

AD MAIOREM DEI GLORIAM



# STONYHURST

## FAMILY HANDBOOK 2018 -2019

Stonyhurst College, Clitheroe, Lancashire BB7 9PZ

Telephone: 01254 826345 Fax: 01254 827132 [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk)

## **Information**

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Clitheroe  
Lancashire  
BB7 9PZ

**Web Site** [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk)

**Telephones:** College Reception and Switchboard  
01254 826345  
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Pupil Registration and Absence  
01254 827034  
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School Office (Open Monday-Friday, 8.30am-5.30pm)  
01254 827010

Deputy Head (Pastoral)  
01254 827054

Health Centre  
01254 827100

<b>Fax Numbers:</b>	Accounts	01254 826796
	Headmaster	01254 827131
	School Office	01254 827132
	Studies Office	01254 827138

**See Communication Section of this handbook for further staff contact details**

## **INTRODUCTION**

We trust that this handbook will be helpful to pupils and parents by providing information about the aims, expectations and policies of Stonyhurst.

Sections 1 to 3 contain information relating to welfare, pastoral care and health and safety which apply across the campus. Thereafter, the details in sections 4 to 13 are specific to the College, as our approach and procedures in these areas need necessarily to differ for children of different ages. Policies referred to in the handbook can be found on the parent portal and certain policies can additionally be found on the Stonyhurst website.

We have included details of our daily organisation, both in the classroom and in the general life of Stonyhurst. An enlarged section on lines of communication has been included and we hope that this will help to facilitate easy access to relevant departments of the school.

Although some of the information is directed specifically at either pupils or parents, we feel sure that both will gain a greater understanding of the way that the school operates by reading all of the sections.

If you find anything that requires clarification, or if you feel that something important has been omitted, please do not hesitate to contact the College Deputy Head (Pastoral), Mr Patrick McBeth or St Mary's Hall Headmaster, Mr Ian Murphy.

All policies are reviewed and adjusted whenever necessary and updated on the parent portal and Stonyhurst website where appropriate.

**John Browne**  
**Headmaster**  
**September 2018**

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# STONYHURST COLLEGE

&

# STONYHURST ST MARY'S HALL

## TERM DATES 2018 – 2019

### Christmas term 2018

Staff training Thurs 30th /Friday 31st August

All new students arrive Monday 3rd September

Induction of all new pupils Tuesday 4th September

**Travelling Day for existing boarders; return by 1800 Tuesday 4th September**

Day pupils return and classes begin Wednesday 5th September

Classes end for half term, 5.45pm Wednesday, 17th October

**Travelling day for all boarders Thursday, 18th October**

**Travelling day; boarders return Wednesday, 31st October**

Day pupils return and classes begin Thursday, 1st November

Classes end at 5.45pm Tuesday 11th December

**Travelling day for all boarders Wednesday 12th December**

### Easter term 2019

Staff training Monday 7th January

**Travelling Day; boarders return by 6pm Tuesday 8th January**

Day pupils return and classes begin Wednesday 9th January

Classes end for half term, 5.45pm Friday 15th February

**Travelling day for all boarders Saturday 16th February**

**Travelling day; boarders return Sunday, 24th February**

Day pupils return and classes begin Monday, 25th February

Classes end at 5.45pm Wednesday, 3rd April

**Travelling day for all boarders Thursday, 4th April**

### Summer term 2019

Staff training Wednesday 24th April

**Travelling Day for all boarders Thursday 25th April**

Day pupils return and classes begin Friday 26th April

Great Academies (College) Friday 24th/Saturday 25th May

Half term begins after Great Academies at 1400 Saturday 25th May

**Travelling day; boarders return Sunday 2nd June**

Day pupils return and classes begin Monday 3rd June

Classes end at 5.45pm Tuesday 2nd July

**Travelling day for all boarders Wednesday 3rd July**

Easter Sunday = 21st April



## **SECTION 1**

### **WHAT MAKES STONYHURST DIFFERENT?**

Stonyhurst is a Jesuit school, one of eleven in the United Kingdom, and one of a large number of such schools scattered throughout the world.

As a Jesuit school, we work in the tradition of the founder of the Society of Jesus, St Ignatius Loyola.

St Ignatius taught us that we are “created to praise, revere and serve God, our Lord.” Consequently, our first duty as a member of the Stonyhurst community is to PRAISE GOD AT ALL TIMES (Laus Deo Semper). We can honour God in this way by attending Mass, other College services and religious assemblies in a spirit of prayer and reverence, and in our own private prayers.

God is not only to be found in the church and chapels of Stonyhurst. When we work, when we play sport, when we serve others by example or by generously giving ourselves, when we unwind and enjoy ourselves, we are called to dedicate all the activity of our lives TO THE GREATER GLORY OF GOD (Ad Maiorem Dei Gloriam). To help us remember this, we head every piece of written work that we begin ‘A.M.D.G.’ and end it ‘L.D.S.’

These are the two traditional mottoes of the Society of Jesus. A third was added by the Jesuit General, Pedro Arrupe (called by some, ‘the second Ignatius’), who taught us to be MEN AND WOMEN FOR OTHERS.

We live for others, and not ourselves, when we think of how our actions and attitudes affect the well-being of the whole community that surrounds us.

We live for others when we behave generously to those we dislike, and when we treat others and their property with care and respect. We live for others when we spend time working to alleviate the sufferings of those outside the school community, by supporting Learning to Care, the Stonyhurst Children’s Holiday Trust, the Lourdes Pilgrimage, The Arrupe Programme, our links with St Peter’s Kubatana, St Paul’s Musami (Zimbabwe) and The Faith School, Liverpool and other Voluntary Services.

Finally, our school motto teaches us that we should always DO OUR UTMOST (Quant Je Puis) in every area of life. We must always strive to do more, and never be satisfied with less:

“Learn as much as you can, to become as much as you can, so as to give as much as you can.”

Our Lady of Stonyhurst	Pray for us
Saint Ignatius	Pray for us
Saint Aloysius	Pray for us

## **SECTION 2**

### **WELFARE**

#### **i. Introduction**

As the College Mission Statement and Prospectus emphasise, it is our firm commitment at Stonyhurst to ensure that each pupil is cared for spiritually, morally, socially, physically and intellectually as a unique individual in the sight of God.

Within this commitment, we acknowledge our duty to fulfil statutory responsibilities where they apply to the specific needs of our boarding community but also to emphasise the close relationship between that residential community and the day pupil body in the College.

We also recognise the special responsibilities and requirements inherent in our co-educational organisation.

#### **ii. Policies**

The following policies relevant to this section are available on the parent portal. Certain regulatory policies are also found on the Stonyhurst website, [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk)

- Safeguarding Policy
- Anti-Bullying Policy
- Pupil Data Protection Policy
- Equal Opportunities Policy
- SENDA Policy
- Accessibility Policy and Disability Policy
- ICT Acceptable Use Policy
- Policy for Responsible Phone Use
- Games Policy
- Medical Policy
- Self-Harm Policy
- Eating Disorders Policy

#### **iii. Stonyhurst Statement of Boarding Principles and Practice**

At the heart of the boarding community at Stonyhurst lie the values and ideals of the Jesuit educational mission. Boarders (and day students alike) are encouraged to grow in virtue and to develop the spiritual life necessary for them to become mature, caring and responsible Christian adults. Through life in our boarding community, we aim to instil in all students characteristics such as compassion, an ability to see God in all things, forgiveness, a desire to care for the less able and to treat each person equally.

Our unique Playroom system provides an outstanding quality of pastoral care, where the students bond as a year group (Playroom) and remain together as they move from Playroom to Playroom every year. The boys board in year groups with the exception of Year 9 and 10 who board together in one House. The girls board in three Houses: one for year 9, one for years 10 and 11 and a Higher Line Girls House for years 12 and 13. The strength of their friendships is palpable as is their support for and understanding of one another. As a group, they learn to respect one another's differences, face challenges

together and delight in one another's success. As individuals they give their very best in all that they do, to the greater glory of God. They have the support to grow in personal and academic confidence, to step beyond their comfort zone without fear, and to contribute to the community both within and beyond Stonyhurst itself. Stonyhurst students come to appreciate the creative tension between independence and interdependence and they do so with openness, generosity of spirit and enthusiasm.

Boarding at Stonyhurst develops a firm sense of community amongst all the students and helps to develop friendships that will be sustained and be sustaining in life beyond the College. We believe that the Playroom system at Stonyhurst provides the bedrock upon which supported independence and youthful fellowship can be built. Pupils learn to treat each other and all members of the community with kindness, sensitivity and respect.

The opportunity to live and work alongside people from varied backgrounds and countries is a genuine privilege. Pupils work with teachers, other members of the adult community and with other pupils in ways that go beyond the formulaic relationship imposed by the classroom or laboratory. It is a caring, supportive and prayerful community with Jesus at the centre.

Playrooms are staffed by teams of adults who work generously to sustain and uphold the health and happiness of young people in their care. We seek partnership with parents, based upon our ethos, which enhances the well-being and prospects of Stonyhurst students. Heads of Playroom lead the whole Playroom community (Year group). Pastoral Heads lead the boarding within the College and they are supported by Resident Staff, Duty Staff and Academic tutors. Each Playroom has its own character, dependent on the age, the mixture of nationalities and the interests of the students within it; in essence, it is the students themselves who define the character of their Playroom, encouraged and guided by their Head of Playroom and Pastoral Head.

The working week at Stonyhurst is full and weekends offer a rich programme of structured activities, social occasions and other recreational opportunities.

#### **iv. The Rights of Children**

The United Nations' Convention on Children's Rights applies to everyone under 18 years of age and was ratified by the Government of the United Kingdom in December 1991.

Stonyhurst upholds all Rights of Children as laid down by law, agreement or convention and any additional rights.

Stonyhurst is particularly mindful of the Children Act 1989 and the Rights for Children that this Act enshrines with special reference to children being educated in a residential setting.

*Please refer to the Stonyhurst website and parent portal for details of our Safeguarding Policy (Child Protection).*

#### **v. Responsible Network Use of Information and Communications Technology**

Before pupils are allowed onto the campus network, they are required to abide by the campus "ICT Acceptable Use Policy" and to agree to its terms in full. Pupils will not be allowed to use their own, or the campus computing facilities if they refuse to agree to the

policy. Every time a pupil uses their own computer or logs onto the network they are unconditionally accepting the terms of the policy in full.

### **Privacy and Monitoring**

Understandably, pupils wish for the contents of their own computers, laptops and other digital handheld communications devices, their network user accounts and their webmail accounts to be confidential and private. However, it is important in a school environment that the school is able to monitor activity on all digital communications devices which are used at Stonyhurst, in order to ensure a safe environment free from inappropriate material. Stonyhurst ICT equipment is routinely monitored. Personal ICT equipment will be investigated if the school has reasonable grounds to suspect a policy breach.

ICT staff, as part of their role, must discreetly carry out checks and searches throughout the year to ensure that all computers are used appropriately. Suspicious material will be investigated and logged. Should any member of staff or pupil have concerns about the existence of such material, they should report this immediately to ICT staff. Copies will be sent to the Head of Playroom and also to the Deputy Head (Pastoral) or the Headmaster at St Mary's Hall.

### **Sanctions and Parental Involvement**

Pupils who breach the "ICT Acceptable Use Policy" will have their user accounts and/or web mail accounts disabled, pending further investigation by ICT staff, in conjunction with Playroom/House staff and the Deputy Head (Pastoral)/SMH Headmaster if necessary. Pupil computers may also be confiscated whilst investigations take place.

Parents may well be contacted at this stage.

***It should be made very clear that this policy applies to all pupils and staff who bring their own computers into Stonyhurst – whether they connect them to the campus network or not.***

All pupils are required to sign the Campus ICT Acceptable Use Policy.

### **Mobile Phone / Device Use for Students in Lower Grammar and Grammar**

Social media is most commonly accessed via smartphones and other electronic mobile devices. Mobile devices come with many benefits, such as keeping in contact with family and friends, staying informed of current affairs and indeed, simply playing games or watching films when relaxing. However, we believe these benefits can come at a cost. Our young people are constantly *switched on* and can often feel a sense of anxiety over missing out on what is happening. A dependency on mobile devices, particularly phones, can take place if structures and are not put in place for young people as they grapple to make sense of the new found freedoms that come with access to the online world.

There is a concern that students can forget about the benefits of communicating face to face in "real life", and they can lose the space simply to *be* and enjoy spending time with their friends in the moment. Sadly, at their worst, mobile devices can be used as a way to cause actual upset between groups of students using the various social media apps.

Stonyhurst acknowledges that students should be given the opportunity to learn how to manage this technology, but equally, in their early years in the College, we feel additional structure and guidance is required.

Our aim is for school to be a place where students can enjoy being with friends and feel safe from the ever increasing pressures that are associated with boundless communication, and be able to focus on their school work without distraction. School should be a place where students can put the fast-paced world of online communication to one side and concentrate on their studies and developing those interpersonal skills that are essential if a person is to have a happy and fulfilling life.

Consequently, students in Lower Grammar and Grammar are **not** permitted to use mobile phones / devices anywhere on the school site during the below mentioned times, except with the express permission and under the direct supervision of a member of staff.

Monday - Friday      8.10am - 5.40pm

Saturday              8.10am – 11.25am

We understand that day students may need to contact parents at the end of the day to arrange pickups, so students can bring a mobile phone to school for use after the above times. However, the phone should remain switched off, in their bags and out of sight at all other times.

Students needing to contact parents during the school day may do so only with the permission of a member of staff.

All devices must be turned off and any attached equipment must not be visible or audible at any time.

In order to support this policy a number of sanctions will be used to address noncompliance. These are outlined below, however please refer for to the Mobile Phone / Electronic Device Policy on the parent portal for the full document.

Any student **seen or heard with a mobile phone** on the school premises, whether using it or not, will have the phone confiscated from them for a **48-hour period**

Any student found **to be actually using a mobile phone** on the school premises will have it confiscated a period of **5 days** before being returned to the student. Parents will receive a warning letter explaining our procedure in the event of a further confiscation.

Should a student have a mobile phone confiscated on a **second occasion** the phone will be held by the school for **14 days** before being returned to the parent. Parents will receive a warning letter explaining our procedure in the event of a further confiscation.

Should a student have a mobile phone confiscated on a **third or subsequent occasion** in any rolling 12-month period the phone will be retained by school until the end of the last school day of that half-term. At this point it will be returned to the parent. This will be explained in the warning letter.

In the case of boarders, the Pastoral Head will return the phone to the student after the appropriate holding time.

For continued breach of our policy on mobile phones / electronic devices the school reserves the right to impose further sanctions, up to and including exclusion, as deemed appropriate by the Headmaster.

Unlawful use of a mobile phone / mobile device may result in police involvement.

If a mobile phone or devices is confiscated it will be handed in to the relevant Head of Playroom. The phone / device will be stored securely until the parent arranges to collect it from the Head of Playroom or until it is returned to the student on the last day of the half-term, as appropriate to the particular circumstance.

#### **vi. E-mail Facilities for Pupils**

Pupils can be contacted via the school's web-based e-mail system. Accounts are issued to new pupils when they first join the College and their unique school number within the Stonyhurst domain identifies pupils individually.

*e.g. 1099@stonyhurst.ac.uk*

Stonyhurst recognises that e-mail is a valuable communication tool for pupils within a boarding school environment and, in particular, for overseas pupils. Webmail allows a greater degree of flexibility in communication as pupils move between the College and home. Pupils should distribute their account details with caution in line with current recommended practice within the educational sector.

#### **vii. The Health Centre**

##### **Medical Care**

The medical care of the pupils is looked after by a team of fully qualified nurses, providing 24-hour care. During the evening a Health Care Assistant (HCA) works with the Nurse. Any communication about any health matters should be communicated to the Health Centre or by telephone 01254 827100.

The Medical Officers are Dr Susie Owen and Dr Ian Ibbotson, Castle Medical Practice, Railway View Road, Clitheroe, Lancashire BB7 2DG (01200 413535)

The Medical Officers visit Stonyhurst regularly to see pupils registered with the school Medical Services. Day pupils registered for medical services elsewhere can consult the school doctors, free of charge, for urgent problems that arise at Stonyhurst or where time constraints make it difficult to consult their own doctor. The school doctor will communicate the outcome and recommendations of any such consultation to parents by letter. The school doctors will not be able to prescribe medications for day pupils who are not registered with them. Parents of day pupils who are unwell will be expected to collect them at their earliest convenience. Day pupils will be unable to remain in the Health Centre overnight. Support in this matter will help to minimize the spread of infection throughout the school community.

The Nursing staff are: Mrs Laura Hindle (Senior Nurse), Mrs Gill Kellett, Mrs Angela Bell, Mrs Ingrid Haigh and Mrs Tracey Metcalf. The HCA are Mrs Deborah Chadwick and Mrs Emma Metcalfe. Communications about medical matters should be made with the Health Centre (01254 827100), by email [health-centre@stonyhurst.ac.uk](mailto:health-centre@stonyhurst.ac.uk), or through the school switchboard. Nursing staff are on call 24 hours a day.

The Health Centre is visited weekly by a physiotherapist named Lee Barker of Alderbank Physio, Lancashire, 01772 653501. Additional cost maybe involved for this service.

The Health Centre also has access to various support services such as Dentist, Optician, Chiropodist or other Health related appointments.

Please note that all parents are requested to complete the online New Pupil Medical Booklet which will be sent via email before summer. (A request for a hard copy can be made by emailing or telephoning the above email or telephone number.) This information is required to ensure your son or daughter receives the appropriate level of care whilst they are a student at Stonyhurst.

**It is essential that this booklet is fully completed, including vaccination records, prior to the beginning of term. Failure to submit this document may result in your son or daughter not being eligible to attend / participate in certain school events / activities.**

National Health Cards should be forwarded to the Health Centre just prior to the start of term.

We need this information to allow the staff to provide the very best medical care to your child whilst at Stonyhurst.

### **viii. The School Counsellor**

#### **Counselling within Education**

There is a strong link between an individual's emotional state and learning potential. In the most extreme case, the young person may be so distressed that it becomes impossible for them to learn, which may result in low self-esteem, anti-social behaviour and disruption in classrooms. The outcome may often be exclusion - perpetuating the emotional distress, and so the cycle continues.

#### **How can counselling help?**

Therapeutic counselling offers young people a time just for themselves in which they can explore their difficulties and feelings with the help of a trained counsellor. This alone can help by increasing self-esteem and confidence thus promoting improved learning potential, motivation, attendance and behaviour.

- For staff it is an addition to the pastoral support already provided by teaching and non-teaching staff.
- For pupils it can help them to develop strategies to cope with social, emotional and behavioural problems.

#### **Who can counselling help?**

Referrals for pupils include those who have experienced:

- Loss
- Family breakdown
- Abuse
- Bereavement
- Difficulties in relationships
- Drug and alcohol abuse
- Eating disorders
- Sleeping disorders
- Self-harm
- Truancy
- Damaged self-esteem
- Depression
- Anxiety

- Change
- Or other coping difficulties.

The school Counsellor is Ms Elodie Ladlow. All new students are introduced to Ms Ladlow and provided with information on how to contact her during College induction process. Mrs Ladlow is available to speak on a confidential basis during term time. Her email address is [e.ladlow@stonyhurst.ac.uk](mailto:e.ladlow@stonyhurst.ac.uk) and phone number is 07872577903

In addition to our school counsellor, Students with more acute emotional needs can avail of an external accredited psychological therapist, Karen Sword at East Lancashire Human Givens Psychotherapy (<http://www.humangivenseastlancs.co.uk/karen-sword>) Mrs Sword visits the College one day each week and sessions are chargeable.

#### **ix. Outside Agencies – Childline & Office of the Children’s Commissioner**

We try to ensure that there is enough support for each pupil within the school, but we also recognise the importance of outside agencies on occasion.

The telephone number for Childline is (Freephone) 0800 1111.

Office of the Children’s Commissioner: (Freephone) 0800 528 0731  
[www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

#### **x. Independent Listener**

Pupils have access to the telephone numbers of 2 Independent Listeners whom they may contact directly about personal problems or concerns at school. Mrs Lin Barnes and Dr John Saunders are available as Independent Listeners and can be contacted on the numbers outlined below:

Dr John Saunders	07484 808840 or 01772 780613
Mrs Lin Barnes	07971 408484

#### **xi. Catering**

Stonyhurst recognises the importance of diet within the overall welfare of its pupils.

The Pupil Council and Playroom Councils discuss, amongst other agenda items, issues related to food and the catering in general. They consider matters such as healthy eating, menus and suggestions put forward by the pupils. The Council is made up of students from all years throughout the College. The Deputy Head Pastoral, staff from the Catering department and member of the nursing team are present at these discussions when appropriate. These views and ideas are fed back to the Catering Department.



## SECTION 3

### HEALTH AND SAFETY

#### i. Critical Incident Procedures

A critical incident is defined as an occurrence which could happen *throughout the year* which might have life-threatening consequences to members of staff and/or pupils, e.g. bomb threat, serious accident/ fatality on a school trip etc. Stonyhurst has a procedure for responding to such an emergency, which is lodged with the Headmaster's Secretary and Reception.

#### ii. Fire Alarm Procedures

##### General

All pupils must familiarise themselves with the fire alarm procedures. They will be taken through those procedures by their Head of Playroom and Pastoral Head at the beginning of the school year and drills will take place each term.

If the fire alarm sounds at any time, pupils should proceed directly by walking in a sensible manner to the assembly point that is designated to their particular Playroom. Designated Pastoral staff will attend the assembly points in order to register pupils. The assembly points are:

Higher Line Girls:	Grass lawn outside Headmaster's office
Rhetoric:	Outside the Gerard Room (hard standing area)
Poetry:	Outside the Gerard Room (hard standing area)
Syntax:	Glass Doors (right)
Grammar:	Science Block car park
Lower Grammar Boys:	Science Block car park
Lower Grammar Girls:	Adjacent to Swimming Pool entrance
G and S Girls:	Glass Doors (left)
St Mary's Hall	Front lawn before the main building and sports pitches
Hodder House/KS1/ Reception/Holiday Club	Left of the building on paved area near parking spaces

##### Day-time Alarm

If the alarm sounds during the ordinary working day, the following procedure should be followed:

- Pupils will leave the building without delay, but in good order, by the nearest exit, and should proceed to their assembly points.
- Playroom/House Staff will proceed to their particular Playroom assembly points.
- You will be informed as soon as it is safe to re-enter the building by the member of staff in charge of your assembly point.
- Good discipline is essential, even if you know that the alert is a false alarm

#### iii. Missing Pupil Procedure

Stonyhurst has a Missing Pupil Procedure which staff follow in the event of a student being reported missing. A 'missing pupil' is broadly defined as a pupil who

is not where (s)he should be at a particular time. There could be any number of reasons for this, ranging from the potentially extremely serious, to the mundane. The Policy outlines how staff should respond in various situations ranging from “urgent” to “less urgent”. It is for the Head of Playroom or Pastoral Head, based on his or her knowledge of the individual concerned, the time and day, and other relevant factors, to decide which category the absence falls into. Should parents seek further details of our Missing Pupil Procedure they should refer to the complete policy on the parent portal.

**Please refer to “Registration Procedures” in this handbook.**

#### **iv. School Minibuses**

In the interest of safety and proper care of our pupils, all staff eligible to drive the school’s minibuses have completed a course of driving instruction specially designed to address the particular skills required for such driving. All school minibuses are fitted with safety belts that must be worn by passengers at all times.

#### **v. Campus Speed Limit/One Way Systems**

Parents and visitors are asked to observe the **10.m.p.h** speed limit that is in operation, and to adhere to the one way systems throughout the College and St Mary’s Hall campus.

In addition, the police have asked us to point out that a **30.m.p.h** speed limit should be observed through Stockbridge from the direction of Longridge and on passing through Woodfields and Hurst Green.

#### **vi. Bicycles**

Pupils in Higher Line (Poetry and Rhetoric) are allowed to bring bicycles to school. To ensure the safety of cyclists and to minimise the risk of accident or injury the following instructions must be followed:

- A letter granting permission from the parents of a pupil bringing a bicycle to the school is a prerequisite;
- A pupil must register the bicycle with his/her Head of Playroom;
- Bicycles must be in sound working order;
- Bicycles must be kept locked when not in use;
- Under no circumstances are bicycle/s to be borrowed or lent;
- Bicycles are not allowed in Lower Line (Lower Grammar, Grammar and Syntax), or at SMH.

## **vii. Risk Assessments**

As a matter of course, all areas of the school are “Risk Assessed”. This is part of our statutory Duty of Care indicative of our commitment to the welfare of both pupils and staff.

Risk Assessments of our residential and recreational areas are carried out by Pastoral Heads under the direction of the Deputy Head (Pastoral)/SMH Deputy Head and reviewed at regular intervals to ensure compliance with the requirements of government legislation.

Risk Assessments for school trips and outings are submitted to the Second Master for confirmation.

## **viii. Lock Down Procedure**

The College operates a lock down procedure. The lockdown procedure will be used in the following circumstances:

- Unauthorised person(s) considered dangerous, on College and /or SMH grounds;
- Instances such as domestic conflicts where estranged parties are attempting to abduct students;
- Students, staff or visitors become a threat to the wellbeing of others;
- Emergency situations where there is a risk from poisonous fumes or a chemical spillage outside;
- Potential danger in the local area (notified to us by the police);
- Any other event which means that it is not safe for students to be outside of classrooms.

Should parents seek further details of our Lock Down Procedure they should refer to the complete policy on the parent portal.



# STONYHURST COLLEGE

## **SECTION 4**

### **SPIRITUAL LIFE**

All of our endeavours at Stonyhurst are underpinned by striving to attain the ideals set out in the teaching of Our Lord.

#### **i. Chaplaincy**

The Chaplaincy team, whose members include the Jesuit Chaplain, the Lay Chaplains, and members of the teaching and pastoral staff, is responsible for sustaining and developing the religious life of the school. It undertakes this role in the knowledge that all staff are called to contribute to the spiritual life through various ways and that the role of parents is critical in the faith development of their children.

The Chaplaincy Centre, which is situated near the centre of the College, off the "Do Room" is named the Emmaus Centre and is open to pupils and staff.

Through the wide variety of College activities (liturgies, retreats, prayers and devotions, catechesis, and pilgrimages) we aim to create an environment where,

- Catholic Christian faith is affirmed and celebrated, and where all are encouraged to come to know Christ;
- Where each of our pupils is challenged to think seriously about life and its meaning;
- Where there is opportunity for them to explore their faith and to grapple with questions that they may have;
- Where those of other faiths and no faith are shown respect and encouraged to strive for Truth;
- Where the life of prayer is complemented by a life of service;
- Where the riches of our Jesuit tradition are made available to the College community.

#### **ii. Sunday Mass**

The school's Sunday Mass takes place at 11.00am (or occasionally as the Saturday Vigil Mass at 5.00pm) in St Peter's Church. Any change is usually noted in the school or weekly calendars. All parents and family are most welcome to join us for this service. Tea and coffee are available after Mass.

Pupils who are on all-day outings on a Sunday will attend Mass at a time arranged for them by the member of staff responsible for the outing. He or she will inform parents of the arrangements that have been made.

When school trips are organised in the holidays, attendance at Sunday Mass and on Holy Days of Obligation will be included in the programme.

### **iii. Playroom Masses / Worship**

Each Playroom has its own Mass / Worship at least once per half term during which pupils are encouraged to take a full part in the organisation of the liturgy.

### **iv. Easter Retreat**

Each year, over the Easter period, a Retreat is held at Stonyhurst for families and friends of Stonyhurst. Details of the Retreat are sent out in good time.

### **v. Lourdes Pilgrimage**

An annual pilgrimage to Lourdes takes place each year towards the end of the summer holiday. Pupils in Higher Line may apply to join the pilgrimage as helpers, and pupil places are subsidised by The Stonyhurst Pilgrimage Trust. For further details, please contact the Association Office.

### **vi. “Learning to Care” and Other Charities**

The College’s Learning to Care Trust, which is largely directed by pupils under the guidance of adult trustees, organises an extensive programme of charitable giving throughout the year.

In addition, the Stonyhurst Children’s Holiday Trust (SCHT) raises funds, and organises an annual holiday at St Mary’s Hall for disadvantaged children.

### **vii. Arrupe Programme of Community Work**

Pupils in Poetry are invited to participate in the Arrupe Programme, a course of voluntary work in the local community.

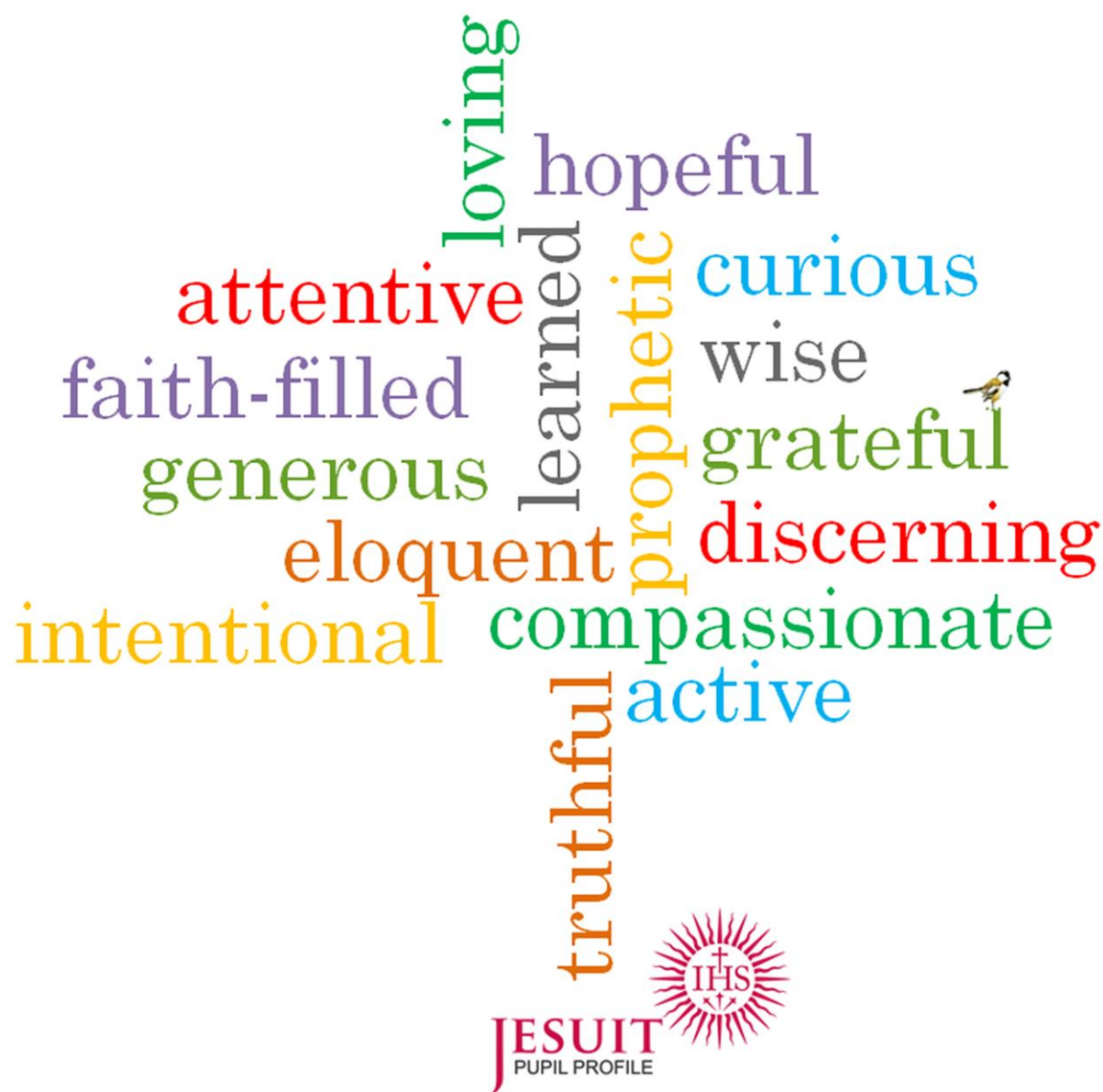
The programme includes induction and supervision, and gives pupils a means of assisting people in need.

### **viii. Faith that does Justice**

We encourage pupils to implement their faith by building a world where peace, justice and fairness are enjoyed by all members of society. A Faith that Does Justice group meets weekly to engage in conversation and action on various human rights issues.

### **ix. Jesuit Pupil Profile**

All pupils in the College strive to attain the qualities of the Jesuit Pupil Profile as shown below.



## **SECTION 5**

### **ACADEMIC MATTERS**

#### **i. Policies**

The following policies relevant to this section are available on the parent portal. Certain regulatory policies are also found on the Stonyhurst website, [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk)

- Curriculum Policy
- Assessment and Reporting Policies
- Language Policy
- English as an Additional Language (EAL) Teaching and Learning Policy
- Academic Honesty Policy
- Organised Outings Policy

#### **ii. Teaching and Learning Policy**

There follows an extract from the Stonyhurst Teaching and Learning Policy. The full policy is available from the Second Master.

*It is the intention of Stonyhurst College to encourage excellence in all year groups, in all departments and among all ability levels. No pupil should feel that he or she is in a class merely to pass an exam. If teachers are to assist pupils in the fullest possible development of their God given talents, then it goes without saying that all teachers must set and maintain the highest standards themselves, and must take an interest in the intellectual, affective, moral and spiritual development of every student. Through the methods outlined below, pupils' natural ability and enthusiasm will be encouraged.*

#### **A curriculum centred on the individual**

An aim of a Jesuit education is that the curriculum is centred on the person rather than the material to be covered. Students should, as far as possible, be allowed to develop at a pace suited to their ability and personality characteristics. The task of the teacher is to help each student to become an independent learner, to assume responsibility for their own education. A necessary element of this is an active response on the part of each pupil through personal study, opportunities for personal discovery and creativity, the setting of targets and an attitude of reflection.

#### **iii. Academic Problems**

The Director of Studies has overall responsibility for this area but the Deputy Head (Learning), Deputy Head (Higher Line), Lower Line Senior Tutors, Heads of Faculties, Heads of Departments and Tutors, liaising with all of the pupil's teachers, endeavour to keep a close check on progress. It is important that difficulties should first be discussed with subject teachers, but if pupils find this impossible to do, their Tutor will act as an intermediary. The Director of Studies will take up persistent difficulties.

#### **iv. Driving Lessons**

Parents and pupils should refer to guidelines outlined in the **Policy on Students Driving (Including Student Protocols for Driving Lessons)** which is available on the parent portal for guidelines. The main points are that:



Pupils must seek the permission of the Head of Playroom to be out of College for driving lessons or tests.

Pupils should not take driving lessons that clash with academic lessons, games or other school activities.

Pupils should arrange their driving theory tests and their practical tests in such a way that they do not miss academic lessons.

## **v. Tutorial System**

The Tutorial System at the College is in place to improve the care and support we provide for our pupils and to enhance the quality of teaching and learning.

### **The Tutor**

The Tutor's responsibilities involve many aspects, some of which follow:

- To contribute to the education of the whole person in line with the College Mission Statement and Teaching and Learning Policy.
- To nurture an understanding of and respect for the Jesuit ethos of the College.
- Discussing with tutees and challenging them on their academic progress, subject options, careers etc.;
- Taking an interest in and checking their written work, studies etc.;
- Availability to talk and meet with their tutees' parents;
- Urging their tutees to be fully involved in co-curricular activities;
- Building up a trustful, concerned relationship with their tutees;
- Generally monitoring all aspects of their tutees' development;
- Writing tutor interim reports and end of term reports and other reports as required. Ensuring that the interim reports and the end of term reports are of a sufficiently high quality to be sent out to parents;
- Writing references for UCAS, employers and others, as needed;
- Instigating such activities as weekly reports where appropriate;
- Delivering aspects of PSHE and study skills.

The tutor should seek guidance from the Head of Playroom over pastoral concerns.

The Tutor is encouraged to take the initiative wherever possible and can be of invaluable assistance to the Head of Playroom if the following points are also taken into consideration:

- Taking an interest in and fostering some co-curricular activity is a valuable point of contact (sport, debating, drama, music etc.) outside the classroom;
- Developing some social contact with tutees, perhaps via tutor group socials / meals which can complement the more routine contact and be very effective and rewarding.

All pupils are assigned to a Tutor who sees them on a weekly basis. The Tutorial System is further strengthened by the overview exercised by the Head of Playroom.

### **Head of Playroom Responsibilities**

The Head of Playroom's responsibilities are:

- to support Tutors by guiding them through their work during the year (reporting to the Deputy Head Learning in Lower Line and the Deputy Head (Higher Line) for Higher Line students.
- to monitor use of Academic Diaries, encouraging good study habits etc.;
- to liaise with Pastoral Heads, Prefect of Studies and Tutors and to assist them in their encouragement of the academic and non-academic development of pupils;
- to co-ordinate the Academic Rewards system.
- Allocation of pupils to Tutors based on some element of student choice and also making some real attempt to match pupils to subject teachers.
- Regular informal liaison with both pupils and their Tutors particularly when there is an obvious difficulty raised by a subject teacher, pupil or the Tutor.
- Chairing of informal meetings following up each round of interim reports with particular reference to pupils in difficulty academically.
- Discussion with pupils in difficulty and chairing Pupil Focus Meetings when the need arises.
- Close liaison with Pastoral Heads in pastoral /boarding matters that adversely affect academic performance,
- Encouragement of Heads of Department and Tutors in the setting of target grades for pupils.
- Contact with parents, as and when necessary, in respect of academic difficulties.
- Support and encouragement of Tutors as and when required.

### **UCAS Coordinator**

The Deputy Head (Higher Line) co-ordinates the university admissions process; the responsibilities being:

- Guidance of Tutors and pupils through the UCAS application procedure.
- Ensuring that the pupils are given the most appropriate advice and help with regard to suitable university courses and institutions.
- Ensuring that the mechanics of the application process run smoothly and ensuring that all applications are fully scrutinised prior to submission.
- Inducting new Higher Line Tutors in the application procedure to ensure that the best advice and help is given to all pupils.
- Liaison with the Oxbridge Tutor in regard to the UCAS applications of pupils applying to Oxbridge.
- Ensuring that pupils wishing to apply for the more competitive courses, particularly medicine and veterinary science, are identified as early as possible so that they can build up a relevant portfolio of experience.
- Providing advice and information to both Tutor and Poetry pupils with regard to Open Days.

**The Prefect of Studies** is charged with the smooth and efficient running of classes and studies. Duties include:

- Taking charge of the organisation and conduct of Academic Detentions
- Monitoring the setting of Studies
- Dealing with pupils who miss lessons or study periods.
- Reporting to the Second Master and liaising closely with the Deputy Head (Pastoral).

Enquiries about Academic Matters should follow the procedures outlined in Section 2 but feel free to contact the **Director of Studies** if you so wish.

## **vi. Reports**

In addition to comprehensive end of term reports on all aspects of pupils' work, conduct and games, **Interim Academic Reports** are sent out to parents at regular intervals throughout the year.

Special **Weekly Reports** are sometimes put in place when a pupil has given cause for concern.

## **vii. Examinations**

Examinations are administered through the Studies Office and all enquiries relating to examinations should be directed to the Studies Office in the first instance.

All pupils are expected to familiarise themselves with the regulations and arrangements for both public and internal examinations.

In accordance with the JCQ instructions for conducting public examinations, the College is obliged to report any suspected infringements of examination regulations or other irregularities to the awarding bodies. When completing coursework tasks, candidates should be particularly careful about avoiding plagiarism and ensure that all sources are acknowledged.

The College is committed to enabling candidates to access opportunities and achieve their full potential. Accordingly, access arrangements are in place for candidates with special educational or medical needs whilst they are taking public examinations. In addition, any candidate who is unwell on the day of an examination should ensure that the Studies Office is made aware of this. Special consideration may be applied for in such cases if the circumstances warrant this.

Entry fees for external examinations are added to the school bill. There will be extra charges payable for special arrangements such as the provision of a scribe or reader.

Pupils should always check the accuracy of their statements of entry for each exam session and should not withdraw from public examinations without the prior agreement of parents and the relevant Head of Department. Late entries will incur additional charges.

## **viii. Assessment Appeals Procedure and Enquiries about Results**

Subject to the regulations of the examination boards, the unmoderated marks of internally assessed coursework are made known to the pupils. Where there is concern over an internal assessment, the pupil concerned or his/her parent or guardian should contact the Director of Studies. The Director of Studies will discuss the case at a meeting with the relevant Head of Department and the pupil's tutor. The tutor will represent the interests of the pupil. At the meeting, due consideration will be given to the process leading to the awarding of marks or grades for the assessment. If the process is found to be flawed in any way, the meeting will have the authority to request the re-marking of the coursework by a suitably qualified member of staff. In the case of GCSE or GCE assessments, all should have due regard to the deadlines and regulations laid down by the examination boards.

If there is concern about a candidate's grade in any GCSE, GCE or IB examination, the College can ask the awarding body to investigate. Candidates need to be aware that there are strict deadlines for making such enquiries. The deadlines for enquiries for each exam

session are published in the newsletter accompanying the end of term report. A copy of the newsletter is also available via the College website.

Candidates need to be aware that grades can be adjusted downwards as well as upwards following an investigation. Pupils should therefore seek advice from their subject teachers and the relevant Head of Department before any enquiry is submitted.

#### **ix. Parents' Weekends**

During the course of the year, each Playroom has its own **Parents' Weekend** that is designed to give parents the opportunity to meet the Headmaster, the Playroom Staff, Senior Staff and Subject Teachers to discuss academic progress. These weekends are announced well in advance to enable parents to make the necessary arrangements and are published in the termly School Calendar.

#### **x. Expectations of Pupils in the Classroom**

Classrooms (including laboratories, workshops and gymnasias) are places of work. There need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

##### **Start of Lessons**

- Wait outside the classroom in an orderly manner until the teacher arrives;
- Enter rooms sensibly and go straight to your workplace;
- Take out books, pens and equipment;
- Put bags away (not on desks);
- Your appearance should be tidy (for boys: clean shaven, hair combed etc. for girls: collars buttoned, ties done up, hair tied back etc.);
- Food, drink and chewing gum must never be brought into the classroom.

##### **During Lessons**

- When your teacher talks to the whole class, remain silent and listen;
- If the class is asked a question, put up your hand to answer: do not call out;
- You must have your Studies Diary, pens, pencil, ruler, eraser, calculator, and any books, folders or equipment needed;
- If you arrive late without justifiable cause or without the correct equipment, you must expect to be punished;
- Studies must be recorded in your Studies' Diary;
- Mobile 'phones, personal stereos, magazines or other distractions are not allowed; they will be confiscated;
- Stand up as a matter of courtesy when an adult enters the classroom.

## **End of Lessons**

- The bell and the clock are not signals for you: they are for the information of the teacher;
- You should not begin to pack away until your teacher tells you to do so;
- When told, stand and push in your chairs: any litter should be picked up;
- Only when your teacher finally tells you to go may you leave the classroom.
- Finally, and most importantly, teachers are in the position of parents / guardians while you are in school. This means in particular that:
- There is no excuse for rudeness, disrespect or insolence towards teachers.

## **xi. Policy for dealing with missed lessons**

Attendance at lessons is of paramount importance and we insist on the highest standards in this regard. In the event a pupil misses a lesson without good reason, the following steps will be taken. This procedure allows for the one off mistake to be sanctioned appropriately but also deals with those whose behaviour becomes a pattern rather than a one off.

### **1st lesson missed**

Saturday Night Detention

Meeting for student with Tutor

Phone call home from Head of Playroom

### **2nd lesson missed**

Headmaster's Detention

Strategy meeting for pupil with Tutor & Head of Playroom

Letter home

### **3<sup>rd</sup> Lesson missed**

Disciplinary meeting with the Headmaster

Headmaster's detention

Letter home

### **4<sup>th</sup> Lesson missed**

Period of suspension to be arranged by Deputy Head (Higher Line) (or Deputy Head Pastoral for Lower Line) with pupil and parents

Letter home confirming the suspension

Focus meeting with parents, student, Head of Playroom, Deputy Head (Higher Line) (or Deputy Head Pastoral for Lower Line) and tutor on return from suspension

If the pattern of non-attendance at lessons continues after all avenues of support and advice have been exhausted, and if the pupil is not responding to the process outlined above, it will be reasonable to consider that a programme of study at Stonyhurst is not appropriate. At this point the Headmaster may require the pupil to pursue his/her education elsewhere.

## **xii. Learning Support Department**

In September of each year members of the teaching staff are given a copy of the Additional Needs Register and any relevant information on new pupils in the College. Staff are given a checklist of possible areas of difficulty to which they can refer at any time. If a teacher is concerned about a particular pupil, there is a referral form in the Common Room that can be completed and passed on to the Head of Learning Support.

Each Head of Department has a copy of all the Individual Learning Plans of the pupils with assessments so that staff may refer to them when appropriate.

## **xiii. Careers Education & Guidance**

The Careers Advisor is in charge of Careers Guidance Co-ordination at the College liaising closely with the Deputy Head (Learning) and the Deputy Head (Higher Line). The Careers Department is situated adjacent to the Design & Technology Department.

### **Mission Statement**

To give every young person the best possible start in life by helping them to achieve a smooth transition from adolescence to adulthood and working life.

Every young person can expect to have:

- Help to review their strengths and weaknesses and recognise their potential and set goals.
- Advice on planning to achieve their education and life goals.
- Advice on health, lifestyle, housing, financial support and other personal issues.
- Information on opportunities to broaden horizons and develop talents.
- Support, advice and co-ordinated access to specialist advice and services to remove barriers to learning and achievement.

### **Careers Department Aims and Objectives**

*Aims.* All pupils are entitled to receive structured careers education and guidance as part of their basic schooling and the Department aims to:

- Guide all pupils from Year 9 to Year 13, helping them to make informed decisions about their academic choices at KS4, post 16 and higher education.
- Play a supporting role to the work of tutors when assisting pupils to make academic choices in Years 9 and 11. The guidance will aim to promote divergent thinking when considering long term career options, helping pupils to consider alternative and wider options beyond the familiar.
- Help pupils understand themselves and how to develop their skills and abilities.
- Show pupils how to recognise and research the career opportunities available to them.
- Assist pupils in the implementation and execution of their career planning.
- Help to develop and guide the pupil's aspirations and be sympathetic to all the factors which may influence the individual's career choices: academic capability, potential, personal interests, individual skills and spiritual needs.
- Provide support for pupils endeavouring to improve their skill base and value to further and higher education institutions through contact with external bodies and professionals, visits to institutions, the Careers mentor scheme, work experience and Gap year projects.

- Provide all pupils access to relevant, current and appropriate careers guidance through a variety of resources and guidance materials.
- Ensure that all pupils have access to a Careers Advisor or associated member of staff throughout the week, either in group session or by individual interviews.

**xiv. Timetable**

Please see the following page.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY		FRIDAY	SATURDAY
8.20	All students meet in Playrooms	All students meet in Playrooms	All students meet in Playrooms	All students meet in Playrooms		All students meet in Playrooms	All students meet in Playrooms
8.30	Headmaster's Assembly	Playroom / Line Assembly	PSHE	Singing Practice		Tutorials	Pastoral Head Assembly
9:00 – 10:10	Period 1	Period 1	Period 1	Period 1		Period 1	Period 1
10:15 – 11:25	Period 2	Period 2	Period 2	Period 2		Period 2	Period 2
11:25 – 11:50	First Rec	First Rec	First Rec	First Rec		First Rec	First Rec 11:25 lunch for away teams
11:50 – 1:05 (Higher Line) 11:50 – 12:55 (Lower Line)	Period 3	Period 3	Period 3	Period 3		Period 3	Period 3 (lesson, or opportunity for tutorials and private study)
Lunch (see notices for staggered times)							11:25 – 1:00 Lunch
2:15– 3:25	Period 4	Period 4	2:00 Games for all Matches	Period 4	1:45 – 3:25 CCF Arrupe Activities	Period 4	Games for all Matches
3:25– 3:50	Second Rec Tea	Second Rec Tea	4:00 Tea	Second Rec Tea		Second Rec Tea	
3:50 – 5:00	Period 5	Period 5	4:15 – 5:00 Opportunity for tutorials and IB clinics for those available	Period 5		Period 5	
5:00 – 5:35	Period 6a Either lesson, Or clinic (priority Higher Line) Or Private Study / tutorial / meetings / music practice	Period 6a Either lesson, Or clinic (priority Lower Line) Or Private Study / tutorial / meetings / music practice	Activities for all (Play rehearsals have priority 5:40 – 7:00)	Period 6a Either lesson, Or clinic (priority Higher Line) Or Private Study / tutorial / meetings / music practice		Period 6a Either lesson, Or clinic (priority Lower Line) Or Private Study / tutorial / meetings / music practice	
5:35 – 6:10	Period 6b for some followed by free time until supper	Period 6b for some followed by free time until supper		Period 6b for some followed by free time until supper  5:10 – 6:10 Occasional Lower Line Magis Lecture		Period 6b for some followed by free time until supper	
5:40 – 6:20 / 7:00	Activities for all (Orchestra has priority 6:00 – 7:00)	Activities for all		Activities for all 6:10 – 7:00 Academic Detention (has priority)		Activities for all	
6:30 – 7:30	Supper	Supper		Supper	Supper		Supper
7:30 – 9:00 (finish time depending on year group)	Studies	Studies	Studies	Studies		Studies	6:00 – 7:00 Supper  7:00 – 8:00 / 9:00 / 10:00 Detention (takes priority over all other activities)



## **SECTION 6**

### **PASTORAL ORGANISATION**

#### **i. Introduction**

There are five year groups (Playrooms) at Stonyhurst College:

Lower Grammar	13-14 years
Grammar	14-15 years
Syntax	15-16 years
Poetry	16-17 years
Rhetoric	17-18 years

Playrooms comprise of all students in particular year i.e. day, boarding, girl or boy.

A large number of students at Stonyhurst board. The boarding configuration of the College is outlined below

#### **Girls Boarding Houses**

Lower Grammar Girls	13 -14 years
Lower Line Girls House	14- 16 years
Higher Line Girls House	16-18 years

#### **Boys Boarding Houses**

Lower Grammar and Grammar Boys	13-15 years
Syntax Boys	15-16 years
Poetry Boys	16-17 years
Rhetoric Boys	17-18 years

Whilst the boarding students are looked after by their Pastoral Head and a team of staff the Playroom community as a whole is managed on a day to day basis by the Head of Playroom.

#### **ii. Senior Playroom and Boarding Staff**

The following list shows the Senior Playroom and Boarding Staff from September 2018:

##### **Lower Grammar**

Head of Playroom	Miss Zoe Livingstone
Pastoral Head (Girls)	Miss Julie Greenwood
Pastoral Deputy (Girls)	Miss Sophie Klasan
Pastoral Head (Boys)	Mr David Eachus
Pastoral Deputy (Boys)	Mr Christiaan Hunt

##### **Grammar**

Head of Playroom	Dr Nicholas Grigsby
Pastoral Head (Girls)	Mrs Judith Morgan
Pastoral Deputy (Girls)	Miss Chloe Pomfret
Pastoral Head (Boys)	Mr David Eachus
Pastoral Deputy (Boys)	Mr Christiaan Hunt

**Syntax**

Head of Playroom	Mr Owen Hughes
Pastoral Head (Girls)	Mrs Judith Morgan
Pastoral Deputy (Girls)	Miss Chloe Pomfret
Pastoral Head (Boys)	Mr James Bickerstaff
Pastoral Deputy (Boys)	Mr Fraser Ashman

**Poetry**

Head of Playroom	Mr Tim Hanley
Pastoral Head (Girls)	Mrs Maggie Strain
Pastoral Deputy (Girls)	Mrs Ruth Crossley
Deputy in Charge of Day Girls	Mrs Janet Cathcart
Pastoral Head (Boys)	Mr James Curran
Pastoral Deputy (Boys)	Mr Josh Longson
Deputy in Charge of Day Boys	Mrs Emily Ashe

**Rhetoric**

Head of Playroom	Mr Reuban Strain
Pastoral Head (Girls)	Mrs Maggie Strain
Pastoral Deputy (Girls)	Mrs Ruth Crossley
Deputy in Charge of Day Girls	Mrs Janet Cathcart
Pastoral Head (Boys)	Mr Paul Warrilow
Pastoral Deputy (Boys)	Mr Simon Wood
Deputy in Charge of Day Boys	Mrs Emily Ashe

**iii. The Pupil Council and Playroom Committees**

Each Playroom has a student committee. Meetings take place regularly and are supported by the relevant Head of Playroom and Pastoral Head. The purpose of these committees is to act as a discussion forum within which suggestions can be made about Playroom/House issues and issues affecting Playroom/House members in the wider College.

A small group of pupils in each Playroom or House, who have been elected by their peers, are members of the Pupil Council. This is a whole school committee focusing on issues that impact on the student body as a whole. The Pupil Council is a student led committee and is supported by the work The Deputy Head (Pastoral) also attends each meeting. Depending on the agenda for each meeting, various staff from across the campus attend in order to facilitate fuller discussion and bring feedback back to their areas.

**iv. Pastoral Help**

Things do not always go well at school and pupils should feel confident that there is always someone available who can help them overcome whatever difficulties may arise in all areas of school life.

The Deputy Head (Pastoral) oversees pastoral matters but day to day concerns are the responsibility of the Head of Playroom and designated staff.

Tutors play an important role and are allocated at the beginning of each year. The College Chaplains have a significant input as well and the Counsellor can also be contacted.

Problems can appear to be insurmountable but help is there when required. Any member of staff associated with the pupil's Playroom/House will be more than willing to assist and the Health Centre staff are always willing to help.

The Headmaster is always happy to see any pupil who wishes to speak to him.

## **v. Guardians**

Pupils who are not resident in the UK must have a guardian based in the United Kingdom whom we can contact in case of emergency and who will take responsibility for any accommodation that may be needed during vacations. A solicitor, bank or other impersonal organisation is not acceptable.

The basic responsibilities of the guardian are as follows:

- to take full responsibility for the pupil outside the College term dates – to be clear, this means that if a pupil has to travel on any day other than the published 'Travelling Day', they must go to their guardian, who will be responsible for any transfers;
- to take responsibility for the pupil in the event that they have to leave the College during term-time for any reason, either for the duration of the absence or until the pupil can travel home.

If you have a problem finding a guardian, one of the following may be of assistance:

### **AEGIS (The Association for the Education and Guardianship of International Students)**

Yasemin Wigglesworth

The Wheelhouse

Bond's Mill Estate

Bristol Road, Stonehouse

Gloucestershire, GL103RF

Telephone: 01453 821293

e-mail: yasemin@aegisuk.net

email: info@aegisuk.net

website: www.aegisuk.net

### **Clarendon International Education Ltd**

41 Clarendon Square

Royal Leamington Spa, Warwickshire CV32 5QZ

Telephone: 01926 316793

Fax: 01926 883278

e-mail: clarendon@clarendon.uk.com

Website: www.clarendon.uk.com

### **Heritage Education Planning**

Bridge House, 1 -2 Station Bridge

Harrogate, North Yorkshire HG1 1BL

Telephone: 01423 520126 (main office number)  
or 01423 863706 (24-hour emergency no.)

Fax: 01423 707727

e-mail: info@heritage-education.co.uk

website : www.heritage-education.co.uk

### **Gabbittas Educational Consultants Ltd**

Carrington House  
126-130 Regent Street  
London W1R 6EE  
Telephone: 020 7734 0161 or 020 7439 2071  
Fax: 020 7437 1764  
e-mail: admin@gabbitas.co.uk  
Website : www.gabbitas.co.uk

**S-KD**

Studdert-Kennedy & Dowdles  
Educational Consultants Ltd  
25 Tonsley Hill  
London SW18 1BE  
Tel: 0208 871 3057  
Fax: 0208 870 9816  
e-mail: ssk@skd.co.uk  
Website: www.skd.co.uk

**Overseas Student Guardianship**

Mrs Susy Flint  
95 Westbury Road, New Malden  
Surrey KT3 5AL  
Tel: 0208 942 0745  
Fax: 0208 336 2052  
e-mail: [susyflint@aol.com](mailto:susyflint@aol.com)

**vi. The Lines**

For the purpose of internal competitions, each pupil is allocated to a Line. The four Lines are:

St Omers  
Shireburn  
Campion  
Weld

We try to continue family associations with particular Lines and there is also a close link between St Mary's Hall, where the same four Lines are in operation, and the College.

**vii. Planned and Unforeseen Absence during term time**

Parents are asked to avoid wherever possible requesting that their son or daughter be absent from school during term time. This includes requests for late arrival at the beginning of term but in particular early departures at the end of term. The final days of term are extremely important at Stonyhurst with many of our whole school events and religious celebrations taking place on these days. These events are central to our community ethos and are at the heart of all that is unique in a Stonyhurst education.

A significant number of our students are from overseas and consequently we do understand that travel arrangements can be difficult at times to organise. In response to this issue the College instated "traveling days" at the start and end of each traveling period. This was to ensure that all students could remain until the end of the term and travel on a suitable day that would not impact on the life of the school. Consequently, parent should book all travel for these days, or after school finishes the day before.

We accept, however, that exceptional circumstances do occasionally arise making an absence during term time unavoidable. In such circumstances parents should make a requests for absence as outlined below:

All **absence from school** requests should be made directly to your son or daughters **Head of Playroom**.

This includes requests for a **late arrival / early departure** at the start and end of term. Two weeks' notice is required for these requests.

Contact details for Heads of Playroom are outline below:

<b>Lower Grammar</b>	Miss Zoe Livingstone	<a href="mailto:z.livingstone@stonyhurst.ac.uk">z.livingstone@stonyhurst.ac.uk</a>
<b>Grammar</b>	Dr Nicholas Grigsby	<a href="mailto:n.grigsby@stonyhurst.ac.uk">n.grigsby@stonyhurst.ac.uk</a>
<b>Syntax</b>	Mr Owen Hughes	<a href="mailto:o.hughes@stonyhurst.ac.uk">o.hughes@stonyhurst.ac.uk</a>
<b>Poetry</b>	Mr Tim Hanley	<a href="mailto:t.hanley@stonyhurst.ac.uk">t.hanley@stonyhurst.ac.uk</a>
<b>Rhetoric</b>	Mr Reuban Strain	<a href="mailto:r.strain@stonyhurst.ac.uk">r.strain@stonyhurst.ac.uk</a>

With all requests, please copy in [registration@stonyhurst.ac.uk](mailto:registration@stonyhurst.ac.uk)

Normal weekend exeats for boarders should be made to your son or daughters **Pastoral Head** who manages the boarding side of their life at Stonyhurst.

All boarding exeat requests should be sent to the email addresses outlined below:

#### **Girls Boarding Houses**

Lower Grammar Girls	Ms Greenwood	<a href="mailto:lowergrammargirls@stonyhurst.ac.uk">lowergrammargirls@stonyhurst.ac.uk</a>
Lower Line Girls House	Mrs Morgan	<a href="mailto:llgh@stonyhurst.ac.uk">llgh@stonyhurst.ac.uk</a>
Higher Line Girls House	Mrs Strain	<a href="mailto:hlgh@stonyhurst.ac.uk">hlgh@stonyhurst.ac.uk</a>

#### **Boys Boarding Houses**

LG and Grammar Boys	Mr Eachus	<a href="mailto:llbb@stonyhurst.ac.uk">llbb@stonyhurst.ac.uk</a>
Syntax Boys	Mr Bickerstaff	<a href="mailto:syntaxboys@stonyhurst.ac.uk">syntaxboys@stonyhurst.ac.uk</a>
Poetry Boys	Mr Curran	<a href="mailto:poetry-playroom@stonyhurst.ac.uk">poetry-playroom@stonyhurst.ac.uk</a>
Rhetoric Boys	Mr Warrilow	<a href="mailto:rhetoric-playroom@stonyhurst.ac.uk">rhetoric-playroom@stonyhurst.ac.uk</a>

**Unforeseen absence during term time:** Should your son or daughter be unable to attend school due to unforeseen circumstances, such as medical reasons or family circumstances, please contact Registration, [registration@stonyhurst.ac.uk](mailto:registration@stonyhurst.ac.uk) or telephone 01254 827034.

#### **viii. Overnight Exeat Arrangements**

##### **College Transport on Monday Mornings**

Boarders are not eligible to use day pupil transport if they have been on an exeat that extends to Monday morning. Additional passengers cause overcrowding on the coaches.

##### **Parents/guardians visiting outside normal times.**

If a parent visits the school outside normal times, i.e. departure at home time, fixtures etc., he/she must report to Reception and make contact with a senior member of staff before being issued with a visitor's badge.

**Please note below the published exeat rules:**

### **Midweek exeats**

Midweek exeat requests are not normally permitted because pupils have a heavy workload. With a busy working week, each pupil needs as little evening disruption from his or her studies time as possible unless the circumstances are exceptional. However, we do understand that there will be occasions when parents who live far from the College may be passing and would like to take their son or daughter out for a meal or overnight. On these occasions, requests should be made to the relevant Playroom Master/Housemistress.

With the permission of the Pastoral Head, Higher Line pupils may be allowed to visit Clitheroe for bank/shopping requirements in midweek or at weekends, depending on pupils' commitments. Permission can also be granted by a member of the Senior Management Team.

**Overdue academic work or a Saturday night detention will override an exeat request and Pastoral staff reserve the right to say no to any exeat request if they feel it is inappropriate.**

### **Weekend exeats**

Any request for a weekend exeat must be received by the Thursday beforehand. This is to ensure Pastoral staff have enough time to seek permissions from parents and tutors for each child to be allowed out. Last minute requests will be turned down.

On leaving the premises, the pupil must sign out from their boarding area and sign back in on return.

It is highly unlikely that any boarder, at whatever stage of their career at Stonyhurst, will be allowed exeats on a very regular basis (eg. every Saturday night). There will be some weekends when overnight exeats will not be allowed in order that activities involving the whole boarding community may take place.

If students are required to represent the school in any way over a weekend, this will take priority over any exeat requests.

### **If your son/daughter is invited on an exeat by a friend**

You will need to confirm by email with the Playroom Master or Housemistress that you are happy for your son/daughter to go, that you are aware of the transport arrangements and destination and that you are happy with the accommodation arrangements should they be signed out overnight.

The parents of each pupil should confirm the arrangements between themselves before then bringing the request to the Playroom Master/Housemistress. It is essential that you know where your child is going and what they will be doing on their exeat. We ask that you have as much detail as possible and that you give that same detail to the Playroom Master/Housemistress when requesting the exeat. This should be done by the Thursday before the relevant weekend.

## **If you are signing out a student other than your own son or daughter**

Students must always be signed out into the care of another responsible adult. If you sign out a student, you are *in loco parentis* for that young person and must **take full responsibility for their care whilst they are with you**. Parents are reminded that this is a significant responsibility which should not be taken lightly. Guidelines are outlined below:

### **Guidelines for signing out students**

- Please remember that when you sign out a student you are responsible for the supervision, safety and wellbeing of those students in your care
- It is not permissible for a parent to sign out someone else's son or daughter and for that student to subsequently stay in a different location from the parent signing the student out.
- Permission is normally given for students to go out after games commitments and activities on Saturday
- Students must be available for matches, musical events and other activities for which they have been prepared – these will take priority over any exeat request.
- Cars: students must be allocated their own seat in a car and must wear a seatbelt when travelling
- No member of the school may be driven by another member of the school (unless a brother or sister of the intending passenger and then only with parent's permission).
- Parents may not usually take more than three student guests on any one occasion. Should a greater number be requested, parents should discuss this with the relevant Playroom Master or Housemistress. Special rules apply to birthday parties which are outlined later.
- Parents are asked to ensure the good behaviour of all student guests
- Students should not be left alone in a public house and there should be close supervision at all times
- School rules about alcohol and tobacco should be observed. (A limited amount of alcohol is only permissible for students in Higher Line and only for students over the age of 16 years with a meal.)
- If students are to return to school on a Saturday evening they should be returned to the Glass Doors (Reception) at College by the adult who signed them out at the below times:
  - Lower Line by 9.30pm
  - Higher Line by 10.15pm

**Please note that the only access to the College after 9.30pm is via Reception.**

These guidelines should be read in conjunction with the below points relating to alcohol.

### **Alcohol**

- No boarder in Lower Line may consume alcohol at any time during term time.
- For Higher Line pupils, if alcohol is involved when you take your child and anyone else's child out on exeat at the weekend, we would ask you to supervise their consumption of alcohol closely and to adhere to the law.
- Alcohol may only be consumed on a Saturday evening given all other evenings are followed by a normal working day, possibly with sports fixtures as well.

- Spirits are not to be consumed by any member of the School and we recommend that no more than 2-3 units of alcohol should be drunk by any student on exeat regardless of age.
- When your charges are returned to school, they must be returned in good order and accompanied by you.
- If a child on exeat or a day pupil is found in one of the licensed premises unaccompanied, he or she should expect to be asked to leave. Likewise, underage drinking will be punished: if found, the child will be sent back to school and appropriate disciplinary measures will be taken.

## **Hurst Green**

A particular area of concern is in the vicinity of Hurst Green where several licensed premises exist in close proximity. These are, under normal circumstances, out of bounds to pupils except with specific permission and when on exeat. It is unacceptable for parents/guardians to allow pupils to move from one establishment to another without supervision. This includes the St Peter's Catholic Club. Please note the below points in relation to visiting Hurst Green:

- We reserve the right to refuse permission for guests to be taken out on exeat at any time and, in particular, at times when there are large numbers of visitors in Hurst Green for such occasions as special fixtures or parents' weekends.
- On these occasions, it is not appropriate for older siblings who have left the school to take out younger brothers or sisters.
- Parents of day pupils should avoid leaving their children unaccompanied in Hurst Green or giving them permission to go there unaccompanied. This applies particularly when boarders have been taken out on exeat.
- We are concerned as past experiences have put both pupils and parents in difficult situations both with the College and residents. We urge parents to be mindful of the potential impact on local residents that a large group of unaccompanied students in Hurst Green could have.
- Please note that exeats are granted only on the understanding that the pupil(s) involved remain in the company of the parent/guardian requesting the exeat at all times. It is not appropriate for pupils to be told to make their own way back to the school from local villages, including Hurst Green or any other location.

## **Guidelines for Birthday Parties**

Birthdays are significant events in the life of the students, and parents often request, in their generosity, for friends of their son or daughter to celebrate the event with them. The Headmaster welcomes convivial occasions of this kind, and the guidelines that follow are intended to help parents ensure that all goes well.

- Communication with the Playroom Master / Housemistress is essential and should happen at least one week before the proposed date of the event/ party.
- To ensure good supervision, no more than ten guests from the School should be invited. (This figure assumes the presence of both parents).
- Joint birthday parties are discouraged.
- The parent of the student hosting the birthday should provide their son or daughters Playroom Master / Housemistress with the names of all the students they would like to attend even if all those invited are not in the same boarding house / playroom.



- The Playroom Master / Housemistress will then inform the relevant boarding staff and seek permissions from parents as necessary.
- The aim of this system is to avoid multiple lines of communications opening up which could cause confusion
- It is recommended that contact with the school is made before venues are confirmed to ensure the party does not clash with any other school commitments that may preclude students attending.
- Parties should be arranged for a Saturday evening or Sunday lunchtime.
- On Saturday evenings all boarders who are not staying out must return to their boarding houses by 10.45pm. Half an hour later than usual is given in this circumstance given the special nature of the event.
- All should be dressed tidily.
- It is advised that a private room be hired for the occasion.
- The party should include a full, formal meal for all guests.
- Spirits are not to be consumed by any member of the School.
- No more than 2-3 units of alcohol should be drunk by any member of the party during the evening, regardless of age.
- It is the responsibility of the parents to make sure that the boarders are transported to and from the party and returned directly to the College.
- Any illness or disciplinary problems should be reported to the appropriate Playroom Master / Mistress by parents immediately on return.
- Invitations to 18<sup>th</sup> should be restricted to members of Higher Line
- Any friends or younger siblings who are under 16 and who may be invited out at the same time must not consume any alcohol and must be returned to their Houses by 9.15pm.

### **Travel Requests for Exeats**

Should a student require a train ticket for a weekend exeat, they should place this request by the **Wednesday** preceding the weekend exeat. Ticket requests after this time may not be fulfilled.

### **ix. Maps, Directions and Bounds**

Schematic maps of the ground, first and second floors of the College and the grounds can be found on Playroom and House notice boards. Individual copies can be obtained from Reception. A map of Stonyhurst & SMH grounds can also be found at the back of the School Calendar. Pupils should familiarise themselves with those areas of the school, particularly that directly affect their daily lives, including bounds.

## SECTION 7

### DAY PUPILS

#### i. Introduction

The arrangements for day pupils, outlined below, are designed to ensure that they are fully integrated into the school and that our joint lives proceed as smoothly as possible!

**Lower Line Day Students** are the direct responsibility of their Head of Playroom, be they girl or boy. Should you have any queries or difficulties, please feel free to speak to the relevant Head of Playroom.

Queries regarding **Higher Line day boys** should be addressed to Mrs Emily Ashe who reports directly to the Poetry and Rhetoric Head of Playroom. **Higher Line day girls** are the responsibility of Mrs Janet Cathcart who also reports directly to the relevant Head of Playroom.

#### ii. Transport

There is a bus service to/from Preston, Burnley and Keighley (Via Skipton) which operates Monday-Saturday morning (to school) and Monday to Friday evening (from school). **Please note that on Saturdays, buses will only run in the morning i.e. there is no Saturday afternoon service.**

The timetable is outlined below. A bus pass is required by any pupil who uses school transport and must be applied for via the School Secretary (Mrs Hargreaves, [j.hargreaves@stonyhurst.ac.uk](mailto:j.hargreaves@stonyhurst.ac.uk), tel: 01254 827010) before term starts. Bus passes are charged at a single rate of £275 per term for all students. Alternatively, parents can purchase an annual bus pass for the lesser overall cost of £750

**Please note that the option to purchase single tickets for ad hoc journeys is not available.**

Coaches may depart at an earlier time at the end of term / half term. Details of any early departures will be clearly advertised in school for pupils to note.

Please note that anyone presenting on the bus at the start of term without a pass will be permitted to use the service as a “one off”, however any subsequent trips will result in a pass being issued and the appropriate charge being made.

**PRESTON ROUTE**

Route details		
Pick up/drop off point	Morning time	Evening time
The Bobbin Mill, Buckshaw Village, PR7 7NA	07:05	20:05
Station Brow, Preston Rd, Leyland (Natwest Bank), PR25 3LP	07:15	19:55
Pinocchio's Chorley Rd, Walton Le Dale. PR5 4JA	07:25	19:45
Black Bull Car Park, Fulwood	07:35	19:35
Broughton Traffic Lights	07:40	19:30
The Italian Orchard, Whittingham, PR3 5DB	07:42	19:28
The Stags Head, Goosnargh, PR3 2AU	07:50	19:20
Longridge (Market Place)	07:50	19:15
Stonyhurst College	08:10	19:05

**BURNLEY ROUTE**

Route details		
Pick up/drop off point	Morning time	Evening time
Thompson Centre, Burnley	07:15	20:00
The Oaks Hotel, Burnley, BB10 2LF	07:30	19:50
Bus Stop Outside AC/DC, Barrowford, BB9 8NB	07:35	19:40
The Fence Gate, BB12 9EE	07:45	19:30
Church St Bus stop opposite St Leonards Church, Padiham, BB12 8HG	07:50	19:28
Read (Petrol Station, George Lane)	07:55	19:20
King St, Whalley, BB7 9SW	08:00	19:15
Whalley – Calderstones	08:05	19:10
Stonyhurst College	08:10	19:05

**KEIGHLEY ROUTE**

Route details		
Pick up/drop off point	Morning time	Evening time
Keighley – Dog and Gun, BD20 8DS	07:10	19:05
Travelodge, Gargrave Rd, A65/A59 roundabout, BD23 1UD	07:25	18:50
The Bull at Broughton A59 – The Bull, BD23 3AE	07:30	18:45
Delicious Café, Gisburn, BB7 4HA	07:40	18:35
Chatburn Post Office, BB7 4AW	07:50	18:25
Clitheroe – Train Station (opposite Maxwell's)	08:00	18:15
Stonyhurst College	08:15	18:00

\*Occasionally times and routes may need to be changed during the academic year, if necessary prior notice will be given.

### **School Transport on Monday Mornings**

Boarders are not eligible to use day pupil transport if they have been on an exeat that extends to Monday morning. Additional passengers can cause overcrowding on the coaches. In addition, please note that it is not possible for students to use school transport on an ad hoc basis. The College operates a single termly charge (please see section ii above)

### **iii. Arrival and Registration**

Day pupils are expected to be in the school no later than 8.15am. However, if it makes travel arrangements easier, they are welcome to have breakfast, which ends at 8.00am. Ideally day pupils should be dropped off at the glass doors.

**On arrival, day pupils must register with Mrs Eachus in the Registration Office on the Lower Gallery.**

After registration they there is a short full Playroom Assembly at 8.30am before the whole Playroom departs for School Assembly/Singing Practice or Tutorials at 8.30am. Classes start at 9.00am.

If a day pupil is unable to attend school on account of illness, or for some other urgent reason, please contact the school **before 8.20am** by telephoning Registration on 01254 827034 or emailing [registration@stonyhurst.ac.uk](mailto:registration@stonyhurst.ac.uk).

**Please note that day pupils must also register in the Registration Office for the afternoon session between 12.15pm and 2.00pm. This is a legal requirement.**

### **iv. Lateness**

Pupils arriving up to 30 minutes after registration, i.e. between 8.15am and 8.45am, will be marked as late before registers close. Those arriving after this time (unless a previously notified appointment has been submitted) will be marked as late after registers close. This means that although their presence in school is noted, the session cannot be counted towards the pupil's total attendance.

### **v. Illness**

If a day pupil becomes unwell during the school day they should attend the Health Centre. If the duty Nurse considers that the pupil should return home they will contact the pupil's parent/authorised contact to make arrangements and inform the Head of Playroom and Registration department accordingly.

Parents are asked not to take pupils who are unwell out of school without informing the Head of Playroom.

### **vi. Unforeseen absence during term time**

Should your son or daughter be unable to attend school due to unforeseen circumstances, such as medical reasons or family circumstances, please contact Registration, [registration@stonyhurst.ac.uk](mailto:registration@stonyhurst.ac.uk) or telephone 01254 827034.

## vii. Registration Procedures

REGISTRATION PROCEDURES		
<p>Parents of day pupils are requested to make every effort to comply with our registration procedures. Any absence should be notified to the Registration Office (01254 827034) email: registration@stonyhurst.ac.uk by 8.20am.</p> <p>If you are late for school, and the Registration Office is closed, report to the School Secretary. There is a regular pattern during the day for registering the presence of all pupils. Details are published below. In addition, pupils are also registered at each of their classes and absences recorded on the electronic registration system.</p> <p><b>The electronic registration system keeps a record of pupils who are present, on an approved educational activity or absent. Any absences will be investigated by the registration officer to determine whether the absence has been authorised. Any planned absences should be authorised in advance via the channels outlined in Section 6 (viii) of the family handbook.</b></p>		
	Time	Day Pupils
	Morning Registration Before 8.20am	All day pupils
All boarders	Playroom Assemblies each morning at 8.20am followed by Whole School Assembly (Mon), Head of Playroom (Tue), PSHE (Wed), Singing Practice (Thu), Tutorial (Friday), Pastoral Head (Saturday)	All day pupils
	Afternoon Registration between 12.15pm and 2.00pm	All day pupils
	Playroom / House – 6.00pm	All day pupils
Lower Grammar, Grammar & Syntax	Evening Studies – 7.30pm	
Poetry / Rhetoric	Evening Studies – 7.30pm	
Lower Grammar / Grammar boarders	Dormitories – 9.30pm	
Syntax boarders	Rooms – 9.45pm	
Poetry boarders	Rooms – 10.30pm	
Rhetoric boarders	Rooms – 10.30pm	
<p><b>Missing Pupil Procedure:</b></p> <p>Should any pupil be notified to the Deputy Head (Pastoral), the School Office or the Director of Studies Office as “missing”, the following actions will be taken:</p> <ol style="list-style-type: none"> <li>1. Action will be taken internally to locate the pupil;</li> <li>2. If after two hours that action fails to locate the pupil, parents / guardians, or other suitable person, will be contacted to notify them of the situation;</li> <li>3. If after four hours from the original report the pupil is still “missing”, the police will be contacted.</li> </ol> <p>The above serves as a maximum set of time parameters. Timings for notification will be shortened in accordance with the circumstances and time of day that the pupil is reported as “missing”. Stonyhurst reserves the right to examine or delete any files that may be held on its computer system or to monitor any e-mail messages or internet sites visited.</p> <p><b>Weekends (Boarders):</b></p> <p><b>Saturdays:</b> Boarders are registered at 5.30pm and finally when they are expected to be in their dormitories (Lower Grammar / Grammar) or rooms (Syntax / Poetry / Rhetoric).</p> <p><b>Sundays:</b> Boarders are registered at 10.30am Mass, at 5.00pm during Studies and finally when they are expected to be in their dormitories (Lower Grammar / Grammar) or rooms (Syntax / Poetry / Rhetoric)</p> <p><b>Weekends (Day pupils):</b></p> <p>All day pupils are expected to be at school until games finish on Saturday afternoon. For the rest of the weekend day students are only permitted to be on school premises with specific permission, usually granted by the Playroom Master / Housemistress. If permission is granted, they must follow the registration procedures in place for the boarders. A separate registration programme is published for the boarders.</p>		

### viii. Departure

Day pupils may leave school from 5.40pm. However, it should be noted that all students should play a full part in the co-curricular life of the school with participation in at least two activities per week being a minimum requirement. This will mean that most students will not depart school until closer to 6.45pm up to two evenings per week. Day pupils are very welcome to stay for supper which will finish in time for the day pupil transport, which leaves at 7.00pm. On Saturdays, day pupils may leave after games. They are not required to be present at school on Sundays although there may be occasions, such as CCF activities, sports fixtures etc., when their attendance is necessary.

Please note that if a day pupil would like to stay later into the evening for studies this may be accommodated, space permitting. Please liaise with your son or daughters Head of Playroom if you would like to avail of this opportunity.

### ix. Studies

Studies (homework) for boarders take place between 7.30pm and 9.00pm. It is important that day pupils ensure that the time they spend on studies matches the time spent by the boarders.

A period of time between 5.40pm and 6.30pm is set aside for Lower Line voluntary studies in the More Library or Study Place before supper and collection to go home in the evening.

### x. Activities

All pupils must take a full part in the school's co-curricular life with 2 activities each week being seen as the minimum requirement. Parents are warmly welcome to attend school games' fixtures, concerts, plays or other similar events. We appreciate that parents may wish their children to play a full part in their own parish life with the family on Sundays, but **day pupils and their families are very welcome at our Sunday Mass at 11.00am (occasionally 5.00pm) in St Peter's Church. Sunday uniform should be worn. After they have fulfilled their Saturday commitment to classes or games, day pupils should not return to school over any part of the weekend unless they are taking part in an organised activity or Sunday Mass.**

### xi. Weekly boarding

Weekly boarding means that a pupil is in the College from assembly on a Monday morning to the finish of games on a Saturday afternoon.

Any pupil who is a weekly boarder and who returns to the school on a Sunday evening will be charged for that evening at the overnight boarding rate of £40 per night. Any pupil leaving on a Saturday afternoon and returning for Sunday lunch will be deemed to have been present at school for the whole of the weekend and will be charged at the full boarding rate. Likewise, **any pupil consistently returning on a Sunday night as opposed to a Monday morning will need to have their boarding status examined for fee purposes.**

### xii. Overnight stays

Where space allows, day pupils will be entitled to 3 occasional overnight stays over the course of any one academic year within the day fee.

Day Pupils are welcome to stay overnight, subject to availability of accommodation, at the published rate for this “extra” (currently £40 per night).

To avail of these opportunities a written request must be made by the parents of the Day Pupil to the appropriate Pastoral Head, by midday on Friday in regard to the following week so that staff can check that adequate space is available and in turn ensure that a bed is prepared for them.

If a pupil’s overnight stays become regular and average more than one per week, then weekly boarding fee rates may apply.

In certain circumstances, if a day pupil is required to attend school before 7.30am or after 9pm then an exemption for this charge may apply. The most common reason for an exemption will be if a pupil is required to stay late in order to fulfil their responsibilities in respect of a school commitment. Examples of this might include a drama event, sports fixture, musical performance, dance production or Schola for Sunday Mass. If there is any doubt as to what falls within this category, it should be clarified in advance with your son or daughters Pastoral Head.

Weekly boarders are permitted to stay free of charge when the travelling day is a Sunday at the start of each term.

Please note that the ability to accommodate an overnight stay request may not always be possible due to space and whilst we will make every effort to accommodate requests, it should **not be presumed as a formality**.

#### **xiii. Cars**

No pupil may drive to or from school without first seeking permission to do so.

Day pupils or weekly boarders who have passed their driving test **can apply for permission** from the Deputy Head (Higher Line) to drive to and from school. Parents must complete the relevant forms and pupils must produce their driving licence and insurance documents for scrutiny by the Deputy Head (Higher Line) before that permission is granted.

Parents and students should refer to the “Student Driving Policy (including protocols for driving lessons) on the parent portal. All relevant consent forms and guidelines are outlined in this policy.

Please note that any breach of the rules regarding this policy may result in the privilege being withdrawn.

#### **xiv. Extra Work and School Sanctions**

Day pupils and weekly boarders are subject to the same rules and sanctions as full boarders. We acknowledge that holding detentions on Saturday evenings can cause difficulties for day pupil/weekly boarder parents. Nevertheless, we reserve the right to impose a Saturday evening detention for day pupils and weekly boarders for a specified period between 7.00pm and 10.00pm should an offence be deemed sufficiently serious.

Twenty-four hours' notice will be given. Pupils will usually be given work to do for some part of this period. The detention list is published on Thursday afternoon and parents should receive a communication confirming the sanction from their son or daughters Head of Playroom or relevant day deputy by the following day.



## **SECTION 8**

### **CONDUCT AND BEHAVIOUR OF PUPILS**

#### **i. Introduction**

Stonyhurst College recognises that good personal and professional relationships between staff and pupils are vital to ensure good order in the College.

The Deputy Head (Pastoral) promulgates school disciplinary procedures, as directed by the Headmaster. However, classroom and studies' discipline is largely the responsibility of individual teachers, while disciplinary matters outside the classroom are usually addressed by the appropriate Head of Playroom. Serious disciplinary matters are dealt with immediately by the Deputy Head (Higher Line) and/or by the Deputy Head (Pastoral).

In disciplinary situations, there can be occasions when sanctions are perceived to be unfair and all pupils have a right to express complaints in an appropriate manner. A sensible approach to the person issuing the punishment can usually lead to clarification but, failing that, a pupil's Head of Playroom, Pastoral Head or Tutor can assist student in expressing a complaint.

Pupils are taught, encouraged and expected to develop and maintain a strong personal integrity that is truthful, generous, courteous and considerate of the needs and feelings of others. They are expected to have a positive and purposeful attitude to their studies and school lives, and to their relationships with staff and other pupils.

#### **ii. Policies**

The following policies relevant to this section are available on the parent portal. Certain regulatory policies are also found on the Stonyhurst website, [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk)

- Rewards and Sanctions Policy
- Drugs and Substances Policy
- Alcohol Policy
- Smoking Policy
- Complaints Procedure

#### **iii. Care and Control of Pupils**

It is recognised that the majority of pupils in the school respond positively to the discipline and control practised by staff. This ensures the wellbeing and safety of all pupils and staff in the school.

It is also acknowledged that, in exceptional circumstances (e.g. where a pupil is a danger to others, a threat to property, a danger to themselves) staff may need to use physical contact, physical intervention or physical restraint as a last resort when all other strategies have been exhausted.

The policy is published in full in the Staff Handbook and a copy of the document can be obtained on request.

#### **iv. Searching Pupils and/or their accommodation**

Stonyhurst reserves the right to search pupils and/or their accommodation for any item or substance which is thought to be in his/her possession and which is believed to constitute a serious breach of discipline or threat to others. Stonyhurst follows the DfE guidance in Searching, screening and confiscation (2008).

Appropriate consideration will be given to factors that may influence the pupil's ability to give consent to a search.

In the first instance, the pupil will be given the opportunity to volunteer their cooperation and at all times, due consideration will be given to the pupil's personal privacy. However it should be noted that staff have statutory power to search pupils or their possessions, without consent, where there is reasonable grounds for suspecting that a pupil may have a prohibited item.

For a search to take place, a member of Senior Management should be consulted in the first instance.

A member of staff should never conduct a search on his/her own and the pupil should be present at all times, if that is possible.

In some circumstances Stonyhurst reserves the right to search without consent if there is,

- Suspicion that an individual is in possession of a weapon, alcohol, drugs, stolen items or pornography;
- Suspicion that an individual is in possession of any article that could commit an offence or cause personal injury to any person.

Searches will be conducted in such a manner as to minimise embarrassment or distress and will be conducted by staff of the same gender.

If any prohibited item is found, it will be seized, retained and disposed of as appropriate in accordance with the DfE guidance Searching, screening and confiscation (2008)

Searches may be recorded, by the relevant Head of Playroom. The record will include the name of the pupil concerned, the reason for the search and the names of the two members of staff conducting the search.

#### **v. Pupil Concerns and Complaints**

##### **Stonyhurst Commitment**

Things do not always go well at school and we try to ensure that we have a structure in place within which pupils can feel confident that there is always an adult available who can help them overcome whatever difficulties may arise in any area of school life.

Who can help in times of difficulty?

- Your Head of Playroom
- Your Pastoral Head;
- Any member of your Playroom or House Team;

- Your Tutor;
- The College Chaplains, Fr Twist, Miss Hanley, Mr Warrilow
- The School Counsellor, Ms Ladlow
- The Health Centre Staff led by the Senior Nurse, Mrs L Hindle;
- Deputy Head (Higher Line), Mr Hodgson
- The Deputy Head (Pastoral), Mr McBeth, who has overall responsibility for your welfare;
- The Second Master, Mr Mostyn;
- The Headmaster, Mr Browne, is always happy to see a pupil if he or she so wishes;
- Any member of staff.

### **Disciplinary Problems**

If you are concerned about anything, or think that you are being treated unfairly, you can approach any of the above for help. They will represent your anxieties to the appropriate person in a sensitive way.

Your Head of Playroom or Pastoral Head would be the natural support in times of difficulty but you are entitled to seek assistance from any member of staff.

If you are nervous about expressing a concern, or making a complaint, you might like to ask one of your friends to accompany you for support. This is perfectly acceptable.

You can be assured that all concerns and complaints will be treated seriously and confidentially.

If you feel that your concern or complaint has not been addressed satisfactorily, you should talk to your parents who can then make contact with the school on your behalf as set out in the School's Complaints and Appeals Procedure.

Likewise, if parents have a concern the Complaints and Appeals Procedure is in place to ensure its resolution.

### **School Rules**

The Rules apply at all times during the academic year, including travelling to and from the school.

### **Conduct and Behaviour**

Stonyhurst pupils are expected to cultivate the highest standards of behaviour.

Courtesy, consideration and good manners should characterise the dealings of Stonyhurst pupils with others.

Pupils are expected to work hard in lessons and to participate with a positive and purposeful attitude in sports, extra-curricular activities and the life of the school in all its many facets.

According to age and maturity, pupils are expected to exercise reasonable and responsible behaviour at all times.

### **Discipline**

All pupils must familiarise themselves with the Policy Statements issued by the Headmaster for their well-being.

Stonyhurst is committed to providing a safe and supportive environment for all pupils and staff. The deliberate causing of distress, either mental or physical, to another individual is always unacceptable.

Pupils are expected to obey promptly and courteously the instructions of Staff, members of the Committee and Prefects in and out of the classroom.

If confrontational situations arise, pupils are expected actively to seek to defuse them; resorting to physical violence is never acceptable.

While travelling in public places pupils must pay particular attention to their conduct and appearance and to the need to show courtesy and consideration to members of the public.

Behaviour that may offend or intimidate members of the public or damage the reputation of Stonyhurst is regarded as a serious breach of discipline.

### **Environment**

Pupils are to have a particular care in protecting the environment of Stonyhurst and the locality. Litter is to be placed in a waste bin. Litter seen on the ground should be picked up and not passed by.

Classrooms should be kept clean and tidy. No marks or damage should appear on College fabric, furniture or property.

### **Exeats and Bounds**

All pupils are expected to familiarise themselves with the map defining "Bounds" which can be found on the Playroom/House notice board and the Deputy Head (Pastoral)'s notice board.

No pupil is allowed to leave their accommodation after the time specified by their Pastoral Head. Failure to follow this instruction will be treated as a serious breach of security.

Exeat permission for all excursions or visits must be obtained from the appropriate Pastoral Head.

Specific permission is required to visit areas that are outside normal bounds for a particular Playroom. Such bounds are communicated in each Playroom and House.

Exeats to visit brothers/sisters at St Mary's Hall must be obtained from the Pastoral Head who will liaise with the authorities at SMH.

The front entrance to Stonyhurst is only to be used by Higher Line and never as an exit to games.

### **Visits to the River Hodder**

Please observe the following instructions when visiting the River Hodder:

- No pupil is permitted to go to the River Hodder without the permission of his/her Head of Playroom or Pastoral Head.
- No pupils are allowed on the bank opposite the College. This is private land.

- No pupil in Lower Line is allowed to go to the River Hodder without adult supervision.
- No pupil is allowed to go to the River Hodder on their own in any circumstances. This includes Higher Line.
- You are expected to behave in a civilised fashion, considering local residents.
- Make sure there is no reckless behaviour. The river is dangerous even when the water level is low.
- Take some identification with you (a school calendar would do) in case you are challenged. Access to the Hodder is by the private road running adjacent to Hodder Place and can only be used by residents, pupils and staff.
- Day pupils who have permission to drive to school must not take their cars onto the private road leading to Hodder Place at any time.
- Do not drop litter, and please observe the normal rules of the countryside.
- Pupils are not permitted to swim in the River Hodder.

### **Health and Safety**

Pupils are forbidden to purchase, or be in the possession of, any kind of alcoholic drink, smoking material, illegal substance, controlled drug, solvent-based substance or what are called “legal highs”.

The possession of any weapon is forbidden. Members of the archery and shooting clubs must keep their bows or guns in an authorised store and be registered with the supervising member of staff.

### **Uniform**

Dress must conform to the school clothing list. Home clothes are allowed after classes on Saturday and after Mass on Sundays. Special dispensations are given occasionally.

Smart casual clothing may be permitted when going on trips to theatres, cinemas and the like but only with the permission of the teacher in charge.

### **General Points**

All pupils must familiarise themselves with, and observe, the rules of the More Library, classrooms and various other places such as the Refectory, Laboratories and Playroom/House areas.

The Rules deal with particular school needs. Clearly, pupils are also expected to observe the Law of the Land, the obligations of citizenship, high standards of manners, decency and consideration for others, the dictates of common sense and the duty to maintain the good name of Stonyhurst.

## **SECTION 9**

### **PERSONAL**

#### **i. Introduction**

The Head of Playroom will notify parents as soon as possible of serious disciplinary infringements. We value the input that parents might provide.

Sanctions are clearly notified to pupils through their Head of Playroom and / or Pastoral Head and essential information is included in the School Calendar.

**In all matters of School Policy, the Headmaster has discretionary powers.**

In matters of exceptional seriousness, the Headmaster reserves the right to permanently exclude a pupil. In such cases, parents have the right to appeal of the Chairman of Governors. Please refer to the Complaints Procedure in this Handbook.

It is important to identify certain policies covering specific areas:

#### **ii. Pupil Relationships**

Relationships between boys and girls in the school are an important feature of learning to mature as responsible and considerate young men and women.

An important part of the education we try to give our pupils is that they should all, in the words of the Mission Statement, “recognise their own dignity” and that they should “show one another respect and courtesy at all times”. Pupils are required to exercise self-control and sensitivity in following sustained and exclusive relationships with one another, and to remember the greater good of the whole school community and the necessary participation of all in building that up by sharing friendships with a wider range of people.

Trust is an essential feature of the community in which we live, but in order to assist pupils the following regulations exist:

*Boys and girls are expected to conduct themselves in a cultivated and mature fashion and to refrain from physical contact in public.*

**Ignoring this directive will lead to public correction by the member of staff who sees the offence and referral to the appropriate Head of Playroom. A detention will be issued and the matter will be recorded.**

*Lower Line boys and girls are never allowed into each other's living quarters. Lower Line pupils are forbidden to enter other living quarters without the express permission of The Pastoral Head; such permission would normally only be granted for visiting brothers or sisters.*

**Pupils who fail to comply MUST EXPECT TO BE SUSPENDED.**

*Higher Line boys are not allowed to enter the Girls' house without the express permission of the Housemistress or her designated Deputy. Girls are not permitted to enter the boys' Poetry or Rhetoric areas unless they are at the permissible times. Under any circumstances, boys are never allowed into girls' rooms; girls are never allowed into boys' rooms.*

## **Pupils who fail to comply MUST EXPECT TO BE SUSPENDED.**

*Instances of boys and girls behaving in a manner which is likely to result in emotional, psychological or moral damage and/or which could compromise themselves, their future and that of others, **will be treated with the appropriate seriousness.***

**Behaviour of an explicitly sexual nature is strictly forbidden and will lead either to SUSPENSION OR PERMANENT EXCLUSION AT THE DISCRETION OF THE HEADMASTER.**

### **iii. Personal Appearance, Uniform and Casual Clothing**

#### **The Expectations of the College**

We expect the highest standards of dress and personal appearance of Stonyhurst pupils and, to this end, hope that we can work as closely as possible with parents. We insist on good manners and appropriate dress both inside and outside the classroom.

Carelessness in pupils' dress and personal hygiene often leads to a lowering of standards in other areas and adversely affects the tone we are trying to set. It also sends the wrong signals to those pupils who do comply.

**Please ensure that your son or daughter comes to Stonyhurst with the correct items of clothing and uniform as specified on the clothing list. Staff will try to ensure that the uniform regulations are observed at all times.**

#### **Boys (General Requirements)**

**Hair:** Haircuts must never be of a type that constitutes self-advertising. Very short, aggressive styles that are regarded by the school as "unusual" are not allowed. Neither is excessively long hair.

Dyed hair is forbidden.

Hair should be kept clean and well groomed. Pupils should never cut each other's hair.

**Shaving:** Pupils who need to shave must do so regularly. Once stubble appears, a shave is necessary. Pupils should never go to class unshaven.

**Shoes:** They should always conform to the published regulations and be cleaned regularly. Boots, of any description, are not acceptable as formal wear.

**Jewellery:** Rings, bracelets and necklaces are not allowed.

**Hats/Caps:** These must not be worn inside the building and **never** with the school uniform.

#### **Girls (General Requirements)**

**Hair:** Hair should be kept well-groomed and tied back in Lower Line.

**Shoes:** These should always conform to the published regulations and be cleaned regularly. Boots, of any description, are not acceptable as formal wear.

**Hats/Caps:** These must not be worn inside the building and never with the school uniform.

**Jewellery:** Girls are permitted to wear stud earrings but ostentatious jewellery is forbidden.

**Make-up:** This is only allowed in Higher Line and should be discreet. This will be decided by the Girls' Housemistress.

### **Clothing and Uniform**

A separate clothing list for boys and girls is issued to all new pupils on admission. At the start of each academic year, all current parents also receive a copy.

**It is most important that all clothing, footwear, and any other possessions are marked with a pupil's name and school number.**

New pupils games' kit will be embroidered with their initials and school number via the school sewing room.

### **Lower Line Boys' Uniform**

#### **Weekday Uniform**

Green jackets (only available from the School Shop); charcoal grey trousers; white shirt; school tie; conventional black shoes; school pullover (available from the School Shop)

#### **Sunday Uniform**

Plain black suit; white shirt; school tie (only available from the School Shop); conventional black shoes.

### **Lower Line Girls' Uniform**

#### **Weekday Uniform**

Green jackets (only available from the School Shop); tartan skirt (only available from the School Shop); white blouse; school tie; conventional black shoes (no heels) school pullover (only available from the School Shop) 40 denier navy tights.

#### **Sunday Uniform**

Blue jackets (only available from the School Shop), tartan skirt (only available from the School Shop); white blouse; school tie (only available from the School Shop); conventional black shoes (no heels), 40 denier navy tights.

### **Higher Line dress code**

#### **Dress Code for Higher Line Boys**

Higher Line boys are expected to wear a plain or discreet pinstripe dark grey or black business suit. Full details of the dress code are listed below:

<b>Suits:</b>	Dark grey or black. Worsted or artificial fibre equivalent.
<b>Jumper:</b>	School jumper with roundel crest (only available from the School Shop).
<b>Shirt:</b>	Plain white.
<b>Tie:</b>	School tie (only available from the School Shop).



**Shoes:** Black (formal, not casual/suede/boots) which can be polished, black laces.

**Socks:** Plain dark colour.

**Appearance:**

Hair is expected to be tidy, natural and of reasonable length - neither too long nor inappropriately short.

Boys should not wear earrings.

Boys are expected to be clean shaven.

**Sunday Uniform**

A dark suit of pupil's own choice but conventional cut; white shirt; school ties (only available from the School Shop); conventional black shoes.

**Higher Line Girls' Uniform**

**Dress Code for Higher Line Girls**

Higher Line girls are expected to wear a plain dark grey or black business suit. This is in line with the dress code for Higher Line boys.

**Jacket:** A tailored or fitted jacket, which must match the material of the skirt or trousers.

**Trousers**

**or skirts:** Must match the jacket. Both must allow for movement. Skirts must be business-like, knee to mid-calf, with no revealing splits or uneven hems.

**Shirt:** Must be plain white (cotton), revere collar and sleeved. Shirts must be tucked into trousers (this may not be necessary for tailored shirts).

**Jumper:** School jumper with roundel crest (only available from School Shop).

**Tights:** Navy or black, (sheer or opaque) plain, not patterned.

**Shoes:** Plain black or navy polishable shoes (no heels higher than 2 inches, no sandals, backless shoes or boots).

**Appearance:**

Hair, make up and nails must be tidy and natural looking.

Jewellery must be discreet.

**Sunday Uniform**

Conventional charcoal grey suit of the pupil's own choice with more flexibility as to style; white blouse, revere collar.

**Sports kit**

All of the sports kit below must be purchased from the School Shop:

All boys must now have a green/white hoped rugby shirt plus a green rugby shirt. They must also have the new “Performance Polo” which features the College Logo and the appropriate line name and colour.

All girls must now have the new “Performance Polo (female)” which features the College Logo and the appropriate line name and colour plus the new sweatshirt featuring the logo.

All pupils must have a College tracksuit.

#### **iv. Co-Curricular Activities**

The following is a sample of co-curricular activities going on in the school:

Academic Priority Time (APT)	Grade 5 Music Theory
African Society	History – Oxbridge class/extra
Altar Service	History Clinic (Lower Line/A Level and IB)
AquaChem (Lower Line)	Hockey Squad (Seniors)
Arrupe Programme	Horse Riding (charge)
Arrupe/CAS (IB, Po and Rh)	IB Society
Art History	Industrial Society
Art Surgery (AS/A2/IB)	Interline Competitions
Art Workshop for GCSE (Sy)	ISTD Freestyle Tap
Art/Ceramics	ISTD Grade 6/Intermediate Tap
Arts Award (TCL Cert) (Sy and Higher Line)	ISTD Intermediate Foundation Modern
Astronomy Society (inc Observatory)	Japanese Club
Ballet Fitness	Junior Netball (LG & G)
Basketball	Law Society
Big Band	Learning to Care
Body Conditioning	Mass
Book Club	Maths Challenge
Boys’ Fitness (LG and G)	Maths Clinic (Sy/Higher Line)
Boys’ Swimming Training	Maths Foundation Clinic (Sy)
BPhO/Physics Support (Higher Line)	Mountain Biking
Brass Group	Netball shooting practice
Business Studies Clinics (AS/Higher Line/Po/Sy)	Orchestra
Chaplaincy	Outdoor pursuits (charge)
Charles Laughton Society	PAST (History Magazine)
Chemical Society (Higher Line)	PAST (History Society)
Chemistry Club (Lower Line)	Physics Clinic
Chemistry: UK Olympiad Practice (to Feb)	Physics practicals (IB)
Chess Club	Poetry Banquet
Chinese Society	Pointe work
Chinese: language (Mandarin)/cultural studies	Politics Club (Sy)
Chirwirangwe	Politics Society
Choir	Prayers by Candlelight
Christian Life Community	Public Speaking (LAMDA)
Circuit Training	RAD Advanced 1 Ballet
Clarinet Group	RAD Advanced 1 Pointe
	RAD Foundation Ballet

Classics Clinic (Sy priority)	RAD Grade 3 Ballet
Combined Cadet Force (Sy and Higher Line)	RAD Grade 4 Ballet
Computer Programming (LG)	RAD Higher Grades Ballet
Contemporary Dance	RAD Intermediate Ballet
Creative Writing Magazine (Higher Line)	RAD Intermediate Foundation Ballet
Cricket Nets (LG & G) – from November	RAD Intermediate Foundation Pointe
D & T Support (GCSE/AS/A2)	RAD Intermediate Pointe
Debating (G/Sy/Higher Line)	Reading Group
Dissection Club (Higher Line)	Reading/extension/tutor time
Drum Group	Research Skills
Duke of Edinburgh's Award (G)	Robotics
Duke of Edinburgh's Award Art (Workshop) (Higher Line)	Schola Cantorum
Eco Group	SCHT (Higher Line)
Economics Clinic ('A' Level/IB)	Science Club
Economics Magazine (IB and A Level)	Senior Essay Society
Elite Hockey Practice (Lower Line)	Senior Fitness Training (Higher Line)
Elite Swimming	Social Enterprise (pre IB/Sy/Higher Line)
Engineering Society	Sodality
EPQ (Higher Line)	Spanish Exchange
Extended Project (LG)	Spanish Exchange Project: 'The Environment' (G)
Fencing	Sports Leader Award (LG)
Film Club	Street Dance
Flute Group	String Orchestra
Football (LG)	Sub Aqua Club
Free Swim	Swim Training
Freestyle Ballet	Swimming Team training
French Clinic	Target 2.0 Economics Competition (Higher Line)
FTDJ: Human Rights	Tennis Coaching – Advanced (Higher Line)
Geography Clinic (Sy and Higher Line)	UCAS Workshop
German Exchange	Weight Training (Higher Line)
Girls' Swimming Training	Wheelchair Dancing (Higher Line)
Gonzaga Society	Wine Tasting (Rh)

A comprehensive list of co-curricular activities is published at the beginning of each term.

#### v. Possessions and Insurance

We strongly recommend that parents **do not allow** their children to bring valuable possessions back to the school. However, should there be such items (musical instruments, laptop or other computers, cameras, bicycles etc) **they must be covered by the family insurance policy and parents are urged to check that this is the case.** Serial numbers of items should be recorded and kept safely.

Whilst every effort is made to ensure the security of pupils' possessions, Stonyhurst cannot accept responsibility for theft, loss or damage.

#### **vi. Electrical Equipment**

All electrical equipment must be fitted with the correct fuse and plug.

#### **vii. Toasters and Kettles**

In the interest of safety and economy, toasters and kettles **are forbidden**. Facilities for making toast and hot drinks are available in all Playrooms /Houses and pupils should have their own crockery and cutlery for this.

#### **viii. Mobile Telephones**

We understand that pupils require mobile phones to maintain contact with family members and friends during term time. Pupils are permitted to have mobile phones at school however certain restrictions apply to Lower Grammarians and Grammarians during the school day. Details of these restrictions are outlined Section 2(v) of this handbook.

It should be stressed however that whatever the age of the pupil, mobile phones must not intrude in any way to distract or disrupt school life. If a problem occurs, the phone will be confiscated.

#### **ix. Pocket Money**

We recommend the following maximum levels of pocket money:

Lower Grammar	-	no more than £60.00 per term
Grammar	-	no more than £60.00 per term
Syntax	-	no more than £70.00 per term
Poetry	-	no more than £90.00 per term
Rhetoric	-	no more than £100.00 per term

We strongly advise that pocket money is deposited with the appropriate Pastoral Head. Additional funds for emergencies may be deposited similarly.

Please do not send large amounts of cash with your son or daughter to school. Should you need to do this for any reason, please let the relevant Pastoral Head know in advance so that they are aware and can lodge these funds to your son or daughters account when they arrive. **The College cannot accept responsibility for lost or stolen cash that has not been lodged to the student's house bank account.**

All cheques for pocket money should be made payable to "Stonyhurst College" and be deposited with the appropriate Pastoral Head.

**Cash cannot be given to a pupil and be charged onto account for invoicing.**

If pupils have access to bank accounts of any sort, the Pastoral Head should be informed in order to maintain the proper degree of supervision. Although Higher Line pupils are more likely to have bank accounts, **we do recommend strongly that the Playroom/House banking system is used, if only for security reasons.**

## **x. Room Deposits**

At the start of each academic year a room and key deposit of £80.00 for pupils in Syntax, Poetry and Rhetoric will be made. At the end of the year, provided no culpable damage has been done, rooms have been properly cleared and all keys have been satisfactorily returned, the deposit will be returned.

## **xi. The School Shop - Purchases**

During term times the school shop is open as follows:

Monday 10.00am – 7.30pm

Wednesday 10.00am – 5.00pm

Friday 10.00am – 5.00pm

Parents will be given prior notice of any holiday opening times. Please note that it is not the policy for the School Shop to accept credit card payments from pupils.

### **In Term**

Pupils should obtain a credit chit from their Head of Playroom for any purchase from the School Shop. This includes toiletries and other essentials. It should also be noted that the shop has a 'limit' of £50 on the chits except for school jackets and suits. Any item/s costing more than £50 have to be authorised by the parents concerned before the purchase can be completed.

### **Out of Term**

During the holiday periods all goods purchased from the School Shop must be paid for by cash, cheque or credit card. It is not possible to purchase goods by asking for the goods to be charged to the school account. Please note that all second hand uniform must be paid for using one of the methods above.

Repairs and dry cleaning will be charged on the school account.

All cheques should be made payable to: B.All UK Ltd.

## **Sewing Room**

For a small charge the ladies in the Sewing Room will mark school uniform and home clothes with school numbers. They will also undertake alterations to all types of clothing. The Sewing Room is situated between the School Shop and the Swimming Pool.

## **Laundry**

The College provides a laundry service. Students will have their laundry collected weekly and returned within two days. It is important that small items are sent in laundry bags and that **all clothes are clearly labelled with names and school numbers**. Unmarked clothes can be mislaid and there is no guarantee they will be returned to the owner. Games kit, towels and bedding *must* go to the school laundry. Any dry cleaning or laundry charges for items left at school will be charged to the pupil's account.

## **xii. General Charges to Parents' Accounts**

It is our policy to keep charges to pupil accounts as low as possible. Items that are charged, however, include the cost of theatre, concert, or cinema outings organised by the staff. **Meals out, celebrations, birthdays etc, must be paid for at the time from pocket money accounts and cannot be charged.**

## **SECTION 10**

### **SECURITY**

#### **i. Policies**

The following policies relevant to this section are available on the parent portal. Certain regulatory policies are also found on the Stonyhurst website, [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk)

- Visitors and Visitor Policy
- Theft Policy
- Vandalism Policy

#### **ii. Health & Safety**

Given the particular nature, age, formation and character of the Stonyhurst site, there are certain aspects of it in regard to Health and Safety requirements that we would like you to pay particular regard to. By way of illustration, these include the following:

Areas of uneven flooring including cobbled areas.

The variation in levels of floors that appear to run together but where there are variations in levels. These can be:

- small,
- not separated by a pronounced step,
- separated by various short flights of steps.

Some access routes between floors and staircases would not comply with the latest Buildings' Regulations – great care needs to be exercised.

Cleaners are always in working around the school. These activities, and any dangers arising out of them, are clearly indicated by yellow warning signs. These warning signs must be adhered to.

The large staircases, and many other staircases, do not comply with current Building Regulations' dimensions but they are substantial and wider than would normally be encountered, as are the banisters. Older visitors in particular should note that, when climbing the stairs, the leading foot should be placed in the centre of each step and not on the edge.

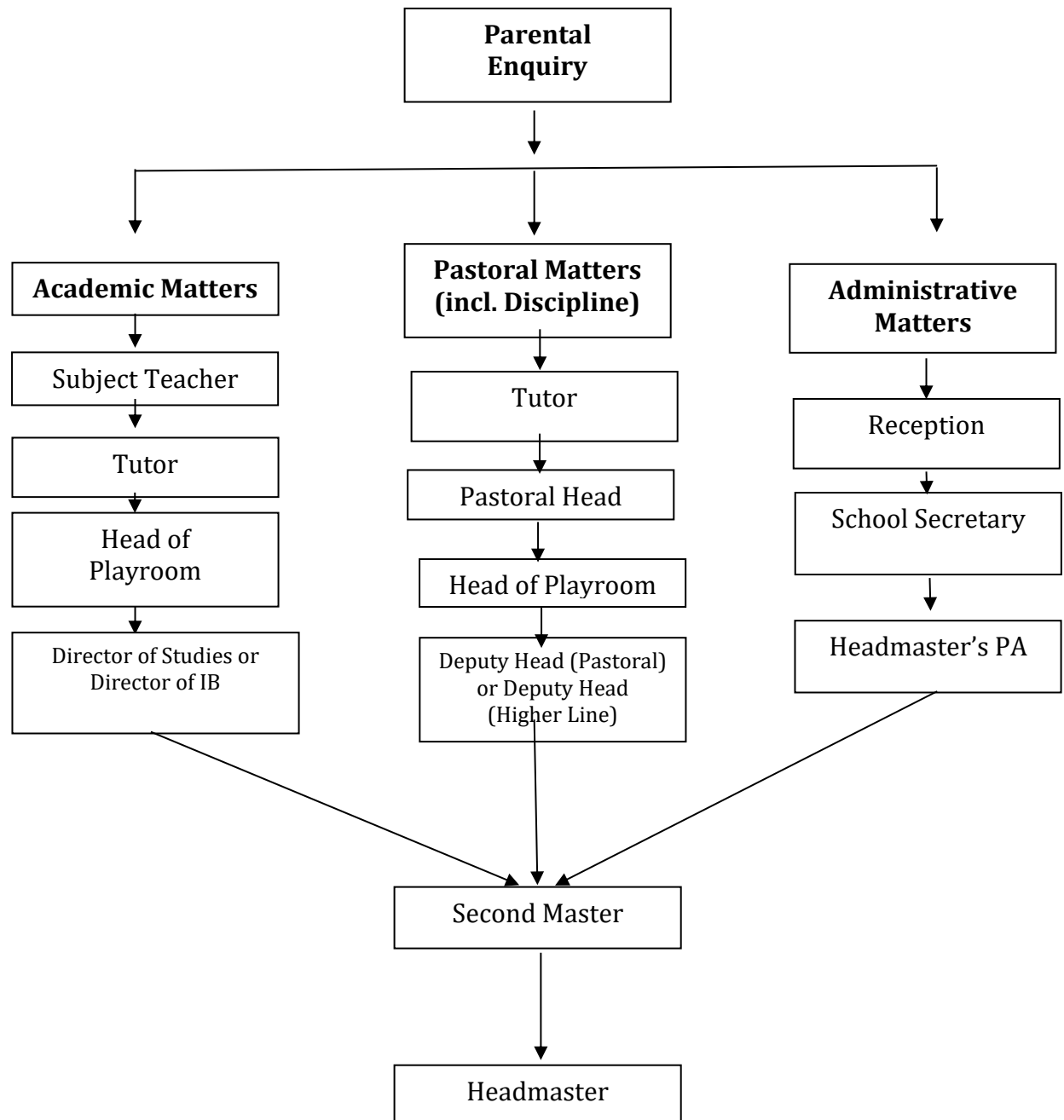
Some of the surfaces within the building are very slippery, particularly when wet, and can be more so when wearing leather-soled shoes, or steel-tipped shoes.

**A Health and Safety meeting is convened once every half term by the Deputy Head (Pastoral) to consider issues that affect pupils.**

## SECTION 11 COMMUNICATION

### i. Introduction

At Stonyhurst we value the input of parents. The following is intended as a guide for parents when they need to talk through a problem involving their child or clarify an area of school life. The arrows in the chart indicate the normal progression of enquiries.



Your son or daughter's Head of Playroom will be the person to bring all aspects of your child's life together whilst they are at Stonyhurst. **It is therefore crucial that all emails you may send to staff at the College are also copied to the relevant Head of Playroom. This will ensure there is always someone who understands what is taking place in your child's life fully.**

The Head of Playroom will be your ultimate point of escalation for all matters relating to your son or daughter. We use the term *point of escalation* here purposefully as you will still have a large support network of academic, pastoral and spiritual staff within each Playroom community to make initial enquiries with for specific issues.

In the first instance, boarding issues should go to the Pastoral Head and academic issues to the Tutor. Day student questions should go to the relevant day deputy in Higher Line, but direct to the Head of Playroom in Lower Line. Consequently direct contact with members of staff is encouraged when you have a specific query for a particular area of school.

However when you would like to address an issue that is likely to cross over many areas of school life our advice is that an initial communication should be made with the Head of Playroom. The temptation may be for you to navigate problems from outside of school via email. Issues can quickly lose clarity when multiple members of staff are involved without a central figure in school coordinating a response. In these cases the Head of Playroom will take on this responsibility on your behalf and they will centralise all lines of communication.

As stated above, communication with staff at Stonyhurst is both encouraged and welcomed. Enquiries are the first way to explore any situation, either academic or pastoral. It is also important to keep the school informed of any changes to your own contact details. Please advise the School Office of any changes or email [Stonyhurst-administration@stonyhurst.ac.uk](mailto:Stonyhurst-administration@stonyhurst.ac.uk)

*Please refer to the contact telephone numbers and e-mail addresses in this handbook. The Deputy Head (Pastoral) can always be reached and the Headmaster and staff will do their best to respond as quickly as possible.*

## **ii. Headmaster's Circular**

This document is sent out at the end of each term and contains a range of essential information on academic, pastoral, medical and travel matters.

## **iii. Stonyhurst News**

Our termly newsletter, Stonyhurst News, is sent to all parents each term, keeping them up to date with the extensive range of activities involving pupils at Stonyhurst.

## **iv. Family News**

If any family news needs to be passed on to a pupil, especially news of a family bereavement or illness, please contact your son or daughter's Head of Playroom. They will ensure that the appropriate action can be taken, and the pupil informed. If necessary, one of the College Chaplains will also be contacted.



## **v. Telephone/Fax/E-Mail**

The main College telephone number is 01254 826345. This links you to Reception from where other internal numbers can be connected.

The following can be contacted directly without going through Reception:

Headmaster's PA (Mrs R Taylor)	01254 827047
Second Master (Mr M Mostyn)	01254 827085
Deputy Head (Pastoral) (Mr P McBeth)	01254 827054
Deputy Head (Higher Line) (Mr N Hodgson)	01254 827046
Director of IB (Mrs D Kirkby)	01254 827294
School Secretary (Mrs J Hargreaves)	01254 827010
Registration Office (Mrs J Eachus)	01254 827034
LG Head of Playroom (Ms Z Livingstone)	01254 826345
Grammar Head of Playroom (Dr N Grigsby)	01254 826345
Syntax Head of Playroom (Mr O Hughes)	01254 826345
Poetry Head of Playroom ( Mr T Hanley)	01254 826345
Rhetoric Head of Playroom (Mr R Strain)	01254 826345
Higher Line Girls Pastoral Head (Mrs M Strain)	01254 827011
Rhetoric Pastoral Head (Mr P Warrilow)	01254 827068
Poetry Pastoral Head (Mr J Curran )	01254 827057
Syntax Pastoral Head (Mr J Bickerstaff)	01254 827038
G and S Girls Pastoral Head (Mrs J Morgan)	01254 827033
LG and G Boys Pastoral Head (Mr D Eachus)	01254 827090
LG Girls Pastoral Head (Ms J Greenwood)	01254 827091
Director of Studies (Mrs L Wright)	01254 827007
Deputy Head (Learning) (Mr V Sharples)	01254 827032
Studies Office	01254 827024
Bursar and Finance Director (Mr S Marsden)	01254 827023
Bursar's Secretary & PA (Mrs S Wright)	01254 827023
Accounts Office	01254 827028

Domestic Bursar (Miss F Ahearne)	01254 827084
Domestic Manager (Mr M O'Malley)	01254 827029
School Shop	01254 827072
Director of Admissions (Mrs D Kirkby)	01254 827093
Registrar (Mrs L Carr)	01254 827073
Development Director (Mrs Y Herrick)	01254 827246
Health Centre	01254 827100
Association Office (Mrs B Sillitoe)	01254 827043
Jesuit Chaplain (Fr T Curtis, SJ)	01254 827009
Lay Chaplains (Miss C Hanley/Mr P Warrilow)	01254 827143
Building Director	01254 827087
Swimming Pool (Mr C Riley)	01254 827015
ICT	01254 827061
Games Office (Mr S Charles)	01254 827049
Girls' Games Office (Mrs E Kay)	01254 827116
Catering Office	01254 827106
Jesuit Community	01254 826345
Head of Learning Support (Mrs Winstanley)	01254 827104

There is a mobile 'phone in Reception which can be used in case of an emergency. The number is 07793 578942. This should only be used if the switchboard is non-operational and it is a genuine emergency.

The Headmaster's Office fax number is	01254 827131
The School Office fax number is	01254 827132
The Bursar's Office fax number is	01254 827137

#### **E-mail addresses:**

The Headmaster, Mr J Browne	headmaster@stonyhurst.ac.uk
The Headmaster's PA, Mrs R Taylor	r.taylor@stonyhurst.ac.uk
The Second Master, Mr M Mostyn	m.mostyn@stonyhurst.ac.uk
The Deputy Head (Pastoral), Mr P McBeth	p.mcbeth@stonyhurst.ac.uk

Deputy Head (Learning), Mr V Sharples	v.sharples@stonyhurst.ac.uk
Director of Studies, Mrs L Wright	l.wright@stonyhurst.ac.uk
Deputy Director of Studies, Mr J Sharples	j.sharples@stonyhurst.ac.uk
Director of IB, Mrs D Kirkby	d.kirkby@stonyhurst.ac.uk
Deputy Head (Higher Line), Mr N Hodgson	n.hodgson@stonyhurst.ac.uk
The Prefect of Studies, Mr D Rawkins	d.rawkins@stonyhurst.ac.uk
LG Girls Pastoral Head, Ms J Greenwood	j.greenwood@stonyhurst.ac.uk
LG Girls Pastoral Deputy, Ms S Klasan	s.klasan@stonyhurst.ac.uk
LG and G Boys Pastoral Head, Mr D Eachus	d.eachus@stonyhurst.ac.uk
LG and G Boys Pastoral Deputy, Mr C Hunt	c.hunt@stonyhurst.ac.uk
S Boys Pastoral Head, Mr J Bickerstaff	j.bickerstaff@stonyhurst.ac.uk
S Boys Pastoral Deputy	f.ashman@stonyhurst.ac.uk
G and S Girls Pastoral Head, Mrs J Morgan	j.morgan@stonyhurst.ac.uk
G and S Girls Pastoral Deputy, Ms C Pomfret	c.pomfret@stonyhurst.ac.uk
Poetry Boys Pastoral Head, Mr J Curran	j.curran@stonyhurst.ac.uk
Poetry Boys Pastoral Deputy, Mr J Longson	j.longson@stonyhurst.ac.uk
Rhetoric Pastoral Head, Mr P Warrilow	p.warrilow@stonyhurst.ac.uk
Rhetoric Pastoral Head, Mr S Wood	s.wood@stonyhurst.ac.uk
Higher Line Day Boys, Mrs E Ashe	e.ashe@stonyhurst.ac.uk
HL Girls Pastoral Head, Ms M Strain	m.strain@stonyhurst.ac.uk
HLGH Pastoral Deputy, Mrs R Crossley	r.crossley@stonyhurst.ac.uk
Higher Line Day Girls, Mrs J Cathcart	j.cathcart@stonyhurst.ac.uk
School Secretary, Mrs J Hargreaves	j.hargreaves@stonyhurst.ac.uk
	school-office@stonyhurst.ac.uk
The College Chaplains, Fr t Curtis, SJ	t.curtis@stonyhurst.ac.uk
Ms C Hanley	c.hanley@stonyhurst.ac.uk
Mr P Warrilow	p.warrilow@stonyhurst.ac.uk
Stonyhurst Association, Mrs B Sillitoe	association@stonyhurst.ac.uk
Miss L Heaton	l.heaton@stonyhurst.ac.uk

### **Other Academic Staff**

The following staff can be emailed directly using the following email format [initial.surname@stonyhurst.ac.uk], e.g. [j.smith@stonyhurst.ac.uk](mailto:j.smith@stonyhurst.ac.uk),

Mrs H Addy (Spanish)  
Mr F Adebisi (Graduate Music Assistant)  
Mr E Allanson (Head of Faculty: Humanities and Theology, Head of Religious Studies)  
Mrs M Allanson (Oxon), MA (EPQ)  
Mr P R Ansell (Modern Languages)  
Mrs E Ashe (Business Studies)  
Mr F Ashman (Graduate Assistant)  
Lt Col A Barber (Contingent Commander CCF)  
Mr J Bickerstaff (Physics)

Ms E Bridges (Science)  
 Mr B Burgess (Head of Faculty: Creative & Performing Arts, Head of Drama & Theatre Studies)  
 Ms S Bulloch (Teaching Assistant)  
 Mr A J Callinicos (Classics)  
 Mrs A Callinicos (English)  
 Mr D Caro (Spanish)  
 Mrs J Cathcart (HL Day Girls)  
 Mr S J Charles (Director of Sport)  
 Dr A Chadwick (Science)  
 Miss L Chadwick (Graduate Dance Assistant)  
 Sgt Maj R Clare (School Staff Instructor)  
 Mrs D Ashworth (English)  
 Ms J Cockle (Art)  
 Mrs E Corns (German)  
 Mrs R Crossley (Head of Geography)  
 Mr J Curran (Maths and Computing)  
 Mr D Eachus (Head of Design & Technology)  
 Mrs J Eachus (Non-Teaching Assistant, Registration)  
 Mr I Evans (Graduate Assistant)  
 Mr M Evans (Head of PE)  
 Ms L Fielding (Art)  
 Mrs L J C Fisher (Head of Faculty: Science & PE, Head of Science, Head of Physics)  
 Mrs H Flatley (Biology)  
 Mrs C Frankland (Geography)  
 Mr P Garlington (History)  
 Mr M Goodwin (Head of Faculty: Languages)  
 Ms J Greenwood (Theology & Religious Studies, CAS Coordinator)  
 Mr A Griffith Jones (Graduate Assistant)  
 Dr N Grigsby (Music)  
 Mrs S Grix (French)  
 Mrs E Hall (EAL)  
 Mr T Hanley (Head of English)  
 Ms S Haworth (Head of Biology)  
 Mrs L Heaven (Mathematics)  
 Mr M Heaven (Design & Technology)  
 Mr A Henderson (Director of Music)  
 Mrs J Hines (Art)  
 Mr N Hodgson (Deputy Head Higher Line)  
 Mr P Hodgkinson (Mathematics)  
 Mr T Holden (Politics)  
 Mr O Hughes (Economics / Business)  
 Mr C Hunt (Chemistry)  
 Mrs R Jackson (Mathematics)  
 Ms N Jones (Teaching Assistant)  
 Ms S Joseph (English)  
 Ms E Kane (Religious Studies)  
 Mrs E Kay (Head of Girls' Games)  
 Mrs D J Kirkby (Director of Admissions, Director of IB)  
 Ms S Klasan (German,)  
 Ms E Ladlow (School Counsellor)  
 Mr P Lane (Geography)  
 Mrs L Lavery (Religious Studies)  
 Mr D Leigh (Head of Faculty: English)

Ms Z Livingstone (Spanish)  
 Mr D Lloyd (Mathematics)  
 Mr A Loney (Boys' Games)  
 Mr J Longson (Graduate Assistant)  
 Mrs Y Luker (Girls' Games)  
 Mrs C M Markarian (Mathematics)  
 Mrs K Marshall (Head of Art)  
 Ms L McCool (Biology)  
 Mr J McGarvey (Computing)  
 Mr P Mather (Science)  
 Ms S Min (Chinese)  
 Miss K Mitchell (English as a Second Language)  
 Mrs J Morgan (LLGH Pastoral Head)  
 Dr K Morgan (Organist, Head of Keyboard and Master in charge of Music Scholars)  
 Mr D Morley (Head of Faculty: Languages, German)  
 Mrs S Morley (English)  
 Mrs L Morris (Learning Mentor)  
 Ms T Murphy (Psychology)  
 Mr B P J O'Connor (Physics)  
 Miss J M Parkinson (Head of Classics)  
 Ms R Pastore (Spanish)  
 Ms C Pomfret (LLGH Pastoral Deputy)  
 Ms R Procter (Mathematics)  
 Ms J Pye (PE and Economics)  
 Dr L Quigley (History)  
 Mr D N Rawkins (Head of Faculty: Mathematics & Computing, Head of Mathematics/Prefect of Studies)  
 Dr C Robinson (English)  
 Mrs J Robinson (Art)  
 Miss L Rushworth (Head of Computing)  
 Ms Mollie Sargent (Graduate Assistant)  
 Mr P Schimmenti (Italian)  
 Mr J M B Sharples (Modern Languages)  
 Mrs J de Hoxar (Chemistry)  
 Ms P Salenas (Language Assistant)  
 Ms A Southward (Dance)  
 Ms A Stevens (PE)  
 Mrs M Strain (SEN/EAL)  
 Mr R Strain (Biology)  
 Mr T J Strain (Economics/Business)  
 Mrs L W Timmins (Head of Economics)  
 Mr M J Turner (Head of History)  
 Ms M Ullrich (Language Assistant)  
 Mrs G Warrilow (Teaching Assistant)  
 Mr P A Warrilow (Religious Studies)  
 Mrs E Whalley (Geography)  
 Mrs I M Williams (Geography)  
 Mrs E Winstanley (Head of Faculty for Learning Support and EAL)  
 Ms A Woodhouse (Drama)  
 Mrs K Wright (Head of Faculty: Economics, Business & Politics, Head of Business Studies)  
 Mrs L Wright (Director of Studies)

**Support staff:**

Bursar & Finance Director, Mr S Marsden	bursar@stonyhurst.ac.uk
Bursar's Secretary & PA, Mrs S Wright	s.wright@stonyhurst.ac.uk
Director of Admissions, Mrs D Kirkby Admissions Department Marketing Officer, Ms L Hutchings	d.kirkby@stonyhurst.ac.uk admissions@stonyhurst.ac.uk l.hutchings@stonyhurst.ac.uk
Exams Officer, Miss Z Redfearn Studies Administrator	z.redfearn@stonyhurst.ac.uk p.stanley@stonyhurst.ac.uk
Librarian, Mrs J Wood	librarian@stonyhurst.ac.uk
Development, Mrs Y Herrick	y.herrick@stonyhurst.ac.uk
Domestic Bursar, Miss F Ahearne	domestic-bursar@stonyhurst.ac.uk
Maintenance Manager's Secretary, Mrs Holgate	s.holgate@stonyhurst.ac.uk
The College Health Centre, Mrs L Hindle (Mrs A Bell, Temporary Team Leader)	health-centre@stonyhurst.ac.uk
The Careers Adviser, Mrs C Anderton	careers@stonyhurst.ac.uk
Accounts Office, Mr S Whitford Miss H Slinger Mrs S Hunter Mrs A Prosser Mrs S Callaghan	s.whitford@stonyhurst.ac.uk h.slinger@stonyhurst.ac.uk s.hunter@stonyhurst.ac.uk a.prosser@stonyhurst.ac.uk s.callaghan@stonyhurst.ac.uk
Registration, Mrs J Eachus	j.eachus@stonyhurst.ac.uk
Archivist, Mr D Knight	d.knight@stonyhurst.ac.uk
Curator, Mrs J Graffius	curator@stonyhurst.ac.uk
Catering Manager, Mrs B Church-Taylor	catering.manager@stonyhurst.ac.uk
Sports Club, Mr C Riley	sportsclub@stonyhurst.ac.uk
Reception, Mrs L Lewis-Leeson; Mrs S Allen	reception@stonyhurst.ac.uk
Director of Technical Support, Mr P Wilmore ICT Technicians, Mr C Allcock Mr M O'Reilly Mr T Parkinson	p.wilmore@stonyhurst.ac.uk c.allcock@stonyhurst.ac.uk m.j.oreilly@stonyhurst.ac.uk t.parkinson@stonyhurst.ac.uk
Laboratories, Mr B Ashley Ms J Burgess Miss H Patel Ms A Warren	b.ashley@stonyhurst.ac.uk j.burgess@stonyhurst.ac.uk h.patel@stonyhurst.ac.uk a.warren@stonyhurst.ac.uk

**vi. The College Website: [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk)**

The website is regularly updated and contains much useful news of recent and future school events e.g. the weekly calendar.

**vii. Complaints Procedure**

The Complaints Procedure is available on the parent portal and College website and on request.

## **SECTION 12**

### **FACILITIES**

#### **i. Swimming Pool**

Pupils may not use the Swimming Pool at times that are not specified on the timetable.

The Swimming Pool is out of bounds to pupils when being used by members of staff or club members.

#### **Regulations**

- All pupils must obey the instructions of the Swimming Pool Staff at all times;
- Pupils must not enter the water before a member of the Pool Staff says it is safe to do so;
- Pupils must not bring any equipment (balls, floats etc) into the Swimming Pool unless it has been sanctioned by the Pool Staff;
- Pupils must never leave valuables in the changing rooms;
- There must be no shouting, ducking, running, pushing, aerobatics, gymnastics or "bombing" in the Swimming Pool;
- Pupils must not leave the changing rooms, or go on to the spectators' area, unless the pupils are dry; wet floors can be dangerous;
- Pupils must respect the needs of all other Pool users at all times.

#### **ii. Squash Courts**

These are situated adjacent to the swimming pool. Courts can be booked through the swimming pool office.

#### **iii. Multi-Gym**

The following instructions must be followed:

- The multi-gym can only be used by pupils who have passed a safety test administered by a qualified member of staff;
- The multi-gym is only to be used by senior pupils (Syntax, Poetry, Rhetoric). No pupil under the age of 16 is allowed into the multi-gym without supervision;
- Pupils should always train with a partner and warm up properly;
- Pupils should always train within their capabilities and make sure they adhere to a training schedule.
- A maximum of 20 pupils is allowed in the multi-gym at any one time;



- Any damage to the equipment should be reported immediately;
- Pupils should not take food or drink into the multi-gym.

#### **iv. Golf**

##### **General**

Pupils may use the Golf Course in accordance with the Rules as to appropriate times of access on to the course etc, as issued by the Stonyhurst Golf Master. Any pupil playing on the Golf Course is required to have a clear form of identification showing that they are a pupil of Stonyhurst (this can be a card showing they are a member of the Stonyhurst College Club).

- Pupils are not allowed to play on the course during the time of Stonyhurst Park golf club designated golf competitions.

[Stonyhurst Park Golf Club competitions during term time will have been specifically agreed with the college beforehand.]

- Pupils are not allowed to use the Club House facilities of Stonyhurst Park Golf Club.
- The appropriate golf etiquette must be followed at all times and this includes being able to play the course **only** if clubs are carried in a bag, i.e. players cannot just play the course with a few clubs in the hand.

##### **Parents and OS who wish to play on the Stonyhurst Park Golf Club Course**

Parents and OS can only do so after having obtained a Visitors Green Fee Ticket from either the Bayley Arms or the Shireburn Arms and this must be clearly displayed at all times on their golf bag. The charge will be 50% of a full price ticket.

## SECTION 13

### TRAVEL

#### i. UK Travel

Rail tickets for half term and the end of term can be booked through the School Office and charged to the end of term account. Coach/taxi transport to and from Preston Station, Manchester Airport or Liverpool Airport is charged to the account. There is an “escorted group” train to and from London at start/end of term/half-term. Contact the School Office for further details. Pupils booked on the group train will be escorted.

Ad hoc rail travel, for example, university visits or exeat can also be arranged through the School Office and then charged to the end of term account. Tickets cannot be booked unless the student has a signed permission slip from his/her Pastoral Head and other staff members as shown. In order to ensure they receive rail tickets in time for their journey, pupils need to provide the School Secretary with at least seven working days’ notice before the date of travel.

#### ii. Overseas Travel

The College **does not** arrange tickets for overseas travel. It is important that parents book flights **well in advance** and that the Pastoral Head knows the details in good time. **Unless there are exceptional circumstances pupils are not allowed to leave early or arrive back late for the start of term.**

**Should an early departure/late return be deemed unavoidable, parents should make a request in writing to either their son or daughters Head of Playroom as outlined in Section 6 (viii) of this handbook.**

Passports and travel documents should be left with the Pastoral Head for safekeeping.

It is appropriate to mention that there are certain periods when school holidays coincide with holidays in the United Kingdom. **This makes the early booking of flights essential.** In particular, these are the May half term when European destinations are very popular for travellers from the United Kingdom, and the Christmas and Easter holiday for “long haul” destinations such as to the Far East.

**Visas must be obtained before departure as the Immigration Authority no longer issue student visas at points of entry into the UK.**

#### iii. Luggage

Luggage can be sent by road or air from the school to the pupil’s home. For this service, please make contact with the School Secretary, Mrs J Hargreaves at either 01254 827010 or email at [j.hargreaves@stonyhurst.ac.uk](mailto:j.hargreaves@stonyhurst.ac.uk) and she will arrange for it to be collected at Stonyhurst and delivered to a home address. The charge is according to weight, and will be added to your school bill. It is the pupils responsibility to ensure that all luggage is clearly labelled and secured.

Luggage can be left at the school during the Christmas and Easter holidays but only with the permission of the relevant Pastoral Head. If requested, all the necessary laundry, cleaning and repairs will be done and charged to parents’ accounts. **NB: Only**

**pupils living overseas are allowed to leave luggage at the school during the summer holiday.**

#### **iv. Tickets/Passports/Visas**

It is essential that tickets are booked well in advance of travelling and dates comply with those published a year in advance by the school.

It should be stressed that student visas are not granted at point of entry into the UK on the production of a letter from Stonyhurst. Application for a student visa must be made to the local British Embassy/Consul BEFORE leaving home. Stonyhurst cannot accept responsibility for obtaining student visas once a pupil has arrived at the school. The procedure is very time-consuming because passports have to be sent away to the Home Office; parents are also required to submit proof (by way of bank statements) that they have sufficient funds to send their child to school in the UK; and it can take three months for the application to be processed.

**Please also be aware that Stonyhurst cannot be held responsible for renewing passports that have expired. This MUST be done whilst your son/daughter is at home.**

**Laus Deo Semper**