



HARROW
SCHOOL

EXISTING CUSTOMS

2022-2023



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THE SCHOOL'S PURPOSE

Harrow prepares boys with diverse backgrounds and interests for a life of public service, learning, leadership and personal fulfilment.

Harrow broadens access to our world-class education through full-fee assistance places and other bursaries on a means-tested basis.

Harrow as a community commits significant resource to building long-term relationships with partner schools and organisations to provide programmes to improve the life chances of young people who face significant barriers to progress.

Harrow commits to working for these purposes in the most environmentally sustainable manner.

Our purpose is underpinned by our values of Courage, Honour, Humility and Fellowship, and is delivered through:

- Scholarship – encouraging intellectual curiosity, independent thought and effective learning habits.
- Opportunity – ensuring boys become their better selves by developing their potential, thereby increasing their educational and career opportunities.
- Character – developing and maturing the individual, enabling boys to uncover the talents, skills and values to be of good influence beyond Harrow.
- People – admitting boys who will thrive and contribute at Harrow, and recruiting and nurturing staff who facilitate excellence.
- Operations – providing environments, infrastructure and functions that make us leaders in our field.

EXISTING CUSTOMS

Existing Customs serves as a summary of the School rules. It is not exhaustive, and it should be read alongside the School's policies and Terms & Conditions. Conversely, a shorter summary for reference by boys and Masters is included in the Bill Book, together with a table of standard sanctions.

Existing Customs is, however, more than a summary of the School's rules and regulations. It sets out the customs and practices that the School seeks to encourage, and positive behaviours in a self-regulating community in which every boy takes responsibility not only for his own actions but also for encouraging others to make good decisions.

PERSONAL COMMITMENTS

All boys at Harrow undertake to maintain a high standard of civilised and unselfish behaviour at all times, to be honest, considerate and courteous to others, to show their commitment to learning, to contribute with enthusiasm and to the best of their ability,

to show respect for themselves and care for their environment, and to promote the reputation of the School.

During their time at the School, all Harrovians undertake to observe the School rules and follow all the related policies. These personal commitments relate to all aspects of boys' lives at Harrow: in the form room, on the playing fields, in the Houses and more generally. They are binding for boys not only on the Hill but also at external fixtures and events, on trips and expeditions both when the School is open and during the holidays, and during travel to and from the School. Many of these commitments are equally binding during the holidays, especially if the welfare of other boys or the reputation of the School is put at risk.

All boys at Harrow make the following personal commitments:

- At all times to follow all School and House rules, policies and procedures;
- To treat all members of the School community with dignity and respect, so earning their respect in return;
- Celebrating diversity and seeking equality, to accept everyone within and outside the School community as an individual;
- To demonstrate positive and responsible behaviours, avoiding any actions or comments that could be construed as unfriendly or intimidating, so creating a welcoming and inclusive community;
- To ensure that no boy experiences intimidating or bullying-type behaviour of any form, in any circumstances and from anyone in the School community;
- Never to film or photograph behaviour of a bullying type, or subsequently distribute or store such images or footage;
- Never to engage in a sexual relationship with another person while at School (noting that any visitor to a boarding House must have the permission of the House Master to visit and that boys may not lock their rooms);
- never to engage in child-on-child, abuse which can include sexual violence and sexual harrassment between children;
- Never to have in their possession any obscene or offensive material in any form;
- To embrace and follow the School's Philosophy for Sport;
- To ensure that they provide support at sports events by offering only words and gestures of encouragement, remaining respectful to the opposition and their supporters, leaving the umpire or referee entirely undisturbed in their work, and never using equipment for auditory or other sensory effect;
- To remain self-aware in public situations and avoid behaviour that is illegal or anti-social, or which has the potential to bring the School into disrepute;
- Respecting the School's reputation, to ensure that their actions do not compromise it;

- Never to give information or copies of documents to any journalist or publication, other than an official School publication, without the Head Master's specific permission;
- To ensure that they are presentable at all times, abiding by the School's rules in relation to dress, avoiding and certainly not showing tattoos or body piercings;
- To accept that gambling and betting, with the exception of some small-scale House activities, are forbidden;
- To make respectful and proper use of all School property and facilities, including items loaned to them during their time at the School;
- To work to the best of their ability in all areas of endeavour;
- To understand and to follow without exception the Form Room Code of Conduct;
- To ensure that their work is the product of their own unaided effort, specifically making sure that they adhere to the Plagiarism Code of Conduct and that they do not copy work from another boy, from a translation, from a book of answers or from a digital source;
- To adhere to the ICT Acceptable Use Policy and conduct themselves safely and honestly when online or using other technologies (following the guidance set out in the ICT Acceptable Use Policy, the Counter-Bullying Policy, the Child-on-Child Abuse Policy and the Behaviour Policy);
- Never to use electronic devices (e.g. mobile phones) on the street (including on Short Duckers), in the SCH or in lessons, unless given specific permission by a Master;
- To follow the School and House rules on mobile telephones, having only one device at Harrow, for which the telephone number is lodged with their House Master, and never using it during prep, after bedtime, outside except after lunch on Saturdays and Sundays, and at any time while wearing School dress or Sunday dress;
- For trips off the Hill (including away matches), to use electronic devices only when travelling in coaches or minibuses, not at the venue for a trip, when walking in a group on the street, or when using public transport;
- to avoid using earpieces and headphones when they are walking or running outside and when they are attending an academic lesson in any subject;
- To ensure that they ask permission from another boy before using his property;
- To respect the privacy of others by ensuring that they do not enter another boy's individual room in his absence, or enter a shared room without the presence of at least one of the occupants;
- Not to cut their own or another boy's hair;
- Not to have in his possession hair clippers or any shaving/cutting device that could be used for a close-shave of the head;

- Never to eat in the street or during lessons, with the exception that at weekends they may buy ice creams or lollies on the Hill and eat them outside the independent shops that provide them;
- Not to use chewing gum (including on School trips off the Hill);
- Not to enter shops or cafés during lesson time;
- Never to take food from the Shepherd Churchill Hall;
- Not to seek credit in any local shops or cafés, unless this has been arranged by their parents;
- To remain courteous at all times to members of the public, avoiding crowding on pavements, making considerate use of the zebra crossings, and offering thanks to those who allow them to pass;
- To refrain from engaging in games that are unsettling or intimidating to members of the public, including British Bulldog or similar games on the playing fields, games of any type in Bill Yard, and snowballing in or near the road or buildings.

Mindful of the School's duty of care, boys will always seek their House Masters' permission:

- To drive a motor vehicle (except as part of driving tuition), ride in a car driven by a person under the age of 25 (other than a brother, sister or Master, with written permission from a parent), ride a bicycle (unless a School Monitor), or use public transport or a ride-sharing service (for both of which prior parental authorisation is required) other than at exeats, at half-term and at the end of term;
- To invite external guests onto the Hill, including for School or House events (e.g. plays and concerts), noting that members of the Sixth Form Club must obtain a chit from their House Master for permission to take any external guest with them, who must submit to all the normal School rules;
- To visit licensed restaurants on the Hill for any reason, including having a meal with parents, other relatives or the parents of another boy (noting that the adults should be present throughout), although exceptions apply for Monitors and members of The Philathletic Club and The Guild, who are permitted to visit The Connoisseur or Eighty-Six at designated times of the week, and for boys visiting Grove on the Hill, for which specific arrangements are set out annually in a separate notice;
- To make use of a takeaway or delivery service for any meal during the week;
- To pay for extra tuition in any subject or discipline;
- To be involved in any commercial endeavour within or outside the School;
- To enter into any financial transaction with any member of the School community;
- To keep DVDs or computer games in their rooms;
- To bring computer equipment into the School, other than that provided by the IT department;

- To keep an animal;
- To possess or take medicines;
- To leave the House for anything other than a Calendar event, or for an event organised by a Master outside regular School activities.

In relation to the boundaries set on and around the Hill, boys also undertake:

- To respect the Bounds Policy, specifically noting that they are not allowed to go into town during School periods (and not alone at any time in the Shell or Remove), that cinemas are out of bounds except for Tutor trips and in certain other circumstances published in separate notices, and that all eating establishments in Harrow off the Hill are out of bounds;
- Always to seek their House Master's permission to go downtown or off the Hill (i.e. west from the High Street other than via West Street to reach the Philathletic Ground, beyond West Acre on the High Street, beyond Elmfield on Grove Hill, beyond Davidson Lane on Peterborough Road, and beyond the boundaries of the playing fields and the golf course);
- To travel to Harrow only by the designated route set out in the Bounds Policy and the related notices (via Peterborough Road, Station Road and St Anns Road);
- To avoid going into areas that are specifically out of bounds (Grove Wood, Newlands Wood, St Mary's churchyard other than to attend a service, Church Fields and the footpath from the Reddings pitches to Peterborough Road);
- To visit another House after locking up only with the permission of their own House Master and the House Master of the House being visited;
- Not to visit any private home on the Hill, even if the parents of a boy request it;
- Never to go to the playing fields after dark or after prep, even when daylight permits;
- To run a Short Ducker only via the route set out in the Bounds Policy;
- Not to go onto the the golf course other than via the path around its perimeter, unless playing golf;
- To only use the athletics track for athletics activities and not as, for example, an access route;
- To abide by the Boarders' Access to High Risk Areas of the School Policy, never seeking to gain access to restricted or prohibited areas and abiding by rules and notices pertaining to areas of the site in which demolition, construction or landscaping work is taking place;
- Never to be absent from School overnight, return late at the start of term or leave early at the end of term without permission for the former from their House Master and for the latter from the Head Master.

To ensure their health and safety at Harrow, boys make the following commitments:

- Mindful of their duty of care to themselves and those around them, to respect all health and safety equipment and to abide by all rules, guidance and policies relating to health and safety, co-operating with all emergency evacuation drills, observing fire regulations and reporting accidents or near-misses to their House Master;
- Always to take all reasonable care to ensure that their actions do not endanger themselves or others, which means ensuring that they know how safely to operate any equipment that they are using and reporting any faults to their House Master or the relevant Master-in-Charge;
- Mindful of their physical and mental health, not to smoke, vape, become involved in any way with illegal drugs or new psychoactive substances (formerly known as legal highs), or drink alcohol illegally or in breach of the School's Alcohol Policy;
- Not to bring into the School or to purchase on the Hill caffeinated energy drinks or dietary supplements that contain caffeine;
- Not to bring into the School any dietary supplement without the prior permission of their House Master and the Director of Sport;
- Not to have in their possession or to use anything that might create an immediate risk of fire (e.g. matches, flares, candles or joss sticks);
- Not to have in their possession any equipment with a heating element such as electric fires, fan heaters, hairdryers, tea and coffee makers and toasters;
- Not to bring onto the School premises the following prohibited items, in addition to items banned specifically in School and House rules: knives or weapons (including BB guns and laser pens), alcohol, illegal drugs, legal psychoactive substances, correction fluid, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any article that a member of staff might reasonably expect to have been or to be used to commit an offence or cause personal injury, or damage the property of any person;
- Not to have in their possession at any time more than two aerosol deodorant canisters, and never to bring into School or to purchase on the Hill aerosol canisters other than deodorant;
- Not to have in their possession any prescription medication without written authorisation from their House Master or Matron;
- To cross roads only in permitted places, as set out in full in the Bounds Policy and the related notices published annually, in particular never crossing the main road between the bottom of Church Hill and the refuge opposite Garlands Lane except by the zebra crossing outside Speech Room, never crossing the main road between West Acre and the newsagent except by the zebra crossing near the entrance to Harrow Park, and never using Peterborough Road and Davidson Lane when going to and from lessons unless they are in Elmfield or Lyon's.

PASTORAL CARE

The School's system of pastoral care underpins the life of our community on the Hill and, relatedly, the School's approach to the management of boys' behaviour.

SUMMARY OF PASTORAL STRUCTURES

- House Teams comprising House Masters, Assistant House Masters, Matrons, Tutors and House Visitors offer support and guidance to boys throughout their time at Harrow.
- The Pastoral Support Committee (PSC), chaired by the Designated Safeguarding Lead (DSL) and comprising the Lead DDSL, the Deputy Head Master (DDSL), the Director of Pastoral Care, the School Psychologist and members of the Chaplaincy. This committee meets regularly to direct work on specific cases undertaken in separate, dedicated casework meetings. The PSC also considers more general concerns about individual boys or groups of boys, and regularly reviews data provided by the Living Together Survey and the record of rewards, sanctions and pastoral concerns held variously in iSAMS (the School's information management system) and CPOMS (the system in which pastoral concerns and interventions are documented). The committee's work supports individual boys and the School community, and is used to inform and enhance School policies and procedures.
- The Pastoral Advisory Committee (PAC) advises the Head Master on the development of those policies and procedures. It is chaired by the Director of Pastoral Care and its membership includes the Deputy Head Master, the Designated Safeguarding Lead, the Director of Studies, the Senior House Master, the Lead Chaplain, the School Psychologist, the School Doctor, the Lead Nurse of the Medical Centre, the Head of Learning Skills, the Head of PSHE Education and representatives on annual rotation of the House Masters, Matrons, Assistant House Masters and Tutors.
- The Living Together Survey is completed annually and anonymously by all boys. It provides a chance for them to feedback information on behaviour, among other things, across the Hill. It encourages boys to reflect on how behaviour affects them, while also raising awareness of how their actions may affect others.
- The School's PSHE Education programme encourages boys to come to greater self-knowledge and understanding, to develop emotional and spiritual wellbeing and to express their emotions in a safe and secure manner. As part of this, boys are given appropriate advice and support to deal constructively with disciplinary issues. This may take a variety of forms, from accepting responsibility and apologising through to counselling and advice on anger management.
- The School Doctor, the nurses in the Medical Centre, the School Psychiatrist, the School Psychologist and the School Counsellor add to the support network for boys.
- The Learning Skills Department supports boys who require additional academic support.

- A clear Who to Talk To document is circulated frequently to boys. It highlights people and organisations boys can approach with any concerns or issues. This is also published in the Bill Book, and reproduced here.
- The Complaints Procedure for Boys is published annually for display on House boards.
- Informal guidance and mentoring for boys in the Shell year are provided by older boys acting as Shepherds during their Remove year and as Mentors in the Sixth Form. The work of Shepherds and Mentors extends to advice on behaviour and compliance with the School's policies.
- There is a formal programme of peer mentoring involving Lower Sixth and Remove boys.
- Vertically integrated groups of boys are created in Houses by the combination of Shepherds and sheep through the five year groups. These Flocks meet regularly to consider issues related to the life of the House and School community, many of them related to the areas and issues covered in this document. In addition, there are House Councils, chaired by Heads of House, which consider a wide range of pastoral issues, many of them related to boys' behaviour and the School's approach to its management. Beyond the House Councils, there is a Boys' Pastoral Committee, chaired by an Assistant House Master, which provides a forum for discussion of the same issues from a whole-School perspective. Information and reflections from the Boys' Pastoral Committee is cascaded back to Houses and relayed to the Senior Management Team, to inform the development of the School's pastoral policies and practice, including those related to the management of behaviour.

WHO TO TALK TO

Any boy who feels unsafe, has been harmed, threatened or in danger from anybody in the School community or outside can talk to the School's Designated Safeguarding Lead (DSL), Dr David Wendelken, or to the Deputy Designated Safeguarding Leads (DDSL), Capt Rob Robson, Mr Nick Page, Dr Stephen Harrison, Mr Laurence Hedges, Mr Dan Dalby and Mr Matt Gompels, or go straight to the Head Master. All can be contacted in person or by email (drw@harrowschool.org.uk, rrobson@harrowschool.org.uk, np@harrowschool.org.uk, sah@harrowschool.org.uk, lwh@harrowschool.org.uk, dmd@harrowschool.org.uk, mjg@harrowschool.org.uk, wmal@harrowschool.org.uk).

There are many other avenues by which boys who experience moments of difficulty during their time at Harrow can seek support. All members of staff are available and willing to help boys in such circumstances, but this list offers a summary of the options available to an individual boy seeking help or advice:

- House Master
- Assistant House Master and House Tutors
- Matron

- Tutor
- House Visitor
- Independent Listener (020 8872 8090)
- Any member of teaching or non-teaching staff
- Chaplains (Father Nic, Father Stuart and Father James)
- School doctors and nurses in the Medical Centre, who may give them help themselves or refer them to a specialist
- School Psychologist, School Counsellor or the School Psychiatrist
- The Head Master or any member of the Senior Management Team
- Head of House, other senior boys, Peer Mentors or members of a Flock

Externally, boys can contact any of the following external agencies confidentially within the framework of the Children Act:

- Childline: 0800 1111/www.childline.org.uk
- NSPCC: 0808 800 5000/www.nspcc.org.uk
- Kidscape: www.kidscape.org.uk
- National Bullying Helpline: 0300 323 0169 (9am to 5pm Monday to Friday), nationalbullyinghelpline.co.uk
- Shout: www.giveusashout.org
- Kooth: www.kooth.com
- Children's Access Team at Children and Family Services of the London Borough of Harrow: 020 8901 2690
- Independent Schools Inspectorate: 020 7600 0100/www.isi.net
- The Children's Commissioner for England (Dame Rachel de Souza) 'help at hand' service: 0800 528 0731/www.childrenscommissioner.gov.uk

These details are circulated to boys at the start of each term and periodically throughout the term. They are also published in the Bill Book.

CONFIDENTIALITY

While every attempt will be made by staff at Harrow to deal sensitively with any welfare issues affecting a boy, it is important to understand that there are occasions when complete confidentiality cannot be guaranteed. In particular, all staff have a duty of care to pass on to an appropriate person or agency any information they are given which suggests that a boy could be the object of any form of abuse, in danger or a danger to others.

The School will normally share all relevant information with the parents of a boy who is having academic, disciplinary or personal difficulties. While legally a child until the age of 18, however, the School recognises that a boy has many rights of his own to confidentiality on certain medical or personal matters that he might choose to share with a member of staff.

BEHAVIOUR POLICY

The School provides the following behaviour management framework:

- The recognition and appreciation of achievement through a clear rewards programme for academic work and non-academic endeavour.
- Pastoral care that supports boys' personal development through a well-defined, multi-layered and co-ordinated pastoral care system.
- Accurate recording of SEND and medical information, which allows the School to take into account any special educational needs and disabilities during any review of behaviour or any disciplinary process.
- A fair and consistent system of sanctions that takes into account the needs both of individuals and of the community as a whole.
- The complete rejection of corporal punishment, which has no place at Harrow or in any educational context.
- A fair and consistent system for dealing with serious behavioural breaches, which includes an Exclusion Policy that is applied if and when certain conditions are met.
- Clear policies, procedures and codes of conduct (including those summarised here) that help to create an environment in which boys:
 - understand clearly the behaviours that are expected of them,
 - understand the consequences of their actions,
 - learn from their mistakes and those of others,
 - celebrate their own success and the success of others, and
 - know that they are supported by the School and have avenues available to them to help them in this regard.
- Informative and on-going training for Masters who are new to the School, which includes an overview of School policies and procedures and a briefing on the system of rewards and sanctions to ensure consistency of approach;
- Regard for the School's obligations under the Equality Act of 2010.
- Regular feedback to Governors on behaviour matters through the Pupil Wellbeing and Conduct Committee, attended by Governors, the Head Master and by members of the Pastoral Support Committee.

RELATED POLICIES AND CODES OF CONDUCT

Detailed expectations of boys' behaviour are outlined in the School's various policies, procedures and codes of conduct. These documents are designed to raise awareness and to promote responsible behaviour in particularly important areas. While these policies and codes of conduct are summarised here and are further reflected in the rules published for each House, reference should be made to the full documents, which are available on Firefly and on request from the Deputy Head Master's office.

In addition to the Behaviour Policy and the Safeguarding Policy, these are principal policies related to boys' conduct:

- Alcohol Policy
- Bounds Policy
- Counter-Bullying Policy
- Drugs Policy
- Smoking and Vaping Policy

At the start of each academic year boys are also given an updated copy of the following Codes of Conduct, which they are asked to read and with which they are required to indicate their willingness to comply:

- ICT Code of Conduct
- Form Room Code of Conduct
- Plagiarism Code of Conduct

ALCOHOL

There are opportunities for older boys to learn to drink in a social context, but there are clear rules for boys and staff about the consumption of alcohol in such situations within the context of current legislation, which severely restricts the sale and supply of alcohol to those under the age of 18.

No boy is allowed to visit a public house or purchase and bring alcohol into the School. Boys (even those who are 18) may only drink alcohol in very limited circumstances. The rules around alcohol are:

- Food (more than crisps, nuts etc.) must be provided;
- Soft drinks must be readily available and encouraged;
- Fortified wine and spirits are strictly forbidden;
- At Tutor trips and social events, in venues on and off the Hill, the adult(s) in charge must take responsibility for the ordering of any alcoholic drinks, rather than allowing boys to manage this themselves;

- The alcohol will be dispensed by the adults(s) in charge and the boys will be under close supervision both to prevent them from surreptitiously obtaining alcohol and to ensure no boy has too much to drink;
- In some cases, even where boys are permitted an alcoholic drink, such drinks are not made available until the boys have eaten some food and had a soft drink.

The regulations for the supply of alcohol, which are designed to protect both adults and boys, are set out below. These rules apply on all School trips as well as on the Hill.

Entertainment on the Hill by Masters and other adults
(see separate section below for specific guidance relating to boarding Houses)

- No boy below the Sixth Form may be given or allowed to drink alcohol while at School (including in an adult's home) or at any School event on or off the Hill.
- Sixth Form boys may only drink alcohol in small quantities as part of a social event for which prior approval has been obtained from the Deputy Head Master and where food (more than crisps, nuts etc.) is served and soft drinks are readily available and encouraged. On such occasions, boys may only drink normal strength beer, cider or wine. Fortified wine and spirits are strictly forbidden.

In Houses

The boarding House is recognised as a good environment in which to educate boys about alcohol use and abuse. House Masters, who are truly 'in loco parentis', should use their judgement within the guidelines below, but the permissions and/or authority do not extend to Assistant House Masters or Matrons.

- Shells, Removes and Fifth Formers will not be given alcohol.
- Boys in the Sixth Form may be given alcohol in small quantities at House functions, subject to the same general restrictions and guided by the same principles as outlined above.
- Boys in the Upper Sixth are permitted a weekly House drinks allowance (up to four 440ml cans of normal strength beer or cider), whether or not they have reached the age of 18, provided that it is supplied by the House Master and consumed in their Common Room or in the boys' own rooms. This is allowed within the law (under the regulations that allow parents to give their children alcohol) as long as parents have given consent through completion of the online Sixth Form Drinks Allowance Form.
- Boys may only be given two cans of their entitlement on any one day of the week. All cans must be opened by the House Master before boys depart to another area of the House. Boys are not entitled to this allowance on Saturdays if they are to attend the Sixth Form Club.

Other circumstances in which Sixth Form boys may have access to alcohol

- Boys in the Sixth Form may be allowed to drink up to two 330ml bottles of normal strength beer or cider or two small glasses of wine with a meal during an authorised trip off the Hill in the company of their Tutor or other member of staff.
- Boys in the Upper Sixth may, if their parents request it, join the Sixth Form Club where they can have up to two 440ml cans of normal strength beer or cider as part of a table meal during the club's opening hours (Saturday 8-9.45pm). Boys attending the Sixth Form Club may not draw their House drinks allowance on the same evening.
- School Monitors are permitted limited access to approved local establishments on the Hill at specific times. Members of The Philathletic Club and The Guild have similar privileges on Tuesdays only. Boys who are under the age of 18, however, are not allowed to buy or drink alcohol unless having a meal with a person aged 18 years or over who purchases the alcohol.

Sanctions in relation to alcohol

Alcohol is a prohibited item and, as such, can be searched for as being in the boy's possession, following the Searching, Screening and Confiscation Policy.

There are clear disciplinary sanctions for breaches of the rules on alcohol. Alcohol-related offences are treated seriously, especially when younger boys, fortified wine or spirits are involved.

- First offences that involve wine, cider or beer and that do not involve consumption to significant excess are usually dealt with by the House Master, although the Deputy Head Master will always be informed.
- House Masters dealing with such a lower-level first offence will typically work with the Deputy Head Master to apply the following standard sanctions:
 - Upper Sixth – community labour and/or loss of a floating exeat; letter to parents and temporary loss of House beer allowance and Sixth Form Club membership;
 - Lower Sixth – community labour and/or loss of a floating exeat; letter to parents;
 - Fifth Form and below – community labour and/or loss of a floating exeat; letter to parents. Community labour may include reflective written work in a Saturday evening House detention.
- The sanction for subsequent offences will be determined after consultation with the Deputy Head Master. Usually, if there is a time lag of at least two years between offences, the above penalties will apply.
- The sanctions above are in addition to those due if a boy breaks bounds to obtain alcohol or take part in an alcohol-related offence.

- Boys drinking to significant excess must be referred to the Deputy Head Master, even for a first offence and especially if they become unwell or if medical advice needs to be sought. In such circumstances, the sanctions will be commensurately greater.
- All offences involving supplying alcohol to other boys must be referred to the Deputy Head Master.
- A senior boy drinking alcohol with or supplying alcohol to junior boys can expect to be given a fixed-period exclusion.
- All offences involving fortified wine or spirits must be referred to the Deputy Head Master, who will co-ordinate an investigation and, if necessary, apply or recommend sanctions. It is possible that such behaviour may result in the exclusion of a boy from Harrow. In this event, the School's Exclusion Policy will be followed.

BOUNDS

In addition to the personal commitments made by boys (as above), the following important points from the Bounds Policy should be noted.

Timings for town leave

From Monday to Thursday, boys in the Fifth Form, Remove and Shell may only go into town between 1.30pm and 2.45pm, having early lunch first if necessary; after 2.45pm, only boys in the Lower Sixth and Upper Sixth may go into town. Permission is needed from House Masters in all circumstances. It should be noted that permission will not ordinarily be given for boys in the Shell and Remove to go into town.

Boys will only be given permission to go into town in exceptional circumstances on Fridays and Saturdays. On Sundays, boys in the Upper Sixth and Lower Sixth may occasionally go into town with written permission from their House Master at times between 2pm and 6pm; they may visit the cinema provided that they have specific written permission from their House Master.

Sundays and weekends

In the Upper Sixth and Lower Sixth, a maximum of three additional 24-hour absences known as floating exeats may be granted in the Autumn term and two in each of the Spring and Summer terms. Boys in the Fifth Form and Remove are allowed one floating exeat in each of the Autumn, Spring and Summer terms. Boys in the Shell may take a floating exeat in each of the Spring and Summer terms. Floating exeats are not permitted on some weekends, as shown in the Bill Book.

Floating exeats are granted for no more than 24 hours, provided both that the boy's House Master is happy with his work and conduct, and that there is no conflict with School or House commitments. Boys are not normally permitted to leave before 5pm on Saturday, having already engaged in some form of School activity that afternoon. Boys still need to do academic work over the weekend and so should not regard such leave as a weekend off. Leave will only be granted on receipt of written confirmation from

the boy's parent. If the boy is not going home, the parent must give the House Master written details of where the boy is going. Without exception, all boys are required to return to the Hill from floating exeats by 6pm on Sundays.

On other Sundays, boys will normally be expected to remain on the Hill. Leave will usually be granted, however, for a boy to have lunch or tea with his family on or near the Hill if his House Master is happy with the boy's work and conduct and there is no conflict with School or House commitments.

Exeat weekends

The dates of School exeats and times of departure and return are published in the Calendar. The School closes for exeats, and all boys are expected to leave the Hill.

Short Ducker

The only route allowed for running a Short Ducker on roads around the Hill is:

- along the High Street and down Peterborough Road;
- turn right at the traffic lights and go along Kenton Road;
- turn right at the Watford Road roundabout and follow the Watford Road, which runs along the edge of the playing fields;
- turn right at the John Lyon roundabout and go up Sudbury Court Drive;
- at the traffic lights, turn right again and go up Sudbury Hill, which becomes London Road, and turn right again at the top of the Hill back towards the High Street.

The following points should be noted in addition:

- Boys must have their House Master's explicit permission to run a Short Ducker at any time; it is not acceptable for boys just to sign out.
- No boy is allowed to run a Short Ducker alone.
- Light-coloured clothing must be worn; after lighting-up-time, high visibility clothing must be worn.
- Boys should run safely, fully aware of their environment, and desist from listening to music through earphones.
- A boy training for the 20km Long Ducker event and wishing to do a longer run must obtain his House Master's permission, agree with him or her the route he will be taking, and sign out.

COUNTER-BULLYING

We support the right of everyone in the School community to be free from all forms of bullying, harassment, prejudice and discrimination. Bullying will not be accepted, and positive steps will be taken to eliminate it.

Definition

Bullying is any type of behaviour that is perceived by the victim or witnesses to insult, humiliate, intimidate or hurt another person usually, but not always, over a period of time. It is unkindness in all its forms. This may include the abuse of power by boys or adults involving actual or threatened physical and emotional violence. It may include hurtful or inappropriate remarks based on any of the protected characteristics, such as race, sexual orientation, religion, sex or disability. Bullying is anything done or said with the intention of undermining someone's self-esteem. It includes cyber-bullying and the use of social networks, and mobile and emerging technologies.

Processes to prevent bullying

The School seeks to do everything possible to create a culture, ethos and atmosphere in which bullying is recognised to be unacceptable by all. Everyone is encouraged to be able to talk openly and honestly about issues. For boys, this is within Tutorial groups, as part of PSHE Education programme, in their Flocks and with their Monitors. Conversations are also encouraged with appropriate members of staff (House Master, Matron, Assistant House Master, Chaplain, School Psychologist or School Counsellor).

First, and foremost, any incident of bullying and all associated details must be brought into the open by bringing it to the attention of someone who will do something about it. This may be a parent, any member of staff, a Monitor or senior boy, or anyone the victim or witness feels comfortable talking to. Action will then follow, according to the process detailed in the Counter-Bullying Policy.

DRUGS

The School maintains a high level of vigilance for the presence and use of drugs. In addition to the pastoral oversight provided for boys throughout the School and in particular in the Houses, the use of sniffer dogs throughout the School estate is routine.

The School may, at any time, arrange to investigate concerns that a boy might be involved in drugs. Arrangements may involve the directed use of sniffer dogs, conducting a search of a boy's personal possessions (including his room, locker or desk) and sending possessions suspected of being drugs paraphernalia for analysis, or requiring a boy to take a range of biological sample tests to detect substance abuse.

Such precautionary tests to detect the presence or the past use of drugs will be comprehensive in their scope. The standard protocol will be for such tests to include an analysis of a sample of a boy's hair, urine and/or oral fluid and/or finger or toe nail. In certain circumstances, a blood test may also be required. These tests will normally be carried out under supervision by external agents engaged by the School for the purpose, although they may be administered directly by trained School staff.

Any boy who presents as being in an intoxicated condition, who has been sanctioned for smoking or vaping, or who has broken bounds should expect to be tested for the use of drugs. Any boy in whose possession vaping apparatus is found should also expect that equipment to be sent for analysis in a laboratory.

Any boy can be asked to undergo such precautionary tests without prior discussion or prior contact with his parents. In cases where there are significant grounds to suspect the use of drugs, reasonable efforts will be made to contact parents before any tests are undertaken. The School will not usually, however, delay the administration of any tests, especially those for which the reliability of the outcomes is time-sensitive.

In addition to such precautionary tests, boys can be expected at any time to undergo spot tests for drugs. Such tests can involve a medical examination, or the provision of a combination of hair, urine, perspiration and blood samples taken under medical supervision, to establish the presence or past use, or otherwise, of any drugs. Boys can be required to undergo spot tests without there being any grounds for believing that they have had any involvement or contact with drugs and without any prior discussion about such involvement. Spot drug testing is used in the School as a deterrent rather than punitively. The Head Master is entitled to draw whatever conclusions he sees fit from the failure or refusal to undergo such an examination, search or test.

The School's approach to testing for drugs is explained to boys every year by a variety of means, including PSHE education.

The sanctions applied with respect to drugs are:

- Any boy selling or procuring drugs for possession or use by another person, whether in return for compensation (in monetary or any other form) or not, or otherwise actively encouraging their possession or consumption by others will always be permanently excluded, wherever and whenever that conduct takes place.
- Any boy possessing or consuming or being under the influence of drugs while under the School's care and control (on or off School premises, in or out of term time) loses any right to School membership and must expect to be permanently excluded, save in demonstrably exceptional circumstances in which the Head Master may, at their absolute discretion, impose another sanction. A boy will be regarded as under the School's care and control if he is participating in a trip or visit organised by the School or a member of the School's staff.
- It is a criminal offence to possess, consume or supply certain drugs. Therefore, the School has the right to report the matter to the police. In such circumstances, the School will be bound by their directions and will have due regard to the advice and guidance offered by the police or other external agencies. This may impact the level of communication that the School is able to have with the parents concerned.
- If the only evidence that a boy has been involved with drugs is a positive test result, he may be allowed to stay in the School if mitigating circumstances can be demonstrated and provided that the boy signs a Drugs Contract with the School, through which he assures the Head Master that he will not become involved with drugs in the future, agrees to undergo tests for drug use at frequent intervals but at unspecified times during his remaining School career, and agrees to attend a suitable counselling or anti-drugs programme if such a course of action is required by the School. Any subsequent drugs-related offence, including any positive test result, will always lead to permanent exclusion.

The same Drugs Contract will also be available outside the disciplinary process to any boy who voluntarily informs the School that he has become involved with drugs and who seeks help to discontinue his drug use, or whose parents notify the School of a positive result in a drugs test undertaken independently of the School. The voluntary Drugs Contract will not be available to a boy once the instruction for a precautionary or spot test has been given by the Head Master or by any member of the Senior Management Team, or any recommendation for a precautionary test has been made by any member of School staff. It will otherwise be a right for any boy in the School.

SMOKING AND VAPING

Smoking and vaping paraphernalia are prohibited items at Harrow and should not be brought onto the premises or taken on any trips or outings that take place as part of School life. A boy may be asked to turn out his pockets if he is suspected of carrying such items. Boys from whom vaping or smoking apparatus is confiscated should be aware that it may be sent to a laboratory for analysis and that they themselves may be subject to a precautionary drugs test, in accordance with the Drugs Policy.

Boys who are caught or found to have been smoking or vaping in any School building are excluded for a fixed period of at least 24 hours, and may be put on a Final Warning.

A first offence for being caught smoking or vaping elsewhere, or for possession of smoking or vaping apparatus, is dealt with by the boy's House Master, who will inform both the Deputy Head Master and the boy's parents. The standard sanction is four hours' community labour and reflective written work in a Saturday evening House detention. A second such offence is also dealt with by the boy's House Master, with the sanction typically set at six hours' community labour. The House Master will again inform both the Deputy Head Master and the boy's parents. Subsequent offences are referred directly to the Deputy Head Master, who will meet with the boy as well as write to his parents. It is possible that fixed-period exclusions of increasing duration may follow. Smoking or vaping offenders presenting in a challenging fashion (for example flagrantly or repetitively) are likely to be placed on a Final Warning. Boys sanctioned for smoking or vaping should expect to be asked to take a precautionary drugs test. Boys found to have in their possession vaping apparatus should expect it to be sent for analysis in a laboratory to check for the presence of drugs. Further details can be found in the Drugs Policy.

Selling or distributing smoking or vaping paraphernalia to junior boys, or actively encouraging others to possess or consume cigarettes or e-cigarettes, will result in a boy being referred directly to the Deputy Head Master, who will co-ordinate the investigation of the matter and write to the boy's parents. The sanction will be a fixed-period exclusion and the boy are likely to be placed on a Final Warning.

THE USE OF ICT RESOURCES

The School has a duty of care to ensure that each boy at Harrow uses computer equipment and the internet, as well as mobile phones and other communication devices, responsibly. This applies to the use of any machines connected to the School network. Boys should expect their computer use to be monitored, although this will be

proportionate (i.e. only so far as is necessary and in such a way that any potential intrusion on privacy is limited).

The School network is available for use by the whole School community, including Masters and non-teaching staff. Boys should therefore use computer equipment and the internet primarily for academic purposes and should not engage in any activity that might disrupt the effective operation of the network. The principal rules in relation to the use of IT are outlined in the ICT Acceptable Use Policy, which boys must sign each academic year. These are summarised as follows:

- Boys must never use another person's network account or allow their own to be used by another person; at all times, boys are responsible for the security of their own password. A boy who is concerned that his passwords may be known to others should change them as soon as possible.
- Boys must not attempt to access, send, display or store any offensive material (including images).
- Boys are forbidden from recording videos or images involving any member of the School community in any context without the express permission of a Master.
- Any form of electronic communication (including email, the internet and messaging systems) must comply with School and generally accepted standards of language and behaviour; abusive language is unacceptable. Boys are forbidden from sending electronically over the internet or intranet or by any other means any information, such as text or images, about the School or any individuals in it without express permission.
- Boys are not allowed to use internet filter by-pass methods or set up or use any wireless network independent of the School network (via the mobile telephone networks or by any other means) or use or operate any device such as a TV receiver.
- Boys may connect private devices to the School's approved wireless network, while observing all the rules contained in the IT Code of Conduct.
- Boys are permitted to bring no more than one smartphone into School.

Any breach of the code of conduct will lead to the automatic loss of access to all or part of the School network and/or the confiscation of a boy's electronic device(s) e.g. mobile phone, tablet or Surface Book while the matter is being investigated. As a sanction for any breach of the rules in relation to technology, the School may confiscate a boy's electronic device(s) for a fixed period of time.

BEHAVIOUR IN THE FORM ROOM

Boys should keep in mind the School's values and make every effort to behave with courage, honour, humility and fellowship at all times. Every boy should recognise that he has a duty of care to maintain a working environment for staff, and a learning environment for other boys, in which their honesty, integrity and respect are never in doubt, where the welfare of others is paramount, and where the working environment is safe.

The start of the lesson

- Boys must arrive in good time for every period and bring their Surface Books and any other equipment or text books required for the lesson.
- If the division Master is not present, boys must wait quietly outside the form room. If a Master does not arrive within ten minutes of the start of the period, boys must inform the Head of Subject or, in his or her absence, another Master in the same department. Boys must not leave the department to return to their Houses or go anywhere else.
- When asked to enter the room, boys should go to their assigned seat quickly and quietly and then prepare their files, books and Surface device. Surface devices should always be in tablet mode, with the sound muted and the screen reversed and folded flat, unless boys are instructed otherwise. Boys with a late chit (issued by another Master) or on Daily Report or Director of Studies Report should hand the relevant paperwork to their division Master at the start of the lesson.

During the lesson

- Boys should stand when a visitor enters the room and sit down again when told to do so.
- Boys should raise their hands and wait to be called on before asking or answering questions. If in doubt about what to do, boys should ask their division Master.
- Permission should always be sought before leaving seats or taking off blazers.
- Boys should pack up their file, books and Surface device only when told to do so and not before the lesson has finished. On their way out of the room, boys should place any waste paper in the bins provided and move promptly on to their next lesson.

Work for prep

- Boys are responsible for managing their work in prep. Although division Masters will enter in Firefly details of the work to be completed, boys must know what work is expected of them. If boys realise during or after the lesson that prep has not been set, they should remind their division Master in person or by email.
- Prep must be handed in on time in the period in which it is due falls, unless permission for another arrangement has been granted by a House Master.
- Unless instructed otherwise, boys should write in black or blue-black ink, not pencil or biro.

Surface device

- Boys are responsible for ensuring that their Surface device is fully charged and working normally. In the event of any problems, they should inform their division Master(s) as soon as possible and IT Services as necessary.

- Unless typing is a boy's normal way of working in School and in examinations, the Surface device should be used in tablet mode, reversing the keyboard and writing with the stylus. The same rule applies to prep and boys should deviate from that practice only if they are instructed to do so. Work to be formally assessed will always be handwritten.
- The only programme running on a Surface device in the form room should be OneNote, unless a division Master gives an explicit instruction to open another application. The only exceptions to that rule are the calculator and keyboard applications available in tablet mode.
- The use of the recording functions is expressly and strictly forbidden in form rooms. Any boy caught using them or subsequently found to have used them can expect to be seen by the Deputy Head Master and to receive a proportionate sanction.

PLAGIARISM

Plagiarism is a form of cheating, which involves taking the work or idea of someone else and presenting it as one's own. Masters are required to ensure that all work boys submit is the product of their own unaided effort.

- Discussing a piece of work with someone else does not constitute plagiarism. Boys must not, however, ask to see someone else's work and then use it to improve their own work. Boys must also not copy and paste text from the internet and present it as their own.
- Boys must be fully aware of the sources they are allowed to use for any piece of work and must acknowledge the sources they use.
- Boys must never give their work to another boy, either in hard copy or in electronic format. Boys who copy others' work and boys who allow their work to be copied or do work for other boys should expect to be subject to sanctions.
- Any instance of cheating or plagiarism will be referred to the Under Master. Repeat offenders will be sent to the Deputy Head Master.
- Any instance of a boy cheating in coursework will result in serious sanctions; the work will not be submitted to the examination board, even if this means that a mark of zero is issued in its place.
- Boys must follow all the normal rules relating to proper conduct in tests, Trials and public examinations. Boys caught cheating, attempting to cheat or helping others to cheat in a public examination are likely to be disqualified from at least that subject at A-level or (I)GCSE. Boys must be familiar with the JCQ regulations on public examinations. In particular, boys should be aware that it is not permissible to bring a watch (of any type) or any other electronic device (except a calculator where permitted) into a public examination or Trial.

HARROW TRACKING SYSTEM (HATS)

The aim of the Harrow Tracking System (HATS) is to bring all the data generated in the School together in one synoptic system, allowing trends to be identified more easily and interventions to be formulated more quickly. HATS is a family of interactive graphical interfaces which summarise a boy's progress through the School. As a result, it also contains information on the progress of scholars and boys on the Special Educational Needs and Disabilities (SEND) list.

The system is used to identify trends and to anticipate concerns both academic and pastoral. There are different interfaces for information about individual boys, divisions, departments and Houses.

The data for individual boys include their performance in the admissions process, in Trials, in public examinations and in reporting cycles. The system also tracks rewards and sanctions given to boys through a running total of points. Rewards generate positive points and sanctions incur negative points, so allowing a boy's progress to be evaluated regularly and timely interventions to be made if necessary.

All rewards and sanctions are therefore entered into iSAMS, which generates automatic notifications to House Masters and which feeds the information into HATS. Regularly during the course of each term, House Masters review the points acquired by boys in their Houses and, at their discretion, reward boys for the absolute level of their achievement or for the progress that they have made. House Masters and Tutors discuss boys' progress as it is reflected in HATS, following protocols published at the start of each year. The points system encourages boys to seek reward and to avoid sanction, and it allows the School to monitor boys' progress both in their own terms and in the context of their year groups and the history of recent cohorts of boys.

SUMMARY OF SANCTIONS

Reference is made at Harrow to sanctions rather than punishments, because the purpose of such measures is educational rather than punitive. Sanctions will often be given after warnings rather than immediately, so that boys have a chance first to moderate or adapt their behaviour in response to guidance. The lesson that inappropriate actions have adverse consequences is, however, important in any educational context.

SKEWS

Skews are the principal academic sanction. They are divided into three categories:

- Effort (for example where a boy fails to apply himself fully to a piece of work and submits work well below his usual standard);
- Organisation (for example where a boy fails to submit work without good reason);
and

- House (only to be awarded by House Masters and Assistant House Masters, for shortcomings in the performance of House duties, for infringements of House rules or other lapses with an adverse effect on the House community; House skews take the practical form of manual tasks to be completed for the benefit of the House community).

It is important that division Masters give full details to House Masters about why a sanction has been imposed. This should be done through the iSAMS system, using the online function for the purpose. Boys may be asked to redo or be re-tested on work for which they have been given a skew. Notification of such a requirement is made to House Masters using the comment sections on iSAMS. If boys receive skews repeatedly and/or fail to do the work that they are asked to redo or on which they are required to be re-tested, they may be placed in detention after discussion with the relevant House Master. Those discussions should precede the informing of the Under Master, who manages detention.

DOUBLE

There are four categories of double:

- House double – reserved for use by House Masters and Assistant House Masters for infringements of House rules;
- Organisational double – to be issued for reasons such as forgotten books or equipment and for lateness caused by poor organisation;
- Behavioural double – to be used for rudeness or wilful lateness and other such shortcomings;
- Surface misuse double – to be used when boys use their Surface devices inappropriately during lessons or in prep.

Double is given for behaviour both in the form room and outside it, in every context, academic or otherwise.

- Double means lines written on paper available only from House Masters and may be given for non-academic offences.
- The double must be handed back to the House Master by a boy's bedtime on the day following the offence for its return to the Master who set it.
- Sanctions involving written work must not be set to a whole form or division without the Deputy Head Master's permission.
- The fact that a boy has to go to his House Master to collect his double, and therefore to explain his offence, is to some extent a sanction in itself. Double is a sanction and should be written outside of lessons, co-curricular activities and prep, and in a controlled environment in the House.

- It is essential that Masters carefully check double that has been handed back to ensure that it has been neatly and properly written and contains at least 40 letters in each line. Poorly presented double should be repeated. Properly written means that individual letters should touch both lines as instructed on the paper itself and that it should be written continuously from a text book only, and not repeated on each line or sheet.
- Double is a time-consuming sanction and therefore it is important that the amount set be appropriate. One hundred double takes about one hour to complete if written properly. In particular, large amounts of double can become a considerable burden to boys in the Shell.
- One hundred double is the maximum amount that can be set for any offence or series of offences committed on an individual occasion.

Masters and boys should be mindful of the following guidelines for offences in the form room.

- A boy should be warned for a routine first offence.
- Forgetfulness – for example forgetting to bring a book to a lesson – should usually attract no more than 60 double.
- Arriving late for a lesson without a proper excuse should usually attract no more than 60 double.
- For poor behaviour, persistent talking or distracting others, up to 100 double may be issued. Repeated poor behaviour should be discussed with the Head of Subject and the boy's House Master, who may recommend that a boy be given a Saturday detention by the Under Master.
- Repeated or particularly serious breaches should be referred to the Deputy Head Master, through the boy's House Master.

Skews and double attract negative points in HATS (-50 for a skew; the amount of double as a negative number of points, in multiples of 20).

REPORT CARDS

Boys about whose fulfilment of their potential House Masters are concerned may be placed on Daily Report. A boy on Daily Report will be given a yellow chit, which he must hand to his division Master at the start of every lesson. Division Masters will be asked through the registration system on iSAMS to ascribe a grade between 1 and 5, following the reporting guidance, and to provide a brief comment on the boy's performance in the lesson. In addition, division Masters are required to sign the yellow chit and to provide oral feedback to the boy at the end of every lesson. In the evening, the boy's House Master will review with the boy the grades ascribed and the comments made.

A boy remains on Daily Report until his House Master is satisfied that he is again fulfilling his academic potential. Alternatively, he may be placed on a Director of Studies

Report. The practical arrangements for the Director of Studies Report are identical, but the boy is also required to meet at least once per week with the Director of Studies for a review of his progress.

For boys whose academic performance is causing concern, there are often underlying or accompanying pastoral or behavioural issues. As a result, the Director of Studies Report can have an explicitly pastoral and behavioural element, to which the Pastoral Support Committee contributes through a process of weekly review. As the chair of the PSC, the Designated Safeguarding Lead works closely with the Director of Studies on the framework for the weekly review meetings and co-ordinates other elements of pastoral care provided for boys in such circumstances, together with the boy's House Master.

CUSTOS REPORT

Boys who are consistently incorrectly or scruffily dressed, or who do not wear their hat between lessons or between Chapel and lessons, are placed on Custos Report. In the first instance, Masters should give a boy who is poorly presented a warning, with repeat offenders being placed on Custos Report.

Custos Report involves reporting to Custos at his office in Bill Yard between 7.15am and 7.30am in smart School dress. Masters should put a boy on Custos Report by completing an entry in the online system on iSAMS, which generates a notification both to the boy and to his House Master. Masters should not put a boy on Custos Report without talking to him first. Boys may be placed on Custos Report for one day or for three consecutive days in the first instance. The choice between those levels of sanction is at Masters' discretion and should depend on the boy's responsiveness to previous warnings and on the extent of his breach of the dress regulations. Boys who do not report to Custos as required are placed on Custos Report for one additional day; boys who serially fail to report may be referred by Custos or by their House Masters to the Deputy Head Master, who will review the appropriateness of the sanction and who may in some circumstances replace it with another disciplinary measure.

There are no negative points associated with Custos Report in HATS.

DETENTION

Detention is used primarily for serious or persistent academic offences. It may also be used at the discretion of House Masters for other offences as an alternative to double, and by the Deputy Head Master, especially in circumstances in which boys would benefit from the completion of reflective written work. In addition, all Masters should use the detention sanction for boys who violate the School's road safety rules.

The procedure for detention is as follows:

- The Master considering detention as a sanction discusses with the boy the reasons for which he has not been able to fulfil his academic obligations or the ways in which he has breached other School rules.

- The Master initiates further discussion with the boy's House Master, considering whether detention is an appropriate sanction and whether there are any relevant extenuating pastoral circumstances.
- The Master uses the iSAMS system to request that the boy be placed in detention, including a description of the offence. If the boy has failed to attend period 2a, that point should be explicitly noted in the description. Masters should also indicate whether the offence has recurred. No further input of information is required.
- The Under Master reviews the request, accepting or declining it after further discussion as necessary, and then makes the following specifications (with the negative number of points allocated in HATS shown in brackets):
 - whether the detention should take place on a weekday afternoon (on Tuesday or Thursday) or on a Saturday evening;
 - the length of the detention (30, 60, 90 or 120 minutes);
 - the type of offence warranting the detention (absence, cheating, performance, discipline, behaviour);
 - within those types, the individual category of the offence:
 - being very late to a lesson or cutting an off-timetable lesson (-150 points);
 - failing to attend a lesson in the timetable (-250 points);
 - being serially truant (i.e. failing to attend more than once per term) (-250 points);
 - plagiarism, examination malpractice or other forms of cheating (-250 points);
 - a more minor lapse in academic integrity (-150 points);
 - generally performing below the level of his ability (-150 points);
 - receiving the third of three skews (-50 points);
 - generally poor academic discipline (-150 points);
 - repeatedly poor academic discipline, including failure to complete coursework (-250 points);
 - poor performance in Trials through lack of preparation (-250 points);
 - crossing the road in a prohibited area (-200 points);
 - accumulating more than 100x in one week (discretionary, -100 points);
 - for Saturday detention, an alternative to community labour imposed by the Deputy Head Master (-250 points).
- The iSAMS system generates formal notifications to the boy, his House Master, his Tutor and the awarding Master.

- The division Master then organises work for the boy to complete in detention, delivering it directly to the boy or passing it to the Master invigilating the detention.
- The invigilating Master then arranges the return of the work to the division Master.

Instances of poor academic discipline warranting a weekday detention might include:

- repeated failures to submit work or a single failure to submit work which needed to be re-done;
- not attending a pre-arranged re-test;
- not attending an off-timetable or language oral lesson;
- arriving more than ten minutes late for a lesson;
- failure to complete work that was set more than seven days in advance;
- not meeting a coursework deadline;
- not meeting a deadline for work set for completion during a holiday;
- allowing work completed in prep to be copied.

Instances of performance below the level of a boy's ability might include:

- receiving three skews;
- poor performance in a significant test for a division or a year group, relative to the boy's previous level of attainment;
- poor performance in a test taken for a second time.

In such instances of poor academic discipline or performance, boys will usually receive an hour's detention on a Tuesday or a Thursday.

Saturday detention is usually a two-hour sanction and is used for more serious offences, such as:

- plagiarism;
- malpractice in an examination;
- all other forms of cheating;
- failing to attend a lesson within the timetable;
- arriving more than 20 minutes late to a lesson;
- failing to attend a weekday detention;
- being placed in weekday detention twice in one week;
- failing to complete a significant piece of coursework;
- a serious breach of the School rules for which the sanction might otherwise be community labour.

If a boy has not honoured an academic commitment for valid reasons, the boy's House Master should be informed, and the boy should be given a realistic deadline for meeting his obligations.

Boys placed in detention on a Saturday evening for offences related to academic integrity will be required not only to undertake academic work in the relevant subject set by the division Master but also to complete reflective work set by the Under Master.

Boys placed in detention for truancy more than once over the course of a term may be required to sit an exceptional detention on the last Sunday morning of term. This sanction may also apply to other boys who repeatedly find themselves in detention. Boys who repeat offences resulting in detention will be referred by the Under Master to the Deputy Head Master, who may impose or recommend to the Head Master more significant sanctions.

Trials detention is organised after Trials for boys who have underperformed relative to their ability as a consequence of insufficient preparation, in the judgement of their division Masters and/or Heads of Subject.

COMMUNITY LABOUR

This sanction involves doing tasks whose prime purpose is to help the community. It is important that any community-labour activity be proportionate and reasonable and with the best interests of the boy in mind; examples include litter patrols, moving stores or early morning tasks such as setting tables in the SCH. Boys may be asked, for example, to stay back at the end of term or at the start of an exeat to increase the severity of the sanction in that it calls upon their personal time. It is not reasonable that a boy should be expected to do more than two hours of tasks in any one full School day. Community labour can be given only by members of the Senior Management Team with pastoral responsibilities, and it is recorded in iSAMS. Community labour can be undertaken in the in the following departments in the School:

- SCH;
- Sports Centre;
- Harrow Rifle Corps;
- Laundry;
- Custos' Custodian Support.

Community labour can be given for offences such as:

- Smoking or vaping (in some circumstances) and lower-level instances of drinking alcohol;
- Rudeness within and outside the School community;
- Misuse of the School computer network and facilities;

- Breaking bounds;
- Bringing the School into disrepute; and
- Lower-level instances of inappropriate behaviour.

Community labour incurs negative points in HATS at the rate of 110 per hour.

GATING

Gating requires a boy to remain in his House for a period of 'free time'. Under a gating system, a boy usually loses his home clothes privilege and may have to remain in School dress. He may also be placed on a system of reporting and signing in to his House Master at regular intervals and he must have his House Master's permission to leave the House for any reason other than for normal School events.

Formal gating can only be imposed by members of the Senior Management Team with pastoral responsibilities. House Masters may, for less serious transgressions related to boys' movements on the Hill, impose informal gating on boys in their Houses. In such circumstances, the sanction should always be included in their House disciplinary records.

SERIOUS BREACHES OF THE SCHOOL RULES

Certain types of behaviour are considered serious breaches of School rules, policies or codes of conduct.

These include, but are not limited to, boys

- being involved with drugs in the context of the School's Drugs policy;
- bringing spirits into the School;
- supplying alcohol to a younger boy;
- supplying smoking or vaping paraphernalia to a younger boy;
- breaking bounds;
- engaging in behaviour of a bullying type;
- engaging in child-on-child abuse, which can include sexual violence and sexual harassment between children;
- engaging in a sexual relationship or in sexual relations with another person whilst within the School (noting that any visitor to a boarding House must have the permission of the House Master to visit and that boys may not lock their rooms);
- accessing pornographic material while at School;
- using physical force of any type against another member of the School community;

- making inappropriate comments in relation to any of the protected characteristics (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity) in any medium and in any context, regardless of intent and specificity to any individual within or outside the School community;
- smoking or vaping in a School building;
- stealing or bringing stolen items into School;
- possessing any article that a member of staff reasonably suspects has been or is likely to be used to commit an offence, or to cause personal injury to, or damage to the property of any person (including the boy himself) (e.g. weapons, knives, fireworks);
- using an electronic device in a way that contravenes the School rules, which could lead the device to be considered as a banned item;
- persistently working to a standard demonstrably below their ability;
- being persistently unreliable or involved in frequent incidents of minor indiscipline;
- behaving disrespectfully towards any member of staff;
- behaving disruptively;
- bringing the School's reputation into disrepute, potentially or actually.

In these circumstances, the matter must always be referred to the Deputy Head Master at the earliest opportunity. The Deputy Head Master co-ordinates the investigation into cases referred to him and determines the next steps to be taken. The Deputy Head Master ensures that the boy's parents are informed as soon as reasonably practicable after it becomes clear that the boy may face formal disciplinary action, by contacting them either directly or through the boy's House Master. It is a priority for the School always to work closely with parents throughout the disciplinary process to ensure that boys are able to learn from their mistakes to the fullest possible extent.

The Deputy Head Master will also make it possible for a boy facing disciplinary action to be accompanied and assisted in the disciplinary process by a member of staff and/or another boy, subject to the limitations of the circumstances. Such assistance is usually provided by a member of the House team (House Master, Assistant House Master, Tutor or Matron), but boys may be accompanied by any member of staff of their choice. Additionally, or alternatively, boys may be accompanied to disciplinary meetings by another boy of their choice, provided that the circumstances do not, in the judgement of the Deputy Head Master and the Designated Safeguarding Lead, make such an arrangement inappropriate for reasons of confidentiality. Boys are encouraged to think about the benefits of involving in the process an older boy with a longer experience of the School. It should be noted that neither parents nor those outside the School are permitted to accompany a boy to these meetings.

In some cases, the breach will be addressed by the boy's House Master; in others, it will be addressed by another member of the Senior Management Team with pastoral

responsibility. In others, and in cases of greater seriousness, it will be addressed by the Deputy Head Master. In all cases, the level of sanction to be applied will be set in consultation with the boy's House Master. In addition to the range of sanctions outlined above, the Deputy Head Master may also exclude a boy from the School for a fixed period. The Deputy Head Master may also recommend to the Head Master any of the following additional sanctions related to a boy's place in the School:

- Final Warning in relation to a specific offence;
- Final Warning general in scope;
- Permanent exclusion.

In the case of such recommendations, the School's Exclusion Policy will apply. Boys excluded from the School for a fixed period or placed in any kind of detention for a serious offence will usually be asked to complete reflective written work for subsequent review by their House Master and by the Deputy Head Master, as part of the process of education inherent in the School's approach to the management of boys' behaviour.

It should be noted that, in some instances, a boy may be excluded from Harrow for an unspecified period of time if his presence in the School is deemed to hinder or compromise the investigation of a serious disciplinary matter. The School reserves the right to exclude a boy from School temporarily and for an unspecified period of time during an investigation where the School feels the continued presence of the boy is not appropriate or not in the best interests of the boy or any fellow pupil. In such instances, the School will endeavour to deal with the matter as expediently as possible, and to maintain communication with the boy's parents to support them and provide updates about progress of the investigation where it is possible and practicable to do so.

It should also be noted, in the context of serious breaches of policy and more generally, that boys who immediately or subsequently admit wrong-doing may have their sanctions reduced, and that those who attempt to lie or to conceal a misdemeanour risk having their sanctions increased. Boys are encouraged to be open in discussing their own behaviour and the behaviour of other boys, in the interests of their own and other boys' health, safety and personal development.

ACADEMIC STRUCTURES AND REWARDS

SEND UPS

These are the most commonly awarded reward for academic work and fall into two categories:

- Send Ups for Achievement, awarded by division Masters for work of a high quality relative to the standard of the division;
- Send Ups for Effort/Attitude, awarded by Masters for an unusually high level of industry or achievement relative to a boy's past or current performance.

Masters are encouraged to inform boys in person about the award of a Send Up. Send Ups can be awarded for written work, good questions, active engagement and other positive behaviour in the form room. Masters are expected to follow the guidance given at the start of each academic year about the frequency with which Send Ups should be awarded. As a rough guide, Masters are expected to award at least one Send Up per division per week and not normally more than three per division per week.

HEAD MASTER'S SEND UPS

These are awarded in all year groups for outstanding pieces of work on an internally relative basis as measured by a boy's own standards. The aspiration is that between one and three Head Master's Send Ups are awarded per division per term. As with Send Ups, Masters should inform boys of the award in person and in a timely manner.

COPIES

Twelve Send Ups, or four Head Master's Send Ups, qualify for one Copy. One Copy per term is also awarded in each division for each subject taught, based on the result of the term's work alone or the term's work and Trials combined. A second Copy may, but need not, be awarded to a boy whose effort and progress have been excellent. Send Ups may be carried over from one term to the next and from one academic year to the next for the purpose of these calculations.

PRIZES

Copies may be carried over from one term to the next and from one academic year to the next and a School (non-endowed) prize is awarded to each boy who accumulates eight copies. These prizes are awarded at the start of each term by the Head Master in Speech Room. In addition:

- In the Lower Sixth: one prize is awarded per subject for the candidate with the highest Trials mark in each of the autumn and summer Trials series.
- In the Lower School: one prize a year is awarded in each subject in each year group (usually given in the Removes and Shells to the boy who most distinguishes himself in the Trial at the end of the Summer term and in the Fifth Form to the boy who scores the highest mark in GCSE).
- The Master-in-Charge of Scholars awards a prize to the boy who accumulates the highest number of Head Master's Send Ups in each year group, and to the boy in the Shell who receives the highest number of Send Ups.

A wide variety of endowed Prizes are presented on Speech Day.

Rewards are awarded by Masters in iSAMS and the system will automatically notify the House Master and other relevant staff and will inform a profile report for each boy. A summary of the rewards and sanctions issued by individual Masters is distributed to House Masters daily and summaries of the data by department are constantly available to Heads of Subject.

Rewards are monitored both informally by House Masters and automatically in HATS. Points are awarded for the various rewards, as follows:

- Send Up: 50 points
- Head Master's Send Up: 150 points
- Copies (only those awarded at the end of term): 150 points

Prizes are a sufficient reward in themselves, and therefore are not credited with points in HATS.

OTHER ACADEMIC MATTERS

PREP

Division Masters are required to set prep using Firefly. Boys are responsible for knowing what work they have been set. It is recommended that boys use Firefly to manage their work and that they complete it in good time before the relevant deadline. Masters set prep through Firefly for the benefit of boys and for the efficient management of the process. Best practice is also for them to tell boys in person about the prep.

For boys below the Sixth Form, the prep timetable sets out the periods in the week for which work needs to be done. Division Masters are required to set prep ideally 48 hours and at least 24 hours in advance of those periods. In some rare cases, where periods on consecutive days are separated by fewer than 24 hours, that second requirement will be waived. Such cases will be indicated on the prep timetable.

Boys in the Sixth Form may be set prep deadlines a number of days in advance, but they should allocate sufficient time on a daily basis to ensure that the work is completed on time and to a high standard.

Different boys will take differing lengths of time to complete a prep, but as a general rule the preps set should take the following length of time per subject:

Shells	30 minutes
Removes	30 minutes
Fifth Form	30 minutes
Lower Sixth	4 hours per week
Upper Sixth	5 hours per week

If boys find that they are spending longer than this on prep, they should tell their division Master, their House Master and their Tutor, who will be able to explain how to use time more efficiently.

LATE WORK

Work delivered late must be signed by a boy's House Master. Boys must always deliver late work to Masters themselves and not via other boys.

PRIVATE STUDY PERIODS

Boys in the Sixth Form are expected to do academic work in their private study periods but are encouraged to work in the Vaughan Library or departmental libraries instead of returning to Houses. Sixth Form boys with such periods are expected to go immediately to their place of work. They should not loiter in the street, go into shops, use sports facilities or go to other Houses. Boys who are underachieving relative to their potential in the judgement of their House Masters may be required to work under supervision in the library during private study periods.

GCSE AND A-LEVEL IN THE SUMMER TERM

Boys who have an examination, other than an Art practical, may be excused the morning lessons before an afternoon paper and the afternoon lessons and activities before a morning paper. Boys with papers both in the morning and in the afternoon will be excused from all lessons and activities on the preceding day. They will also be excused the preps that fall due in those missed periods. After a paper or speaking examination, boys must return to normal lessons immediately after the end of the examination. Boys who are excused any School period for a public examination will work either in the House or in a library. Boys who have a paper beginning at 8.45am or earlier are excused attendance at either Chapel or Speech Room. Boys who are excused lessons to revise for public examinations must wear School Dress.

TRIALS (INTERNAL EXAMINATIONS)

Trials take place towards the end of the Autumn and Summer terms, except for divisions that have been involved in external examinations. Mock examinations are timetabled for boys in the Fifth Form and the Upper Sixth at the end of the Spring term. Dates are published in the Bill Book. The timetable is arranged by the Organisation Master.

PERMISSION TO MISS LESSONS

When any period has to be missed for unavoidable reasons (e.g. a medical appointment), boys must first gain their House Master's permission. They must then also obtain their division Master's permission at least 24 hours in advance. This should be done in an email, copied to the boy's House Master. If a boy wishes to miss a School period for a rotating music lesson, he should obtain permission from the Master concerned at least 24 hours in advance. This may be done by an email (copied to his House Master). Permission will normally be granted. Boys should not normally miss more than two periods in any subject during a given term.

If a boy wishes to miss a School period for a sports match that, according to the Calendar, requires an early departure, he should also gain the permission of the division Master concerned at least 24 hours in advance, unless he is selected as a late replacement.

MASTER'S ABSENCE FROM LESSONS

If a Master is ten minutes late for a School period, a boy must inform the Head of Subject or, in his or her absence, another Master in the same department. Appropriate work will then be set for the division. Boys must not cut the lesson by leaving the department to return to their Houses or go anywhere else.

TEXT BOOKS

Boys' books must be clearly marked with their own name and House. Books are issued by division Masters. These books remain the property of the School and are collected in when boys finish using them. Boys who lose books, or allow them to deteriorate unreasonably, will be charged accordingly. Books are returned to the departments from which they were originally issued at times designated by Heads of Subjects.

CHANGE OF SUBJECT

Boys wishing to change subject should make a formal request before the start of the Autumn term. Thereafter, a boy may only change subjects with the agreement of his House Master and the Academic and Universities Director. This is normally negotiated by the House Master with the relevant Heads of Subject and confirmed by email by the House Master to all Masters affected by the change.

GAMES: STRUCTURES AND AWARDS

OUTLINE OF ARRANGEMENTS FOR GAMES

No single sport at Harrow is compulsory. The main team games are rugby in the Autumn term, soccer in the Spring term and cricket in the Summer term. In order to enable the large-scale inter-House competitions in these main team games to operate effectively, priority is given to these sports on certain 'protected' days in the Calendar if there are clashes with other sports events. Otherwise, School matches take precedence over inter-House competitions. However, it is possible for boys to play more than one sport, including a major team game. Individual arrangements may be made for Sports Scholars by the Director of Sport and the boys' House Masters.

All other games have equal status, with some exceptions for Harrow football. On Thursdays in the Autumn and Spring terms, priority is given to sports matches for sports other than the main team games. All fixtures are published in the Calendar. Any Master or boy wishing to arrange additional fixtures may do so only with the approval of the Deputy Head Master.

The times for games are published at the top of the Calendar each term and games should not begin before the official time. The captains of all School games are appointed by the Masters-in-Charge of the games after consultation with the House Masters. In the case of the main team games – rugby, soccer and cricket – the Head Master (copying in the Deputy Head Master and the Director of Sport) should be consulted early on in the appointment process and certainly well before any indications have been given to Masters or boys concerned.

CONDUCT ON AND OFF THE SPORTS FIELD

Any boy sent from the field of play in School or House matches will be referred to the Chair of the Games Committee (the Deputy Head Master) by the referee and/or the Master-in-Charge. Such boys can expect to be banned for at least one subsequent match. Any other conduct on the sports field that seriously infringes the spirit of sport at Harrow will be reported in the first instance to the Director of Sport. Such boys can expect disciplinary action to be taken, which may also include a ban from at least one subsequent match.

Any vocal support from spectators should be to encourage Harrow – there should be no chants, comments or gestures directed towards opposition players or supporters under any circumstances.

Any boy voluntarily giving up a School game during a term forfeits the right to wear any colours gained in that sport.

AWAY MATCHES

If a boy is in a team for a fixture that, according to the Calendar, requires an early departure and missing one or more academic lessons, in addition to the list circulated by the Master-in-Charge of the sport, he must ask permission from his division Master to miss the academic lesson (as for music lessons) at least 24 hours in advance.

Boys are expected to travel in School uniform, but it is a Sixth Form privilege to wear a suit or jacket and smart trousers (not jeans).

On occasion, the Master-in-Charge may require a team to travel 'changed'. If so, cricketers must wear clean whites and a bluer. Shirts should be tucked in. For all other sports, only clean dark blue School tracksuits should be worn: boys should not attend lessons in shorts or t-shirts. Boys may only change out of uniform at break, unless in West Acre or Newlands.

Surface Book computers should not be taken on coaches to away matches. They should instead be left in boys' Houses or in the Sports Centre.

THE PHILATHLETIC CLUB (THE PHIL)

Members of The Philathletic Club will be excellent role models for younger members of the School and good examples to their peers on and off the sports field, promoting excellence in performance and sportsmanship in School and House matches, supporting authority around the School to ensure good behaviour on and around the sports field, helping to ensure that boys are correctly dressed going to and from the games fields and sports facilities as well as at them, and undertaking duties to help with the organisation and running of inter-House games competitions.

Boys below the Upper Sixth are not eligible for membership of The Philathletic Club. The captains of rugby, soccer, cricket and Harrow football ordinarily gain automatic membership. The Head of School is also an *ex officio* member. The following achievements will, in combination, make other boys eligible for consideration for

membership of The Philathletic Club, although not all the criteria need necessarily be fulfilled for a boy to appointed:

- Award of Flannels in at least two sports;
- Captaincy of a sport at Harrow;
- Either competition in their sport at international level during their time in the Lower Sixth or performance to an excellent standard in the first team in all three major sports before the start of their Upper Sixth year (after which it would be expected that this level of team selection would continue in the Upper Sixth);
- In exceptional circumstances, where a boy competes internationally in a sport that is not offered at the School and in which Flannels cannot be awarded;
- Continued embodiment of the School values and the Philosophy for Sport at Harrow; and
- Continued commitment to academic work.

Boys are nominated, following referral by the Master-in-Charge of the relevant sport or by their House Master, by the Director of Sport for consideration by the Games Committee, which then refers nominations to the Appointments Committee. The Appointments Committee also takes into account nominations received from boys in the Lower Sixth and from all members of staff during the Summer term.

After fuller consideration, recommendations are then made to the Head Master, who will usually (but not necessarily) act on the recommendations of the Appointments Committee. All members of The Philathletic Club are therefore appointed ultimately by the Head Master.

Members of The Philathletic Club may wear a black bow tie with School dress and The Phil scarf. They may also make use of The Philathletic and Guild Room at break and at other times. Cricket Flannels who are members of The Phil may wear a blue bow tie; School Triple Bloods (i.e. cricket, rugby and soccer) who are members of The Phil may wear a maroon bow tie.

FLANNELS AND LIONS

Boys in the Lower Sixth and Upper Sixth are eligible for Lions in rugby and for Flannels in all other sports. The following criteria make boys eligible for consideration for Flannels.

- Flannels are awarded to senior boys who have excelled in a particular sport during their time at Harrow. To achieve this award, commitment to the sport in the School must be demonstrated, together with sporting excellence normally, though not necessarily, through status as an academy player or regional or national representative honours.
- Demonstration of commitment to their sport through regular attendance at training and fixtures.
- Embodiment of the School values and the Philosophy for Sport at Harrow.

In practice, to achieve Flannels, boys must have played in 75% or more of the first team competitive matches over a continuous two-year period between the Fifth Form and the Upper Sixth. If a lower percentage were achieved because fixtures were missed as a result of national or external elite club representation (or the equivalent), Flannels could be considered at the Games Committee with a nomination from the Director of Sport. It is expected that a few of the top performers who have played at first-team level in the Fifth Form will achieve their Flannels by the end of their Lower Sixth season. The majority of awards are made in the Upper Sixth, but this can happen half way through the season (as soon as the threshold is met), so that boys can get the full benefit from the purchase of the award clothing.

Boys are nominated, following referral by the Master-in-Charge of the relevant sport or their House Master, by the Director of Sport for consideration by the Games Committee. The Director of Sport and Deputy Head Master retain the flexibility to look at individual cases where the above criteria are not fully met. Flannels are awarded to the boys verbally by the Master-in-Charge of the relevant sport with formal confirmation of the award given in writing by the Deputy Head Master.

Boys to whom Lions and Flannels are awarded may wear a grey waistcoat with Sunday Dress, as well as the clothing associated with the award according to the compendium published annually in September.

HALF-FLANNELS

Half-Flannels are awarded to boys who have made an outstanding contribution to their sport, having shown exceptional loyalty, commitment and dedication in representing the School, but who do not achieve the playing standard required to receive Flannels. It may also be an appropriate award for those exceptional senior boys who were injured while playing their sport but who remained loyal and dedicated to the sport at Harrow.

Half-Flannels will usually be awarded midway through the Upper Sixth season after the first meeting of the Games Committee in each term, so that boys' achievements can be recognised during the remainder of the season. Half-Flannels will be awarded to the boys verbally by the Master-in-Charge of the relevant sport with confirmation of the award given in writing by the Deputy Head Master.

Boys to whom Half-Flannels have been awarded may add a half-trim to their bluer.

TIES

Ties associated with sport at Harrow are available to boys in the Remove and above. The following considerations are relevant for the award of Ties.

- Demonstration of commitment to their sport through regular attendance at training and fixtures.
- Embodiment of the School values and the Philosophy for Sport at Harrow.
- Demonstration of sporting excellence usually, though not necessarily, through status as an academy player or regional or national representative honours.

- Participation in 75% or more of the A team competitive matches over the Remove and Fifth Form years. If a lower percentage is attained because fixtures were missed as a result of injury or national or external elite club representation (or the equivalent), Ties may be considered at the Games Committee following a nomination by the Director of Sport. The Director of Sport and the Deputy Head Master retain the flexibility to look at individual cases where the above criteria are not fully met.

The Games Committee is not otherwise involved in the awarding of Ties. Boys are instead nominated by the Master-in-Charge of the relevant sport and the award is then considered by the Director of Sport and the Deputy Head Master. Ties are then awarded to the boys verbally by the Master-in-Charge of the relevant sport with formal confirmation of the award given in writing by the Deputy Head Master.

HONORARY SCHOLARSHIPS

Boys who develop exceptionally in sport during their time at Harrow, to a level equal to or beyond that of a Sports Scholar at the time of admission, may be awarded an Honorary Scholarship. There is no financial benefit from such awards, but they give boys access to all the support and guidance available to Sports Scholars.

Candidates for Honorary Scholarships are observed and monitored by their coaches throughout the sporting season. Nominations are then submitted by the coaches to the Master-in-Charge of the individual sport. These nominations are then collated by the Director of Sport for discussion at the Games Committee, which determines the nominations to be passed on for consideration by the Scholarship Board. Honorary Scholarships are awarded three times per year, after meetings of the Scholarship Board in September, January and May.

THE ARTS: STRUCTURES AND AWARDS

THE GUILD

The Guild is made up of boys in the Upper Sixth who are the leaders of the School in the arts, in the broadest sense of the term. To be eligible for membership of The Guild, a boy will have been awarded Guild Colours in at least one cultural activity at Harrow during his Lower Sixth year; this is a pre-requisite for membership of The Guild.

To be eligible, a boy will also have demonstrated and will continue to demonstrate a genuinely outstanding ability in one cultural activity, excellent abilities in two cultural activities or strong abilities across a range of cultural activities at Harrow.

A boy who demonstrates a genuinely outstanding ability is likely to be the strongest boy in his year group in that activity and/or to have achieved recognition through some form of external or national competition or award. A boy who demonstrates excellent abilities in two cultural activities is likely to be one of the strongest boys in his year group in those activities and may well have achieved recognition through some form of external or national competition or award. A boy who demonstrates strong abilities across a range of cultural activities is likely to have made an ongoing contribution across the spectrum of activities in which he is involved.

In addition, a member of The Guild will demonstrate outstanding commitment to one or more cultural activities at Harrow, promote good attitudes to, excellence in, and widespread participation in cultural activities throughout the School, demonstrate high personal standards, especially in terms of conduct and appearance, and set a good example for younger boys in the School both in the way he participates in cultural activities and in his wider life at Harrow.

Consideration is given to the overall constitution of The Guild, ensuring that, whenever possible, the most outstanding boys are selected, that there is a fair and appropriate balance between the artistic disciplines and that boys with sufficiently high standards of personal conduct, leadership skills and an ability to work as part of a team are selected.

The chair of The Guild Committee asks for nominations at appropriate times of the year and they can be made by existing members and by Masters. Following preliminary discussion in The Guild Committee, recommendations are then considered in the Appointments Committee, chaired by the Deputy Head Master, which makes final recommendations to the Head Master. The Guild Committee and the Appointments Committee also take into account nominations received from boys in the Lower Sixth and from all members of staff during the Summer term.

Members of The Guild may wear The Guild bow tie with School dress and The Guild scarf, together with the dress privileges they will previously have been awarded with their Guild Colours and Guild Tie (see below). They have use of The Philathletic and Guild Room and a weekly privilege to visit designated cafés or restaurants on the Hill. In return, they will, in conjunction with the School Monitors, be responsible for ushering at some School functions, especially in the Ryan Theatre, Art Schools and Music Schools, and assist in organising, advising, supervising and commenting on New Boys' Projects. Members of The Guild will also be expected to act as Mentors to junior boys identified as having particular potential in one or more artistic discipline.

GUILD COLOURS AND TIES

Guild Colours are recommended by the Heads of Subject to The Guild Committee for boys who have performed consistently to a very high standard in Art, Design Technology, & Engineering, Drama, Music and for their contribution to *The Harrovian*, and shown considerable commitment in their activity outside the form room. Guild Colours are usually awarded only in the Sixth Form.

Guild Ties may be awarded to boys who have made valuable contributions over a period of time in Art, Design Technology & Engineering, Drama and Music by the relevant Head of Subject.

HONORARY SCHOLARSHIPS

It should be noted that the various Guild awards are made on criteria different from those used for honorary scholarships in the arts. Talent and attitude are relevant considerations both for these awards and for honorary scholarships. Attitude is the primary consideration for the former, talent for the latter. Honorary scholarships are

considered at the end of each term during departmental meetings, the outputs of which feed in to the Scholarship Board, which meets every term under the direction of the Master-in-Charge of Scholars and the Deputy Head Master.

OTHER AWARDS

SCHOOL AWARDS

Masters-in-Charge of all clubs and societies may give awards in the form of Ties or Colours to boys who demonstrate their commitment in a specific area of School life. There are specific criteria for some societies, which are set out in the annual compendium of awards. More generally, society awards are made to boys who regularly attend meetings or otherwise contribute to a society, for example by successfully inviting speakers.

Separately from the specific processes outlined above in relation to games and the arts at Harrow, all such awards can be made at the discretion of the Master-in-Charge or, in some circumstances, the Master coaching the relevant team, but only with prior notification to the Deputy Head Master. Notification will prompt both consideration of consistency and the recording of the award in iSAMS.

Notification will also prompt the preparation of a letter to the boy(s) from the Deputy Head Master, which will serve formally to record the award, to offer the School's congratulations for it and to provide authorisation to the outfitters for the purchase of award clothing.

HOUSE AWARDS

There is a wide variety of House Awards, of which details are included in the House Handbooks published to boys and parents and of which a summary is included in annual compendium. House Awards are made entirely at the discretion of House Masters, subject to the governance of three general principles:

- House Awards are available both to boys in the Sixth Form and to boys in the Lower School;
- House Awards are available both for sport and for cultural and other activities;
- There is at least one associated item of award clothing for every House award.

VALUES COMMENDATIONS

Beaks are able to award a boy with a Values Commendation where a boy exhibits behaviours that align with one or more of the School's four values. Using iSAMS, beaks are able to include text giving detail of the behaviour or action that merited the Values Commendation award. The boy who achieves the highest number of Values Commendations by Speech Day each year will be awarded an Anniversary Medal to recognise his commitment to courage, honour, humility and fellowship.

THE HARROW DIPLOMA

General principles: The Harrow Diploma is awarded to boys who have engaged with the Super-Curriculum and who have made a demonstrable commitment to the idea of academic breadth across the two years of their Sixth Form studies. It is a credit-based qualification, requiring a total of 12 credits. The main element of the Diploma is the Sixth Form Electives programme (nine credits), supplemented by other forms of super-curricular engagement. There is a degree of choice for the boys, but also some compulsory elements.

Elective requirements: in order to fulfil the Elective requirements for the Harrow Diploma, across the two years in the Sixth Form boys will gain nine Elective credits. There are approximately 30 short Elective courses from which to choose, most of which are worth one credit (although there are a few longer courses, worth three credits). Boys need to acquire a minimum of five credits in the Lower Sixth (but can acquire a maximum of seven), and over the course of the two years they need to acquire at least one credit in each of the five subject groups: Individuals and Societies; Maths, Science and Technology; Literature and the Arts; Life Skills and Wellbeing; and Interdisciplinary Courses. The award of an Elective credit is not automatic, but is contingent on a satisfactory report from the division Master. The default is that all Sixth Formers gain nine Elective credits across the two years, except for those who cannot do so because of timetabling constraints or other reasons.

Credit equivalents: in the Lower Sixth, boys studying Mathematics and Further Mathematics in addition to three other A-level subjects for the whole year, gain the equivalent of four credits in the Maths, Science and Technology group. In the Upper Sixth, boys who continue with four A-level subjects for the whole year can declare one of them as the equivalent to two credits in the subject group that is most relevant to the selected A-level (as set out in a separate table, or at the discretion of the Director of Super-Curriculum).

Planning the year: there are seven Elective cycles each year (three in the Autumn term, three in the Spring term and one in the Summer term), and so 14 cycles in total across the two years of the Sixth Form. In order to gain the required nine Elective credits, boys have to take courses in nine out of the 14 Elective cycles. This means it will be possible to opt out of up to five cycles across the two years. It is up to each boy, with advice from his Tutor, to decide which cycles to opt out of, bearing in mind that (i) he must gain at least five credits in the Lower Sixth; and (ii) as part of his nine, he must acquire at least one credit in each of the five subject groups. Boys are also allowed to acquire more than nine credits should they wish to do so.

Other credits: credits may also be acquired through engagement in other forms of super-curricular activity, including reading (at least ten books across two years, evidenced by a 100-word review of each book), work experience or voluntary work (a minimum of five full days), academic extension activities (such as submitting an entry to an external essay competition, delivering a lecture to a society, or gaining an accredited external qualification), any other super-curricular activity approved by the Director of Super-Curriculum. In all cases, the award of the credit will be subject to satisfactory evidence being received by the Director of the Super-Curriculum.

SCHOOL MONITORS

MONITOR APPOINTMENTS

The Head of School, the Deputy Head of School and the other School Monitors are appointed by the Head Master, acting on the recommendations of the Appointments Committee. The Appointments Committee considers nominations from all members of staff and from all boys in the Lower Sixth during the Summer term, following protocols published annually.

Boys are chosen provisionally as Monitors at the end of the Summer term. They are then required to attend and complete a training course, organised by the Deputy Head Master, over three days (Sunday to Tuesday) before the beginning of the Autumn term.

There is sometimes a second round of provisional appointments during the Autumn term, as a result of which a small number of boys can become Monitors at the start of the Spring term. To take up their appointments, those boys need likewise successfully to complete a training course. In both terms, Monitors are formally appointed and presented with their keys to the Vaughan Library at the first Speech Room.

Each House Master runs his/her own process for the appointment of their Head of House and House Monitors.

MONITORS' DUTIES AND RESPONSIBILITIES

School Monitors are expected to help promote excellence at Harrow by being good role models for younger boys in the School, by taking a pastoral interest in the wellbeing of other boys, by taking the initiative where appropriate in order to ensure good behaviour and civilised conduct in all circumstances, by checking that boys are smartly dressed around the School and by undertaking duties that help with the day-to-day running of the School. School Monitors will have specific responsibility for matters related to equality and diversity in the School; others will take leading roles on issues of sustainability. Monitors also represent the School at internal and, occasionally, external events.

School Monitors are expected to attend a weekly administrative meeting with the Head Master, Deputy Head Master, Director of Pastoral Care, Director of Safeguarding and Lead Chaplain in the Monitors Room before Speech Room every Monday, as well as regular, ongoing training sessions throughout the academic year over supper with the Deputy Head Master, Director of Pastoral Care, Director of Safeguarding and Lead Chaplain. Monitors are consulted on and contribute to matters of practical management of the School where such matters affect the lives of the boys. They act as one of the channels through which the views of boys can be freely expressed to members of the Senior Management Team. Some Monitors are appointed to lead on matters of equality, diversity, inclusion and sustainability.

SANCTIONS

School Monitors are the only boys permitted to recommend sanctions for boys from other Houses for breaches of School rules. They are not, however, allowed to give sanctions directly to boys; they must instead discuss their recommendations with the Deputy Head Master. If the Deputy Head Master agrees that a sanction should be imposed, he will inform the boy's House Master and ensure that the sanction is recorded.

Within Houses, any sanction recommended by a senior boy must be agreed with the House Master before it is given. House Masters are responsible for ensuring that any such sanctions are recorded in full detail. Relatedly, within each House, there should be a clear complaints procedure known to all boys.

DRESS REGULATIONS FOR MONITORS

Monitors may wear ties and hat bands with School dress, top hats and black waistcoats with lapels with Sunday dress, and the Monitors' scarf. School Monitors may visit designated cafés and restaurants on the Hill with appropriate ID and at specific times.

EVENTS AND ROUTINES

THE CALENDAR

The Calendar is published before the beginning of each term and it is distributed to boys in the Bill Book. It is also available to view on Firefly. Events appearing in bold type, including the regular events published at the beginning, have absolute priority; any Calendar event has priority over all non-Calendar events.

THE TIMETABLE

The teaching week is divided into 39 teaching periods, each of 40 minutes' duration. There is a fortnightly arrangement of Week A and Week B, although there are differences in the timetable as a consequence only for the Shell year.

SPEECH ROOM (MONDAY MORNING ASSEMBLY AT 8.30AM)

Attendance is compulsory for all boys, except those with a public examination beginning at 8.45am. Boys sit by Houses, except for School Monitors.

CHAPEL

Harrow School is a Christian foundation with the Chapel at its heart. Boys will attend Chapel on Sundays and in the week according to the published patterns of worship. Roman Catholic boys attend Mass and catechism in a parallel routine.

All Harrow boys will attend, by House, one of two School Chapel services per week. Non-Roman Catholic boys will attend one further weekday service alongside catechism arrangements for Roman Catholic boys. On Sundays, boys attend a Chapel service, Roman Catholic Mass or (if from another faith tradition and/or by agreement with the Lead Chaplain) Thought for the Day.

A boy may become part of the Sunday Thought for the Day group only after consultation with and the agreement of his House Master and the Lead Chaplain. In the Shell, Remove and Fifth Form, only adherents of the non-Christian world faiths (e.g. Islam, Judaism, Hinduism) will be eligible. In the Sixth Form, boys who consider themselves to be atheist or agnostic may also ask to join Thought for the Day. The Lead Chaplain will recommend the names of boys who may attend Thought for the Day for the Head Master's approval.

Boys will not normally be allowed to transfer from Chapel or Roman Catholic observances to Thought for the Day during their time in the School. Sunday dress must be worn to all services and meetings on Sundays (Chapel, Mass or Thought for the Day). Other than for the weekly School Chapel service, which all must attend, a boy may attend Eucharist in the Crypt Chapel as an alternative to attendance in the main Chapel.

SHEPHERD CHURCHILL HALL (SCH)

The Shepherd Churchill Hall (SCH) is sometimes known as the Central Dining Hall (CDH). It is separate from the Shepherd Churchill Room (SCR), which is reserved for the use of staff.

The times of meals vary and are published each term. Boys sit in House areas of the SCH for breakfast and lunch. High standards of conduct and good manners are expected at all times; boys are not permitted to use any screen technology in the SCH. School dress should always be worn in the SCH for breakfast and lunch.

At supper following games only, clean eccer clothes are permitted. Informal change is permitted in supper at weekends only. Boys are required to collect their own food and clear their own trays at the end of each meal. At the end of supper, a responsible boy from each House should report his area clear to the Master on duty.

CAPPING

Boys passing Masters in the street should acknowledge them by "capping" (right index finger up to rim of hat, hands out of pockets). Masters return the salute. Boys and members of the School community should never pass in the street or anywhere else on the Hill without acknowledging each other. The School community includes in this and every context both Masters and non-teaching staff.

SIGNING IN AND OUT

Boys are required to sign in and out of their Houses using the Live Register system every time they enter or leave. This includes when taking any leave for which they have been given permission, playing in away matches or taking part in any School activities off the Hill, in Short Duckers, in any School activities on the Hill, or making visits to other Houses after locking up. Permission from a House Master is not needed to attend an event in the School Calendar.

Locking up is at 7.15pm throughout the year. Boys must be back in their Houses by 10.30pm unless they have obtained prior permission from their House Master. Boys visiting other Houses need both their own House Master's permission and the

permission of the House Master of the House being visited. They must also sign into the other House using the Live Register system.

MEDICAL CENTRE

In an emergency, boys should go directly to the Medical Centre, which is open 24 hours a day during term time. Otherwise, a boy who is ill or injured should go to his Matron in the first instance. Boys who suffer sports injuries in the afternoons (whether playing at home or away) should go to the Medical Centre as soon as possible. A boy who wishes to see a nurse or the School Doctor in confidence may go directly to the Medical Centre at surgery times. Boys may visit friends in the Medical Centre between 2pm and 7pm and must check in with a member of staff on arrival. Permission from the member of staff on duty is required at all other times.

CLUBS AND SOCIETIES

There is a variety of clubs and societies, catering for a wide range of interests. Every School club and society must have a Master-in-Charge and at least one boy serving as Secretary, whose names must be listed in the Bill Book. Boys may propose new societies for consideration by the Deputy Head Master, providing they have a Master willing to sponsor their proposal and to become the Master-in-Charge if it is approved.

DRESS AND APPEARANCE

It is expected of all boys that in dress and in general appearance, as in other respects, they should at all times be a credit to the School, including when they are off the Hill at School matches or on trips. The maintaining of good standards of personal appearance throughout the School is the responsibility of all Masters and the School Monitors.

GENERAL RULES

Hats should be worn on all streets on the Hill (including the High Street, Peterborough Road, Davidson Lane and Grove Hill) as well as on the War Memorial Steps and in Bill Yard. They should be worn by boys when they are going to and from lessons and to Chapel and Speech Room. Hats may, however, be carried by boys returning to their Houses from the last period in the morning or going to lunch. They do not need to be worn at all during afternoon school in the winter timetable. Boys must be clean shaven. Top buttons and ties must always be done up. No jewellery may be worn except for signet rings by boys in the Upper Sixth who have achieved their 18th birthday.

Full School dress should always be worn to breakfast and lunch. At supper after games, approved games clothing may be worn instead, but only if it is clean; a mixture of School and eccer wear is not permitted.

Only approved School or House kit can be worn for eccer, including to the Sports Hall. Boots should always be carried to the games fields.

HAIR

Boys are not allowed any form of hair cut or style that draws unnecessary attention to them. Hair should be tidy and of a style acceptable to a boy's House Master and the Head Master. While length is a matter of perception, hair should always be off the collar. Very short hair that shows the scalp and dyed hair are not permitted. If a boy returns to School with an unsuitable hairstyle, he will be required to have the problem dealt with immediately. If this is not possible, he may be sent home until the problem is resolved.

During term time, as soon as a boy is perceived to have hair that is too long, it should be cut to an acceptable length within a short, specified time. Boys are strictly forbidden from cutting each other's hair. The School has its own hairdressing salon in a central location behind the Hill Shop. The cost of a shampoo and haircut can be put on the end-of-term bill.

UNIFORM REGULATIONS

Boys must have a chit from their House Master explaining any reason for not being in correct uniform (for example not having a hat or the correct shoes), valid only for a specified period of time. Boys will be put on Custos Report for one or three days if they break dress regulations, the duration depending on the severity of the breach.

SCHOOL DRESS

Normal School dress consists of the following standard items:

- a blue jacket (bluer);
- light grey worsted flannel (not denim or cotton) trousers (greyers);
- a white shirt;
- a black tie;
- black leather shoes that can be polished;
- socks of a sober colour;
- a straw hat (from which the elastic should not be removed).

A Harrow blue v-neck sweater or, for members of the Sixth Form, a Harrow blue cardigan may also be worn. Belts must be black. Only dark blue or black overcoats may be worn.

PERMITTED VARIATIONS TO SCHOOL DRESS: GENERAL

School Monitors may wear a v-neck or crew-neck sweater or cardigan of a plain colour other than blue.

All School Monitors, members of The Philathletic Club and The Guild and boys with Flannels and Lions may wear the appropriate scarves; otherwise only School woollen scarves may be worn. Scarves should not be worn indoors, for example in Chapel, Speech Room, the SCH or form rooms.

PERMITTED VARIATIONS TO SCHOOL DRESS: AWARD CLOTHING

The rules on the wearing of award clothing, which includes blazers, waistcoats, sweaters, headwear, neckwear and footwear, are:

- Boys in the Sixth Form may wear award clothing with School dress both during afternoon school on weekdays and on Saturdays;
- Boys in the Fifth Form and the Remove may wear award clothing with School dress only on Saturdays;
- In the Spring and Summer term, boys in the Shell may wear Award Clothing on Saturdays.
- All boys, however, may wear a tie that is representative of an award whenever they are wearing formal dress;
- Waistcoats may be worn only with Sunday dress.

Those arrangements apply to all School and House awards, subject to the following exceptions:

- although caps and fezzes awarded for the principal School sports may be worn to afternoon school and on Saturdays with School dress, caps and fezzes in House colours may not be worn with School dress;
- School Monitors and members of The Guild and The Philathletic Club may wear the related ties as part of School dress at any time.

The standard representation of awards and colours will be a tie. Where they are available (as shown in the compendium of colours and awards published annually in September) cravats will indicate a higher level of contribution or responsibility. For example, boys serving on committees for societies or assuming positions of responsibility in a team or within an area of activity below the level of captain or secretary may be eligible to wear a cravat. Bow ties are reserved for boys serving as secretary, captain or in a position equivalent in responsibility to such posts. The bow ties available to Monitors and members of The Guild and The Philathletic Club fall outside those general protocols, to which there are also some specific exceptions listed in the annual compendium.

SUNDAY DRESS

School dress on Sunday is a black tailcoat, white shirt (as for weekdays), black tie and waistcoat, black striped trousers with braces, dark socks and black shoes, as for School dress. Monitors may wear a black waistcoat with lapels. For Sunday dress, no School or House awards or colours may be worn with tails, except for clothing related to the status of School Monitors and members of The Guild and The Phil. Sunday dress is worn for every Sunday service (Chapel, Mass or Thought for the Day). Sunday dress is worn for breakfast and lunch if there is a morning service, and for supper before an evening

service. It is not required in the dining hall when brunch is served.

SUMMER DRESS

In hot weather, the Deputy Head Master may authorise summer dress, which comprises a clean, open-neck white shirt (with collar) with the sleeves rolled up neatly, but which does not require a blazer or a hat. Printed t-shirts that show through the shirt must not be worn.

FORMAL DRESS

Formal dress should be worn to away matches in the Sixth Form and for expeditions off the Hill, unless otherwise instructed. It consists of a suit or a jacket or blazer with smart pressed trousers (not jeans), formal shirt and tie, formal leather shoes (polished or suede). No headwear is permitted.

INFORMAL DRESS

Informal dress is sometimes referred to as home clothes. Such clothes must be clean, tidy and within the bounds of good taste, not outlandish or sloppy. School dress and Sunday dress items may not be worn as part of informal dress. Home clothes may only be worn outside Houses after lunch on Saturdays and Sundays, or on Sundays before supper if Chapel services are in the evening.

DRESS FOR GAMES

School dress should never be worn for sport. Games clothes should be appropriate to the sport and only approved School or House tracksuits or sportswear may be worn to the playing fields, Sports Hall or courts.

For all House, Torpid and Yearlings matches in rugby, football and soccer, the traditional design of House shirts must be worn. Tracksuits must be one of the types of School tracksuit available from the outfitters or an approved House tracksuit. The School tracksuits are recognised by the School coat of arms on the top and on the trousers. Tracksuit trousers can be bought separately to be worn with House rugby shirts.

Boys who wear glasses must use contact lenses, glasses with an anti-shatter coating or polycarbonate sports goggles for sport.

In rugby, gum shields must be worn by all players. Boots must have safety studs and must be carried to and from the rugby fields. For practices, boys below the Sixth Form should wear School reversible shirts, School rugby shorts and School or House socks. Only Lions may wear their special socks for matches other than School matches.

Boys playing in matches for School teams below the Sixth Form and in teams that do not have team stripes provided should wear School reversible shirts, School shorts and the School dark blue socks with three white stripes.

In soccer, shin guards must be worn by all players. Boots must have safety studs and must be carried to and from the soccer fields. For practices, boys below the Sixth Form should wear School reversible shirts, School soccer shorts and School or House

socks only. Soccer Flannels may wear their special socks for matches other than School matches.

Boys playing in School matches for teams that do not have team stripes provided should wear School reversible shirts, School soccer shorts and the School dark blue socks with three white stripes. In House matches, House rugby shirts or generic shirts should be worn.

In cricket, when batting or keeping wicket, helmets must be worn. Boys playing in School matches must wear white shirts, sweaters (plain or with the Harrow blue stripe), flannels and boots. Any boy may wear a School cap. In hot weather, white sun hats may be worn, but no other headgear is permitted.

For practices, School tracksuit bottoms or School shorts may be worn as an alternative to white flannels. Only Flannels may wear First XI sweaters. Cricket Flannels may wear white coats; Sixth Form Coats may wear white-trimmed bluers. First XI, Second XI, Third XI, Sixth Form Coat, Phil, and House caps may be worn by those entitled to do so.

For Harrow football, gum shields and shin guards must be worn. House football shirts may be worn instead of rugby shirts but for House, Torpid and Yearlings matches all members of a team must wear the same style of shirt i.e. football or rugby but not mixed. House captains are responsible for enforcing this. House fezzes may wear fancy stockings. Only boys to whom Harrow football Ties have been awarded may wear blue shorts.

In hockey, the regulations are as for soccer except that gum shields must also be worn and AstroTurf shoes should be carried to and from the AstroTurf pitches.

For athletics and cross-country, School vests or t-shirts or approved House shirts are worn. No decorated t-shirts or Bermuda shorts are permitted.

On the School tennis courts, white tennis shirts, shorts and clean, non-marking tennis shoes must be worn. No decorated t-shirts or Bermuda shorts are permitted. Boys must carry their tennis shoes with them to the courts and only put them on when going on court.

For fives, rackets and squash and in the Sports Centre, School or House shirts or plain white t-shirts, clean School white shorts, House or School rugby socks or short white socks must be worn. For rackets and squash, clean, non-marking-soled shoes must be carried to the courts. Boys must always carry clean shoes to be worn in the Sports Centre.

For golf, a collared shirt and smart trousers must be worn. Alternatively, clean tracksuit bottoms may be worn. Bermuda, cycling and swimming shorts are not permitted.

OTHER POINTS IN RELATION TO DRESS

Any boy going off the Hill as a member of a team or on an official School expedition may wear formal change or such other dress as prescribed by the Master-in-Charge. The Master-in-Charge will refuse to take any boy whose appearance is, in his or her opinion,

likely to reflect discredit on the School and will report him to his House Master. Any boy going off the Hill individually must be dressed in clothes appropriate to the occasion.

On occasion the Master-in-Charge may require a team to travel 'changed'. If so, cricketers must wear clean whites and a bluer. Shirts should be tucked in. For all other sports, only clean, dark blue School tracksuits should be worn; boys should not attend lessons in shorts or t-shirts. Boys may only change out of uniform at break, unless they are in West Acre or Newlands.

On Monday afternoons during the Summer timetable, cadets must attend lessons in HRC uniform.

Boys should always attend lessons in Art, Design Technology & Engineering, Sculpture and Photography in normal School uniform, without additions or modifications.

The usual dress code for plays in the Ryan Theatre and for lectures, concerts and society meetings is School dress.

SEARCHING, SCREENING AND CONFISCATION

The Head Master or any authorised member of staff can search a boy, his possessions, and/or his room for any item if the boy agrees.

The Head Master and authorised members of staff also have the statutory power to search a boy who does not co-operate with a search, his possessions and/or his room, where they have reasonable grounds for suspecting that the boy may have a 'prohibited item' (as advised by the DfE guidance). Further details are available in the Searching, Screening and Confiscation Policy and in the Behaviour Policy.

SEARCHING A BOY'S ROOM

Boys should be aware that their room, furniture and safe may be subject to a search either with co-operation to the search or, where the School has reasonable grounds for suspecting that a boy may have in his possession a 'prohibited item', without his co-operation.

Only the Head Master, or the relevant boy's House Master or Assistant House Master, or, in their absence, a member of the Senior Management Team or such other member of staff authorised by the Head Master (e.g. any member of the Fire & Security team), may search a boy's room, having taken into account the specific circumstances.

CONFISCATION

Staff can confiscate, retain or dispose of any prohibited item found as a result of a search (conducted in accordance with the guidance above). They can also confiscate, retain or dispose of any item they consider harmful or detrimental to School discipline (whether found as a result of a search or not). The School's Behaviour Policy outlines sanctions which include confiscation of certain items from a boy e.g. a boy's mobile phone.

SCREENING

The School reserves the right to conduct random screening of boys (without contact). Screening will be conducted by either a walk-through or hand-held metal detector (arch or wand). This can take place even when the School does not suspect a boy of having a weapon.

SUPERVISION OF POST TO BOYS

The delivery of parcels for boys must be made to The Bursary at 5 High Street or for the attention of the House Master. Parcels are logged before being distributed internally to Houses. For the School to fulfil its duty of care to boys in the boarding environment in the context of safeguarding, health and safety, and pastoral care more generally, boys are expected to open parcels in the presence of their House Masters. If a House Master wishes to inspect the contents of a parcel more closely, s/he may do so either with the boy's co-operation or, if a boy is not willing to co-operate with the search, without his co-operation as permitted by this policy (see above, searching a boy without co-operation and search requirements – personal possessions).

COMPLAINTS

Complaints can be made by talking about an issue to any member of staff or by writing to them. A boy can make a complaint individually, as part of a group or through his parents. The Complaints Procedure is published annually to boys in a notice and in the Bill Book. There is a separate but related Complaints Policy for parents available on the School website.

Boys and parents are advised to complain promptly so that issues can be resolved through discussion in the first instance.



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