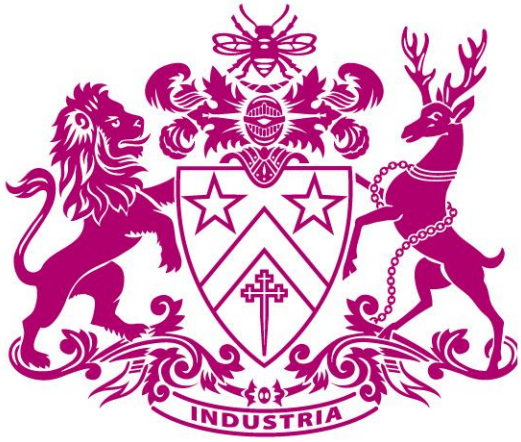


Fettes College Preparatory School

Handbook

2026 - 2027

Contents

Page

Section 1: "The Essentials"

Aims of the School	4
Conditions of Entry	4
Term Dates, Holidays and Leave	4
Half Terms	4
Recommended Weekend Leaves	4
In Term Leaves	4
Alternatives Leaves	5
Guardian Policy	5
School Rules	5
Additional School Rules for day Pupils	*5*
Prep School Staff 2026/2027	5
Telephone Numbers	7
Graduate Assistants	8
Bullying	8
Discipline, Expectations and Sanctions	9
Guardianship Policy	9

Section 2: General Information

Transport/Drop Off/Sign Out	10
Absence	*10*
Activities	*11*
Book Lockers	*11*
Clothing, Equipment and Lost Property	*11*
Curriculum	*12*
Day Pupil Hours	*12*
Day Pupil Drop off	*12*
Day Pupil Pick up	*12*
Extras Charges	*12*
Pupil Planners	*13*
Haircuts, Jewellery and Makeup	*13*
Insurance	*14*
Dogs	*14*
Magazines, Videos, DVDs and Streamed Content	*15*
Meals	*15*
Medical	*15*
Buddy	*16*
Music Tuition	*16*
Noticeboards	*16*
Parental Contact	*16*
Prefects and Leadership Training	*18*
Problems, Difficulties or Complaints	*18*
Stationery	*18*
Travel	*18*
Uniform	*18*
The Development Team	*19*
Fettes Foundation	*20*
Chapel	*20*
The Dining Hall	*20*
The Allardice Centre	*20*
Westwoods Health Club	*22*

Section 3 : School Routines

Timetables *23*
Useful Explanations *24*
Campus Map *25*

Section 4: Important Policies

Safeguarding *26*
Child Protection Policy *27*
Complaints Policy *30*

SECTION 1 – The Essentials

Aims of the Preparatory School

Fettes College Preparatory School will ensure that our students:

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

Conditions of Entry

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

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

Term Dates, Holidays and Leaves

It is important that term dates are adhered to closely; late returns and early departures at beginning and end of term, Half Terms and Recommended Leaves cause unwelcome disruption to academic work and other activities. The relevant dates are published a year in advance in order to allow good time for necessary travel plans to be made and we strongly urge that the erosion of terms be kept to an absolute minimum. All requests for early departures or late returns must be made by email to the school. For boarders, this permission must be sought prior to recording travel details on i-GTM.

Half Terms

These begin at 4pm on a Friday and finish at 6pm on a Sunday on the published dates unless otherwise specified. The times at which houses will close and open at the beginnings and ends of holidays are indicated in the calendar.

Recommended Weekend leaves

The aim of the Recommended Weekend leave system is to allow boarding students some relaxation in a family situation away from school either with their own parents, with the parents of friends or with other approved adults.

In-term Leaves

All School Rules continue to apply during term time whether on campus or not. Leaves are available on Saturday afternoons and Sundays but may only be taken only when all School and House commitments have been fulfilled and permission has been obtained from the Houseparent.

- Students in the Prep School may not leave the grounds except in the company and direct supervision of a member of staff or an older sibling currently at the school.
- Students taking Leave must sign out on leaving and sign in on their return to House.

Alternative leaves

Parents may request leaves at other times by arrangement with the Headmaster.

Guardianship Policy

It is essential that all Fettes students (irrespective of age) whose parents are abroad or inaccessible are required to have a guardian for their child in the UK. We believe the guardian role to be of fundamental importance in guiding and supporting a student throughout their time at Fettes. It is essential that a guardian can fulfil the requirements laid out in this policy, particularly as the school needs to have a point of contact within easy reach to cover in emergency situations. Therefore, guardians should live close enough to the school so that they can come and collect the student within 24 hours of an emergency arising.

The guardian's role is to support the child and to deputise for the parents when they are unavailable. Guardians may be required for airport transfers for unaccompanied minors and should therefore be available at the beginning and end of terms. A guardian can be a relative or a friend above the age of 25 or a guardian appointed and monitored by a reputable guardianship agency. Whilst choosing the guardian is the responsibility of parents, periodic checks will be made by staff at Fettes following leaves with guardians to ensure that there have been no issues. Further information and form of delegation can be obtained from Admissions. The full Policy can be found here.

School Rules

The School aims to be a community in which every member is valued. Any action which damages the community or any member of it is against the rules. Anything that contravenes safety, common sense, the law of the land and normal civilised behaviour is automatically forbidden.

- You are expected to behave appropriately and with courtesy at all times.
- If you are given responsibilities or a position of authority, you must act fairly.
- If you break or damage anything or find damaged School property, report this immediately to a member of Staff.
- If you see or suffer any harmful wrong-doing which you cannot prevent, tell an adult as soon as possible.
- Chewing gum is not allowed in school.
- School uniform must be worn neatly. Pupils may not walk or stand with their hands permanently in their pockets. Pupils who have hair that touches the collar must tie it back with an approved hair band or scrunchy.
- Unless permission has been granted by the Headmaster following a request from your parents or guardian, you may not leave the grounds except in the company of a member of staff, a parent or guardian, or with an older brother or sister who is a senior Fettes pupil (provided written authorisation has been given by your parents).
- The Arniston grounds and the area south of the Jordan are out of bounds at all times unless you are going to lessons, an organised activity or to meals.
- You must not run inside the buildings or on the way to the College buildings.
- Play-fighting and unsupervised contact sports of any kind are not permitted.
- You must not leave the school at any time without permission from a member of staff or without having signed out.
- You are not allowed in classrooms or changing rooms without the permission of a member of staff.

- You should arrive at all lessons or activities by the scheduled starting time, but no earlier than five minutes beforehand.
- If you are taken ill during free time you should let a member of staff know. They will contact a Matron.
- You must catch up the work from the lessons you have missed as quickly as possible.
- You may not operate the photocopiers or use school telephones. Telephones are available for use during free time.
- Alarms and audible alerts on watches etc. must be permanently silenced.
- Watches able to connect to the internet/bluetooth should have these features turned off during the school day.

Additional Rules for Day Pupils

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

Mr Charlie Minogue	Headmaster		CGO.Minogue@fettes.com
Mrs Becky Minogue			*RH.Minogue@fettes.com*
Mrs Rebekah Dallas	*Deputy Head, Head of Pre-Prep*	*Hive 2*	*RJ.Dallas@fettes.com*
Mr Arron Spall-Hancy	*Director of Studies, Head of MFL*		*AJR.Spall-Hancy@fettes.com*
Ms Emma Davies	*Head of Pastoral Care, Child Protection Coordinator, General Subjects*		*ER.Davies@fettes.com*
Ms Diane Davidson	*Iona Houseparent, Senior Matron*		*D.Davidson@fettes.com*
Mr Richard Mill	*Arran Houseparent, Head of Boys' Games*		*RE.Mill@fettes.com*
Miss Karin Barancova	*Classroom Assistant*		*K.Barancova@fettes.com*
Mrs Rachel Bremner	*Art Technician*		*RLR.Bremner@fettes.com*
Mr Matthew Bywater	*Head of IT, General Subjects*	*Tutor TB*	*MD.Bywater@fettes.com*
Ms Clio Chartres	*Head of English*	*Tutor 2A*	*C.Chartres@fettes.com*
Miss Lydia Crichton	*Support for Learning*		*LA.Crichton@fettes.com*
Mr Brendan Eagar	*Maths and English*	*Tutor SE*	*B.Eagar@fettes.com*
Mrs Jenny Fletcher	*Director of Sport*	*Tutor 2F*	*J.Fletcher@fettes.com*
Mr James Forbes	*General Subjects, Interim Head of English*	*Tutor SF*	*JPO.Forbes@fettes.com*
Mr John Greenwell	*Head of Maths, Director of Teaching & Learning*	*Tutor 1G*	*JW.Greenwell@fettes.com*
Mr David Hall	*Head of Science, Deputy Child Protection Officer*	*Tutor 2H*	*DG.Hall@fettes.com*
Mrs Susan Halsall	*Head of Art*	*Tutor 1H*	*SA.Halsall@fettes.com*
Mr Kevin Hession	*Director of Drama*	*Tutor SE*	*K.Hession@fettes.com*
Miss Natasha Kay	*Hive 1 teacher*	*Hive 1*	*N.Kay@fettes.com*
Mr Hendrik Lessing	*Head of Netball, Iona Assistant Houseparent*		*HJ.Lessing@fettes.com*
Ms Amanda Mair	*Head of Humanities*	*Tutor 2M*	*AAF.Mair@fettes.com*
Mrs Rachel Milburn	*Head of EFL, French*	*Tutor TM*	*RE.Milburn@fettes.com*
Mrs Sarah Neary	*Head of Support for Learning*		*SE.Neary@fettes.com*
Mr Gavin Pettinger	*Director of Music*		*G.Pettinger@fettes.com*
Mrs Emily Raikes	*French, Director of Teaching & Learning*	*Tutor 2F*	*EJG.Raikes@fettes.com*
Mrs Rebecca Outram	*General Subjects, William House Curriculum Coordinator, Arran Assistant Houseparent*	*Tutor MO*	*REO.Outram@fettes.com*
Mrs Andrea Weatherby	*English, Librarian*	*Tutor 1H*	*A.Weatherby@fettes.com*
Miss Rebekah Choi	*Graduate Assistant*		*R.Choi@fettes.com*
Mr Rory Lathangie	*Graduate Assistant*		*R.Lathangie@fettes.com*

Ms Diane Davidson	*Senior Matron*		*D.Davidson@fettes.com*
Ms Georgia Forsyth	*Matron*		*G.Forsyth@fettes.com*
Mrs Mona Gill	*P.A. to Headmaster, Prep Admissions*		*M.Gill@fettes.com*
Miss Kate Pidgeon	*School Secretary*		*KDR.Pidgeon@fettes,com*

	Telephone Numbers
Office – Monday to Friday 8am to 5pm Saturday 9am to 1pm	0131 332 2976
Mr Mill (Arran House)	0131 311 6954
Ms Davidson (Iona House)	0131 311 6952

Graduate Assistants

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

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

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

Bullying

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

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

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

There is a well-defined and documented School counter-bullying policy contained in Section 4 of this handbook. As part of this, all pupils are given the following guidelines:

WHO TO TELL

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

- The Headmaster
- Houseparent
- The Deputy Head
- The Child Protection Coordinator or her Deputy
- The Chaplain
- Your Tutor
- Your Matron
- Any member of staff

- Your parents or guardians
- A friend in your class/year/dormitory

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

Discipline, Expectations and Sanctions

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

The Promoting Positive Behaviour Policy can be found in Section 4 of this handbook.

Section 2 – General Information

Transport/Drop off/Sign out

Day pupil Drop off (Every day):

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

Pre-Prep children may be dropped off from 7:45am for breakfast, which operates throughout the year, other than the first week of the school year.

Day pupil Collection (Monday to Friday):

M & P: 15.45-16.00, 16.50-17.00, 17.45-18.00

S to 2nd Form: 15.45-16.00, 16.50-17.00, 17.45-18.00 (18.45-19.00 Tues & Thurs after activities)

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

Pre-Prep Collection:

Pre-Prep pupils can be collected at 16:00 from William House Reception.

If you would like your Pre-Prep child to stay for wraparound care, collection will be at either17:00 or 18:00.

Please note that a late collection fee will apply to any Pre-Prep pupils not collected by 18:00

M Form to 2nd Forms will sign out from the Gallery Corridor. If you are travelling by car, please stay in your car. The speed limit will need to be strictly respected. If you are on foot, please wait for your child near North Lodge (the cottage by the gate).

Please do not arrive early for collection times as this blocks the passage for those due to sign out.

Day pupil Collection (Saturday):

M Form to 2nd Form: 13.00 from the War Memorial at Fettes College

Pupils of the Prep School are not allowed to leave the school site during the school day. Any parents who wish for their 2nd Form child to walk home alone, with a friend or an older sibling, must give written permission prior to the occurrence. Please email the school office for the attention of the Headmaster.

Prep School Bus

The bus service runs every morning and is currently available to all Prep School pupils. The route of the bus is reviewed each year, but we will try our best to accommodate as many parents as we can, where possible. The cost of the service is £4.50 including VAT per journey and this cost will be added to the termly bills. If you would like to find out more about the bus service, please email prepadmin@fettes.com

Absence

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

- Requests for absence during term time should be made in writing to the Headmaster in advance, giving as much notice as possible.
- In the event of unexpected absence please ring the School telephone number before 08.10 (0131 332 2976) or
  email prepadmin@fettes.com and your child's Tutor.
- Should there be a need for special arrangements for your child's return to school, please contact their Tutor at
  least 24 hours in advance of the return to discuss and arrange these.

Activities

Prep

Extra-curricular activities are organised every term, on Tuesdays and Thursdays. All boarders will participate in the programme and day pupils are strongly encouraged to participate. The range of activities is pupil driven and pupils will be asked for their choices in a letter. Parents should note that it is not always possible for pupils to receive their first choice, as some activities have limited space. Choices for activities change on a termly basis.

Pre-Prep

Activities and After School Club: parents will be sent an online form so that you can indicate your preferred pattern. Arrangements can be changed at any time simply by contacting the School Secretary

Book Lockers

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

Clothing, Equipment and Lost Property

Uniform and Games Kit

- All uniform, games kit and equipment should be clearly marked with the child's name so that, should it be lost, it can be returned quickly
- Pupils should bring in their games kit on the first day of term and take it to their tutor base. Time will be allocated for them to be shown how to keep their kit neatly in their locker
- Day pupils will take home games kit every Friday to be washed. They should bring in clean kit each Monday and hang it on their locker

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

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

Pre-Prep lost property is administered by the relevant Form Tutor.

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

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

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

Curriculum

In the Prep School, we aim to provide a sound foundation for the academic curriculum in a Senior School. Pupils take a broad range of subjects with progressively more specialist teaching as they move through the school. We are particularly concerned to instil and develop good attitudes to work and habits of study. The Prep School curriculum booklet is available online www.fettes.com

Day Pupil Hours

Day pupils should not arrive in school before 07.45. Prep School pupils should enter the school through the south door, by the Assembly Hall or by the west entrance to William House. After arriving in school, games kit should be put away in the changing room. Pupils must not loiter in the changing rooms at any time.

Day pupils must sign in at registration with their Form Tutor. If a pupil arrives late to school, they must sign in with the School Secretary at the Reception Desk.

Pupils must also sign out when leaving school. They may leave after 16:00, provided they have no further school commitments. Alternatively, pupils are welcome to remain at school for Prep.

Where possible, it is beneficial for pupils in the 1st and 2nd Forms to stay for Prep at least two evenings per week, as this provides valuable time for completing homework and developing good study habits.

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

Day pupils are very welcome to stay overnight or for longer periods provided there is space in house and arrangements are made in advance with Mr Mill or Ms Davidson. There is a flat charge for this. Where possible they stay in a dormitory with others in their year group.

Day Pupil Drop-off

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

Day Pupil Pick Up

Parents picking up may wait for their child in the horseshoe area and should adhere to the one-way route within it.

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

Extra Charges

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

Some extra charges are necessary and routine:

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

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

Among our regular extra activities, a charge has to be made for some of these, and parental permission is sought before children commence the activity.

Pre-Prep charges for wrap around care – After School Club

• 1 Hour - £10.50
• 2 Hours - £16.50 (including tea)

Occasional boarding

There may be occasions where parents wish to take the opportunity to board on an occasional. The cost for doing so is £80 per night, which includes dinner and breakfast.

Pupil Planners

All pupils are issued with a year planner. This is their organiser/prep diary and also contains a copy of the School Rules and other essential information. It is kept in their schoolbags and pupils should be encouraged to use it as an aid to organisation. ALL prep must be written down in the pupils' planner when it is set. The Planner is also used as a communication vehicle from tutors to Parents and vice versa and is checked regularly. Pupils who complete 1:1 music lessons must record this in their planner and ensure their subject teacher is aware of when their lesson is, also to ask permission to be absent from their academic lesson to attend their music lesson and sign this off with the relevant teacher.

Haircuts, Jewellery and Makeup

Hair

Hair should be healthy, well-maintained, free from visible gel or wax, and safe for participating in science and games/PE lessons.

Hair colour should appear natural. All pupils must have their hair off their face and hair should be tied up if it is long enough to reach the collar. Hair accessories should be simple and unobtrusive.

Jewellery and Makeup

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

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

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

Insurance

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

Students' Personal Effects – NOT included in fees

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

Students' Travel Insurance – included for school trips only

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

Students' Personal Accident Scheme – included

This cover is in place and is arranged through the Scottish Council for Independent Schools (SCIS). Cover applies 24 hours per day, 365 days of the year and provides a scale of benefits for permanent injury resulting from an accident. The policy does not cover associated medical costs. All students are automatically covered from the first day of term and the cover continues until the student leaves School. There is no additional cost as the premium is incorporated within the fee structure. Further information is available.

School Fees Protection Scheme – NOT included in fees

School fees remain due even if a student cannot attend for reasons such as sickness. Parents may therefore wish to take out an insurance policy to cover extended absence from School due to sickness or accident. If the cover is in place, parents are normally eligible for pro rata refund of fees. Many insurers offer this type of cover and one such policy available which also offers an element of parent life cover is arranged through Marsh Limited, the School's insurance broker, a specialist in this type of insurance.

Private Medical Insurance – NOT included in fees

The School participates in the AXA PPP Healthcare Students' Medical Insurance Scheme. This insurance is an optional extra, and the premium is additional to the basic fee. The cost for this in 2026/27 will be £162 per term.

Life Assurance – NOT included in fees

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

Dogs

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

Magazines, Videos, DVDs and Streamed Content

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

Meals

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

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

Pre-Prep meals are served by members of staff ('family service') to allow easy monitoring of eating habits.

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

Medical

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

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

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

Important Procedures for Parents

- Parents of each new boarding pupil must return his or her medical card, the medical consent form and the consent for medication form to the Allardice Centre at least two weeks prior to the first day of term.

- It is essential to consult the Houseparent before sending back to School a boy or girl who has been in contact with any infectious disease.

- Ms Davidson and the Houseparent should be informed if medicine and/or other treatment begun at home is to be continued at School.

- Regular visits to the dentist, and if necessary to the oculist, should be arranged during School holidays. Appointments for dental or other treatment can be made during term-time only in cases of emergency.

- It is important that the School is informed of any problems with hearing, eyesight, learning difficulties or allergies, and of any other long term medical condition.

School Counsellor

Pupils can make an appointment through the Allardice Centre to speak to the School Counsellor in confidence. This service is offered as part of the care and medical provision within the School. If a pupil has a serious problem parents will be contacted by the medical staff.

Day Pupils and the Allardice Centre

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

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

Buddy

All of the new pupils have a buddy assigned to them and it is hoped that they would talk to the buddy if there is anything troubling them. The buddies are told that they should keep a 'friendly eye' on their charges and that they should periodically check for any problems.

Music Tuition

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

- Music lessons will be arranged week by week by your instructor. Frequently your lesson will take place on the same day at the same time, but changes are possible. Always write the time of your next lesson in the Planner.
- Timetables will be posted in the Jordans building each week. You should check there first and then with the Director of Music if you have a problem.
- Absence from a music lesson without a good reason will be regarded as a serious breach of good manners and is likely to result in a Splatt.
- A list of the rooms in which instructors will teach will be posted in the Jordans building each morning before Assembly.

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

Noticeboards

The main School noticeboards are as follows:

Jordans	All music notices
Outside the Assembly Hall	General, Sports, Activities, Houses
Downstairs Corridor of Malcolm House	Activities

Parental Contact

During term time, all correspondence and newsletters will generally be distributed electronically in the first instance, either by email or via SchoolPost.

Please provide the School Secretary with your current email address so that it can be added to the School's distribution list.

Reports, Orders and the Head's termly newsletter will also be sent electronically.

Reports – Your son/daughter will receive a written report at the end of the Autumn and Summer Terms.

Orders – These are a short snapshot of your son/daughter's effort and attainment. These are published twice in the Autumn Term and once in the Spring and Summer Terms. In each subject, pupils are given clear criteria for what they need to do to achieve good effort and attainment grades.

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

Termly Calendar can be found at www.fettescalendar.com and it is updated to reflect changes, so it is worth checking regularly. It is full of useful information and covers every aspect of school life. With regard to fixtures girls matches are in italics, for all events the time in brackets indicates the anticipated end or arrival back time. Return times for fixtures can be found on the team sheet (see below). If the return time is going to differ significantly, the School Office will make every effort to contact you. Future term dates can be found here: https://www.fettes.com/prep/life

Sports Teams and Fixtures – fixtures are listed in the calendar and selected teams and match details are available at www.fettessport.com

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

Busy Bee – this is an annual publication of news and reviews across the Prep School.

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

Parent-Staff meetings – these are hosted in the Spring Term for T, 1st and 2nd Forms are held in the Prep School Assembly Hall on the dates published in the Calendar. If Parents cannot attend, other relatives or Guardians are most welcome to come instead. Parents/Guardians are given a list of their child's teachers on arrival. M, P and S Form Parent/Staff meetings are held in William House. In the Autumn and Summer Terms, meetings are held with Tutors in Tutor Bases. An on-line appointment system is used for these meetings. For Parents unable to attend in person meetings an evening is set aside for online meetings. A separate system operates for the Pre-Prep and details will be made available.

Friends and relatives are always welcomed at any fixtures at home or away, to any of the social events and, especially, to Open Days. All important dates are listed in the termly Calendar.

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

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

Prefects and Leadership Training

Prefects are chosen from the 2nd Form after they have all had a chance in acting Prefectship for several weeks and taken part in a Leadership Training weekend. All pupils and Prep School Staff are given the opportunity to select Prefects. Results of this survey are compiled and form the basis for selection. The Headmaster chooses Heads of School and other positions of responsibility

Problems, Difficulties or Complaints

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

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

Stationery

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

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

The school has a Stationery Shop, from which pupils may purchase any necessary items for schoolwork, which will be named with permanent ink for them.

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

Travel

Whilst on a coach or minibus, the pupils will:

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

Air and Train Transfers

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

Uniform

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

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



The Development Team

"We draw strength from those in our widespread community who support our goals and engage with our ambitions and we are deeply grateful to everyone who helps us."

Fettes is a family for life. We are lucky to benefit from an energetic, generous and vibrant global community. Our dedicated Development Team engages with and connects Old Fettesians (OFs), parents, former staff and other friends of Fettes to support each other and the work of the school. Their work focuses on three main areas: supporting the Old Fettesian Association (OFA) to keep in touch with alumni and run events; facilitating career support and connections within our community and raising philanthropic income for the Fettes Foundation to benefit the College and its students.

For up to date Development Team news, please visit: https://www.fettes.com/oldfettesiansandsupport/news

The Old Fettesian Association Fettes produces ambitious alumni, many of whom end up being inquisitive global explorers, always ready to offer a friendly welcome and a helping hand to fellow OFs who follow in their footsteps. On leaving Fettes College for the final time, students automatically become members of the OFA. There are no annual charges.

The OFA helps OFs to keep in touch with each other, supports an array of gatherings across the globe and produces an annual Old Fettesian Newsletter, packed full of OF and Fettes news and stories. These activities are supported by the OFA Committee and a group of regional representatives who volunteer their services and time and ensure that OFs everywhere feel welcome, wherever they may live or travel.

For further information please email ofa@fettes.com or visit our website: https://www.fettes.com/oldfettesiansandsupport/ofa

The Fettes Foundation

The Fettes Foundation was formed in 1998 to raise philanthropic income for the benefit of Fettes and its students. Since then it has raised over £20 million in donations from over 2,400 generous donors to support the provision of bursaries, a number of capital developments and other key projects. Donations from our engaged community of Old Fettesians, parents and friends of Fettes transform the lives of students who come to Fettes and will continue to do so for generations.

For further information please visit our website: https://www.fettes.com/oldfettesiansandsupport/supportus

If you would like more information about the work of the Fettes Foundation please contact the Development Team, by emailing foundation@fettes.com or by telephoning: +44 (0)131 311 4758.

Chapel

The Chapel lies at the heart of the School, both physically and emotionally. Whilst based in Christian traditions, our community is diverse and includes those of all faiths and none. All are warmly welcomed and weekday services are led by students and staff. Our services seek to be inclusive and engaging, as well as challenging and thought-provoking. We have a wide variety of speakers, ranging from visiting charity partners to students reporting on their adventures on School activities and talks on other faiths, different subject areas, and current affairs.

The Dining Hall

Our aim is to provide a range of dishes and menus which offer a well-balanced diet. There are three main meals throughout the day which provide a range of hot and cold dishes that contribute to a varied, nutritious and healthy diet. Our menu plan follows a three-week cycle to ensure a good rotation of provision across the board. House snacks and communal provisions are also available in the boarding houses, including a range of healthy options. On Sunday mornings brunch is available from 11am to 12.30pm.

The Dining Hall operates on a self-service basis and senior students are expected to exercise a degree of judgement and responsibility to ensure that they enjoy a balanced 28 diet. The Catering Manager takes note of any special dietary requirements (e.g. vegetarian, vegan, gluten/lactose free and halal meals) and allergy problems when advised by the Allardice Centre and will seek to plan a menu cycle for your child accordingly where possible.

Continuous feedback about catering is asked for and change is implemented where possible.

The Allardice Centre

The Allardice Centre is situated to the side of the school pitches and comprises of a 9- bedded unit which can provide a 24-hour nursing service when required. They welcome direct contact on any student health matters and can be contacted directly at the Allardice Centre on: 0131 332 2247 or email medicalcentre@fettes.com

The multidisciplinary care team includes four nurses, four GPs and a counselling team who aim to provide a safe and welcoming environment for the students' medical and personal needs. The Lead Nurse can be contacted for any concerns or complaints. The school's Medical Officers are the GPs from Bangholm Surgery to which the Allardice Centre is linked. They hold surgeries in the Allardice Centre four times a week. All boarding students will be automatically registered with Bangholm Surgery when they start Fettes or switch from day to boarding. Day students remain with their own family GP practice.

Nurses have set surgery times at intervals throughout the day and receive referrals from matrons or students may attend directly if Matron is unavailable. In addition to providing day to day health care, all boarding students have a new patient medical carried out by the nursing staff shortly after starting boarding. Upon receipt of the completed relevant documentation, the Allardice Centre can give appropriate travel vaccinations for boarding students. Routine childhood vaccinations will be offered to all students.

All boarding students are treated under the NHS. If a referral is required, we will contact parents to ask if they prefer a referral to a private or NHS hospital. Any patient may ask for a chaperone to be present during medical examinations. If a student needs to be treated in hospital, Matron will normally accompany the student and house staff will arrange visits. Parents will always be kept fully informed.

Physiotherapy have clinics on campus in Westwoods Matron will be in touch with parents regarding consent and payment if these services are required.

The school counselling team specialises in traumatic experiences, stress, anxiety and bereavement and provides a service to students on a weekly basis. Students can make an appointment through the Allardice Centre to speak to a school counsellor in confidence. The Allardice Centre also facilitates visits from a team of external counsellors, including clinical psychologists, a psychiatrist and a behavioural therapist on a private basis.

Medications Boarding students are not permitted to store their own supply of medication unless they are senior students and comply with the self-administration protocol from the Allardice 29 Centre. If Day students are prescribed medication and are required to take it during the school day, parents should contact the Houseparent or Matron. Medication must be stored in the original packaging as issued from the chemist with details of student name, medication, dose and name of issuing chemist. It is essential that the Allardice Centre is informed of all medication that is prescribed for students. All medication should be handed to Matron on arrival.

Nursing staff, Matrons or the residential staff will dispense all medication on campus. This requires consent from parents or guardians as per the Medication Consent form, which is found on the Medical Health Questionnaire which must be completed. This also applies to trips and school outings.

In the UK drugs used for treatment of Attention Deficit (Hyperactivity) Disorder are subject to strict regulation and must be dispensed by a member of nursing staff or Matron according to national

guidelines. Under no circumstances can a student keep stores of this type of medication. Further information of the school's medication policy for controlled medication and administration of medication can be provided on request.

Asthma

Should a child have asthma please complete the asthma form and return directly to Allardice Centre with all other forms. The Human Medicines Regulations 2014 now allows school to hold salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler can only be used by students who have a diagnosis of asthma and for whom the asthma form has been completed and signed by their parent/guardian within the last year (again this form is within the Health Questionnaire). All staff are given appropriate training on emergency asthma treatment.

Illness during holidays

If a boarding student is ill during the holidays, please do not formally re-register them with their family doctor. This can result in case notes being inappropriately recalled for short periods. During holidays, an NHS family doctor can see the student as a temporary patient. If the student is in Edinburgh during the holidays, they can make an appointment with one of the school doctors at their surgery.

Bangholm Surgery
21-25 Bangholm Loan
Edinburgh
EH5 3AH
0131 552 7676
www.bangholmmedicalcentre.scot.nhs.uk

Important procedures for parents

1. Parents of each new student must return their medical health questionnaire to the Allardice Centre at least two weeks prior to the first day of term. For the avoidance of doubt, the school will be unable to accept a student into the school unless we have received the completed medical forms.
2. It is important that the school is informed of any problems with hearing, eyesight, learning difficulties or allergies, and of any other long-term medical condition or issues relating to mental health and wellbeing.
3. It is essential to consult the Allardice Centre or Houseparent before sending back to school a student who has been in contact with any infectious disease.
4. Both the school doctor and the Houseparent should be informed if medicine and/or other treatment begun at home are to be continued at school.
5. Regular visits to the dentist, and if necessary, to the optician, should be arranged during school holidays. Appointments for dental or other treatment can be made during term-time only in cases of emergency.

Westwoods Health Club

As a Fettes parent you can make good use of the cafe in our Westwoods Health Club and now you can also take advantage of two offers to enable you to access the facilities in our award-winning club at an exclusive rate. Our facilities include a 25-metre swimming pool, sauna, steam room, state-of-the-art gym, 2 studios hosting over 80 classes per week, sports hall and brasserie.

- Our 'Fettes Link' membership allows Fettes parents unlimited access. For more information on the Fettes Link membership including prices, please visit: www.westwoodshealthclub.com
- Alternatively, Fettes parents visiting their children on campus are entitled to purchase a guest pass at a reduced rate of 50%, subject to our guest terms and conditions*. (*Maximum of 2 visits per month; classes cannot be prebooked.)

Section 3: School Routines:

Prep School Timetable

7:45 – 8:10 a.m. Arrival

8:10 – 8:25 a.m. Registration

8:30 – 8:50 a.m.

- Monday: Form Time
- Tuesday: Assembly
- Wednesday: Choir
- Thursday: Jordans Singers / T1–2 Assembly
- Friday: Choir / Lower School Assembly
- Saturday: Registration / Hymn Practice

8:50 – 9:30 a.m.	Lesson 1	
9:35 – 10:15 a.m.	Lesson 2	
10:15 – 10:45 a.m.	Break	
10:45 – 11:25 a.m.	Lesson 3	
11:30 – 12:10 p.m.	Lesson 4	

* Saturday only: 12:30 – 1:00 p.m. Chapel and sign out

12:10 – 1:20 p.m.	Lunch	
1:20 – 1:30 p.m.	PM Registration & D.E.A.R. (Drop Everything and Read)	
1:30 – 2:05 p.m.	Lesson 5	MPST Games (Mon, Fri)
2:10 – 2:45 p.m.	Lesson 6	MPST Games (Mon, Fri)
2:50 – 3:25 p.m.	Lesson 7	1st and 2nd Games (Mon, Fri)
3:30 – 4:05 p.m.	Lesson 8 (Mon, Fri only)	1st and 2nd Games (Mon, Fri)

* M – 2nd Form pupils have Games all afternoon Weds.

4:10 – 4:50 p.m.	Prep	M and P Form activities
5:00 – 5:45 p.m.	Tea	
5:45 – 6:45 p.m.	S–2nd Form Activities (Tuesday and Thursday only)	

Useful Explanations

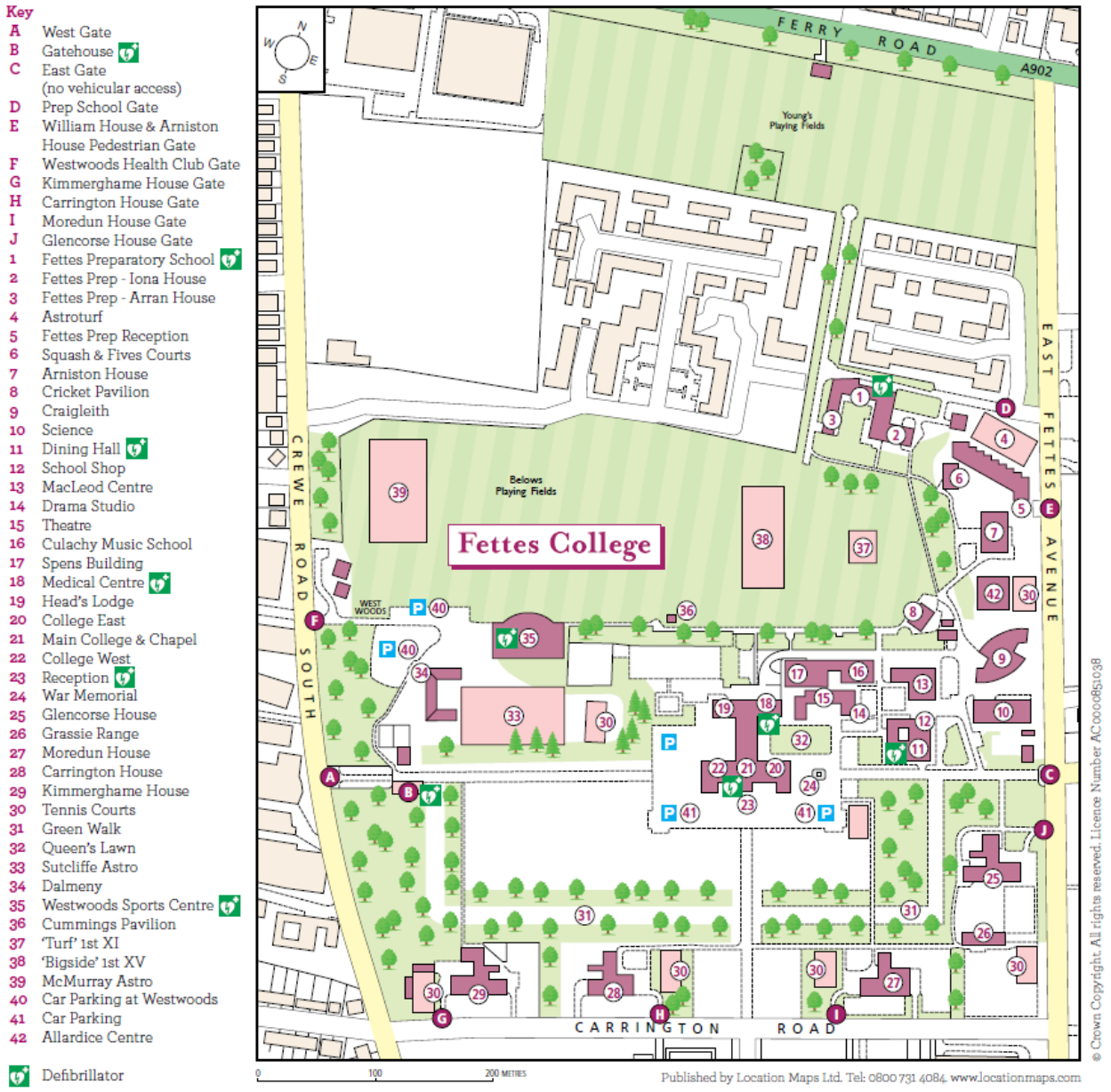
M Form	- Minimus (aged 7 prior to September 1st of entry year)
P Form	- Primus (aged 8 before September 1st of entry year)
S Form	- Secundus (aged 9 before September 1st of entry year)
T Form	- Tertius (aged 10 before September 1st of entry year)
PAH	– Prep Assembly Hall
Gallery Corridor	– Corridor along Malcolm House ground floor
Arran	– Prep Boys Boarding House
Iona	– Prep Girls Boarding House
William House	– M, P and S Forms, Head's and School Offices
Malcolm House	– Original Prep School building
Jordan Block	– Prep School music rooms
Prep School Office	– Entrance of William House
Prep	– Homework set each evening.
EML	- Early Morning Lesson (Wednesday 8:20 – 8:50)
DLT	- Directed Learning Time – a less formal extension to the curriculum. Twice a week for 30 minutes.
Off Changing	- Term given when a pupil is off games and PE.
Callover Hall	– Reception Area of Senior College
Chapel	– Access via Callover Hall
Queen's Lawn	– Lawn area to East of Main College building – pupils should not walk on this grass
Dining Hall	– Dining hall for all College pupils and staff
Westwoods	– Sports Centre – used by pupils (parents may become members)
Youngs	– games pitches
Bigside	– games pitches
Sutcliffe and McMurray	– Astro pitches
Science Block	– Prep school have science lessons in this block
Sign Out	– Day pupils must sign in and out EVERY day.
Parking in school around	– Plenty of parking in school either on the side of East Fettes Avenue or in the horseshoe area Malcolm House or plenty of parking to the front of the Main College Building. The area around Malcolm House works on a ONE-WAY system. Entering the Prep School through the first gate and continuing round clockwise. Park only on the righthand side allowing free flow of traffic.

Competition Houses

The Prep School pupils are divided between three Houses: Arkell, Bryce and Potts. The theme of the naming of Houses was the creation of the school. The pupils can earn House points in every aspect of school life be it music, sport, academia, good behaviour, consistent effort in class. These points go towards an annual presentation of the House Trophy. Boarding pupils are included in these houses.

Arkell	– John Arkell was the first Head of the Prep School
Bryce	– Architect of Main College Building
Potts	– Dr Alexander Potts was the first Head of the College

Fettes Prep School Buildings



SAFEGUARDING

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

Our Safeguarding Guidelines are informed by the rights of children as set out in the United Nations Convention UNCRC) on the Rights of the Child and is set in the framework of Scottish Government's Getting It Right For Every child (GIRFEC), the National Guidance for Child Protection in Scotland (2021 – updated 2023) and The Children and Young People (Scotland) Act 2014. The Chair of Governors and the Governing Body are responsible for overseeing all aspects of safeguarding in the School. Ms Lindsay Paterson is the Governor responsible for Safeguarding in the College and Angela Thomas is the Safeguarding Governor with responsibility for the Prep School.

Recruitment procedures rigorously check the suitability of adults to work with children, and all members of Staff and Governors are members of the Protection of Vulnerable Groups (Disclosure Scotland) scheme. Our Safer Recruitment Policy reflects best practice and is updated every year. A Code of Conduct for Staff is issued at the start of the academic year and signed electronically by staff.

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

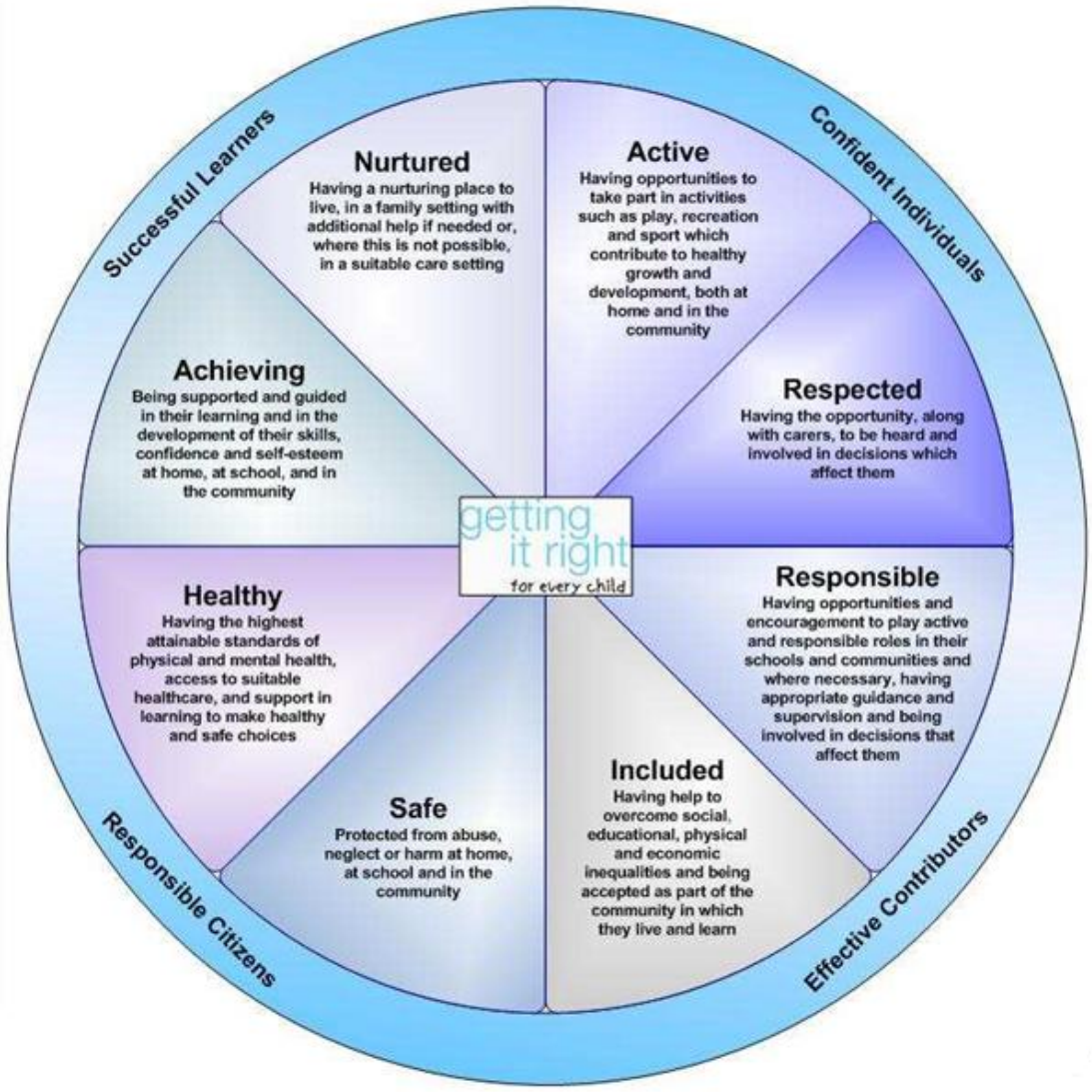
Wellbeing Indicators

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

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

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

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



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

CHILD PROTECTION

Children and young people have the right to protection and care and should feel safe and secure. In a boarding school we have a particular responsibility to work with parents to safeguard and promote the welfare of children and young people and protect them from abuse. Additionally, as a result of the Children and Young People (Scotland) Act 2014 and The Protection of Vulnerable Groups (Scotland) Act 2007, we have a legal obligation to do so. Education Scotland and the Care Inspectorate carry out school inspections to ensure children's welfare is safeguarded. The full Child Protection Policy can be viewed on the school website.

What is abuse?
Abuse and neglect may involve inflicting harm or failing to act to prevent harm and can include any of the following: neglect; physical abuse, sexual abuse and emotional abuse

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

What will happen next?
The Child Protection Coordinator will collate all relevant information, contact relevant members of staff and make a decision about further action, which would involve referral to the relevant Social Work Department or the Police if there is any substantial suspicion of abuse. The Head, Deputy Head (Pastoral) and Safeguarding Governor will be kept informed.

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

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

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

Students must feel able to share concerns with staff. There may be a conflict of interests when a student consults a member of staff about a problem and does not want that information to be shared with their parents or carers. While staff will always encourage and support students to share the information with parents and carers, there may be circumstances in which any pressure to pass the information on could not be in the student's best interests and may result in the student keeping the problem to themselves or not sharing concerns in the future. In these specific circumstances a decision may be taken not to include parents.

The Allardice Centre is governed by guidelines on medical confidentiality

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

Confidentiality Statement for Students
All staff at Fettes want you to feel that you are happy and getting the best of the opportunities that this school provides during the time you are with us. We hope that you feel able seek help if you are concerned or worried about anything. We are here to help and support you. We hope this information will help you understand the

responses you can expect from staff and the various options you have for getting the help you need when you need it.

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

The school's response is that anything you say in confidence will be treated in confidence unless there are concerns about your safety or protection. This would need to be shared with others, but staff would tell you first. They should also tell you who they are sharing it with and why. You may have concerns that you do not want to share with staff or your parents or carers. If you are worried about confidentiality you can speak to the Allardice Centre, the Child Protection Coordinator or Head of Pastoral Care or ask to meet with the school counsellor.

These meetings can be set up confidentially. The following advice may also be useful:

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

Key Policies

Below are links to our key policies please click on the links to read in full.

Promoting Positive Behaviour Policy
Counter-Bullying Policy
Diversity, Equality & Inclusion Policy
ICT Acceptable Use Policy for students
International Student Policy
Child Protection Policy

FETTES COLLEGE
COMPLAINTS POLICY

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

The School will take the opportunity to identify and implement any lessons which can be learned from a complaint and its outcome.

The Policy distinguishes between the different stages of resolution, as follows:

Stage 1: Informal Resolution
If parents have a complaint they should in the first instance contact their child's Tutor ("the Tutor"), who may in turn consult other relevant members of staff, as appropriate, to assist with a prompt and speedy resolution. Where complaints are made directly to another member of staff, they will refer the parents to the Tutor.

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

If the complaint is against a named member of staff then, depending on the nature of that complaint, the matter will be referred by the Tutor to the Deputy Head of the School ("the Deputy Head") or, if the complaint is in relation to academic matters, to the Director of Studies of the School ("the Director of Studies"). If the complaint is about the Tutor, the complaint should be addressed to the Deputy Head. It may be necessary, in all cases of a complaint, to invoke procedures from the School's other policies in order for a full investigation to be carried out.

If, after a meeting or discussion to resolve the complaint, there is no satisfactory resolution, parents can then proceed to "Stage 2: Formal Resolution" of the Complaints Policy.

If the complaint is about the Headmaster of the School ("the Head") this shall be dealt with in accordance with Stage 2: Formal Resolution.

Stage 2: Formal Resolution
If a complaint cannot be resolved on an informal basis under Stage 1, parents should put their complaint in writing to the Deputy Head or, in connection with academic matters, to the Director of Studies.

The Deputy Head or, in relation to academic matters, the Director of Studies, will hold a meeting with the parents concerned to discuss the matter. The intention is that this meeting will take

place within fourteen days of the written complaint being received. If possible, a resolution will be reached at this stage.

If the complaint is against a named member of staff, the Deputy Head or Director of Studies (in respect of academic matters) may decide that the member of staff should be in attendance at the meeting. The parents making the complaint will be consulted on this and their views taken into account in the decision of the Deputy Head or Director of Studies. If the member of staff is to be present at the meeting, the particulars of the complaint that has been made shall be supplied to that member of staff in advance of the meeting.

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

If the matter cannot be resolved at the meeting, the Deputy Head or Director of Studies will investigate the matter further. The aim will be to provide a written response to the complaint within a further fourteen days from the date of the meeting.

The response will explain the decision, the reasons for it and any action taken or proposed and will be sent to the interested parties.

If the parents are dissatisfied with the decision, they may proceed to 'Stage 3: Resolution by the Head'.

If the complaint is about the Head, the complaint should be sent to the Company Secretary ("the Clerk"), who will liaise with the Chair of Governors ("the Chair"), the parents and, as the Chair considers appropriate, the Head. If the complaint cannot be resolved at this stage of the Complaints Procedure and is in respect of expulsion or permanent removal of a student the complaint will, only in these circumstances, be considered under the "Stage 4 Appeals Procedure". In all other circumstances involving a complaint about the Head, the decision of the Chair shall be final.

Stage 3: Resolution by the Head

At this stage of the procedure the complaint will be referred to the Head whose decision, except in the case of expulsion or permanent removal, shall be final.

The Head shall not, except in exceptional circumstances, expel or permanently remove a student without first obtaining the agreement of the Chair or, in circumstances of non-availability of the Chair, of a Governor nominated by the Chair to act in place of the Chair.

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

Stage 4: Appeals Procedure

At this stage of the procedure, which shall only apply in respect of expulsion or permanent removal, parents will be referred to the Clerk, who has been appointed by the Governors to call hearings of the Complaints Panel. The Complaints Panel, comprising up to three individuals appointed by the Chair, none of whom will have had any prior involvement in the matters detailed in the complaint ("the Complaints Panel"), will hear the appeal.

Parents who wish to appeal a decision of the Head to expel or permanently remove a student may do so within fourteen days following the decision of the Head to expel or permanently remove a student.

The Clerk will acknowledge the complaint in writing and will schedule a hearing of the Complaints Panel.

The parties to the hearing shall be (a) the parents of the expelled or permanently excluded student and (b) the Complaints Panel ("the parties").
The Complaints Panel may require that all details of the complaint should be supplied to the parties to the hearing in advance.

Legal representation will not normally be appropriate at the hearing but may be permitted at the discretion of the Complaints Panel.

The Complaints Panel will make a decision on the complaint as soon as reasonably possible following the hearing without the need for further investigation.

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

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

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

The Complaint Panel's decision and the reasons for it will be sent in writing to the parents, the Head and the Chair.

P J F Worlledge - Bursar
Updated July 2026
Review July 2027