



HARROW
SCHOOL

EXISTING CUSTOMS

2023-2024



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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 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's rules. **It is not exhaustive, and it must be read alongside the School's policies (especially those related to boys' behaviour) and Terms & Conditions. All such policies are available to boys on Firefly.** The Bill Book also includes a list of some of the School's key rules, together with a table of standard sanctions.

Existing Customs is, however, more than a summary of the School's rules. It sets out the customs and practices that the School seeks to encourage, and the positive behaviours that are necessary 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; to be 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's rules and follow all its behaviour-related policies. These personal commitments relate to all aspects of boys' lives at Harrow: in their academic endeavours; in their co-curricular and super-curricular activities; in their Houses; and more generally. They are binding for boys not only on the Hill but also at external fixtures and events, and on expeditions and trips, both in term time and during the holidays, and during travel to and from the School. All of this is particularly relevant in situations where the welfare of other boys or the reputation of the School is 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;
- To understand and accept that Harrow is a diverse community in which there must be equality of opportunity for all, and 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;
- Mindful of their physical and mental health, never to become involved in any way with drugs or new psychoactive substances (formerly known as legal highs) in the context of the **Drugs Policy** (see Firefly);
- Mindful of their physical and mental health, never to drink alcohol illegally or in breach of the **Alcohol Policy** (see Firefly), noting that bringing spirits into the School and supplying alcohol to a younger boy are particularly serious breaches of the School's rules;
- Mindful of their physical and mental health, never to become involved in smoking or vaping in the context of the **Smoking and Vaping Policy** (see Firefly), noting that smoking or vaping within a School building and supplying smoking or vaping paraphernalia to a younger boy are deemed particularly serious breaches of the School's rules;
- Never to break bounds in the context of the **Bounds Policy** (see Firefly);
- To accept that gambling and betting are forbidden;
- Never to engage in behaviour of a bullying type in the context of the **Counter-Bullying Policy** (see Firefly), nor to be a bystander if any boy experiences intimidating or bullying-type behaviour of any form, in any circumstances and from anyone in the School community;
- Never to use physical force of any type against another member of the School community;
- Never to engage in child-on-child abuse in the context of the **Child-on-Child Abuse Policy** (see Firefly), which can include sexual violence and sexual harassment between children;
- Never to engage in a sexual relationship with, or have sexual contact with, another person within the School;
- To adhere to the **Boys' ICT Acceptable Use Policy (Code of Conduct)** (see Firefly) and conduct themselves safely and honestly when online or using other technologies (also following the guidance set out in the **Counter-Bullying Policy** (see Firefly), the



Safeguarding Policy (see Firefly), the **Child-on-Child Abuse Policy** (see Firefly) and the **Behaviour Policy** (see Firefly));

- 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 unobtrusively 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, and only with the permission of the Master-in-Charge; not at the venue for a trip, when walking in a group on the street, or when using public transport;
- Never to use an electronic device in a way that contravenes the School rules, which could lead the device to be considered as a banned item. This includes:
 - Accessing, storing or sending pornographic material;
 - Taking videos or images during lessons and activities unless given express permission by a Master;
 - Taking, uploading or sharing words, images or videos about the School or any other institution, which are derogatory and could damage the reputation of the School;
 - Taking, uploading or sharing words, images or videos of any Master or member of non-teaching staff at Harrow without their permission;
 - Taking, uploading or sharing words, images or videos of any pupil at Harrow, which could be construed as abusive or offensive (i.e. of bullying type);
 - Taking, uploading or sharing words, images or videos of anyone (whether they are inside or outside the School community) that are sexual in nature or in any other way inappropriate, regardless of whether there is consent (actual or perceived);
 - Taking, having or passing on sexual images (or videos) of someone under 18, including selfies; and
 - Encouraging or inciting someone to take or send 'sexts'.
- Never to bring any visitor into a boarding House without the permission of the House Master or bring any visitor into any other School building without the permission of a Master;
- Never to lock or barricade a room (except within the parameters set out in the **Emergency Procedures: Handling a Crisis** document (see Firefly));
- Never to make 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;
- Never to steal or bring stolen items into School;
- Never to possess any article that a member of staff could reasonably suspect 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 (e.g. weapons, knives, fireworks etc.);



- Never to possess caffeinated energy drinks or dietary supplements which contain caffeine;
- Never to bring into the School any dietary supplement without the prior permission of their House Master and the Director of Sport;
- Always to work to the best of their ability;
- Always to be reliable and not to be involved in frequent incidents of minor indiscipline;
- Never to behave disruptively;
- Never to bring the School's reputation into disrepute, potentially or actually.
- Never to have in their possession any obscene or offensive material in any form;
- To embrace and follow **A Philosophy for Sport at Harrow** (see Firefly);
- 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;
- 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 make respectful and proper use of all School property and facilities, including items loaned to them during their time at the School;
- To understand and to follow without exception the **Form Room Code of Conduct** (see Firefly);
- 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** (see Firefly) and that they do not copy work from another boy, from a translation, from a book of answers or from a digital source;
- To avoid using earpieces and headphones when they are walking or running outside and when they are attending an academic lesson in any subject;
- Never to 'borrow' another boy's property, but rather always 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;
- Never to cut their own or another boy's hair;
- Not to have in their 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 out of 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; and
- 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, for which written permission from parents is required);
- To travel in a car driven by a person under the age of 25 (other than a brother or sister or a Master, for which written permission from parents is required);
- To ride a bicycle (unless a School Monitor);
- To 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);
- 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;
- Outside the designated windows for open access, to play computer games, or to view or stream material that is not specified for academic purposes;
- To keep an animal;
- To have in their possession or to take any medication; and
- 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** (see Firefly), specifically noting that they are not allowed to leave the Hill during School lessons or study periods (and not alone at any time in the Shell or Remove), that all cinemas are out of bounds except for Tutor trips and occasionally for Lower and Upper Sixth boys (see separate details), and that specific written permission is required for them to visit any eating establishment during a downtown (or other) visit;
- Always to seek their House Master's permission if they have a specific and valid reason for needing to go downtown or off the Hill, accepting that doing so without permission constitutes a serious breach of the **Bounds Policy** (see Firefly). Off the Hill includes: going west from the High Street other than via West Street to reach the Philathletic ground; going beyond West Acre on the High Street; beyond Elmfield on Grove Hill and beyond Davidson Lane on Peterborough Road; and going beyond the boundaries of the playing fields and the golf course;
- Always to seek their House Master's permission if they wish to use the footpath from the Reddings pitches to Peterborough Road for any reason;



- Always to seek their House Master's permission before going into Grove Wood, Newlands Wood, St Mary's churchyard or Church Fields, all of which are areas that are ordinarily out of bounds;
- Always to seek their House Master's permission to visit another House after locking up (for which the permission of the House Master of the House being visited is also required);
- Always to seek their House Master's permission to visit any private home on the Hill, even if the parents of a boy request it, noting that boys are not permitted access to staff accommodation;
- Always to seek their House Master's permission before using local takeaway meal facilities;
- Never to go to the games fields after dark, and never to go to the playing fields after prep (when daylight permits) without their House Master's permission;
- Always to seek their House Master's permission before visiting a licensed restaurant on the Hill for a sit-down or takeaway meal, including to have a meal with parents, other relatives or the parents of other boys, when the adult(s) should be present throughout (exceptions apply for Monitors and members of The Phil 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, where specific arrangements set out annually in a separate notice apply);
- Always to seek their House Master's permission to run a Short Ducker, and only ever run a Short Ducker via the route set out in the Bounds Policy;
- Never to be absent from School overnight, nor to return late or leave early at the start/end of a term, a half-term or an exeat, without relevant permissions having been sought in advance (with requests made in writing to the House Master, who will refer to the Head Master for a decision).
- Always to use the route into Harrow that is via Peterborough Road, Station Road and St Anns Road, and never to go via Grove Hill, nor via the underground and bus stations;
- Never to leave the boarding House after lock-up without the House Master's express permission, even for a short period of time (e.g. to collect a banned takeaway late in the evening);
- Not to go on to the golf course, which is out of bounds unless playing golf (at all other times, boys may only use the path around its perimeter);
- To only use the athletics track for athletics activities and not as, for example, an access route; and
- To abide by the **Boarders' Access to High Risk Areas of the School Policy** (see Firefly), never seeking to gain access to restricted or prohibited areas (including the roof of any building) and abiding by rules and notices pertaining to areas of the site in which demolition, construction or landscaping work is taking place.

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;
- 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, hair dryers, boilettes, tea and coffee makers and toasters;
- Not to bring onto the School premises the following prohibited items (as defined in the DfE guidance 'Searching, Screening and Confiscation – Advice for schools', July 2022), in addition to items banned specifically in School and House rules (e.g. vaping paraphernalia): knives and weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; and any other article that the 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);
- 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 cross the main road anywhere other than the designated crossing points shown on the road safety map on House boards. Designated crossing points include: the refuge opposite Garlands Lane; the zebra crossing outside Speech Room; the narrowing of the High Street between the bottom of Church Hill and The Head Master's; the pinch point outside 3 High Street; and the zebra crossing between West Acre and 'Shaws';
- Not to cross the High Street immediately outside Chapel or the Vaughan Library, at its junction with West Street, or opposite Bradbys; and
- Never to use Peterborough Road and Davidson Lane when going to and from lessons, apart from boys in Elmfield and Lyon's (but boys in those Houses may only use that route when they are leaving and returning to their Houses).

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 Director of Safeguarding (who is the DSL) and comprising the Lead Deputy DSL, Deputy Head Master (Deputy DSL), the Director of Pastoral Care (Deputy DSL), the School Clinical 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 and CPOMS. 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 Director of Safeguarding, the Director of Studies, the Senior House Master, the Senior Matron, the Lead Chaplain, the School Clinical Psychologist, the School Doctor, the Lead Nurse, 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, whilst 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 Clinical Psychologist and the School Counsellors further 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 in place which is circulated frequently to boys and which highlights those whom boys can approach with any concerns or issues. This is also published in the Bill Book and on House notice boards.
- The Complaints Procedure for Boys is published annually for display on House boards.
- Guidance and mentoring for boys in the Shell 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.
- A formal Peer Mentoring programme which runs annually and involves all Lower Sixth boys (mentors) and Remove boys (mentees).
- 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 Existing Customs document and the other policies referenced within it. In addition, there are House Councils chaired by Monitors, 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 are both 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

If you have worries or difficulties, there are many people available and willing to help you. If you need to speak to somebody, you can choose from any of the following people within the School (contact details are in the Bill Book):

- House Master
- Assistant House Master
- 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 help you themselves or refer you to a specialist
- School Counsellors, School Clinical Psychologist or School Psychiatrist
- Head Master or any member of the Senior Management Team

You can also turn to your Head of House, other senior boys, Peer Mentors and members of your Flock.

Harrow School's Designated Safeguarding Lead (DSL) is Dr D R Wendelken (Director of Safeguarding). The Lead Deputy DSL is Capt R Robson (HRC School Staff Instructor & House Visitor). Dr S A Harrison (Deputy Head Master), Mr S N Taylor (Director of Pastoral Care), Mr L W Hedges (Director of Art) and Mr D M Dalby (Design Technology & Engineering Master) are Deputy DSLs. Mr W M A Land (Head Master) is responsible for dealing with all concerns or allegations regarding staff conduct. Mr D J C Faber is the Governor with responsibility for Safeguarding.

You can contact any of these 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 / www.nationalbullyinghelpline.co.uk
- Anti-bullying Alliance: <https://anti-bullyingalliance.org.uk/tools-information/advice-and-support>
- Shout: www.giveusashout.org
- Young Minds: <https://www.youngminds.org.uk/>
- 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 / help.team@childrenscommissioner.gov.uk / www.childrenscommissioner.gov.uk/help-at-hand

These details are circulated to boys periodically and are published on House boards. 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 where there are safeguarding-related concerns.

The School will normally share all relevant information with the parents of a boy who is having academic, disciplinary or pastoral difficulties. Equally, however, the School recognises that a boy has rights of his own to confidentiality in certain respects. Ultimately professional judgement is used when it comes to matters of confidentiality, taking into account safeguarding responsibilities and the duty of care to ensure the wellbeing of the boy.

BEHAVIOUR POLICY

The School's comprehensive Behaviour Policy is available to boys on Firefly. 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** (see Firefly) which is applied if and when certain conditions are met;
- Clear policies, procedures and codes of conduct (including those referred to above) 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; and
- 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.

In addition to the **Behaviour Policy**, **Safeguarding Policy** and **Child-on-Child Abuse Policy**, these are the principal policies related to boys' conduct:

- **Counter-Bullying Policy**
- **Drugs Policy**
- **Alcohol Policy**
- **Smoking and Vaping Policy**
- **Bounds Policy**
- **Boys' ICT Acceptable Use Policy (Code of Conduct)**
- **Form Room Code of Conduct**
- **Plagiarism Code of Conduct**

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

It is important that boys read all of the above documents in full. As already noted, they are all available on Firefly and they are also available on request from the Deputy Head Master's office.

HARROW TRACKING SYSTEM (HATS)

The aim of the Harrow Tracking System (HATS) is to bring all the many and varied 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 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 regularly to be evaluated and timely interventions to be made if necessary.

All rewards and sanctions are therefore entered into iSAMS, which generates automatic notifications to House Masters, Assistant House Masters and Tutors 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 which they have made. The points system encourages boys to seek reward and to avoid sanction, and allows the School to monitor their progress both in their own terms and in the context of their year groups and the history of recent cohorts of boys.

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.

There is a clear system of sanctions within the School that is applied when breaches of School rules, policies or codes of conduct occur.

The list of available sanctions includes: Skews; Double; Custos Report; Detention; Community Labour; and Gating. Boys must refer to **Appendix 3**, **Appendix 4** and **Appendix 5** of the **Behaviour Policy** (see Firefly), as well as to the individual behaviour-related policies noted above, for full details of the conditions under which these sanctions might be applied.

Masters may not impose sanctions on an entire division (unless approved by the Deputy Head Master), nor may they impose sanctions other than those listed above.

Masters should be aware that it is a breach of the prevailing legislation to impose a sanction on a boy if the cause of his shortcoming can be attributed to a diagnosed recognisable learning difficulty.

Masters contemplating imposing a Detention on a boy who has been diagnosed with SEND, for example, must reasonably reassure themselves that his learning disability is not the cause. If in doubt, a Master should consult the Head of Learning Skills.



All of the sanctions listed above may be imposed by any Master with the exception of Community Labour and Gating, which can be awarded only by the Head Master, the Deputy Head Master, the Director of Pastoral Care and the Designated Safeguarding Lead (i.e. by the members of the Senior Management Team with pastoral responsibilities). School Monitors (appointed by the Head Master) and senior boys in Houses may recommend sanctions for boys for minor offences such as shortcomings of dress, eating in the street, lack of compliance with queuing and talking in gatherings etc. School Monitors' recommendations for sanctions should be passed to the Deputy Head Master; senior boys in Houses should make their recommendations for sanctions to House Masters. The recommendation will then be given due consideration and a decision taken as to whether to impose the sanction. The sanction is imposed by the Master, not the boy.

Boys must understand that, in certain circumstances, breaches of School rules, policies and codes of conduct may result in them being excluded from the School on either a fixed period or permanent basis. Further information can be found in the **Exclusion Policy** (see Firefly).

Within the parameters of the **Behaviour Policy** (see Firefly), each House has its own code of conduct to which boys must adhere. House Masters may apply House sanctions with this in mind, which are then recorded in iSAMS. In the event that they apply sanctions not listed in this policy (e.g. refusing a boy's attendance at a School event) those sanctions must be reasonable, proportionate and have the boy's best interests in mind. Such sanctions must also be recorded by House Masters. For further information on sanctions imposed by House Masters, please see the guidance note in **Appendix 4** of the **Behaviour Policy** (see Firefly).

SERIOUS BREACHES OF THE SCHOOL RULES

Certain types of behaviour, listed within the **Behaviour Policy** (see Firefly), are considered serious breaches of School's rules, policies or codes of conduct.

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 referred cases and determines the next steps to be taken. The Deputy Head Master ensures that the parents of a boy 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, subject to the limitations of the circumstances. Such assistance is usually provided by a member of the House team (House Master, Assistant House Master, Matron or Tutor), 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, Director of Pastoral Care and the Director of



Safeguarding make such an arrangement inappropriate for reasons of confidentiality or the nature of the offence. It should be noted that neither parents nor those outside of the School are permitted to accompany a boy to these meetings. Boys are encouraged to think about the benefits of involving in the process an older boy with a longer experience of the School.

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 all 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; or
- Permanent Exclusion.

In the case of such recommendations, the **Exclusion Policy** (see Firefly) 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. The House Master will inform any Masters, coaches and other non-teaching staff on whose areas of responsibility the boy's time away from the School might have an impact.

It should 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.

SEARCHING, SCREENING AND CONFISCATION

Boys should refer to the **Searching, Screening and Confiscation Policy** (see Firefly) for full details.

SEARCHING

If it is ever necessary to search a boy, the following points should be noted:

- The Head Master or any authorised member of staff can search a boy's outer clothing*, pockets and 'possessions'** if the boy is willing to co-operate. There should be reasonable grounds for suspecting that the boy is in possession of a 'prohibited item'*** (as defined in the DfE guidance 'Searching, Screening and Confiscation – Advice for schools', July 2022) or an item identified in the School rules for which a search can be made (including vaping paraphernalia).

- **‘Outer clothing’ means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear. ‘Outer clothing’ includes hats, shoes, boots and scarves. Staff members should be sensitive to whether such outer clothing is worn for religious reasons when conducting a search.
- ***‘Possessions’ means any goods over which the boy has or appears to have control – this includes desks, cupboards, drawers, lockers, bags and safes.
- ***‘Prohibited items’ are: knives and weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; and any other article that the 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).
- A boy’s possessions can only be searched in the presence of the boy and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- The Head Master and authorised members of staff also have the statutory power to search a boy’s outer clothing, pockets and possessions, even if he is not willing to co-operate, using such force as is reasonable, where they have reasonable grounds for suspecting that the boy may have a ‘prohibited item’. The decision to use reasonable force should be made on a case-by-case basis. The member of staff should consider whether conducting the search will prevent the boy from harming himself or others, damaging property or from causing disorder.

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.

CONFISCATION

As a result of a search, staff can confiscate, retain or dispose of any ‘prohibited item’ (as defined in the DfE guidance), any item identified in the School rules for which a search can be made, any item that poses a risk to staff or pupils, or any item that is evidence in relation to an offence. 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 **Behaviour Policy** (see Firefly) outlines sanctions which include confiscation of certain items from a boy, e.g. his mobile phone.

The School’s general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil’s property as a disciplinary penalty, where reasonable to do so. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

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, they 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, subject to the guidance in the **Searching, Screening and Confiscation Policy** (see Firefly).

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 a boy finds that he is spending longer than this on prep, he should tell his division Master, his House Master and his 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 Vaughan Library during private study periods.

GCSE AND A-LEVEL IN THE SUMMER TERM

A Study Leave notice is published annually but, typically, boys who have an examination, other than an Art practical, may be excused the morning lessons before an afternoon paper and the afternoon and evening 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 are excused lessons to revise for public examinations must wear School dress when they are outside their Houses, e.g. for meals in the SCH or when studying in the Vaughan Library.

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 Calendar and 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 an early departure for an away sports match that was not included in the weekly list that is circulated to Masters, he should gain the permission of the division Master concerned at least 24 hours in advance where possible.

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

A boy's books must be clearly marked with his 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.

THE RECOGNITION OF ACHIEVEMENT AND EFFORT

The School recognises boys' achievements in both academic and co-curricular spheres of School life through a clearly defined rewards programme and through other formal and informal mechanisms for celebrating success. These are summarised below with detailed guidance available in **Appendix 2 of the Behaviour Policy** (see Firefly).

ACADEMIC REWARDS

- Send Ups
- Head Master's Send Ups
- Copies
- Prizes

NON-ACADEMIC AWARDS AND REWARDS

- Awards Ties, Colours and Flannels
- The Philathletic Club
- The Guild
- Values Commendations
- Values Medals
- The Harrow Diploma

OTHER WAYS OF RECOGNISING ACHIEVEMENT

- The Head Master's announcements in Speech Room each Monday.



- The weekly publication of The Harrovian.
- Publications such as the Head Master's end-of-term letter, The Harrow Record and The Silver Arrow.
- House Masters regularly praise boys' achievements in Callover or Bill and in their newsletters or on their House blogs.
- Houses also have their own systems of awards available to both senior and junior boys, for sporting, cultural and social contribution and achievement.

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. It is possible for boys to play more than one sport, including a main 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 these published times. The captains of all School games are appointed by the Masters-in-Charge of the games after consultation with House Masters. In the case of the main team games – rugby, soccer and cricket – the Deputy Head Master (copying in the Director of Co-curriculum 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 Master-in-Charge of the relevant sport and 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 wishes to miss a School period for an early departure for an away sports match that was not included in the weekly list that is circulated to Masters, he should gain the permission of the division Master concerned at least 24 hours in advance, unless he is selected as a late replacement.

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 blazer. 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.

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 (as outlined in **A Philosophy for Sport at Harrow** (see Firefly)) 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. These duties are outlined in **Appendix C of the Positions of Responsibility** booklet (see Firefly).

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

- Award of Flannels in at least two of the major sports (rugby, soccer and cricket).
- Competition in their sport at international level during their time in the Lower Sixth, with an expectation that this will continue in the Upper Sixth.
- Performance to an excellent standard in the first team in all three major sports before the start of their Upper Sixth year, with an expectation that this level of team selection will continue in the Upper Sixth.
- In exceptional circumstances, competition internationally in a sport which is not offered at the School and in which Flannels cannot be awarded.



Continued embodiment of the School values and of **A Philosophy for Sport at Harrow** (see Firefly), and continued commitment to academic work are essential criteria for membership.

Boys are nominated, following referral by the Master(s)-in-Charge of the relevant sport(s) or by their House Master, by the Director of Sport for consideration by the Games Committee, which then refers nominations to the Appointments Committee.

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 light blue bow tie; and Triple Bloods (i.e. three of cricket, rugby, Harrow Football and soccer) who are members of The Phil may wear a maroon bow tie. The Harrow Blue (royal blue bow tie) may be worn by members of The Phil who have been awarded Flannels in three (or more) recognised sports.

FLANNELS

Boys in the Lower Sixth and Upper Sixth are eligible for Flannels (which in Rugby are called 'Lions'). 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, via status as an academy player or via regional or national representative honours.
- 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.
- Demonstration of commitment to their sport through regular attendance at training and fixtures.
- Embodiment of the School values and of **A Philosophy for Sport at Harrow** (see Firefly).

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 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 whilst 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 of **A Philosophy for Sport at Harrow** (see Firefly).
- Demonstration of sporting excellence, usually, though not necessarily, via status as an academy player or via 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

Membership of The Guild is the highest award in relation to the arts at Harrow and the cultural life of the School.

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 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, 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.

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. 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 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 external 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 the 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; and
- 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 in each year group 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 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 twelve 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 need to gain nine elective credits. There are a total of approximately thirty short elective courses from which to choose, most of which are worth one credit (though 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 & Societies; Maths, Science & Technology; Literature and the Arts; Life Skills & Wellbeing; 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 & Technology group. In the Upper Sixth, boys who continue with four different 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 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 the Head of House and House Monitors. Each Head of House is automatically appointed a School Monitor.

MONITORS' DUTIES AND RESPONSIBILITIES

Monitors' duties and responsibilities are outlined in **Appendix B** of the **Positions of Responsibility** booklet (see Firefly) and are further explained at the Monitors-Elect training course that all are expected to complete successfully in order for their appointments to be confirmed. Some Monitors will have specific responsibility for matters related to: Equity, Diversity and Inclusion; Sustainability; SEND; Technology; Shaftesbury Enterprise; Super-curriculum; Chapel life; and Mental Health. All Monitors are expected to engage in the School's work on counter-bullying.

School Monitors are expected proactively to promote excellence at Harrow by being good role models for younger boys in the School, by taking a pastoral interest in the well-being 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. They 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, Director of Co-curriculum 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, Lead Chaplain and Roman Catholic 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.

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. Again, senior boys are not allowed to give sanctions directly. House Masters are responsible for ensuring that any such sanctions are recorded in full detail. Relatedly, within each House the **Complaints Procedure for Boys** (see Firefly) should be made 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 (full details are available in the **Positions of Responsibility** booklet (see Firefly) and from the Deputy Head Master).

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. Most boys attend Chapel on Sundays and Chapel/St Mary's on Thursdays according to the published patterns of worship. Roman Catholic boys attend Mass and catechism in a parallel routine.

Boys from other faith traditions may, after consultation with and the agreement of House Masters and the Lead Chaplain, attend Thought for the Day on Sundays as an alternative to attending Chapel.

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. However, in the Sixth Form, boys who consider themselves to be atheist or agnostic may ask their House Masters and the Lead Chaplain 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.

On designated Sundays in the School Calendar, boys may attend 8am Eucharist at St Mary's instead of the Sunday service in Chapel. Boys may also attend one of the weekday morning Eucharists in the Crypt Chapel as an alternative to attending the normal service on Thursday morning.

Sunday dress must be worn to all services and meetings on Sundays (Chapel, Roman Catholic Mass or Thought for the Day).



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 year. Boys sit in House areas of the SCH for breakfast and lunch. Boys should sit in their own House areas for supper on Mondays, Wednesdays and Fridays, but may sit in other House areas on Tuesdays and Thursdays. At supper on Saturdays and Sundays, only half of the Hall is used and there are no specified House areas.

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 Hall for breakfast and lunch on every day of the week including Saturdays. Eccer kit is allowed only by permission from a Master. On Sundays, School dress is Tails until after lunch, if Chapel is in the morning.

At supper following games, clean eccer kit is permitted as an alternative to School dress. If a boy does not have correct games clothing, he must wear School dress. It is not an acceptable excuse to say that such games clothing is being laundered. Home clothes are permitted in supper at weekends only. Flip flops are not allowed under any circumstances.

Boys are required to collect their own food and clear their own trays. Under no circumstances should older boys require younger boys to clear their trays or collect food for them. Any such behaviour will be reported as soon as possible to the House Master, Director of Co-curriculum and Deputy Head Master.

Boys are not permitted to take food out of the SCH back to their Houses.

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.



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. 999 should be called in life-threatening situations or where it is obvious that ambulance attendance is required. 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 a 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 Director of Super-Curriculum and 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 London Road, High Street, Peterborough Road, Church Hill, Grove Hill and Davidson Lane) as well as on the War Memorial Steps and in Bill Yard. They should be worn, never carried, 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 or possibly placed on Custos Report until the issue is rectified. 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; and
- 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. Zipped sweaters are not permitted.



All School Monitors, members of The Philathletic Club and The Guild and boys with Flannels (including 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 with School dress only on Saturdays;
- All boys, however, may wear a tie that is representative of an award whenever they are wearing formal dress; and
- 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; and
- 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 Philathletic Club. 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 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. Formal dress may be worn to away matches in the Sixth Form and for expeditions off the Hill (e.g. theatre trips).

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 that do not have team strips provided should wear School reversible shirts, School shorts and the School dark blue socks with three white stripes. No House kit should be worn when playing for the School.

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 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 strips provided should wear School reversible shirts, School soccer shorts and the School dark blue socks with three white stripes. No House kit should be worn when playing for the School. 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 blazers. 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 Harrow 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. Harrow 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, 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 dress 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.

COMPLAINTS

The Complaints Procedure for Boys is published annually to boys on Firefly, in a notice for House boards and in the Bill Book. There is a separate but related Complaints Procedure for Parents available on Firefly and the School website.

Boys and parents are advised to complain promptly so that issues can be resolved through discussion where possible.