



St **Dunstan's**  
— College —

# SENIOR SCHOOL PARENT'S HANDBOOK

2018 - 2019

*An independent, coeducational school for 3 to 18 year olds.*





# CONTENTS

<b>Introduction to St Dunstan's College</b>	<b>1</b>	Personal, Social Health and Economic Education (PSHEE)	16
Welcome from the Headmaster	1	Healthy Relationships Education (HRE)	16
Vision, Aims and Values of the College	2	Clothes and Possessions	17
College Contact Details	2	Lost Property	17
Structure of the College	2	Behaviour Management	17
Sixth Form and the St Dunstan's Diploma	3	Detentions	17
		Tobacco, Alcohol and Drugs	17
<b>Daily Routine</b>	<b>4</b>	<b>Co-Curricular Procedures</b>	<b>18</b>
The School Day	4	The Forder Programme	18
Assemblies	4	Music Lessons	18
Events	4	Sporting Fixtures and Other Events	18
Tutor Time	4	Special Events	19
Breaks	4	Arts Festival	19
Arrival and Departure	5	Combined Cadet Force (CCF) and Community Service	19
Coaches	5	Drama	19
Cycling and Driving to School	5	Duke of Edinburgh's Award Scheme (DoE)	19
Attendance	6	Trips and Visits	20
The School Uniform	6		
Senior School Equipment List	6	<b>Additional Information</b>	<b>21</b>
		Catering	21
<b>Communication</b>	<b>7</b>	Events	21
Who should you talk to?	7	Financial Matters	21
Family Contact Information	9	Health and Safety	22
Telephones	9	Information and Communication Technology (ICT)	22
Calendars	9	Old Dunstonian Association	23
Newsletter and Mailings	9	Policies	23
Website	9	Records	23
		Transport	23
<b>Academic Procedures</b>	<b>10</b>	Visiting the School	23
Academic Leadership Team	10	Appendix I: Senior School Teaching Staff	24
Curriculum	10	Appendix II: Senior School Pastoral Staff	29
Higher Education and Careers	10	Appendix III: The College Dress Code	33
Examinations	11	Appendix IV: Senior School Rules	35
Academic Tracking and Student Progress	11	Appendix V: Rewards, Sanctions and Leadership Pyramids	42
STARS	12		
Homework	12		
Reporting and Parents' Evenings	13		
Rewards	13		
Learning Resource Centre (LRC)	13		
Inclusion, Enrichment and Learning Support	13		
Special Educational Needs and Disabilities (SEND)	14		
English as an Additional Language (EAL)	14		
Gifted, More Able and Talented (GMAT)	14		
<b>Pastoral Procedures</b>	<b>15</b>		
Pastoral Leadership Team	15		
Pastoral Arrangements	15		
Bullying	15		
House System	15		
Leadership Opportunities	15		
Student Health	16		



# WELCOME FROM THE HEADMASTER

St Dunstan's College is a community that is grounded in the real life vibrancy of its South London setting. We celebrate the opportunities afforded to us by being located in such a diverse environment, allowing for all manner of views, opinions and styles – what better foundation to an exceptional education?

With our name taken from a great polymath, our education enjoys the riches of breadth, whilst not forsaking the importance of rigour and depth of ability.

We know coeducation to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance we place on nurturing individuality and the manageable size of our school is such that we ensure students do not get lost, but rather thrive in their own way. The comfort provided by our rigorous approach to pastoral care enables our students to take risks, ask uncomfortable questions of themselves and others, and above all else develop the humility, confidence and tenacity needed to find success in all aspects of life beyond school.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing the children under our care, and we hope that our families will feel an important part of this community.

This Handbook is designed to help improve the communication between the College and home. If you feel that any useful information has been omitted, please do not hesitate to let us know so that the next version can be amended.

The working partnership that already exists between home and College is crucial for the enhancement of learning. I hope that you will read this handbook carefully to ensure that, together, we are giving a carefully considered and consistent message to the young people under our care.

*Mr Nicholas Hewlett*

**Headmaster, St Dunstan's College**



# INTRODUCTION TO ST DUNSTAN'S COLLEGE

## VISION, AIMS AND VALUES OF THE COLLEGE

Of all the components of the school's identity that can be traced back to its opening in 1888, the College motto - *albam exorna* - is the one element that remains completely unchanged. Translating as 'Adorn the White', this phrase is connected to the white shield that serves as three quarters of the school's crest. The white is the blank canvas onto which will be adorned the as yet unwritten story of each St. Dunstan's pupil; each individual journey through school and life beyond.

We believe that the principles underpinning the narrative of our motto are reflected in the values we foster in our young people and embed in our school community and culture today.

We strive for a school of individuals who have the Courage to be who they are, the Creativity to develop new ideas and shape their own futures, the Confidence to try, succeed and respond positively to failures, the Compassion to understand and appreciate others and the wider world, and the Curiosity always to want to discover more.

In order to promote this culture, we have a clear educational vision which drives our development as a school. At St Dunstan's College we seek to:

'Inspire, nurture and challenge young people to develop the knowledge, skills and interests that shape their educational journey, character and aspirations.'

## COLLEGE CONTACT DETAILS

**St Dunstan's College**  
Stanstead Road  
London  
SE6 4TY

Tel: 020 8516 7200  
Fax: 020 8516 7300  
[www.stdunstans.org.uk](http://www.stdunstans.org.uk)

### Headmaster

Mr Nicholas Hewlett  
020 8516 7224  
[headmaster@sdmail.org.uk](mailto:headmaster@sdmail.org.uk)

### Bursary (legal or insurance matters)

020 8516 7260  
[busary@sdmail.org.uk](mailto:busary@sdmail.org.uk)

### Finance Office (general fee issues)

020 8516 7277  
[finance@sdmail.org.uk](mailto:finance@sdmail.org.uk)

## STRUCTURE OF THE COLLEGE

The current Trustees of the St Dunstan's Educational Foundation are known as the Board of Governors and can trace their origins to an Order of the Master of the Rolls dated 1866.

There are 17 Governors in total.

- Three are ex officio: The Alderman of the Ward of Tower in the City of London and two of the four church wardens of All Hallows by the Tower with St Dunstan in the East.
- A further two are nominated by the Parochial Church Council of All Hallows.
- The remaining 12 are known as co-opted Governors and are selected by their predecessors.

Members of the Governing Body bring a wide range of skills and experience to their task. The Governing Body is broadly based and normally consists of a number of Old Dunstonians along with parents of former students and educational professionals.

Their statutory role is to fulfil the charitable aims of the Foundation to *provide an education for boys and girls in South East London*. To do this they set the strategic targets of the Foundation and carry out the duties

of charity trustees, looking after legal and financial matters as well as setting the academic tone and direction for the College.

The Chairman and other Governors may be contacted by writing to the Clerk to the Governors who is also the College Bursar using the College contact details.

The College provides an education for girls and boys between the ages of 3 and 18. It is expected that, subject to satisfactory progress and behaviour, children joining the College will remain until the completion of their Sixth Form education at the age of 18.

The Headmaster is appointed by the Governing Body and responsible for constructing and implementing an agreed College Development Plan in line with the strategic priorities agreed by the Governing Body. The College is divided into two Schools. The Junior School for pupils aged between 3 and 11 is a member of the Incorporated Association of Preparatory Schools (IAPS) with its own Head. All matters relating to the Junior School should first be directed to its Head. The Senior School is divided into three sections comprising:

#### **Lower School**

Key Stage 3 (Years 7 to 9 for ages 11 to 14)

#### **Middle School**

Key Stage 4 (Years 10 and 11 for ages 14 to 16)

#### **Sixth Form**

Key Stage 5 (Years 12 and 13 for ages 16 to 18)

There is a Head of each Section (Lower School, Middle School and Sixth Form) supported by Heads of Year in the Senior School. Each student is a member of a tutor group and that tutor is the first point of contact for students and parents.

Important information relating to governors, staff, telephone numbers, email addresses and all policies are published on the College website. The contact details for the tutors are listed in Appendix II. The College also produces an annual online calendar which can be found on the College website.

## **SIXTH FORM AND THE SIXTH FORM DIPLOMA**

Entry requirements for the Sixth Form are currently set at six grade 6s or above at GCSE, with grades 8 or 9 in the subjects appropriate to the student's choice of A Levels.

At the heart of the St Dunstan's Sixth Form education is an emphasis on supporting every student, as an individual, to develop their distinctive talents and skills. This philosophy has been the basis for the St Dunstan's Diploma, our flagship Sixth Form programme. This is a flexible, innovative and exciting initiative designed to inspire, challenge and assist all Sixth Formers to fulfil their unique ambitions and potential. It can be individually tailored to suit the needs, interests and goals of every student.

More information about the St Dunstan's Sixth Form, including details about the Diploma, are available on the College website and in the Sixth Form Student Handbook).

# DAILY ROUTINE

## THE SCHOOL DAY

Students can enter the College any time after 0745 and assemble in their form rooms for registration at 0820 each morning. Students are expected not to arrive before 0745, as they will not be able to enter the buildings and there is no supervision provided before this time. Afternoon registration takes place at 1435.

The timing of the day is as follows:

**0820 - 0850** Registration/Assembly/Tutorial

**0850 - 0945** Period 1

**0950 - 1045** Period 2

**1045 - 1105** Break

**1110 - 1205** Period 3

**1210 - 1305** Period 4

**1310 - 1350** Lunch

**1350 - 1430** Forder Time (Co-curricular)

**1435 - 1500** Tutor Time

**1505 - 1600** Period 5

**1615 - 1715** After School Activities

- The College is closed to all students at 1730 after closure of the Learning Resource Centre.
- When no evening activities are scheduled, the College is locked at 1830.

## ASSEMBLIES

Sections of the College meet together in the Great Hall or Refectory on a regular basis. Assemblies are compulsory for all students. A whole Senior School assembly on Monday morning introduces the pastoral theme for the week, linking with our aims, pastoral priorities and values. In addition, throughout the week there are separate assemblies for the various Key Stages led by the pastoral teams and often by the students themselves. House Assemblies also occur regularly on a Friday. These involve students from across the Senior School – *please see the section on Houses for more details of our House system.*

## EVENTS

Important services and events away from the College, such as the Commemoration Day Service at Southwark Cathedral, the Carol Service and Prize Giving, are compulsory for particular Year groups, as is attendance on a number of College Open Days and marketing events. Advance notice is always given.

## TUTOR TIME

Students meet as a tutor group every day for registration and there is an extended tutor time at least two mornings per week. Additional tutor time takes place each afternoon, and includes the delivery of the Senior School PSHEE curriculum, as well as one day per week of designated reading time.

Tutors quickly get to know their tutees as individuals and work with them to help support their studies and development throughout the year. The tutors should be seen as the routine point of contact between the College and parents. In addition to working with individual students, activities are undertaken as a group, based on the pastoral theme of the week, to help develop and embed our values as a community.

## BREAKS

Students are encouraged to spend mid-morning and lunchtime breaks outside the College buildings but within the College grounds. Some students will be engaged in music lessons or activities under staff or senior student supervision; others will be engaged in private work and study. If students remain inside during the breaks, they will not be actively supervised within the building and must respect the rules pertaining to the use of any room or facility. There are staff and prefect duty teams that patrol the building and College grounds during breaks. A selection of snacks is available for purchase in the Refectory during breaks.



# ARRIVAL AND DEPARTURE

Students must arrive at College in time for registration at 0820 from Monday to Friday but ordinarily no earlier than 0745. Students who are late for registration (arriving between 0820 and 0850) must enter the College through the Refectory door, where a Teacher will be stationed to register latecomers.

No student may leave the College during normal lesson time without the approval of their parents, the Head of Section or the medical staff in the Office. Permission must be obtained in advance should a parent wish to request their child to leave the College during the school day, for example to attend a medical appointment. Normally, such requests are sent via email to the student's Form Tutor. Students who leave the College during the school day with permission must sign out in the College Office as they go. The Head of Sixth Form can agree special arrangements for Sixth Form attendance, as explained in the Sixth Form handbook.

All students are expected to leave the premises by 1615 (this includes the driveway) if they are not involved in an activity under the supervision of a member of staff. The only exception to this is for students wishing to work in the Learning Resource Centre (LRC). Students working in the LRC must be there by 1615 at the latest. Students loitering in the common areas of the College or found unsupervised on the grounds will be asked to leave or join a supervised activity. When in the LRC, students are expected to work quietly. Students who are being collected from the College between 1615 and 1730 must go to the LRC and wait there until they are due to be picked up. The front drive is not a waiting area. All students must leave the College site by 1730, unless there is a special evening event.

## COACHES

There are coach routes operating between common areas of residence and College. The service is co-ordinated by the College but provided by outside coach companies. College staff monitor the operation of the services but are not directly

in charge of these or responsible for performance standards. Services are scheduled to arrive at College by 0800 and depart at 1610. The nature of traffic in southeast London make these timings approximate. Students are expected to conform to the same high standards of behaviour on the coaches as they would within the College. The College does not provide staff supervision on the coaches. Seat belts must be worn on all the journeys. When a child has an after school commitment beyond 1610, parents are required to make their own alternative arrangements for the journey home. Further details of the routes and charges are available from the College Office.

## CYCLING AND DRIVING TO SCHOOL

Students may cycle to school with parents' permission and with appropriate safety marking on their clothing. Helmets must be worn. Bicycles should be securely locked in the designated area under the Refectory when left at the College. No cycling is permitted within the College grounds.

When delivering their children at the start of a school day or when collecting in the evening, parents are requested not to park and wait within the grounds. If their children are not ready in the evening, parents are requested not to park and congest the drive, but to return later. The limited parking spaces on the drive are pre-allocated. The Jubilee Ground can be used for parents to turn in, drop off and then exit. If coming from the other direction, there are many side streets, just a short walk away from the College, where children can be dropped off and picked up. *The College actively encourages all parents to limit congestion by avoiding use of the front drive.* We would be extremely grateful if parents of students in Year 10 or above do not pick up or drop off children at the front of the College between 0800 and 0840 and 1500 and 1620. Please note, also, that parking or waiting on the College site is not possible.



## ATTENDANCE

Parents are legally responsible for ensuring that their children attend school. It is the responsibility of the College to maintain an accurate attendance record and to take seriously problems that may lead to non-attendance.

*If students are absent from College for any reason, parents should email [absence@sdmil.org.uk](mailto:absence@sdmil.org.uk) or telephone the College Office before 9am on each morning of absence. The College switchboard (020 8516 7200) is open from 0800 to 1730, Monday to Friday, during term time.*

On returning to the College, students must provide their tutor with a letter from their parents explaining the reason for their absence. An email from the parental address which the College holds on file is acceptable in lieu of a letter. Tutors are responsible for keeping a watching brief over student attendance and will contact parents if they feel there is a matter of concern, such as frequent absence.

It is expected that all family holidays will be arranged outside term time, the dates of which are published at least 12 months in advance in the termly Calendar. Only the Headmaster has the discretionary power to grant any leave of absence for a day or more. This should always be requested well in advance by way of a letter addressed to him.

Whenever possible, visits to the doctor or dentist should be arranged out of school hours.

*Important note: Within the registration software that the school uses there is an important distinction between 'authorised' absence (which occurs if the Headmaster has given permission) and 'unauthorised' absence (when permission has not been given). This information would appear on a school transcript and might, for example, impact adversely on the university application process for the student in question.*

The College wishes to work closely with parents to ensure that attendance is maximized. Should the College identify a student who is absent without having received any notice or explanation, the aspiration is to contact home within 24 hours but it is not possible to guarantee that this will always be possible.

## SCHOOL UNIFORM

All St Dunstan's Students are expected to conform to the College Dress Code at all times during the school day, and when representing the College at events and fixtures. The Dress Code is reviewed and published annually on the College Website, in both the Parent and Student Handbooks (which are also available on the College Website), and in the Student Planners. It is the responsibility of the students and parents to check the Dress Code each academic year to ensure compliance. Please see Appendix III for the current Dress Code.

The uniform is available from SchoolBlazer ([www.schoolblazer.com](http://www.schoolblazer.com)). Additional items (such as shoes, socks, tights, etc., can be purchased elsewhere, although it is essential that they meet the Dress Code requirements (for example, shoes for students in Years 7 through 11 must not be trainers or ankle boots. The College Website contains further details about School Uniform, including an illustrated guide to appropriate items.

## EQUIPMENT LIST

All pupils should have the following equipment:

- Sturdy school book bag
- Ink pen & cartridges
- Spare ink pen & cartridges
- Pencils
- Pencil sharpener
- Assortment of coloured pencils and/or crayons (**felt tip pens should not be used**)
- Pencil eraser
- Small 2-hole punch
- Small stapler
- Geometry set – which should include a compass, protractor and set square
- Scientific calculator - (*the Mathematics department recommends Casio fx 83 ES up to the end of GCSE. Casio fx 9750GA PLUS is recommended for A-level Further Mathematics*)
- Glue stick
- English dictionary
- Language pocket dictionary (*Spanish, French, or German as appropriate*)
- Scissors (*with rounded tips*)
- 30cm ruler

Pupils will be issued with planners and all necessary exercise books and textbooks. These should be taken to all lessons.

# COMMUNICATION

## WHO SHOULD YOU TALK TO?

This section tries to anticipate the sort of concerns that parents may have, and suggests who would be the most appropriate contact within the College in the first instance. There are bound to be situations that are not covered in these suggestions, in which case please approach the person that feels most appropriate to you.

It is always better to talk to somebody early on to avoid letting a minor concern turn into a big issue. In some situations, if your son or daughter is experiencing particular problems, you may feel external help (e.g. counselor or educational psychologist) is necessary. If this is the case, it is always helpful to keep the Deputy Head Pastoral informed. Where more than one contact is given under each heading, they are often listed in order of priority / seriousness. Email contact is encouraged in the first instance, however if you prefer a face to face conversation with a member of staff, please contact them in advance to arrange an appointment. It is our expectation that parental emails will, if possible, be acknowledged by staff within one working day.

Tutors are seen as the routine point of contact between the College and the parents. All minor issues should be communicated to the Tutor and parents via email.

The primary contacts at the school for parents to deal with important developmental issues and / or problems that affect the whole year are the Heads of Year or the Heads of Section. The Heads of Section will keep the Deputy Head Pastoral informed but she is always available for parents who wish to make direct contact if they feel this is more appropriate.

The primary point of contact at the school for parents to deal with serious matters of an academic nature is the Head of Department concerned. The Head of Department will keep the Deputy Head Academic informed but he is also always available for parents who wish to make direct contact if they feel this is more appropriate.

Nature of Concern	Who to contact
Absence due to illness	College office by 0800 on each day of absence due to illness via email (colloff@sdmail.org.uk) or phone (020 8516 7200). <ul style="list-style-type: none"><li>Form Tutor for long-term illness / health issues</li></ul>
Minor information issues	College office <ul style="list-style-type: none"><li>Form Tutor</li></ul>
Day to day issues	Form Tutor <ul style="list-style-type: none"><li>Head of Year or Head of Section</li></ul>
Taking students out of school	Form Tutor or Head of Section (if less than a whole day) <ul style="list-style-type: none"><li>Headmaster (more than a whole day)</li></ul>
Concerns with progress in a subject area	Subject teacher <ul style="list-style-type: none"><li>Head of Department</li><li>Deputy Head Academic</li></ul>

Nature of Concern	Who to contact
Concerns with a trip or activity (including sports' fixtures)	Teacher running the activity / teacher in charge of sports team <ul style="list-style-type: none"> <li>Head of relevant co-curricular department (e.g. Head of Sport, Trip Organiser etc.)</li> <li>Assistant Head Co-curricular</li> </ul>
Student wellbeing	Tutor <ul style="list-style-type: none"> <li>Head of Section</li> <li>Deputy Head Pastoral</li> </ul>
Financial issues (including fees)	Bursar
Concerns about a subject teacher	Subject teacher in the first instance, if appropriate. <ul style="list-style-type: none"> <li>Head of Department</li> <li>Deputy Head Academic</li> </ul>
Concerns about a tutor	Tutor in the first instance, if appropriate. <ul style="list-style-type: none"> <li>Head of Section</li> <li>Deputy Head Pastoral</li> </ul>
Concerns with Head of Department	Head of Department in the first instance, if appropriate. <ul style="list-style-type: none"> <li>Deputy Head Academic</li> </ul>
Concerns about a Head of Year or Head of Section	Deputy Head Pastoral
Concerns with Deputy Head	Headmaster
Concerns with the Headmaster	Clerk to the Governors (Bursar)

\*or their Deputy

Staff contact details are given in appendix II.

## FAMILY CONTACT INFORMATION

Parents are asked to inform the College Office immediately of any change of address, telephone number or email so that our records can always be up to date. This applies equally to work and emergency contacts and is particularly important if custodial arrangements change.

It would also be helpful if parents would inform the tutor of any issues at home (e.g. bereavements, family members in hospital), which might affect your child.

All contact information and educational records are held in an electronic central management of information database called SchoolBase. The routine information that we hold on your child can be checked via a secure login which is available on our website.

## TELEPHONES

The telephone switchboard is manned from 0800 to 1730 on Monday to Friday during term time. Direct lines for specific enquiries can be found on the College website. The Receptionist will try to connect you with members of staff and will relay a message if that member of staff is unavailable. The Receptionist cannot deliver routine messages to students but will make every attempt to ensure that an emergency message is forwarded.

Mobile phones are brought into College entirely at their owner's risk. Use of mobile devices is governed by the College's Bring Your Own Device (BYOD) Policy which is available on the website.

## CALENDARS

An online calendar of events can be found on the College website. Term dates are normally published 12 months in advance on the College website.

## NEWSLETTER & MAILING

Parents are emailed a copy of the Newsletter and the Bulletin each Friday during term time. These contain details of students' achievements, as well as links to all letters and forthcoming events. In addition, the website has live feeds for all news items.

## WEBSITE

[www.stdunstans.org.uk](http://www.stdunstans.org.uk) is the College website and it aims keeps parents informed about current and forthcoming events.



# ACADEMIC PROCEDURES

## SENIOR SCHOOL ACADEMIC LEADERSHIP TEAM

The academic progress of all students in the Senior School is promoted, overseen and monitored by the Senior School Academic Leadership Team (SSALT). All subject areas have a Head of Department who takes responsibility for the teaching and learning that takes place in these disciplines. The Deputy Head Academic takes responsibility for monitoring student performance throughout the Senior School and is supported by three Assistant Heads Academic with strategic responsibility for curriculum, staff development, and academic inclusion and enrichment.

## CURRICULUM

Our Curriculum Policy (available on the College website) provides an outline of rationale behind the individual curricula in the different sections of the College. The College believes that all students should be encouraged to aspire to excellence in their academic work. A purposeful, supportive and focused classroom environment is necessary, alongside strong study skills, and this links with our expectations of good behaviour in all aspects of College life. The Curriculum seeks to offer every student the opportunity to develop academic knowledge, skills and understanding. By exploring new and challenging material, and being encouraged to take intellectual risks, we hope each individual discovers and develops their own strengths and interests.

Students follow a common academic curriculum until the end of Year 9 when decisions are made for their course of study at GCSE. The only exception to this is in Modern Foreign Languages, where some choice is available sooner. Choices regarding future Sixth Form courses are made during the first two terms in Year 11.

In Years 7, 8, and 9 all students follow our Skills for Life course which promotes success both in their academic subjects and also in life beyond the

College. Skills for Life is taught in mixed groups.

## HIGHER EDUCATION AND CAREERS

Students at St Dunstan's College are encouraged to think about their future from an early age, but not to develop too fixed a view, too soon. The best career and further education choices are made by students who reflect on, review, and update their thinking based on the development of their true strengths and interests over time.

From the beginning of Year 9, students are encouraged to start considering possible career options and how their academic choices and strengths might relate to those early thoughts. Careers events, careers profiling and careers role-playing activities feature as key components of the Lower and Middle School careers pathway.

When students enter Year 12, they will be focused towards their UCAS or other Higher Education applications. They are encouraged to find and research suitable courses or areas of employment before the end of Year 12 and to use their summer break to develop these thoughts long before the Autumn and Winter deadlines of Year 13, the first of which is 15 October for Oxbridge and Medical applications. The deadline for most other courses is 15 January, but we expect students to have submitted applications long before then.

In the Learning Resource Centre, students can enjoy access to a wide range of resources including magazines, books and contacts within the working world. The Careers Department also runs a Careers Convention, aimed primarily at those in Year 10 to Year 13. This welcomes experts from a wide range of professions including publishing, theatre, journalism, medicine, law and accountancy. Also present at the Careers Convention are Higher Education providers as well as representatives from the armed forces. The College aims to provide careers advice tailored specifically to the needs of our students.

# EXAMINATIONS

Students are prepared for the appropriate public examinations. The Examinations Officer keeps a copy of the Examination Regulations.

The College makes the decision as to which examinations a student takes and at what time, but such decisions will only be finalised after communication with parents. Parents are charged for the examination fees, the charge being added to the termly account. Any parent wishing to enter their child for an examination in a subject outside of the normal College curriculum must first seek the advice and approval of the Deputy Head Academic.

End of year internal examinations for students not taking public examinations take place after the Trinity Half Term, with dates published in the Calendar, and a detailed timetable is always given to students shortly before the examinations.

Guidance as to how to prepare for examinations forms part of the Skills for Life course, and teacher support within lesson and tutorial time. Revision lists and suggestions are published annually. Parents can help their children revise for examinations by giving encouragement and by ensuring a suitable environment at home in which their children can work with focus. It is also important to ensure that a healthy balance is achieved between work, exercise and other social activities. This last point is particularly relevant during the Easter holidays and the Trinity Half Term when examination preparation pressure can be at its height. The amount and type of assistance parents provide will of course depend on the age of their child. It is important to let the students feel that they are making the decisions regarding their examination preparation whilst encouraging them in the right direction.

## ACADEMIC TRACKING AND STUDENT PROGRESSION

St Dunstan's College is not a school that seeks to test and re-test students as the main driver of academic development. However, we do believe that regular, timely, and meaningful assessment

at important stages across an academic journey is the best way to help students and teachers understand academic strengths and weaknesses, and hence empower them to respond constructively. Central to achieving this is student awareness and ownership of their own development, supported and encouraged by staff. To that end, the following outlines our assessment and tracking cycle.

For Years 11, 12, and 13 the following types of assessment occur across the year.

- *Platform Tests* soon after the start of a new course. These are sat in lesson time and are designed to ensure students beginning new courses have an early, secure grounding in the basics to allow them to build success over the year.
- *Benchmark Tests*. These are also sat in lessons. They are designed to provide students and staff with an indicator of current attainment levels in relation to examination mark schemes. They provide invaluable information about strengths and weaknesses at the end of examinable units, and inform follow up conversations regarding targets and sometimes choices.
- *Trial Examinations*. These are sat in formal exam conditions and happen twice per academic year for students in Year 11 and once per year for students in Year 13. They are designed to give students as realistic an experience as possible of Public Examination, to guide staff over making forecast grades for public examinations, and to shape follow up conversations regarding targets and choices.

In terms of academic tracking, the Benchmark Test gives the student a 'Developing Grade' – their current level in relation to the final exam. By definition it is to be developed over time. Discussion of the Developing Grade and wider academic priorities and ambitions results in the student identifying and agreeing a personal 'Challenge Grade' for that subject – an aspirational target for the final exam that they own, and have responsibility for working towards, with teacher support and advice. Developing Grades are updated and reviewed after each assessment cycle – the next Benchmark or a Trial Exam - and students and teachers work in partnership to bring that Developing Grade closer to the Challenge Grade by the time of public examination.

For Year 10, much of this support system will be in place too, as a transition from Lower School to Middle School. By the end of Year 10, students will have their first GCSE Developing Grades, for example.

The progress of Years 7, 8 and 9, for whom there are no public examinations at the end of the year, is driven less by grade awareness and more by the need to track and develop strong approaches and behaviours associated with effective and enjoyable learning. End of year examinations do result in grades that can indicate likely potential at GCSE, but tracking through the year will focus as much on qualities such as engagement in class, responses to formative feedback, homework submission, and attendance. Students who focus on improving the quality and consistency of their learning behaviours in years 7 to 9, rather than being fixated on grades, will be happier, more creative thinkers, and will also, in the long run, be more successful academically. These characteristics of strong learning are, of course, still championed and reviewed in the Middle School and Sixth Form, too.

## STARS

Our systems of tracking and support are collectively known as STARS – the Student Tracking and Review System (STARS). Academic information, assessment results and progress are analyzed on a subject by subject basis by the Head of Department and across the year by the Heads of Section. Outcomes, targets and follow up dialogue are all tailored to individual students and their aspirations and needs. Every child's own personal achievements will be recognised, valued and supported in this way.

## HOMEWORK

Each student is issued with a *homework timetable* at the start of the academic year:

- In Year 7 homework should be about 1 hour per day, increasing to about 1½ hours by Year 9.
- In Years 10 and 11 homework and private study should last around 1½ to 2 hours a day.
- In the Sixth Form students are expected to

complete a minimum of four hours' work per subject each week.

- All students are expected to keep strictly to deadlines for the completion of homework.

All homework set in lessons is also visible on the school's VLE (Virtual Learning Environment), Firefly, so that it can be accessed more easily from home, or in school. The format of feedback on student homework in all subjects and for all age groups will regularly be WWW (What Went Well), EBI (Even Better If) and SDC (Student Development Challenge). This may not be the case for every homework set but the intention is to promote a feedback and response culture that is familiar to all, and through which students reflect on their learning. Students who focus on understanding what they are doing well, or less well, why, and how to improve further will be more successful in the long run than those who are only, or primarily, interested in the judgment offered by a mark or grade.

In the Lower School and Middle School parents are asked to help support and monitor student homework via the homework diary. The diary is also used to communication between school and home and may include comments by teachers about progress, attitude and behaviour. Tutors check the diaries weekly. The school encourages your dialogue with your children to be about their WWW/EBI/SDC, and how advice can be followed.

All students should complete work at home regularly and methodically. If a parent is concerned that homework seems not to be being set, or if their child claims not to have any homework, or that it is becoming too burdensome, the VLE should provide clarification over what is required. Where doubt remains, the matter should be raised with the Tutor in the first instance.

## REPORTING AND PARENTS' EVENINGS

We aim to keep parents fully informed of their child's progress by individual contact, progress updates, examination results, reports and parents' meetings. The structure and schedule of this system is under review and parents will be informed of any developments that are made for September 2018. The system will ensure that regular, timely, meaningful, and individual contact can be made between school and home to the benefit of the students. There is currently at least one full written report and one parents' meeting for each year group annually.

Parents' evenings arranged with subject teachers take place in the Great Hall or at the Jubilee Ground, and operate on an appointment system. Your son or daughter will be asked to fix the times of those appointments for you in the week before the meeting. In Year 9 and above students are expected to accompany their parents to such meetings wearing full school uniform. Details will be published in the College Calendar. Teachers are always ready to meet parents by appointment outside of these events to discuss matters of concern.

We encourage all staff to make contact with home as soon as concerns emerge, and vice-versa. Early dialogue is the most effective way to ensure that academic or pastoral difficulties do not escalate into problems.

## REWARDS

Students who make outstanding contributions to their own development, either in terms of the commitment shown, or the level of achievement reached (or both), will be rewarded. This will be the case in all aspects of College life – academic or otherwise. The standard reward of this type is a Commendation. The Head of Section keeps a record of all such Commendations. Certificates are awarded for cumulative totals and presentations made, depending on the total achieved, at assemblies.

Colours Awards are given to students who have

made a significant contribution to, and shown a real commitment to, sport. The awards available are Half or Full Colours which, for the most senior students, are accompanied by the presentation of ties or badges (depending on student preference)

The annual Prize Giving ceremony, normally held in July, reviews and celebrates the major achievements of the previous year.

The College Rewards, Sanctions and Leadership Pyramids describe the rewards available to students. This document can be found on the school website, under the Behaviour Management Policy.

## LEARNING RESOURCE CENTRE (LRC)

The Learning Resource Centre is situated at the top of the West end of the building and is open for students' use on most school days between 0855 and 1730. Students are permitted and encouraged to use the Learning Resource Centre in order to do preparation or homework. The LRC is fully wi-fi enabled, allowing students to use their own personal internet-capable devices to assist in their academic study, as outlined in the College BYOD Policy.

## INCLUSION, ENRICHMENT AND LEARNING SUPPORT

St Dunstan's College is committed to being an inclusive teaching and learning environment that supports and challenges every individual student to meet his or her own potential. The College seeks to ensure that students of all abilities and educational needs are able to access, enjoy, and benefit from the education of offer. Any concerns regarding a student's general progress should be addressed to the Tutor in the first instance. The following sections identify some of the structures we have in place to meet this commitment.



## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

The College welcomes input from students and families that will support learning. Our Learning Support Policy is reviewed annually and is available on our website. In the Lower School, timely and sensitive communication between home and school, as well as between classroom teachers, tutors, and the Learning Support Coordinator, are all vital to identifying, supporting, and monitoring the progress of students with SEND.

Candidates with a specific learning difficulty who are taking public examinations may be entitled to access arrangements. To qualify for these arrangements, the College must submit an application to the relevant awarding bodies on the student's behalf. In order to make that application, evidence is required of the student's needs, and a professional report must be carried out *no earlier than two years prior to the public examination period*. Government regulations are updated regularly in regard to this process, and two points of information are vital to emphasise here. Firstly, reports from educational psychologists engaged by families without liaison with schools are not automatically valid for the purpose of securing access arrangements for public examinations. Secondly, reports undertaken earlier than Year 9, no matter what they state, must be updated and replaced by new assessments at that stage, or thereafter, before access arrangements can be made for public examinations. For both these reasons, it is essential that students and families of students with historic or potential SEND must be in contact with, and seek advice from, the College's Learning Support Coordinator. Whilst the College and its staff will do all they can to identify, support and monitor learning once a student has started at the College, it is the parent's responsibility to ensure that background information or previous reports are sent to the Learning Support Coordinator.

For more information about learning support, please contact our Learning Support Coordinator. Details of the school's guidance in this area can be found in our SEND Learning Support guidance document.

## ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The College is a proudly diverse community, with strong links abroad as well as within our own diverse, local setting. Entry into the school requires a level of English that will enable a child to access the curriculum and school life, but once here, the College is committed to supporting the full inclusion of students for whom English is an additional language. For this reason, the College has a Coordinator of EAL who works with students, teachers, and families in this position. Details of the school's guidance in this area can be found in our EAL Learning Support guidance document.

## GIFTED, MORE ABLE AND TALENTED (GMAT)

It is an entitlement that all students should be valued, challenged and supported to learn at an appropriate pace and to consequently fulfill their own individual potential. The College views potential as something that can be developed and enhanced, and not as a fixed or limited outcome. For those students who show particular or exceptional potential, progress, or achievement, the school will nurture and support the very highest ambitions – both academically, and in co-curricular contexts. The GMAT (Gifted, More Able, and Talented) Coordinator will help students realise these ambitions. Details of the school's guidance in this area can be found in our GMAT Enrichment and Learning Support guidance document.

# PASTORAL PROCEDURES

## SENIOR SCHOOL PASTORAL LEADERSHIP TEAM

The pastoral progress of all students in the Senior School is overseen and monitored by the Senior School Pastoral Leadership Team (SSPLT) which consists of the Deputy Head Pastoral and three Assistant Heads (Heads of Section – Lower School, Middle School and Sixth Form).

## PASTORAL ARRANGEMENTS

Each student is allocated a Form Tutor. That Tutor may remain with them for one, two or three years. The tutor will be responsible for the supervision, guidance and care of the students in the form, meeting them every day for registration. In many cases the tutor will also teach one of their subjects. Tutors will keep records of attendance, academic progress and involvement in other school activities. They will also advise students, in conjunction with parents, on subject options, university applications and careers.

As well as monitoring a student's academic progress, it is part of the tutor's role to monitor their tutees co-curricular participation and to follow up on the week's pastoral theme.

The Head of Section supported by appropriate Heads of Year, will co-ordinate the work of the tutors. They will exercise an overall supervision of the welfare, morale, conduct and academic progress of the students, as well as organising year-group assemblies and parents' meetings and taking an active and particular interest in the student's co-curricular activities.

## BULLYING

The College is opposed to all forms of bullying; such behaviour constitutes a breach of College discipline and will not be tolerated. If bullying does

occur, students involved should understand that they will be listened to and supported by the College community. If students feel that they are being bullied, or know that someone else is being bullied, they should tell their parents, teacher, Form Tutor, Head of Section or Head of Year. If a parent suspects or knows that their child is being bullied, they should contact the Form Tutor or Head of Section/Head of Year immediately and encourage their child to do the same. Our Anti-Bullying Policy is available on our website.

## HOUSE SYSTEM

Each student is allocated to a House in which he or she will remain throughout their time in the College. The four Houses are Forder, Hecker, Stuart and Usherwood; these are named after the first four Headmasters of the College. Siblings are usually placed in the same House. We have an extensive programme of House events which allows a variety of house activities to take place in the Co-curricular slot on Mondays including House Drama; Debating; Tug of War; a science competition and many more. Students are expected to get involved, and will gain bonus points for participation and support as well as winning. Students will also be encouraged to lead activities and Heads of Houses will be keeping these in mind when they pick House Captains at the end of Year 8 and Year 12. These activities will allow the students a chance to explore the nature of competition, teamwork and leadership, whilst also trying new experiences.

## LEADERSHIP OPPORTUNITIES

Senior students are appointed as prefects to help in the day-to-day running of the College. All students should treat the prefects with respect and follow their instructions. Some Lower School and Middle School students are also given responsibilities to assist staff and prefects in the organisation of the school day.

In addition, there are plenty of opportunities for students of all ages to develop their leadership skills whether through involvement in a co-curricular activity or by taking responsibility for a House activity. The Pupil Parliament provides a channel for direct communication between the student body and the College Leadership Team. It is chaired by the Head of School and includes an elected representative from every year group.

The College Rewards, Sanctions and Leadership Pyramids describe the leadership opportunities available to students. This document can be found on the school website, under the Behaviour Management Policy.

## STUDENT HEALTH

Any student feeling unwell during the day is instructed to report to the College Pupil Wellness Centre, the Pavilion. There, the College Nurse, Medical Assistant or First Aider will make a decision as to whether the student can return to class, should remain in the medical room, should be collected by a parent and taken home or should be taken to hospital. If the illness is serious enough, the student will be taken to hospital even if contact cannot be made with his/her parent. Accidents occurring during the school day responded to in the same way.

In the event that a student is deemed too unwell to remain at school, a member of staff (normally the College Nurse) will contact parents to arrange for the student to be sent home. Under no circumstances should the student make their own arrangements – any communication regarding early dismissal from school must be agreed with College staff. In compliance with the College BYOD Policy, students are prohibited from using their mobile phones without the express permission of a member of staff, and therefore should not phone parents themselves to request to be collected or allowed to leave school early.

Accidents or illness occurring during activities taking place outside normal school times will be dealt with by the teacher on duty or by the teacher in charge of that activity following the same guidelines.

The College will not dispense any medicines

(including paracetamol) to a student unless the student's parents have signed a Consent to Medication form (available from the College Nurse or the College Office).

*Children should not be sent to school if unwell and unable to participate in lessons. The Health Protection Agency recommends that those students presenting with diarrhoea or vomiting should remain at home for a period of 48 hours after the resolution of symptoms. If a student returns to school within 48 hours of an episode of vomiting or diarrhoea, the College may require the student to be sent home.*

## PERSONAL, SOCIAL, HEALTH AND ECONOMIC EDUCATION (PSHEE)

The PSHEE curriculum is taught in tutor time in throughout the Senior School. The curriculum is age-appropriate and incorporates topics as diverse as sex and relationships education and what it means to be British both in a multicultural society and the wider global context.

Active participation in lessons is encouraged through discussion and role-play. Personal reflection is also encouraged. Speakers from the police and health service visit frequently to talk to students. Although primarily delivered by tutors, PSHEE is not limited just to tutor time; it is a recurring theme in many aspect of College life: academic subjects, staff-student relationships, assemblies and co-curricular activities.

## HEALTHY RELATIONSHIPS EDUCATION (HRE)

HRE will continue the work done in primary school. Although many aspects of sex and healthy relationships education are taught through PSHEE by form tutors, we also employ outside agencies to help deliver aspects of this curriculum in a non-threatening, open environment. Our Healthy Relationship Education Policy is available on our website.

# CLOTHES AND POSSESSIONS

Parents are asked to ensure that all items of students' clothing and property are clearly marked, including watches, calculators or any item of value. The College is unable to operate an insurance policy for personal items at school. Please ensure that expensive possessions are not brought to school and that all items are fully insured. Students are not allowed to use electronic equipment with headphones around the College. During PE and Games lessons, all valuables must be secured in students' own lockers or placed in a designated valuables bag and then handed to a member of staff.

## LOST PROPERTY

Any unlabelled or uncollected items will be taken to Lost Property, which is located in the basement and will be open at 13:20 - 13:50 and 16:00 - 16:30 daily during term time. If a lost item of clothing is labelled, the student will be informed that it needs to be collected. These items will be kept in Lost Property until collection. Unclaimed items will be donated to charity during the following academic year.

## BEHAVIOUR MANAGEMENT

St Dunstan's College endeavours to foster self-discipline and an understanding of the values necessary for living in a community. We will praise and reward students for positive contributions in work, behaviour and activities. Unacceptable work or behaviour is firmly dealt with first by the teacher concerned and subsequently by the form tutor, Head of Department, Head of Year, or Head of Section as appropriate, and ultimately by one of the Deputy Heads and finally by the Headmaster.

In the most serious cases, the Headmaster may ask parents to remove a student from the College or permanently exclude a student from the College. Although all the individual circumstances will be considered, the interests of others in the school community and the nature of the offence will be of

particular significance.

All sanctions are described on the College Rewards, Sanctions and Leadership Pyramids available on the school website. Senior School Rules are also available on the website and are printed in the students' homework diaries.

## DETENTIONS

Academic and Conduct Detentions are given by individual teachers, in line with the College Behaviour Management Policy. These are held on Tuesdays and Thursdays from 1615-1715. Parents will be informed via email of such detentions with at least 24 hours' notice being given. If a detention is necessary within 24 hours you will be contacted directly by telephone.

Very occasionally it is necessary to put a student into a Saturday Detention. This is reserved for very serious transgressions of College rules and expectations. Saturday Detentions are held from 0830 until 1030 on Saturday mornings. Parents will be informed by email and/or telephone if their child has earned a Saturday Detention.

## TOBACCO, ALCOHOL AND DRUGS

Through the PSHEE curriculum, students will be taught to make healthy, well-informed choices about the use of tobacco, alcohol and drugs by increasing their knowledge, challenging attitudes and developing and practicing their decision-making skills. Students will be provided with accurate information about tobacco, alcohol and drugs use and misuse, as well as the possible consequences of using or misusing such substances. Furthermore, students are provided with information to help them identify and access sources of appropriate personal support should they require.

**The Policy on Tobacco, Alcohol and Drugs is available on the College website.**



# CO - CURRICULAR PROCEDURES

## THE FORDER PROGRAMME

The value and importance of an exciting and extensive Co-curricular programme for students is not a new concept. The first two Headmasters of St Dunstan's College, Mr Stuart and the Revd. Forder, were great supporters of this idea; indeed, the latter created a programme that ran on three days after school - sometimes well into the evening. George Bernard Shaw is known to have commented on the progressive education afforded by St Dunstan's College. It is very often the work outside the classroom that develops the characteristics and traits valued in industry and in top performing universities, as well as preparing our young people for happiness and fulfillment in the broader context of life.

The Forder Programme encompasses all activities outside the curriculum that take place during the allocated periods during school; at lunchtime; after school; at weekends and during school holidays. This allows all students to immerse themselves in creative, active and service activities; they have the opportunity to develop themselves physically, empathetically and imaginatively.

Years 7-11 are expected to do a minimum of three activities each week, which must cover at least two activity areas to ensure they establish a breadth in their co-curriculum programme from the outset of their career at St Dunstan's. Once an activity is selected, students must ensure that they fulfill their obligation to that activity. Membership of a number of music and sporting activities will be compulsory for some students as directed by the College.

In Year 12 & 13, students are expected to involve themselves in at least two activities from the activity areas.

The structure of the school day supports the functioning of this programme, allowing for meaningful time to carry out the programme and to make full use of all our facilities, including the Jubilee Ground. We are currently offering more than 100 activities across the week, representing a huge diversity of interests.

The Forder Programme is aimed to impact positively on the lives of all involved at the College. It exists to be embraced by all students and is something that develops and empowers the lives of our students, contributing to a full and rounded education for all.

Students select their Forder Programme activities online through the Student Portal – students will be shown how to do this during Tutor Time. Selection of activities is typically completed by the end of the second week of term. Some activities have maximum numbers, and a waiting list system will be instated. A few of the activities have an associated charge, enrolment in these activities will be confirmed with parents when the Forder Programme registration opens.

Full details of the Forder Programme offering is available on the College website.

## MUSIC LESSONS

### *(in addition to the Forder Programme)*

Individual lessons can be arranged for a variety of instruments. These will occur during lesson time for the younger students but normally outside lesson times for students in Year 10 and above. Visiting Music Teachers are self-employed and will invoice parents directly for tuition. Further details can be obtained from the Music Department.

## SPORTING FIXTURES AND OTHER EVENTS

Students selected to be in teams and who are involved in other activities are expected to give full commitment to the team or activity, as their participation is important to its success. This commitment will include fixtures, rehearsals and meetings occurring after school, at weekends and occasionally during the holidays. Details of fixtures and rehearsals are published well in advance, with weekend and holiday commitments listed in the Calendar. The College believes that this commitment

of students is good both for individuals and for teams.

The College expects all students to abide by a published code of conduct and we ask parents to encourage such behaviour by setting a good example themselves and by giving enthusiastic though not excessive or inappropriate support.

## **SPECIAL EVENTS**

There are a number of evening and weekend activities that are compulsory for some or all students. These are not numerous in number and are publicized well in advance in the Calendar and through letters home.

All students except those involved in certain public examinations will be expected to attend Commemoration Day in the Trinity Term. Additionally all students will be expected to be available to assist on the Saturday Open Mornings in the Michaelmas Term. Prize Giving is a whole school event that takes place on the Saturday of the Arts Festival held at the end of the Trinity Term.

## **ARTS FESTIVAL**

The College holds an annual Arts Festival at the end of the academic year. The aims of the Arts Festival are firmly rooted in educational value – to educate our students in the best attitudes to the co-curricular opportunities available to them, especially by offering them artistic opportunities of the highest order, and to involve and engage with the broader community, by promoting access to events of cultural significance.

The details of the 2019 Arts Festival will be published in due course, and will be made available on the College Website.

## **COMBINED CADET FORCE (CCF) AND COMMUNITY SERVICE**

The College has thriving Army and Navy sections of the CCF and students are encouraged to join from Year 9. Members of the CCF are expected to contribute regularly and to attend camps, which are often held in the holidays. A number of Community Service activities are also available for students to choose: SNAP! (Special Needs Active Play), visiting the elderly and electronic workshop. A minimum commitment of three terms from the beginning of year 9 for either CCF or Community Service is required.

## **DRAMA**

The College has a thriving co-curricular programme of drama productions for students of all ages and abilities. These range from small-scale informal performance to larger whole College musicals. Pupils can study towards and be entered for LAMDA (London Academy of Music & Dramatic Art) examinations.

## **DUKE OF EDINBURGH'S AWARD SCHEME (DoE)**

The College has a thriving Duke of Edinburgh's Award scheme and many students have gained their gold award before leaving the College. Expeditions and events are arranged regularly to enable students to reach the highest standard. The programme starts in Year 9 with taster events for students to understand the programme and what is required. For more information contact the Duke of Edinburgh's Award Scheme Coordinator.

# TRIPS AND VISITS

Trips and visits are arranged as part of a student's programme of study, with a charge being made to cover the cost of transport, food and accommodation where appropriate. The charge for day visits and residential trips will normally be added to the termly fee bill. For residential trips, parents will be required to pay a non-refundable deposit in advance. This deposit should be paid through WISEPAY (Finance Office can be contacted on 020 8516 7277 if there are any queries).

For trips abroad, students will need to have their own passport and, if within the EU, their own European Health Insurance Card (EHIC). Any parent whose child may require a visa or any other additional documentation should contact the trip organiser for advice immediately they receive notice of the proposed trip.

Students are also encouraged to participate in the large number of voluntary trips that take place during the holidays. Advance notice of such activities has already been emailed to parents according to which school Year their child is in. Details of all trips will be found on the College website from September 2018. Staff organising trips will communicate details by letter and email.

The College Office keeps a record of all students participating in such trips, along with emergency contact numbers. Urgent contact by a parent to a child on a school trip should normally go via the organising member of staff.

# ADDITIONAL INFORMATION

## CATERING

Lunch is mandatory for all students. Each day we offer three choices of main course, one of which is always vegetarian. There is a salad bar, which consists of four core salad items along with two composite salads; we also offer oils and dressings.

We offer fresh-baked bread on a daily basis. During the colder months we offer a soup of the day. We offer a selection of cold sweets daily; these include fresh fruit, yoghurt with toppings, cut melon, and fresh fruit salad. Hot soup is provided daily during the colder months. Using our Theatre Bar we are able to offer a different style of lunch, this can range from a pasta and baked potato bar, where there is a choice of sauces and fillings through to a curry bar. In the warmer weather we are able to provide a plated salad prepared fresh in front of the students throughout the lunch service. Menus are published on the website.

Lunch is served to students according to a rota so that no particular Year group is always at the end of the queue. Breakfast before school and snacks at mid-morning break can be purchased in the refectory. Parents of students who require special diets for medical reasons should discuss this with the Nurse in the first instance.

## EVENTS

Parents are warmly invited to all College fixtures, concerts, plays and other events. This support is also greatly appreciated by the students involved. Dates and times will appear in the online calendar and in Newsletters.

Parental help for match teas, costume design, participation in music groups and other activities is greatly appreciated; willingness to assist in these or similar ways should be made known to the member of staff in charge of that activity or through your child's tutor.

## FINANCIAL MATTERS

### Fees:

Fees may only be paid in three ways:

- Advance payment, details from the Bursar
- By instalments collected by direct debit, details from the Bursar
- By cheque, credit/debit card or money transfer before the first day of each term. Cash is not accepted at the College but may be paid in at a bank, details from the Bursar.

Fees must be paid before the first day of each term. Charges are raised against late payment.

### Awards:

The College is fortunate to be able to provide a limited number of financial awards to help support students. The majority of these awards are allocated upon successful entry into the Senior School as part of the entrance processes. The three main categories are Academic Scholarships, Co-curricular Awards and Bursaries. The criteria for each of these awards are published on our web site.

The presumption is that awards remain in place throughout a student's journey through the College until they leave at the end of Year 13, but all awards are reviewed annually by an Awards Committee. In exceptional circumstances, the College retains the right to remove an award but this would not take place without appropriate notice and discussion having taken place.

All parents receive feedback with any weaknesses or issues being highlighted to allow for a change in attitude. Those in receipt of Bursaries are required to complete an annual declaration of their circumstances.

The first meeting of the Awards Committee takes place in September / October to review the student's performance during the previous year. All parents receive feedback with any weaknesses or issues being highlighted to allow for a change in attitude. Those in receipt of Bursaries are required to complete an annual declaration of their



required to complete and annual declaration of their circumstances.

### **Benevolent Fund:**

The St Dunstan's College Benevolent Fund exists to offer support to parents and guardians who are experiencing temporary difficulty in meeting the costs of their child's education at the College. The Fund operates by making grants in aid. It is not a Scholarship or Bursary Fund, and is not able to support students in their education over long periods of time. However, its assets are available on application, subject to genuine need being proved. Often its cases take the form of referrals from the Bursar or the Headmaster. All applications should be sent in writing to the Treasurer, Benevolent Fund, St Dunstan's College.

The Fund is a Registered Charity (no. 269748) and is administered by a small committee of management including parents, staff and Old Dunstonians. The AGM is held every September. It relies solely on voluntary contributions from members of the College community. Any gift, however small, is always appreciated.

### **Insurance:**

The Foundation has Public Liability Insurance and as part of the general fee provides insurance for:

- Accidental injury
- Travel

Details of the cover and exclusions for each are contained on the College website. Parents should examine the cover provided carefully and if desired make their own additional arrangements; additional cover is a parental responsibility.

The College does not provide insurance cover for the reimbursement of fees in the event of a student being absent through illness. Policies do exist to cover this contingency and the Bursary can provide details of some options.

The College does not provide insurance cover for the loss of or damage to clothing or property, however caused, at the College. It is the parents' responsibility to arrange cover as they require for such items as musical instruments, personal

computers, phones, watches, calculators and sports equipment.

The above notwithstanding, no further insurances exist covering additional school activities and your child attends these at his/her own risk, and without further responsibility on the part of the College or its members of staff or other authorised personnel, whether to your son or daughter, to you as parents or to any third party.

## **HEALTH AND SAFETY**

Procedures regarding health and safety issues are published prominently around the College. It is the responsibility of the students to be aware of these procedures and to respond promptly in the event of any incident. Students are also expected to act in a manner that will ensure the safety of others at all times. Our Health & Safety Policy is available on our website.

## **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

Students are encouraged to make full and effective use of both College, and other, ICT facilities and resources for individual study at all levels and particularly at GCSE and A Level. Students are provided with excellent opportunities and facilities to develop their ICT skills and capabilities to enhance their learning at St Dunstan's and also to prepare them for education and employment in the world beyond. Co-curricular opportunities also exist for those wishing to develop their computing and programming skills.

All students have individual Network User Identities and space allocated for the storage of their work as well as a College email address. Access to the Internet is filtered and free but may only be used for schoolwork during school hours. Printing is also free up to an agreed and generous termly limit, beyond which students are expected to make a small contribution.

Firefly, which will provide students with easy access to academic and pastoral matters, as well as co-curricular activities.

Students are expected to treat all ICT facilities with respect and honour the terms of the College's 'Acceptable Use Policy for ICT Facilities', acceptance of which forms part of parents' contract with the College. Misuse or abuse of any ICT facilities will be treated as a serious offence. Our ICT, Acceptable Use and BYOD Policies are all available on the College Website.

Physical and Mental Health Policy)

- P13 - Equal Opportunities
- P14 - Data Protection
- P15 - ICT

## RECORDS

The College will keep a database of essential information relating to each student. Parents will be asked to provide and check this information regularly. Access to an academic record is available on written request to the Headmaster.

## OLD DUNSTONIAN ASSOCIATION

All students are encouraged to become members of the Old Dunstonian Association when they leave the College. Life membership of the Association is obtained whilst your child is still at the College. The Association is now over 100 years old and has over 3700 members. The OD Sports Clubs have extensive grounds and facilities at Langley Park in Beckenham.

## TRANSPORT

A combination of hired coaches and minibuses, public transport and the use of the school minibuses transport students to fixtures and other events away from the school grounds. All students must use the seat belts provided on coach and minibus journeys. A member of staff will normally drive the school minibuses.

## POLICIES

All parents are sent copies of the terms and conditions of the College when being offered a place for their child. On accepting that place they are asked to return one copy of the terms and conditions duly signed. The following policies and information are currently available on our website:

- P1 - Safeguarding
- P2 - Pastoral Care and Personal Development
- P3 – Expected Pupil Behaviour and College Rules
- P4 - Anti-Bullying
- P5 - Curriculum and Pupil Progression
- P6 – Inclusion and Enrichment
- P7 - Co-curricular
- P8 - Performance Monitoring
- P9 - Attendance
- P10 - Admissions
- P11 –Complaints Procedures
- P12 - Health and Safety (including the Pupil

## VISITING THE SCHOOL

Adults visiting or working on the St Dunstan's College sites play an important part in the life of the College, whether helping to maintain the buildings or grounds or visiting as a lecturer or guest speaker. All visitors, including parents, must report to reception upon arrival, where they will be signed in and issued with a summary document regarding the safeguarding of children within the College and a pass. The pass must be worn so that is visible at all times whilst they are on site.

# Appendix I: Senior School Teaching Staff List\*

Senior School Leadership Team (SSLT)		
Name and Email	Position	Department
Mr N Hewlett headmaster@sdmail.org.uk	Headmaster	
Mr A Johnson ajohnson@sdmail.org.uk	Deputy Head Academic	History
Mrs A Waite awaite@sdmail.org.uk	Deputy Head Pastoral	Chemistry
Mrs G Davies gdavies@sdmail.org.uk	Assistant Head – Head of Lower School	Biology
Mr J Elmes jelmes@sdmail.org.uk	Assistant Head – Academic	Physics
Mr J Holmes jholmes@sdmail.org.uk	Assistant Head - Inclusion and Enrichment	Religious Studies
Ms E Latham elatham@sdmail.org.uk	Assistant Head - Director of Studies	Chemistry
Mrs J McLellan jmclellan@sdmail.org.uk	Assistant Head – Head of Sixth Form	Modern Foreign Languages
Mr P O'Dwyer podwyer@sdmail.org.uk	Assistant Head – Head of Middle School	English
Mr G Phillips gphillips@sdmail.org.uk	Assistant Head – Co-Curricular	Biology

Senior School Teaching Staff – by Department		
Department	Name and Email	Additional Responsibilities
Art	Mrs C Bird cbird@sdmail.org.uk	
Art	Ms M Callaghan mcallaghan@sdmail.org.uk	Head of Department
Art	Ms Ariella Esposito aesposito@sdmail.org.uk	
Biology	Mrs J Anderson janderson@sdmail.com	Head of Department

Department	Name and Email	Additional Responsibilities
Biology	Mr J Apweiler japweiler@sdmail.org.uk	
Biology	Mrs G Davies gdavies@sdmail.org.uk	Assistant Head: Head of Lower School
Biology	Mr G Phillips gphillips@sdmail.org.uk	Assistant Head Co-Curricular
Chemistry	Mrs L Hartwell lhartwell@sdmail.org.uk	NQT Co-ordinator
Chemistry	Ms A Jordon ajordon@sdmail.org.uk	Head of Department
Chemistry	Ms E Latham elatham@sdmail.org.uk	Assistant Head – Director of Studies
Chemistry	Mrs A Waite awaite@sdmail.org.uk	Deputy Head Pastoral
Classics	Ms R Butryn rbutryn@sdmail.org.uk	Head of Department
Classics	Mrs J Rice jrice@sdmail.org.uk	
Computing	Mr T Tuen-Matthews ttuenmatthews@sdmail.org.uk	
Drama	Ms K Collard kcollard@sdmail.org.uk	
Drama	Mr R Gregg rgregg@sdmail.org.uk	
Drama	Mr G Stewart gstewart@sdmail.org.uk	Head of Department
Design and Technology	Mr R Davies rdavies@sdmail.org.uk	Head of Department
Design and Technology	Miss F Du Sauzay fdusausay@sdmail.org.uk	
Design and Technology	Miss S Penny spenny@sdmail.org.uk	
Economics and Business	Mrs H Baptiste hbaptiste@sdmail.org.uk	



Department	Name and Email	Additional Responsibilities
Economics and Business	Mr J Lavery jlavery@sdmail.org.uk	Head of Department
Economics and Business	Ms N Rich nrich@sdmail.org.uk	Head of Careers
English	Mr M Bradley mbradley@sdmail.org.uk	Head of Year 9
English	Mr A Brewer abrewer@sdmail.org.uk	Head of Year 12 Head of UCAS and Higher Education
English	Mr P O'Dwyer podwyer@sdmail.org.uk	Assistant Head – Head of Middle School
English	Mrs S Otley sotley@sdmail.org.uk	International Programme Co-ordinator
English	Mr D Sharples dsharples@sdmail.org.uk	Head of Department
English	Mr D Webb dwebb@sdmail.org.uk	Head of Usherwood House
English	Mrs J Williams jwilliams@sdmail.org.uk	
Geography	Mr P Dawson pdawson@sdmail.org.uk	
Geography	Ms E Partridge epartridge@sdmail.org.uk	
Geography	Dr D Preece dpreece@sdmail.org.uk	Head of Department
History	Mr S Bowering sbowering@sdmail.org.uk	
History	Mrs J Byrne jbyrne@sdmail.org.uk	Head of Department
History	Miss H Hughes hhughes@sdmail.org.uk	
History	Mr A Johnson ajohnson@sdmail.org.uk	Deputy Head Academic
English as an Additional Language	Miss C Marr cmarr@sdmail.org.uk	

Department	Name and Email	Additional Responsibilities
Mathematics	Mr R Austin raustin@sdmail.org.uk	
Mathematics	Ms E Boccaro eboccaro@sdmail.org.uk	
Mathematics	Miss Z Chen zchen@sdmail.org.uk	
Mathematics	Mr C Cox ccox@sdmail.org.uk	
Mathematics	Ms S Dosanjh sdosanjh@sdmail.org.uk	SENDCo
Mathematics	Mr O Knell oknell@sdmail.org.uk	Head of Virtual Learning
Mathematics	Mr T Scambler tscambler@sdmail.org.uk	
Mathematics	Miss D Warren dwarren@sdmail.org.uk	Head of Department
Modern Foreign Languages	Mr J Bell jbell@sdmail.org.uk	
Modern Foreign Languages	Miss A Gomez-Ramos agomezramos@sdmail.org.uk	
Modern Foreign Languages	Miss S Kervella skervella@sdmail.org.uk	Head of Charities and Community Service
Modern Foreign Languages	Mrs J McLellan jmclellan@sdmail.org.uk	Assistant Head: Head of Sixth Form
Modern Foreign Languages	Ms K Melhorn kmelhorn@sdmail.org.uk	
Modern Foreign Languages	Mr F Villatoro fvillatoro@sdmail.org.uk	Head of Department
Music	Mr D Oldfield doldfield@sdmail.org.uk	Director of Music
Physics	Mr J Elmes jelmes@sdmail.org.uk	Assistant Head: Academic
Physics	Mr B Ford bford@sdmail.org.uk	Head of Department

Department	Name and Email	Additional Responsibilities
Physics	Dr C Vicenek cvicenek@sdmail.org.uk	
Religious Studies	Mr T Hofmeyr thofmeyr@sdmail.org.uk	Head of Department
Religious Studies	Mr J Holmes jholmes@sdmail.org.uk	Assistant Head Inclusion and Enrichment
Religious Studies	Ms A Karnock-Golds akarnockgolds@sdmail.org.uk	Head of Year 8
Sport	Mr G Armstrong garmstrong@sdmail.org.uk	Senior Head of Houses Head of Forder House Head of Football
Sport	Miss G Charleton gcharleton@sdmail.org.uk	Head of Swimming
Sport	Mr D Gower dgower@sdmail.org.uk	Director of Sport
Sport	Miss F Low flow@sdmail.org.uk	Head of Hockey
Sport	Miss R Watkins rwatkins@sdmail.org.uk	Head of Year 7 Head of Hecker House Head of Netball
Sport	Mr M Woodward mwoodward@sdmail.org.uk	Head of Year 10 Head of Rugby

**\* Correct as of 21/04/2018**

## Appendix II: Pastoral Staff List\*

Name and Email	Position
Mrs A Waite awaite@sdmail.org.uk	Deputy Head Pastoral
Reverend Canon C Boswell cboswell@sdmail.org.uk	Chaplain
Mrs G Davies gdavies@sdmail.com	Assistant Head: Head of Lower School
Miss R Watkins rwatkins@sdmail.org.uk	Head of Year 7
Ms H Hughes hhughes@sdmail.org.uk	7F Tutor
Mrs J Rice jrice@sdmail.org.uk	7G Tutor
Ms A Jordon ajordon@sdmail.org.uk	7H Tutor
Mr G Stewart gstewart@sdmail.org.uk	7I Tutor
Ms A Karmock-Golds akarmockgolds@sdmail.org.uk	Head of Year 8
Miss G Charleton gcharleton@sdmail.org.uk	8F Tutor
Miss Z Chen zchen@sdmail.org.uk	8G Tutor
Miss C Marr cmarr@sdmail.org.uk	8H Tutor
Ms K Collard kcollard@sdmail.org.uk	8I Tutor
Mr M Bradley mbradley@sdmail.org.uk	Head of Year 9
Miss S Penny spenny@sdmail.org.uk	9F Tutor
Mr C Cox ccox@sdmail.org.uk	9G Tutor



<b>Name and Email</b>	<b>Position</b>
Miss S Kervella skervella@sdmail.org.uk	9H Tutor
Mrs S Drury sdrury@sdmail.org.uk	9I Tutor
Mr P O'Dwyer podwyer@sdmail.org.uk	Assistant Head: Head of Middle School
Mr M Woodward mwoodward@sdmail.org.uk	Head of Year 10
Mr P Dawson pdawson@sdmail.org.uk	10F Tutor
Mr T Tuen-Matthews ttuenmatthews@sdmail.org.uk	10G Tutor
Mr G Armstrong garmstrong@sdmail.org.uk	10H Tutor
Mr J Bell jbell@sdmail.org.uk	10I Tutor
Miss M Callaghan mcallaghan@sdmail.org.uk	10J Tutor
Mr J Apweiler japweiler@sdmail.org.uk	10K Tutor
TBA	Head of Year 11
Mrs L Hartwell lhartwell@sdmail.org.uk	11F Tutor
Ms R Butryn rbutryn@sdmail.org.uk	11G Tutor
Mr O Knell oknell@sdmail.org.uk	11H Tutor
Miss A Gomez-Ramos agomezramos@sdmail.org.uk	11I Tutor
Ms M Callaghan mcallaghan@sdmail.org.uk	11J Tutor
Miss F Low flow@sdmail.org.uk	11K Tutor
Mrs J McLellan jmclellan@sdmail.org.uk	Assistant Head: Head of Sixth Form

<b>Name and Email</b>	<b>Position</b>
Mr A Brewer abrewer@sdmail.org.uk	Head of Year 12
Mr D Gower dgower@sdmail.org.uk	12F Tutor
Mr D Oldfield doldfield@sdmail.org.uk	12G Tutor
Dr C Vicenek cvicenek@sdmail.org.uk	12H Tutor
Mrs H Baptiste hbaptiste@sdmail.org.uk	12I Tutor
Mr J Lavery jlavery@sdmail.org.uk	12J Tutor
Mrs S Otley sotley@sdmail.org.uk	12K Tutor
Mr T Hofmeyr thofmeyr@sdmail.org.uk	12L Tutor
Mr B Ford bford@sdmail.org.uk	12M Tutor
Mr T Scambler tscambler@sdmail.org.uk	Head of Year 13
Mr D Sharples dsharples@sdmail.org.uk	13F Tutor
Mr D Webb dwebb@sdmail.org.uk	13G Tutor
Ms N Rich nrich@sdmail.org.uk	13H Tutor
Mr R Austin raustin@sdmail.org.uk	13I Tutor
Dr D Preece dpreece@sdmail.org.uk	13J Tutor
Miss D Warren dwarren@sdmail.org.uk	13K Tutor
Mrs J Anderson janderson@sdmail.org.uk	13L Tutor

Name and Email	Position
Mr R Davies rdavies@sdmail.org.uk	13M Tutor

\* Correct as of 21/04/2018

# Appendix III: The College Dress Code

Students in uniform represent St Dunstan's College, and are expected to uphold the College ethos in both behaviour and appearance.

The Senior School Dress Code applies throughout the year including during the Exam Preparation Period, the Exam Period and any other time the student is on the College site, unless express permission from the Deputy Head Pastoral has been granted to be otherwise dressed.

'Summer Dress' will be announced by the Deputy Head Pastoral if and when warm weather renders normal dress uncomfortable. Rules for Summer Dress will be announced at that time.

The uniform must be in good condition: clean and in good repair. The uniform must fit properly (not too large or small for the student).

## Lower and Middle School Dress Code

- White collared shirt (short sleeves may be worn in summer), top button done up, tucked in to kilt or trousers (note: tie required with collared shirt – see below)  
OR
- White open neck blouse with long sleeves (short sleeves may be worn in summer), top button done up, tucked in to kilt or trousers
- Lower school tie (years 7, 8 & 9) or Middle School tie (Years 10 & 11) if wearing a collared shirt. Tie to be worn with a standard knot, length of tie to reach waistband of kilt or trousers
- School kilt, to be worn at the knee; kilts must not be rolled at the waist  
OR
- Black full-length trousers (not 'jeggings' or 'treggings' and no denim)
- Plain black tights, 40 denier or higher  
OR
- dark grey knee-length socks if wearing a kilt. (White ankle socks may be worn instead when Summer Uniform is in place, normally Michaelmas 1 and Trinity 2)  
OR
- Black or dark grey socks if wearing trousers
- School blazer
- School burgundy V-neck jumper with sky stripe, as required
- Formal, polished black leather closed-toe shoes, with a maximum 3cm heel. No trainers or soft shoes to be worn
- Overcoats must be a dark colour and must hang below the bottom edge of the blazer, with no visible emblems or insignia
- Scarves, hats and gloves may be worn with an overcoat when outdoors. Only plain, dark scarves and hats may be worn

Only the following jewellery may be worn:

- Watch
- Silver or gold stud earrings (maximum diameter 5 mm), one in the lobe of one or both ears. No more than one earring per ear, and no jewellery to be worn on any other part of the ear.
- A thin gold or silver chain and small cross (or other religious symbol), to be worn inside shirt
- No make-up, coloured nail varnish or false nails (including 'gel' nails)
- House badge on jacket lapel (to be issued at first House Assembly)
- Hair to be of a natural colour, well-kept and clean, and clear of the face at all times
- Hairstyles should be conventional and neat; no extremes of style
- Boys' faces to be clean-shaven
- Only plain black hair accessories may be worn



## Sixth Form Dress Code

Wearing non-uniform clothes is one of the privileges of Sixth Form students at St Dunstan's. However, students must wear business professional attire as outlined in the dress code below. This dress code is not intended to inhibit individuality, but to ensure that the students are sensibly dressed in a way which does not distract from their studies. Sixth Formers are role-models for younger students in both appearance and manner. The Sixth Form Dress Code provides guidance as to the appropriate manner of dress not only for school, but also for interviews and in a formal work setting.

- A smart, plain, dark trouser suit with matching tailored jacket OR
- A smart, plain, dark skirt suit worn at the knee with matching tailored jacket OR
- A smart, plain, dark dress suit worn at the knee with matching tailored jacket
- If a skirt or dress is worn, plain black or skin-coloured tights must also be worn.
- A long or short-sleeved collared shirt in a plain colour or subtle design (NOTE: a tie must be worn with a collared shirt – see below) OR
- A long or short-sleeved open-necked blouse in a plain colour or subtle design
- If a collared shirt is worn, a plain or simple patterned tie or prefects/colours tie is also required.
- A plain, dark, V-neck jumper, as required
- Waistcoats are optional, but must be formal, plain and dark, and worn underneath a suit jacket
- Formal, polished dark leather closed-toe shoes, with a maximum 3 cm heel. No trainers or soft shoes to be worn.
- Formal, polished dark leather boots may be worn with dresses or skirts, or under trousers (leg of trousers not be tucked into boots).
- Over coats must be a dark colour and must hang below the bottom edge of the suit jacket, with no visible emblems or insignia.
- Scarves, hats and gloves may be worn with an overcoat when outdoors. These must be plain and dark.

Only the following jewellery may be worn:

- Watch
- Silver or gold stud earrings (maximum diameter 5 mm), one in the lobe of one
- or both ears. No more than one earring per ear, and no jewellery to be worn
- on any other part of the ear.
- A thin gold or silver chain and small cross (or other religious symbol)
- Make-up must be subtle and appropriate for school; no coloured nail varnish or false nails (including 'gel' nails)
- House badge on jacket lapel( to be issued at first House Assembly)
- Hair to be of a natural colour, well-kept and clean, and clear of the face at all times.
- Hairstyles should be conventional and neat; no extremes of style
- Boys' faces to be clean-shaven
- Only black hair accessories may be worn
- Lanyard with ID card to be worn around the neck and visible at all times.

# Appendix IV: Senior School Rules

## PRINCIPLES

These College Rules codify the sort of behaviour that will enable individuals and the College community to function happily and effectively. They are not intended to constrain but rather to create an environment that allows all pupils at St Dunstan's College to develop in a safe and purposeful way.

The Rules should be viewed as the detail underpinning the Expected Behaviours. Pupils who follow the Expected Behaviours will not fall foul of the College Rules. No set of rules can address all concerns; therefore common sense must be a powerful and sensible guide. Teachers are given the authority by the Headmaster to use their professional judgement in deciding if a pupil's conduct falls short of expectations, regardless of whether or not a College Rule, as set out in this document, has been breached. Should a pupil or parent feel that they have been treated in an unjust or disproportionate manner, they should report their concerns to their tutor, Head of Year, Phase or Section in the first instance. Should their concerns not be satisfied, they should report to the Deputy Head Pastoral or the Junior School Deputy Head Pastoral for resolution.

Breaches of the Rules defined as "Serious Offences" will be brought to the attention of the Headmaster or the Head of the Junior School, as appropriate. Examples of Serious Offences are listed in Section 4 of this document. Committing a Serious Offence may lead to temporary or permanent internal (on-site) or external (off-site) exclusion; repeated misdemeanours of a less serious kind may also attract the same decision. In the case of a breach of UK or English Law, the police may be informed.

It is also important to remember that the Headmaster is responsible for the reputation of the College; he reserves the right to protect it and therefore actions which bring the College into disrepute, whether these occur on or off site, in term-time or not, may be regarded as a Serious Offence.

## SCOPE

The Rules apply to all pupils at the College during term-time when under our jurisdiction, (please note though the details in the above paragraph concerning the College's reputation), and also to any other times when a pupil is representing the College, for example trips, camps, tours, away matches, College-sponsored social events or travelling to or from the College by whatever means.

All pupils are expected to know the College Rules, read notices, refer to their email messages (this only applies to those pupils with a College email account), keep themselves informed, and ask for assistance if it is needed. There are local rules and regulations, which apply to the Refectory, the LRC, laboratories, studios and workshops, the swimming pool, the sports buildings and College minibuses and these should be observed.

In addition to this written form, the College Rules will be articulated in an age-appropriate way to pupils for whom this document is less accessible, for example in the Pre-Prep.

## THE COLLEGE RULES

These College Rules can also be found in the Parents' Handbook, the Senior School Students' Handbook and in Senior School Student Planners. They can also be accessed via the College's website and its Virtual Learning Environment (Firefly). Any updates that occur in the course of the year will in the first instance be displayed on Firefly and will be announced in tutor notices and/or assemblies as appropriate

**The Rules cover the following areas of College life:**

- A. Academic**
- B. Dress and Appearance**
- C. Property**
- D. Behaviour**
- E. Health and Safety**

- F. Games, Activities and CCF**
- G. Fire Regulations – Actions to be taken in the event of a fire**
- H. Leaving the Site**
- I. College Bounds**
- J. The Media**

In addition to adhering to College Rules at all times, it is expected that pupils cooperate fully with any investigation into possible breaches of College Rules conducted by members of staff. This may include writing statements outlining their experience of events they may have been party or witness to and/or being asked questions about such events. Wilful dishonesty or refusal to cooperate with members of staff in this respect may be treated as a Serious Offence, and could result in sanctions in accordance with the College Policy on Expected Pupil Behaviour.

#### **A. Academic**

1. All pupils must arrive at the College in good time to report to their tutor room for registration. It is therefore expected that pupils in Pre-Prep (Nursery – Year 2) arrive between 0820 and 0840, pupils in Prep (Years 3-6) arrive between 0820 and 0830 and pupils in the Senior School (Years 7-13 arrive between 0745 and 0820.
2. All students must be punctual for timetabled activities, including lessons, registration periods, tutor times, assemblies and activities. They must arrive no later than five minutes after the previous period finishes. Arriving more than 10 minutes after the timetabled start of a lesson or activity may be considered wilful truancy and sanctioned as a Serious Offence.
3. All students must attend lessons and timetabled activities, or have express permission from a member of staff to not be in attendance. Failure to report to a lesson or timetabled activity may be considered wilful truancy and sanctioned as a Serious Offence.
4. Books, equipment and other materials should be properly cared for.
5. Unacceptable work, poor classroom behaviour or a lack of punctuality will be challenged, and appropriate sanctions may be imposed. Staff may ask students to redo the work. Persistent failure to complete the work to expectations will result in further academic sanctions, in accordance with the College Behaviour Management Procedures.
6. In the Senior School, if a pupil has to miss all or part of a lesson for any reason (for example due to individual music tuition), they must seek the permission of the teacher involved. Where possible, 24 hours' notice should be given. It is expected that they should apologise if they fail to do so. As the lessons above are charged for, pupils are likely to be billed for lessons missed without forewarning or good reason. Work missed should be made up unless excused from doing so by the subject teacher. It is the pupil's responsibility to initiate this.
7. In the Senior School, if a pupil misses all or part of a lesson for any reason, they are still responsible for completing any homework set during that lesson to the same deadline as the other pupils in their class. All homework is posted on Firefly; it is the pupil's responsibility to check for homework. Pupils who miss a lesson for any reason may request an extension to the homework deadline where reasonable; but this request must be received by the subject teacher in good time (at least 24 hours before the deadline) and granting such extensions is at the teacher's discretion.
8. Sixth Form students may have Private Study periods. These periods will be either supervised in the first instance or unsupervised with the permission of the Head of Sixth Form. Students who are assigned supervised Private Study are expected to report to the LRC punctually (see 2 above) and to remain in the LRC for the duration of the lesson. Students assigned unsupervised Private Study may work in the LRC or the Sixth Form Common Room, or other location on the College site with teacher permission. It is, however, expected that students remain in their chosen area for the duration of the lesson and not wander about the College.
9. In the Senior School, form rooms may be used in the absence of staff only for schoolwork or other authorised College activities, and only by pupils who have tutor time in the room. Pupils should not

be in any classroom other than their own form room during non-lesson time. Staff desks and all other equipment must not be interfered with and the room should be left in a tidy condition and configured as it was found.

10. In the Senior School, pupils must familiarise themselves with, and observe, the rules governing examinations and assessments following briefings from the Examinations Officer.
11. Cheating is unacceptable. Cheating in public examinations or plagiarism in coursework is reported to the Examination board concerned which could jeopardise the candidate's GCSEs or A Levels across all subjects. This is regarded as a Serious Offence.
12. Plagiarism is form of cheating, and is not limited to exam work. Plagiarism and other academic dishonesty are Serious Offences, and includes but is not limited to the following activities:
  - Including parts of someone else's work in your own without using quotation marks and identifying the source. This includes cutting and pasting information from the internet.
  - Copying, re-wording or summarising someone else's work and including it as your own without acknowledging the source.
  - Not labelling diagrams/illustrations that you have used
  - Working together with other pupils on a task that should have been done on your own.
13. Failure to meet academic standards may lead to a pupil's loss of privileges, withdrawal of an Award, or removal from the College.

## **B. Dress and Appearance**

1. It is the responsibility of all pupils to see that they are well groomed and neatly and appropriately dressed at all times, including when off the College site.
2. The Senior School Dress Code is published in the related document P3RD03 Dress Code. This dress code is also available in the Senior School Parents' Handbook, the Senior School Students' Handbook, and on the College website and Virtual Learning Environment (Firefly). It is expected that all pupils know and conform to the dress code.
3. Sanctions for dress code violations are listed in the related document P3RD03 Dress Code. Repeated, deliberate violations of the Dress Code may be considered a Serious Offence.

## **C. Property**

1. Theft is a Serious Offence. Borrowing without permission may be construed as theft.
2. Vandalism is a Serious Offence.
3. All property, whether individually or communally owned, must be respected.
4. Damage must be reported to a member of staff as soon as possible.
5. Buying and selling between pupils is not allowed at the College.
6. Junior School pupils should not normally bring any money to College. Exceptions include fund-raising sales or 'dress up' days, and will be clearly communicated to parents in advance.
7. Senior School pupils are strongly advised not to have or carry more cash than is needed on a daily basis (breakfast and snacks may be purchased daily for a small fee).
8. Pupils should be careful with valuables. They should never lend bankcards or reveal PIN numbers to others.
9. Lost property should be handed to the College Office, a member of staff or a Prefect.
10. No personal property brought to school is covered by the College's insurance and therefore valuables should be fully insured at home. It is advised that all pupils label their personal property clearly with their full name.
11. Lost property (named and unnamed) is made available to pupils on a daily basis. Unclaimed lost property is collected termly and donated to charity or the College Second-hand Uniform Scheme. Specific arrangements for lost property vary between the Senior and Junior Schools; further information is communicated to parents annually and is available on request at any time.



## **D. Behaviour**

1. Good manners are expected of all pupils at all times.
2. Pupils are expected to act on the instructions of College staff (teaching and non-teaching) immediately and without complaint.
3. Aggressive or threatening behaviour, be it physical or verbal, is unacceptable. This is a Serious Offence.
4. Bullying is a Serious Offence. See the related policy P4 Anti-bullying for details.
5. Explicit physical contact and public displays of affection are unacceptable.
6. Pupils should pay particular attention to behaviour and appearance when off the College site.
7. All visitors and College employees should be treated with respect and courtesy.
8. Good manners and orderly behaviour are expected in the Refectory and the meal queues.
9. Food may not be removed from the Refectory.
10. Chewing gum is not allowed in the College.
11. Pupils should not drop litter and are asked to pick up any they may find.
12. In the Senior School, phones, music players, tablet computers and the like should not be used in College during the working day unless with specific permission from a member of staff. Further information may be found in the College BYOD Policy.
13. In the Junior School, phones, music players, tablet computers and the like should not be brought to College. Year 6 pupils who go home alone may bring in a mobile phone. This should be handed in to the form teacher at the beginning of the school day.
14. The sending of inappropriate text or picture messages is likely to be considered a Serious Offence. See related policy P15 ICT and Acceptable Use for details.
15. Pupils should not take photographs or videos of another pupil or member of staff or distribute that image without their agreement. Misuse of such images, especially if inappropriate, may constitute bullying or even a criminal offence (see Behaviour point 3 above). This may constitute a Serious Offence.
16. Betting and gambling are forbidden.

## **E. Health and Safety**

1. Any medication brought from home, whether prescription or over-the-counter, should be left with the College Nurse, where it can be dispensed under supervision. All medication should be accompanied by a written instructions from the pupil's parents/carers. All prescription medication should have the original label, clearly stating the pupil's name, name of GP and the dose. Further information regarding dispensation of medication is available upon request.
2. Pupils are not allowed to carry, distribute or self-dispense medication of any kind at College. This includes over-the-counter pain medication such as paracetamol, ibuprofen, and medicated lozenges.
3. All accidents or injuries should be reported to a staff member immediately, even if the injured party requires no medical treatment.
4. Smoking and the possession of smoking materials, including e-cigarettes and shisha pens, are forbidden, regardless of the nicotine content. Pupils should not arrive at the College having clearly smoked elsewhere. These are Serious Offences. (See also P3R301 Tobacco, Alcohol and Drugs Policy)
5. Taking, possessing or dealing in drugs is forbidden. These are Serious Offences. (See also P3RD01 Tobacco, Alcohol and Drugs Policy)
6. Solvent abuse is a Serious Offence. The College will react to solvent abuse in a similar way to other forms of drug abuse. (See also P3RD01 Tobacco, Alcohol and Drugs Policy)
7. Alcoholic drinks may be consumed only at authorised College occasions and only by Sixth Form students over 16, under supervision. Alcoholic drinks may not be brought onto the College premises or to College events/trips held off-site. Drinking to excess under any circumstances is unacceptable. Pupils should not arrive at the College clearly having consumed alcohol elsewhere. These are Serious Offences. (See P3RD01 Tobacco, Alcohol and Drugs Policy and P3RD13 College Alcohol Policy)

8. The swimming pool, fitness suite, sports hall and other sports facilities have their own safety guidelines which must be followed by all pupils. These guidelines are posted outside each of the locations. Pupils must not use any of these facilities if there is no member of staff present.
9. Pupils must not enter laboratories, art rooms or design technology rooms without the permission of, and supervision by an appropriate member of staff.
10. Possession of dangerous articles or imitations thereof as defined by the Headmaster, such as laser torches, knives, firearms, air pistols, paintball/ball-bearing guns, catapults, fireworks, chemicals and explosives is forbidden.
11. Pupils are not permitted to drive themselves to school or park a vehicle on the College premises. This rule applies to the school day as well as evening and weekend performances and events.
12. Pupils riding bicycles to and from the College should wear protective headgear. It is the pupils' responsibility to ensure the bicycles left at the College are properly secured.
13. Due consideration should be given to all road users and pedestrians. In particular, great care should be taken in crossing roads, taking care only to use designated crossing points.

#### **F. Games, Forder Activities and CCF**

1. The College offers a huge variety of Sports, Clubs and Activities through the Forder Programme and as part of College life. Pupils who commit to participate in any College-run Sport, CCF, or Forder Activity must honour their commitment and attend regularly and in good spirit. Pupils must consider carefully if they have the time and ability to meet the attendance and time requirements for any co-curricular activity before they commit. Pupils should not 'double-book' for Activities.
2. It is the duty of each pupil to read notices and arrive to Games, Forder Activities and CCF events at the correct time. If pupils have to miss Games, Forder Activities or CCF for any reason, they must seek advance permission from the member of staff in charge, and it is expected that they should apologise if they fail to do this. Absence from an organised commitment may result in a sanction.
3. Pupils travel to away fixtures in College Uniform or tracksuits as directed. Kit must be clean for all fixtures.
4. Sports Captains must ensure that visiting teams are met and treated hospitably during their visit.
5. Spiked or studded footwear may not be worn on the way to and from the games fields.
6. For Sport and some Forder Activities, pupils must wear the protective clothing and equipment (e.g. gumshields, helmets) as required by staff in charge.

#### **G. Fire Regulations – Action to be taken in the event of a fire**

1. The College building(s) should be evacuated immediately, silently and in a calm manner, closing all windows and doors as the last person leaves a room. Everyone should proceed to the designated assembly point shown on fire notices. Do not re-enter the building until authorised to do so.
2. Pupils must not stop to collect belongings in the event of a fire alarm – they must evacuate immediately as described above.
3. If you are in the building where there is a fire, move to the assembly area where pupils are to organise by form. Form tutors are to check that all pupils are present and accounted for.
4. During teaching periods, if you are in another building and become aware of the emergency elsewhere, remain in class until further instructions are received.
5. Pupils who leave the College during the school day must fob out, and fob back in upon their return (Sixth Form) or sign out at the College Office (Years 7-11). This will keep the College fire register accurate.

## **H. Leaving the College Site**

1. Pupils should not leave the College site without permission.
2. Junior School pupils should not leave the College site without appropriate adult supervision.
3. Pupils are expected to remain on-site for the duration of the school day (with the exception of some Sixth Form students, who may obtain permission to sign out).
4. In the Senior School, pupils without formal commitments (such as sport, Forder programme, music or drama) are welcome to stay in the LRC until it closes at 1730. Pupils who wish to remain on site must remain either supervised in the LRC or supervised by the teacher/s in charge of their activity.
5. Once pupils have left at the end of the school day, they should not normally return to the College before then next school day, unless they have permission from staff to attend for example rehearsals or performances.
6. Sixth Form students may request permission from the Head of Sixth Form to leave the College site at certain times. They must state where they plan to go, and return promptly at the agreed time. They must fob out upon leaving the College and back in upon their return. Further information is available in the Sixth Form Handbook and upon request.
7. At the end of the school day, pupils in Year 6 may go “home alone”. They may only do this with their parents’ permission which should be communicated to the PA to the Head of the Junior School.

## **I. College Bounds**

1. The following places are out of bounds for pupils:
  - Off-licences, pubs, betting shops and amusement arcades
  - Private houses
  - The kitchens
  - The Groundsmans’ storage areas
  - Maintenance areas
  - Cleaners’ areas/cupboards
  - Science prep rooms
  - The College front lawn
  - The front drive
2. Areas that may only be visited with staff supervision/permission:
  - Swimming pool
  - Junior School Classrooms
  - Gym
  - Sports Hall and Fitness Suite
  - Astro-turf pitches
  - Science Labs
  - Design Technology workshops
  - Art classrooms
  - The Jubilee Sports Ground and Pavilion
  - The drive between the Junior School and the Senior School
  - The West entrance to the Senior School

## **J. The Media**

Under no circumstances may pupils communicate with any member of the Media without permission from the Headmaster.

## **SERIOUS OFFENCES**

Serious Offences are infractions that incur the most serious sanctions. Any single act or developing pattern of behaviour may be deemed a Serious Offence at the discretion of any member of the College Leadership Team. Any offence may be deemed a 'Serious Offence' in the professional judgement of the Headmaster, Deputy Head Academic, Deputy Head Pastoral or Head of Junior School, given the circumstances and context of the offence. Serious Offences include but are not limited to:

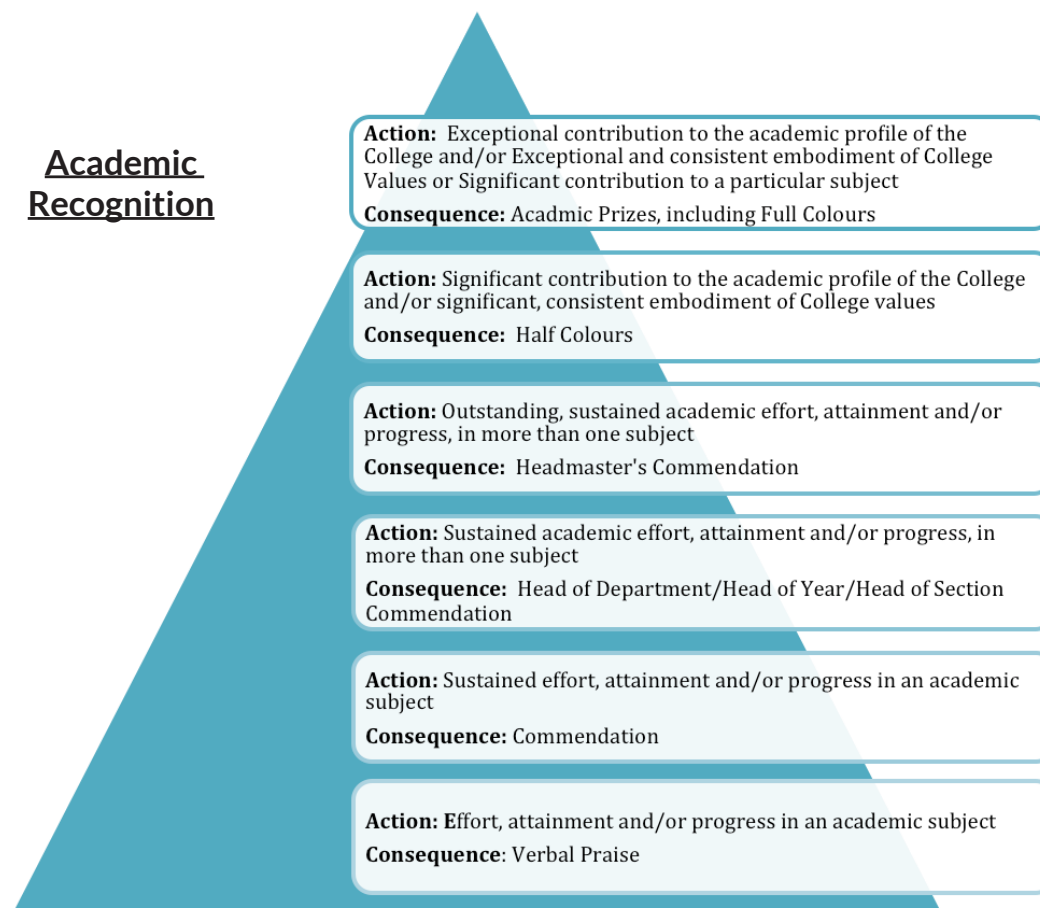
- Drug abuse including supply, possession or use
- Alcohol abuse
- Smoking
- Theft, blackmail
- Leaving the College Site during the School Day without leave
- Wilful truancy from timetabled lessons or activities, including assemblies and registration periods
- Bullying, including cyberbullying
- Physical assault, threatening behaviour or intimidation
- Fighting, regardless of extent of physical contact or injury
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct including the supply and possession of pornography
- Wilful damage to property
- Certain violations of the College's Pupil Acceptable Use Policy for ICT or the College's Bring Your Own Device Policy
- Possession or use of unauthorised firearms or other weapons
- Cheating, including plagiarism (not limited to public examinations)
- Malicious allegations against staff
- Persistent attitudes or disruptive behaviour which are inconsistent with the College's ethos, including on social media
- Failure to adhere to an agreement made as part of an Academic or Conduct Sanction, for example a Behaviour Agreement
- Parental or pupil behaviour which, in the Headmaster's reasonable opinion leads him to believe that removal of the pupil from the College is in the best interests of the College or the pupil

# Appendix V: Rewards, Sanctions and Leadership Pyramids

## Rewards for Contribution to College Life



## Academic Recognition





## Poor Conduct

**Action:** Serious Offence or repeated offences of a more minor nature  
**Consequence:** Temporary or Permanent exclusion (internal or external)

**Action:** Multiple Conduct Detentions, some first-time Serious Offences (at the Discretion of the Senior Leader assigning the sanction)  
**Consequence:** Saturday detention and/or gating

**Action:** Disrespectful behaviour *or* repeated poor behaviour *or* repeated low level disruption or dress code violations or repeated lateness  
**Consequence:** Conduct detention, to be accompanied by some form of restorative justice (eg apology letter)

**Action:** Repeated low level disruption, lateness or dress code violations  
**Consequence:** Conduct report card

**Action:** Poor behaviour, disruption, inappropriate use of mobile phone or other device, lateness  
**Consequence:** Call back

**Action:** Poor behaviour, low level disruption  
**Consequence:** Verbal warning

## Academic Irresponsibility

**Action:** Persistent and deliberate failure to meet expectations  
**Consequence:** Temporary Exclusion (Internal or external)

**Action:** Academic dishonesty (eg cheating, plagiarism)  
**Consequence:** Saturday detention and/or gating

**Action:** Ongoing or very poor academic behaviour or attitude, including repeated missed deadlines or ongoing lack of engagement  
**Consequence:** Academic detention, to be accompanied by some form of righting the wrong (making up work, organising files, etc.)

**Action:** repeated unacceptable work or academic behaviour (such as missed deadlines)  
**Consequence:** Academic Report

**Action:** Concerns about academic behaviour such as missing or poorly presented work or arriving to lessons unprepared  
**Consequence:** Call back with discretionary follow-up task to be signed

**Action:** low level concerns about academic behaviour such as poorly presented work or arriving to lessons unprepared  
**Consequence:** verbal warning

## Student Leadership

**Position:** Head of School

**Responsibility:** Lead the Prefect team

**Available to:** Prefects, selected by Headmaster and Deputy Head Pastoral

**Position:** Prefect

**Responsibility:** Lead and deliver on strategic and operational running of the College, act as the public face of the College in events on and off site

**Available to:** Year 13 students, by application followed by interview and voting by year group, outgoing prefects and staff

**Position:** Cockswain (Navy) or Regimental Sergeant Major (Army)

**Responsibility:** Lead their division at school and on exercises and represent St Dunstan's at CCF events

**Available to:** Senior CCF cadets, selected through application by Senior Officers

**Position:** Co-curricular Leader

**Responsibility:** Leadership of co-curricular area, including but not limited to sports captaincy, head of orchestra, head of community service, House leadership, etc.

**Available to:** Participant in co-curricular area, selected by lead teacher

**Position:** Student Council Representative

**Responsibility:** Gather and represent the views of their year group through consultation with the Form Representatives

**Available to:** Form Representatives, by vote in year groups

**Position:** Form Representative

**Responsibility:** Gather and represent the views of their form classmates in Year Group Council

**Available to:** All Senior School students, by vote in form groups



St **Dunstan's**  
— College —

**St Dunstan's College**  
Stanstead Road  
London  
SE6 4TY

T: 020 8516 7200  
E: [info@sdmail.org.uk](mailto:info@sdmail.org.uk)