



# Fettes College Preparatory School

School Handbook  
2020-2021

## Contents

## Page

### ***Section 1: “The Essentials”***

Aims of the School	4
Conditions of Entry	4
Prep School Staff 2020/2021	5
Telephone Numbers	6
Graduate Assistants	6
School Rules	6
Additional School Rules for day Pupils	7
Bullying	8
Discipline, Expectations and Sanctions	9
Guardianship Policy	10

### ***Section 2: General Information***

Autumn Term 2020 Return to School Measures	11
Absence	14
Activities	14
Book Lockers	14
Clothing, Equipment and Lost Property	14
Committees	15
Curriculum	15
Day Pupil Hours	15
Day Pupil Drop off	15
Day Pupil Pick up	15
Extras Charges	16
Green Diary	16
Haircuts, Jewellery and Makeup	17

Insurance	17
Magazines and Videos	18
Meals	18
Medical	18
Mentors	19
Music Tuition	19
Noticeboards	19
Parental Contact	20
Prefects and Leadership Training	21
Problems, Difficulties or Complaints	21
Stationery	21
Travel	21
Uniform	22

### ***Section 3 : School Routines***

Timetable	23
Monday to Friday	
Saturday	
Useful Explanations	24
<i>Maps</i>	25

### ***Section 4: Important Policies***

<i>Safeguarding Policy</i>	26
<i>Child Protection Policy</i>	27
<i>Counter -Bullying Policy</i>	29
<i>ICT Acceptable Use Policy</i>	32
<i>Complaints Policy</i>	33

## **SECTION I – The Essentials**

### **Aims of the Preparatory School:**

Fettes College Preparatory School stresses concern for the individual and the encouragement of good family values, and aims to create a happy, well-ordered and caring community. To this end, we will do our utmost to ensure our Pupils will;

- Receive the highest possible quality of education within a boarding environment.
- Feel valued, have a sense of personal worth, are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility.
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and team-work.
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes.
- Are provided with equal opportunities regardless of gender, ethnic origin or religion.
- Are encouraged to stretch and challenge themselves in everything they undertake.
- Be well prepared for the transition to the Senior School in all aspects of College life.

### **Conditions of Entry**

Admission to the School of a boy or girl is conditional upon the acceptance by both parents (except in the case of single parents) of the “Rules of Admission”. These are contained in an addendum to the Final Entry Form signed by parents on accepting the offer of a place. Parents are requested to read these carefully. The Rules of Admission bind both parent(s) and pupils to the School Rules which are contained in the School Handbook.



Prep School Staff 2020 / 21

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### Telephone Numbers

Office (daytime)	0131 332 2976
Mr Edwards (evenings & weekends)	0131 332 2976
Mr Mill (Arran House)	0131 311 6954
Mrs Scott (Iona House)	0131 311 6952

### Graduate Assistants

The Graduate Assistant staff work at Fettes for up to a year. They have strong links with the Prep School. Involvement includes:

- Assisting in classrooms
- Assisting with games and activity programmes.
- Various duties in the Prep School, including break and dining hall duties, assisting with evening duties in Arran and Iona and being part of staff cover on various trips away.

The Graduate Assistants are very important members of the staff body since they provide an important link between the permanent staff and the pupils. The latter find the Graduate Assistants approachable and this allows a useful channel of communication to be maintained.

### School Rules

**The School aims to be a community in which every member is valued. Any action which damages the community or any member of it is against the rules.**

- You are expected to behave appropriately and with courtesy at all times.
- If you are given responsibilities or a position of authority, you must act fairly.
- If you break or damage anything or find damaged School property, report this immediately to a member of Staff.
- If you see or suffer any harmful wrong-doing which you cannot prevent, tell an adult as soon as possible.
- Chewing gum is not allowed in school. A monetary fine will be imposed for anyone found with any.
- School uniform must be worn neatly. Boys may not walk or stand with their hands permanently in their pockets. Girls who have shoulder length hair must tie it back with an approved hair band or scrunchy.
- You may not leave the grounds except in the company of a member of Staff, a parent or guardian, or with an older brother or sister who is a senior Fettes pupil (provided written authorisation has been given by your parents).
- The Arniston grounds and the area south of the Jordan are out of bounds at all times unless you are going to lessons, an organised activity or to meals.

- You must not run inside the buildings or on the way to the Dining Room.
- Play-fighting and unsupervised contact sports of any kind are not permitted.
- You must not leave the school at any time without permission from a member of staff or without having signed out.
- You are not allowed in classrooms or changing rooms without the permission of a member of staff.
- You should arrive at all lessons or activities by the scheduled starting time, but no earlier than five minutes beforehand.
- If you are taken ill during free time report directly to a Matron or, in her absence, a member of Staff. At other times you must first see your Tutor (or, if not available, another member of Staff).
- You must catch up the work from the lessons you have missed as quickly as possible.
- You may not operate the photocopiers or use school telephones. Telephones are available for use during free time.
- Alarms and audible alerts on watches etc. must be permanently silenced.

#### **Additional Rules for Day Pupils**

- You must sign in to School on arrival and sign out on departure.
- You may not bring food, sweets or drink (other than still water) to School.
- Any money brought to school must be handed to your Tutor on arrival, in a marked envelope.
- Mobile phones may be brought in to school, but must be handed in to the Secretary or Deputy Head's office on arrival.

## Bullying

Bullying can take many different forms. All of them are wrong. Bullying is unacceptable in any form. It may involve name-calling, threats or hitting. There are some less overt forms such as ignoring or excluding. These last two can be every bit as upsetting as the more obvious forms of bullying. Those who exhibit bullying behaviour may need help just as much as those being bullied. Some children can also, by their attitudes or their actions, get others into trouble. It is important to remember these points because bullying happens in so many ways and takes many forms.

Teachers are given regular in-service training on how to recognise and how to deal with bullying. However, it is important that parents work with us to find a solution.

- If you feel your child is being bullied speak to a teacher as soon as possible.
- Make a note of everything you know about the bullying before you speak to the teacher so that you do not forget to mention any important points.
- Remember that this may be the first time that the teacher has heard about the bullying and remember too that your child may not have told you all the facts.
- Arrange to contact the school again so that you can discuss any action that has been proposed.

There is a well-defined and documented School counter-bullying policy. As part of this, all pupils are given the following guidelines:

### WHO TO TELL

If you see or suffer from any incident which could be bullying, talk to any of the following whom you trust to give you advice:

- The Headmaster
- Housemaster/Housemistress
- The Deputy Headmaster
- The Chaplain
- Your Tutor
- Your Matron
- Any member of staff
- Your parents or guardians
- A friend in your class/year/dormitory

The Child Protection Coordinator is **Miss Emma Davies** and her Deputy is **Mr Andy Rathborne**. You can speak to them or any member of the Medical Staff, or you can make an appointment at the Medical Centre to see the School's independent Counsellor.

## **Discipline, Expectations and Sanctions**

The Prep School's Discipline Policy is, like that of the Senior School, firm and caring, with a high focus on trust, considerate behaviour and courtesy. For the most part, Fettes Prep School pupils are kind, caring and conscientious young people, qualities we seek to instill through a tutorship and class-teaching system which places strong emphasis on positive reward. Occasional incidents of misbehaviour are most often checked by a quiet cautionary word, enabled by the excellent relationships held between pupils and Staff. While we actively encourage pupils in their pursuit of excellence in the many areas of school-life, it is our insistence that they do so with the greatest respect and caring for the interests of others. As we introduce the young men and women to responsibility and leadership, we expect and seek to develop in them a great deal in terms of reliability, fairness and kindness towards others.

The discipline of the Prep School is assisted by a system of Stars, which reward minor instances of good behaviour and fine effort, and Splatts, which punish minor misdemeanours. Pupils hold accounts of Stars and Splatts, which count towards their House points. Certificates - bronze, silver then gold - are awarded to pupils who obtain 15, 25 and then 50 more Stars than Splatts, while those who perform most poorly on this system, on a session to session basis, are called on to carry out litter picks, other community based tasks or attend detention.

In line with our encouragement of the positive, Excellent Slips are awarded to pupils whose effort in their work or, in special cases, in their behaviour, are deserving. Excellent Slips count as the equivalent of three House points.

### **Academic Misdemeanours**

These are largely the responsibility of the individual teacher, who may turn to a variety of sanctions:

- Splatts. This will incur the loss of a House point.
- Academic Detention, issued to the more serious academic failings or lack of effort, is held on Tuesday and Thursday evenings, 6.00-7.00 p.m.

### **Behavioural Misdemeanours**

- Splatts. This will incur the loss of a House point.
- Behavioural Detention, issued for more serious behavioural failings, is held on Tuesday and Thursday evenings, 6.00 - 7.00 p.m.

In all the above instances, the pupil's Tutor is involved in reinforcing both reward and punishment through discussion with the pupil. The boarders' Housemaster or Housemistress is kept informed and, where necessary, they will discuss matters with the pupil.

The comprehensive list of school rules is outlined in the Prep School handbook and all pupils are instructed to consult it thoroughly. Breaches of these rules may result in the pupil being referred to the Deputy Headmaster. Serious issues will be brought to the attention of the Headmaster.

In particular, the Prep School takes any allegations of bullying very seriously and all cases are investigated thoroughly, initially by tutor and, if necessary, by the Deputy Headmaster. In serious cases, the pupil may be asked to report to the Headmaster, who may issue a warning or suspension. If there is a repetition of the bullying by the pupils concerned, they may be asked to leave the school.

If a pupil is seen by the Headmaster on an issue which could lead to serious action being taken, one of the Prep School Child Protection Coordinators will be present. Major and/or persistent breaches of School discipline may result in suspension or the pupil being asked to leave the school.

## Drugs Policy

In the case of any involvement with drugs or other prohibited substances, the pupil will normally be asked to leave the School. Pupils who by their behaviour or their associations give cause for suspicion that they might be misusing drugs may be required to take a drugs test. Parents' consent will be sought before a test is carried out.

## Guardianship Policy

Parents who live abroad or who are relatively inaccessible whilst their children are at School are required to name a guardian for their child. The guardian's role is to support the child and to deputise for the parents when they are unavailable. The school needs to have a point of contact within easy reach to cover in emergency situations. Therefore, guardians should live close enough to the school so that they can come and collect the pupil within 24 hours of an emergency arising. **They are responsible for airport transfers for unaccompanied minors and should therefore be available at the beginning and end of terms, although Mrs Scott is able to assist where there are difficulties making these arrangements.** A guardian can be a relative or a friend above the age of 25 or a guardian appointed and monitored by a reputable guardianship agency. Further information and forms of delegation can be obtained from the Registrar.

## **Section 2 – General Information**

### **Autumn Term 2020 Return to School Measures**

We are going to begin term on an adjusted timetable. The benefits of this timetable are that we can reduce movement around school and limit interaction between year groups. The length of the school day will be similar to our current timetable and there will be lessons on a Saturday morning. There will be clearly signed one-way systems around school where needed. We will follow a full programme of Games sessions and, where appropriate, preps will still be set as usual.

The guidelines are clear that children in the same year group can be in a ‘bubble’ and do not need to physically distance. This means that all children can largely be taught in their Tutor bases, but the desks will be arranged to face the front. Staff will observe physical distancing from the children and each other.

During this phase, there will not be any whole-school Assemblies and no Saturday Chapel. Therefore, Tutor periods will have an even more enhanced importance.

### **Boarding Houses**

We will be following all guidance with respect to residential accommodation to look after the well-being of our whole community and Arran and Iona have undergone a detailed risk assessment. Day pupils will not have access to the boarding houses. In this phase it will be important to limit access for visitors to our buildings. We therefore ask that parents remain outside the boarding houses and other school buildings unless a specific meeting has been arranged.

### **Meals**

All student meals will now take place in year group tables. During this phase, the lunchtime meal will be served as a packed lunch to ease service but this will be substantial and healthy. Evening meals for boarders and any day pupils who wish to stay will be our normal service but, again, year groups will sit together.

### **Health and Wellbeing**

Planning for this situation has been meticulous and involved our School Medical Officer at all stages.

- All childrens’ temperatures will be checked as they arrive at the beginning of term and there will be regular checks thereafter.
- All students and staff will be fully briefed on the infection control protocol which they must follow on campus. Regular handwashing, correct coughing/sneezing etiquette and cleaning of surfaces once they have been used will be required.
- Hand sanitisers will be available at the entrance and exits of all buildings.
- The Medical Centre will be expanded to have separate areas for Covid-related illnesses and isolation areas.
- If anyone is suspected of having contracted Covid-19, a clear procedure will be followed to look after the child, isolate them while the school’s medical team, consulting with Health Protection Scotland, will assess whether the other children in the group may be required to isolate for a period of time whilst awaiting test results. Medical staff will liaise with House staff and parents on the procedures required in this case.
- We will follow all guidelines on Test, Track and Isolate.
- The guidelines do not make face coverings mandatory in an educational context but we have supplies and we ask that everyone returning to school brings with them their own supply of cloth face coverings to ensure best comfort and fit. Please could you ensure that you provide seven face coverings, make sure they are named and ensure the design is appropriate. Anyone may wear a face covering at any time and everyone must carry one in case physical distancing is not possible.
- Staff are being provided with face visors as an optional added precaution
- Details on the use of Personal Protective Equipment (PPE) is included in the school’s risk assessment
- We will continue to prioritise and look after the wellbeing of each child through our structure of pastoral care.

### **Cleaning & Laundry**

A revised cleaning schedule will be agreed for all areas of the school which will prioritise areas with mixed-entry access and frequently used contact surfaces. Cleaning will be regular and thorough. Classrooms will be cleaned after each learning block finishes.

- Boarders will use the laundry service regularly. As usual, Matrons and other House Staff will oversee this process.
- Day students should not keep extra items of clothing at school during this first phase. They should be encouraged to wash their uniforms frequently at home.
- On days when there are PE lessons, children will be allowed to wear PE kit throughout the day. However, this PE kit must be washed before being worn again.
- All children will be required to carry a school bag to and from lessons and they should not share resources, equipment or clothing with other children. At a small cost, each child will be provided with a set of Art equipment.

### **Sport**

We had already decided not to play any external fixtures in the first month of term, but Jenny Fletcher and Richard Mill have organised a full programme of Games sessions, which will focus on skill development. We expect there will be the opportunity to play localised external fixtures when the national governing bodies allow. Please be assured that all sports will be played for a similar length of time to other years but the timings throughout the year will be adapted.

### **Music**

At this time, the guidelines state that music lessons involving singing or playing wind/brass musical instruments should be avoided during the initial return to schools. We are therefore looking at continuing with virtual lessons but will be sending out further information about Instrumental, Singing and Pipes and Drums lessons before the start of term.

### **Activities**

Unfortunately, we will not be able to offer the 18.00 to 19.00 activities until after half term, at the earliest. Please bear with us on this.

### **Transport, Timings, Drop offs and Sign outs**

Any day pupils travelling to school by public transport must observe the rules on face coverings and we ask that parents dropping children off observe distancing guidelines. However, parents will not be allowed into school buildings.

We hope that it is helpful to maintain a degree of flexibility in the Collection times, but in the early weeks of term we suggest that, where possible, M, P and S Form pupils do not stay until 17.00 or 18.00.

### **Adjusted Timetable**

The length of the school day will be within a span of 07.45 to 18.00. Saturday morning school will be within a span of 07.45 to 12.45.

Most teaching will happen in Form bases.

The start of lunch will be staggered to minimise the number of children moving around the Prep School, Dining Hall and the campus at any one time.

### **Day Pupil Drop off (Every day):**

M and P: 07.45-08.10

S and T: 08.05-08.20

1 and 2: 08.15-08.30

Families with more than one child will all be able to arrive at the time for their youngest child.

On arrival, children should go to their Tutor Base and remain there.

### **Day Pupil Collection (Monday to Friday):**

M and P: 15.30-15.45

S and T: 15.45-16.00

1 and 2: 16.00-16.15 (Tuesday and Thursday), 16.45-17.00 (Monday, Wednesday and Friday).

Families with more than one child will all be able to sign out at the time for their eldest child.

There will also be sign outs at 17.00 and 18.00 Monday to Friday. We hope that this can be accomplished to tie in with family arrangements. We will be able to offer Tea for 52 Day Pupils, but this restriction means that we will not be able to allow everyone to sign out at 18.00.



**Day Pupil Collection (Saturday):**

M and P: 12.15-12.30

S and T: 12.30-12.45

1 and 2: 12.45-13.00

**Collection Areas**

M, P and S Forms will be taken in year groups (M and P together) up the stairs to the horseshoe by a graduate assistant.

T, 1<sup>st</sup> and 2<sup>nd</sup> Forms will sign out from three areas in the Gallery Corridor.

If you are travelling by car, please stay in your car. The speed limit will need to be strictly respected.

If you are on foot, please wait for your child near North Lodge (the cottage by the gate).

## Absence

This should be kept to a minimum, **it is important that term dates are adhered to closely**; late returns and early departures cause unwelcome disruption to academic work and other school activities and commitments. The relevant dates are published a year in advance in order to allow good time for necessary travel plans to be made and we shall be grateful if the erosion of terms can be kept to an absolute minimum.

- Requests for absence during term time should be made **in writing** to the Headmaster in advance giving as much notice as possible.
- In the event of unexpected absence please ring the School telephone number **before 8.10 a.m** (0131 332 2976). A note explaining the reason for any absence should accompany the pupil on his/her return to school and be handed in to the tutor.

Pupils in the Prep School may not leave the grounds except in the company and direct supervision of a member of Staff or an older brother or sister currently at the School and with the written request/permission from the parent/guardian.

## Activities

Extra-curricular activities are organised every term, mostly on Tuesdays and Thursdays between 6pm and 7pm. All boarders will participate in the programme and day pupils are strongly encouraged to participate. M, P & S Formers may also have activities that run between 4 and 5pm. The range of activities is pupil driven and pupils will be asked for their choices in a letter. Parents should note that it is not always possible for pupils to receive their first choices, as some activities have limited space. Choices for activities change on a termly basis.

## Book Lockers

Every pupil is supplied with a book locker. This should be kept neat and tidy at all times. Pupils in T, 1st & 2nd Forms may access the lockers during the Tutor Period, break, after lunch and, on Tuesdays and Thursdays, before lesson 5. Pupils should not expect to access the lockers between lessons.

## Clothing, Equipment and Lost Property

***It is of the utmost importance that every item of clothing or equipment is named before being brought to school.***

Lost clothes are put into the Named/Unnamed bins by the boys' and girls' changing rooms. The kit is gathered by those pupils who leave most clothing lying around. At the end of each week, this kit is sorted by the Graduate Assistants and a list is circulated to tutors to be passed to pupils. The kit **MUST** then be collected from the Staff Resources Room. Day Pupils' parents are asked to ensure that Games Kit is taken home every Friday to be washed and we recommend that the names on clothing are checked at regular intervals.

General items of Lost Property are left for collection by the bench at the top of the stairs in the Gallery Corridor for 24 hours before being moved to the Staff Resources Room.

Day Pupils should keep at least one full set of games kit (including trainers), towel and swimming kit in their locker at school **AT ALL TIMES**. It is recommended that pupils bring in their own padlock, however we do ask that a copy of the key is handed in to the school office to be kept locked on file should the original key be lost or forgotten.

**The School shop and Thrift shop** are run together. This one-stop-shop is open during the week from 8am to 3pm in term time (Saturdays 9.30am-12.30pm) but purchases can be made only if parents have put money into an account in advance or if pupils have a permission note from parents or the Housemaster/mistress. Matron is in the shop every day after lunch and is happy to help with fittings etc and ensure unnecessary expenditure is avoided.

## Committees

Each Form chooses a representative for the Pupil Council. This meets regularly with the Headmaster. The purpose of the Council is to enable pupils to put concerns and suggestions to the Headmaster and to receive feedback which can then be passed back to each Form. The Prep School also has a Food Committee which again meets regularly in order to feed back to the Headmaster and the Catering Manager. The Charity Committee organises a number of events throughout the year which raise money for worthy causes locally and further afield.

## Curriculum

In the Prep School, we aim to provide a sound foundation for the academic curriculum in a Senior School. Pupils take a broad range of subjects with progressively more specialist teaching as they move through the school. We are particularly concerned to instill and develop good attitudes to work and habits of study. Subjects taken: English, Mathematics, French, Science, History, Geography, Latin or Literacy (from Form 1), Information Technology, Religious Studies, Drama and P.E. The Prep School curriculum booklet is available online [www.fettes.com](http://www.fettes.com)

## Day Pupil Hours

**Day Pupils should not arrive in school before 7.50am.** On occasions, and with good reason, pupils may be dropped off earlier at the Dining Hall where they should make their presence known to the member of staff on duty. All pupils should enter the school through the south door, by the Assembly Hall. After arriving in the Prep School games kit should be locked away in the changing room. Pupils must not loiter in the changing rooms at any time.

Day Pupils sign in at registration with their Form Tutor - if they are late to school, they **MUST** sign in with the secretary in the school office - and sign out on departure. They are free to leave School after 4.00 pm, subject to having no other School commitments, or they may stay for prep in School. It would be beneficial for pupils in the 1st and 2nd forms to stay for Prep at least two nights per week if possible.

Day Pupils are expected to stay on for supper **IF** they are involved in evening activities, but should arrange to be picked up at 7pm (or by arrangement with the activity leader) unless staying overnight.

Day Pupils are welcome to remain at School after lunch on Saturday but they must seek Mrs Scott's (girls) or Mr Mill's (boys) permission beforehand. Day Pupils may come in to School on Sundays by arrangement with Mr Edwards.

Day Pupils staying on after supper or for Saturday afternoon must remember to sign out when they leave. Day pupils are very welcome to stay overnight or for longer periods provided arrangements are made in advance with Mr Mill or Mrs Scott. There is a flat charge for this of £40.00 per night. Where possible they stay in a dormitory with others in their year group.

## Day Pupil Drop-off

Day Pupils may be dropped off at the East Fettes Avenue gate beside William House or in the horseshoe area. A one-way system for vehicles operates which reduces congestion. Pupils may also be dropped off at the Main College. Pupils must not be dropped off at the west end of the drive outside the Boys' Changing Room as vehicles may inhibit the effectiveness of the one-way system.

## Day Pupil Pick Up

Parents picking up may park in the school grounds. However, as there is very little space for parking, common-sense is the order of the day. Please adhere to the one way route around the horseshoe area.

Please also be aware that the parking spaces adjacent to the Malcolm House entrance are reserved for residential staff.

## **Extra Charges**

The basic fee covers such expenses as are incurred by all pupils generally. The costs of specific expenses incurred by individual pupils are charged as extras on your account. The basis of these charges is explained here; it would help us to keep these charges to a level acceptable to you if you could, where appropriate, complete and return the relevant forms sent to you, so that we know what extra expenditure you are prepared to authorise.

### **Some extra charges are necessary and routine:**

Where appropriate, charges from the Medical Centre for prescriptions, vaccinations or other necessary medical expenses.

- Travel: fares for travel home within the UK at Half Term and the end of term, together with fares for necessary journeys. This includes taxi fares in Edinburgh as authorised in advance by House Staff.
- Houses make a small charge to all members of the House to cover expenditure on newspapers, call-box rental and other such items. A charge may also be made for House Outings.
- Housemasters and Housemistresses also authorise charges for any repairs resulting from culpable damage done by pupils.
- Dry cleaning, which is available through House Matrons.
- Charges are made for EFL, for instrumental music lessons and for private extra tuition. Parental authority for any of these is always sought before a course of lessons begins.

### **Among our regular extra activities, a charge has to be made for these:**

**Fencing:** the former Scottish National Coach comes to Fettes once a week and takes pupils for practice and coaching sessions.

**Golf** – using Archerfield Golf Club and qualified instructors, this activity is for all abilities.

**Judo:** Qualified instructors come to Fettes once a week and take pupils for practice and coaching sessions.

**Riding:** hour-long lessons are, some terms, included in the activity programme at a local Riding School during the Autumn and Spring Terms.

**Sailing** – The pupils travel to Port Edgar where qualified instructors are employed to teach the basics of sailing. The sailing activity normally only runs during the Autumn and Summer Terms.

**Shooting** – Using the Fettes College Rifle range. The pupils have the opportunity to shoot using .22 rifles. There is a relatively small charge for the ammunition.

**Theatre Trips:** we take full advantage of the many theatres in Central Scotland and the concessionary rates they offer to school parties. We charge for transport and the cost of the tickets.

### **“Green Diary”**

All pupils are issued with a copy of the Prep School’s ‘Green Diary’. This is their organiser/prep diary and also contains a copy of the School Rules and other essential information. It is kept in their schoolbags and pupils should be encouraged to use it as an aid to organisation. ALL prep must be written down in the pupils’ Green Diary when it is set. The Green Diary is also used as a communication vehicle from tutors to parents and vice versa and is checked regularly.

## **Haircuts, Jewellery and Makeup**

For all boys, hair should be neat, short at the back and sides, free of gel or wax, without steps and the fringe above eyebrow level when brushed forward.

Please ensure that girls have their hair tied back if touching their shoulder. Styles should be off-the-face, easily managed and suitable for a very busy lifestyle with a considerable sport and swimming element. Only blue, black or Fettes tartan hair bobbles are permitted.

For both boys and girls, hair dye or colouring is not allowed. Pupils who use them during holidays should ensure that they arrive back at school with their hair back to its normal colour.

Jewellery and Makeup - Girls may wear the following: one simple pair of plain gold or silver stud earrings. Earrings should be worn in the lobe of the ear. No jewellery may be worn during games.

Jewellery that does not comply with the rules will be confiscated and will not be returned until the end of the term. When wearing casual clothes girls may wear such jewellery as is approved by the Housemistress. If makeup is noticeable it is unacceptable.

## **Insurance**

The School does not insure pupils' possessions. Parents are strongly advised to insure all personal belongings: clothing, sports equipment, musical instruments etc. In the interests of security pupils are not allowed to carry money or cash cards. Watches should be carefully named.

### ***The Bursar would like to bring the following to your attention.***

The following section describes the insurance cover in place in respect of pupils at Fettes and the various options open to parents. Any queries in respect of insurance cover generally, whether to express interest in a particular option or to obtain details of standard cover arrangements, should be directed to the Bursar.

#### **Pupils' Personal Effects**

The School provides limited insurance cover for the personal effects of pupils and, therefore, parents should organise appropriate cover either by an extension to their household/personal effects policy or by taking out a separate policy for pupils' personal effects.

#### **Pupils' Travel Insurance**

The School has an annual travel insurance policy with Chubb European Group Limited which covers pupils on School trips worldwide and includes a winter sports extension. The School also arranges further extensions to this policy or separate specialist travel insurance should the nature of any School trip, or part thereof, deem it necessary. This should remove the need for parents to take out separate travel insurance for School trips and details of the policy are available on request from the Bursar. This policy does not, however, cover travel to and from School in the normal course unless part of an organised School trip.

#### **Pupils' Personal Accident Scheme**

This is arranged through the Scottish Council for Independent Schools (SCIS). Cover is provided for twenty four hours per day, 365 days of the year and provides a scale of benefits for permanent injury resulting from an accident. The policy does not cover associated medical costs. All pupils are automatically covered from the first day of term including the duration of the uninterrupted journey to School and the cover continues until the pupil leaves School. There is no additional cost as the premium is incorporated within the fee structure.

#### **School Fees Protection Scheme**

Parents may wish to take out an insurance policy to cover extended absence from School due to sickness or accident. If the cover is in place parents are normally eligible for pro rata refund of fees. This insurance is an optional extra and the premium is additional to the basic fees. One such policy available is arranged through Marsh Limited, the School's insurance broker, a specialist in this type of insurance.

### **Private Medical Insurance**

The School participates in the AXA PPP Healthcare Pupils' Medical Insurance Scheme. This insurance is an optional extra and the premium is additional to the basic fee. The cost for this in 2020/21 will be £112.

### **Life Assurance**

The School does not provide any insurance cover for parents in the event they are no longer able to afford the fees for any reason, including as a result of death or illness, and in that and indeed all cases, parents who have not already done so are strongly advised to take separate advice and make arrangements where necessary.

### **Magazines, Videos and DVDs**

Pupils may bring in magazines only if they are Educational, Sport, Nature, Hobbies or children's comics. Pupils may view only videos and DVDs for which they are old enough. Pre-recorded videos and DVDs up to the PG category may be brought to school for viewing, but not any home recordings (of whatever content).

- **Please also see section of handbook on 'Network User Agreement'**

### **Meals**

Pupils are encouraged to eat and drink both healthily and in sufficient quantity to allow them to take full part in the active lifestyle they enjoy. At lunch time they must have a minimum of either soup and main course, or main course and dessert and at supper a minimum of a main course. Main courses selected at lunch time and supper must include salad and/or vegetables.

Before beginning to eat, pupils will have their meal content checked by the member of staff. They show them again before returning their trays and empty plates. Pupils are encouraged to finish all that they have taken for their meal. Pupils are encouraged to bring water to school, in secure plastic bottles or flasks.

An appropriate prayer will always be said at each table before lunch.

### **Medical**

The Medical Centre is situated in the main College building and provides a twenty four hour nursing service. Its two General Practitioners run regular morning and evening surgeries and also provide an on-call service. The medical staff aim to provide a safe and welcoming environment for the pupils' medical and personal needs.

All boarding pupils are enrolled with the School's medical practice but day pupils may remain with their own family practice. In addition to providing day to day health care, the Medical Centre staff carry out a health check for each new boarding pupil, give appropriate vaccinations for pupils traveling abroad and offer preventative vaccinations (against influenza for instance) to all pupils.

Any patient may ask for a chaperone to be present during medical examinations.

- ***Important Procedures for Parents***

1. Parents of each new boarding pupil must return his or her medical card, the medical consent form and the consent for medication form to the Medical Centre at least two weeks prior to the first day of term.
2. It is essential to consult the Housemaster or Housemistress before sending back to School a boy or girl who has been in contact with any infectious disease.
3. Both the School Doctor and the Housemaster or Housemistress should be informed if medicine and/or other treatment begun at home is to be continued at School.

4. Regular visits to the dentist, and if necessary to the oculist, should be arranged during School holidays. Appointments for dental or other treatment can be made during term-time only in cases of emergency.
  5. It is important that the School is informed of any problems with hearing, eyesight, learning difficulties or allergies, and of any other long term medical condition.
- ***School Counsellor*** - Pupils can make an appointment through the Medical Centre to speak to the School Counsellor in confidence. This service is offered as part of the care and medical provision within the School. If a pupil has a serious problem parents will be contacted by the medical staff.

### ***Day Pupils***

If a day pupil becomes ill or is injured whilst at school, Matron or another competent member of Staff will carry out initial screening. If appropriate, parents will be telephoned by a member of Staff with a request to collect the child or if this is not convenient the child will be admitted to the Fettes College Medical Centre pending normal collection time. Pupils are not allowed to carry their own medication.

**N.B. Please do not accept calls for early collection direct from pupils!**

### **Mentors**

All of the new pupils have a mentor assigned to them. This will be the person who wrote to them before arrival and it is hoped that they would talk to the mentor if there is anything troubling them. The mentors are told that they should keep a 'friendly eye' on their charges and that they should periodically check for any problems.

### **Music Tuition**

The following notes are printed on the pupils' music cards which they keep and take with them to music lessons:

Music lessons will be arranged week by week by your instructor. Frequently your lesson will take place on the same day at the same time but changes are possible. Always write the time of your next lesson in the Green Diary.

Timetables will be posted in the Jordan building each week. You should check there first and then with the Director of Music if you have a problem.

Absence from a music lesson without a good reason will be regarded as a serious breach of good manners and is likely to result in a Splatt.

A list of the rooms in which instructors will teach will be posted in the Jordan building each morning before Assembly.

- Requests to begin or cease music lessons must be made in writing to our Director of Music. These forms can be found on the website.

### **Noticeboards**

The main School noticeboards are as follows:

Jordan Buildings	All music notices
Outside the Assembly Hall	General, Sports, Activities, Houses
Downstairs Corridor of Malcolm House	Activities
William House Reception and Malcolm House Gallery	General

## Parental Contact

During term-time all correspondence and newsletters will generally be distributed by e-mail or SchoolPost in the first instance. Please give the School Secretary a note of your e-mail address in order that it may be added to the distribution list. Reports, Orders and the Headmaster's termly newsletter will also be sent electronically.

**Reports** – Your son/daughter will receive a written report at the end of each term.

**Orders** – These are a short snapshot of your son/daughter's effort and attainment. These are published once before half term and once after half term. In each subject, pupils are given clear criteria for what they need to do to achieve good effort and attainment grades.

These are both available on your child's secure section of the Website. If you do not have a username and password please do ask the Prep School office.

**Termly Calendar** – this is a pocket size card calendar of each term. It is full of useful information and covers every aspect of school life. The calendar lists term dates for future terms. With regard to fixtures girls matches are in italics, for all events the time in brackets indicates the anticipated end or arrival back time. Return times for fixtures can be found on the team sheet (see below). If the return time is going to differ significantly, the School Office will make every effort to contact you. These calendars are invaluable, we always have plenty of copies so if you would like a copy for a pupil's grandparents, nanny or simply to have one at home and one at work, please do let the School Office know. A regularly updated version is also available on-line at [www.fettescalendar.com](http://www.fettescalendar.com) and it is best to check here for any alterations.

**Sports Teams and Fixtures** – fixtures are listed in the calendar and selected teams and match details are available at [www.fettesport.com](http://www.fettesport.com)

**Weekly Bulletin** – this is an informal newsheet that outlines Prep School life and whilst reporting on activities, events and matches, it also highlights routines for the following week and imparts a huge range of useful information week to week. This is emailed to all parents every Friday.

**Busy Bee** – this is a yearly publication of news and reviews across the Prep School.

**Website** – this is a very useful and easy to follow resource of information about Fettes College as a whole. Reports of matches, outings, events etc are uploaded regularly as well as photos. Once you have registered as a current parent, you will be able to access your son/daughter's Orders and reports as well as specific information regarding all year groups in school.

**Parent-Staff meetings** for T, 1st and 2nd Forms are held in the Prep School Assembly Hall on the dates published in the Calendar. If parents cannot attend, other relatives or guardians are most welcome to come instead. Parents/guardians are given a list of their child's teachers on arrival. M, P and S Form Parent/Staff meetings are held in William House. An on-line appointment system is used for these meetings.

Friends and relatives are always welcomed at any fixtures at home or away, to any of the social events – and, especially, to Open Days. All important dates are listed in the termly Calendar, a copy of which is sent to parents and guardians as well as one being given to each pupil at School. A separate Calendar is produced specifically for the Prep School. The Deputy Headmaster will send out further information, when needed throughout the term, but suffice to say that **you are most welcome at any Prep School event you may wish to attend: the more the merrier!**

If you have any concerns or need any more information at any stage please contact Mr Edwards, or your child's Form Tutor, in the first instance either by e-mail or telephone.

We like to work in partnership with parents and if there are any special family circumstances of which the School should be aware, please let Mr Edwards or the Housemaster/Houseparents know. We need to be informed of anything which may help us understand the emotional needs of the pupils (e.g. pending moves, adoptions, changes in family circumstances, bereavements close or distant, serious illnesses or injuries). This will be treated in confidence and with sensitivity but it is very helpful to be kept in the picture.



## **Prefects and Leadership Training**

Prefects are chosen from the 2nd Form after they have all had a chance in acting Prefectship for several weeks and taken part in a Leadership Training weekend. All pupils and Prep School Staff are given the opportunity to select Prefects. Results of this survey are compiled and form the basis for selection. The Headmaster chooses the Head Boy and Head Girl from the nominated prefects. There is also an opportunity for other Second Form pupils to be selected during the year.

## **Problems, Difficulties or Complaints**

If you or your child has a problem, suggestion or complaint, about any aspect of your treatment at Fettes, you should first speak to your child's Tutor. Failing that the Deputy Head, Director of Studies or Headmaster should be approached. If the matter cannot be settled to your satisfaction, then you can make a formal complaint and the full complaints procedure can be found in Section 4 of the Handbook.

If the complaint is made by a pupil, he or she may take a friend, Tutor or any other member of Staff with him or her to any meeting.

## **Stationery**

There is no need to purchase a calculator. In Mathematics there is an emphasis on mental and written methods for numerical calculations. For some topics, particularly in the Second Form, calculators will be used and at these times calculators will be issued to the pupils. Science will also issue calculators as and when they are required.

Textbooks and jotters are provided, but pupils must have the following items: HB pencils, rubber, sharpener, colouring pencils, 30cm ruler, protractor, circle drawing implement, black or blue cartridge pen (not fountain), glue and scissors. Liquid paper products and eraser corrector pens may not be used. **All of this should be kept in a pencil case and named.**

The school has a Stationery Shop, from which pupils may purchase any necessary items for schoolwork, which will be named with permanent ink for them. Pupils can collect a permission letter from the office; have the form completed by parents and then run an account, which is added to the end of term bill.

Books and stationery are carried between lessons in a rucksack. For M, P and S Form these can be purchased from the School Shop. Some text books may be issued to pupils (e.g. Dictionary/Thesaurus, Atlas, Bible) and the cost of these will be added to the termly bill.

## **Travel**

Whilst on a coach or minibus, the pupils will:

- where appropriate use a booster seat
- wear seat belts, properly tightened, throughout the journey (if provided)
- face the front and remain seated.
- be accompanied by at least two competent adults (and not less than one adult per 15 pupils).

## ***Air and Train Transfers***

We do offer a transfer service at the beginning and end of leaves to and from the airport or train station. If you would like to organise this, please do let Mrs Scott know in plenty time. There is a charge for this service. Pupils flying using this service **MUST** be registered as Unaccompanied Minor with the flight company.

## Uniform

Before arriving at school you will be sent a uniform list. All uniform can be purchased at our on-site uniform shop. We have both a New and Thrift Shop all in one venue. The staff in the shop are very experienced and well aware of the requirements for the pupils. If you are unable to attend the shop yourself please do let us know and Matron will attend with your son/daughter and be able to ensure that the sizing is correct and that expense is kept to a minimum. Prices are kept as low as possible; any funds generated by the shop once costs have been deducted will be re-invested in the School. All items can be supplied and charged to the School bill during term-time.

- The shop is open term time Monday - Friday 8am – 3pm and Saturday 9:30am – 12.30pm.



## Section 3: School Routines:

### Daily Schedule - Monday to Friday

Time:	Activity
8.10 a.m.	Pupils should arrive at school by this time
8.10 a.m.	Tutor Meeting; Registration
8.25 a.m.	Assembly (Monday, Tuesday and Thursday) EML (Wednesday) Tutor Period (Friday)
8.50 a.m.	Lesson 1
9.35 a.m.	Lesson 2
10.15 a.m.	BREAK
10.45 a.m.	Lesson 3
11.30 a.m.	Lesson 4
12.15 p.m.	LUNCH
12.50 p.m.	BREAK
1.05 p.m.	Registration
1.15 p.m.	Lesson 5 Reading Period (Wednesday)

### Monday, Wednesday and Friday

1.55 p.m.	Change for Games
2.15 p.m.	Games
4.00 p.m.	Prep Day Pupils Sign-out 1
5.05 p.m.	Day Pupils Sign-out 2
5.15 p.m.	TEA
6.00 p.m.	Boarders' recreational time Day pupils sign-out 3
7.00 p.m.	Boarders to Houses

### Tuesday and Thursday

1.55 p.m.	Lesson 6
2.35 p.m.	Lesson 7
3.15 p.m.	DLT Activities for T, 1 <sup>st</sup> & 2 <sup>nd</sup> Forms Prep for M, P & S Forms
4.00 p.m.	Prep Activities for M, P & S Forms Day Pupils Sign-out 1
5.05 p.m.	Day Pupils Sign-out 2
5.15 p.m.	TEA
6.00 p.m.	Activities Day pupils sign-out 3
7.00 p.m.	Boarders to Houses Day pupils sign-out 4

### Saturday

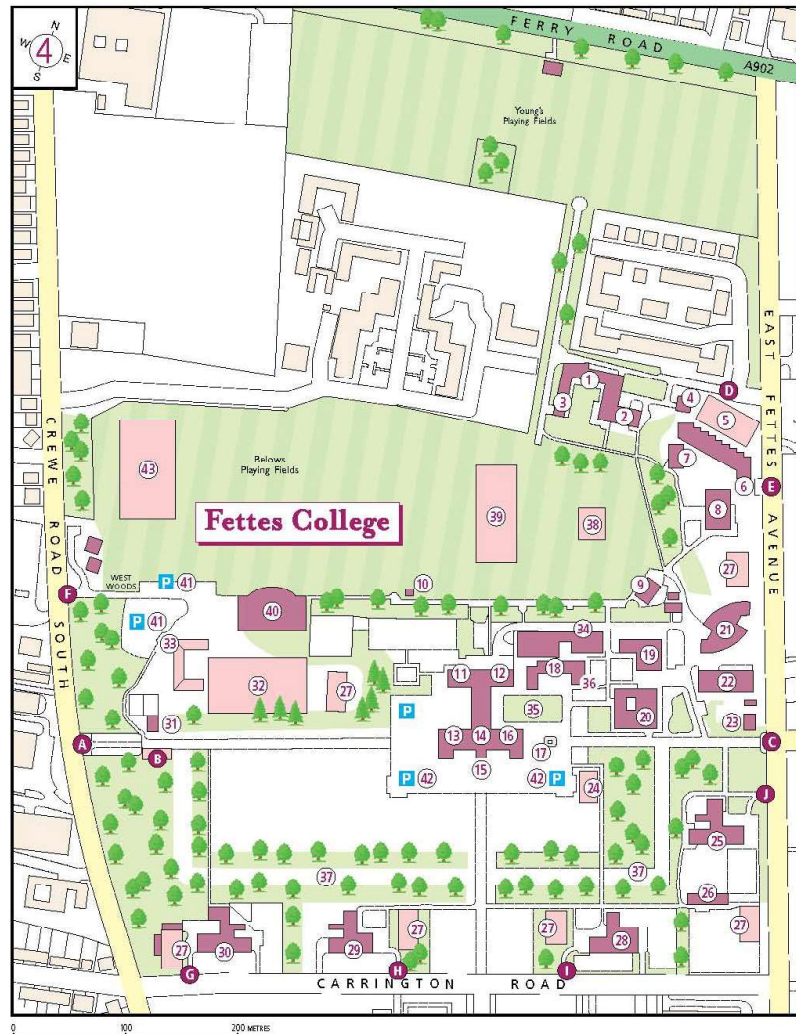
8.10 a.m.	Pupils should arrive at school by this time
8.10 a.m.	Tutor Meetings; Registration
8.25 a.m.	Hymn Practice
8.50 a.m.	Lesson 1
9.35 a.m.	Lesson 2
10.15 a.m.	BREAK
10.45 a.m.	Lesson 3
11.30 a.m.	Lesson 4
12.30 p.m.	Chapel
1.00 p.m.	Day Pupil pick up

## Useful Explanations

<b>M Form</b>	- Minimus (aged 7 prior to September 1 <sup>st</sup> of entry year)
<b>P Form</b>	- Primus (aged 8 before September 1 <sup>st</sup> of entry year)
<b>S Form</b>	- Secundus (aged 9 before September 1 <sup>st</sup> of entry year)
<b>T Form</b>	- Tertius (aged 10 before September 1 <sup>st</sup> of entry year)
<b>PAH</b>	- Prep Assembly Hall
<b>Gallery Corridor</b>	- Corridor along Malcolm House ground floor
<b>Arran</b>	- Prep Boys Boarding House
<b>Iona</b>	- Prep Girls Boarding House
<b>William House</b>	- M, P and S Forms, Headmaster's and School Offices
<b>Malcolm House</b>	- Original Prep School building
<b>Jordan Block</b>	- Music rooms
<b>Prep School Office</b>	- Entrance of William House
<b>Prep</b>	- Homework set each evening. Between 4pm and 5pm.
<b>EML</b>	- Early Morning Lesson (Wednesday 8:20 – 8:50)
<b>DLT</b>	- Directed Learning Time – a less formal extension to the curriculum. Twice a week for 40 mins the pupils extend the curriculum through Scottish Country Dancing, Swimming, Language taster courses and other such exciting experiences.
<b>Off Changing</b>	- Term given when a pupil is off games and PE.
<b>Callover Hall</b>	- Reception Area of Senior College
<b>Chapel</b>	- Access via Callover Hall
<b>Queen's Lawn</b>	- Lawn area to East of Main College building – pupils should not walk on this grass
<b>Dining Hall</b>	- Dining hall for all College pupils and staff
<b>Westwoods</b>	- Sports Centre – used by pupils (parents may become members)
<b>Youngs</b>	- games pitches
<b>Bigside</b>	- games pitches
<b>Sutcliffe and McMurray</b>	- Astro pitches
<b>Science Block</b>	- Prep school have science lessons in this block
<b>Sign Out</b>	- Day pupils must sign in and out EVERY day.
<b>Parking in school</b>	- Plenty of parking in school either on the side of East Fettes Avenue or in the horseshoe area around Malcolm House or plenty of parking to the front of the Main College Building. The area around Malcolm House works on a ONE WAY system. Entering the Prep School through the first gate and continuing round clockwise. Park only on the right hand side allowing free flow of traffic.
<b>Competition Houses</b>	
The Prep School pupils are divided between three Houses: Arkell, Bryce and Potts. The theme of the naming of Houses was the creation of the school. The pupils can earn House points in every aspect of school life be it music, sport, academia, good behaviour, consistent effort in class. These points go towards an annual presentation of the House Trophy. Boarding pupils are included in these houses.	
<b>Arkell</b>	- John Arkell was the first Headmaster of the Prep School
<b>Bryce</b>	- Architect of Main College Building
<b>Potts</b>	- Dr Potts was the first Headmaster of the College

## Fettes Prep School Buildings

- Key**
- A** The West Gate
  - B** The Gatehouse
  - C** The East Gate (no vehicular access)
  - D** Prep School Gate
  - E** William House and Arniston House Pedestrian Gate
  - F** Westwoods Health Club Gate
  - G** Kimmerghame House Gate
  - H** Carrington House Gate
  - I** Moredun House Gate
  - J** Glencorse House Gate
  - 1** Fettes Preparatory School
  - 2** Fettes Prep - Iona House
  - 3** Fettes Prep - Arran House
  - 4** North Lodge
  - 5** Astroturf
  - 6** Fettes Prep Reception
  - 7** Squash & Fives Courts
  - 8** Arniston House
  - 9** Yeo Pavilion
  - 10** Cumming Pavilion
  - 11** Headmaster's Lodge
  - 12** Medical Centre
  - 13** College West
  - 14** Main College & Chapel
  - 15** Reception
  - 16** College East
  - 17** War Memorial
  - 18** Concert Hall
  - 19** MacLeod Centre
  - 20** Dining Hall
  - 21** Craigleith
  - 22** Science
  - 23** East Lodge
  - 24** Basketball Court
  - 25** Glencorse House
  - 26** Rifle Range
  - 27** Tennis Courts
  - 28** Moredun House
  - 29** Carrington House
  - 30** Kimmerghame House
  - 31** West Lodge
  - 32** The Sutcliffe Astro
  - 33** Dalmeny
  - 34** The Spens Building
  - 35** Queen's Lawn
  - 36** Drama Studio
  - 37** Green Walk
  - 38** Turf 1st XI
  - 39** 'Bigside' 1st XV
  - 40** Westwoods Sports Centre
  - 41** Car Parking at Westwoods
  - 42** Car Parking
  - 43** McMurray Astro



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## Section 4: Important Policies

### Safeguarding Policy

Fettes Prep School is dedicated to ensuring that all pupils and staff live together in a safe environment. Safeguarding is central to all that we do and is integral to the ethos of the school. It is the duty of all members of staff, throughout the Fettes community, to play an active role in promoting the wellbeing of all our pupils. Pupils must feel that they can take any issues and concerns to an adult confident in the knowledge that they will be treated with respect, listened to and the appropriate action taken. To this end all members of staff, both teaching and support, are trained so that they have knowledge of safeguarding and child protection procedures.

Our Safeguarding Policy is set in the framework of Scottish Government's Getting it Right for Every Child (GIRFEC), the National Guidance for Child Protection in Scotland (2014) and The Children and Young People (Scotland) Act 2014. The core message of GIRFEC is that everyone has a responsibility to do the right thing for each child and work towards a unified approach, with less bureaucracy and more freedom to respond to children. Children should get the help they need, when they need it, and their welfare is always paramount.

The Chairman of Governors and the Governing Body are responsible for overseeing all aspects of safeguarding in the School. Mr Hugh Bruce-Watt is the Governor responsible for safeguarding in the Prep School and Ms Lindsay Paterson is the Governor responsible for safeguarding in the College

All members of staff are trained annually in safeguarding and are expected to follow the Safeguarding procedures. These are also reviewed annually and the guidelines on safeguarding are issued to all members of staff. A Code of Conduct for Staff is issued at the start of the academic year and signed by staff.

Recruitment procedures rigorously check the suitability of adults to work with children and all members of Staff and Governors are members of the Protection of Vulnerable Groups (Scotland) scheme. Our safer recruitment policy reflects best practice and is updated every year.

All visitors to the School are required to sign in and are provided with a visitor's badge. They will be accompanied on campus by a member of staff unless PVG checked.

#### Wellbeing Indicators

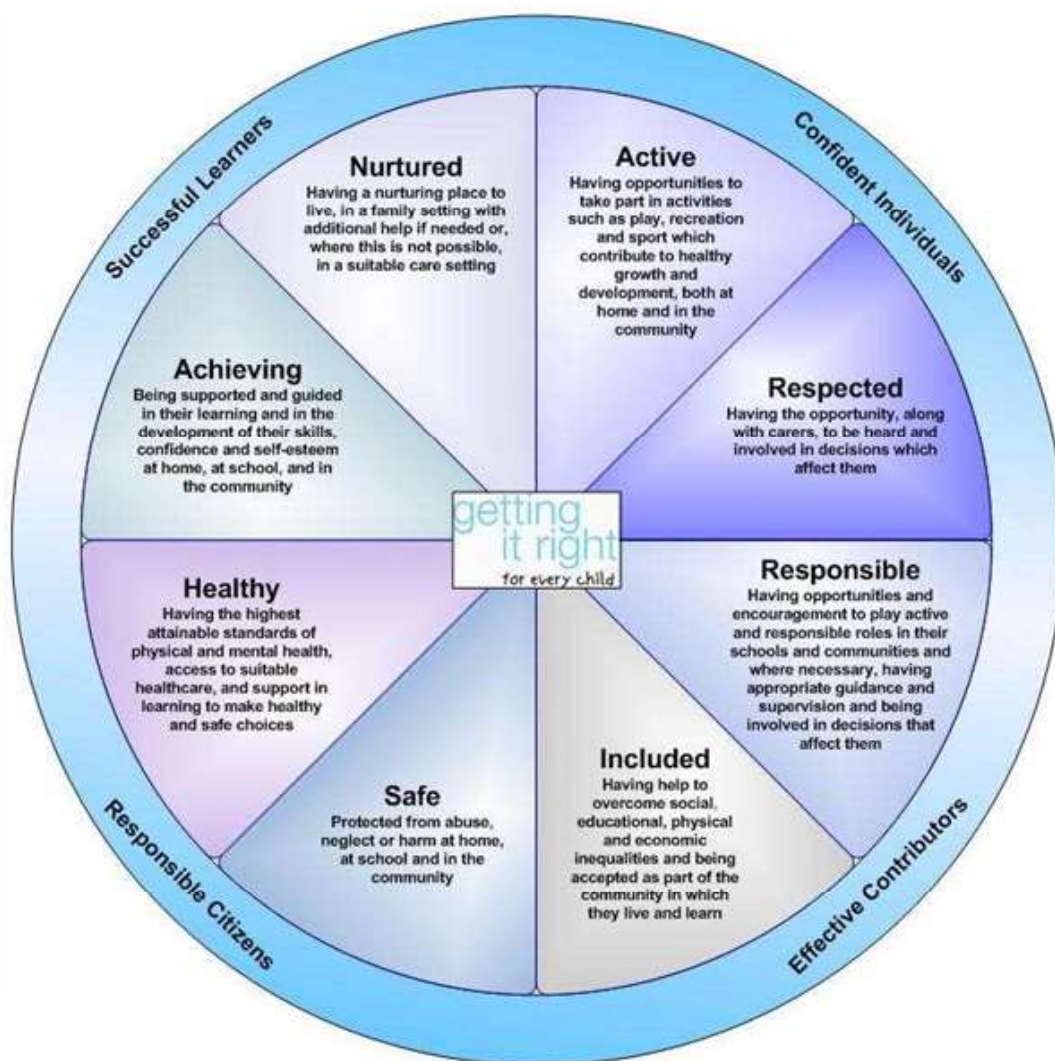
GIRFEC concerns the wellbeing of all our pupils and identifies that every child and young person needs to be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected and Responsible
- Included

The core message of GIRFEC is that everyone has a responsibility to do the right thing for each child and work towards a unified approach, with less bureaucracy and more freedom to get on and respond to children. Children should get the help they need, when they need it, and their welfare is always paramount. GIRFEC is underpinned by common values and principles which apply across all aspects of working with children and young people.

It is the aim of the School that all our Policies, the Personal Social Health Education programme and all that we do reflect these values summarised by the wellbeing wheel below:





### Five Wellbeing Questions

GIRFEC requires that at all stages of supporting our pupils, teachers are asked to keep the following five questions uppermost in their minds:

1. What is getting in the way of this young person's wellbeing?
2. Do I have all the information I need to help this young person?
3. What can I do *now* to help this young person?
4. What can the school do to help this young person?
5. What additional help, if any, may be needed from others?

### Child Protection Policy

Children and young people have the right to protection and care and should feel safe and secure. In a boarding school, we have a particular responsibility to work with parents to safeguard and promote the welfare of children and young people and protect them from abuse. Additionally, as a result of the Children (Scotland) Act 1995 and The Protection of Vulnerable Groups (Scotland) Act 2007, we have a legal obligation to do so and therefore the School has developed

this Policy. Education Scotland and the Care Inspectorate carry out school inspections to ensure children's welfare is safeguarded.

What is abuse?

Abuse can include any of the following: physical injury, emotional abuse, neglect and sexual abuse.

What action will the Staff take if told of abuse?

All Staff are given specific guidelines on what to do and how to react if a pupil chooses to confide in them. Details of these guidelines will be made available to any parent on request. Staff are trained to never give an absolute guarantee of confidentiality. In the event of such a disclosure or if a member of Staff suspects a child may have been abused the matter will be referred to the schools' coordinator. Miss Emma Davies is the Child Protection Coordinator in the Prep School and Miss Clare McDonnell fulfils this role in the College.

What will happen next?

The Child Protection Coordinator will collate all relevant information, contact relevant members of Staff and make a decision about further action, which would involve referral to the Social Work Department if there is any substantial suspicion of abuse. The Headmaster and Safeguarding Governor will be kept informed.

#### Confidentiality Guidelines

The policy of the school is to work in partnership with parents and carers in order to promote the wellbeing of children and young people. The school also aims to build up relationships of trust with pupils. Pupils, parents and carers should feel able to raise with the school concerns about the wellbeing and safety of their own child or any other child in the knowledge that these matters will be dealt with sensitively.

Children and young people have a right to privacy under the European Convention on Human Rights (ECHR) & United Nations Convention on the Rights of the Child (UNCRC); children have the same rights to confidentiality as adults. This includes supporting them to have as much control over their situation as possible, in the context of their stage of development and level of understanding. The school will operate on the presumption that anything imparted in confidence will be treated in confidence. This is subject to four qualifications:

- i. Anything imparted 'in confidence' to one member of staff or person approached as an associate of the school, may be shared with a restricted number of colleagues if that person feels in need of support and guidance from them.
- ii. If concerns are raised about the safety or protection of a child, in line with the school's Child Protection Procedures, staff are required to pass that information on to the Child Protection Co-ordinator.
- iii. Where there are concerns that a pupil may be at risk of significant harm, advice will always be taken from the statutory authorities. Sharing information that is relevant and proportionate about children who are at risk of harm, is fundamental to keeping children safe.
- iv. The school must pass on information when legally obliged to do so, for example, by a court of law.

Pupils must feel able to share concerns with staff. There may be a conflict of interests when a pupil consults a member of staff about a problem and does not want that information to be shared with their parents or carers. While staff will always encourage and support pupils to share the information with parents and carers, there may be circumstances in which any pressure to pass the information on could not be in the pupil

in the pupil keeping the problem to him or herself or not sharing concerns in the future. In these specific circumstances a decision may be taken not to include parents.

The Medical Centre is governed by guidelines on medical confidentiality.

Parents should be reassured that, whenever possible, it is the aim of the school to act in the best interests of the child and to encourage the fullest possible involvement and consultation with parents.



## Confidentiality Statement for Pupils

All staff at Fettes want you to feel that you are happy and getting the best of the opportunities that this school provides during the time you are with us. We hope that you feel able seek help if you are concerned or worried about anything. We are here to help and support you. We hope this information will help you understand the responses you can expect from staff and the various options you have for getting the help you need when you need it.

Most of you will receive all the help and support you need by your family and the staff at school. However, at various times you might need some extra help. Miss Emma Davies, our Prep School Head of Pastoral Care, can provide or access information, advice and support for you from within the school and when necessary request support from other services and agencies.

The school's response is that anything you say in confidence will be treated in confidence unless there are concerns about your safety or protection. This would need to be shared with others, but staff would tell you first. They should also tell you who they are sharing it with and why. You may have concerns that you do not want to share with staff or your parents or carers. If you are worried about confidentiality you can speak to the Medical Centre, the Child Protection Coordinator or Mrs Carolyn Harrison or ask to meet with the school counsellor. These meetings can be set up confidentially. The following advice may also be useful:

- If you are unsure about talking to a member of staff, you can phone Childline on 0800 1111; the call is free and will not show up on your phone bill. Childline will help you work out what to do next.
- You can also use the Childline "For Me" which is the first app to provide direct counselling to young people through a mobile device and it's free to download.
- Childline also provides 1-2-1 chat with a counsellor. You can send an email or write a letter to "Ask Sam" about the issues that affect them. "Sam" responds to a cross section of the letters that young people have sent and young people can search the archive of letters for advice and information.
- For older pupils, Breathing Space is a free confidential phone and web-based service for people in Scotland [www.breathingspace.scot](http://www.breathingspace.scot).
- Shout is the UK's first free 24/7 text service for anyone in crisis anytime, anywhere: Text: 85258.

## Counter-Bullying Policy

### Rationale

The School Aims state that our students should, *"feel valued, have a sense of personal worth, be thoughtful and considerate of the needs of others"*.

The provision of a counter bullying policy alongside School discipline policies and the pastoral care network is intended to translate this aim into practice and is based on the Equality Act 2010 which enshrines that there must not be discrimination against the nine protected characteristics. This policy has also been guided by the National Approach to Anti-Bullying for Scotland's Children and Young People (2010).

### Aims

The aims of the counter bullying policy are:

- To encourage good family values and help to create a happy, well-ordered and caring community
- To raise awareness among pupils, parents and Staff as to what constitutes bullying behaviour including cyberbullying.
- To communicate to pupils, parents and Staff why bullying is unacceptable, that it will not be tolerated and that victims will be supported
- To ensure that all pupils have knowledge of and access to a support structure within Houses, form groups and School so they can share worries and seek help
- To reduce incidents of bullying through implementation of appropriate strategies - preventative and

proactive as well as reactive

- To implement strategies for treating bullies and victims which will effect appropriate behaviour changes
- To stimulate awareness and maintain the above aims through the involvement of the whole School community.

### **What is Bullying?**

Bullying can take many forms - physical, verbal or psychological. It may be carried out by individuals or groups and is characterised by repeated behaviour against the victim; however, a bullying incident only has to happen once to have a lasting impact on a person. (National Approach/RespectMe)

Bullying is both behaviour and impact; the impact is on a person's capacity to feel in control of themselves. This is what we term as their sense of 'agency'. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened and left out. This behaviour happens face to face and online. (respectme, 2015)

Bullying behaviour may include:

- name-calling, teasing, putting down or threatening;
- ignoring, leaving out or spreading rumours;
- physical assault;
- moving, stealing and damaging belongings;
- making people feel like they are being bullied or fearful of being bullied; and
- targeting someone because of who they are or are perceived to be.

### **What is Cyber Bullying?**

It must be remembered that bullying also involves the use of mobile phones, email or social networking sites on the internet. This is termed cyber bullying and includes areas such as email & internet chat room misuse; mobile threats by text messaging and calls and the misuse of associated technology, i.e. camera and video facilities. Cyberbullying can be defined as the use of Information and Communications Technology, particularly smartphones and the Internet, deliberately to upset someone else. However, it differs in several significant ways from face to face bullying: the invasion of home and personal space; the difficulty in controlling electronically circulated messages; the size of the audience; perceived anonymity; and even the profile of the person doing the bullying and their target. Both the school's [Counter-Bullying Policy](#) and the School's [ICT Acceptable Use Policy](#), specifically bans any form of cyberbullying.

Fettes College Preparatory School will not tolerate any form of bullying which relates to groups or individuals within our community including BAME (although the limitations and current controversy around the use of this term are understood) and LGBTQIA. Therefore we will not tolerate racist, homophobic, biphobic, transphobic or gender based bullying.

### **What action to take**

The principle underlying this policy is that a pupil who is a victim of bullying or who witnesses bullying should feel free to approach any member of Staff for help. The member of Staff is expected to act in accordance with School policy. All Staff have a vital part to play in making it clear that bullying behaviour will not be tolerated, in being vigilant and proactive if they note what may be developing into a bullying relationship and in being approachable and willing to offer help and support.

Everyone's levels of resilience are different and so it is important to assess the impact on an individual; age and professional judgement are important factors in doing this, and issues should be addressed after talking through the situation and possible responses with anyone who may feel bullied. Bullying behaviour must also be addressed with those who display it.

## **The Victim**

Pupils who feel that they are being bullied should feel confident about reporting any incident and should have as many ways of reporting it as possible, for example:

- Telling a friend who will pass the information on to an adult
- Telling a Prefect who will pass the information on
- Telling his/her Tutor
- Telling his/her Housemaster or Housemistress
- Making an online report as indicated in the Network Policy
- Telling another member of Staff
- Telling the Medical Centre staff
- Telling the Named Person or Chaplain

### **Parents - Parents of children who may be being bullied need to know:**

- The School procedures for dealing with bullying
- The signs to look out for
- That they should contact the Tutor or Housemaster/Housemistress and know that the matter will be taken seriously and investigated

### **Pupils - Pupils need to know:**

- The School procedures for dealing with bullying
- The signs to look out for in case one of their friends is being bullied
- That they will be taken seriously
- That any information they give will be dealt with as confidentially as possible

## **Staff**

Members of Staff should follow School procedures when a bullying incident arises (see below).

Staff should also:

- Discuss issues of bullying if they arise in the classroom
- Note and report any significant changes in a pupil's behaviour to Tutor and/or Housemaster/Housemistress
- Watch for interaction between pupils which may indicate bullying
- Note and report to Tutor and/or Housemaster/Housemistress any pupils who are consistently left out by others
- Be vigilant in informing Tutor and/or Housemaster/Housemistress of unexplained absences from classes or activities

## **Investigating and Managing Incidents of Bullying**

Staff to whom the incident is reported or who first discover the incident

- Make the situation safe if necessary
- Refer the incident to the Deputy Head (Andy Rathborne)

- Be prepared to give a full account of the incident to him/her. It is best to write, sign and date an account of any serious incident as soon as possible after reporting it. Give a copy to the Deputy Head and keep a copy for yourself.
- Deputy Head takes responsibility for investigating the incident
- Bully and bullied may be brought together to try to talk it through
- Clear guidelines for future behaviour are issued to both parties and a code of conduct agreed. Both pupils should know that the situation will be monitored and know of consequences for bully if bullying continues
- Parents of bully and bullied may be informed
- Named Person informed if appropriate
- Deputy Head or delegate (Tutor) monitors situation
- Referral to Headmaster if no improvement is seen. Possible suspension or expulsion in extreme cases

NB: not all incidents will require use of all these steps.

### **Prevention**

- Wherever possible, the emphasis will be on preventative measures rather than simply reacting to incidents of bullying when they occur
- All pupils will take part in PSHE sessions on bullying in the Prep School. PSHE Sessions will also occur on cyberbullying
- A member of staff is a CEOP Ambassador to help with the prevention of cyberbullying
- Housemasters, Housemistresses and Tutors will reinforce the content of PSHE sessions within Tutor periods.
- All Staff should be vigilant and willing to take appropriate action if they suspect that a pupil is being bullied

## **ICT Acceptable Use Policy**

***The policy below sets out the expectations of all users of the school's network. It applies to any device connected to the Fettes College network, including but not limited to laptops, tablets and mobile phones.***

### ***Student Safety***

*The school has a responsibility for the welfare of you and other pupils. In using the school's ICT system you agree:*

1. The school may monitor your use of the ICT systems. This may include but is not limited to monitoring websites visited, emails sent/received and files stored.
2. You will keep your password private, never share it with anyone and never use anyone else's.
3. You will take care with whom you are communicating online and not disclose information about yourself or others.
4. To report immediately to your houseparent, tutor or teacher any unpleasant or inappropriate material or anything that makes you feel uncomfortable online.
5. Under no circumstances to use the school's system to access illegal or pornographic content, online gambling, peer to peer file sharing or for the purchase of illegal goods.
6. You will not try to circumvent the school's filtering software using a VPN, proxy server or other means.

### ***Network Integrity***

***The network's primary function is to serve the educational needs of students in the school. In order to ensure it fulfils this in using the system you must agree:***

1. Not to use the network for games or recreational video streaming during lesson times or prep.
2. You will not try to save, run or install any program files unless from a legitimate, reliable source.
3. You will not open attachments to emails from people/organisations you don't know.
4. You will not try (unless you have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.
5. You should ensure you have adequate virus and malware protection on your computer. In the case of Windows 10 machines, Windows Defender is on by default and should not be switched off.

### ***Responsible Use***

***In using the school's system you must agree:***

1. You will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
2. You will not attempt to access areas of the network for which you do not have permission.
3. You will be polite and responsible when you communicate with others. You will not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.
4. You will not take or distribute images of anyone without their permission.
5. You will ensure that you have permission to use the original work of others in your own work and attribute it as necessary.
6. You will not attempt to copy/download works where not permitted to by copyright.
7. You are aware that when using your school email you are a representative of Fettes College and as such the tone and content of your emails, whether internal or external, must reflect this.
8. You should not use computer systems, whether attached to the network or not, that bring the name of Fettes College into disrepute.
9. You will check work carefully before printing and only print as necessary. You will be given instructions of how to print and where this is acceptable in IT lessons. Any document with personal or confidential details on should be collected from the printer immediately.

### ***Breach of the Policy***

***Breaches of this Acceptable Use Policy, depending on severity, could result in:***

1. Loss of or restricted access to the school network/Internet
2. Contact with Parents
3. Detention / Gating
4. Suspension /Exclusion
5. In the case of illegal activities, involvement with the police

## **Complaints Policy**

Fettes College Prep School is committed to providing the best teaching and pastoral care it can for its pupils. Formal complaints are very rare. Usually any worries or concerns can be resolved without the need for formal procedures, but, if not, the school has a Complaints Procedure. The procedure includes Informal Resolution, Formal Resolution and an Appeals Procedure. The good relationships between pupils, parents and the School mean most matters raised under the Complaints Procedure can be resolved at the first stage.

The School will always want to take the opportunity to identify and implement any lessons which can be learned from a complaint\* and its outcome. This is why the School will record\*\* the complaints, their outcomes and the implementation of any actions which are identified.

### **Stage 1: Informal Resolution**

If parents have a complaint or concern, they should usually contact their child's Tutor, who may in turn consult other relevant members of staff, as appropriate, to assist with a prompt and speedy resolution. Where complaints are made directly to another member of staff, they will usually refer the parents to the Tutor.

The Tutor and, where relevant, other appropriate staff members, will speak to or meet the parents as soon as possible after the complaint has been received. The aim will be to resolve the complaint within seven working days of it being received.

If the complaint is against a named member of staff, the Headmaster will be informed. Depending on the nature of that complaint, it may be necessary to invoke procedures from the School's other policies in order for a full investigation to be carried out.

If, after a meeting to discuss the complaint, there is no satisfactory resolution, parents can then proceed to 'Stage 2: Formal Resolution' of the Complaints Procedure.

If the complaint is about the Headmaster, the complaint should be sent to The Clerk to the Governors, who will liaise with the Convenor of the Prep School Governors Committee, the parents and, as appropriate, the Headmaster. If the complaint cannot be resolved at this stage of the Complaints Procedure, the complaint will be considered under the Stage 3 Appeal Procedure.

### **Stage 2: Formal Resolution**

If the complaint cannot be resolved on an informal basis under Stage 1, parents should put their complaint in writing to the Headmaster.

The Headmaster will hold a meeting with the parents concerned to discuss the matter. This meeting will usually take place within seven working days of the written complaint being received. If possible, a resolution will be reached at this stage.

If the complaint is against a named member of staff, the Headmaster may decide that the member of staff should be in attendance at the meeting. The parents making the complaint will be consulted on this and their views taken into account in the Headmaster's decision. If the member of staff is to be present at the meeting, the particulars of the complaint that has been made shall be supplied to that member of staff in advance of the meeting.

Depending on the nature of the complaint against the named member of staff, it may be necessary to invoke procedures from the School's other policies in order for a full investigation to be carried out. If this is the case, the named member of staff would not be in attendance at the meeting.

If the matter cannot be resolved at the meeting, the Headmaster will investigate the matter further. The aim will be to provide a written response to the complaint within a further seven working days from the date of the meeting. This timescale is subject to any additional time required or allowed by other relevant policies in the case of complaint against a named member of staff.

The response will explain the decision, the reasons for it and any action taken or proposed, and will be sent to the interested parties. Where other relevant policies have been invoked, a decision will not contain sensitive or confidential employment details.

If parents are dissatisfied with the decision, they may proceed to 'Stage 3: Appeals Procedure'.

### **Stage 3: Appeals Procedure**

At this stage of the procedure, parents will be referred to the Clerk to the Governors. The Clerk has been appointed by the Governors to call hearings of the Complaints Panel. The Complaints Panel will hear the appeal. The Complaints Panel will consist of three Governors. No-one on the Complaints Panel will have had any prior involvement in the matters detailed in the complaint.

The Clerk to the Governors will acknowledge the complaint in writing within three working days of receipt and will schedule a hearing of the Complaints Panel.

The hearing of the Complaints Panel will take place no later than 14 working days from the complaint being received by the Clerk.

If the complaint is against a named member of staff, the particulars of the complaint will be made available to the member of staff and, provided it is consistent with any other policies which may require to be invoked, that member of staff will have the right to appear before the Complaints Panel.

The Complaints Panel may require that all details of the complaint should be supplied to the parties to the hearing in advance, in which case this will be done no later than seven working days prior to the hearing.

The parents and, where applicable, the member of staff may be accompanied to the hearing by one other person. Legal representation will not normally be appropriate at such a hearing but may be permitted at the discretion of the Panel.

If possible, the Panel will make a decision on the complaint immediately following the hearing without the need for further investigation.

If the Panel decides that further investigation is required, this will be intimated to the parties. The steps to be taken and the proposed timescale for completion of the investigation will be outlined.

On completion of its further investigation, the Complaints Panel will meet again within seven working days. If the Panel decides a further hearing of the Panel, with the interested parties present, is necessary, the Clerk will arrange this and intimate the details to the relevant parties.

The Complaints Panel will issue its decision in writing. The decision of the Complaints Panel is final.

The Complaint Panel's decision, the reasons for it and any recommendations it makes, will be sent to the parents, the Headmaster, the Convenor of the Prep School Governors Committee and, where relevant, the person who was the subject of the complaint.

#### **Notes**

**\*Complaint** - for the purposes of this procedure is any matter relating to the School about which parents are unhappy and seek action by the School.

**\*\*Recording of complaints and outcomes:** a record of the complaint made, the outcome and the implementation of any recommendations will be kept by the Deputy Headmaster and monitored by the Headmaster. Any sensitive personal information and details relating to the complaint will be kept only for so long as is required by law and in accordance with the School's privacy policy.