Ellesmere

Co-ed 7-18 Day and Boarding



Parental Handbook 2026/2027

Ellesmere

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MISSION STATEMENT

Ellesmere College aims to produce:

Fully developed and morally grounded human beings who will flourish as adults and improve the lives of those around them. The College believes firmly that the full measure of its success can only be judged in the years after attendance at the College.

It seeks to achieve this through:

A consistent, intense focus on individual academic performance. It is made clear to pupils that they are valued for their individual performance rather than against some arbitrary standard. 'Personal best' is always the focus. This approach goes beyond the academic, and runs through every aspect of College life and it is the focus of our five key principles that work together to ensure that through the various programmes offered at the College our pupils are ready for life.

LIFE:READY

Academic | Sports | Arts | Leadership | Global

All school policies are available to parents via the website and/or by request.

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Introduction

Welcome to this handbook for parents.

When starting at a new school, or even moving up from one section to another, the task of getting to know 'how things work' can be quite daunting. This handbook is intended to inform pupils and parents about the school and what will be expected of pupils whilst they are with us.

The information ranges widely but it is probably not possible to anticipate every eventuality and so if you feel that there are items which should be included please do let me know. Improvements can be incorporated for the next 'generation'.

In the meantime I hope that you find the handbook both informative and helpful.



Dr Ranjit Chatterjee
Deputy Head (Pastoral)

Contact with the School

Ellesmere College welcomes suggestions and comments from parents and takes seriously any concerns they may have. This page attempts to help you address comments to the most appropriate person.

Before a pupil joins the school:	The Head's Secretary will be able to deal with the matter or redirect your enquiry.
Lower School: Once a pupil has been accepted into the School:	General enquires should be directed to The Head of Lower School.
Upper School: Once a pupil has been placed in a 'Saints' House:	The HsM will be the best person to contact.
Once term has begun:	A pupil's Tutor is regarded as a key member of the pastoral team and most communication should begin there.

College switchboard, managed by Reception, is open from 8.30am to 5.30pm Monday to Friday. The Lower School Secretary's telephone is staffed from 8.30am to 5.30pm Monday to Friday.

It is most important that parents keep the school fully informed of changes to their contact details. Please write or email to The Head's Secretary (hmsecretary@ellesmere.com) providing your postal address, landline telephone number(s), mobile telephone number(s) and email address.

From time to time it will be necessary to contact the College regarding matters listed below. It will assist our ability to attend to concerns or difficulties if the initial contact with the College is as indicated below. The position of Tutor is pivotal and initiating contact at a higher level in the pastoral or academic system may well entail time spent referring the matter to the Tutor before proceeding.

SUBJECT	FIRST CONTACT	LINE MANAGER
Academic matters	Tutor	Head of Lower School, Head of Middle School or Head of Sixth Form
Social matters	Tutor	Housemaster, Housemistress or Head of Lower School
Permissions, leaves, *etc.*	Housemaster, Housemistress or Head of Lower School	Head
Boarding matters	Tutor, Housemaster, Housemistress or Housemother	Housemaster or Housemistress
Financial matters	In writing to the Director of Finance	
Contractual issues	In writing to The Head	
Concerns of any other nature	Tutor	Housemaster, Housemistress or Head of Lower School

For reference: (You may find it helpful to make a note of the following)

Tutor:	Name:	Tel:
Housemaster or Housemistress:	Name:	Tel:

Code of Conduct for Pupils at Ellesmere

1. Always treat other people as you would like to be treated.

2. Always be polite, helpful and respectful to all staff, visitors and others. Open doors, stand back for teachers and visitors, be helpful and thoughtful. Say 'good morning' or 'good afternoon' when you meet staff or visitors and thank the teacher at the end of a lesson or activity.

3. Always treat everyone's property including your own with sense and care.

4. Always try to be punctual to school, lessons and activities.

5. Always make the best use of lessons.

6. Always behave in such a way that your parents and your school would be proud of you.

7. Never tease or bully in any way.

8. Never use bad language, even if others cannot hear.

9. Never do anything that is dangerous to you or other people (including running or playing with balls indoors).

10. Never do anything of which you would be ashamed if it were made public.

11. Move gently and quietly around the school buildings.

As you move up through the school, the following will also apply:

12. One of the basic elements of education is self-discipline. You learn to control your own mind so that you do the things you should do, not the things you want to do.

13. A high standard of self-discipline and behaviour is required from all pupils. You are expected to take responsibility for your own actions and to show courtesy and respect to staff, visitors and to one another.

14. Older pupils are encouraged to participate in the care of younger children.

15. Please move about the school in a quiet and orderly manner. Do not run in the corridors.

16. Pupils are asked not to eat or drink whilst walking through the school buildings.

17. Pupils must not enter classrooms or workshops until directed to do so by a teacher.

18. Arrive on time for your lesson with the correct equipment and in correct uniform or kit.

19. Always pay careful attention during lessons and do not allow your mind to wander.

20. Lesson change times are a signal to staff; do not pack-up your books until the lesson is concluded by your teacher.

21. You are expected to obey all members of staff without argument. If you feel that you have been unfairly treated then you may appeal to the teacher concerned or to your Tutor.

Learning to Learn Successfully

Pupils have the right to learn without distractions.

Teachers have the right to teach without distractions.

How to make this happen:

Successful learning comes through teachers setting high standards and expectations and pupils meeting those expectations.

Classroom Expectations:

- Be punctual and arrive correctly dressed
- Enter the room quietly
- Come appropriately prepared for the lesson with pencil case and books
- Be attentive when the teacher is talking or when other pupils are contributing
- Hand in Prep on time
- Demonstrate consideration for others
- Demonstrate good manners

Consequences:

You will succeed in learning and make progress.
Consequences if you do not meet above expectations:

1. If late, knock on classroom door and wait for teacher to attend to you.

2. If you cannot behave in the classroom and seek the teacher's attention by talking or inappropriate behaviour, you will be issued a warning which may lead to a detention and/or loss of House points.

3. If you arrive at a lesson without the correct equipment or clothing you may be left to wait outside the classroom until the teacher has time to deal with you.

If you do not hand in Prep you will be given a Departmental Detention. This is recorded and may lead to a School Detention and an interview with the appropriate Head of Lower School, Middle School or Sixth Form.

At all times be courteous and respectful. Arrive ready to learn.

General Information for Pupils and Parents

The information and advice that follows should be read in conjunction with the School Rules and the Terms and Conditions. Should there be any confusion the 'Terms and Conditions' take precedence.

School Aims and Ethos including Boarding Principles and Practice

This section is relevant to all pupils, both boarding and day, and to those in both Lower and Upper Schools.

Ellesmere College is a place of learning and a place where boys and girls have opportunities to *become* fulfilled, skilful and happy young men and women. It is our intention that each pupil is encouraged, taught and challenged to fulfil his or her true potential. *We* attempt to allow time and space for academic work to be balanced by sport, music, drama and a wide choice of other activities, including service to the local community. *We* endeavour to allow our young people to acquire a confidence in their relationship with adults. *We* aim to give Sixth Formers opportunities to exercise responsibility and leadership as well as showing care and concern for their younger peers. Our aim is that our young people, as the result of an education here, should be able to contribute constructively to society and play a full role in it, whatever their chosen path.

Ellesmere College, a Woodard School, has its roots in the Christian faith, whilst welcoming and valuing young people from all faiths or none. Encouraging each pupil's spiritual discovery and expression is an important part of the work of the school, overseen by our school Chaplain.

The admission criteria are outlined in the 'Admissions Policy'.

The school is blessed with excellent facilities over its one hundred and forty acre site. Apart from the normal sports provision of a modern sports hall, swimming pool, 4 indoor tennis courts, 6 outdoor floodlit tennis courts, all weather pitch and grass sports pitches, etc. there is a nine hole golf course and access to a sailing lake.

The College Houses are at the heart of the boarding experience offered at Ellesmere whilst the Houses and Lower School also provide the core for the development of day pupils. *We* aim to be as flexible as possible in the boarding arrangements offered, thus assuring that pupils can make the most of their opportunities without losing many of the benefits of close family life. *We* believe that the boarding experience should be enjoyable and *we* strive to ensure that *every* boarding pupil looks forward to returning to his or her House at the end of the school day.

There are six Houses at Ellesmere. Two boys' and one girls' House accommodate pupils in Middle School (years 9 to 11 inclusive), both boarding and day. The Sixth Form is also catered for by two boys' and one girls' House, again both boarding and day. In Houses, populated by both day and boarding pupils, many facilities such as day rooms and television rooms are shared by all during the normal teaching day but the boarding accommodation is essentially separate.

The pastoral structure in each House is based upon a team of three teaching staff and a 'Housemother' who oversees the domestic arrangements in addition to providing pastoral support. Boarding in the school is under the leadership of the Deputy Head Pastoral who reports directly to the Head. Welfare support is additionally provided by a Medical Centre, School Chaplain and School Counsellor.

Our aim is to provide a secure and structured community for all our pupils, in which these young people can fulfil their potential whilst learning to live and work together in a spirit of co-operation, kindness, respect and enthusiasm.

We attempt to bear the following principles in mind:

- The development of the complete person and a moral code is the basis for life in the adult world.
- That life here should be based upon mutual respect for all members of the community and their property.

- Each pupil has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying, and the responsibility to be compassionate and considerate to those of different backgrounds and values. There is equality of opportunity and respect for all pupils regardless of ethnicity, culture, gender or
  physical disability. Each pupil and each member of staff is to be treated as an individual, and with respect by other pupils and by staff. Each pupil has the right to extend his or her intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to learning.
- All pupils should be able to develop physically, intellectually, morally and socially; to appreciate the significance of spiritual values and to be capable of developing their faith, according to their individual consciences.
- Despite the distance separating boarders from their families, links with parents are seen as an indispensable part of the support and development of boarders.
- Although living together, staff and pupils acknowledge that all have the right to privacy.

The pastoral system attempts to:

- Develop the whole person, a desire for truth and a respect for others.
- Produce an open and trusting ethos in which each pupil feels able to approach any other member of the community (staff or pupil), confident in the knowledge that he or she will be treated and respected as an individual.
- Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find difficulty in developing.
- Provide the conditions for pupils to develop their intellectual talents through well structured prep/homework arrangements (for boarders), access to staff and other pupils, participation in activities and in an atmosphere which values effort.
- Provide a range of activities and opportunities that will assist in the personal, social and cultural development of each pupil.
- Safeguard and promote the welfare of each pupil, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort.
- Develop pupils' responsibility for self, for others and for the environment
- Develop pupils' qualities of leadership and ability to work as part of a team.
- Encourage pupils to contribute to the needs and welfare of others in the House and school, as well as those in the wider community.
- Provide suitable conditions for pupils to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.
- Provide accommodation that is comfortable and suited to the needs of all, according to age and maturity, and which provides adequate levels of privacy.

Absence

Application for leave involving absence from school, or absence for the night in the case of a pupil expected to be boarding on the night in question, should be made through the HsM a MINIMUM of 48 hours in advance of the date concerned. A boarder may go out with his/her parents for any weekend.

If a pupil is absent from school due to illness, the College Reception may be contacted from 8.30am.

On return it is up to the pupil to make up any work missed. Should the absence be for an extended time it may be possible to send work home. Contact should be made through the tutor or HsM.

Absence at the Start and End of Terms

Missing lessons can have a detrimental effect on a pupil's learning and may affect their final exam results. The school does not encourage late arrivals or early leave.

The application must be made by the parent (or person with parental responsibility with whom the pupil normally resides.

The school recognizes that travel arrangements can be difficult and will normally allow arrivals during the first day back. Departures on the last day of term will also be sanctioned.

Any other absences will be deemed inappropriate and be recorded as such.

On return to school from extended unauthorised leave, extra supervised work sessions may be put on at the weekend. These would not be optional.

Activities

Ellesmere College is a school that values individuals. Our priority is to enable pupils to achieve their full academic potential, whatever that might be. However, examination results alone are not enough to prepare children to live adult life successfully, considerately and with a sense of personal fulfilment. Therefore, our pursuit of academic excellence is balanced as we seek to develop and realise the potential of our pupils in a breadth of extra-curricular, sporting, outdoor adventures and artistic activities. All pupils are expected to take part in the programme and participate in the expeditions that are scheduled through the year.

In Lower School, pupils take part in many extra-curricular activities, which include Survive and Thrive in Years 7 and 8. There may also be day trips and overnight events that take place during expeditions.

In the Senior School, the extensive programme of outdoor activities including the College Combined Cadet Force and Duke of Edinburgh Award Scheme, which offer the opportunities for teamwork and problem solving. Likewise, the Arts Award inspires young people to develop knowledge of the Arts and leadership skills. Green Team is another area that pupils can get involved, promoting a more sustainable environment supporting the local community.

As such, pupils take part in activities one afternoon a week throughout the year. Some afternoons are extended to enable a wider range of activities to take place. In addition, a three day "Expedition" is held during the last week of the Summer Term. Extended Curriculum organisations that operate during the term normally make arrangements for offsite activities, some of which are fully residential.

This extensive programme is for all our pupils, regardless of what programme of study they follow; are part of an academy; if they are a scholar or award holder. There is a set charge for all pupils each term.

If the activities are more far reaching and additional costs are anticipated this will be communicated in advance by activity leaders and is a choice.

Address

The Head's Secretary should be informed of any change of address, telephone numbers (home and work etc.) or other contact details in writing as a matter of priority.

Alcohol

The College policy on alcohol is available on request but essentially alcohol may neither be consumed by pupils whilst under school control nor brought onto the premises.

Anti-Bullying

Bullying is any deliberate behaviour that hurts, humiliates, threatens or frightens someone else. There is no place for it at the College, and it is the responsibility of everyone in our community to help to create an atmosphere in which it is totally unacceptable. Individual differences, which are often the focus for bullying, should be understood, accepted and appreciated, so that everyone feels valued and respected.

The College does not tolerate bullying or harassment. It is the right and the responsibility of everyone to report bullying when it happens.

Standing by and doing nothing could be described as 'passive bullying'. It is important to realise that this reinforces the power of the bully and makes the bystander partly responsible.

To pupils: if you are being bullied, or you know someone else is being bullied, please tell your Tutor, HsM, another teacher or a Prefect. Not telling means that the bully will carry on, and probably with others too. BE PART OF THE SOLUTION, NOT PART OF THE PROBLEM. The College policies on bullying are available from the school.

Appointments with Staff

Staff are always pleased to meet parents who wish to discuss academic or pastoral matters. Appointments can be arranged by emailing, telephoning or writing to the pupil's Tutor or HsM.

Arts Centre

The College Arts Centre, apart from providing a venue for school productions etc, occasionally presents productions by professional groups. Parents and friends are encouraged to attend with pupils at the school. A charge is made for some productions.

Buses

The College operates a number of buses to connect with local centres of population. All communications to do with buses should be directed to buses@ellesmere.com. Rules relating to behaviour on the buses are available from the school. Poor behaviour can lead to a pupil being banned from the buses for a period of time.

Should a pupil who is not a registered bus user wish to travel on a school bus they should go to see Alison Arrowsmith (buses@ellesmere.com) who will issue them with a pass, if there is room on the bus, and place a small charge on the bill.

There is a Code of Behaviour for pupils and a copy will be sent to any parents booking places on the school buses. It should be noted that poor behaviour on the bus can lead to a period of exclusion of the pupil from College transport.

Calendar

Each term a Calendar is produced showing sports fixtures and other events at the College. The calendar is available on line through the College's website.

Captains of House

In the Senior School, Houses, both 'Competitive' (Meynell, Talbot, Wakeman-Lambart, Woodard) and 'Pastoral' (St. Aidan's, St. Bede's, St. Cuthbert's, St. Luke's, St. Oswald's, St. Patrick's) appoint pupils as Captains of House. The Competitive Houses appoint both an Upper Sixth boy and girl as Captains of House to organise teams and other House based activities. They are denoted by the wearing of a blue academic gown. If the pupil is also a College Prefect they wear a purple College Prefect gown.

The pastoral House Captain of St. Oswald's (Sixth Form girls), St. Bede's and St. Luke's (Sixth Form boys) also wear blue or purple gowns whilst the Captains of the Middle School Houses are awarded a short black gown. Captains of House carry the authority vested in them by their HsM and would expect that other pupils would be co-operative if the Captain of House were to make a reasonable request of them in the context of their House situation.

Lower School has a separate competitive House system that operates only up to the end of year 8. At that point pupils are placed in the senior school competitive Houses in an attempt to promote genuine competition between the Houses.

Careers

Careers guidance and advice is provided to pupils in the Senior School through a programme delivered as part of the PSHE provision. A Careers Conference is held for pupils in Year 11 and the Sixth Form to help them focus on the value of their education and to provide the opportunity for parents and pupils to discuss careers with a number of current practitioners. Correspondence should be addressed to the Head of Careers. The Head of Sixth Form is specifically concerned with university applications and begins that process in the Lower Sixth Form.

Cars

As a privilege, and after meeting with the Deputy Head Pastoral (DHP), and subsequently returning a permission form it will be possible for Sixth Form pupils to be given permission to bring cars to College for defined purposes such as daily travel to and from school. The rules relating to such use are strictly enforced. No pupil may travel in another pupil's car unless they are their sibling.

Chapel

All pupils are required to attend Chapel services that take place during the school day. Where services are shown in the calendar at weekends, attendance is compulsory for pupils resident in College at that time and voluntary for others.

Attendance at Confirmation Services is voluntary for all. The Chapel and, more specifically, the Lady Chapel is always open for pupils to find a quiet place where they may organise their thoughts. The Chaplain is available to all pupils.

Charging for Overnight Accommodation for Day Pupils

Where accommodation is available, and this is not guaranteed to be the case, the College does offer occasional overnight boarding. (maximum of 2 nights per week on average during the term). The school fees booklet gives full costs.

Occasional Boarding for accommodation booked in advance to suit the convenience of parents, to take advantage of the school facilities or to take part in club evening activities where it is more convenient for the parent or pupil to remain at school overnight. (It must be emphasised that the College cannot guarantee to provide accommodation unless a pupil is a boarder). A pupil staying on this basis will be entitled to the full extent of services offered at the College for a boarding pupil during the period of their stay.

Zero Rate: For occasions when the College 'requires' the pupil to remain at school to carry out specified duties, for instance evening duties as a prefect in a boarding context or as a member of the Chapel Choir during the Carol Services, there will be no charge. Whether or not the pupil is 'required' to remain is the decision of the Deputy Head Pastoral.

Child Protection

Ellesmere College strives to educate all its pupils within an environment where the Christian traditions of learning, truth, justice, respect and community are promoted. Consequently the overall aim of our policy is to safeguard and promote the welfare of the children in our care (in situations where child abuse is suspected, our paramount responsibility is to the child). The Senior Deputy Head is the 'designated safeguarding lead for Child Protection matters. The Child Protection Policy is available from the school and is also available on the College website.

Clothes (Naming/Labelling)

Please make sure that all clothes and possessions are clearly marked with the pupil's name. A separate 'clothes list' appropriate to various stages in the school is sent out upon joining; a copy is included in the appendix to this handbook and spare, up-dated, copies are available from the School Uniform Shop. The College Housekeeper will be happy to help you with any problems regarding the naming of clothes and is the person to contact regarding our **second hand clothes shop.**

College Prefects

Each year a Head Boy, Head Girl and a number of Prefects, typically about 20, are appointed by The Head on the basis of recommendations by the previous year's Prefects, HsMs, the Head of Sixth Form, the teaching staff and the Deputy Head Pastoral. Their badge of office is a purple academic gown. Gowns are worn on formal occasions and when the Prefect is carrying out a duty where their identity is important.

College Prefects work under the direction of the Head and Deputy Head Pastoral. Pupils are expected to obey a reasonable request from a Prefect who carries the authority vested in them by the Head.

Complaints

Life at Ellesmere is generally happy, but everyone has good and bad times. Sometimes pupils may feel that things are not going well and they just have to get on with it as best they can. At other times pupils may feel that matters are more serious, and they then need to talk to someone. It is their right to be treated properly and to complain if they think they are not being treated fairly.

Here are some examples of the sort of things that might make pupils unhappy or upset:

- finding it difficult to make friends.
- feeling that no one understands the difficulties they are having with some of their work.
- feeling that someone is making fun of them.
- feeling there isn't enough respect for their privacy.
- a Prefect or a senior pupil has treated them unkindly.
- feeling they have been treated unfairly or verbally abused by a member of staff.
- feeling that a punishment is unjust or in some way not right.
- feeling the food they get is not as good as it should be.
- thinking they are being discriminated against.
- they are being bullied.
- thinking they are being badly taught and are not getting a fair deal.

Some minor problems can be sorted out by talking to friends or a senior pupil in the House. Some Houses have specifically designated pupils who may be in a position to help. A pupil may wish to talk to a senior that they can trust or to the Head of their House or a College Prefect, who will be able to give them sound advice, and may pass the complaint on to their Housemaster/Housemistress.

More serious problems should be brought to the attention of a member of staff. This may be their Housemaster/Housemistress, Tutor, or any member of staff with whom they feel comfortable. Please see below for further details of our counselling and 'Time to Talk" services.

It is particularly important for pupils to realise that if they are in trouble over something, they can have a friend or a member of staff with them when they are talking with their Housemaster/Housemistress, with the Deputy Head or with the Head.

Hopefully difficulties can be sorted out as described above, but if pupils or parents see no alternative but to move to a formal complaint, the complaints policies for both pupils and parents is available from the school.

Correspondence

Correspondence should initially follow the lines of communication set out earlier in the handbook. Of course parents are always at liberty to write to the Head if they feel it appropriate.

The College has moved towards paperless communication wherever possible through means of its InTouch communication system. It is vital, therefore, that parents update, when necessary, an email address so that they may be registered to receive lnTouch correspondence.

Counselling (and 'Time to Talk')

As mentioned above the school operates a counselling service with a fully qualified outside counsellor. If a pupil would like to speak with her they may make a confidential appointment via the medical department. All our nurses are trained Mental Health First Aiders and one is training to be a counsellor. We also have a teacher who is a trained psychotherapist and a teacher who is a trained life coach.

Examinations

Pupils are required to attend all examinations, public or internal, in full school uniform. Pupils in Year 11 and the Sixth Form may be permitted a period of examination leave during their examinations.

Internal arrangements are made to ensure that pupils at school taking public examinations are not put under extra pressure but should the arrangements not be felt to be suitable, the pupil's Tutor should be made aware of this in the first instance.

Expeditions

'Expeditions' set Ellesmere apart from other schools. In the Summer Term three school days respectively are devoted to outdoor activities in the Senior School for the CCF and Duke of Edinburgh Awards whilst other organisations are able to make extended visits. Other sections of the school will take daily trips out or pursue an extended programme (which may be overnight) applicable to them.

E-Safety Policy, Agreement of Use

IT Network and Internet Acceptable Use Policy: E-Safety

- I will only use ICT systems in school, including the internet, email, digital video, and mobile technologies for school or appropriate social purposes. ('Appropriate' means both in terms of content and location and time of access).
- I will not download or install software on school IT devices.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the school's ICT security policy and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address for school purposes.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of College staff.
- I will not give out any personal information such as name, phone number or address unless for authorised school purposes. I will not use an online facility to meet anyone.
- Images of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Head.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school or anyone else into disrepute, for example *Facebook.*
- I will respect the privacy and ownership of others' work online at all times. (I will not claim others' work as my own, recognising plagiarism and copyright).
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.

- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/guardian may be contacted.
- I understand that I have a duty to report misuse of the school's ICT systems to a member of the College staff.
- I will abide by the appropriate age related guidelines, e.g. Facebook, Snapchat, etc.

ICT including the internet, email, mobile technologies and on line resources have become an important part of learning in the school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or guardian and then follow the terms of the agreement. Any concerns or explanation can be discussed with their tutor or the Head of Lower School, Middle School or Sixth Form as appropriate.

Fees and Insurance

The College Finance Office should be consulted on all matters of this nature but some outline information may be found useful.

Fees Insurance

School fees are not remitted for any part of a term in which a pupil may be absent through illness, accident, quarantine, or other causes. There is, however, a School Fees Protection Scheme designed to insure against such contingencies.

PPP Healthcare Insurance

This insurance is through AXA Health and will provide private healthcare for your child either as an in-patient, day-patient or out-patient. Details of how to join can be found in the brochure.

Personal Accident

A Student's Personal Accident Scheme is also offered to parents through the Finance Secretary to cover personal injury to pupils, guaranteeing a scale of benefits for specific liabilities.

Pupil Personal Effects Insurance

The school does not accept responsibility for the loss of pupils' personal property. This insurance will give you peace of mind that your child's belongings are covered if they are lost, stolen or damaged during term time. This includes 24/7 protection, on the journey to and from College and during organised trips.

All information and application forms for the three schemes can be found on our website
https://www.ellesmere.com/admissions/insurances-and-refund-schemes

Guardianship Arrangements and College Requirements (for full details, see the College's Educational Guardianship Policy)

Our pastoral system is very strong and we set great store by ensuring that effective arrangements are made with regard to educational guardianship. The Boarding School Association puts it thus:

> 'For many from abroad, their guardian is the parents' representative in this country, essential in times of crisis or need for support and advice, available not only to the pupil but also to the school as a proxy for the parents who cannot be contacted for whatever reason. For others, their guardian is the person with whom they stay during school holidays and leave weekends when it is not practicable to return home. The educational guardian has a clear pupil welfare role, bridging between parents, pupil and school.'

An educational guardian is not a child's legal guardian in the sense of 'parent or guardian'. An educational guardian is someone who has been appointed to care for an international pupil in the UK and who has been delegated temporary parental responsibility by the parents residing overseas.

Following the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000), the school **requires that parents who do not live in the UK appoint an education guardian** to act on their behalf, subject to the following:

- The College requires all child/student visa sponsored pupils to have an educational guardian, if parents are not resident in the UK.
- This applies to all pupils even after they reach the age of 18.

The appointment of an Educational Guardian is the responsibility of the parents, who are responsible for assessing whether the educational guardian appointed is suitable and that adequate safeguarding measures have been taken. During term time the educational guardian will be acting on the parents' behalf and the guardianship arrangement will not fall within the College's welfare responsibility for the pupil.

The educational guardian may be a nominated friend of the family, or another family member to whom the parent is happy to delegate the role, but whoever it is does need to be aware and fully accepting of the requirements that we have of guardians on behalf of pupils (see later note on their role).

Guardian Agencies

The most common need for a 'professional guardian' comes from those who are entirely resident outside the UK. In such circumstances and where neither family nor friends live close enough to take on the role, you may need to make use of the services of a guardian agency. Although the choice of guardian is entirely the responsibility of the parent, and the College can accept no legal responsibility for any guardianship arrangements, the College does expect the guardianship arrangements to be satisfactory and meet the expectations outlined in the College's Educational Guardianship Policy. A list of guardianship agencies currently used by parents at the College is available on request from the College.

The College would expect that you appoint a reputable Guardianship Organisation that is accredited by AEGIS (the Association of Educational Guardians for International Students). Ellesmere College is a member of AEGIS. AEGIS is a national body for monitoring and regulating the welfare of international students and provides accreditation of Guardianship Organisations in line with the National Minimum Standards for Boarding.

Contact details for AEGIS are as follows:

AEGIS
The Wheelhouse
Bond's Mill Estate
Bristol Road
Stonehouse
Gloucestershire
GL10 3RF

Telephone: 01453 821293
Email: info@aegisuk.net
Website: www.aegisuk.net

The Role of an Individual Guardian or Agency

In general terms an 'individual guardian' or 'Agency' will be expected to meet the following expectations, which also apply to family and friends:

- Have residential status in the UK
- Be over 25 years of age.
- Reside in the UK **at all times.** This is to ensure that each pupil has a Guardian who is able to fulfil the requirements.
- They should be English speaking.
- The guardian should reside within easy travelling distance from the College, either by car or public transport.
- Act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.
- Provide a 24 hour point of contact for parents, pupils, school (and host family if applicable).
- All individuals acting as educational guardians, as well as any adults residing in or regularly present at the address(es) where the pupil will stay, must not have any criminal convictions, be subject to any current or pending criminal proceedings, or pose any known safeguarding risk or concern in the UK or abroad. This requirement applies equally to employees, contractors, host family members, and any other individuals involved in the care or supervision of the student.

- If guardians are going to be away from their UK home, for however short a time, they must notify the appropriate Housemaster or Housemistress. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.

- To update the College of any change to the guardian's contact details.

From a pastoral point of view, an individual guardian or Agency will be expected to meet the following expectations:

- Provide pastoral and educational support.
- To communicate with Housemaster/Housemistress on a regular basis regarding the welfare of the pupil.
- Make appropriate arrangements for any medical treatment whilst the pupil is under their care.
- Liaise with the College over holiday and exeat weekend arrangements, including informing the College about the details of travel arrangements made for a pupil leaving the College for an exeat weekend or a longer holiday period. The College must know the exact details of the student's accommodation and methods of transportation.

- A guardian must provide safe and suitable accommodation and appropriate care and supervision to the pupil during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's *age, we* do not consider unsupervised stays in hotels, bed and breakfast accommodation or university halls of residence to provide an adequate level of accommodation or care.
- Be willing to accommodate the pupil at short notice if they have to leave the College for any reason.
- Guardians should also respect the rights, religion and customs of the child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international pupils. This includes having in place a proper agreement with the pupil's parents as to what the guardian's responsibilities are.

If, at any time, the nominated guardian does not *meet* the College's requirements the College will require the parents to appoint an AEGIS accredited guardianship organisation to make adequate guardianship arrangements.

If, at any time, the College considers the guardianship arrangements to be unsatisfactory then the College reserves the right to exclude the pupil until appropriate guardianship arrangements have been made.

Although the choice of guardian is entirely the responsibility of the parents and the College accepts no legal responsibility for any guardianship arrangements, the College does *expect* the guardianship arrangements to be satisfactory and *meet* the expectations outlined in the full Guardianship Policy.

Health

We ask that parents inform the Housemaster/Housemistress or Head of Lower School if their son or daughter has been in contact with any infectious disease during the holidays.

The parent of a new pupil is requested to complete the Medical Form and return it to the Registrar at least one month before the start of term. It is College policy that all full boarders are registered as NHS patients with the College Doctor. All boarding pupils are medically examined at the beginning of their College careers. For pupils resident in the UK this means that their medical records will be transferred to Churchmere Medical group who will *become* their registered GP. Weekly borders will be given the option of transferring their registered GP.

In any case of serious illness you will be contacted by a senior member of staff or College Sister.

Some overseas pupils joining the College will be require to pay for most services provided by the National Health Service Hospitals. No charge will be made for pupils from the EU and certain other countries.

If your child has been in contact with any infectious diseases you should inform the Housemaster/Housemistress and the College Sister BEFORE RETURNING THE PUPIL TO SCHOOL: e.g.

Chicken Pox	Haemorrhagic Fever	Meningitis	Rubella
Diphtheria	Hepatitis A, B, C	Mumps	Scarlet Fever
Encephalitis	Measles	Poliomyelitis	Zika

Regular dental treatment cannot be arranged by the school and should be carried out by the pupil's home dentist during the holidays. Emergencies will of course be dealt with locally, organised by Housemothers/nursing team.

The majority of children will have received a basic protection in infancy according to the NHS Routine Immunisation Schedule. We therefore ask that all parents of new pupils coming to Ellesmere ensure that they are up to date with their vaccinations as per the schedule. The status of your child will be available from his/her current GP. For those children who live abroad the necessary immunisations are carried out as appropriate for travelling to the UK.

Homework (Prep)

The amount of homework increases as a pupil moves through the school. In Lower School specific time is set aside for pupils to complete some of the work at school. In Years 9, 10 and 11 it is likely that homework will amount to 3 or 4 x 40 minutes per day.

The Sixth Form does not have a specific homework timetable but an average of 2 to 3 hours per night minimum would not be unusual depending upon the subjects chosen.

Whatever pupils say, homework is best completed in a quiet comfortable environment. The school encourages parents to take as much interest as possible in their children's' work, particularly in the early years.

Holiday Leave

Leave of absence can only be granted in exceptional circumstances, so it is unlikely a leave of absence will be granted for the purpose of a family holiday. If exceptional circumstances are thought to exist, then formal requests must be made to the Head, via the HsM/HoLS.

The school can legally grant short term leave for family reasons. It is for the Head to determine the reasonableness and length of time the pupil can be away from school.

When a pupil is granted leave, the onus is on the pupil to excuse himself/herself from lessons or other commitments.

Houses

There are no fewer than three different House systems operating at Ellesmere!

In a pastoral and academic sense pupils will be attached to one of the following depending upon their gender and stage in the school

- Lower School for Years up to and including year 8.
- Pupils in Years 9 to 11 inclusive, whether day or boarding pupils are placed in St. Aidan's if girls and one of either St. Cuthbert's or St. Patrick's for boys.
- Sixth Form pupils are placed in St. Oswald's if girls and St. Bede's or St. Luke's if boys, again irrespective of whether they are boarding or day.
- Collectively the pastoral/academic Houses are known as 'the Saints'.

Two systems exist to cater for the competitive side of life at Ellesmere.

In Lower School for years up to and including Year 8 pupils are placed in one of three Houses for the purposes of internal competition. 'Brownlow',' Heywood' and 'Phillips' take their names from benefactors and officers in Ellesmere's past.

When pupils move into the Senior School they are placed in one of four competitive Houses and remain in the same House for the rest of their time at Ellesmere. 'Meynell', 'Talbot', 'Wakeman-Lambart' and 'Woodard' again take their names from Ellesmere's past and were previously the names of the residential Houses when the pastoral system was based upon 'vertical' Houses containing pupils from year 9 through to the Upper Sixth.

Particular efforts are made to try to ensure that a pupil with family connections to a House is given the opportunity of joining that House. Once such things have been taken into consideration we endeavour, as far as possible, to ensure that year groups in the Houses are of comparable 'strength' and so promote healthy competition between them.

Houses hold regular meetings as indicated in the Calendar and HsMs are supported by teams of tutors in each House. Saints Houses and Competitive Houses in the Senior School hold social events over the course of the year and parents are strongly encouraged to attend to support the Houses and to meet other parents and staff.

Housemothers

The Housemother's role is to provide pastoral and domestic care to both boarding and day pupils in the respective Saints Houses. They work alongside the Housemaster/Housemistress and tutors to provide a 'home from home' environment for boys and girls who are often away from home for the first time, dealing with emotional and practical problems that all teenagers face, from homesickness to lost socks (of which there are many!). The role can be very rewarding, building strong relationships with pupils and parents that can last long after they have left the Houses and even the school.

House Prefects

Houses, both Saints and Competitive, usually appoint House Prefects to assist in the day-to-day organisation of the House. Their position is signified by a tie, gown or badge as appropriate.

Illness Whilst at School

Pupils are expected to report initially to the Sanatorium (with a written note of referral from a member of staff if they have come from a lesson or during the time when they should be in a lesson). Any decision about sending pupils home is made by the School Sister in consultation with parents.

Insurance

The School does not hold any insurance to cover loss or damage of pupils' personal property. We strongly recommend that an "All Risks" insurance policy be taken out by parents to cover their child's property whilst at school. This should include computers, laptops, tablets, portable music players, mobile phones, etc.

Lateness

Registration occurs daily at 8.30am and after lunch. If pupils are late they must report to Reception, their Housemother or the Lower School Secretary as appropriate.

Library

The Library is a place for academic study, silent reading and information retrieval using the IT facilities provided. Pupils must abide by the rules of the Library.

Lost Property

All possessions should be marked. If pupils lose anything they should initially report the loss to their HsM. If an item is found it should be handed in to a member of staff or to reception. Unnamed items are liable to be disposed of at the end of a term. Whilst the school will take reasonable care it is not possible for the Governors to assume liability in the case of loss, or damage to, the personal possessions of pupils.

If an item has been lost please check the following:

- The area where the item was last seen – use 'the little grey cells' to retrace one's movements.
- Reception.
- Your Housemother.
- The College Housekeeper.
- The PE Department for games kit.

Missing Pupil Procedures

The College operates a missing pupil policy, the details of which are available from the school.

Music Tuition

Learning an instrument is fun and has many benefits, including developing confidence, communication skills and the ability to work in a team. Research has proven that children who learn instruments develop transferable skills for other subjects and tend to perform better in exams.

1. Individual tuition is available to all pupils in College on the following instruments: Violin, Viola, Cello, Double Bass, Harp, Electrical and Classical Guitar, Flute, Oboe, Clarinet, Bassoon, Cornet, Trumpet, French Horn, Trombone, Tuba, Piano, Organ, Harpsichord, Orchestral Percussion, Saxophone and Drum Kit.
2. Lessons are organised on a rotational system during lesson times for all pupils except for Sixth Form pupils, who have fixed lesson times in the *week.* In exceptional circumstances only a fixed lesson may be arranged for a pupil below the Sixth Form, but only in consultation with the Director of Music, Instrumental teacher and, where appropriate, Deputy Head Academic. The music timetable is shared with all teaching staff and tutors. Pupils should ask for permission from their subject teacher to leave for their music lesson.
3. Fees, based on the rate for visiting music teachers recommended by the Incorporated Society of Musicians, are charged in arrears at a rate, notified annually, for 10 lessons per term. A termly account will be sent at the end of each term in respect of *fees* payable. Please note that the *fee* is due if a pupil fails to attend a lesson that has already been scheduled. Pupils are *expected* to notify their teacher if they cannot attend a lesson due to an examination, sports fixture or illness for example. They must check the music timetables weekly. If the teacher is absent the *fee* will not be charged.
4. Music lessons are organised on a termly basis. You are required to give half a term's written notice to terminate lessons to the Director of Music. Half a term's notice is understood to mean before the beginning of the half term in which the lessons are to terminate; for example, a termination of lesson instruction received in mid-January would be enacted for the end of the Lent Term; it would not be enacted on a calculation of half a term from the date on which the notice was received.
5. Certain instruments may be hired from the College for use of pupils taking lessons in school. All pupils are encouraged to purchase their instruments as soon as progress and ability make it desirable. Advice is always available from the Director of Music and his staff on the wise choice of a suitable instrument to buy.
6. The College is visited every term by examiners for practical music exams and pupils are prepared and entered for practical and theory exams on a regular basis.
7. There are practice facilities in the College Arts Centre and pupils who take instrumental tuition are expected to make full use of them. As soon as a pupil has reached a reasonable standard of performance he/she is *expected* to join one of the many performing ensembles. *These* groups are of great importance as they develop a sense of teamwork within the music life of the College and help improve sight-reading ability, tuning and balance and the many important aspects of ensemble performance including orchestras, choirs, bands and chamber groups. Full attendance and participation is expected and award holders complete a weekly contract. This is a *free,* essential part of the pupils' musical education. Lists of groups and rehearsals are displayed in the Arts Centre.
8. Music theory is taught alongside practical music and pupils can enter for theory exams at any level. The charge for individual tuition in theory of music is the same as for instrumental lessons.

If you wish to request music lessons for your son or daughter, please complete and return an Application for Individual Music Tuition (this can be requested by emailing the Director of Music, tony.coupe@ellesmere.com or downloaded from the main College website Parents Area), in order that the Director of Music may arrange the teachers' timetables to enable lessons to start promptly at the beginning of term.

If you wish to discuss the possibility of music lessons before making a decision and application, please do not hesitate to telephone the Director of Music on the main school number (01691 622321).

Lunch

There is a rota for pupils to attend the Dining Hall. Should a pupil be required to have an early lunch they should see the appropriate member of staff for the activity and acquire an 'early lunch card' without which they will be turned away by the prefect on duty.

Off Games

This applies not only to sporting activities but also to all physical sessions. To be 'off games' a pupil must acquire a signed card from the sanatorium sister, valid for that day, have it countersigned by the HsM and show it to the member of staff in charge the activity. Failure to follow this system could lead to the imposition of a sanction.

From time to time arrangements are published for off games pupils and they must abide by the instructions issued.

Old Ellesmerians

The former pupils of Ellesmere College are known as 'The Old Ellesmerians'. The Old Ellesmerian Club holds a number of regional dinners each year, most of which are addressed by the Head who reports on the development of the College. Whilst the West Midlands, Liverpool and Manchester Dinners are the nearest, others have been held in London, The Channel Islands, Hong Kong and Australia in recent years. The Club organises a cricket team to play in the National Old Boy's Cup competition - The Brewer's Cup - as well as against the school and occasional other fixtures. Old Boys, and Girls, teams play against the school in many sports. There is an enthusiastic Old Ellesmerian Golf Society. Over the years the 'OE's' have raised money to help the College in a number of ways including the refurbishment of 'Founder's Gate', the area now containing reception. Pupils are encouraged to join the Old Ellesmerians and so to keep in touch by newsletter and website with the friends they make at Ellesmere.

Parents' Meetings

The following timetable of meetings is arranged every year to enable parents to talk to those who teach their sons or daughters. Individual meetings with subject teachers, tutor, or Housemaster/Housemistress can of course be arranged at any other time as well. Meetings are offered online and in person to suit family needs. Parents' meetings may be liable to change but adequate notice will be given if this is the case. A full written report is provided in the Summer Term for each year group with the exception of Year 11 and Year 13, a full written report for these two examination years will be provided in the Lent term. A testimonial for each Year 11 and Year 13 pupil is written in the summer.

Year	Parents' Meeting	Exams	Additional Information
3-4-5	Michaelmas		Class tests end of term Years 4-5
6	Michaelmas	May	
7	Michaelmas	May	
8	Lent	May	Options and introduction to
9	Lent	May	Year 9 presentation before Feb Parents' Meeting January: GCSE Options information distributed
10	Lent	May	
11	Lent	GCSE Rehearsal Examinations January final exams May/June	October: Careers and introduction to Sixth Form
12	Michaelmas	June	
13	Lent	A/IB Rehearsal Examinations January	June report is not a subject report but a testimonial to cover the full period in Sixth Form

Parents' Society

The Parents' Society is an organisation of parents of current pupils at the school that exists to further the interests of the College by staging social events (such as the annual Parents' Society Ball and the Summer Picnic) and supporting functions (such as Sports Day) by providing refreshments, etc. They are specifically not a fundraising organisation.

Progression Through the School

Progression through the school is dependent upon the pupil demonstrating that he or she can both benefit from the academic education provided in terms of the standard reached at the completion of key stages and meet the commitments expected in terms of behaviour and contribution to the community. A more detailed explanation is available from the College.

Pocket Money

The Housemaster/Housemistress will give advice as to what is a suitable sum of pocket money for boarders to bank with them at the beginning of term for issue to pupils as required. Day pupils should not normally bring more than £10 to College. Should a pupil be required to bring a more significant sum to College they should be instructed to hand it in to their HsM for safe keeping - even if only for one day.

Post

Post may be placed in the official GPO post box outside Reception and larger items may be left with Reception for collection. Incoming items are brought up to Houses and distributed from the day room. Items to be signed for have to be collected from Reception.

Pupil Flights and Departures From the College

College term dates are published many months in advance to aid internationally based parents with long term planning of flight bookings. Flights should be booked to ensure that pupils return on the first day of the boarding term (which is always a non-teaching day); pupils should leave on the last day of term as published on the College website.

As Manchester Airport is our nearest international airport we put on regular transport on the first day of the boarding term to the College. The last bus departs at 7.30pm and it is expected that any pupils arriving after this time will make hotel arrangements or have guardians take care of them. Arrivals from other airports should aim to arrive at the College no later than 10.30pm, but should also have let Housemasters/Housemistresses know in advance.

At the start of all three terms we operate a 'meet and greet' service at Manchester Airport. A member of our College staff will be at the airport in the afternoon and return to College on the last bus.

Unless specific arrangements have been made, any school transport (including taxis) will drop pupils at designated stops (e.g. bus stop/airport departure point). Pupils will make their own way from this point on.

Departures from the College to the airport may not be earlier than 6.00am or later than 10.30pm. The only exception to this rule is on the night before the last day of term when we recognise that flight timings can necessitate very early departures. Pupils not leaving on the last day of term who need an early flight may not leave the College between the hours stated but must make arrangements via their guardians.

In line with our safeguarding and child protection procedures the College boarding Houses are secured not only physically, but also with an intruder alarm. This is set between the hours of 11.00pm and 5.30am and allowing pupils free movement between these hours would compromise their security. In addition, it is unreasonable to expect a member of teaching staff to stay up late and then be able to perform their duties the following day. When early departures are sanctioned a member of the support staff is employed to disable and then reset the alarm system.

If pupils depart outside of these times then permission must be sought from the Head well in advance and parents and pupils must make their own travel arrangements to and from the airport.

Absence at the Start and End of Terms

Missing lessons can have a detrimental effect on a pupil's learning and may affect their final exam results. The College does not encourage late arrivals or early leave.

a) The application must be made by the parent (or person with parental responsibility with whom the child normally resides).
b) The College recognises that travel arrangements can be difficult and will normally allow arrivals during the first day back. Departures on the last day of term will also be sanctioned.
c) Any other absences will be deemed inappropriate and be recorded as such.

Reporting on Pupils

Each year group has at least one evening in the year where parents, accompanied by their son or daughter, are invited to speak with subject teachers tutors, HsMs, etc. to hear first-hand about the progress of their offspring. In the summer term parents receive a comprehensive written report. The final report at the end of Year 11 and the Upper Sixth takes the form of a Testimonial written by the pupil's Tutor.

During the course of each term 'Period Grades' are dispatched to parents as indicated in the Calendar. These provide a snapshot of effort and achievement over the space of a few weeks. Please see the tabulated details under 'Parents' Meetings'.

Scholarship Awards

Conditions under which an award is made:

l. Scholarships and Exhibitions are made based on merit and without reference to parental financial circumstances.
2. All award holders will be reviewed periodically as they move from Lower School to Middle School and then Sixth Form, with a view to renewing the award, but there is no guarantee that such an award will be renewed if criteria are no longer met.
3. Awards may be removed in the light of poor effort or poor conduct. Under normal circumstances parents will be warned of the possibility of such removal if there is not an improvement in effort or conduct, but the College reserves the right to remove an award without prior warning. The removal of an award under such circumstances would include removal of the financial benefit of the award.
4. In circumstances where an individual's performance falls short of that expected of an award holder despite his or her efforts (in other words failure to maintain the expected standard without moral fault) the title of Exhibitioner or Scholar may be removed but the financial benefits of the award would normally remain.
5. The judgement regarding circumstances of removal of an award (i.e. whether it falls into those cases covered in paragraph 2 or paragraph 3) is made by the Head.
6. In the case of specific awards, such as Music Scholarships, a further condition for a pupil retaining the award throughout his or her time at the College is that he or she makes a significant contribution to the life of the College in the area covered by the award: Science Scholarship holders, for example, would normally be expected to follow courses in at least two of Biology, Chemistry and Physics in the Sixth Form.

The decision as to whether a pupil is making such a contribution is the Head's. In circumstances where an award is removed for failure to maintain a commitment in the relevant area the Head, taking all relevant factors into account, makes the decision as to whether the financial benefits are removed or remain.

School Rules (See Appendix 1)

School Shop

The College's uniform supplier, **School Shop Direct,** uniform outfitters based in Shrewsbury, provide facilities for parents to purchase their child's school uniform both online at their Shrewsbury shop and at the College. The School shop webpage is http://www.schoolshopdirect.co.uk. The email address to contact School Shop Direct is info@schoolshopdirect.co.uk and the telephone number is 01743 440449.

School Trips

At all times pupils should remember that they are representing the school. When representing the school in a team sport pupils are expected to travel in suits or full school tracksuits, as decided by the member of Common Room. For other trips or visits staff will indicate the dress code expected. Pupils are expected to behave to a high standard and, of course, School Rules apply.

Smoking

Smoking, the possession of smoking paraphernalia, including e-cigarettes or accompanying smokers is prohibited. The College Anti-Smoking Policy is available from the school.

Substance Abuse

Ellesmere College operates a Misuse of Drugs and Substances Policy regarding substance abuse and it is a condition for entry to the College that the pupil and the parent, agrees to the terms of the policy.

Textbooks

The College provides nearly all textbooks and stationery for courses up to GCSE. The only exceptions are revision booklets or texts that the pupil will personalize and take away with them. Charges will, however, be levied if books are lost, returned late or returned in an unsatisfactory condition.

Pupils are required to purchase texts for courses In the Sixth Form but departments may offer used books at a reduced rate and may also purchase the books back at the end of the course if there is a departmental need.

Tutors

All pupils are assigned a Tutor who is responsible for their pastoral and academic welfare. The tutor is directly responsible to the pupil's Head of Lower School or HsM for his/her general welfare and to the Head of Lower or Middle School or Sixth Form (as appropriate) for his/her academic work.

The tutor should be the first point of contact at the school and is charged with the following general responsibilities:

- Undertake responsibility for a class or tutor group including tutor/pupil interviews as required.
- Establish a rapport with pupils in the tutor group to develop their social and academic potential and be the main source of reference for their problems in these areas.
- Be the first point of contact for parents of pupils in the tutor group regarding the above. (The HsM will continue to be the point of contact for other issues).
- Promote good discipline and acceptable standards of conduct, appearance, attendance and punctuality of pupils
- Monitor the social and academic progress of individuals in the tutor group.
- Be proactive in implementing remedial strategies to support pupils failing in their obligations.

The relationship between the Tutor, the pupil and their parents or guardians, provides a sound basis for encouraging pupils to do their best and for overcoming any problems along the way

Sixth Form Uniform List

GENERAL Those selected for College sports teams may need additional items as advised. After lessons or activity times (whichever is the later) smart casual clothes may be worn.

Items marked * can only be obtained in the School Shop.

Bed linen and duvets are provided by College. In addition, pupils will need towels, coat hangers and shoe cleaning kit. ALL ARTICLES OF CLOTHING MUST BE CLEARLY NAMED. THE COLLEGE CANNOT BE HELD RESPONSIBLE FOR LOSS OF CLOTHING.

SCHOOL UNIFORM SHOP: Web: httr;d/www.schoolshoQdirect.co.uk; Email: info@schoolshoQdirect.co.uk, Tel: 01743 440449.

Sixth Form	School	PE & Games
Boys	*Tie (official 6th Form College) *Tie (official House) *Sock bag (boarders only) Sports jacket (quiet pattern) or blazer Grey trousers Suit (grey, black or navy including pinstripe) Shirts (long sleeved white, pastel colour or conservative (vertical) business stripe or check) Fitted V-necked jumper including ¼ zip wool jumper (any single colour) Dark socks Black polishable shoes (not boots, no tags) Laundry bag (boarders only) College coat (optional)	*College polo/t-shirt with College badge *Competitive House polo shirt with House badge *College badged tracksuit tops and bottoms *Competitive House rugby shirt (rugby players) *College socks and *Competitive House socks Trainers Boots (rugby and/or football) Astro trainers (for astro turf) Shin pads *College rugby shorts (rugby players) Black swimming trunks or shorts (if pool to be used) *College rugby, hockey or football shirt (for regular players) *College cricket whites (for regular players) *College badged waterproof jacket (optional) *College badged 'hoodie' (optional) *College PE shorts (optional) *College basketball top (optional) *College gilet (optional) *¼ zip midlayer (optional) *Contact top (optional) *Sports holdall (optional) *Bench coat (optional)
Girls	*Prince of Wales check pleated skirt *Badge (official House) White cotton blouse with collar Single coloured fitted v-necked jumper or ¼ zip wool jumper of own choice Black or skin tone tights Black polishable shoes, heel height not greater than one inch, heel area to exceed that of a lOp piece (not boots, no tags). Laundry bag (boarders only) Suit (grey, black or navy including pinstripe matching single colour two piece suit) for formal wear. The suit skirt must be knee length. If trousers, must be full length, dark socks. They may wear a blouse of their own choice to complement their suit, (long sleeved white, pastel colour or conservative (vertical) business stripe or check). Suits may be worn in place of uniform. College coat (optional).	*College polo/T shirt with College badge *Competitive House polo shirt with House badge *College badged tracksuit tops and bottoms *College socks and * Competitive House socks *College skort/shorts *Sock bag (boarders only) Trainers Astro trainers (for astro turf) Shin pads Black one piece swimsuit (if pool to be used) *College hockey and/or netball top (for regular players) *College badged waterproof jacket (optional) *College badged 'hoodie' (optional) *College gilet (optional) *College badged leggings (optional) *¼ zip midlayer (optional) *Sports holdall (optional) *Bench coat (optional)

Middle School Uniform List

GENERAL

Those selected for College sports teams may need additional items as advised. After lessons or activity times (whichever is the later) smart casual clothes may be worn. **Items marked* can only be obtained in the School Shop.**
Bed linen and duvets are provided by College. In addition, pupils will need towels, coat hangers and shoe cleaning kit. ALL ARTICLES OF CLOTHING MUST BE CLEARLY NAMED. THE COLLEGE CANNOT BE HELD RESPONSIBLE FOR LOSS OF CLOTHING.
SCHOOL UNIFORM SHOP: Web: http://www.schoolshopdirect.co.uk: Email: info@schoolshopdirect.co.uk, Tel: 01743 440449

Middle School Yrs 9-11	School	PE & Games
Boys	*Purple blazer *Tie (official College) *Tie (official House) *Sock bag (boarders only) Dark Grey trousers Suit (grey or black) for formal wear White shirts Dark socks Black polishable shoes (not boots, no tags) Laundry bag (boarders only) *V-necked long sleeved jumper - black or purple (optional - but the only jumpers permitted) College coat (optional)	*College polo/T shirt with College badge *Competitive House polo shirt with House badge *College badged track suit top & bottoms *College rugby shirt *Competitive House rugby shirt (rugby players) *College socks and *Competitive House socks *College rugby shorts (rugby players) *College PE shorts Trainers Astro trainers (for astro turn Boots (rugby and/or football) Shin pads Black swimming trunks or shorts *College hockey or football shirt (for regular players) *College cricket whites (for regular players) *College badged waterproof jacket (optional) *College badged 'hoodie' (optional) *College gilet (optional) *College basketball top (optional) *¼ zip midlayer (optional) *Contact top (optional) *Sports holdall (optional) *Bench coat (optional)
Girls	*Kilt - black and white Menzies tartan (knee length) *Round-neck jumper - purple *Badge (official House) *Sock bag (boarders only) White blouse with collar Black or skin tone tights Black polishable shoes, heel height not greater than one inch, heel area to exceed that of a 1Op (not boots, no tags). Suit (grey or black matching single colour two piece suit) for formal wear. The suit skirt must be knee length. If trousers, must be full length, dark socks. Laundry bag (boarders only) College coat (optional)	*College polo/T shirt with College badge *Competitive House polo shirt with House badge *College badged tracksuit tops and bottoms *College socks and * Competitive House socks *College skort/shorts *Sock bag (boarders only) Trainers Astro trainers (for astro turf) Shin pads Black one piece swimsuit (if pool to be used) *College hockey and/or netball top (for regular players) *College badged waterproof jacket (optional) *College badged 'hoodie' (optional) *College gilet (optional) *College badged leggings (optional) *¼ zip midlayer (optional) *Sports holdall (optional) *Bench coat (optional)

Lower School Uniform List

GENERAL

Those selected for College sports teams may need additional items as advised. After lessons or activity times (whichever is the later) smart casual clothes may be worn. **Items marked* can only be obtained in the School Shop.**

Bed linen and duvets are provided by College. In addition, pupils will need towels, coat hangers and shoe cleaning kit. ALL ARTICLES OF CLOTHING MUST BE CLEARLY NAMED. THE COLLEGE CANNOT BE HELD RESPONSIBLE FOR LOSS OF CLOTHING.

School Uniform Shop: Web: http://www.schoolshopdirect.co.uk: Email: info@schoolshopdirect.co.uk, Tel: 01743 440449.

Lower School Yrs 3-8	School	PE & Games
Boys	*V-neck jumper - purple *Black and white striped College tie *Sock bag (boarders only) Dark grey trousers White shirt Laundry bag (boarders only) Dark socks Black polishable shoes (not boots, no tags). College coat (optional)	*College rugby shirt *College badged track suit top & bottoms *College socks *College PE shorts *College polo/T shirt with College badge White socks Trainers *College rugby shorts Rugby boots (for rugby players) Astro trainers (for astro turf) Shin pads Black swimming trunks or shorts *College football shirt (for regular players) *College cricket whites (for regular players) *College *fleece* (optional) *College badged 'hoodie', (optional) *College badged waterproof jacket (optional) *¼ zip midlayer (optional) *Sports holdall (optional)
Girls	*Kilt - black and white Menzies tartan (knee length) *Round crew-neck jumper - purple *Sock bag (boarders only) *Laundry bag (boarders only) White blouse with collar - short sleeves in summer Black tights or white ankle socks Black polishable shoes, heel height not greater than one inch, heel area to exceed that of a 1Op piece (not boots, no tags). College coat (optional)	*College games skort/shorts *College badged track suit top & bottoms *College socks White socks *College polo/T shirt with College badge Trainers Astro trainers (for astro turf) Shin pads Black one piece swimming costume *College badged leggings (optional) *College hockey and/or netball top (for regular players) *College cricket whites (for regular players) *College fleece (optional) *College badged 'hoodie', (optional) *College badged waterproof jacket (optional) *College gilet (optional) *¼ zip midlayer (optional) *Sports holdall (optional)

Uniform orders may be placed by phone, online or in person by visiting the shop (either at the College or in Shrewsbury)

Uniform Suppliers Contact Information

Telephone **School Shop Direct:** 01743 440449
Email: info@schoolshopdirect.co.uk
Online address: http://www.schoolshopdirect.co.uk

School Shop Direct Shrewsbury address: 13 Sundorne Trade Park, Featherbed Lane, Shrewsbury, SY1 4NS

On-site Uniform Shop	Term time:	(for Holiday opening times, please see College website)
Wednesday	12.30pm - 5.15pm	
School Shop Direct:	www.schoolshopdirect.co.uk	(for on-line purchasing)
Shrewsbury Shop Opening:	Mon – Fri: 9.00am – 5.00pm	Sat: 9.00am – 4.00pm

Valuables

Whilst each pupil is provided with a lockable facility, it is sensible to leave valuable non-essentials at home, particularly if they have sentimental value or are irreplaceable. HsMs will be prepared to look after items on a short-term basis.

Whilst reasonable care will be taken, the school cannot accept liability for loss of, or damage to, pupils' possessions.

Website

The College website address is www.ellesmere.com. News and information about forthcoming events is posted as well as links to the Parents' Society and the Old Ellesmerians.

College Policies

The following information and policies are available on request, please contact the Head's Secretary.

- Anti-bullying - this policy is available on the College website (Anti-Bullying Policy)
- Child Protection - this policy is available on the College website (Child Protection Policy)
- Complaints - this policy is available on the College website (Complaints Procedures)
- Curriculum
- Discipline
- Educational Visits
- EAL
- Exclusion
- Pupil examination results in the preceding School year
- Pupils with statements
- School Ethos
- Staff list and qualifications

If you wish to contact our Chair of Governors please write to:

Charles Lillis
C/O Director of Finance,
Ellesmere College
Ellesmere
SY12 9AB

Appendix 1

Ellesmere College School Rules (as published for pupils)

General

Members of the College are expected at all times to show courtesy and consideration towards others and to behave in a way that upholds the reputation of the College.

A pupil who is involved in dishonesty, sexual misconduct, solvent abuse, the possession of dangerous or illegal drugs, or who in any way endangers the safety or well-being of others, is liable to expulsion.

Except on authorised occasions (Sixth Form only), drinking of, or the possession of, alcohol is forbidden.

Smoking or the possession of smoking paraphernalia, including e-cigarettes or accompanying smokers is forbidden. Fireworks are also forbidden.

Any breach of common sense or good manners may be considered to be a breach of the School Rules.

Aerosols

The only aerosols that may be brought to College are those where it is clearly stated on the container that the propellant is guaranteed not to be inflammable.

Bounds

No one may leave the school grounds during the school day, which includes break and lunchtime, on any weekday without the permission of a member of Common Room.

No pupil may leave the school grounds before breakfast, or after 5.30pm on any day, unless the HsM's'* permission has been obtained. The staff houses mark the limit of the school grounds on the top drive.

All pupils must obtain the permission of their HsM to visit the town of Ellesmere. Licensed premises (e.g. off licenses, hotels, public houses and licensed restaurants) are out of bounds unless a pupil has specific permission from their HsM to enter them. Pupils must follow the instructions on road safety, specifically laid out for walking into Ellesmere. Pupils must not accept lifts to or from town, even by people known to them.

HsM's permission is needed on each occasion that a pupil wishes to visit private residences in Ellesmere and the surrounding region.

All the fields adjoining the school grounds are out of bounds.

This includes the field opposite the top gate. The public footpath that runs through the field may be used (e.g. By CCF or sailing club) with Common Room permission. These fields are all private property.

All pupils must have permission to visit any other town, or to use taxis and public transport. No one may hitchhike. HsM's permission is required before a taxi is hired.

(*HsM is the abbreviation for Housemaster/Housemistress in College documents).

Internal Bounds

The following areas are out of bounds, except for official activities:

I. The turret staircase.

II. The basement corridor beyond the porters' lodge, except that the bottom corridor may be used on official visits to the laundry and other domestic areas.

III. The living quarters of all domestic staff. Likewise, members of the domestic staff may not be invited into pupil parts of the school e.g. Houses, studies, Sixth Form Centre.

IV. The side corridor beyond ante-chapel, except for access to the sick bay and sewing room.

V. The bottom corridor to the design & technology centre.

VI. All pavilions and games huts, machinery sheds, and the sewage plant on Parry's field.

VII. Terraces and banks and all lawns in the winter months. Keep to the paths.

VIII. Behind the squash courts, old san, sports hall and behind the arts centre.

IX. The path to Lower School and all Lower School grounds are out of bounds to senior school pupils except for access to the Tennis Centre, school buses and when attending lessons or examinations in Lower School.

After dark, no one is allowed beyond "the building line" unless on an authorised activity. The playing fields and all the areas behind the sports hall, squash courts, old gym, arts centre and new block are out of bounds. Parry's field is out of bounds unless taking part in a school organised activity, or supporting matches.

House premises may not be visited by members of other Houses unless with permission granted in accordance with the rules of the relevant House.

Bus Code

From time to time the College will reissue the Code of Behaviour for Buses. It would be appreciated if it could be impressed upon pupils that significant or continuous failure to follow the code or the breaking of School Rules could lead to their being banned from the buses for a period of time, or permanently.

1. Pupils must be on a bus list in advance of travelling.
2. Pupils must sit in one seat and must fasten their seat belts.
3. Once the bus journey has started a pupil may not leave his/her seat until the bus has reached his/her destination and has come to a halt. Seat belts must remain fastened for the duration of pupils' journeys.
4. At no time during any part of the journey may any pupil do anything or behave in any way as to distract the driver.

The following in particular are forbidden:

(a) The use of bad language.

(b) The throwing of any article.

(c) Shouting, screaming or singing.

(d) The playing of personal sound reproduction devices without headphones.

5. Day pupils must travel to and from College in school uniform or, if necessary, an official Ellesmere College tracksuit, both top and bottoms, as purchased in the School Uniform Shop. A pupil incorrectly dressed may be refused permission to board a bus to return home at the end of the day.
6. At all times the bus driver is the ultimate source of authority on the bus and must be respected as such and obeyed.
7. No food or drink may be consumed on the bus, unless permission is given.
8. It is the responsibility of each pupil to take all their property with them when they leave the bus.
9. Certain pupils may be appointed as "Bus Monitors". They will be tasked to report to a designated member of staff on the successful operation of this Code of Behaviour. Pupils are required to cooperate with the bus monitors to allow them to carry out their role effectively.
10. Pupils who break the above rules, or in any other way prejudice the safety or good order of those travelling, or good name of the College, including by their behaviour whilst awaiting the bus in the morning or leaving it in the afternoon, may be banned from using College buses for a period of time, or permanently.

At all times, School Rules apply and this code of behaviour is just reiterating our expectations whilst travelling to and from school.

Cars, Motorcycles, Mopeds (Sixth Form only)

No one may bring into school a motorcycle or moped, whether or not they have passed their test. No one may drive a car during term time, or on school activities, unless there is a written agreement between the Deputy Head Pastoral and parents, or unless he or she is having an official driving lesson. No one may bring a car back to school or keep a car locally (defined as within one mile and specifically including the farm opposite top gate) without the permission of the Deputy Head Pastoral.

No one may go out in a vehicle driven by anyone under 21 (other than siblings), unless the Deputy Head Pastoral agrees and he or she has received written parental permission.

Computers - Inappropriate Material

Pupils may not bring to school, nor access from school, material that may offend others. This applies to material held on any media storage system. Pupils accept that they may, at any time, be asked to provide complete access to their computers or media storage devices for the purpose of checking the appropriateness of material.

Cycles

Bicycles brought to College by pupils must be stored in the bicycle shed. All cycles should be clearly marked by the owner. All cyclists must wear safety helmets when using bikes. (Failure to do so will require the removal of the cycle from College).

Bicycles may not be lent or borrowed unless the relevant HsM has written permission from both sets of parents. It is College policy NOT to lend out College owned machines. No cycling is allowed in the Main Quad, on the terrace paths, or on the golf course.

Defamatory Material

The College will regard it as an act of 'bringing the College into disrepute' should critical or defamatory material of a personal nature or relating to an individual in their professional role at the College be published on the internet or by any other means. This applies to material concerning pupils, staff and volunteers. For full details please see the relevant policy.

Defects and Breakages

Any defect or breakage is to be reported to a HsM or Head of Department.

Dress and Appearance

For Senior pupils, suits must be worn for formal occasions, for some away matches and some excursions. College uniform must be worn throughout working hours, or when attending certain Arts Centre functions. After school (5.30pm) on weekdays, and all day at weekends casual clothes may be worn both in College and when going out, provided that they are clean and tidy. 'Casual clothes' means clothes that are not ostentatious. If Sixth Form are going directly to town during the week, they may change into casual clothing. Casual sports clothes can be worn in the gym/sports area outside of the normal school day but should be appropriate for the activity.

Hair must be kept clean and tidy. Hair must not be cut or dyed in extreme styles. No unnatural colour or two-tone hair colouring is permitted. No shaved hair of less than a grade 2. The College reserves the right to take remedial action at parental expense where a pupil is judged to have broken these rules.

'Make up' is not permitted if it is visible to the naked eye.

Boys should be clean shaven. A moustache, beard or long sideburns are not permitted. Exceptions may be made on medical grounds or for recognised religious reasons agreed via discussion with the Head in advance.

Any jewellery worn must be discreet and tasteful. For Lower School, a single pair of small studs or very small hoop earrings may be worn in a piercing of the earlobes. For Middle School two pairs of small studs or very small hoop earrings may be worn in a piercing of the earlobes. For Sixth Form, small studs or very small hoop earrings may be worn in a piercing of the ear.

Nail polish, false nails, nose rings/studs or any other facial piercings are not allowed. No more than two discreet rings or bracelets can be worn in total.

Tattoos must not be visible at any stage whilst at school or whilst representing the school.

Ties are to be worn correctly with the top button of the shirt done up. Boys may wear any College tie to which they are entitled. The only non-College ties that may be worn are representative ties awarded to the pupil during their time at Ellesmere. An example of such would be a tie denoting County selection at sport. Club and 'old school' ties may not be worn.

Dress on Buses and at Mealtimes

Buses

The rules for uniform if you wish to travel on the College transport are as follows:

Full College uniform (as for the teaching day) correctly worn; or

Full Ellesmere badged tops and tracksuit bottoms. Clothing must be both clean (i.e. not muddy) and in serviceable condition (i.e. not ripped). You may be turned away to change and the buses MAY NOT be held for you. On Friday home time you may wear casual clothes.

Breakfast

Pupils do not have to be in school uniform but neither may they attend breakfast in their bedclothes. They may attend in casuals, or school uniform. Footwear must be worn.

Lunch

Pupils are expected to attend in full school uniform correctly worn or, if appropriate, full Ellesmere badged tops and tracksuit bottoms with trainers (no shorts or skorts). Pupils attending CCF may wear their uniform. If there is a reason why anyone should be excepted from this rule they should carry a note from the member of staff or ask the member of staff responsible to speak to the prefect on duty.

Supper
Pupils may attend in school uniform or school tracksuit or in casuals. Footwear must be worn.

Eating

No food or drink should be consumed in the College corridors but should be taken back to House areas. Litter must be placed in the bins provided. No food or drink may be taken out of the dining hall.

Chewing gum is prohibited.

Electrical Applicances

The use of electrical items fitted with overseas plugs is strictly regulated in accordance with the College Health and Safety policy, and in line with the direction given by the Fire Regulatory authority. Electrical items must be made available to College electricians for safety testing (PAT testing).

No fittings other than UK fittings are to be placed directly into UK sockets. This includes the use of 'travel' adapters. Such adaptors are not licensed for long term use and the fire authorities will not pass them for permanent use in the Houses. All electrical items are to have a UK style plug placed upon them if connected to the mains. The use of 4 way trailing adaptors is permitted if they are to UK specifications. However, one adapter should not be connected to another.

Pupils are encouraged to exercise sensible electrical safety. All items will be PAT tested. The College retains the right to remove electrical items if they are considered to be unsafe and likely to cause a breach of our Health and Safety policy.

The UK supply is 230/240 volts, ac, 50 Hz. Please ensure that any items brought to the College are compatible with this supply - many overseas items are not.

The following items may not be brought for use in College (this list is not exhaustive):

- Heaters, toasters, portable grills etc.
- Microwaves
- Fridges, Fans
- Kettles
- Stoves/Portable gas appliances for cooking in rooms

As a rule, these items will be removed from the boarding Houses and held for safe keeping for their return home.

Fire Alarms

Deliberately setting off the Fire Alarms for malicious reasons will result in a severe sanction, as well as a monetary fine of £150 if staff have to be called in to deal with the false alarm.

Fire Equipment

Fire equipment is not to be tampered with or moved from its correct stowage.

Internet Use

To facilitate greater download speeds and general access to the internet, certain sites will be barred during the working day. It is against School Rules to access or attempt to access barred sites.

Should pupils contribute, outside the school day, to any information exchange sites, they should be aware that it is strictly against School Rules to publish information that may be detrimental to the good name of the school or which may offend staff or pupils.

Laser Pens

Laser pens are not allowed in school. Their possession or use is strictly against School Rules.

Leaves

Application for leave involving absence from work, or absence for the night in the case of a pupil expected to be boarding on the night in question, should be made through the HsM 48 hours in advance of the date concerned. A boarder may go out with his/her parents for any weekend.

Pupils may not apply for a leave if this conflicts with any duty or responsibility they may have to their work or other activity at the College.

Only pupils in Year 11 and above may be given leave to go out with Old Ellesmerians, and such leave must be approved by the Head. This does not apply to pupils going out with OE brothers or sisters.

Medicines

All medicines which pupils bring back, or buy, need to be checked with the sickbay. Medicines, etc., must be kept securely, and only administered under the direct instruction of the school sister.

Mobile Phones and Smart Technologies

There are slightly different rules for mobile phones for the different year groups, but in essence they should be switched off and locked away during the school day. At no point should phones be in the following places, regardless of year group or time:

- Assembly - school, House, year group, etc
- Dining hall
- Chapel
- Any other school buildings, other than Saints Houses or agreed events

Failure to follow these simple rules of good manners may result in the device being removed and returned to the pupil the next day or via their parents or guardians. Please see the College's Mobile Phone and Smart Technology Policy for full details.

Money

All forms of gambling are forbidden. There must be no hiring or buying on credit without the HsM's permission. Sale or exchange of property worth more than £10 must be approved by the HsM of both parties.

Public Behaviour and Boy/Girl Relationships

The College is a place of work and, as such, pupils are expected to behave in a restrained manner as regards their personal relationships. Any form of sexual relationship is totally inappropriate for pupils at school. Pupils should not indulge in demonstrations of affection involving physical contact in public.

Uniform

All clothing must be in accordance with the official clothes list. Clothing must be clearly marked with the name of the pupil.
All clothing must be in accordance with the official clothes list. Clothing must be clearly marked with the name of the pupil.

Normal school uniform is as follows:-

Lower School Boys (Years 3-8):
Dark grey trousers, white shirt, school purple v-necked jumper, school-approved tie and black polishable shoes (not boots and without tags etc) with dark socks. Belts worn with school uniform should be either black, navy or brown and with an unostentatious buckle.

Lower School Girls (Years 3-8):
School purple round-necked jumper, school kilt (knee length), school white blouse, white ankle socks or black tights and black polishable shoes (not boots, without tags etc and with a heel of height not greater than one inch and width that exceeds the size of a 10p piece so as to avoid damage to wood block floors).

Middle School Boys (Years 9-11):
School blazer, dark grey trousers, white shirt, school purple or black v-necked jumper, school-approved tie, and black polishable shoes (not boots, without tags etc) with dark socks. Suits must be grey or black. Belts worn with school uniform should be either black, navy or brown and with an unostentatious buckle.

Middle School Girls (Years 9-11):
School purple round-necked jumper, school kilt (knee length), school white blouse, black or skin tone tights and black polishable shoes (not boots, without tags etc and with a heel of height not greater than one inch and width that exceeds the size of a 10p piece so as to avoid damage to wood block floors). Suits must be grey or black, skirts knee length. Any trousers worn must be full length, with dark socks.

6th Form Boys (Years 12-13):
May wear a jacket of a quiet colour and pattern, shirt of white, a pastel colour or conservative business (vertical) stripe or check and a single colour v-necked jumper of their own choice (including ¼ zip wool jumpers), trousers must be grey, ties must be school-approved, and black polishable shoes (not boots and without tags, etc) with dark socks. Suits must be grey, black or navy blue (including pin-stripe).

6th Form Girls (Years 12-13):
Prince of Wales check skirt (knee length), white blouse, single colour fitted v-necked jumper of their own choice (including ¼ zip wool jumpers), black or skin tone tights. Black polishable shoes (not boots, without tags etc and with a heel of height not greater than one inch and width that exceeds the size of a 10p piece so as to avoid damage to wood block floors). Suits must be grey, black or navy blue (including pin-stripe), skirts (knee length). Any trousers worn must be full length, with dark socks. May wear a blouse of their own choice to complement their suit, (long sleeved white, pastel colour or conservative business (vertical) stripe or check).

General:

Every pupil should have an anorak or plain coloured overcoat. A College overcoat is available from our uniform supplier. Items of sportswear are not to be worn as school uniform during the teaching day unless a pupil has been instructed to do so by a member of Common Room. There is to be no mixed dress, sportswear tops should not be worn as a coat when in school uniform.

Summer Term Dress:

The following exceptions to the standard rules on uniform will apply for the whole of the Summer term.

Senior School:

Pupils need not wear jumpers. Shirt or blouse sleeves, if long, are to be worn buttoned or neatly rolled. Shirts and blouses must, of course, comply with the instructions published in the rules. Jackets do not need to be worn but jackets must be worn if wearing braces, or a jumper.

Lower School:

Pupils need not wear jumpers. Shirt or blouse sleeves, if long, are to be worn buttoned or neatly rolled. Shirts and blouses must, of course, comply with the instructions published in the rules. Tailored grey shorts may be worn.

Extremes of clothing or "costume" must not be worn. The Head is the final judge as to what is extreme.

Radios, Personal Music Systems, Phones etc.

These may only be played quietly so as not to disturb anyone else. Pupils are not permitted to listen to music on personal devices whilst moving around school during the teaching day and at no stage should they be used in the Main Corridor. Failure to follow these simple rules of good manners may result in the device being removed and returned to the pupil via their parents or guardians. Loud music is not permitted at any time, including walking into town.

Recording or Transmitting Apparatus

Under no circumstances may pupils record or transmit signals containing audio or visual information representing the contents of an academic lesson, tutorial or other interchange with a member of staff without the express written permission of that member of staff.

Televisions

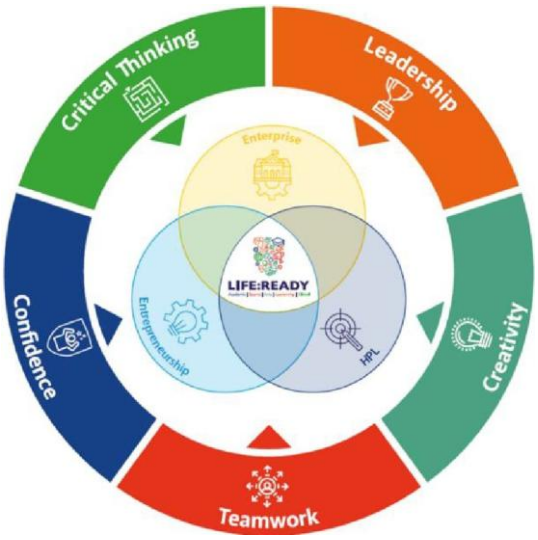
No pupil may bring a TV to school nor watch TV except at approved times. Similarly CD/DVD discs for computers may only be viewed when TV is permitted.

Visitors to College

If a pupil wishes to meet visitors from outside the College in the College grounds or buildings, he or she must first obtain permission from the HsM. Day pupils who return to College in the evenings or on Saturday or Sundays must inform their HsM.

Water

Boating, swimming and skating on the Meres or canal are prohibited except under the control of special College clubs. The swimming pool may only be used when supervised by a suitably qualified member of staff.



Notes / Useful contacts:



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