporary issues which affect their lives.

House assemblies occur weekly when the Housemaster can engage with students, encouraging and recognising their contribution to the extra-curricular side of the College.

#### 4. CONTACT POINTS FOR PARENTS

The pastoral system provides a valuable link with parents and the school encourages parents to make contact with their son's Tutor if they have any concerns. Similarly, the school will maintain contact with parents/guardians if we have information to convey.

##### Contacting the school

- **Tutors should be the first point of contact between the school and parents**

- If the Tutor cannot help, they will advise parents who best to contact. This may be a Head of Department, Head of Learning Support, Heads of Year, Head of Learning Support, Vice-Principals or the Headmaster.
- Parents should keep their son's Tutor informed of any significant issues regarding their son.

##### Contacting staff when a concern exists

- **General concerns about day-to-day administration, academic progress, pastoral care or extracurricular activities should be addressed to the Tutor in the first instance.** However, parents may wish to talk directly with the Head of Year when there is a concern about the operation of the pastoral system or the way a Tutor has handled a concern.
- **If a Tutor cannot help directly, they will contact the relevant member of staff who can.**
- For concerns regarding Safeguarding (Child Protection) the Designated Teacher or Deputy Designated Teacher can be contacted directly
- Formal complaints are handled according to the College's Complaint Policy; a copy of which is available on request.

We ask that parents contact the College via telephone or at Reception to make an appointment to see the relevant Tutor/Head of Year. For safeguarding reasons, parents should not go to see a Tutor directly.

***When a concern is raised about a student, whether by a parent or another individual, confidentiality cannot be guaranteed as we have a duty of care to pass on any information we receive when it involves any aspect of safeguarding.***

##### Contact with parents/guardians

Tutors are authorised to make contact with parents by phone or letter and, in some circumstances, by email.

The school will also communicate with parents through the Headmaster's end of term letter, through letters posted home, through the school website and through ParentMail.

## **PARENTMAIL®**

The College is committed to continuous improvement and developing meaningful and efficient means of communicating with parents. With this in mind, the College has in place a service called ParentMail®; this enables schools to send letters and messages directly to parents by email and text message. Once you have signed up to the ParentMail® service you will receive reminders about, for example, Parent Consultation Evenings, School plays, Music Society Concerts, Family Services, you will receive all mailings electronically, and, we will keep you up-to-date with any amendments to sporting fixtures.

***It is Campbell policy that parents/guardians of all new students sign up to ParentMail.***

***Please note that mailings will not be sent in any other format unless prearranged and failure to register will result on you missing out on important information from the College.***

### **How to Register**

You will receive a text/email from ParentMail on the first day of term, please follow the instructions to verify and activate your account. Should you have any problems please contact the Headmaster's secretary.

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

## 5. SAFEGUARDING AND CHILD PROTECTION

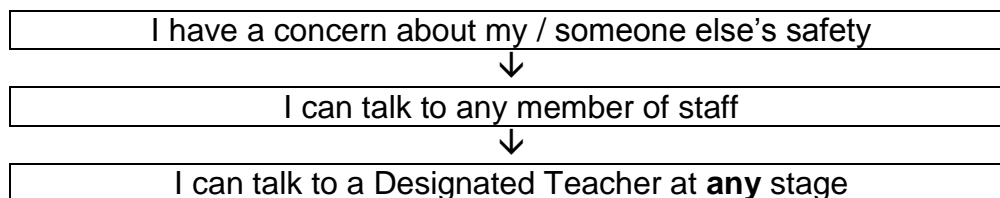
A full copy of the College's Child Protection Policy will be sent to all new parents and at least every two years thereafter. Only a **summary** is given below.

Child Protection procedures must be followed when it is **suspected / thought / known** that a child has suffered, or is at risk of suffering significant harm.

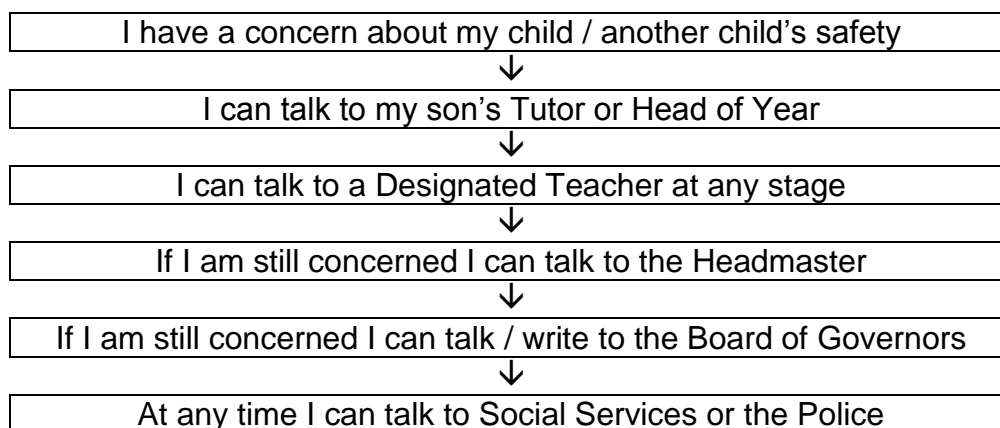
### Designated Persons for Child Protection

Designated Teacher:	Mr C Oswald (Vice-Principal)
Deputy Designated Teachers:	Mrs W Pearson (Boarding) Mrs R McNaught
Governor for Child Protection:	Mr R Hassard

### How a student can express a concern



### How a parent can express a concern



### Confidentiality

Because the College has a duty of care to all students and staff, we will always be discreet but **we cannot guarantee confidentiality** when we are in possession of information that could affect the safeguarding of an individual.

## 6. CODE OF CONDUCT

There are clear standards which we expect every boy at Campbell to uphold:

### ***Community***

I will treat all members of the school community with courtesy and consideration. When I see that something needs to be done, or someone needs assistance, I will take appropriate steps and not leave it to others.

### ***Contribution***

I will undertake to be punctual for registration, lessons and all school commitments. My behaviour in lessons will allow me to concentrate on learning and allow others to do so too. I will contribute positively to lessons, ask relevant questions and complete homework punctually and to the best of my ability.

### ***Respect***

I will respect the authority of teaching staff, support staff and prefects, complying with their requests in a constructive and positive manner. I will treat the property of others, school facilities and equipment with consideration and care.

### ***Responsibility***

I will take pride in my personal appearance and general behaviour mindful of the fact that the School's reputation depends on me.

*“Do your best at all times!”*



## 8. COLLEGE EXPECTATIONS

In order to create the best opportunities for learning, and to provide a well-managed environment for their education, we have a number of expectations of the students:

### Attendance / Punctuality

- Students must be in school before registration at 8:40am
- Students should have a high attendance rate

### Appearance

- School uniform must be worn correctly, and students should be well presented at all times
- Hair should be tidy and of an acceptable length and style
- Jewellery and piercings are not acceptable

### In Class

- Students should arrive to class on time
- Homework must be correctly recorded
- Homework must be completed thoroughly
- Students should abide by the simple rule, '*Do your best at all times*'
- Be courteous and respectful to the teacher and to your class mates
- Bring the correct books and equipment to class

### Around the School

- Do not drop litter and respect school property
- Ensure you stay within bounds
- Behave appropriately in the corridors and within the grounds
- Mobile phones must only be used at break and lunch - never in class

### General conduct

- Be polite, well-mannered and courteous to all members of the public and the Campbell community
- Always be an honest and upstanding member of the College
- Represent the school positively at all times
- Respect the school buildings and other persons' property
- Never be involved in any form of bullying, name-calling or unpleasantness

<b>WE VALUE</b>	<b>WE DO NOT TOLERATE</b>
<b>Hard work</b>	<b>Lack of effort</b>
<b>Honesty</b>	<b>Dishonesty</b>
<b>Good Manners</b>	<b>Rudeness</b>
<b>Facing up to consequences</b>	<b>Aggressive behaviour or language</b>
<b>Being kind to others</b>	<b>Bullying</b>

## 9. REWARD STRUCTURE

The College places great emphasis on praise and rewards for all aspects of positive behaviour and achievement.

Rewards include:

- Verbal praise from Class Teacher / Tutor / Head of Year / Head of Department
- Merit points on SIMS
- Departmental postcard sent home
- Commendations are awarded to those students who achieve certain standards in the regular progress cards. These commendations may be:
  - Attainment Commendation
  - Effort Commendation
  - Head of Year Commendation
  - Vice Principal's Commendation
  - Headmaster's Commendation
- House Colours are awarded to those students who regularly represent their House in inter-house competitions, and a certificate will be presented during assembly. House Colours are awarded at three levels:
  - Bronze award
  - Silver award
  - Gold award
- Head of Year awards
- Prizes and awards for academic and sporting excellence are presented at Speech Day





## 10. SANCTION STRUCTURE

Although the College's emphasis is very firmly on both the recognition of, and rewards for, good conduct and a positive attitude to learning, it is important that it also sets out the sanctions it may use when a student fails to meet the expectations outlined in the Code of Conduct:

Sanctions include:

- Verbal reprimand from Class Teacher / Tutor / Head of Year / Head of Department
- Extra work
- A de-merit point on SIMS
- Suspension or withdrawal of privileges
- Out-Of-Bounds Card
- Daily Report
  - Tutor Report
  - Head of Year Report
  - Vice Principal Report
- Lunchtime Detention
- Departmental Detention
- School Detention
- Saturday Detention
- Time out of timetable
- Formal procedures including Oral Warning, Written Warning, Suspension and Expulsion.

**When a concern exists, the Tutor or Head of Year will contact home, and may request a meeting with parents.**

## 11. DAILY REPORT CARDS

If we have concerns about performance or behaviour, the College operates a daily report card to monitor a student's work and effort throughout the day.

There are three levels of daily report: Tutor Report, Head of Year Report and Vice-Principal's Report.

Each period a student receives a grade, and when appropriate a comment.

- A Outstanding
- B Above Average
- C Satisfactory / Average
- D Unsatisfactory / Below Average
- E Very Unsatisfactory / Well below average

**The card should then be signed by a parent every evening and it will be signed by the relevant member of staff the next morning.**

The card can also be used to monitor punctuality in the morning or attendance at after school commitments.

PER	MONDAY	
	Start of School	ON TIME
1	Grade <b>A</b>	An excellent periods work TRC
2	B	JAG
3	D	Homework forgotten MR
4E		LUNCH
4L	A	89% in class test HHS

A grade will be awarded for each period and a comment will be written if necessary

The card should be signed by a parent that evening and will be signed by a member of staff at the end of the day or the next day

6	B	RTC
End of School Needs to go to Drama Club		
Tutor's Signature:		<i>H Campbell</i>
Parent's Signature:		<i>BT Smyth</i>

## 12. DETENTIONS

The College runs a detention system. The purpose is to support the general aims of the school and, in particular, to encourage students to follow the Code of Conduct.

The provision of Detentions is supported by the Department of Education.

- Lunchtime Detention
  - Students will be given time to have lunch and visit the toilet, but they will be detained for the remainder of their free time. This is generally used for homework related issues.
  
- Departmental / Personal Detentions
  - These are subject specific and are usually because an academic concern has arisen, behaviour may have been inappropriate in class or the class teacher is concerned regarding the submission of homework
  - The student is issued with a 'departmental detention' card, which will be completed by his teacher, should be signed by his parents, and returned to his teacher.
  - A Head of Year or designated deputy may also request that a student is detailed after school. A 'HoY Detention Card' will be issued.
  
- School Detentions
  - These are to encourage students to follow the Code of Conduct
  - Detentions are held on Friday from 3:30pm to 4:30pm
  - The Head of Year will phone or write home at least 24 hours in advance
  
- Vice-Principal Detentions
  - A Vice-Principal may double, or extend a detention to 5:30pm, and will inform parents in writing beforehand
  
- Saturday Detention
  - This is a serious sanction and will be the stage before formal disciplinary proceedings
  - Saturday detentions run on a Saturday morning from 9am to 11am
  - A Vice-Principal /Head of Key Stage will write to parents

**If there are extenuating circumstances whereby a student cannot attend detention on the set day, parents should write to the student's Head of Year explaining the reasons. Only under exceptional circumstances will the date of a detention be moved.**

A student who does not turn up to detention and does not have a valid reason may find the detention doubled or escalated to the next disciplinary level.

## 13. ATTENDANCE PROCEDURES

**The school believes that regular attendance is vital for academic progress and that punctuality is a necessary attribute valued by society.**

### Responsibilities of Students

- **Report for registration by 8:40am**
- If a student arrives late into school between 8:40am and 9:00am, they should report to their Tutor directly or on the days when assembly is on they should report to the library
- If students arrive in school after 9:00am, then they must sign the late book in the main school reception.

### Responsibilities of Parents

#### Punctuality

- **The school day starts at 8:40am and parents should ensure that their son is in school before this time**



#### Absence from School

- **If your son is ill or unable to come to school, you must telephone the school before 10:00am on the day of the absence**

**Calls should be made to the school's dedicated absence line: 028 90764101**

Calls are only necessary on the first day of absence

- If your son is absent for more than one day then he should bring a note to his Tutor on the morning of his return. For absences of only one day, no note is required (provided you have called the absence line)
- Attendance and lateness are monitored closely and we ask for the support of parents to ensure that your son is on time to school, and that his attendance is as regular as possible [Note that the Department of Education consider more than 9 days absence in an academic year as 'poor attendance']

#### Appointments during the school day

- Where possible, appointments should be made outside of school hours
- **If a student has to leave school for an appointment, parents should contact the absence line as above or provide their son with a note explaining their leave of absence. The message/note must include the time of leaving and the time of return.**
- This appointment note must be signed by the student's Tutor and then presented at reception when he is leaving school
- **In the interests of safety, we cannot authorise a student to leave the school grounds unless the correct documentation is provided.**

## Holidays during term time

Our rationale for not wanting students to be taken out of school for holidays is that, holidays in term-time breaks the continuity of learning. Gaps in learning often take a long time to be resolved. We would request that holidays are booked outside the school term dates. If there are exceptional circumstances then a request should be made **in writing** and sent to the relevant Head of Year, who in turn will discuss the matter with a Vice Principal.

**Parents/guardians should be aware such absences are recorded on attendance figures as 'unauthorised absence', which is considered as non-school attendance by the Department of Education.**

## What the school will do:

### Absence from School

- Any absence not reported by 10:00am will trigger a telephone call from the school office. This system is reliant on students being punctual, signing in late or parents/guardians calling in at the appropriate time if it is to work efficiently and effectively.

### Monitoring Attendance/Punctuality

- Attendance statistics will be printed on each academic report you receive**
- When issues over lateness or attendance become evident, the Tutor will contact home. Depending on the level of lateness/absence, an appointment may be requested to meet with a parent/guardian in person.
- The Head of Year will be in contact when a pattern emerges
- When the level lateness in the mornings does not improve following a conversation with home, the school will consider progressing as a disciplinary issue or referring to Educational Welfare.
- When attendance drops below 85%, or punctuality remains a concern, the school is obliged to discuss attendance with the Education Welfare Service, and the school may need to make a formal referral.**

## Some Statistics produced by the Department of Education/Educational Welfare

Percentage Attendance	Number of days missed in an academic year	Characterised by Department of Education as	
100%	0	Excellent	<b>NOTE: MORE THAN 9 DAYS ABSENCE IN ONE ACADEMIC YEAR IS CONSIDERED POOR ATTENDANCE</b>
<b>95%</b>	<b>Up to 9 days (1 week 4 days of learning missed)</b>	<b>Satisfactory</b>	
90%	Up to 19 days (3 weeks 4 days of learning missed)	Poor	
85%	Up to 28 days (5 weeks 3 days of learning missed)	Very Poor	
80%	Up to 38 days (7 weeks 3 days of learning missed)	Unacceptable	

## 14. UNIFORM AND APPEARANCE

Every Campbellian should be a credit to the school at all times, and this includes wearing their uniform correctly.

We therefore ask for parent / guardian support in promoting the importance of uniform and appearance, as it is our belief that good presentation is an attribute essential for later life.

### School Uniform

School uniform should be worn at all times in school, and when representing the school.

The school uniform consists of:

- Black badged blazer (or green colours blazer);
- House Tie (or colours tie);
- White shirt, black trousers, black formal shoes (not boots or sports shoes), black socks and an optional black V-neck pullover

Waterproof coats may be worn over the blazer, but other items of non-uniform sportswear or casual wear are not permitted.

- For PE and Games, the school's regulation sports clothing should be worn
- When travelling on public transport, full uniform or the CCB tracksuit must be worn

### Appearance

- Visible jewellery, including rings, ear rings, studs and piercings, are not appropriate and should not be worn. Students with piercings may be asked to remove them in the presence of the School Matron or, in the interests of hygiene, that evening at home.
- Students should be clean shaven.

### Hair Length

- **Hair should be worn above the collar, be of an appropriate style and length and not dyed an artificial colour. A 'close shaved' style is inappropriate. The hair style should be such that it does not invite comment or discussion.**
- Where hair length/colour is deemed to be in contravention of this guidance, the student will be given 1 week to address the issue. If hair is cut in an inappropriate style, the student will be asked to grow the style out. If this does not occur then the College will contact parents and the issue may progress formally.

If the Headmaster or a Vice-Principal deems a student's appearance to be unacceptable, parents may be contacted to collect their son from school and address the issue as a matter of urgency.

**If for any reason a student cannot wear the correct school uniform, and abide by the regulations for uniform and appearance, we would ask that parents contact their son's Tutor, in writing, to explain why this is the case.**

## 15. PERSONAL PROPERTY / LOST PROPERTY

Students should not bring expensive items or large sums of money to school.

**Students remain responsible for their own property and will bear the responsibility of any losses. The school cannot be held responsible for losses incurred.**

If bringing in an expensive item to school is unavoidable, it should be handed to staff for safe custody, particularly during PE and games.

Students' personal property should be marked clearly with their name, as it is very difficult to return unlabelled lost property to its owner. If an item has been lost, broken or stolen, the student should report the details as soon as possible to their Tutor.

The Lost Property Office is located in Long Field Pavilion and is open from 2.30pm – 4.30pm.

### **Lockers**

Students are assigned a locker in Years 8-10 and may request a locker from Year 11 upward in which their possessions (non-valuable) should be kept. Books, sports kit and school bags should be stored in a locker rather than left unsupervised. Students should ensure that their locker is locked at all times. Any damage to lockers must be reported as soon as possible to a member of staff. Lockers **MUST** be cleared at the end of term.

### **Mobile Phones/ Personal Electronic Equipment**

- Students are not permitted to use mobile phones at any time other than break, lunch and after school
  - **Mobile devices may not be used in class, during meetings, or the library unless permission has been given directly by a member of staff.**
- **The camera function of any mobile device (sound, picture or video) must never be used in school or when representing the school unless permission have been given by a member of staff.**
- If a member of staff feels that, despite a verbal warning, an electronic device continues to be used in class, the device may be confiscated and the student (or parent) will have to collect it from Reception at 3:30pm.
- If a member of staff has any suspicion that a mobile device has any inappropriate material stored on it, students will be required to hand over the phone to a member of staff. There may be occasions when the phone will be passed to the PSNI for reasons of Child Protection.
- Mobile phones must **NEVER** be brought into any internal or external examination and it is the student's responsibility to make provision for its safekeeping.

### **Damage to property**

The school cannot be held responsible for any damage to property; however if one student damages the property of another (whether accidental or deliberate) we will contact the parents of whoever damaged the item to suggest that the item is either repaired or replaced at their expense. Thereafter the issue should be resolved between parents.

## 16. ELECTRONIC SAFETY AND ICT ACCEPTABLE USE

### Passwords

- Every student will be assigned a password for use on the Campbell College network.
- If students have lost their password or feel that the security of their password has been compromised, they should change their password immediately. If they have difficulty doing this they should see their Tutor or a member of the ICT department as soon as possible.
- **If a student fails to keep his password secret, the school cannot accept responsibility for any damage occurred.**

### Proper use

- The Network/Internet/WiFi must only be used for approved schoolwork
- Only software which has been provided on the network may be run on the school resources
- The internet should never be used to access or download inappropriate material
- Students must NEVER have, or attempt to access, inappropriate material on the school network.

### Misuse / Cyberbullying / Safeguarding

- Misuse includes sending, receiving or storing messages/files containing abusive or pornographic material, inappropriate language or illegal activities.
- Personal details must never be disclosed over the internet.
- Cyberbullying can be defined as the use of technology to deliberately upset someone else (see anti-bullying section)
- If school staff or students suspect or are made aware of an illegal act, it must be reported to the designated teacher immediately (see Child Protection section)

### Social Media Sites

- **The College network blocks the use of social media sites, and they should not be accessed in school.**
- **The College cannot be held responsible for activities outside school hours. However, the school will provide advice on how to deal with issues should they arise.**
- **Parents should be aware of the dangers of these sites and if they suspect any inappropriate contact, the best course of action is to report the inappropriate activity on-line (most sites have the facility to do this)**
- Parents are advised to ensure their son knows how to report or block any inappropriate contact or messages.



## 17. ELECTRONIC SAFETY – ADVICE FOR PARENTS

### Keeping your son safe on the internet

1. Set your favourite search engine to 'safe searches' (preferably in parental controls)
2. Encourage your family to use technology in a public part of the house
3. Encourage your son to always tell you if they receive suspicious or unwanted messages.
4. Tell your son NEVER to give out their personal details whilst online.
5. Ensure your son knows how to report or block inappropriate or unwanted messages.  
(most search engines / sites have the facility to report / block undesirable content)

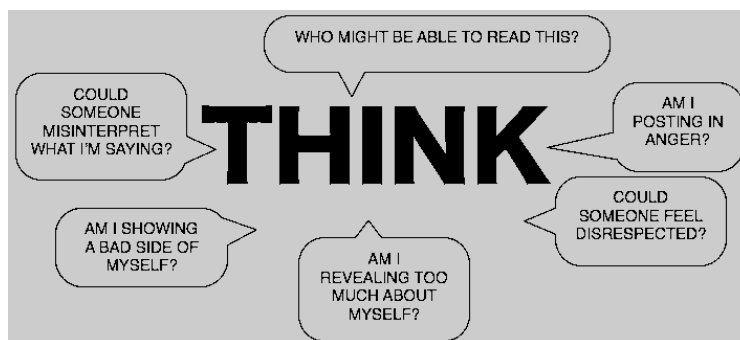
### Keeping your son safe on Social Media

1. Pay attention to age restrictions – for example Facebook, Formspring and Bebo are only for people **aged 13 years and older**.
2. Social networking sites, such as Facebook, Formspring and Bebo, have a range of privacy settings. These are often setup by default to 'expose' your details to anyone. When 'open' anyone could find you through a search of the networking site or even through a search engine, such as Google. So it is important to change your settings to 'Friends only' so that your details and profile content can only be seen by your invited and accepted friends.

Keep reminding them of the key message:

### “STAY S.M.A.R.T. AND THINK BEFORE YOU CLICK”

- S**    **SAFE**            Keep safe by not giving out personal information
- M**    **MEETING**        Do not arrange to meet someone you have met on-line
- A**    **ACCEPTING**        Be careful when accepting friend requests or emails
- R**    **RELIABLE**        Do not always believe what you read on-line
- T**    **TELL**              Tell someone if you are concerned or if you are unsure or worried about something



## 18. GAMES / P.E. AND 'OFF-GAMES' PROCEDURES

All students will have Physical Education classes and will have Games two days each week.

The College believes that there are a number of benefits to students taking physical exercise both socially in addition to health benefits. Taking part in team games improves interpersonal skills, promotes team work, develops confidence and self-esteem, and has been shown to improve memory.

### **Responsibilities of Parents:**

- **Support the school by encouraging your son to take part in Games**
- **Provide an 'off-games note' (for each occurrence) if your son is not able to take part in games**
- **To ensure that your son has the correct kit on the correct day as 'forgotten kit' will be dealt with as a disciplinary matter.**

### **Protocol for 'off-games':**

The College expects students to:

- Present a note from home to their Personal Tutor explaining why they will not be taking part in games, and the Tutor will countersign the note
- **Attend off games in the designated location presenting the signed note to the staff on duty** (there may be circumstances when Games are held indoors that the student may be asked to report directly to their Games teacher)
- Have academic work with them to do in 'off-games'
- If a student does not provide a valid 'off-games' note, he will be issued with a written sanction.



## 19. EXTRA-CURRICULAR PROVISION

The provision of a quality extra-curricular programme creates opportunities for students to develop their talents, skills and dispositions as well as promoting independence, self-confidence and self-esteem. Hence, we encourage students to engage with the extra-curricular dimension of the College and ask that parents encourage their sons too.

**An up-to-date list is published at the start of each term in the school calendar (this is sent to parents and is available on the College website).**

<b>Games Provision:</b>	Rugby	Cricket	Soccer
	Hockey	Athletics	Volleyball
	Cross-Country	Tennis	Badminton
	Archery	Swimming	Squash

<b>Clubs/Societies:</b> (After School)	Archery	Orchestra (Senior)	
	Scripture Union	Orchestra (Junior)	Golf
	Debating Society	Jazz Orchestra	Cricket Club
	Languages Club	Pipe Band	Squash
	Volleyball	Judo	
	Shooting Club	Dramatic Society	Swimming Club
	Art Club	Strength & Conditioning	College Choir
	CCF: Pioneers	Community Action Group	Athletics Club
	CCF: Army Section	Technology Club	School Magazine
	CCF: Navy Section	Duke of Edinburgh : Bronze	Book Group
	CCF: RAF Section	Duke of Edinburgh : Silver	Young Enterprise
		Duke of Edinburgh : Gold	

**Music Tuition:** Private music tuition is organised on-site for a range of instruments.

<b>House Competitions:</b>	Rugby	Hockey	Tennis
	Swimming	Technology	Squash
	Drama	Cricket	Badminton
	Volleyball	Athletics	Archery
	Cookery	Art & Design	



## **20. LEARNING SUPPORT DEPARTMENT**

The College has a designated Learning Support Department comprising two classrooms and an individual study room where students receiving 1:1 support can be taught. The Learning Support Department is run by the Head of Learning Support / SENCo Mrs Karen Sheppard, supported by Learning Support Assistant Ms Sonia Johnson, Literacy specialist teacher Mrs Sharon Johnston and a team of dedicated Classroom Assistants.

The aim of Learning Support Department is to provide assistance to any and all members of the school community, whether through individual advice and one-to-one help, group or whole class support, advice to teaching and support staff and through testing students to facilitate exam access arrangements. Some students arrive with diagnosed difficulties while others may be identified while at Campbell though a process of screening and careful observation by our teachers. Other students self-refer as they recognise that they need some extra help at a particular stage of their school career.

Our initial screening takes place at the start of Year 8 when all students take computerised English and Maths tests, and these results are used to offer support to all students who need it, not just those on the SEN register. These results are also used to monitor students to ensure appropriate progress is being made from year to year, and to evaluate the efficacy of our literacy support programmes.

At times parents or teachers may request individual assessments for students in order to supplement these baseline test scores or to consider if there might be other barriers to learning. When required, we may liaise with external agencies to seek further advice and support, but only after gaining parental permission.

We request that parents inform the College if their son has any form of special educational need or learning difficulty, or you are concerned that they may have. Parents should contact their son's tutor in the first instance, who will liaise with the Head of Year and the Head of Learning Support.

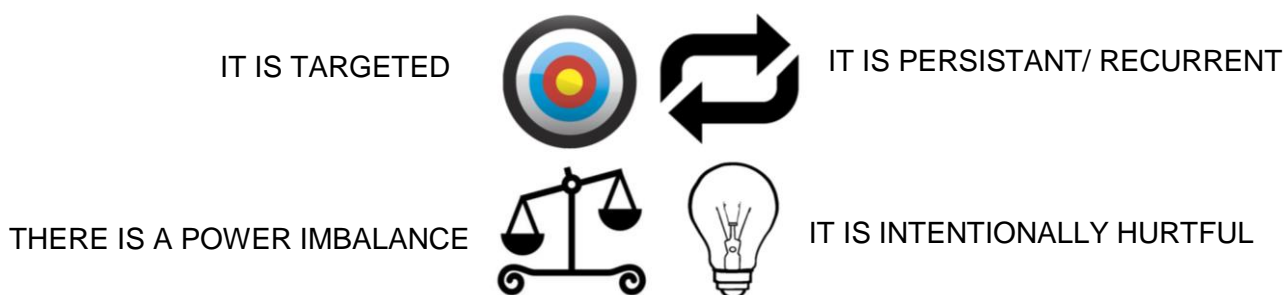
## 21. ANTI-BULLYING

Campbell College regards bullying as unacceptable and is fully committed to endeavouring to maintain a secure and caring environment for students and staff. We expect all our students to refrain from becoming involved in **any** kind of bullying.

The College uses the definition of Bullying from the 'Northern Ireland Anti-Bullying Forum':

**“The repeated use of power by one or more people intentionally to harm, hurt or adversely affect the rights and needs of another or others”**

Characteristics of bullying behaviour:



We expect students to:

- **Report any instances of bullying, either involving themselves or another student, to their Tutor or a member of staff**
- Never suffer in silence, but to have the courage to 'speak out' and know that they will be supported in doing so.
- **NEVER RETALIATE** – It can be more complicated to deal with a bullying issue when a student retaliates, as their reaction may contravene the expectations on positive behaviour.

We expect parents to:

- **Inform the school of any suspected bullying, even if their son is not involved. They should contact their son's Tutor or Head of Year**
- Make sure that if their son is using a social media site at home, that they know how to report inappropriate messages on-line.
- Ensure their son knows of the dangers of posting insulting or defamatory messages
- Understand that while it is distressing for parents to discover that their son is a target of bullying, it is equally distressing for parents to learn that their son is displaying bullying behaviour. The bully is usually an insecure person and equally needs help. Parents should be aware that 'punishment' is not always the best solution.

We expect staff to:

- Be fully aware of the school's Anti-Bullying Policy.
- Deal with instances of bullying promptly and effectively, in accordance with agreed procedures.

### **Dealing incidents of bullying**

Our intention is to RESPOND to the bullying that is taking place, RESOLVE the concern and RESTORE the well-being of all those involved.

- When a report of bullying is made, the Head of Year is informed immediately.
- In all cases of bullying formal records will be kept.
- Depending on the nature and severity of the bullying an action plan will be put in place. In some circumstances, incidents can be dealt with simply and discreetly. The main aim is to stop the bullying rather than just automatically punish the bully. However, in severe instances of bullying, the matter may be progressed as a disciplinary issue.
- Parents of the student who is a victim of bullying and the parents of the student doing the bullying are normally contacted.
- An action plan will remain in place until we are convinced that the issue has been resolved.
- Tutors and Heads of Year may consider the use of a 'buddy' system to support the students.

### **Cyberbullying / Safety on-line**

Students are advised to be very careful about who they give their personal contact details to, and who they befriend on social media sites.

- On most social media sites (Facebook, Bebo, XBOX etc.) there is a facility to report abusive messages. Mobile phone providers are able to bar or investigate unwanted calls or texts.
- If any student receives a message that they are not happy with, we advise them to report it instantly on-line.
- The school network bars the use of social media sites.
- **Students must NEVER**
  - **use a camera facility within school or on school activities**
  - **use social media sites within school or on school activities**
  - **text or post insulting or defamatory messages**
- The College are happy to provide advice to parents and students for incidents that occur outside of school.

## **22. SCHOOL COUNSELLING SERVICE**



### **Why Counselling?**

At any time students may need extra emotional support beyond the normal pastoral care offered by teachers. In some circumstances, students may wish to talk to a 'neutral' adult not connected with home or school life.

All students of post-primary age have access to counselling, which is independent of the school. This access is facilitated by the Independent Counselling Services for Schools (ICSS), a service funded by the Department of Education and delivered by FamilyWorks Counselling. The counselling support provided conforms to high professional and current best practice for school based counselling, specifically in respect of counsellor qualifications, safeguarding practices and continuous professional development. All counsellors are monitored by the service provider and receive regular clinical supervision.

### **When and where?**

Counselling is organised within the College and takes place in a private room. Currently 3 sessions are offered per week.

### **Referrals**

Students may self-refer by talking to their Tutor, Head of Year or directly to the Vice-Principal (Pastoral). They may also self-refer confidentially by using the counselling referral post box in the College Library. Staff may suggest counselling to a student, and parents may also suggest a referral on their behalf after discussion and agreement with the student. Such referrals should be made through the Tutor. The decision whether or not to take up the offer of counselling is entirely voluntary for the young person. Counselling is not compulsory and is not a disciplinary measure and will not be used as such.

### **Confidentiality**

The counselling relationship by its nature is confidential. The independence of the service is an important aspect for students, particularly those who prefer not to discuss issues with school staff. Whatever has been discussed with the counsellor will be kept confidential except in very specific circumstances: when there are concerns regarding the welfare or safety of a student or when a student is considered to be at risk of significant harm, the details will be shared with a Designated Teacher.

### **Parental Consent**

Our policy is that all students should be allowed access to the counselling service. There are specific situations and circumstances when a student can decide to seek counselling in their own right. While parents may state that they do not wish their son to access counselling or to have counselling without their knowledge, there is a legal basis for allowing a young person to make that decision.

It is generally felt that direct contact between the Counsellor and the parents is undesirable, certainly without the student's permission being given. This is to avoid the counselling relationship of trust being undermined.

## 23. SMOKING, DRUGS AND ALCOHOL

Full Details are given in the Smoking, Alcohol and Drugs Policy.

### SMOKING

Smoking on school premises and in the grounds is forbidden at all times. Smoking is forbidden on any school trip or activity, when the student is representing the College or any time when a student is in uniform.

If a student is found to have been smoking, the Head of Year will be informed.

Action by the school

- The incident will be recorded
- The student will be placed in detention and his parents will be contacted.
- Matron will be informed and the student may be asked to attend a meeting in the medical centre.
- We will suggest that the student makes a financial donation to CancerFocus NI
- If there are further offences, the Head of Year will request a meeting with the parents and higher sanctions are likely to be applied, including the suggestion of a higher donation.
- If a student has damaged the image of the school by being caught smoking, it is likely that they will lose privileges afforded to them such as:
  - The chance for Prefectship or other honorary posts
  - Attending school trips or events
  - Representing the school
  - The right to bring their car into school
- Smoking inside a building is illegal and poses a major fire risk. Therefore the sanction will reflect this potential danger to human life.
- For blatant defiance the matter will be progressed as a formal disciplinary matter.

### ALCOHOL, DRUGS AND SUBSTANCE USE/MISUSE

Students must never take or be in possession of alcohol when in uniform, on a school trip or on a school activity. Alcohol related issues will be dealt with through formal disciplinary measures.

The possession, use or supply of controlled drugs or banned substances is illegal and viewed as a very serious disciplinary matter. The matter will be progressed in accordance with the College Policy on Smoking, Alcohol, and Drug and is likely to involve the Police.

For issues involving drugs, the likely course of action is either suspension or expulsion.

**The Designated Teacher for Drug Incidents is**

**Mr C Oswald (VP)**

**The Designated Governor for Drugs is**

**Mr R Hassard**



## 24. MEDICAL CENTRE

The College has a medical centre staffed by a qualified nurse ('Matron') who will provide medical cover during the school day (**from 8:30am to 4:40pm**). She is supported by two Assistant Matrons who can cover when she is unavailable. Housemothers from the Boarding Department are first-aid trained and may also stand in as necessary.

If a student needs to attend sick bay, we ask that:

- He tells the teacher first who will issue him with a 'permission to attend sick-bay' slip
- If he needs to see Matron urgently, he should inform a member of staff who can contact Matron directly on her mobile number.
- Students should **not** make their own arrangements to be collected.

Matron will make the necessary medical assessment and if the parent / guardian need to be contacted, she will do so and discuss the best collection point and collection time.

It is the parent /guardian's responsibility to make the necessary arrangements to collect their son from the College if Matron decides he needs to be sent home or needs further medical investigation.

Parents should be aware that the level of medical cover offered by the College is not a substitute for medical advice from a doctor. If any symptoms persist or get worse, the parent / guardian should seek further medical advice from a doctor.

### Allergies and Medical Conditions

**We would ask that you inform us in writing of any medical conditions or allergies that could affect your son or if your son has to take medication on a regular basis. Matron may be contacted directly for advice as to the best way to manage a condition within school.**

**Matron should be informed of any injury resulting in concussion (or suspected concussion)**

### Treatments of minor ailments and injuries.

Students attend the medical centre with minor ailments eg. sports injuries, muscle pains, headaches, head colds, sore throats, gastric upsets, etc. These ailments can be treated with over-the-counter 'home' remedies such as:-

Paracetamol	Ibuprofen 200mg or 400mg tablets
Simple Linctus, Elixir	Merocets Lozenges
Imodium	Peptac Liquid
Piriton	Dioralyte Sachets
Loratadine 10mg (allergy tablets)	Cold Spray / Heat Spray

Matron will also treat minor injuries which may occur during games or in school. In the case of more serious accidents, an ambulance will be called and the parent / guardian will be informed immediately.

## Medical Consent Form

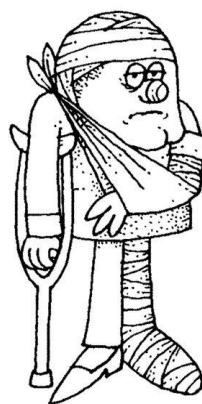
A medical consent form is sent to parents when their son first enrolls at the College. It should be signed by a parent / guardian to either agree or disagree to the school treating your son for these minor ailments/injuries.

Consent is also requested to treat your son in an emergency such as the use of a salbutamol inhaler for difficulty breathing.

## Administration of Medicines

If your son has visited the Medical Centre and has been given medication that you need to be aware of, he will be given an information sheet which he should give to you when he returns home.

CAMPBELL COLLEGE			
To: Parent / Guardian		From: THE MATRON	
DATE:	TIME:	NAME:	
		YEAR:	HOUSE:
<u>REASON FOR VISIT</u>			
<input type="checkbox"/> Head Injury	<input type="checkbox"/> Injury	<input type="checkbox"/> Feeling Ill	<input type="checkbox"/> Other _____
<u>DETAILS OF TREATMENT GIVEN</u>			
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<u>DETAILS OF MEDICATION GIVEN</u>			
NAME OF DRUG	DOSE	TIME GIVEN	CAUTION <small>It is recommended that this medication is not repeated for another FOUR hours</small>
<u>FOR A PUPIL WHO HAS TO BE SENT HOME / IMPORTANT INFORMATION TO BE RELAYED</u>			
<input type="checkbox"/> Parent Contacted	<input type="checkbox"/> Unable to contact - Message left	TIME LEFT _____	
Matron's Signature _____			
<b>IF ANY SYMPTOMS OF THE ILLNESS / INJURY PERSIST PLEASE SEEK ADDITIONAL MEDICAL ADVICE</b>			
<small>IMPORTANT MEDICAL ADVICE IS PRINTED ON THE REVERSE OF THIS SLIP ADVICE REGARDING HEAD INJURY IS INCLUDED</small>			
			PTO →



## Medical Issues and Infections

**If a student has been sent home with vomiting / diarrhoea, he should not return to school until he has had at least 48 hours symptom free.**

INFECTION NAME	EXCLUSION PERIOD FROM SCHOOL
Measles**	Four days from the onset of the rash
Chicken Pox**	Five days from the onset of the rash
Mumps**	Five days from the onset of swelling
German Measles (Rubella)**	Six days from the onset of the rash
Slapped Cheek (Parvovirus)**	None
Scabies	Can return after first treatment
Impetigo	Can return after first treatment
Scarlet Fever	Can return 24 hours after commencing antibiotic treatment

**\*\* Please inform the school of these conditions due to the serious risk to vulnerable children and pregnant women**

## 25. HEAD INJURIES AND CONCUSSION

### What is concussion?

Concussion is a brain injury which is usually caused by hitting your head or a fall. It can happen at any time, for example, during sport, during leisure time or at home.

If you or someone else has been hit on the head, you need to look out for signs such as:

- A headache
- Feeling dazed or confused
- Feeling drowsy or sleepy
- Feeling sick
- Feeling irritable or “in a fog”
- Having difficulty remembering things
- Any other change in normal behaviour

Concussion does not always involve losing consciousness so any of these symptoms must be taken seriously.

### Advice to Parents

If your son has had any form of head injury, observe him carefully and should he suffer ANY of the symptoms described above, you must seek further medical advice urgently. Symptoms may occur long after the initial injury.

**For any concussive injury we request that you take your son to a General Practitioner, or Accident and Emergency for expert medical assessment. This is a priority and should be undertaken without delay.**

We would ask that our School Matron is informed of ANY instance of concussive injury, especially when these have occurred outside school that we may not be aware of, so that the relevant games staff are informed (we ask for written confirmation if or when he is able to resume sporting activities).

### Advice to be given to your son:

If you have hit your head or you think someone else may have suffered a concussion:

- **STOP PLAYING** or whatever you are doing
- **REPORT IT** to a teacher, parent, coach, referee or umpire IMMEDIATELY
- **BE HONEST** about how you are feeling and what you have seen

If you hit your head before a match, you must let the coach know.

If you are playing or training and you hit your head, don't return to the game until a medical professional has assessed you.

If you are told to stay away from sport or training for a period of time, make sure you follow the instructions.

IF IN DOUBT...SIT IT OUT

## 26. GOOD HEALTH AND WORK HABITS – ADVICE FOR PARENTS

Students need to be ready to learn and be able to engage fully in class and with the extra-curriculum. In order to provide them with the best opportunity, we offer the following advice to parents:

### DIET

- A good breakfast will make a significant difference to how receptive to learning your son is in the morning
- We strongly discourage the consumption of high energy drinks at all times as they tend to produce an inconsistent focus which is not conducive to learning. Energy drinks are banned from school.

### USE OF INTERNET / MOBILE PHONES

- Using brightly lit electronic devices late at night can act as a stimulant and affects restful sleep. We advise that electronic devices are switched off at least 30 minutes before 'bed-time'.

### SLEEP

- Sufficient sleep is essential for full productivity at school, and young people do need plenty of sleep
- We recommend that students stop working 30 minutes before trying to sleep and spend some time relaxing
- Current medical research suggests that young people may not be at their most alert early in the morning and are inclined to sleep well into the morning when they have an opportunity. This is not easy to counter, but a clear routine will help and a sensible bedtime in particular.



### HOMEWORK / HOME STUDY

- **Students should establish a routine for when their homework/study is completed – it should definitely not be done late at night or first thing in the morning.**
- Study is rarely productive with a television or mobile phone nearby and unless the homework involves research or presentation through the computer, it should be switched off too.
- Many students feel that background music help them concentrate, but parents should be mindful that unless it is particularly low volume it can hamper study.

## 27. HEALTHY EATING

At lunchtime, students have the choice of purchasing food from the College Dining Hall, Junior Common Room or Sixth Form Centre. Students may also bring in a packed lunch if they want.

At break a range of snacks are offered from the Dining Hall, Junior Common Room or Sixth Form Centre.

'Sodexo' are the school's appointed catering service provider and they aim to meet the guidelines set out in the 'Nutritional Standards for School Lunches' by zoning and branding our food service options.

The College Dining Hall offers a varied hot and cold food menu. The sandwich bars in the Dining Hall and Junior Common Room provide high quality sandwich and snack options.

Within the Sixth Form Centre, there is a range of morning and lunchtime snacks and a bistro-style lunch menu.

Chilled water and fruit juices are available throughout the College.

### **Smart Card System**

We offer a cashless smart card system – this is similar in appearance to a credit card - an embedded intelligent chip communicates with the till system when used.

Cards may be topped up at breaktime with cash, or cheques made payable to 'Campbell College'. Catering staff will inform a student when the balance on their card is low.

If a student loses his smart card, he should inform a member of the catering staff who will have the card replaced. A temporary card is available for that day to ensure that the student is able to have lunch.

**Students MUST NOT lend their cards to another pupil, if they do so, THEY will be solely responsible for any money spent on it.**

### **Nut Allergies**

A number of students in the school have a severe allergic reaction to nuts or nut products.

**We ask that students do not bring food containing nuts into school.**

### **Fizzy Drinks**

The College discourages fizzy drinks and bans any 'energy drinks' containing caffeine boosters.

## 28. HEALTH AND SAFETY

### Banned Items

In the interests of Health and Safety, the following items are **banned** from school:

- (i) Correcting fluids such as 'Tippex' or 'Liquid Paper'
- (ii) Any form of dangerous items such as knives or penknives
- (iii) Laser pens or laser pointers
- (iv) Chewing Gum / Energy Drinks / Products containing nuts
- (v) Any type of firework

Students should never have these items on their possession. If found with any of these items, it is likely that they will be confiscated and may be destroyed. For possession of items which could cause harm or injury, disciplinary action may follow.

### Road Safety

We are aware that many students walk to school and some take public transport from stops outside the school grounds. This may necessitate students crossing roads.

#### Responsibilities of Students

- take great care when crossing busy roads and to find the safest place to cross
  - If possible, cross the road at crossings, subways, traffic lights or footbridges
- ensure the road is clear yourself, rather than just trusting the judgement of others
  - Check all directions and listen carefully for traffic
- cross the road quickly, but do not run
  - Always continue to check for traffic as you cross
- be mindful of others when you cross a road
  - Look out for yourself, but also look out for others
- never cross a road while testing or listening to headphones, or using a phone
  - Your mind must be fully focused as you cross

#### Responsibilities of Parents:

- **be aware of the journey your son takes to school and whether it involves crossing roads**
- **discuss road safety with your son**
- **if your son cycles to school, you should ensure:**
  - **the bicycle is in roadworthy condition with working lights**
  - **full protective gear is worn (cycle helmets, high visibility jackets etc)**
- inform the school of any concerns regarding road safety
- practise these good habits yourself.

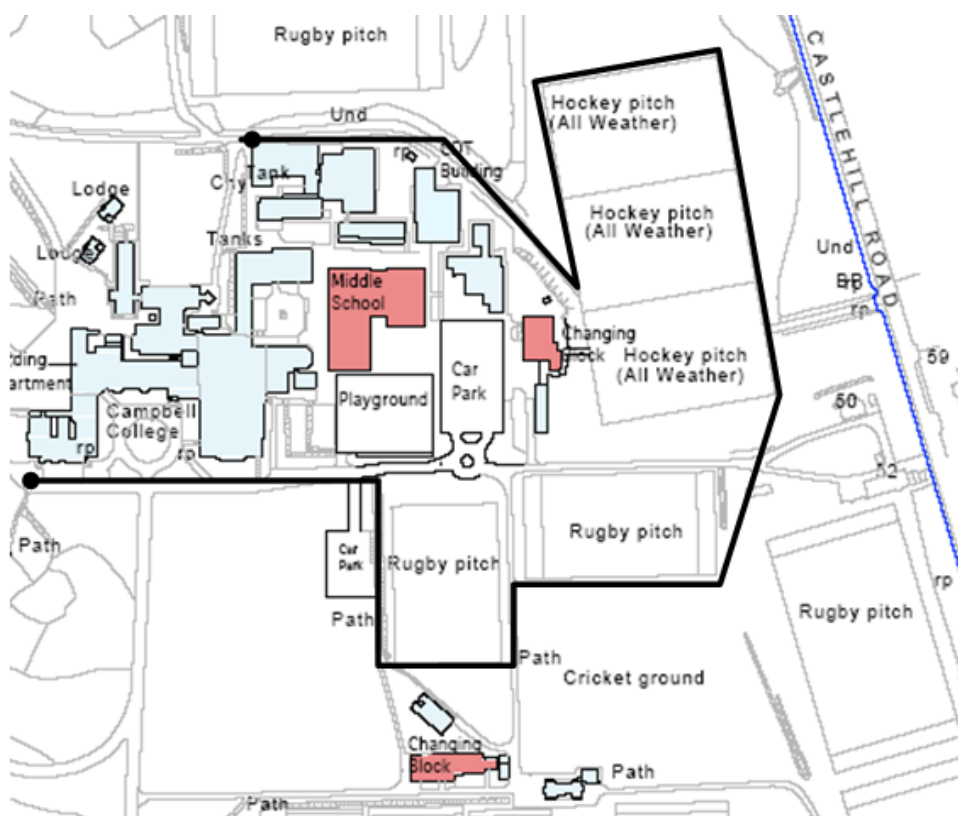
## 29. SUPERVISION AND SCHOOL BOUNDS

Campbell College believes in providing a safe, caring and supportive environment for all of its students throughout the school day, **8.40 am – 3.30 pm** and order to fulfil this duty of care all members of the teaching staff are asked to participate in a supervision scheme. Staff will be on duty before school, during break and lunch and supervising the buses which collect the students from inside the school grounds.

**Parents are asked to ensure that their son is collected from school at a reasonable time so that they are not left unsupervised after school or after games commitments.**

### School Bounds

Campbell has an extensive campus and consequently we expect students to remain within designated bounds during the school day. In the event of a student breaking bounds, the first sanction will normally be to ensure the student knows the extent of 'Out of Bounds', and a 'Bounds Card' will be issued ensuring students stay in contact with a member of staff. If further offences occur, the issue will be progressed as a serious disciplinary matter.



Students should remain within the designated areas (marked by black line).

(These boundaries may change during the winter months)

## **ADDITIONAL GUIDANCE FOR SIXTH FORM STUDENTS**

### **A STUDY HALL**

When not in class, all Sixth Form students must report to the Study Hall which is supervised by two full-time Study Supervisors. Year 14 will have a number of 'recreation' periods in the Sixth Form Centre by agreement with the Study Supervisors.

The Study Hall is open from 8am and during Break and Lunch.

Within the Study Hall, we expect Sixth Form students to:

- be punctual and attend when not in taught classes (unless they have been assigned a recreation period)
- have appropriate academic work, or reading
- respect that this is a Study Hall and a place for quiet work. It is not a social meeting venue.
- not bring foodstuffs into study, though they are permitted to drink water.
  
- Switch off mobile phones and under no circumstances use them while in study. The calculator function may be used with permission from the Study Supervisors; however, such devices are not permitted in exams and students are strongly recommended to use a proper scientific calculator if needed.

As a Sixth Form student, we expect students to use their study time profitably in order to augment the work they do within class. We expect Sixth Form to manage their time accordingly and to inform the Study Supervisors in advance if they are unable to attend study for any reason.

### **B. SIXTH FORM CENTRE**

Sixth Form students have their own leisure area with a snack bar staffed at break and lunch time. The Sixth Form centre is equipped with televisions, pool tables, table tennis and a casual seating area.

The use of the centre is a privilege and not a right; we expect students to respect the centre and its facilities. The privilege may be revoked if expectations are not met.

### **C. COLLEGE LIBRARY**

Sixth Form students may use the Library during their study periods by agreement with the Study Supervisor and the Librarian.

The Library is only to be used for academic work and should not be considered as a social space.



## **D STUDENT CAR POLICY**

For the safety and wellbeing of all members of the school community it is necessary for the school to have fundamental conditions which must be adhered to by all students who are granted permission to park their vehicles in the school grounds.

### **Responsibilities of Students**

- **Ensure they have completed the application form to bring their car into school**
- **The form must include accurate car details**
- **The form must be signed by a parent/guardian**

### **Responsibilities of Parents**

- Ensure your son is fully aware of the rules and regulations for your son driving to school
- Be aware that any breach of these rules and regulations may result in the parking permit being revoked.

A student allowed to drive to school has been entrusted as an individual with the responsibility to drive in the school grounds. We, therefore, expect:

- a) All drivers must register their car with the College and display the registration badge.
- b) To drive with the utmost care and attention at all times.
- c) To arrive in school on time for first commitments at 8.40am and to park **only** in the Sixth Form car park. If this is full then permission extends to allow overspill parking **only** in the Ormiston car park. As these areas are on the main thoroughfare, extra care must be taken when entering and exiting the car parks.
- d) **Not to use the car during the school day without written permission from the driver's Head of Year.** This includes travel within the school grounds.
- e) The driver and the passenger(s) must both present a letter of consent from their Parents/Guardians, to Front of House, clearly indicating that they are fully aware of the arrangement and that full insurance is in force.
- f) Drivers must not exceed the maximum speed of 15 mph in the school grounds. They must drive with due care and attention at all times.
- g) All cars must have valid road tax and insurance.

**A violation of any of these conditions may lead to permission to park in the school grounds being suspended or revoked. If a student subsequently parks or brings the car to school without permission it will be treated as serious misconduct.**

**Permission to use a car in school may be revoked in the case of a student having poor attendance or not abiding by the College's Code of Conduct.**

## E. PREFECTSHIP

**Campbell College School Prefects should be aware of the following requirements and expectations:**

1. Prefects must provide effective leadership and guidance for their peers and younger students.
2. Be reliable and effective in discharging duties.
3. Be regarded as a responsible, positive and productive influence.
4. Maintain high standards of attendance, personal behaviour and appearance, acting as positive role models to their peers and younger students.
5. Maintain high academic standards including meeting academic deadlines.
6. Display a consistent commitment to the House they are allocated to work with.
7. Maintain good relationships with academic and support staff.
8. Be able to show initiative and if something needs to be done, to take appropriate action.
9. Demonstrate a willingness to mentor younger students, empathising with their concerns and providing appropriate support.
10. Act as positive ambassadors for the school **at all times**.

**Prefects will be specifically required to:**

1. Work in partnership with the Headmaster and his staff, attending a regular meeting with them.
2. Maintain high standards of student appearance and general behaviour.
3. **Carry out assigned duties e.g. break and lunchtime supervision, reading at assemblies and assisting at Teacher-Parent Consultations, Open Days, Family Services and other school events.**
4. Work alongside Housemasters and Personal Tutors in organising House events and charities.

### **Essential Criteria**

1. A high level of attendance and punctuality
2. A sound attitude towards academic commitments
3. A good conduct record at the College
4. The ability to work independently and exercise personal responsibility
5. The ability to lead others

**To remain in post, the requirements, expectations and essential criteria must be maintained throughout. The position of prefectship may be revoked by a Vice-Principal or the Headmaster at any stage.**

## **Term Dates 2017-18**

### **Christmas Term**

Thursday 17 <sup>th</sup> August 2017	A Level results
Wednesday 23 <sup>rd</sup> August 2017	Staff Development Day ( <i>Pupils do not attend</i> )
Thursday 24 <sup>th</sup> August 2017	GCSE results + Staff Development Day
Friday 25 <sup>th</sup> August 2017	Staff Development Day ( <i>Pupils do not attend</i> )
Monday 28 <sup>th</sup> August 2017	Bank Holiday ( <i>Pupils do not attend</i> )
Tuesday 29 <sup>th</sup> August 2017	Induction Day for Boarders
Wednesday 30 <sup>th</sup> August 2017	Induction Day for Years 8 + 13
Thursday 31 <sup>st</sup> August 2017	Christmas term begins for whole school
Saturday 28 <sup>th</sup> October 2017	Boarding Department closes at 12 noon
Monday 30 <sup>th</sup> October - Friday 3 <sup>rd</sup> November 2017 (inc.)	Half term
Monday 6 <sup>th</sup> November 2017	Staff Development Day ( <i>Pupils do not attend</i> ) Boarding Department re-opens at 2.00pm
Thursday 21 <sup>st</sup> December 2017	Term ends
Friday 22 <sup>nd</sup> December 2017	Boarding Department closes at 12 noon

### **Easter Term**

Wednesday 3 <sup>rd</sup> January 2018	Boarding Department re-opens at 2.00pm
Thursday 4 <sup>th</sup> January 2018	Easter term begins for whole school
Saturday 10 <sup>th</sup> February 2018	Boarding Department closes at 12 noon
Monday 12 <sup>th</sup> February – Friday 16 <sup>th</sup> February 2018 (inc.)	Half term
Monday 19 <sup>th</sup> February 2018	Staff Development Day ( <i>Pupils do not attend</i> ) Boarding Department re-opens at 2.00pm
Friday 23 <sup>rd</sup> March 2018	Term ends
Saturday 24 <sup>th</sup> March 2018	Boarding Department closes at 12 noon

## **Summer Term**

Sunday 8 <sup>th</sup> April 2018	Boarding Department re-opens at 2.00pm
Monday 9 <sup>th</sup> April 2018	Summer term begins
Friday 4 <sup>th</sup> May 2018	Staff Development Day ( <i>Pupils do not attend</i> )
Monday 7 <sup>th</sup> May 2018	Bank Holiday ( <i>Pupils do not attend</i> )
Monday 28 <sup>th</sup> May 2018	Staff Development Day ( <i>Pupils do not attend</i> )
Friday 29 <sup>th</sup> June 2018	Term ends
Saturday 30 <sup>th</sup> June 2018	Boarding Department closes at 12 noon

# CHECKLIST FOR PARENTS

Campbell College believes in working alongside parents to ensure that all students attending the College have a safe, enjoyable and rewarding school life.

We would appreciate your support in discussing some of the key issues contained within this booklet with your son.

Parents and students should ensure they:

- Know the College rule, “*do your best at all times*”
- Appreciate and understand the College’s expectations in terms of
  - Attendance and Punctuality
  - Behaviour and manners
  - Class work and homework
  - Uniform and appearance
  - Conduct to fellow students.
- Know the College’s procedures for absence and lateness
- Understand the importance of protecting personal property and using a locker
- Understand the College’s policy on mobile phone use
- Appreciate the need for safety on-line and know how to report inappropriate activity on-line
- Understand the procedures for ‘off -games’.
- Understand that bullying is not tolerated at Campbell and that any instances of bullying should always be reported.
- Know the College’s stance on smoking, alcohol and drugs, and banned items.
- If relevant, understand the College’s policy on student car parking
- Know who to talk to in school if they have a concern or who to go to if they are worried about a safeguarding (Child Protection) issue.**

# USEFUL WEB ADDRESSES

These and other useful publications are available on the College Website.

## School Attendance

DENI publication 'School Attendance Matters: A Parents' Guide'

[http://www.deni.gov.uk/a\\_parents\\_guide\\_individual\\_pages.pdf](http://www.deni.gov.uk/a_parents_guide_individual_pages.pdf)

## Concussion and Head Injury

DENI publication 'Recognise and Remove Concussion'

[www.nidirect.gov.uk/recognising-concussion](http://www.nidirect.gov.uk/recognising-concussion)

## Internet and Electronic Safety: Guidance for Parents

Childnet International

[www.childnet.com](http://www.childnet.com)

## Reporting Online Child Protection concerns

Child Exploitation and Online Protection

[www.ceop.police.uk](http://www.ceop.police.uk)

## Helplines

### **Childline**

Provides help and advice to young people about a wide range of life issues such as

- Exam Stress
- Online Safety
- Alcohol issues
- Self-Harm
- Anxiety
- Relationships
- Feelings and Emotions
- Family Issues

They can read online advice or talk to a counsellor online or by telephone.

[www.childline.org.uk](http://www.childline.org.uk)

telephone 0800 11 11

### **Young Minds**

Provides a helpline for parents and young people concerned about mental health and wellbeing issues.

[www.youngminds.org.uk](http://www.youngminds.org.uk)

### **Lifeline**

Provides help, advice and can arrange counselling for those in distress and despair

[www.lifelinehelpline.info](http://www.lifelinehelpline.info)

telephone 0808 808 8000