

# Fettes College Preparatory School

## Handbook

2022 - 2023

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## SECTION I – The Essentials

### Aims of the Preparatory School:

Fettes College Preparatory School will ensure that our students:

- Feel valued and respected as individuals
- Receive the highest possible quality of education, engaging them in rigorous and relevant opportunities in a dynamic curriculum that creates lifelong learners
- Feel safe, have a sense of personal worth, are thoughtful and considerate of the needs of others, while possessing a willingness to take on responsibility
- Are encouraged to stretch and challenge themselves
- Develop a sense of self-confidence, integrity, emotional resilience, loyalty, good manners, leadership skills and teamwork
- Value a sense of community
- Are surrounded by inspirational caring staff
- Feel represented and are provided with equal opportunities regardless of gender, identity, sexual orientation, disability, ethnicity or religion.
- Be well prepared for the transition to the Senior School in all aspects of College life.

### Conditions of Entry

Admission to the Preparatory School of a child is conditional upon acceptance by all holders of parental responsibility (“the Signatories”) of the Terms and Conditions. These are referred to in the Acceptance Form signed on accepting the offer of a place; the Signatories are requested to read these carefully. The Terms and Conditions bind the Signatories and child to the School Rules as detailed below.

For the information of those who contracted with the Preparatory School or the College in previous years in accordance with (1) the Final Entry Form and Rules of Admission attached or (2) the Acceptance Form and Terms and Conditions referred to therein, both state that the Rules of Admission and Terms and Conditions may be varied/amended from time to time.

Mr Charlie Minogue	Headmaster		<a href="mailto:CGO.Minogue@fettes.com">CGO.Minogue@fettes.com</a>
Mrs Becky Minogue			<a href="mailto:RH.Minogue@fettes.com">RH.Minogue@fettes.com</a>
Mr Andy Rathborne	Deputy Head, Maths		<a href="mailto:AR.Rathborne@fettes.com">AR.Rathborne@fettes.com</a>
Mr Brendan Eagar	Director of Studies, Maths	Tutor 2Q	<a href="mailto:B.Eagar@fettes.com">B.Eagar@fettes.com</a>
Miss Emma Davies	Head of Pastoral Care, Child Protection Coordinator, General Subjects	Tutor TM	<a href="mailto:ER.Davies@fettes.com">ER.Davies@fettes.com</a>
Ms Diane Davidson	Iona Houseparent, Senior Matron		<a href="mailto:D.Davidson@fettes.com">D.Davidson@fettes.com</a>
Mr Richard Mill	Arran Houseparent, Head of Boys' Games		<a href="mailto:RE.Mill@fettes.com">RE.Mill@fettes.com</a>
Rev Dr Tony Clark	Chaplain Head of RME		<a href="mailto:Chaplain@fettes.com">Chaplain@fettes.com</a>
Miss Karin Barancova	Classroom Assistant		<a href="mailto:K.Barancova@fettes.com">K.Barancova@fettes.com</a>
Mrs Helen Best	William House Curriculum Coordinator, General Subjects	Tutor MB	<a href="mailto:HC.Best@fettes.com">HC.Best@fettes.com</a>
Mrs Rachel Bremner	Classroom Assistant		<a href="mailto:RLR.Bremner@fettes.com">RLR.Bremner@fettes.com</a>
Mr Matthew Bywater	Head of IT, Maths	Tutor 1B	<a href="mailto:MD.Bywater@fettes.com">MD.Bywater@fettes.com</a>
Mrs Rachel Bywater	Head of English	Tutor TB	<a href="mailto:RE.Bywater@fettes.com">RE.Bywater@fettes.com</a>
Mrs Jenny Fletcher	Director of Sport	Tutor 1P	<a href="mailto:J.Fletcher@fettes.com">J.Fletcher@fettes.com</a>
Mr James Forbes	General Subjects, Professional Learning Coordinator	Tutor SF	<a href="mailto:JPO.Forbes@fettes.com">JPO.Forbes@fettes.com</a>
Miss Kristen Fox	Science Maternity Cover		<a href="mailto:KH.Fox@fettes.com">KH.Fox@fettes.com</a>
Mr John Greenwell	Head of Maths, Assistant Teaching & Learning Coordinator	Tutor 1G	<a href="mailto:JW.Greenwell@fettes.com">JW.Greenwell@fettes.com</a>
Mr David Hall	Head of Science, Deputy Child Protection Officer	Tutor 2H	<a href="mailto:DG.Hall@fettes.com">DG.Hall@fettes.com</a>
Mrs Susan Halsall	Head of Art	Tutor 1H	<a href="mailto:SA.Halsall@fettes.com">SA.Halsall@fettes.com</a>
Ms Lea Kellock	Science	Tutor 2A	<a href="mailto:L.Kellock@fettes.com">L.Kellock@fettes.com</a>
Miss Amanda Mair	Head of History	Tutor 2M	<a href="mailto:AAF.Mair@fettes.com">AAF.Mair@fettes.com</a>
Mr Samuel Martin-Nye	Director of Drama	Tutor 2H	<a href="mailto:SM.Martin-Nye@fettes.com">SM.Martin-Nye@fettes.com</a>
Mrs Rachel Milburn	Head of EFL, French	Tutor TM	<a href="mailto:RE.Milburn@fettes.com">RE.Milburn@fettes.com</a>
Mrs Ellie Muddiman	Head of Geography	Tutor 2A	<a href="mailto:EJ.Muddiman@fettes.com">EJ.Muddiman@fettes.com</a>
Mrs Sarah Neary	Head of Support for Learning		<a href="mailto:SE.Neary@fettes.com">SE.Neary@fettes.com</a>
Mrs Jenny O'Shea	Support for Learning		<a href="mailto:JK.Oshea@fettes.com">JK.Oshea@fettes.com</a>
Mr Gavin Pettinger	Director of Music	Tutor 1P	<a href="mailto:G.Pettinger@fettes.com">G.Pettinger@fettes.com</a>
Mrs Stephanie Quaile	Head of Latin & PSHE	Tutor 2Q	<a href="mailto:SC.Quaile@fettes.com">SC.Quaile@fettes.com</a>
Mrs Emily Raikes	Teaching & Learning Coordinator French	Tutor 1H	<a href="mailto:EJG.Raikes@fettes.com">EJG.Raikes@fettes.com</a>
Mr Arron Spall-Hancy	Head of Modern Foreign Languages	Tutor 1G	<a href="mailto:AJR.Spall-Hancy@fettes.com">AJR.Spall-Hancy@fettes.com</a>
Miss Rebecca Stanley	General Subjects	Tutor SS	<a href="mailto:REO.Stanley@fettes.com">REO.Stanley@fettes.com</a>
Mrs Andrea Weatherby	English, Librarian		<a href="mailto:A.Weatherby@fettes.com">A.Weatherby@fettes.com</a>
Ms Patricia Wilcox	Arran Assistant Houseparent, Games		<a href="mailto:PA.Wilcox@fettes.com">PA.Wilcox@fettes.com</a>
Mr Cameron Young	General Subjects Iona Assistant Houseparent	Tutor 2M	<a href="mailto:CJM.Young@fettes.com">CJM.Young@fettes.com</a>
Miss Emily Younger	General Subjects Professional Learning Coordinator	Tutor PY	<a href="mailto:ER.Younger@fettes.com">ER.Younger@fettes.com</a>
Miss Niamh Sharp	Graduate Assistant		<a href="mailto:NMB.Sharp@fettes.com">NMB.Sharp@fettes.com</a>
Mr Morgan Tait	Graduate Assistant		<a href="mailto:M.Tait@fettes.com">M.Tait@fettes.com</a>
Miss Alice Xiao	Graduate Assistant		<a href="mailto:Y.Xiao@fettes.com">Y.Xiao@fettes.com</a>

<i>Ms Diane Davidson</i>	<i>Senior Matron</i>		<a href="mailto:D.Davidson@fettes.com">D.Davidson@fettes.com</a>
<i>Mrs Wendy Fisher</i>	<i>Matron</i>		<a href="mailto:WJ.Fisher@fettes.com">WJ.Fisher@fettes.com</a>
<i>Miss Estelle Raeburn-Potter</i>	<i>Matron</i>		<a href="mailto:EB.Raeburn@fettes.com">EB.Raeburn@fettes.com</a>
<i>Ms Dorothy Swanston</i>	<i>Matron</i>		<a href="mailto:DF.Swanston@fettes.com">DF.Swanston@fettes.com</a>
<i>Mrs Rachael Pollock</i>	<i>PA to Head School Secretary</i>		<a href="mailto:RL.Pollock@fettes.com">RL.Pollock@fettes.com</a>
<i>Mrs Alex Rathborne</i>	<i>Marketing Assistant</i>		<a href="mailto:AM.Rathborne@fettes.com">AM.Rathborne@fettes.com</a>

#### Telephone Numbers

Office (daytime) 0131 332 2976

Mr Minogue (evenings & weekends) 0131 332 2976

Mr Mill (Arran House) 0131 311 6954

Ms Davidson (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.
- Unless permission has been granted by the Head following a request from your parents or guardian, 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 you should let a member of staff know. They will contact a Matron.
- 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 contained in Section 4 of this handbook. 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 Head
- Houseparent
- The Deputy Head
- The Child Protection Coordinator or her Deputy
- 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 David Hall. 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 Promoting Positive Behaviour 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 Promoting Positive Behaviour Policy can be found in Section 4 of this handbook.



## Guardianship Policy

It is essential that all Fettes students (irrespective of age) whose parents are abroad or inaccessible are required to have a guardian for their child in the UK. We believe the guardian role to be of fundamental importance in guiding and supporting a student throughout their time at Fettes. It is essential that a guardian can fulfil the requirements laid out in this policy, particularly as 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 student within 24 hours of an emergency arising. The guardian's role is to support the child and to deputise for the parents when they are unavailable. Guardians are responsible for airport transfers for unaccompanied minors and should therefore be available at the beginning and end of terms, although Ms Davidson 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. Whilst choosing the guardian is the responsibility of parents, periodic checks will be made by staff at Fettes following leaves with guardians to ensure that there have been no issues. Further information and form of delegation can be obtained from Admissions.

The full policy is available on the College website.

## Section 2 – General Information

We are going to begin the school year on the same timetable as we finished last year: there will be lessons and Chapel for all pupils on a Saturday morning. There will continue to be clearly signed one-way systems around school where needed as we have found that this has helped movement around busy buildings. We will follow a full programme of Games sessions and preps will still be set as usual. There will be whole school assemblies on some days of the week.

### Uniform and Games Kit

- All uniform, games kit and equipment should be clearly marked with the child's name so that, should it be lost, it can be returned quickly.
- Day students should not keep extra items of clothing at school during the first phase of the school year. They should be encouraged to wash their uniforms frequently at home.
- On days when there are games or PE lessons, and/or activities that require games kit, children will be allowed to wear games/PE kit throughout the day. However, this kit should be clean and smart.
- On days when they are not wearing games/PE kit, children should wear smart school uniform.
- T, 1<sup>st</sup> and 2<sup>nd</sup> Form children will be required to carry a school bag to and from lessons.

Our activities programme will begin on Tuesday 13<sup>th</sup> September and details of the timings and choices on offer will be circulated in the first full week of term.

### Transport/Drop off/Sign out

Any day pupils travelling to school by public transport must observe any rules on face coverings that are in place. Drop off and collection times are below.

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

Day pupils should arrive at school no earlier than 0745 and no later than 0810.

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

M & P: 15.30-15.45, 16.45-17.00, 17.45-18.00

S & T: 15.45-16.00, 16.45-17.00, 17.45-18.00 (18.30-18.45 Tue & Thur after activities)

1<sup>st</sup> (Mon & Fri): 16.50-17.00, 17.45-18.00

1<sup>st</sup> (Tue, Wed & Thur): 15.45-16.00, 16.55-17.05, 17.45-18.00 (18.40-18.50 Tue & Thur after activities)

2<sup>nd</sup> (Mon & Fri): 17.05-17.15, 17.55-18.05

2<sup>nd</sup> (Tue, Wed & Thur): 16.00-16.15, 17.05-17.15, 17.55-18.05 (18.50-19.00 Tue & Thur after activities)

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

### Day Pupil Collection (Saturday):

Collection will be either:

13.05 from outside College Reception or

13.10 from the usual Prep School areas.

### 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 member of staff.

T, 1<sup>st</sup> and 2<sup>nd</sup> Forms will sign out from 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 Head 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, or unless other permission has been granted by the Head to a request from a parent/guardian.

## Activities

Extra-curricular activities are organised every term, mostly on Tuesdays and Thursdays between approximately 5.45pm and 6.45pm (see day pupil collection times above). 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 games 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 Houseparent. 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 Head. The purpose of the Council is to enable pupils to put concerns and suggestions to the Head 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 Head 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 7.45am. 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 or by the west entrance to William House. 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 Ms Davidson's (girls) or Mr Mill's (boys) permission beforehand. Day Pupils may come in to School on Sundays by arrangement with Mr Minogue.

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 Ms Davidson. 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 wait for their child in the horseshoe area and should adhere to the one way route within it.

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.
- Houseparents 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, although they may not always be available:

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

### Hair

Hair should be healthy and well-maintained, off the face and tied back if touching the shoulder. Hair should be free from visible gel or wax and be safe for participating in science lessons and games/PE. Only blue, black or Fettes tartan hair bobbles, bands and braids are permitted.

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 regular colour.

### Jewellery and Makeup

The following may be worn: one simple pair of plain gold or silver stud earrings. Earrings should be worn in the lobe of the ear. When wearing school uniform, there should be no noticeable make-up.

Other jewellery, such as necklaces or bracelets worn for religious, cultural or other reasons, should be worn under clothing. No jewellery may be worn during games.

When wearing casual clothes, pupils may wear personal items of jewellery and use make-up, with the House staff's approval.

### Insurance

The following section describes the insurance cover in place in respect of students at Fettes and the various options open to parents. Any queries in relation to 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.

#### Students' Personal Effects – NOT included in fees

The School provides very limited insurance cover for personal effects of students and only under specific circumstances and, therefore, parents are encouraged to arrange their own cover by an extension to their household/personal effects policy or by taking out a separate policy for students' personal effects.

#### Students' Travel Insurance – included for school trips only

The School has an annual travel insurance policy with Chubb European Group Limited which covers students on School trips world-wide 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 make 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.

#### Students' Personal Accident Scheme - included

This cover is in place and is arranged through the Scottish Council for Independent Schools (SCIS). Cover applies 24 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 students are automatically covered from the first day of term and the cover continues until the student leaves School. There is no additional cost as the premium is incorporated within the fee structure. Further information is available.

#### School Fees Protection Scheme – NOT included in fees

School fees remain due even if a student cannot attend for reasons such as sickness. Parents may therefore 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. Many insurers offer this type of cover and one such policy available which also offers an element of parent life cover is arranged through Marsh Limited, the School's insurance broker, a specialist in this type of insurance.

Private Medical Insurance – NOT included in fees

The School participates in the AXA PPP Healthcare Students' Medical Insurance Scheme. This insurance is an optional extra and the premium is additional to the basic fee. The cost for this in 2022/23 will be £126 per term.

Life Assurance – NOT included in fees

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 parents who have not already done so are strongly advised to take separate advice and make arrangements where necessary.

Dogs

We ask that Parents and friends do not bring their dogs on campus.

Magazines, Videos, DVDs and Streamed Content

Pupils may bring in magazines only if they are Educational, Sport, Nature, Hobbies or children's comics. Pupils may view only videos, DVDs and streamed content 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 Houseparent 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 Houseparent 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 Head'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 termly 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. For parents unable to attend in person meetings an evening is set aside for online 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 Head 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 Minogue, 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 Minogue or the 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 Head 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 Head 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

Until pupils are in the 2<sup>nd</sup> Form, there is no need to purchase a calculator. In Mathematics there is an emphasis on mental and written methods for numerical calculations. The Head of Mathematics will let 2<sup>nd</sup> Form parents know when their child will need a calculator and these are available in the school shop as well as elsewhere.

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

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 Ms Davidson know in plenty of 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 (sign out times vary by age)

2.15 p.m.	Games for M - T, Prep for 1 <sup>st</sup> & 2 <sup>nd</sup>
3.15pm	Games for 1 <sup>st</sup> & 2 <sup>nd</sup>
4.00 p.m.	Prep for M - T Day Pupils Sign-out 1 (M - T)
5.00 p.m.	Day Pupils Sign-out 2
5.10 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 (sign out times vary by age)

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
5.00 p.m.	Day Pupils Sign-out 2
5.10 p.m.	TEA
5.45 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
1.05/1.10 p.m.	Day Pupil pick up

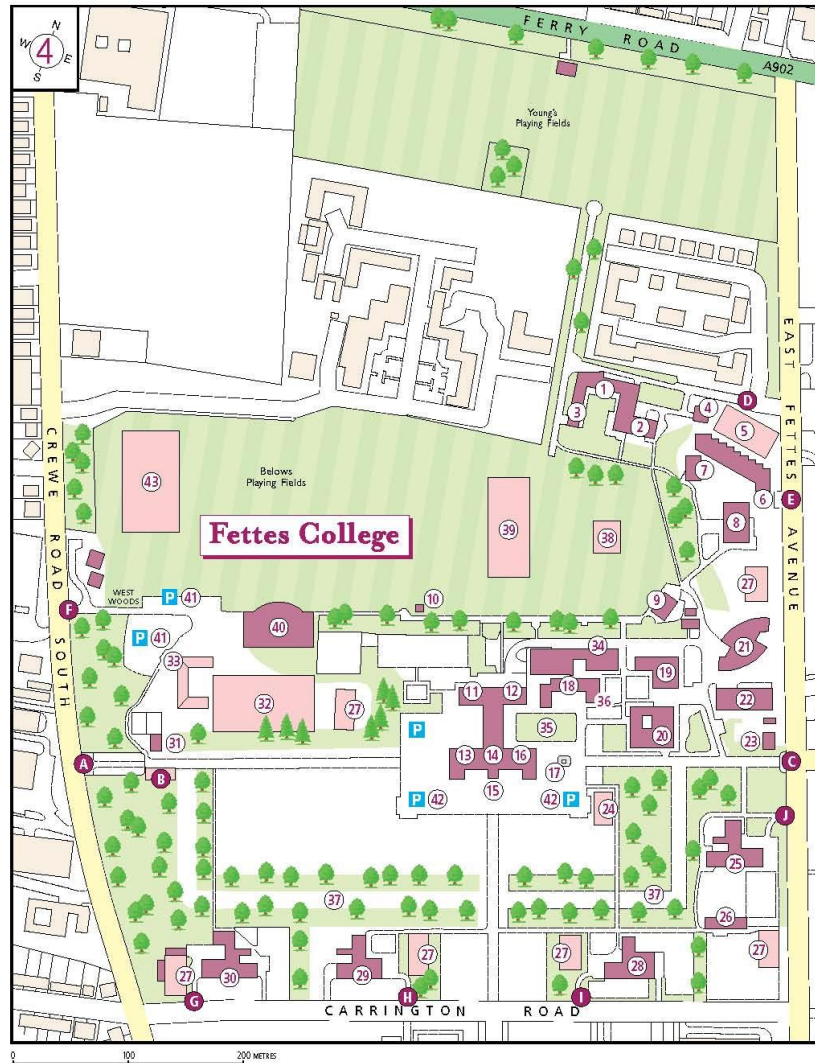
## Useful Explanations

M Form	- Minimus (aged 7 prior to September 1 <sup>st</sup> of entry year)
P Form	- Primus (aged 8 before September 1 <sup>st</sup> of entry year)
S Form	- Secundus (aged 9 before September 1 <sup>st</sup> of entry year)
T Form	- Tertius (aged 10 before September 1 <sup>st</sup> of entry year)
PAH	- Prep Assembly Hall
Gallery Corridor	- Corridor along Malcolm House ground floor
Arran	- Prep Boys Boarding House
Iona	- Prep Girls Boarding House
William House	- M, P and S Forms, Head's and School Offices
Malcolm House	- Original Prep School building
Jordan Block	- Music rooms
Prep School Office	- Entrance of William House
Prep	- Homework set each evening. Between 4pm and 5pm.
EML	- Early Morning Lesson (Wednesday 8:20 – 8:50)
DLT	- 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.
Off Changing	- Term given when a pupil is off games and PE.
Callover Hall	- Reception Area of Senior College
Chapel	- Access via Callover Hall
Queen's Lawn	- Lawn area to East of Main College building – pupils should not walk on this grass
Dining Hall	- Dining hall for all College pupils and staff
Westwoods	- Sports Centre – used by pupils (parents may become members)
Youngs	- games pitches
Bigside	- games pitches
Sutcliffe and McMurray	- Astro pitches
Science Block	- Prep school have science lessons in this block
Sign Out	- Day pupils must sign in and out EVERY day.
Parking in school	- 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.
Competition Houses	
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.	
Arkell	- John Arkell was the first Head of the Prep School
Bryce	- Architect of Main College Building
Potts	- Dr Potts was the first Head 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

Fettes Preparatory 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 Guidelines, which are available on the College website <https://www.fettes.com/about-us/policies>, 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. What follows here is a summary.

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

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

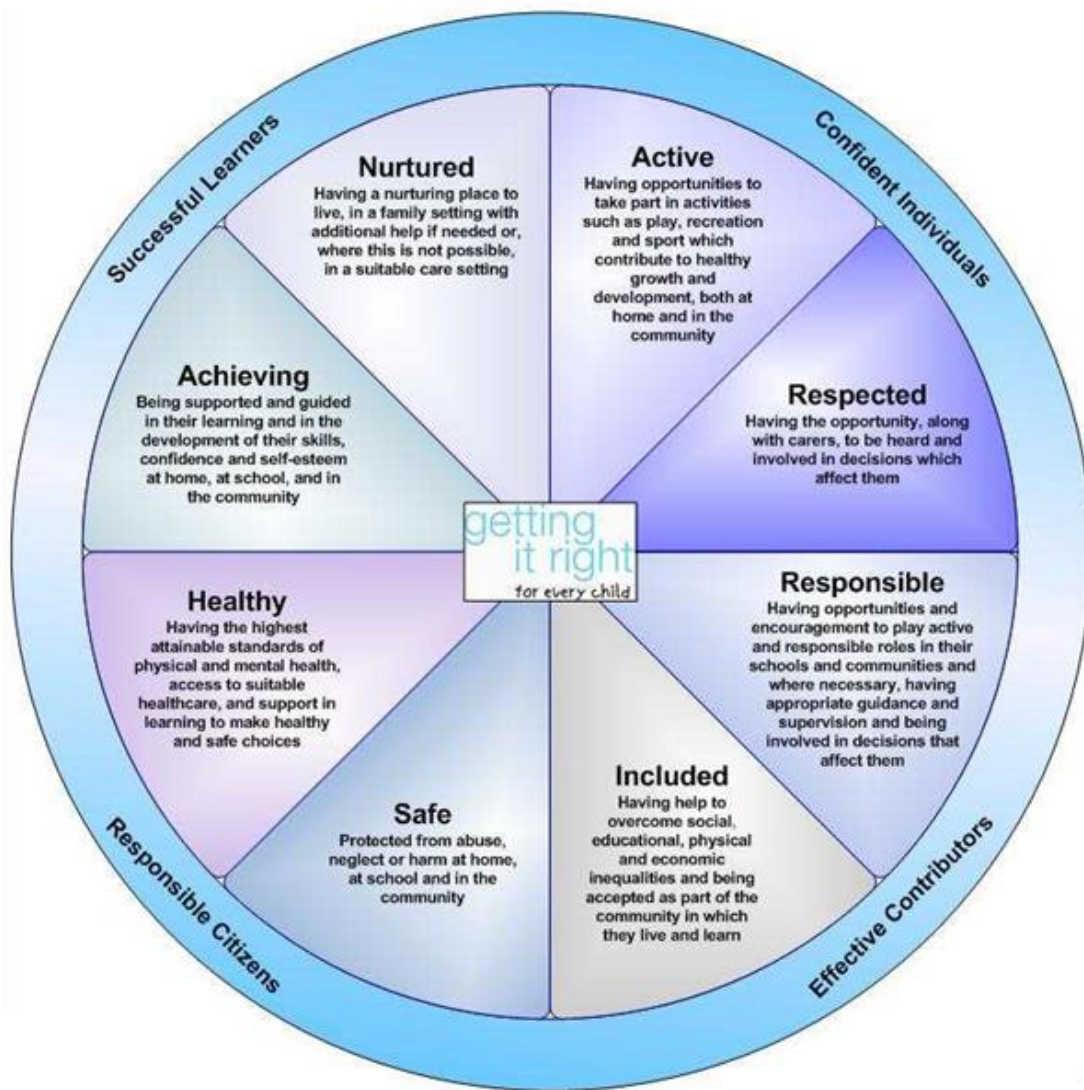
GIRFEC concerns the wellbeing of all our students and identifies that every child and young person needs to be:

- 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

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 and Young People (Scotland) Act 2014 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. The full Child Protection Policy is available on the College website <https://www.fettes.com/about-us/policies> , what follows is a summary.

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 student 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 school's coordinator. Ms Clare McDonnell is the Child Protection Coordinator in the College and Miss Emma Davies fulfils this role in the Prep School.

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 and/or Police if there is any substantial suspicion of abuse. The Head 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 students. Students, 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 student 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.

Students must feel able to share concerns with staff. There may be a conflict of interests when a student 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 students 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 student's best interests and result in the student 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 Students

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 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 Head of Pastoral Care 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.
- Shout is the UK's first free 24/7 text service for anyone in crisis anytime, anywhere: Text: 85258.

## PROMOTING POSITIVE BEHAVIOUR POLICY

### Promoting Positive Behaviour and Standards

The School's *Promoting Positive Behaviour Policy* is based on our belief that all members of the Fettes community, staff and students alike, have an individual responsibility to contribute positively to a tolerant, inclusive school society. This is supported by the generally excellent relationships between pupils and staff. Pupils are asked to pursue their own goals with enthusiasm but with respect for others; they are asked to treat others with empathy, understanding and tolerance as outlined in our *Diversity, Equity and Inclusion Policy*. It is understood that children of prep school age will make mistakes and the school's aim is to ensure sanctions are reasonable, proportionate and take account of the individual's age and stage; therefore much of what follows are guidelines, rather than definite outcomes. That said, the School must protect the safety and wellbeing of all its pupils and staff.

The Prep School's *Promoting Positive Behaviour Policy* is 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, gold, platinum, magenta and rainbow - are awarded to pupils who obtain 15, 25, 50, 75, 100 and then 150 more Stars than Splatts during each school year, while those who perform most poorly on this system, generally those who accumulate five or more Splatts in a half-term, may be required to attend detention. Tutors of classes within M to S Form may also employ systems such as Dojo points as a step towards gaining Stars.

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.
- In consultation with the Tutor and Director of Studies, the pupil being put onto a report card for a short period of time
- 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.
- Missed break. This takes away pupil's free time for a period of 25 minutes and is imposed by tutor or Deputy Head.
- Behavioural Detention, issued for more serious behavioural failings including swearing, 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. A boarder's Houeaparent 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 Head. Serious issues will be brought to the attention of the Head.

If a pupil is seen by the Head or Deputy Head on any issue which could lead to serious action being taken (greater than detention), one of the Prep School Child Protection team will be present, along with the pupil's Tutor or Houseparent. Major and/or persistent breaches of School discipline may result in suspension or the pupil being asked to leave the school.

#### Bullying

In particular, the Prep School takes any allegations of bullying very seriously and all cases are referred initially to the Deputy Head who decides on the next course of action. In serious cases, the pupil may be asked to report to the Head, 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. The School will follow the courses of action laid out in its *Counter-Bullying Policy*.

#### Serious Offences

Theft, sexual misconduct, smoking, vaping and the use of alcohol or drugs are serious offences and will be dealt with by the Deputy Head and/or Head. It is likely that the pupil will be asked to leave the school depending on the seriousness of the circumstances and the child's age and stage.

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. Parental consent will be sought before a test is carried out.

#### Dress Regulations

We require members of the school to be well turned out and to give a good impression. The School Uniform Policy is to be adhered to. We expect students coming to classes or going on trips to be in uniform that is tidy, with clean shoes, ties properly tied and hair brushed. The School Uniform Policy is included in the School Handbook.

Games clothing should be clean and tidy. If pupils are wearing tracksuit bottoms, their top outer layer should be their tracksuit top. Casual clothes may be worn at specified times. These must be clean, tidy, decent and named and must meet with the approval of Tutors and Houseparents. Extremes of fashion are not permitted.

#### Internet Access & Use

Students are required to read and electronically sign the *ICT Acceptable Use Policy*. The Policy is included in the School Handbook. A breach of the Policy may result in a ban from the ICT Network for a period of time and other disciplinary measures.

#### Chewing Gum

Chewing Gum is forbidden throughout the school. Any pupil breaking this rule will be given a Splatt and have the chewing gum permanently confiscated.

#### Mobile Phones

Day pupils or boarders may need their mobile phone to be brought into school for a very good reason. Phones should be handed in to the Deputy Head at the beginning of the school day and collected at the end of it or at pre-arranged times for boarders in order that they can phone home during break times. Failure to hand in a mobile phone is taken seriously and a second occurrence will result in a detention. Use of a mobile phone during the school day, other than for agreed purposes, will result in the confiscation of the device for a period of one week.

## Counter-Bullying Policy

### Statement of Intent

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 (2017).

Fettes College is committed to providing a safe, caring environment free from disruption, violence and harassment so that every one of our students can develop their potential. We expect our students to treat members of staff with courtesy and co-operation so they can learn in a relaxed but orderly atmosphere. All students should care for and support each other.

Bullying, harassment, victimisation and discrimination will not be accepted. Where necessary we will apply the sanctions described in our Promoting Positive Behaviour Policy for behaviour that constitutes bullying or harassment of any kind.

### Aims

The aims of the counter bullying policy are:

- maintain a happy, well-ordered and caring environment with strong community values that ensures all members of the school feel accepted, so that bullying will be less likely
- create awareness of bullying through the curriculum and other activities
- developing effective strategies for recognising and supporting those who have experienced bullying behaviour and for recognising and dealing with those who have displayed bullying behaviours
- ensuring all staff know what to do if they encounter bullying, that they treat incidents seriously and are consistent in how they deal with them
- 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
- assure pupils and parents that all reports of bullying will be treated seriously

### **What is Bullying?**

Bullying can take many forms and mean different things to different people, but two major elements are that:

1. bullying is characterised by repeated, persistent behaviour which intimidates individuals or groups through verbal, emotional or physical aggression;
2. bullying is the deliberate, conscious desire to intentionally hurt another individual or group either physically or emotionally

However, a bullying incident only has to happen once to have a lasting impact on a person. (National Approach/RespectMe).

This behaviour can take the form of ethnic, religious, cultural, sexual, sexist, homophobic, transphobic or special educational needs/disability related bullying. It might occur directly through verbal comments (hate speech), physical contact or intimidation and emotional means (by ignoring, leaving out or spreading rumours). It can also occur through the use of technology (social websites, email, photos & videos, text/messaging apps).

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.
- 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)

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

Bullying can also involve the use of social media (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. Cyber Bullying can be defined as the use of Information and Communications Technology, in any form, to deliberately 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 cyber bullying.

### **Signs of Bullying**

- not wishing to return to school
- displays of excessive anxiety, becoming withdrawn or unusually quiet
- a significant change in work habits, classroom behaviour, quality of preps
- change to established habits (e.g. giving up something that they have previously really enjoyed doing)
- frequent visits to Matron/Medical Centre with generalised symptoms of headaches or stomach pains
- unexplained cuts and bruises
- choosing the company of adults over their peers
- poor eye contact and displaying repressed body language

### **Those Who May Be Vulnerable to Bullying**

- new to a class or the school
- different in appearance, speech or background from other students
- students who suffer from low self-esteem

- those younger and weaker than the rest of their peer group
- those who may be isolated, lonely or loners
- evidently more or less academically able than others

**What action to take**

We fervently believe that all of us within the Fettes community, staff and students alike, have an individual and collective responsibility to contribute positively to a tolerant, inclusive school society. It is not solely the responsibility of those affected to bring about social change but rather our shared responsibility to foster a culture of allyship.

The principle underlying this policy is that a student 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 is not acceptable
- being vigilant and proactive if they note what may be developing into a bullying relationship
- 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.

**Those who have Experienced Bullying Behaviour**

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 Houseparent
- Telling another member of Staff
- Telling the Medical Centre staff
- Telling the Head of Pastoral Care 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 Houseparent and know that the matter will be taken seriously and investigated

**Pupils - Pupils need to know:**

- School procedures for dealing with bullying
- 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 Houseparent
- Watch for interaction between pupils which may indicate bullying
- Note and report to Tutor and/or House Staff any pupils who are consistently left out by others

- Be vigilant in informing Tutor and/or House Staff 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 need to:**

- Make the situation safe if necessary
- Refer the incident to the Deputy Head
- 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, although this may be carried out by another member of staff if more appropriate
- 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
- Head of Pastoral Care will be informed
- Deputy Head or delegate (Tutor) monitors situation
- Referral to Head if no improvement is seen. Possible suspension or permanent exclusion 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
- Members of staff who are CEOP Ambassador to help with the prevention of cyberbullying
- Houseparents 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 ("the School") is committed to providing the best teaching and pastoral care it can for its students. 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 Policy. The policy includes Informal Resolution, Formal Resolution and an Appeals Procedure. The good relationships between students, parents and the School means most matters raised under the Complaints Policy 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. The Policy distinguishes between different categories of complaint.

Stage I: Informal Resolution



If parents have a complaint they should contact their child's Tutor ("the 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 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 then, depending on the nature of that complaint, the matter will be referred by the Tutor to the Deputy Head of the School ("the Deputy Head") or, if in relation to academic matters, to the Director of Studies of the School ("the Director of Studies"). If the complaint is about the Tutor, the complaint should be addressed to the Deputy Head. It may be necessary, in all cases of a complaint, 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 Policy.

If the complaint is about the Head of Fettes College Prep School ("the Head"), the complaint should be sent to the College Secretary ("the Clerk"), who will liaise with the Chair of Governors ("the Chair"), the parents and, as appropriate, the Head. If the complaint cannot be resolved at this stage of the Complaints Procedure, the complaint will be considered under the 'Stage 4 Appeals Procedure', which will only apply to complaints in respect of a decision by the Head to expel or permanently remove their child.

#### Stage 2: Formal Resolution

If a complaint cannot be resolved on an informal basis under Stage 1, parents should put their complaint in writing to the Deputy Head or, in connection with academic matters, to the Director of Studies.

The Deputy Head or, in relation to academic matters, the Director of Studies 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 Deputy Head or Director of Studies 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 decision of the Deputy Head or Director of Studies. 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 Deputy Head or Director of Studies 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: Resolution by the Head'.

Stage 3: Resolution by the Head.

At this stage of the procedure the complaint will be referred to the Head whose decision, except in the case of expulsion or permanent removal, shall be final. The Head shall not, except in exceptional circumstances, expel or permanently remove a pupil without first obtaining the agreement of the Chair or, in the circumstance of non-availability of the Chair, of a Governor nominated by the Chair to act in place of the Chair.

If parents are dissatisfied with the decision to expel or permanently remove their child they may proceed to "Stage 4: Appeals Procedure".

Stage 4: Appeals Procedure

At this stage of the procedure, parents will be referred to the Clerk. The Clerk has been appointed by the Governors to call hearings of the Complaints Panel. The Complaints Panel, typically comprising three Governors, none of whom will have had any prior involvement in the matters detailed in the complaint ("the Complaints Panel"), will hear the appeal.

Parents who wish to appeal a decision of the Head to expel or permanently remove a pupil may do so within 14 days, or such longer period as the Governors, at their discretion, may permit following the decision of the Head to expel or permanently remove a pupil.

The Clerk will acknowledge the complaint in writing within 5 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 20 working days from the complaint being received by the Clerk.

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 7 days prior to the hearing.

The parents and the Head 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 Complaints Panel will make a decision on the complaint immediately following the hearing without the need for further investigation.

If the Complaints 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 Complaints Panel decides a further hearing of the Complaints 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 Head, the Chair 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 Head. 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.